

**PALO VERDE COLLEGE
Academic Senate Meeting
Tuesday, May 12, 2020
3.00 p.m.
Virtual via Zoom
President: Hortensia Rivera
Vice President: Sarah Frid
Secretary: Nidhi R. Patel**

MINUTES

Members Present: A. Bavaro-Ricci, T. Brown, J. Campbell, A. Casas, R. Castillo, D. Copple, I. Dagnino, A. Davis, K. Eoff, S. Frid, M. Gamez, V. Hernandez, C. Hettige, D. Lilley-Edgerton, M. Lopez, C. Lozoya, L. Lujano, R. Martin, J. Martinez, P. Martinez, G. Milke, N. Patel, K. Redwine, J. Rinaldi, H. Rivera, R. Robertson, S. Sher, P. Shibalovich, D. Silva, J. Singler, W. Smith, G. Snider, S. Stoeckle, B. Thieboux, J. Turner, and V. Velickovska.

Members Absent: J. Boire, M. Gaubeca, C. Medina, and S. Peterson.

Guests: S. Bauer, M. Kehl and B. Raman.

1. Opening of Meeting

1.1 Call to Order

Meeting was called to order at 3:01 p.m. by Academic Senate Vice President S. Frid.

1.2 Pledge of Allegiance

The salute to the Ameircan flag was led by S. Frid.

1.3 Public Commentary

R. Robertson: Read and respond to his email about extending terms.

B. Raman: Just working on your class assignments for the Fall 2020 in terms of physically rearranging the classrooms. Dr. Bauer and I took a walk around the classrooms to see how we can do the social distancing and the safe practice of classes on campus in the Fall. We will keep you posted as we develop.

1.4. Unanimous consent

Action: To run this meeting via unanimous consent.

Motion by R. Robertson, second by B. Thieboux

Comments/Discussions/Revisions:

- What are the major action items?
 - Academic Standards Committee recommendations and tenure status list up for vote.

Final resolution: Passed unanimously

2. Approval of Minutes

2.1 Minutes from 4/14/2020

Action: Approve minutes from 4/14/2020

Motion by D. Silva, second by V. Hernandez

Comments/Discussions/Revisions: None

Final resolution: Passed unanimously

3. Adoption of Agenda

3.1 Adoption of Agenda

Action: Adopt this agenda

Motion by H. Rivera, second by P. Shibalovich

Comments/Discussions/Revisions: None

Final resolution: Passed unanimously

4. Consent Items (Blanket Motion: All Consent Items will be voted on in one motion with 15 minutes allocated for questions by Senate members. After the question period, any Senate member may request that any item(s) be moved to New Business.)

4.1 Academic Standards Committee Recommendations

- Action: To approve the three items that were discussed during the Academic Standards Committee Meeting that took place on Thursday, May 7, 2020.
 1. PVC DE No Show Process Policy.
 2. PVC DE Regular, Effective Contact Policy.
 3. Proposed phases and tentative dates of crafting Distance Education Standards to allow for appropriate discussion and input.

4.2 Tenure status

- Action: Approve tenure status of faculty members for the 2020-2021 academic year.

Action: Adopt 4.1 and 4.2 items in this agenda.

Motion by W. Smith, second by V. Hernandez

Comments/Discussions/Revisions:

- One minor point, there is no tenure status as 'Life Time', there is no non lifetime tenure. Use 'Permanent' or 'Lifetime Appointment' status instead.

Final resolution: Passed unanimously

5. New Business

5.1 Senate representatives for committees for the 2020-2021 academic year

1. Accreditation - On call
 - No new volunteer, fall back to H. Rivera
2. Budget and Planning - 1st & 3rd Thursday, 3 pm
 - H. Rivera will continue as the Academic Senate President.
3. Student Success and Equity - Every Wednesday, 1:30 pm, CS 123/124
 - J. Faux-Campbell volunteers.
4. Distance Learning - On call
 - D. Lilley-Edgerton would like to continue and P. Shibalovich will join in.
5. Equal Employment Opportunity Plan - Twice a year
 - H. Rivera will represent.
6. Foundation - Contact Foundation Office
 - B. Thieboux volunteers.
7. Facilities/Emergency/Security Task Force - Last Wednesday of the month, 2:30 pm, CS 123/124
 - A. Davis will continue and K. Redwine may attend.
8. Program Review - 2nd Tuesday, 11 am, CS 236
 - S. Frid will continue her post.
9. Staff Development - 5th Tuesday, 2 pm
 - V. Hernandez is interested.
10. Technology - once a month usually on Wednesdays, 10 or 11 am, CS 236
 - N. Patel will continue and C. Hettige will join in.

Standing, Ad hoc, and special committee

1. Academic Standards - On call
 - Academic Senate President
2. Curriculum - 2nd Thursdays, 3 pm
 - J. Turner will stay.
3. Equivalency - On call
 - K. Redwine will be the chair, V. Hernandez and R. Castillo will join in.
 - Meets first Tuesday of every month.
 - There should not be odd number of people on the committee and person who brought the committee on track is R. Castillo.
 - G. Snider will like to continue serving.
 - K. Eoff is interested if necessary.
 - H. Rivera, the Academic Senate President, will decide the finalists.
4. Flex - On call
 - G. Snider will like to step down and give the reins to some fortunate faculty member who is willing to take on the task. He is willing to help them along to show them the things they have to do in May, like submitting the documents, etc.
 - K. Redwine is interested.
 - D. Lilley-Edgerton wants to stay but not be in charge.
 - R. Castillo is joining the committee.
 - P. Shibalovich would like to continue as a member.
 - D. Copple is continuing on.
 - H. Rivera is continuing on.
 - W. Smith is continuing on.
 - C. Hettige joined in Feb. 2020.
 - J. Turner (Denise's Committee List)
 - J. Singler (Denise's Committee List)
 - W. Smith (Denise's Committee List)
5. Scholarship - On call
 - P. Martinez will continue on.
 - K. Eoff would like to continue also.

- J. Martinez would like to continue.
 - D. Copple is on here.
 - D. Silva would like to continue.
 - J. Campbell would like to join in.
 - V. Hernandez would like to join in.
 - C. Medina will stay (Denise's Committee List)
 - S. Peterson will stay (Denise's Committee List)
 - S. Sher (Denise's Committee List)
 - C. Lozoya (Denise's Committee List)
 - R. Robertson (Denise's Committee List)
6. Student Learning Outcomes - Every Wednesdays, 3 pm
- No volunteer therefore H. Rivera, the Academic Senate President will select one of the division chair)
 - One representative from each academic and vocational divisions. Below is taken from Denise's Committee List:
 - D. Copple (Allied Health)
 - S. Frid (Business and Data Retractor)
 - K. Redwine (History/Soc. Sci.)
 - B. Thieboux (Language/Comm.)
 - P. Shibalovich (Math/Science)
 - S. Peterson (Prof. Tech.)
 - I. Dagnino (Student Support)
7. Faculty Handbook Task Force - On call
- R. Martin will continue on.
 - N. Patel will continue on.
8. Bylaws Task Force - On call
- N. Patel will continue on.
 - R. Castillo will continue on.

5.2 Fall 2020 courses

- From the district, PVC is planning on our regular Fall semester
- Whatever is on the schedule right now for students to register for, that is the current plan.
- As we heard Biju announce at the beginning of the meeting, administration is walking around campus and making evaluations and notes on what's on campus and what will need accommodation or adjustments, so that if we do face-to-face classes, we will be in compliance, we will be able to keep everybody safe. But they're still in the research phase.
- Second, the district is in the preliminary stages of contacting faculty regarding contingency plans for classes like PE, CTE, and lab-based courses. Basically courses that will have trouble converting to a different modality. Should there be another health order that shuts down campus or if the current health order is extended beyond the beginning of the Fall term. Those classes will specific strategies.
- One option they are considering but haven't landed on completely is a nine-week mini-mester. Essentially, that's a consideration or an option if classes cannot begin on campus due to a health order beginning of the term.
- Third, the vast majority of the classes that are being taught face-to-face also have correspondence modality in the COR (Course Outline of Records). That is what the district is anticipating being the default modality for any classes that need to be disrupted. Reason being that the engagement in our community students that are in correspondence courses is a lot greater than engagement with our online courses. And through communication that the district has had with different students, technology (even with our laptop giveaways and even with our hotspot giveaways) continues to be an obstacle for students. They are looking for a cost effective way, that is an easy transition and familiar to students.
- Planning is ongoing, and they are really committed to finding a full range of options to provide a flexible response as needed.
- Instructors are responsible to know what modalities your courses have on COR.
- If correspondence, for whatever reason, academic freedom, won't work for you as an option if campus gets shut down for students, then ensure you contact Academic Senate leadership, with B. Raman and S. Bauer about your concerns and remember that any changes to how we're offering classes, especially as it pertains to changing in the middle of the term have implications for working conditions and our working contract. Senate advocates that you work with CTA to ensure that you are adequately represented in all areas. We want to make sure that our classes are going with the best support possible for faculty and the best chances for success for our students.
- Today, an email was sent out regarding the distance education blanket addendum and there are about 90% of the courses that we're offering in Fall already have either a correspondence or distance education or three modalities approved. Ones that don't, the addendum is to revise those COR.
- B. Raman and S. Bauer went through very carefully and looked at each course that does not have one of those designations, and ultimately courses that don't have these designations should not move forward. If you disagree, because B. Raman and S. Bauer did their best, but they are not subject matter experts, and they don't know all the research or training that you possibly might have gotten during this term while you converted things to online or what industry standards are for your courses, if you feel strongly that you face-to-face class needs a distance education designation from the beginning of Fall, and you have time and you are really invested in meeting and working through and advocating for the addendum and you are willing to work through the Fall to get it to our local curriculum process, then please contact the Senate. Senate will help represent you and figure out a solution that hopefully works for everybody.
- Is there a list of the courses (the 10%) that don't meet the correspondence modality?
 - Not at hand but that is the rate given by the district.
 - Only courses that are on the schedule for Fall, not all the courses.
 - Will forward the list courses that were evaluated.

- How are the non-credit courses will be handled?
 - Non-credit courses need to follow all the criteria, Title 5 requires that regardless. Positive attendance requires meeting specific benchmarks and being able to certify that students are in attendance for a specific chunks of time that needs to be reported. This needs to be discussed and ironed out and making sure that we can report that appropriately through Shelley's office. Let Senate know if this is something you want to explore.
- Will the faculty be able to choose which modality to switch to from face-to-face, if lock-down happens again?
 - College would recommend and prefer that you switch to a correspondence modality because the technology continues to be an obstacle for students.
 - Poll your class and find out how many are comfortable with computers and have the technology so that you can do hybrid/online transition successfully.
- Should we prepare for both face-to-face and correspondence modality for a course in the Fall?
 1. Assume that we are going to be meeting in the Fall with whatever accommodation social distancing.
 2. We will be communicating on our syllabus about what students can expect if campus is shutdown.
- Can we have a drop box in Ripley? More drop boxes strategically located for students who do not have transportation and do not live close to a post office?
 - Those are good points to consider.
- Summer courses are all online. Do we keep them as online or do we convert them into correspondence modality?
 - No, because students are aware from the beginning. If they don't have the technology then they won't sign up for those courses. If a course is offered face-to-face then switches modality, we tend to think of equity in terms of access. Correspondence has some obstacles, such as mailing the material, we will definitely consider the suggestions moving forward.

6. Reports

6.1 President

Brief message from Stephanie about the Cares Act, but can't elaborate.

6.2 Vice President

Already report everything earlier in the meeting.

6.3 Secretary

Nothing to report.

6.4 Standing, Ad Hoc, and Special Committees

1. Academic Standards
 - Meeting May 21, 2020, Zoom invite will be sent out.
2. Curriculum - J. Turner
 - New courses, BIO 190 and BIO 191, three revised programs, one new program, and one certificate.
 - AAT in English is currently at the Chancellor's office for approval. It could take 60-90 days for them to review programs.
 - AAT in Communication and History is going to the Board tonight and then it will go to Chancellor's office.
 - This Thursday, the four programs that are going through curriculum are the AST Public Health Science, the AAT in Kinesiology, the AAT in Law Public Policy and Society, and the AAT in Child and Adolescent Development, as well as the certificate in Prep Solar Technician.
 - Working on TRC checklist, taking examples from other colleges to standardize so that it is easier for everyone.
3. Equivalency - R. Robertson
 - Nothing to report.
4. Flex - G. Snider
 - Number of emails coming from the Chancellor's office about upcoming Flex schedule.
 - It appears that we could count some stuff we've done in converting face-to-face to online modality, like any training such as Ashley's going to be doing, as Flexible hours.
 - Biju said to go forward with Flex days as planned.
 - Biju: Not only Flex day but departmental, SLO meetings as well. It's open to interpretation and not very clear, whether we can directly correlate our professional development activities for the courses as Flex time for next years. Because that will be the start of a new academic year, he talked about doing it within this academic year, but he didn't say it transferred from one year to the next.
 - Chancellor's email: I was informed colleges are not able to carry over this year's hours to next year, but according to the memo, districts may count the new professional development activities in lieu of the original plans for the 2019-2020. Chancellor's office approval for how to count individual faculty flex hours is not required, and remains a local decision.
 - When they say local decision, does that mean you (asking Biju?)
 - Biju: Dr. Bauer and I. We will have regular flex days with new social distancing and all other policies that we have in place.
5. Scholarship - C. Medina
 - Nothing to report.
6. Student Learning Outcome - B. Thieboux and V. Velickovska
 - Keep doing SLO for courses as required.
 - eLumen is coming along but don't know when we will be able to do it.
7. Faculty Handbook Task Force - R. Martin
 - One more meeting this month.
 - Working on the outline.

- o We will be reaching out to departments and people to help contribute by writing something small like one paragraph.
 - o We are trying to get it on the sharepoint and share it with everyone.
 - o Most likely this will continue into Fall.
8. Bylaws Task Force - N. Patel
- o Nothing to report.

6.5 Representation Committees

1. Accreditation - H. Rivera
 - o We are still accredited.
 - o The accreditation commission will be in June, we will know then.
2. Budget and Planning - H. Rivera
 - o As mentioned in AS President's report, as soon as I get the information from Stephanie, I will email everyone.

Irma's report on Articulation and Midterm deficiencies:

- Courses submitted for GE were emailed to Maria and cc'd the faculty. Email included whether courses were approved or denied for GE.
- Review that email.
- I'll follow up with an email individually to those instructors whose courses were denied and let you know what the reviewer said when it came to GE. I will also include my recommendations, whether to offer for the Fall or not without GE approval.
- Any questions, let me know.
- Kudos to Jaclyn and SCA reached out to students who are struggling and instructors for forwarding the names of students who disappeared.

3. Student Success and Equity - H. Rivera
 - o Meeting tomorrow.
 - o Talking about ADTs offered for Fall and Spring and mapping, etc., which also falls under Guided Pathways. I on that, so cover two things at the same time.
 - o Planning for five ADTs, they're mapped out already, ready for Fall.
 - o Some stuff being negotiated on that area with certain faculty leads.
 - o There are 12 in total, ADTs.
 - o Five current and seven new ADTs are going to be ready for the Fall, may be an addendum.
4. Distance Learning - D. Lilley-Edgerton
 - o Email from Maria, 400 inmates that were transferred from CVSP to ISP, and will be in quarantine for two weeks. Noting in or out.
5. Equal Employment Opportunity Plan - H. Rivera
 - o It was finalized after going to the Board.
6. Foundation - V. Velickovska
 - o Nothing new to report.
7. Facilities/Emergency/Security Task Force - A. Davis
 - o No meeting, therefore nothing to report.
8. Program Review - S. Frid
 - o Meeting weekly this semester.
 - o If you owe a program review, send in what you have.
 - o If you are missing data or something doesn't make sense, send in your program review with a note saying like highlighting missing data or whatever.
 - o That way we are in compliance with our program review schedule.
 - o The way to submit is email it to S. Lainez or to me or to B. Raman.
9. Staff Development - A. Casas
 - o Nothing to report.
10. Technology - N. Patel
 - o Meeting tomorrow, email me your concerns tonight to take to the committee.
 - o From last meeting, I brought the concerns to the committee and I reached out to the individuals with feedback from the committee's response.

7. Open Forum

- Any update on AFC for the Academic Standards meeting?
 - o No update.
 - o Talk to CTA.

8. Announcements

- Online training is Thursday, followed by Q&A. Create a Canvas course that all faculty are part of. Load all the training material there, which will make it easily accessible.
- R. Robertson's email: Three people take retirement deal that was set up earlier in the year through CTA by December 30th. So that is opened back up from the CTA, something that they negotiated with the district in anticipation of budget shortfall next year. If interested let CTA know. After discussing with Ceci, there is a set amount of money if you retire that the college gives you to cover your out-of-pocket expenses to stay on the PVC insurance. So, it wouldn't be Cobra,

you'd still be part of our normal group. Explore your options and let CTA know if you are interested. \$5000/year on top of \$30k one-time. Gem of a deal to stay on PVC insurance and not deal with Cobra. It's written to be spent on medical expenses, but there's no monitoring of it. You can stay on the PVC's health insurance if you want. Most likely you will not get a good deal if you go to Medicare Advantage plan and do a further buyout unless you are eligible for Medicare. You do not want to be in the age 55-65 bracket trying to buy any kind of private insurance. The rates you're going to get from the College, if you are not a fulltime employee are not going to be same as if you were a fulltime employee. Ceci and V. Lujano can answer any questions.

9. Adjournment of Meeting

Action: Adjourn meeting

Motion by R. Robertson and W. Smith, second by H. Rivera

Comments/Discussion/Protests/Revisions: None

Final resolution: Passed unanimously, meeting adjourned at 4:22 p.m.