

PALO VERDE COLLEGE
Academic Senate Meeting
Tuesday, September 8, 2020, 3 p.m.
Virtual via Zoom
President: Sarah Frid
Vice President: Rosa L. Martin
Secretary: Nidhi R. Patel

MINUTES

Members Present: E. Atkinson, A. Bavaro-Ricci, T. Bolin, J. Campbell, A. Casas, R. Castillo, D. Copple, A. Edradan, K. Eoff, S. Frid, M. Gamez, M. Gaubeca, V. Hernandez, C. Hettige, E. Lopez, M. Lopez, C. Lozoya, L. Lujano, R. Martin, J. Martinez, P. Martinez, C. Medina, G. Milke, N. Patel, S. Redwine, P. Shibalovich, D. Silva, J. Singler, G. Snider, B. Thieboux, J. Turner, and V. Velickovska.

Members Absent: M. Calabrese, D. Lilley-Edgerton, S. Peterson, and J. Rinaldi.

Guests: 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.

Unanimous consent

Action: To run this meeting via unanimous consent

Motion by B. Thieboux, second by P. Shibalovich

Comments/Discussions/Revisions: None

Final resolution: Passed unanimously

1.2 Pledge of Allegiance

The salute to the American flag was led by B. Thieboux.

1.3 Public Commentary

B. Raman:

- Thank you all the faculty for modified CORs w.r.t. DE addendum, without which we would not have been able to offer the courses continuing into the Spring 2021 semester.
- Textbook and MBS contract:
 1. Will send a timeline, a schedule list of activities that are associated with the textbook submission and syllabus early submission, and how it impacts the list of processes going ahead at PVC, especially w.r.t. correspondence courses.
 2. Current vendor for online bookstore is MBS. Looking at the contract to see whether need to have a request for proposals sent out and reevaluate whether MBS is the best vendor for PVC at this time.
 3. Will send request early October for early submission of syllabus. You have already turned in your teaching schedule request to the Office of Instruction and based on previous experience. Asking early submission of syllabus around mid October, especially for correspondence classes.

So, we can go ahead and process these syllabi for correction or any review and then publish it for the students.

4. Working with the Flex Committee, especially Sarafina, eLumen SLO input training will be held on January 21 morning and afternoon session. Training faculty on how to input SLO from Fall semester into the eLumen system. Going forward, we will record SLO into the eLumen system. The morning session will be general introduction and the afternoon session is where faculty will put the SLO data into eLumen along with specific help based on whatever concerns or problems faculty face.
5. Today you will look at Strategic Planning, met briefly with S. Frid, who provided feedback, looking for additional feedback from the rest of the faculty members. It's an iterative process.
6. Accreditation is coming up in less than a year. We have to have a midterm report ready. We were cited on 5 things: SLOs, program reviews, the use of institutional set standards, the lack of substantiated contact online, and the grievance process for correspondence. Many of these fall under faculty purview. Looking forward to working with all faculty in completing the SLOs and program review (meeting this Thursday at 11 am) as per schedule.

2. Approval of Minutes

2.1 Minutes from 5/12/2020

Action: Approve minutes from 5/12/2020
 Motion by J. Singler, 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 D. Silva, second by K. Eoff
 Comments/Discussions/Revisions: None
 Final resolution: Passed unanimously

4. Old Business

Action: Adjourn this Academic Senate meeting to conduct business under Academic Standards Committee
 Motion by B. Thieboux, second by J. Singler
 Comments/Discussions/Revisions: None
 Final resolution: Passed unanimously

4.1 Academic Standards Committee

1. DE Course Structure Rubric

We have the option, not mandated by anybody, to establish a PVC specific criteria for online and hybrid core structure. There is an expectation when online courses are posted through the online educational initiative that it would adhere to this design rubric and it is available for anyone to use and to go through the course. (Go to <https://cvc.edu/wp-content/uploads/2018/10/CVC-OEI-Course-Design-Rubric-rev.10.2018.pdf>) If you have done @One training already, they go through this design rubric.

Do we want to establish a local PVC policy for the course design rubric?

- Not necessary at this time, because this guide is very comprehensive. There may be nuances that relate to our unique position w.r.t. correspondence education. At a later time, we may want to refine a bit.
- Agree.
- If no motion made then this policy will not be developed.

No motion, therefore this will not be pursued further.

2. DE Policies

Teaching Certification for PVC

- i. Establish criteria per Title 5. what faculty need to teach online. The role of the Academic Standards Committee and the role of the Academic Senate is to establish components and then bring them to the district for agreement.
- ii. Develop criteria to maintain certification. We want to make sure that we are not asking people to do this certification one time and then it's good for lifetime certification.
- iii. Develop an equivalency or a waiver process.
 - Researched 15+ colleges.
 - All have @One certification program, covers four areas: Course design, 10-10-10 communication that matters, assessment in digital learning, and creating accessible course content.
 - <https://onlinenetworkofeducators.org/certificate-in-online-teaching-design/>
 - 12-week or 4-week course for 4 components.
 - Benefit of taking this @One course, across the board, industry standard. If we go teach anywhere else, or anyone else certified at another college would be utilizing this, which would make it a seamless process.
 - Cost: 4-week course certification process will cost \$85/course, \$340 total, 40 hours/course. 12-week course certification process is 10 hours/week, 120 total hours, \$255.
 - If paying extra \$80/unit, you can do that and have it count towards your salary advancements.
 - Today, there is a CTA agreement, an MOU, going to the board that says we will be paid for our time per diem for the training that were defined by academic senate, subject to agreement with the district.
 - If you want to opt for the continuing education credits that those would be applicable to your row and column advancement per the details of the MOU.

Do we want to move forward with this or do we want to do more research? Feedback?

- Suggestion to create an ad-hoc committee that obtains the certification and train the rest of the faculty.
- We don't have anyone with the industry standard training, so not possible right now, but we can build upon and explore.
- Not a good idea because the cohort will get the training and credit for placement advancement and ones that they train will not get the same benefit.
- With @One you get a certificate, which is meaningful across the industry, whereas the local training each other will not.
- Agree, we should receive training from an industry leader, @One or any other company.
- We need to do this relatively immediately.
- This specific certification does not allow one person to certify by getting the training and then go on to certify others. This specific certification is a certificate in online teaching and design. So when you are done with it, you are not equipped with the tools to teach someone else, necessarily, you are equipped with the knowledge for you to build your classes and adhere to all the chancellor's office and Title 5 regulations.

Action: Get training and certification in online teaching and design through @One (one where additional \$80 for credits that can be used for advancements) and to have that sent to the board for further consideration

Motion by P. Shibalovich, second by J. Singler

Comments/Discussions/Revisions:

- Can we get the training and certification from another school or does it have to be @One institution?
- This motion is getting the training and certification through @One.
- Example, can one go to UCR and get training face-to-face?
- That would be part of the iii. an equivalency or a waiver process.
- Can we extend the current motion to include "or equivalent training approved by Academic Senate?"
- This is very limiting just to vote today for one specific program and move forward and recommend that everybody goes with one program when there's potentially other programs as pointed out in this discussion. Look into other programs and discussing it in more detail.
- Most colleges that were researched went with @One because it is affiliated with California Community Colleges. These colleges also had extensive DE like core structure advisors and developed area where they could do and handle internal training.
- Built upon this today or declare not ready?
- Problem with getting training and certification from other institution than we decide upon, we should move into the direction of having a uniform training for everybody, a baseline because we do not have an equivalency or a waiver process established yet. That would be reserved for new faculty that are higher later on in the future. For example, Long Beach Community College has an agreement with Victor Valley or some other neighboring community colleges that if you are certified in Long Beach, then they can teach at Saddleback.
- Maybe we should look into more companies other than @One.
- Getting training from different quality institutions has a positive element and that is by enriching experiences from different places.
- @One seems to be the choice that meets what California Community Colleges needs.
- E. Lopez: currently getting training from @One, in week six, enjoy the training, at intermediate/advance level (there are training for different levels), enjoy it because currently working on own canvas shell, already applied what learned in training, accessibility issues were fixed right away, instructors help if not tech-savvy.
- Is it self paced or are you in there with a class with a specific teacher and you are able to ask questions?
- We have modules to work on every week with deadlines, instructors are flexible with us, in a way it is self paced, it's traditional online asynchronous.
- How would you rate @One support? In case you have questions, etc. What kind of support do they provide?
- They have virtual discussion posts, Q&A, schedule appointments. They are also instructors similar to us. They give us similar timeframes. Email them and respond within 24 hours.
- So you have kind of mentors, you can ask questions and have discussion board.
- They do offer some sessions that are not mandatory, where we can show up and ask questions.
- Are you (E. Lopez) on the course by course approach program or in the 12-week program?
- 12-week program.
- We should consider vote for 12-week program instead of course by course

Roll call vote:

15 Yes - T. Bolin, R. Castillo, A. Edradan, S. Frid, M. Gaubeca, E. Lopez, C. Lozoya, S. Redwine, P. Shibalovich, D. Silva, J. Singler, G. Snider, B. Thieboux, J. Turner, and V. Velickovska.

17 No - E. Atkinson, A. Bavaro-Ricci, J. Campbell, A. Casas, D. Copple, K. Eoff, M. Gamez, V. Hernandez, C. Hettige, M. Lopez, L. Lujano, R. Martin, J. Martinez, P. Martinez, C. Medina, G. Milke, and N. Patel

Final resolution: Failed

- Can we make a motion to assign a task force to more research before we commit to this just @One company? More comfortable knowing that we have options with different companies that provide this type of certification.
- Yes, sounds like we need more research and options. So, for our next Academic Standards Committee, which we will need to make a decision. We are already tardy in not having a local policy. A task force will be called together, will send a blanket invite and whoever wants to contribute or wants to attend, we can organize some ideas and then bring it to the October meeting.
- When research for another company, please keep in mind, we prefer keeping Canvas shell, because that's what we're using. We don't want to get training for Moodle or Blackboard or whatever and then be retrained for Canvas.
- Yes, it should be specifically applicable to California Community College and the software that we are utilizing now.
- Which company's training is paid for and which is not paid for need to be decided.
- Yes, who does the training and what we get trained on is the purview of academic senate, and then we show it to the district to get their agreement on it. We will look at other institutions for comparison. Happy to move in that directions, so that everybody feels comfortable with what policies we are establishing.
- When do we have to be certified?
- According to Title 5, before we teach anything for any California Community College, we need to meet their local policy, ensuring that faculty are trained to teach online. Right now, we do not have that policy at all. Title 5 regulation came out in December 2019, so we have been out of compliance for almost a year. The further we wait on this, the less training opportunities there will be available before the Spring term starts. Technically, the district's not even supposed to be putting us on the schedule for an online course if we are not "trade" to teach online per Academic Senate policy.
- Point it out that we were not in compliance with something that was before COVID-19 hit not necessarily after, does not mean that we don't move forward quickly.
- Fair point, it was not something we realized until last May, it was on list of things to do.
- Wise for the Senate to call the Chancellor's office and where we stand with our status of offering online courses in the Spring, since we are not meeting that 2019 deadline and also bring up the point about how the COVID pandemic plays into that certification.
- Yes, when we bring the task force together, we can jump in on that.
- Some instructors are new to PVC and may be certified, as is in my case, through another college. Would that count? I have Canvas certification.
- That is something we need to discuss, maintaining certification. If someone gets an initial certification, what additional training is necessary afterwards and at what intervals. Also, should there be an equivalency and a waiver process. So a lot of the colleges that I looked at almost every single one has a specific waiver form for new faculty to show their skill level for all the outcomes for each of the four areas: the course design, the communication, assessment, creating accessible course content that is covered in the @One certificate.

Right now, we need to table both of these until we have defined the online teaching training protocol for PVC.

Action: Adjourn this Academic Standards Committee meeting and reopen Academic Senate meeting.

Motion by D. Silva, second by B. Thieboux

Comments/Discussions/Revisions: None

Final resolution: Passed unanimously

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

- Budget and Planning - 1st Thursday, 11 am or 3 pm
 - Not sure about meeting times
 - B. Thieboux
- Equal Employment Opportunity Plan - Twice a year
 - P. Martinez will like to continue
- Facilities & Safety - 4th Wednesday, 2:30 pm
 - C. Lozoya would like to continue
- Program Review - 2nd Tuesday, 11 am, CS 236
 - T. Bolin
- Student Success and Equity - 2nd Wednesday, 3 pm
 - J. Singler

5. New Business

5.1 Meeting calendar for 2020-2021 academic year

Action: Approve the meeting calendar for the 2020-2021 academic year

Motion by D. Silva, second by B. Thieboux

Comments/Discussions/Revisions: None

Final resolution: Passed unanimously

5.2 Nomination and election of Academic Senate Vice President

S. Frid: In my June 29, 2020 email, the Academic Senate bylaws states that we get a nomination process going as soon as a vacancy happens and each nomination needs four senators who are supportive of the nomination. Because of COVID-19, we had to do all of this through email, and to date I have received one nomination in total and that nomination has received five senate supporters in writing. That person is Rosa L. Martin. Did I miss anybody? Did anybody else get nominated and get four or more supporters? No. So formally, Rosa, do you accept the nomination?

Rosa: Accept.

Action: Elect Rosa L. Martin as the Academic Senate Vice President

Motion by R. Castillo, second by D. Copple

Comments/Discussions/Revisions: None

Final resolution: Passed unanimously

5.3 Strategic Planning

- 2020 Vision that we looked at in the past and ended last academic year is available online on the PVC website with outcomes on it's very vague, a lot of passive language, not a lot of specifics. After meeting with Dean of I&SS, B. Raman, asked him to start writing the narrative to clearly identify criteria and specifics, after which there would be something tangible for us to give feedback.
- Horizon 2023, few things to note:
 1. Student Achievement and Growth: should be reviewed and commented on by the Guided Pathways Committee. I will bring that up to them.
 2. Goal 1: Have a caveat in terms of the increase of ADTs, there should be some qualifying language in there that states that new program should be based

- need and demand and not just more is better all the time.
3. Goal 2: There's access and students success and equity, again, that should be reviewed by the Student Success and Equity Committee. So, whoever volunteer to be the Academic Senate rep (covered in agenda item 4.2 in this meeting), J. Singler would follow up with that, make sure it gets reviewed.
 4. In general, look through this document. These are the things that we are going to be getting funded for, have to be reporting on in terms of our program review. If something does not look right, not clear, it is our obligation to provide feedback. Email Dean of I&SS, B. Raman, or email me and it will be passed on to B. Raman.
- These documents are attached to the agenda, so go over them and provide feedback.

6. Reports

6.1 President

- Anything regarding Fall 2020, if you are still having ongoing issues, I need to hear from you. If you're having concerns about your Fall load or whatever. Right now, it seems as though everything has been resolved. If that's not the case alert me and I'm happy to help.
- Regarding Spring 2021, as of Friday, the instruction office reported to me that 100% of the divisions have submitted nearly 100% of our schedule. So, virtual high-five to everybody.
- There's some textbook issue is going to continue to be an issue. I'm going to continue to advocate for faculty and that we improve our process for everybody.
- In terms of COVID-19 planning, Dr. Wallace invited me to join in, in a weekly Riverside County teleconference regarding the COVID regulations. The last one that I went to was last Wednesday and on that call it was established that the new statewide color tier scheme supersedes all other guidance. We are currently in purple, which is widespread infection, and we are the most restricted. In order to step down to red, we have to reduce our county positivity rate and remain there for at least two consecutive weeks. That is determined weekly on Tuesdays. Once we are in the red, higher education is allowed to resume some in-person instruction, provided that the district is adhering to statewide higher education guidelines. If the county is on red, and we start holding in person stuff, but we are not adhering to the guidelines, they will shut us down, regardless of what tier we are at, for the county. It is my understanding that the Chancellor has given Dr. Wallace guidance that are very, very face-to-face courses may continue, but I want to follow up with the district to ensure that we are in full compliance with the statewide industry guidance for higher education.

6.2 Vice President

Nothing to report.

6.3 Secretary

Nothing to report.

6.4 Standing, Ad Hoc, and Special Committees

1. Bylaws Task Force - N. Patel
 - Nothing to report.
2. Curriculum - J. Turner
 - Everyone got their CORs in for the 1st submission date.
3. Equivalency - S. Redwine
 - Nothing to report.
 - Confirm that R. Castillo is the member of the committee. I notified Denise, not sure if the list was updated. (Denise's list from 9/16/2020, shows R. Castillo as

a member. Also, W. Smith is listed as a member representing instructions. So it seems we have a vacancy to be filled by another faculty member.)

4. Faculty Handbook Task Force - R. Martin
 - We will present a very, very rough draft version of the Faculty Handbook, hopefully during the next Academic Senate meeting.
 - We will have an online way of everyone viewing it and commenting on it.
5. Flex - S. Redwine
 - Taking request for Flex Day presentations for the Spring.
 - We do have one day full per B. Raman's comment about eLumen training.
 - We have few spots available. Official call for requests have not been put out. But if you have anything, submit it and committee will consider them.
6. Scholarship - C. Medina
 - Invite all the faculty to participate in our scholarship. How can you participate? Well, just donate the minimum, which is \$10, to whatever maximum you decide. Get the form from S. Slagan. If you need help then let C. Medina know.
7. Student Learning Outcomes - P. Martinez
 - Met, 1st meeting, on August 20th.
 - SLO committee oversees the creation and implementation of SLO, which is the services areas, outcomes for the purpose of program review and implementation. SLO are very critical and everyone should critically look at their process and follow accordingly, so that they can be submitted on a timely manner. All members are responsible for making reports to their respective organizations or divisions. Update in periodic reports will be forwarded to the Program Review committee and Guided Pathways committee. The election of the co-chairs for the seven divisions, the eight chair is the Dean of I&SS, B. Raman. D. Copple nominated me for the co-chair of the SLO committee, seconded by B. Thieboux, with no other nominations. So, I would be serving and reporting the progress and the status of the SLO committee back to the Senate.
8. Student Learning Outcomes Task Force - V. Velickovska
 - Nothing to report, I am not aware if we had a meeting yet. I will find out when they meet and report back next meeting.
 - S. Frid: Talked with B. Raman about it, and he said that it is the eLumen group that's working on buiding the eLumen.
 - Yes, the eLumen training is ongoing. We are still trying to find interesting bits of it and figure everything out.

6.5 Representation Committees

1. Benefits and Professional Development - V. Hernandez
 - Nothing to report.
2. Budget and Planning - S. Frid
 - Nothing to report.
3. Equal Employment Opportunity Plan - P. Martinez
 - Nothing to report.
4. Foundation - V. Velickovska
 - Students have received their scholarships.
5. Facilities & Safety - C. Lozoya
 - Working on updating the PVC emergency response plan handbook. Add COVID related stuff.
 - Make sure your committee is looking through the statewide industry guidelines. There are specifics about having designated process for contact tracing. We are supposed to have a written prevention plan. So those things would be essential in that document. This would be something to bring to the committee.
6. Guided Pathways - S. Frid

- Attending weekly meeting in terms of the Student Success team all summer, building criteria for student success team but haven't implemented anything yet.
 - Next official meeting is coming up, so nothing to report yet.
7. Program Review - T. Bolin
 - S. Frid will send you information on that.
 - 1st meeting is this week.
 8. Strategic Planning - S. Frid
 - Nothing to report.
 9. Student Success and Equity - J. Singler
 - Nothing to report.
 10. Technology - N. Patel
 - We met last Wednesday.
 - Few things to report:
 1. PVC Services will be replaced by Student Planning. Asking faculty members to volunteer to test the Student Planning. If you are interested in testing it out, then let me know. I can ask A. Houston to get you faculty status so that you can access the features. It will be similar to PVC Services, but it's supposedly they tell me it's better. I haven't tried all of it yet. C. Hettige and I have volunteered to test it out.
 2. Student email, they are still working on it. There is no deadline that was mentioned during the meeting to have student email accounts ready by certain date.
 3. The eLumen SLO status, they are on track to go live by the end of Fall 2020 semester. So that means that all faculty SLO evaluation will be on eLumen during Flex Day in 2021. In the Spring 2021 Flex Day, we will be working on SLO and putting the in the eLumen system. There were some issues in terms of having previous data available on eLumen so that you can use the CLOs to create the PLOs and the ILOs. Because, we are starting Spring 2021, all of the old data is not available, so you have to do it by hand in order to include them in program reviews.
 4. Faculty desktop future plans. Each faculty has a desktop in their office, which will be replaced by laptops that you will dock to a docking station that will be connected to monitor, mouse, printer, etc. This way you can take your laptop home and not have two different copies working at home computer or at your work computer. Not sure how the laptop will be sent to the instructors who are not in the office or can't come to pick it up in person from the IT office. I will have to find that out. Apparently, IT department do not have the laptop ready just yet.
 5. Talked about Canvas training.

7. Open Forum

Nothing to report.

8. Announcements

1. R. Castillo: CTA MOU with the district is up for approval tonight at the Board meeting. Once it is approved, all faculty will receive a copy. It will address three things: online teaching training, faculty evaluations (faculty evaluations are happening, if you are being evaluated then you should have received notifications from office of instructions, and if you haven't contact them and let them know), and extension of the previous MOU from 12/30/20 to 6/30/21 (everything that was agreed upon in the March has been extended to the 30th of next year.) Includes the counselors' MOU as well.

2. R. Castillo: Some faculty may get a little bit more compensation in the coming weeks. If you were contacted by M. Kehl lately about your CTLCs worksheet, she is updating the CTLCs. For labs, under the new current contract which goes from 0.667 CTLCs to 0.75 CTLCs. You will get paid out the difference on the overload rate. If you taught nursing classes, labs of any kind, separate from the lecture, you will due that difference in compensated and hearing from M. Kehl.
3. J. Singler: Sent out a summary of different things that I learned during the Reep training and you guys can all refer to that, but I would like to recommend the Omada Health Program. The link was provided in the email. I applied and got accepted and will report back about that. You can join yourself if you wish to once you qualify, follow the link in the email.
4. J. Singler: would like everyone to think about flu vaccinations, not out yet, but they're going to be very important this season because we want to reduce the drain on the health caregivers.

9. Adjournment of Meeting

Action: Adjourn meeting

Motion by N. Patel, second by R. Castillo

Comments/Discussion/Protests/Revisions: None

Final resolution: Passed unanimously, meeting adjourned at 4:36 p.m.