

PALO VERDE COLLEGE
Academic Senate Meeting
Tuesday, October 13, 2020, 3 p.m.
Virtual via Zoom
President: Sarah Frid
Vice President: Rosa L. Martin
Secretary: Nidhi R. Patel

MINUTES

1. Opening of Meeting

1.1 Call to Order

- Meeting was called to order at 3:00 p.m. by Academic Senate Vice President S. Frid.
- Roll call
 - Present: E. Atkinson, A. Bavaro-Ricci, T. Bolin, M. Calabrese, J. Campbell, A. Casas, R. Castillo, A. Edradan, K. Eoff, S. Frid, M. Gamez, M. Gaubeca, V. Hernandez, C. Hettige, D. Lilley-Edgerton, E. Lopez, M. Lopez, C. Lozoya, L. Lujano, R. Martin, J. Martinez, P. Martinez, C. Medina, G. Milke, N. Patel, S. Peterson, S. Redwine, J. Rinaldi, P. Shibalovich, D. Silva, G. Snider, B. Thiebaux, J. Turner, and V. Velickovska.
 - Absent: D. Copple and J. Singler.
 - Guests: B. Raman and W. Smith.

- Unanimous consent

Action: To run this meeting via unanimous consent
Motion by B. Thiebaux, second by P. Shibalovich
Comments/Discussions/Revisions: None
Final resolution: Passed unanimously

1.2 Pledge of Allegiance

All together.

1.3 Public Commentary

B. Raman:

1. Seeking volunteers for ACCJC writing of the midterm report, which is due Oct 1, 2021. We need to address five requirements are the following:
 - i. A student grievance process: We have to put procedures and policies in place that address and communicate to the students, their rights and privileges of grieving or petitioning for grade changes or any other systematic injustices they perceive against their academic progress. So, we have to reach out to both the on campus and the correspondence education population, primarily the incarcerated population, let them know what are these policies and procedures.
 - ii. The policy on distance education and correspondence education: The progress we have made is that the Senate has advanced and has accepted what is meant by substantiated contact for online courses between the faculty and the student and this has been Board approved. We expect most of the courses online will be evaluated against this rubric.
 - iii. Use assessment data to support student learning and achievement: We have to show due process that takes the results of our SLO and other assessments and how it informs our budgeting our other processes and policies in place

that remedy or correct the situation and enhance the student success and achievement.

iv. Use institutional set standards to address student achievement gaps: This is policies and procedures in place that utilize the data that we say we are gathering in informing or reducing student achievement gaps.

v. Program reviews: We have to show that we are consistently reviewing all our programs for academic quality and integrity and that we are utilizing the results of such analysis and informing our policies and procedures.

- Unlike the full version of the ACCJC report, this will be a very focused and very specific addressing of these five requirements.
- We are asking from all constituent groups to enhance and evaluate the writing of this report and your participation will be on a monthly basis via zoom.
- We hope to produce the report over the summer.
- This will be based on the data, program reviews, and all other activities that are taking place right now.

2. Dual enrollment agreement with Palo Verde Unified (PVUSD): We already have a dual enrollment/contract agreement with Needles Unified. CTE courses have a concurrent enrollment with PVUSD. This is seeking to expand that connection to academic areas. These courses will be offered under the purview and the authority of PVC at the school campuses. It will be completely inline with our minimum requirements for faculty, evaluations, our SLO assessments, and all other associated competence. I have provided the timeline. If you all think it's a good idea, then this will be followed by a presentation to the unified board about the benefit of bringing into our fold the unified students in academic areas and how it will enhance our own students' preparation and success.

2. Approval of Minutes

2.1 Minutes from 9/8/2020

Action: Approve minutes from 9/8/2020
Motion by C. Medina, second by E. Atkinson
Comments/Discussions/Revisions: None
Final resolution: Passed by unanimous consent

3. Adoption of Agenda

3.1 Adoption of Agenda

Action: Adopt this agenda
Motion by V. Hernandez, second by D. Lilley-Edgerton
Comments/Discussions/Revisions: None
Final resolution: Passed by unanimous consent

Action: Add a document as an attachment to agenda item 5.4 and to adopt amended agenda.
Final resolution: Passed by unanimous consent

4. Old Business

Adjourn this Academic Senate meeting to conduct business under Academic Standards Committee

4.1 Academic Standards Committee

Academic Standards Committee Meeting was called to order at 3:16 p.m. by Academic Senate Vice President S. Frid.

1. Faculty Training Policy for Distance Education/Online Instruction:

- Structure the conversation in a way that prioritises PVC faculty providing an academically rigorous and consistent online experience for students and that masterfully incorporates all forms of accommodations for diverse student populations. So, what should we be looking for in a training policy, what skills should we be upholding for faculty that will positively impact student success. And how have our professional peers and other community colleges approach this, and what kind of conclusions can we glean from that.
- See the document attached with the agenda. S. Frid summarizes the table in agenda item 2 and continues on to @One Certification Program description and four areas covered.
- Last area covered, Creating Accessible Course Content, we talked about this quite a bit that the big difference about online education in terms of providing accommodations to diverse students is that we have to provide it, either before or at the same time as the resources that we're offering all other students, so it cannot be something that we add at the end.
- Questions, comments?
- @One is good starting point
- Agree, most colleges use @One and those that have homegrown certification have distance ed. coordinators who run the certification programs
- S. Frid continues on to Proposed policy language. Discussion on this?
- May be add that new hires may arrive with previous certification, which would qualify.
- Why can't we have this summer for the completion of this course?
 - Because the @One certificate in online teaching and design is a 12-week course. So if you are enrolled in Spring, you would be done by the end of that semester.
 - MOU requires us to finish the training by June 30, 2021, if you want to teach online for the Fall semester. Thereafter, you complete the training on your own before you start teaching this distance ed. or online.
- Is the training open entry exit or is there a set schedule?
 - It is a set schedule, course enrollment, taught by a faculty, it is hands on, build your actual course in Canvas that you would be teaching, an immediate benefit and pay off.
- Simultaneously teaching online course while you are enrolled in @One course.
- Anyone that is interested in getting a distance education certification, honored by the district, and paid for by the district so nothing comes out-of-pocket, can enroll, even if you are not scheduled to teach online courses in the Spring.
- This is only need for online.
- Next course is scheduled for January.
- Some credit should be allowed to new or current faculty who have prior experience or training equivalent to @One.
 - Providing a waiver or an equivalency process is a separate item. We would have to work on that. It is much more complex process. We don't have a set process for evaluating equivalency, who would be appropriate for that. These are different set of questions that we can embark on and add to this policy, but we need to get this part set.
- Is it a one course or is it a program?
 - One 12-week course with all four elements are incorporated into it, or four elements each 4-week long, total of 16 weeks. Certificate after you finish everything.
- Concern about prior to, should change it to simultaneous.

- The language needs to be prior to and not simultaneous because Title 5 language is saying that we are having appropriately trained faculty who are teaching these courses. So, for Spring 2021, yes enroll simultaneously.
- Should we include in the language that the credit earned with this certification may be used for salary placement advancement?
 - No, because that is part of our MOU, our contract, not part of Academic Standards policy.
- Many of us met twice, we discussed the merits of the @One certificate and this stems from that faculty input and discussion.
- Take action piece by piece
- Final suggestions to change the paragraphs under New, or Continuing, Distance Education Instructors to:

For Spring 2021 term only, Distance Education (D.E.) faculty must be enrolled in the D.E. Certification Course approved by the Academic Senate.

For all other subsequent terms, each D.E. faculty must be certified to teach distance learning prior to being assigned a distance education course. New faculty hires may be scheduled with a one semester waiver but must complete the D.E. Instructor Certification in their first semester of employment.

Action: Approve the two paragraphs finalized above under the New, or Continuing, Distance Education Instructors
 Motion by R. Castillo, second by J. Martinez
 Comments/Discussions/Revisions: None
 Final resolution: Passed by unanimous consent

- Now we need a motion for the last paragraph

Certification is granted by satisfactorily completing @One Certificate in Online Teaching & Design.

Action: Approve to adopt the @One certificate training program to meet the distance education online teaching certification requirements.

Motion by R. Castillo, second by B. Thieboux

Comments/Discussions/Revisions:

- Why don't we leave it the way it was before?
 - Because we have to define what the training is.
- So, the only choice that we have is @One only and that's it?
 - Yes, because no one else suggested anything when that was left as an option.
- Since there are two pathways, 12-week or 16-week. Would that be left upto the instructor?
 - At the end of the day, you need a certificate in this online teaching and design, not prescribing how you get there, unless someone wants to make a motion that there's a specific path.
- During the group meeting two weeks ago, the availability of the courses came up, since it is in demand. You have to be on top of the enrollment, check every day to see if a seat is open.
 - True, but they are opening new sections in January. I am on the list to get notified, so I will let everybody know.
- Leave it up to the faculty what path they want to choose.
- Amend the motion: We go with @One certificate in Online Teaching & Design via the path of the instructors choice.

- Questions on what the process is to register and will the training be synchronous?
 - It is an asynchronous course. There are two instructors in the course, and they do respond quickly, and they do offer Zoom sessions, if you need more support. And in these courses, we collaborate with other instructors, other students. It is a good course.
 - The process to register for it should be done via CTA, through MOU component, so that your time is documented and you get per diem. How to submit your certificate, how to get registered, whether to get reimbursed or if the district's going to pay for it ahead of time and then how to get your units.

The motion on the floor: We go with @One certificate in Online Teaching & Design via the path of the instructors choice.

Final resolution: Passed by unanimous consent

2. Maintaining certification:

- We don't have to vote on this today. However, think about getting certified one time is not going to be sufficient. We are going to have to show that we have ongoing expertise. It could be that you just do additional hours of professional development that are focused on online training.
- S. Frid reads/summarizes the Maintaining Certification section.

Action: Table Maintaining Certification until the next senate meeting

Motion by R. Castillo, second by B. Thieboux

Comments/Discussions/Revisions:

- Who would pay for maintaining certification?
 - It would not fall under our MOU; so, it would fall under however we get our professional development done now.
- What would be considered the appropriate type of requirements in order to complete those 15 hours? Is it something we have to look for on our own or is that something that will be given?
 - We would have to discuss. I have presented some ideas here in the agenda. Come to the next meeting with your ideas about what would be a quality way to maintain our certifications, what is an appropriate amount of hours, and what is a good interval to do that with.

Final resolution: Passed by unanimous consent

3. Adjourn back to Academic Senate meeting at 3:59:45 pm

5. New Business

5.1 AP 2510 Collegial Governance Updates & Organizational List/Committees

- When the Curriculum Committee changes were presented to College Council that had been agreed upon with Dr. Bauer last Spring, Dr. Wallace is like, hold up, there's actually a lot more that we need to do a deep dive in.
- He has become more involved than he was in the past.
- We are also doing a deep dive in College Council with Denise's Organizational list and committees. Good resource but confusing.
- W. Smith has put together a working group to go through all the tedium.
- K. Eoff is helping.
- All changes will be brought back for discussion and vote. Then the changes are taken to College Council. If there are changes then back here and so forth.
- Would anyone else would like to volunteer?
- No one, it is just S. Frid and K. Eoff

- If you have any feedback about any committees that you want us to take to the working group, email S. Frid.

5.2 Spring 2021 Schedule

- Instruction office has a new way of doing business in terms of correspondence courses, and that is as soon as the schedule has been printed, it is set, no addition of any more courses. Because this leads to never ending registration cards and ads. This means students don't have finalized schedule by the time syllabi are passed out. That needs to stop. So, printed schedule is final, unless there's low enrollment for some odd reason and it should be canceled for that reason.
- Syllabus checklist that was emailed out to everybody. If you are unsure about some components on your syllabus, you can double check that checklist and make sure you are meeting all of it. There should be citations for some of it for the more complicated things for you to explore if you need that. If you get feedback from Instruction office and you don't know whether that is infringing on my rights as the instructor of record or this is infringing on my academic freedom, let S. Frid know. R. Martin emailed all the faculty her syllabus and syllabus quiz for reference for anyone who might need it (thank you, Prof. Martin.)
- Any questions/discussions?
- Sent the checklist to part-timers?
 - Yes.

5.3 Senate representative for Interim Accreditation Team

- What is the role of this Senate rep? Is it to look over as an editor or taking the lead on addressing these five areas?
 - It is someone who will lead and comment on the report and give feedback on the five areas mentioned.
- Initially, the meetings will be monthly but will become more frequent as we lean into the writing of the report and final submission by the 10/1/2020 deadline. It has to be approved by the BOT in September.
- We need a Senate rep who is not in charge of rectifying these things but who is in charge of giving a Senate lens to the report and make sure it is aligned with what we see on campus and if anything has been changed or updated that it's fully communicated with this Senate.
- Can we nominate someone?
 - No objection to that but first I would like to see if anyone would like to volunteer.
- No volunteer.
- B. Thiebaut is already on the committee. His role is to help edit from the broad overview perspective, not actually a rep of the Senate or any other body.
- E. Atkinson would like to but lack PVC specific experience.
- Anyone that has been here less than a full term is not an ideal candidate for this particular role.
- S. Frid may seek out few of the Senators for the role and, if need be, bring it back to the group in the November meeting.

5.4 Dual enrollment Agreement with PVUSD

- S. Frid reiterates B. Raman's earlier statements and highlights some things from the document that is attached to the agenda.
- Questions or discussion
- Have they talked to the HS about that? 6th period is mostly their own. Why are they going to get a 6th and 7th period going on?
 - This was initiated by the HS and it is proposed by the PVUSD. The reason are to improve career readiness and to offer more options for completion of the gatekeeper classes like English and Math before they step foot on PVC campus.

- Understand the reasons but don't know when the instructors would have time if they got 6th period of their own, how they're going to be free for a 6th and 7th period also.
 - It would be an overlapping classes. The only students that would be in that HS class would be students enrolled with PVC taking the PVC course.
- This course will be open to the community, their campus will be open enrollment, so anybody from the community could attend those classes as well. Several of our instructors who teach here in the evening are already qualified to teach will be also teaching there on their campus.
- Would this agreement open up all classes offered at PVC?
 - Yes, the potential is there to offer any academic area for which the instructor meets the minimum qualifications. The potential is there that doesn't mean we have to offer every class which the instructor meets minimum qualifications for at the HS.
- The benefit here is student right now without this MOU are not allowed to take a class that might be similarly offered at PVHS through PVC. This would give us an avenue to capture that enrollment by having this specific agreement. Is that correct?
 - Correct. Benefit to the student is that the student gets the credit for his high school course as well as the college course.
- Benefit to Business division, entrepreneurship courses, selected topic courses, two ADTs. These are substantial level courses that students can prep for college level course work.
- How many sections one single teacher can teach at the HS?
 - One class at a time during 6th or 7th period. If there's demand then maximum two sections.
- How would the units for a class translate to HS schedule? Example, ENG-101 is 3 units = 3 hours a week. HS teachers are teaching 5 hours a week.
 - Credit hours have to match. It is equal to the Carnegie unit, whatever we work out at the college level. As far as the scheduling is concerned, the class will meet for 5 days a week as needed for the appropriate amount of time to equal that credit unit requirement.
- ENG-101, 3 units, 54 hours would be done in 10-11 weeks, 1 period = 55 minutes. The HS teachers also have a contract there, so how would that work out?
- What will happen during pandemic? Is this class going to be hybrid? Is there a disruption in the semester?
- How soon will this MOU go to the Board for approval? How long are both the Senate and the union given to consult with each other about this before it goes to the Board?
 - The timeline is that we have this month and the next. The Unified has given us two months to look at it. Consult, deliberate, and come back with questions like yours, about the scheduling process and how it works. The Unified Board approves it first, and they won't look at it until early next year. They want the college to make a presentation to Unified Board in December Board meeting. We have until then to deliberate, consult, and come up with clarifications on the various issues.
- Take the opportunity to look at this and investigate other types of questions and voice your concerns to B. Raman or S. Frid or R. Castillo so that we can figure it out before our November meeting.
- There is also no mention of equivalency, there might some Senate issues with that. Table this until November and have faculty discuss this in both the forums of the Senate and the Union to see what the impact would be. It is not something that should be taken lightly.

6. Reports

6.1 President

- New CTE programs as mentioned earlier by B. Raman, Culinary Arts, Forklift training, RN program, and CNA/VN for Needles. We want to make sure that all new programs are being funneled through the Senate and through the curriculum process, so that we are not blindsiding any faculty members or division chairs. This is being brought to your

attention. If something looks wrong in terms of its applicability to PVC, it's important that we speak up about our concerns.

- COVID reopening plan. No word from S. Slagan in terms of continuing the conversation or how we are going to meet back up again to review the rest of the document. S. Frid will reach out to y'all as soon as S. Slagan gets back to her.

6.2 Vice President

- Spoke with Shelley, remind everyone about shredding student work, especially correspondence, if the Student ID is on any of it that you are not returning that includes envelope, etc., due to FERPA.

6.3 Secretary

Nothing to report.

6.4 Standing, Ad Hoc, and Special Committees

1. Bylaws Task Force - N. Patel
 - We decided to update the committees that are under the AS purview. It will be similar to what AB 2510 has in terms of purpose of the committee, who's in charge, who are the voting members, etc. This way there is no discrepancy in terms of different documents saying different things.
2. Curriculum - J. Turner
 - All the courses that were sent to the Chancellor's office were approved last Thursday. All the courses plus others that were added will be on the November Board for approval. There will be an addendum in December. So all those courses should be able to be taught online come Spring semester.
3. Equivalency - S. Redwine
 - We have a case before us. All the committee members have the documents for the case to review before our Zoom meeting next week.
4. Faculty Handbook Task Force - R. Martin
 - We have a rough draft of the faculty handbook, and we're going to be discussing how we're going to open that up for all faculty to comment. We will table the short presentation for the November meeting.
5. Flex - S. Redwine
 - A call for Flex Day talks are out. Received some requests. This is a last call for Flex presentations. No requests from faculty. All requests are from the other side. We are going to have the eLumen training all day Thursday of Flex days. There is enough for Friday. But if anybody else wants to recommend anything or request time for anything, let S. Redwine know this week.
 - Assume Flex Days will be online via Zoom? Need to understand it before whether can offering something or not.
Yes. A call for a Zoom meeting will out soon, probably in the next few weeks.
6. Scholarship - C. Medina
 - Nothing to report. Invite everyone to donate whatever you want.
7. Student Learning Outcomes - P. Martinez
 - Nothing to report. Haven't met in October. Should have something next meeting.
8. Student Learning Outcomes Task Force - V. Velickovska
 - eLumen training is going along. Data load is almost done by Adam. Regarding SLO accuracy for the Fall 2020, who is going to put it in there, most likely E. Pope. There's training scheduled in January is almost done.

6.5 Representation Committees

1. Accreditation Team -
 - We already talked about this.
2. Benefits and Professional Development - V. Hernandez

- Nothing to report.
- 3. Budget and Planning - B. Thieboux
 - Missed the meeting. Should have something next meeting.
- 4. Equal Employment Opportunity Plan - P. Martinez
 - Nothing to report. Haven't met yet.
- 5. Foundation - V. Velickovska
 - Nothing to report.
- 6. Facilities & Safety - C. Lozoya
 - Missed the last meeting. Not sure who's heading up that committee anymore. Three new handicap ramps put in around the college.
 - S. Slagan would know about who is chairing that committee. Follow up with her and make sure you are on the email list.
- 7. Guided Pathways - S. Frid
 - Setting up pathways specifically for streamlining our correspondence courses. It will make a big impact on everybody's workload in terms of making our manual labor processes smoother and more streamlined. We will be rolling it out as official things are brought into play. Right now, we are in developmental phase.
- 8. Program Review - T. Bolin
 - Nothing to report. Should have something next meeting.
- 9. Strategic Planning - S. Frid
 - Next meeting is this Thursday. B. Raman will be presenting more finalized draft on the Strategic Plan.
- 10. Student Success and Equity - J. Singler
 - J. Faux-Campbell also attends the meeting as an articulation officer.
 - We touched on Guided Pathways regarding correspondence.
 - Talked about Pirate's Chest, first distribution was in September and there one this week, it now has federal support, which means more produce packages and boxes for students.
 - Touched on Horizon 2023, survey sent to students to engage and get comments to help improve for Horizon 23.
 - Next meeting coming up soon.
- 11. Technology - C. Hettige/A. Edradan
 - Student email implementation is still in progress.
 - Laptops available for all faculty who needs one.
 - PVC approved Studio integration with Canvas and few faculties are in training right now, it's like YouTube.

7. Open Forum

Nothing to report.

8. Announcements

- Academic Calendar committee met and settled on proposals going to the Board later on in the semester. More in the union meeting. We have at least three years done. Fall semester start on Monday, Aug. 16, so we have an extra week of summer.
- Attention to all division chairs, since evaluation process has been extended for the full-time faculty till the end of the semester, to check their schedule and tell those who are to be evaluated the deadline to submit all the required documents.
- Congratulations to E. Atkinson, who will be finishing his Doctorate in African American literature from UCR this Friday.
 - How many years did it take?
 - 8.

9. Adjournment of Meeting

Action: Adjourn meeting

Motion by P. Shibalovich, second by E. Atkinson

Comments/Discussion/Protests/Revisions: None

Final resolution: Passed unanimously, meeting adjourned at 4:44:45 p.m.