

PALO VERDE COLLEGE
Academic Senate Meeting
Tuesday, December 8, 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 3:01 p.m. by Academic Senate Vice President S. Frid.

1.2 Roll Call

- Roll call
 - Present: A. Bavaro-Ricci, T. Bolin, M. Calabrese, J. Campbell, A. Casas, R. Castillo, D. Copple, A. Edradan, K. Eoff, S. Frid, M. Gamez, V. Hernandez, C. Hettige, D. Lilley-Edgerton, E. Lopez, M. Lopez, C. Lozoya, L. Lujano, R. Martin, P. Martinez, C. Medina, G. Milke, N. Patel, S. Peterson, S. Redwine, J. Rinaldi, P. Shibalovich, D. Silva, J. Singler, G. Snider, B. Thieboux, J. Turner, and V. Velickovska.
 - Absent: E. Atkinson, M. Gaubeca, and J. Martinez.
 - Guests: M. Kehl, B. Raman, and W. Smith.

1.3 Unanimous Consent

Action: Voting by unanimous consent on agenda items today
 Motion by B. Thieboux, second by C. Medina
 Comments/Discussions/Revisions: None
 Final resolution: Passed unanimously

1.4 Approval of Meeting Minutes from 10/13/2020

Action: Voting by unanimous consent on agenda items today
 Motion by B. Thieboux, second by C. Medina
 Comments/Discussions/Revisions: None
 Final resolution: Passed unanimously

1.5 Approval of Meeting Minutes from 11/10/2020

Action: Voting by unanimous consent on agenda items today
 Motion by S. Redwine, second by A. Edradan
 Comments/Discussions/Revisions: None
 Final resolution: Passed unanimously

2. Public Commentary

2.1 Public to Address the Senate on Agenda Items

Nothing to report.

2. Adoption of Agenda

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Action: Adopt this agenda
 Motion by D. Silva, second by B. Thieboux
 Comments/Discussions/Revisions: None
 Final resolution: Passed by unanimous consent

3. Old Business

3.1 Academic Standards Committee Membership

- It is concluded here that all the division chairs will be the members.
- Agenda items for the next meeting:
 - The processes for the new credit for prior learning.
 - Standardized syllabus that the Instruction office wants us to consider.
 - Follow up the Distance Education policy, for example, the maintenance of Distance Education certification for instructors and the equivalency.
- The Academic Standards Committee will report back to the Senate and have a formal vote. Then it will proceed to the Board.

4. New Business

4.1 Equivalency Committee Recommendations

- Review an application last month, waiting for clarification.
- Voted and recommend to the Senate that HR put a link on their website for the equivalency application and include a link to the equivalency application on all faculty job announcements, which is a common practice at other community colleges. It will streamline the process and make the application easily available. Because right now it has to be requested.

Action: Include on the HR website and on all faculty job announcements, the link to the equivalency application.

Motion by B. Thieboux, second by K. Eoff

Comments/Discussions/Revisions:

- Regarding timing, the screening committee waiting for an applicants' equivalency process to finish.
- What is happening is applicants who do not meet the equivalency are supposed to submit their equivalency application with their job application. When this does not happen, then the Equivalence Committee receives actual job applications for review. This is a clear violation of the equivalency process.
- Timeline is outside of this specific motion, this has to be done in tandem with HR so the process is done efficiently.
- Initially, it was requested directly to HR and wasn't aware that this has to go through Senate first.

Final resolution: Passed by unanimous consent

4.2 Faculty Handbook Demo

- Faculty Guide is displayed and shared.
- Goal is to provide new full-time faculty and adjuncts as well as existing faculty with information.
- Thank you to P. Martinez, B. Thieboux, Dr. Bob and others who worked on the faculty handbook previously.
- Goes over few items from the document.
- Faculty Guide is a living document.
- Reaching out to everyone to contribute according to their area of expertise.
- Want all faculty to be involved with comments, suggestions, questions, etc.
- Canvas is where the Faculty Guide will live, where all faculty will have a place to discuss each topic in the Faculty Guide.

5. Reports

5.1 President

1. Blythe campus is closed due to COVID exposure. You should receive emails from the Vice President W. Smith and emergency notification emails from Everbridge. If you are not receiving notification then email nancy.hale@paloverde.edu and provide your info so you receive the notifications. According to W. Smith's email, the campus will reopen on Thursday after every building is sanitized.
2. Before you come to campus, fill out the PVC COVID-19 Screening Form available on the PVC website. This until Jan 1st. Afterwards, the Appian Campus Pass app will be used.
3. COVID-19 Safe Reopening Plan, a standing meeting with all the constituents, is meeting on Thursday. Email S. Frid with your feedback.
4. Dual Enrollment MOU is on hold by the K-12 district. They want to make sure they iron out any issues they have with their faculty on their end. The suggestions, changes, etc. will be provided to the PVC district which will then bring it to the Senate before going to the Board.
5. Regards to emails with prison closure or the educational units on the prison yards that are being closed. Nonetheless, our grading deadline (12/23/2020) is the same as well as grade change form. Recommend sending a correspondence to all your students notifying that final grades will be submitted and that you haven't received everything and you are expecting to do a bunch of grade changes whenever you get the work and that is your plan. Additional guidance or changes from the Chancellor's Office on how we are supposed to be doing things, Shelley will be on top of it, and she will let us know.
6. So far, 30 faculty have registered for @One training. The Instruction Office is reviewing of the balance of online courses that we should be offering or anticipating. Having so many of our full-time faculty trained in online, figuring out which specific adjunct faculty that we need. Once that is complete and determined, the Instruction Office will reach out to the adjunct faculty.
7. Flex days, solidified, thank you to the Flex Committee. Hope that training for the SLO and the eLumen system will be easy. Don't miss the training.
8. Board is meeting this Friday December 11 at 1pm.
9. Hope every division has turned in their 2 Year schedule to the Instruction Office, which was due last Friday. The counters will go through it. The Instruction Office will follow up with the specific faculty members if there is a need to change the schedule. Finalize by January 20th. The schedule should be published by March 1.

5.2 Vice President

- Should we not ask DLO to send a blanket email regarding all faculty, because most likely all faculty are going to receive work after the grades are posted.
- This is an opportunity for individual faculty to send an individual message. A message from the Instruction Office, students are not sure if it applies to every class. We can ask DLO to do it, but in times of isolation, particularly where people are being quarantined, getting that extra confirmation from their individual instructors, I know would be meaningful to students.
- New faculty inquired about incomplete. Incomplete are rare cases and are used in cases when there's a work conflict, illness, or death in the family, which require documentations. So, recommend not to issue incomplete.

5.3 Secretary

Nothing to report.

5.4 Committees

- Standing Committees:
 1. Accreditation Team - A. Casas
 - Nothing to report.
 2. Benefits and Professional Development - V. Hernandez
 - Nothing to report.
 3. Budget - B. Thieboux
 - Nothing to report. Next meeting is 1st Thursday in February.
 4. Curriculum - J. Turner
 - Last meeting is this Thursday at 3 pm.
 - Thank you to all the division chairs and other committee members for the two special meetings in June and beginning of the semester, that allowed us to get the distance education stuff done.
 - Ethnic Studies courses are coming through, one developed by Jen and another by Tim for area F in the general studies.
 - Several nursing courses are coming through for the nursing program.
 - Will send out five year review list for those courses that need to go through the five-year review, but that list is getting smaller and smaller.
 - Kudos to Rosa for putting the Handbook on Canvas. Great idea.
 - Thank you to everyone for getting those courses through for different modalities.
 - Jen: Nothing to report. Not much information regarding area F except we have to submit all the information into the articulation database in February, which is why we are trying to streamline everything so quickly.
 5. Equal Employment Opportunity Plan - P. Martinez
 - Nothing to report.
 6. Foundation - V. Velickovska
 - Nothing new to report.
 - Just a reminder for the emergency grant, which students can apply in January.
 7. Facilities & Safety - C. Lozoya
 - Nothing new to report.
 - Facilities are closed.
 8. Guided Pathways - S. Frid
 - Nothing to report.
 9. Program Review - T. Bolin
 - Nothing new to report.
 - Reminder: Program review and annual snapshots for the division chairs are due next week from today.
 10. Strategic Planning - S. Frid
 - Biju is presenting this Friday.
 - We won't be meeting again for a little while.
 11. Student Learning Outcomes - P. Martinez
 - Flex day eLumen training. Data that we did on paper until now is the same data we are going to put into eLumen. Will forward the eLumen website to become more familiar.
 12. Student Success and Equity - J. Singler
 - Distributed food in November to 90 students for Thanksgiving meals.
 - Need more volunteers. Sign up here:
<https://docs.google.com/spreadsheets/d/1MoYCnoCwH1csXxqrnJZv1b0pKt9TDLa5fjI0cdII8tQ/edit#gid=954090103>
 13. Technology - C. Hettige/A. Edradan
 - Nothing to report.
- Academic Senate Sub-Committees:
 1. Academic Standards
 - Nothing to report.
 2. Equivalency - S. Redwine
 - Nothing to report.
 3. Flex - S. Redwine
 - Everyone should have received Spring 2021 Flex Day schedule by now. Flex days are Thursdays, January 21st and Friday, January 22nd. Email Sarafina if you have not.
 - The academic calendar that were recently approved, there is a change in how Flex days happen in the future. Starting Fall 2021, we will have two Flex days per year instead of four. The Flex day will be on Friday in the first week of every semester instead of before the semester starts.
 4. Scholarship - C. Medina
 - Nothing to report.
- Academic Senate Task Forces:
 1. Bylaws Task Force - N. Patel
 - Nothing to report.
 2. Faculty Handbook Task Force - R. Martin
 - Nothing to report.
 3. Student Learning Outcomes Task Force - V. Velickovska
 - eLumen training is January 21st. There will be general training for everyone before lunch and hands on session for each division after lunch.

6. Open Forum

Quick question: When does REEP get reported? Answer: During CTA meetings.

M. Kehl agrees with S. Frid in regards to sending a memo to the students. DLO can do it but it is better when it comes from the instructors.

7. Announcements

Nothing to report.

8. Adjournment of Meeting

Meeting adjourned at 3:57:54 p.m. PST.