

Faculty Senate Meeting
Friday April 3, 2015
Downtown, Amethyst Room
1:00 P.M. – 2:59 P.M.

1.0 Introductions:

In Attendance: Anthony Sovak (CC); Duff Galda (CC); David Kryder (CC); Sterling Vinson (DC); John Gerard (DC); Vivian Knight (DC); Susan Pritchett (DC); Andrea Kooshian (DC) Proxy for Lisa Jurkowitz (DC); Josie Milliken (DC); Teddi Schnurr (DV); Lloyd Sandmann (DV) Proxy for Olga Carranza (DV); Pollyanna Wikrent (DV); Don Roberts (EC); Odile Wolf (EC); Brooke Hundtoft (EC); Mays Imad (EC); Taliesin Sutton (EC); Rita Flattley (EC); Carol Buscemi (NW); Cheryl Blake (NW); Erin Eichelberger (NW); Donald Bock (NW); Jerri Cherrington (NW); Matt Hinojosa (NW); Pamela Coker (WC); MaryKris Mcilwaine (WC) Proxy for Carol Christofferson (WC); Debra Kaye (WC); Catherine O'Brien (WC); Michael Parker (WC); Cydnee Ludt (WC) Proxy for Paul Flasch (WC); Jacqueline Kern (WC); Karie Meyers (WC); Margarita Youngo (WC); Rosa Morales (WC); Lazaro Hong (WC); Joseph Dal Pra (WC); Kathy Fraychineaud (WC); Meg Files (WC); Bob Cunningham (DW); Joe Labuda (DW); Patricia Figueroa (EC) Faculty Senate Secretary; Bardo Padilla (DC) Faculty Senate Vice-President; Kimlisa Duchicela (DC) Faculty Senate President.

Absent: Matej Boguszak (CC); John Archuleta (DC); Roman Carrillo (DC); Trisha Miller (DC); Linda Marks (DC); Timothy Cruz (DC); Tommy Salazar (DC); Joel Dworin (DV); Mary Mitchell (EC); Mary Shelor (EC); Randolph Wright (EC); Rita Lennon (NW); Noah Fay (NW); Steve Mackie (WC); Sarah Marcus (WC)

Guests: Perry Higgins (DC); Mary Ann Martinez Sanchez (DO); Deborah Yoklic (DO); Dolores Duran-Cerda (DO); Bruce Moses (DO); Nicola Richmond (DO); Yvonne Sandoval (WC)

2.0 Announcements:

- **Rita Flattley (EC)** announced the Arizona Education Association Preretirement Workshop for next week. An email was sent out with more information. They will explain the process of retirement and it is very informative.
- **Kimlisa Duchicela (DC)** announced the Speakers' Series Explores Japanese Artwork to be held at District on April 7th at 6:00 p.m.

3.0 Approval of March 2015 minutes

- **Joe Labuda (DW)** motioned to approve March minutes. **Rosa Morales (WC)** seconded and passed with unanimous support.

4.0 Agenda Modifications and Open Forum Items:

None requested

5.0 Business

5.1 Academic Calendar- Perry Higgins

- Perry explained that All Faculty Day will occur on Wednesday, January 11th, 2017. All Faculty Day for 2016 will not occur on Friday.
- **Kimlisa Duchicela (DC)** questioned if all the regular days had been counted. Perry responded that two people from the committee counted 169 days of accountability. Scott Collins from PCCEA counted 169 days as well.
- **Rita Flattley (EC)** motioned to approve the Academic Calendar. **Patty Figueroa (EC)** seconded and passed with unanimous support.

5.2 Pre Requisites- Mary Ann Martinez Sanchez

- Banner enforced pre requisites will finally be implemented with the exception of one discipline which asked to be on hold. Kimlisa sent out the data from PIR. The data will show the number of successful students with and without pre requisites and number of students unsuccessful with and without pre requisites.
- Jenny Conway is working to post FAQs. FAQs will also be available for student services and students. Mary Ann asked the senate to please inform faculty that whether prerequisites are enforced or not they can get additional data to continue discussion. Jeff Theis can meet with anyone to see if their prereqs are helpful and if it is the best practice for that area. If changes are necessary they can be changed.
- **MaryKris Mcilwaine (WC)** questioned where the FAQs would be posted. Mary Ann responded that she would send that information for Kimlisa to send out once she receives it.

6.0 Working group sessions

6.1 Work in groups: 1hr

- Administrators were present as a resource and to get feedback. The SLO process is being driven out of the Provost Office. Working group sessions are meant to be a conversation and feedback loop activity. As they receive more information, Kimlisa hopes that the feedback will help inform the process.

6.2 Report out

Faculty Senate Charter:

- In the Officers section F, they changed it to Representatives through the Board of Governors and the All College Council. Senate has three reps to All College Council, two full-time and one adjunct, who will be elected annually in January. Senate has two reps to the BOG, one full-time and one adjunct, one of the full-time regular people will also be the full-time person on the All College Council. Both of the seats for the BOG Rep seats will have an elected alternate representative in case the key person can't attend.
- III. Responsibilities of Senators, only current senators can hold proxies. A senator can hold only one proxy and the proxy is only assigned for one senate meeting. The senator holds the full rights of the person for whom they proxy and will sign in for them.
- If a senate seat has been vacant for one year, the vice president can contact the department chair and ask if they consent to combine with a related department or open their seat up to be a campus at large seat for that campus.
- Suggestion to update the website with new officers.

Leadership:

- Create a Faculty Senate Standing Committee to talk about training new senators and establishing a way to know what it means to be a faculty leader.
- Create a Senator Mentoring Program.
- Update Faculty Senate page and have a website to upload meeting documents.
- Reassigned time for each officer. Faculty Senate currently gets 3hrs. Other institutions get 100% reassigned time for Faculty Senate. They were thinking specifically for BOG and if the secretary's job would be to update the Faculty Senate page and website they would need some reassigned time as well.
- Would like Senate to have more of a role on onboarding new faculty in general

SLOs:

- Discussed what the process is going to be. Infrastructure is not set up in regards to the new way of reporting.
- Please email Nic Richmond and cc Kimlisa Duchicela if you have specific concerns.
- Administration is aware of everyone doing the things they have been asked to do. The goal of the college is to have a uniform submission framework for the data so that it is accessible for the accreditors and program review.

Syllabus Review:

- Reviewed the syllabus template line by line to make sense for all modalities and faculty. The goal is to have framework that has parts that are required and are on the same spot for everyone. There would also be a part that is optional and can be changed.

- The group came up with recommendations that Dolores Duran-Cerda will take to the Provost's office. Dolores will email them the changes to review and the group will then share the information.
- They reviewed the 7 page syllabus and they will try to have the first two pages standard with no changes.
- **MaryKris Mcilwaine (WC)** questioned where the syllabus would go once it was reviewed by the Provost's office. Odile clarified that Dolores would send it back to the Syllabus Review group to review. She is not sure how it will be reviewed by Faculty Senate after that. They have asked for the syllabus to be ready for summer classes so it can be used as a pilot. MaryKris questioned if faculty would be able to add to the template. Odile responded that there were parts are required and will be asked to put on as-is. They will try to make it as easy as possible for the faculty and the department chair.
- **Dolores Duran-Cerda (DO)** clarified that the first couple of pages would be standardized. After those pages are filled out faculty will be able to put in whatever they want. It will make it easier for department chairs, adjunct faculty, and HLC to review them if the first couple of pages are standardized.
- **Erin Eichelberger** questioned if they would have a template for traditional and one for online courses because the objectives will be completely different for each one. Dolores responded that it was discussed to have a version for person-person, one for hybrid, and another for completely online. Erin is aware that NW is using its own version. She questions if other campuses will have their own version or will we be using the same. Dolores responded that it will be one template for all campuses. Before HLC visited in September, the acting dean at WC compiled all the different templates from various campuses to create one template. It was reviewed and it is the template they have now.
- **Mary Ann Martinez Sanchez (DO)** added that in terms of the course objectives, which are being renamed SLOs, they will not be different by modality.

Policy:

- The group reviewed three documents and made revisions. They will type it up and send it to administration. Their primary request is for public comment to be extended 31 days vs. 21 days. This would avoid summer surprises.
- Kimlisa requested to compile a database of senate or faculty interest in the various topics that are discussed. When something comes up and needs to be investigated or discussed Kimlisa would know who to call on.
- It was also suggested to create a committee within the Faculty Senate to revise, rewrite, and present policies to the senate. Please let Kimlisa know if you're interested in being part of the committee.

7.0 Open Forum

Not requested

8.0 Executive Session

Not requested

Adjournment was motioned and seconded.