

**Faculty Senate Minutes**  
**November 6th, 2015**  
**Amethyst Room Downtown Campus**  
**1:00 p.m. - 3:30 p.m.**

**1.0 Introductions and Call to Order**

Attendance taken by Faculty Senate President, Kimlisa Duchicela (DC)

**In Attendance:** David Kryder (CC); Anthony Sovak (CC); David Morales (DV); Teddi Schnurr (DV); Pollyanna Wikrent (DV); Bob Cunningham (DW); Joe Labuda (DW); Skylar Webb (DC); John Gerard (DC); Lisa Jurkowitz (DC); Vivian Knight (DC); Josie Milliken (DC); Steve Olson (DC); Fred D'Angelo (EC); Patricia Figueroa (EC); Rita Flattley (EC); Brooke Hundtoft (EC); Mays Imad (EC); Taliesin Sutton (EC); Donald Bock (NW); Carlo Buscemi (NW); Noah Fay (NW); Matt Hinojosa (NW); Rita Lennon (NW); Jerry Cherrington (NW); Carol Christofferson (WC) Proxy for MaryKris Mcilwaine (WC); Pamela Coker (WC); Joseph Dal Pra (WC); Meg Files (WC); Paul Flasch (WC); Lazaro Hong (WC); Jacqueline Kern (WC); Karie Meyers (DO); Rosa Morales (WC); Michael Parker (WC); Margarita Youngo (WC)

**Absent:** Robert Foth (CC); Olga Carranza (DV); Joel Dworin (DV); John Archuleta (DC); Timothy Cruz (DC); Gwen Gorbette (DC); Trisha Miller (DC); Bardo Padilla (DC); Susan Pritchett (DC); Chris Chulak (DC); Wright Randolph (EC); Don Roberts (EC); Mary Shelor (EC); Cheryl Blake (NW); Erin Eichelberger (NW); Kathy Fraychineaud (WC); Debra Kaye (WC); Steve Mackie (WC); Sarah Marcus (WC); Catherine O'Brien (WC)

**Guests:** Lee Lambert (DO); Dolores Duran-Cerda (DO); Julian Easter (DO); Bruce Moses (DO) Karie Meyers (DO); Tanya Hawks (DV); Dee Lammers (WC); Helen Infanti (DC); Jeff Silvyn (DO) Liz Pennington (EC)

**Announcements:**

**2.0 Minutes Approval**

- ❖ **Rita Flattley (EC)** moves to approve October 2015 minutes. Motion was seconded by Joe Labuda (WC) and passed with unanimous support.

**3.0 Agenda Modification and Open Forum Items**

- ❖ IT presentation was added to the reports.
- ❖ **Mays Imad (EC)** requested and Open Forum item the process of decision making at the senate.

**3.1.1 Requests for Executive Session**

- ❖ **Kimlisa Duchicela (DC)** requested an Executive Session.

**4.0 Business**

**4.1 IT**

- ❖ PCC's portal will launch the first part of January. Students asked for a lot of white space. Because they text, they wanted bulleted items and not a lot of words about it. Individual course files and memberships are being migrated. Pima News will have more updates as they move forward.

- ❖ The Pilot Project at the DC called Tech Corner will expand to all campuses. Students will be hired to answer general questions for a walk-up service. The positions have been posted and they are in the process of interviewing individuals. It is a temp position and they are firm on hiring PCC students. Right now it pays \$9.50 an hour, which is a bit more than work study salary.
- ❖ Will McCullen (WC) spoke about security practices. They recently launched a phishing campaign. An email was sent out to 3,100 people that looked official but was not. Clicking on the link provided training to learn and grow from that experience. 2,100 people opened the email and about 958 clicked on the link. Had it been real, those machines from home would have been compromised.
- ❖ They are currently working on implementing a multifactor for all Banner users. When you login to your account you will receive a text or an application will be activated allowing you to confirm or deny logging in. It would increase protection dramatically if someone from China was trying to login with your email or password but did not have your phone. They are in the testing phase to moving it out to Banner in general.
- ❖ They are working on Pima wireless having an acceptable use policy. The open Pima network will prompt you to deny or accept the policy when you first open the website. There will also be a student and staff SSID so you can login with your own Pima credentials.

**Fred DeAngelo (EC)** questioned if they would prioritize traffic based on those groups. Will state they are working on what is known as best effort. Their desire is not to block anything. They have a given amount of bandwidth and there are more Netflix users and gaming taking place with Steam that is taking up an inordinate amount of space. They cannot afford to provide those services. They starting blocking URL categories like Pirate Bay and have been able to reclaim a bit of bandwidth. They have a way of manipulating it but are going to try not to unless they have to.

**Anthony Sovak (CC)** was concerned the multi-factor authentication presumed a level of income that the students may not have. Will responded that students will still have the same access and the two factors would only be for staff and sensitive areas at first.

**David Kryder (CC)** questioned if they were monitoring employee use of the internet/intranet. Will responded they only have a staff of about a couple of people. The only time they go back and look is if there is a specific call or problem, which usually involves law enforcement. They do not want to be traffic cops so they try and stay away from that.

**Kimlisa Duchicela (DC)** stated that she assigns films on demand that are part of the college's library database. She often sees students watching them in the lounge areas and questions if they will still be able to do that. Will stated that the difficulty is when they start running out of resources. They are working to try and develop quality of service aspects so that important traffic gets priority over everything else. For the vast majority of time it will not be a problem. They have not had any serious contention yet.

- ❖ Will also explained they are working on data loss prevention. It is an agent on the machine that looks for personal identifiable information that is stored on the hard drive. If there are stored a numbers on the machines they can discover it. Depending on what their job responsibility is an alert will pop up and say do you realize you are storing personal identifiable information. They need to make sure that any desktops that do that sort of stuff have full disk encryption on them.
- ❖ They have new firewalls in place that are next generation firewalls and they do a fantastic job of threat analysis. There is an IT security community in Google +. You can email will the IT

security and they will send you a link or an invite. You can learn, ask questions, and also catch alerts.

#### 4.2 Student Report on Textbooks Liz Pennington

Liz Pennington is the I.C.C. representative for the EC as well as BOG representative for the students.

- ❖ Many students have expressed their concerns regarding the high costs of textbooks and the inconsistency of the pricing of textbooks across the same subjects and classes. In response, her fellow I.C.C representatives and she have done research in gathering information to formulate a solution to present to the Faculty Senate.
- ❖ Students believe that the high cost of textbooks should not be the determining factor when deciding to take a course at the community college level. She gave an example of a student who is majoring in engineering. His total for new books would be \$1,222.20 and used books would cost \$901.25. Including tuition he would pay a total of \$2,254.70.
- ❖ They heard concerns from students that they did not know books would cost so much, or that they could rent books besides the college bookstore, or that they could even buy their books somewhere else.
- ❖ She gave another example of a student who wanted to take a French class in spring 2016 but cannot because of the high cost of the book which is \$320 new. She researched it on Amazon and you could purchase the same book new book with access card for \$172.95.
- ❖ Liz researched other Arizona community colleges and found that most of them function similar to PCC with the exception of Rio Salado that provides affordable textbooks to students. They work in conjunction with Follett and Pearson publishing to customize and streamline books of over 200 courses. The faculty of each discipline use official college textbooks for each course. Each textbook is customized by Pearson to include material the faculty has selected as essential for students to master the class. A textbook for a Spanish or math class is \$56. Other materials are recommended but not required.
- ❖ Students also do not feel they have adequate information from their instructors when they purchase their textbooks. Many times the instructors change before the class starts and it results in a textbook change to accommodate the new instructor's lessons. By this time the students have already purchased their books and either have to return or sell their textbooks to the bookstore.
- ❖ The I.C.C. has met with a member of their Follett bookstores on various strategies. They are also working on a student survey and will be presenting to the BOG and Faculty Senate as well.
- ❖ They recommend a textbook task force be formed that included students. They also recommend that streamlined textbooks be considered as a solution and that OER are used as an option by more faculty to market the idea of do not open your textbooks until the first day of class on the MyPima website. Instructors should send a semester email to confirm books and syllabus. They also recommend that instructors use course packs when possible.

**Anthony Sovak (CC)** thanked Liz for her presentation and explained that the chairs for the writing faculty at every campus are having this same conversation. They are looking at a common textbook for the part-time faculty initially. He also explained that PimaOnline is encouraging open access resource masters for all master classes.

**Patty Figueroa (EC)** agrees that they need a task force to look at the prices. She explained that DC and EC Spanish talked to the publisher about lowering the price of their book. If the students order the book directly from the publisher they would only pay \$99 for the four semesters.

**Rosa Morales (WC)** explained that creating a customized book is actually more expensive and students would not be able to use it in future years. They would have to buy a book every single year and not be able to sell it back because it is a customized book.

**Mays Imad (EC)** asked if Liz could share her presentation with the senate so they could share it with their constituents.

**Karrie Mitchell (DO)** explained that financial aid regulations allow two ways for students to get their books. Students can request a book advance to allow them to purchase the book at a cheaper price. She is talking to financial aid about getting the word out. Students can also go to the bookstore and if they can use that as credit to get their books and it would be deducted from their financial aid.

**David Kryder (CC)** stated that he would be concerned if all faculties had to order their books through one publisher. There are unintended consequences that anyone would see.

**Fred DeAngelo (EC)** questioned Liz if she would hear of Course Smart website. He believes it is renting eBooks that they are half the price of textbooks. Most publishers participate and make their books available through Course Smart.

**Kimlisa Duchicela (DC)** thanked Liz for her presentation and encouraged everyone to send different cost saving ideas for the students and she would send them to Liz.

#### **4.3 College Climate Cooperative**

- ❖ Tabled until December's meeting

#### **4.4 Mission Statement**

The Board and Sylvia Lee have sent out an email to everyone explaining that this needs to move forward quickly. Kimlisa sent everyone a link and encourages everyone to read them over. She believes it is open for comment on the web and encourages everyone to give feedback so they can move forward. The Chancellor has pointed out that it is something that needs to move.

**Margarita Youngo (EC)** explained that she added 10 words to the mission statement. She studied the page for hours last night and feels it is excellent. She will send a copy to the senate. Up to "success" she added the following: "PCC shall be a premier community college committed to providing education pathways and ensure student success and the preservation of open access, embracing diversity, equity and inclusion while fully engaged in the ever-changing and varied academic needs of its pluralistic student populations."

**Kimlisa Duchicela (DC)** encouraged everyone to send them their comments and she and Tal would make sure they get out to whoever they are supposed to.

**Tal Sutton (EC)** explained that the survey says they can submit as an individual or part of a body. If they wanted to send a Faculty Senate message they can start having that conversation.

### **5.0 Reports**

#### **5.1 Provost Report (Dolores Duran-Cerda)**

Dolores handed out a summary of the Provost's Office projects between October 8th and November 5th. She also handed out Supplemental Pay information.

- ❖ HLC Project Management Team - The Acting Provost reconvened the HLC Project Management Team. This group will be led by AVC for Accreditation, Bruce Moses, and will focus on the coordination and gathering of evidence from campuses for the Notice Report, prepare the College for the site visit and continue to work on the comprehensive Self-Study for 2018-19.
- ❖ Campus Office Hours - The Acting Provost visited all of the campuses and had office hours with adjunct and full-time faculty. The three concerns that were repeated at every campus were: Attendance Tracker, the syllabus template and the SLO process.
- ❖ SLOs and Assessment Committee - Acting Provost asked the AVC for Accreditation, Bruce Moses, to bring together the former SLO facilitators, along with a few other faculty members to form an Assessment Committee to discuss, clarify and improve the SLO process.
- ❖ Faculty Qualifications and “Tested Experience” - The three presidents and the Acting Provost approved the following suggested timeline regarding the Faculty Qualifications process:
  - CDAC proposals and feedback on the new proposed Faculty Qualifications grid were due on October 14.
  - Faculty Certification staff and Provost’s Office team members reviewed CDAC proposals and feedback, October 1-30.
  - New, revised, proposed Faculty Qualifications (with CDAC feedback) were implemented on October 31.
  - The AVC for Accreditation, Acting Provost, Faculty Certification staff, Presidents, some faculty and Discipline Standards Faculty, Provost’s Office team members will create a rubric or process regarding “tested experience,” in November, based on bench-marking.
  - The Faculty Qualifications process will conclude in late November/early December.
- ❖ Department Chair Task Force - The task force is finalizing documents and draft recommendations. On October 19, the task force met with administrators and presidents to present draft recommendations and requested feedback which is being complied. Throughout the month of November, the task force is presenting its draft recommendations at each campus during its info sessions. One of the info sessions will be videotaped. This will be posted on the Intranet for those who were not able to attend a session but can still have access to the video tape. Any employee will have access to it. In addition, an email address for the task force has been created so anyone who has questions can send an email directly to this address and task force members can answer.
- ❖ Faculty Learning Academy - The Acting Provost called a meeting with the Faculty Learning Academy planning committee in October. The committee is planning an informal gathering in mid-November to check in and see how new full-time faculty are adjusting. In January, there will be a workshop to share teaching strategies. For next year, the Acting Provost plans to include the provisional faculty in the Faculty Learning Academy and in the Faculty Mentoring Program.
- ❖ Faculty Hiring and the Provost’s Advisory Council - On October 16, the Provost’s Advisory Council was reconvened to review the list of 27 faculty positions that had been distributed on All College Day. At the meeting, the priorities that were identified are the following: program and accreditation requirements, expertise skill sets, and our HLC commitment to developmental education positions, ratios of adjunct/full a time faculty and program needs. The list was reduced to 18 which were presented to the Executive Leadership Team (ELT) on October 20. It was determined to move forward for recruitment with the first 9 listed. At the November 3 ELT meeting, it was decided that the remaining 18 positions would be recruited as provisional. This provisional faculty will be part of the Faculty Learning Academy and Faculty Mentoring Program.
- ❖ Academic Advising and Student Success Task Force - The Acting Provost and other members of the Provost’ Office team are members of the Academic Advising and Student Success Task Force. The first meeting was held on October 15.

- ❖ Attendance Tracker - Since there are several issues that need to be addressed regarding Attendance Tracker, the Acting Provost asked the AVC for Curriculum and Academic Affairs, Julian Easter, to reconvene the Attendance Tracker Task Force. The first meeting took place on October 27. The Acting Provost is currently reviewing the emails that are being sent automatically to students and will adjust the tone. The Acting Provost has requested that an Attendance Tracker point of contact at each campus be identified. This point of contact will most likely come from the Faculty Resource Center. One of the Assistant Registrars, Elvia Bow, will be training the point of contact so that person can assist adjunct and full-time faculty with Attendance Tracker troubleshooting.
- ❖ Class Climate (student feedback forms) Implementation Team - We will be using this new tool this fall semester. The eventual goal is to go completely online. The Acting Provost sent an email to all administrators and faculty on how to proceed, including a timeline. The logistics are being finalized by the team.
- ❖ Faculty Resource Center meeting - The Acting Provost called a meeting with the staff at each campus Faculty Resource Center (FRC) which took place on October 14. They would like to be part of all communication regarding faculty so they are informed of any initiatives and/or changes in policies. Adjunct faculty members tend to turn to the FRC staff for questions. The FRC staff would like to be kept in the loop so they can better help faculty. Since this meeting, they have been included in all of the Acting Provost's emails to faculty.
- ❖ Syllabus template - After receiving faculty feedback regarding the current syllabus template, the Acting Provost is returning to the original agreement of faculty having the option to use either a syllabus template or a checklist. The Acting Provost has asked AVC for Curriculum and Academic Affairs, Julian Easter, to convene a group faculty, staff and administrators to (1) review the template itself and modify, as necessary or appropriate, and to ensure it can be effectively used with all modalities and for all students, (2) review the checklist and modify, as necessary, and (3) discuss the proposed syllabus repository system.
- ❖ Education Master Plan - Vice Chancellor for Facilities, Bill Ward, and the Acting Provost are working together in leading the Education and Facilities Master Plans. There will be a meeting with both teams in November to discuss that data that has been collected thus far. The goal is to create space on the Intranet to share information with employees regarding both Master Plans.
- ❖ Adjunct Faculty Standing Committee - The former Assistant Vice Chancellor Debbie Yoklic had asked the Acting Provost to co-chair this committee and I had accepted in my prior role as AVC for Faculty Affairs. As Acting Provost, she will not be able to participate so she has asked AVC for Curriculum and Academic Affairs, Julian Easter, to be the administrative co-chair. He has accepted and will be calling a meeting in November.
- ❖ All Faculty Day - Over a year ago, there was discussion, feedback and a formal request made from Faculty Senate and PCCEA to change the day of All Faculty Day from Friday to Wednesday. This change would allow for faculty to jump-start the spring semester with All Faculty Day. If there are College updates and/or changes, they will learn about them on their first day back from winter break and will have ample time to make any adjustments to their course syllabi and course policies, for example. Although approved last year, this request was implemented. The request was made again recently. The Acting Provost spoke with Julian Easter, the AVC for Curriculum and Academic Affairs and with the three campus presidents. All agreed to approve the request for implementation for this January 2016. Therefore, please be aware that the upcoming All Faculty Day will now be held on Wednesday, January 13, 2016. The venue will remain the same, at West Campus.

### **Supplemental pay for Faculty opportunities in the Provost's Office**

Dolores Duran-Cerda passed out a handout explaining the Supplemental pay for Faculty opportunities in the Provost's Office.

- ❖ The Faculty member's professional skills, talents, and capabilities may be essential to the College's provision of services and/or development of products and services, which are beyond the Faculty member's regular duties and responsibilities.
- ❖ Supplemental agreements may be made either during or outside the start and end dates of regular Faculty contracts and special provisions pertain in both circumstances.
- ❖ Supplemental agreements encompass non-teaching activities only.

## 5.2 Chancellor Report

- ❖ The Chancellor has gone to "Pizza Nights" at all campuses to meet with a number of Faculties.
- ❖ There is a lot of hope and optimism for the future of college. Faculty wants to get back to focusing on teaching and learning for the students. There are some exciting things happening across the district in regards to teaching and learning. They are how to make those pieces the conversation.
- ❖ He is heard frustration as it relates to SLOs and HLC and that a lot of faculty feel disrespected and in some regards goes back a long ways.
- ❖ The Chancellor explained that the college is at serious risk. He has been on three colleges before coming to PCC and not one of them has been on probation once. PCC has been on probation twice. He spoke with the liaison from HLC and he questioned what would happen if the college did not close the gap on all 11 items identified. She was not sure if the College could go back from notice to probation in our case. The other category is Show Cause. You would have one year to close the gaps and at the same time have one year to develop a closeout plan. Compton Community College did not close the gaps and no longer exists in its prior form. He hears frustrations about the SLOs and the syllabus template but at the end of the day it does not have to be perfect. You learn from it and improve. He feels there is too much time spent pointing fingers instead of let's solve the problem. We have to come together.
- ❖ When the reviewers come out they will ask what the process is for SLOs and you just need to be able to explain it. In an ideal would have had a big training on SLOs and assessments? PCC does not have a year to spend on training and we have less than a year to have it closed out and show to show evidence to our reviewers. The focus needs to be on closing the gaps. The Chancellor wants to create a system and is willing to work with Tal as the incoming Faculty Senate President and all of the Senators to help get to that place. PCC should be one of the leading colleges in the nation and should not accept anything less than that.

Mays Imad (EC) brought forth some of the frustrations that her constituents have had saying that administrators are always traveling and it is not very clear why. Chancellor Lambert explained that it is important to know the role of each individual. As Chancellor his role is to promote the college to the community, State of Arizona, the country, and across the globe. He does it to bring opportunities back to PCC. When he first arrived at the College he went to Washington D.C. to be a part of a forum with Mexico around workforce development and education. He met Maggie Suarez who oversees the Becalos program for Mexico. They were looking at doing pilot programs in the United States and the Chancellor expressed that PCC would be willing to be a pilot site. PCC became one of the initial pilot programs in the United States. They have expanded the program from just WC to DC and it would not have happened had the Chancellor flown out to Washington D.C. The Chancellor gave other examples of his travels that resulted in connections that have benefitted the College. It would not have happened if the Chancellor had attended every Faculty Senate meeting. That is the responsibility of the Provost who is responsible for overseeing the academic side of the institution. The Chancellor is responsible for overseeing the entire institution of the college. He is made the time to meet with many of the Faculty and has heard that he is the first Chancellor to do so. He was the first Chancellor to visit the Bernal Gallery.

The Chancellor is here to work with everyone for Pima and asks that they work with him so that they can make the college the best. His grandparents grew up during the Great Depression and took in families who had lost their livelihoods. They have up some of themselves to help the rest of the community and that is what PCC needs to do for the betterment of the institution. That is what it is going to take to get us to the finish line of the HLC and beyond.

### **5.3 BOG, Adjunct and/or PCCEA**

Mays informed the senate that she spoke about the Chair Task Force, the mission statement, and Meet and Confer to the BOG. A summary of her report was sent to the Faculty. There was a Board Study Session and the BOG read a statement and discussed the recent survey that was received by all from the PCCEA. They questioned the survey regarding the vote of confidence. Ana Jimenez was asked to answer a few questions.

Kimlisa Duchicela stated that Sylvia Lee asked Ana Jimenez the reasoning for that question on the survey. Sylvia voiced her concern on how that question would look, considering the college's situation. Ana responded that she put it in there because constituents had asked for that question. The question was not intended to be a vote of no confidence. It is simply a survey people could answer or not. It was very uncomfortable and she was glad that Ana was able to sit up there and answer questions honestly. She has had faculty ask her why that survey went out like that and people who told her they were glad it went out like that and it was one of the best surveys they had seen in a long time.

Mays reported that one of her constituents was not happy and wrote an email saying that when decisions were made, you come back to your constituents and ask them, go back to senate, and take a vote. Leadership of the Senate does not make the vote. The officers are a part of the process. Mays claimed that the Senate does not have a process about making a decision as one body. She proposed that this topic should be addressed at the next meeting.

**Anthony Sovak (CC)** was at the first part of the study session and felt Ana did a great job. He also feels the questions on the survey could have been worded differently. He felt the questions were leading.

**Joe Labuda (WC)** clarified it was a PCCEA survey and did not have anything to do with the issue at hand about Senate leadership. He explained the issue having to do with vote of no confidence was not a Senate issue. The two questions having to do with senate were a senate issues. There was no breakdown in senate leadership. No one did anything against the wishes of the senate. Joe explained that they have a process. They can bring forth things in the business section of the meeting. That is how they make decisions and bring business to the senate.

**Kimlisa Duchicela (DC)** asserted that it is very important to know that they did talk about and discuss the two questions: How are we doing? How is it going for you guys? They did not vote on that.

### **5.4 President's Report**

Tabled for next meeting

### **6.0 Open Forum**

### **7.0 Executive Session has been requested**

**Adjournment was motioned and seconded.**