

Faculty Senate Minutes
March 4, 2016
Amethyst Room Downtown Campus
1:15 pm - 3:42 pm

Introductions and Call to Order

**Meeting started late due to not meeting quorum.*

Attendance taken by Faculty Senate President, Tal Sutton (EC)

In Attendance:

Joe Labuda (DW); David Kryder (CC); Tanya Hawks (DV); Teddi Schnurr (DV); Jonathan Meair (DV); Olga Carranza (DV); Barbara Fox (DC); Skylar Webb (DC); John Gerard (DC) Proxy for Thomas Tomasky (DC); Karen Derr (DC); Steve Olson (DC); Gwen Gorbette (DC); Jose Milliken (DC); Kimlisa Duchicela (DC); Fred D'Angelo (EC); Mays Imad (EC); Carlo Buscemi (NW); Erin Eichelberger (NW); Noah Fay (NW); Jerry Cherrington (NW); William Lang (WC); Pamela Coker (WC); MaryKris Mcilwaine (WC); Catherine O'Brien (WC) Michael Parker (WC); Paul Flasch (WC); Jacqueline Kern (WC); Carol Christofferson (WC) Proxy for Patricia Figueroa (EC); Karie Meyers (WC); Margarita Youngo (WC); Rosa Morales (WC); Lazaro Hong (WC); Michael Nolan (WC); Meg Files (WC); Timothy Cruz (DC) Faculty Senate Vice President; Tal Sutton (EC) Faculty Senate President.

Absent:

Robert Foth (CC); Joel Dvorin (DV); David Morales (DV); Chris Chulak (DC); Lisa Jurkowitz (DC); Trisha Miller (DC); Ronald Jorgensen (EC); Don Roberts (EC); Mary Shelor (EC); Wright Randolph (EC); Rita Flattley (EC); Cheryl Blake (NW); Donald Bock (NW); Rita Lennon (NW); Matt Hinojosa (NW); Steve Mackie (WC); Debra Kaye (WC); Kathy Fraychineaud (WC)

Guests:

Kate Schmidt (DO); Joi Stirrup (DO); Jeff Thies (DC); Michael Tulino (DO); Jorge Caballero (DC); Karrie Mitchell (DO)

1. Minutes Approval

Rosa Morales (WC) mentioned that the election for Faculty Senate VP was not noted in the minutes. Tal explained that it was noted in the minutes in the order it was discussed but would send out a revised version showing it under the elections section.

Joe Labuda (DW) motioned to approve March minutes. **Kimlisa Duchicela (DC)** seconded and passed with unanimous support.

2. Agenda Modifications

a. Request for open forum or executive session

i. **Joe Labuda (DW)** requested an open forum item on leadership.

3. Business

a. Note taking for Faculty Senate meetings (3 minutes) - Tal Sutton

- In addition to the minutes that are approved monthly, the senate would like to have a couple of volunteers from Senate to take raw notes of the meetings and send them to the officers. The officers would then consolidate the notes for

Jorge Caballero to put them into a newsletter. They are hoping for the newsletter to be sent out to all faculty by early next week.

b. Election for Secretary (5 minutes) - Tim Cruz, Tal Sutton

No nominees

c. Faculty Emeritus - Kimlisa Duchicela, Tal Sutton

- Names need to be gathered and sent to Tal for the Faculty Emeritus process relatively soon. The names need to be forwarded to HR. It then goes to the Chancellor's Board and the BOG. The person needs to be a College employee for 20 years, 15 as a full-time faculty. Time as an Adjunct Faculty does not count. Rob Modica was short by a month and Denise Meeks was short as well.
- David Stephens (WC) name was put forward as well as Charles Zhang (WC). David Stephen is an Archaeologist and was a faculty member at WC for 40 years. He was a great grant writer and brought a lot of money into the school. He was also instrumental in bringing back the Faculty Emeritus program. Charles Zhang was also an excellent faculty member.

d. Update from subcommittee on revising the charter (12 minutes) - Michael Parker, Tal Sutton

- The subcommittee met last week and discussed benchmarking with other institutions on how they manage shared governance. David Dore suggested to review the State of California document "Ten Plus One" with the Chancellor's approval. California law dictates certain matters to be overseen by College faculty.
 - Curriculum including establishing prerequisites and places courses within disciplines
 - Degree and certificate requirements
 - Grading policies
 - Educational program development
 - Standards or policies regarding student preparation and success
 - District and College governance structures, as related to faculty roles
 - Faculty roles and involvement in accreditation processes, include self-study and annual reports
 - Policies for faculty professional development activities
 - Processes for program review
 - Processes for institutional planning and budget development
 - Other academic and professional matters as mutually agreed upon between the governing board and the academic senate
- A table was created to list items that were already overseen by other people in the College. For example, curriculum is overseen by CDACS and would be an item left alone.
- Title 5 of the Administrative Code of California, Sections 53200, mandates that the Board and Faculty consult collegially and recommends that they reach consensus. An AP could be developed to outline the process of how that would be done.

- Seat allocation. They are looking along discipline lines with CDACs and at-large seats at campuses. They want to make sure they don't put an undue burden on departments with one or two people and want to ensure they are getting senators that want to be in the seats to advocate for faculty-at-large.
 - Establishing more standing subcommittees within the Faculty Senate and chairs of those subcommittees may become officers. They would meet in addition to the monthly meeting to stay ahead of the College wide matters.
 - Motivating the College to recognize the Faculty Senate as an emergency responder when an academic matter arises at a College wide level, instead of enforcing an emergency task force.
- e. **Call for faculty representation on committees (12 minutes)**
- i. **Standing Committee vacancies - Tal Sutton**

Vacancies for Standing Committees are out. Pima News includes a link to a survey where you can submit your interest to these committees. Everyone is encouraged to complete the survey. Adjunct Faculty are eligible to serve on the committees. A list of the vacancies was sent via email by Tal.
 - ii. **Software Assessment committee - Tal Sutton, Julian Easter**

Please email Tal or Julian if you or anyone you know is interested in serving on the committee.
 - iii. **Benefits Committee - Tal Sutton, Tim Cruz**

There is one opening in the Benefits Committee. There is one more meeting this semester that will have information on what they'll be doing in the following year. Tim plans on attending the last meeting but if you would like to serve for next year that is also an option.
- f. **Discussion of College Reorganization (20 minutes) - Senate officers**
- Phase III of the College Reorganization is the dean level. Planning has been informed by the Dept. Chair Task Force based on their recommendations.
 - Vice Presidents have been meeting with the Presidents and the Provost for several weeks on the plan. Input is currently being received from the deans and then input will be gathered from the Dept. Chair Task Force, Department Chairs, faculty, and staff next week.
 - The implementation plan will continue to be adjusted as input and feedback is received. Each constituent will be able to provide input into the structure and the plan will be adjusted based on the input.
 - Phase IV will be the Department Chair structure. It will go through the same process as the dean structure which is happening in parallel.
 - President's stress to distinguish the planning from the implementation. The dean and the department chair reorganization is in the planning stage. The next phase would be to implement as soon as the plan is finalized.

- Deans will have College wide responsibility and accountability. They will be in charge of a discipline or an umbrella of several related disciplines. The structure will mirror many peer institutions as well as the UofA, NAU, and ASU.
- The new vision of the department chair will work under the College wide dean. They will be a faculty member and have some supervisory role of other faculty.
- CDACS will have a say when hiring their dean.

Kimlisa Duchicela (DC) explained that the dept. chairs terms ends at the end of the semester, with elections held in April. Considering the timeline she feels input will be received and things will happen over the summer. She strongly believes the right thing to do is gather input and info and leave the chairs that are in place now for another 1-2 semesters to get it right with real input and no summer surprises. There is no reason for it to be pushed so fast.

Mays Imad (EC) was told by the Chancellor and the Board that the restructuring of the Department Chairs has a lot to do with HLC. The Baker Tilly report explained that faculty supervising faculty was not in compliance with HR and best practices. She feels if it does have to do with HLC she understands why they are moving it fast to look at it over the summer.

Michael Parker (WC) and Kimlisa Duchicela both explained that the Baker Tilly report was not issued by the HLC and are recommendations that were not tied to the HLC. It was not mandated by the HLC to have this done by September.

Rosa Morales (WC) explained that HLC did not specifically state that a reorganization was needed, however they did identify PCC operating as 6 different campuses as opposed to one.

Joe Labuda (WC) motions to request a pause in the department chair process so that we can reasonably consider this in the fall and not be reused in the summer. It gives time for the whole College community to have input in the process. **Meg Files (WC)** seconded the motion.

Karie Meyers (WC) explained that the committee considered when the proposal should go into effect. They felt pushing things back would be a bad thing. Their taskforce has not met for three months and they haven't been giving any updates.

Carol Christofferson (WC) requested a written report from the president's explaining where they are in the process. Tal explained that he would be attending the next Department Chair Task Force meeting to take notes and he would bring them to the Faculty Senate.

The motion passed with 28 in favor, 2 against, and 4 abstained.

Mays Imad (EC) is concerned that it might not bode well with the administration to stop the process for three or four months. Tal explained that they need to take the motion to the Officers meeting and make sure the Faculty Senate's voice is heard.

g. Additional Topics for Faculty Senate to Consider and Review (20 minutes) - Senate Officers

- i. **Policy and Administrative Procedures** - Tal suggested to having a temporary subcommittee to look through the current spgs and board regulations and identify the ones that should be done before faculty goes off contract.
- ii. **Futures Conference** - Faculty Senate is invited to have a discussion table or two at the conference. It will be held Tuesday morning on March 29th. Email Tal if anyone is interested in attending as a Faculty Senate representative. It will be the last time to discuss mission KPIs before they go to the BOG in April.
- iii. **Mission KPIs**
- iv. **HLC site visit** - Volunteer for a point person is needed from the Faculty Senate to correspond with at least one or all of the administrative leads on the HLC. The person would dialogue with the person in charge of the core component and report back to the faculty senate on what it means for a core component to be in the red, yellow, or green.
- v. **Faculty Senate communications to faculty-at-large** - Jorge Caballero will put together a newsletter for the faculty senate by early next week.
- vi. **Supervision in the 21st Century Cohort needs a Faculty Focus Group** - If anyone is interested in participating, Tal can forward those names.

Michael Parker (WC) explained that the Accreditation website said a report should have been received in late February and has not seen the report. He questioned if Bruce Moses has updated anyone with regards to that. Tal explained what he is learned from the report is by sitting at a board meeting.

4. Reports

a. Financial report (12 minutes) - David Bea

David gave an update on the SB 1322.

- The language was amended on the College's recommendation. For the first three years, if the bill should pass, there would be a 10 year look back period. The bill passed out of Senate and will move to the House. It came out of the committee favorably and will then go to rules, caucus, floor vote, and then the governor for final approval.

- Sylvia Allen is sponsoring the bill and has been an advocate for the College.
- Two adversaries are AZ Tax Research Association and Goldwater Institute.

Lazaro Hong (WC) requested clarification on the CTE component and how it relates to the occupational programs at PCC. David explained that it's equivalent to the programs that qualify for Perkins right now. Any credits that the College receives in those programs counts for 1.3 or 30% extra value.

b. Mission KPI report (12 minutes) - Nic Richmond

The BOG approved the new mission fulfillment framework during the fall. It includes the vision, values, core themes, and objectives. To make substantive changes to improve student success, the College needs specific measurable outcomes to monitor its performance against. The next step is to identify the KPIs the College uses to monitor progress. It's very important to pick the right KPIs for each area. The draft list of KPIs has been sent to the Faculty Senate. The revised version will be given at the Futures Conference with the associated data.

Nic asked for input either at today's meeting, via email, or at the Futures Conference. She asked the senate to review the Student Success and Program and Teaching Excellence because they are very connected to the role they have.

Tal suggested that teaching excellence could be measured by people who know teaching. Students may have opinions on teaching but they are not necessarily knowledgeable on what best practices are for teaching.

Olga Carranza (DV) would like to meet with Nic to discuss the work she did on her sabbatical. She also explained that a question was asked at the Adjunct Faculty Taskforce meeting. It was asked if it's possible there are particular classes where the issue of motivation are a factor as opposed to in others.

Rosa Morales (WC) questioned if Nic took into consideration the disciplines that have advisory councils. She feels it should be part of the community engagement. Nic agreed that it's one of the excellent avenues they currently have.

c. Provost office reports (36 minutes) - Kate Schmidt

- The Chancellor asked for a plaque to be presented to Kimlisa Duchicela in honor of her service to Faculty Senate as President for a year. Kate read a statement from Dolores Duran-Cerda thanking her for her leadership and service to the College and Faculty Senate.

Highlights of Provost's Office projects led by Acting Provost Dolores Durán-Cerda:

- **Outreach and Recruitment Update**

Joi Stirrup and her team of recruiters attend all of the high school recruiting events in the service area regions. They travel from Nogales to Phoenix. They also have recurring visits at the high schools based on their availability to meet with students. Each month at the high schools, the team has a focus to complete, for example, in August/September they meet with counselors to set the schedule of visits. The team begins giving the presentations to introduce PCC to the students. Application and FAFSA workshops and evening presentations at the schools are held throughout the fall semester. The team has recurring appointments to meet with the students who have applied to complete the process with them.

- **Strategic Enrollment Management Plan (SEMP)**

For several months, the Strategic Enrollment Management Committee, lead by Karrie Mitchell and faculty member Jacqui Allen, has been working on a draft Strategic Enrollment Management Plan (SEMP). This plan's strategic initiatives focus on student recruitment, retention, persistence and goal completion. The strategic initiatives are dependent on systematic-wide structural components and also drill down to both curricular and co-curricular levels. In addition, the SEMP includes components of community and business relations as not only an area for recruiting new students to the institution by being responsive to industry needs, but also as a component of re-building trust and the institution's reputation as a quality higher education institution. The three strategic initiatives in the draft are the following:

- Establish a comprehensive and effective outreach and recruitment program that will capture all students within the enrollment funnel, identifying specific at-risk student populations or programs.
- Improve student persistence and retention rates utilizing academic pathways data.
- Support and increase student goal completion by offering Academic Pathways for every degree or certificate and developing systems to ensure continuous growth and improvement.

There will be an opportunity for College employees to provide feedback on the draft SEMP at these various sessions:

- Monday, March 7: West Campus, JG 05, 8:30 am - 10:30 am AND Downtown Campus, RV 136, 11:30 am - 1:30 pm
- Tuesday, March 8: District Office, C105, 11:00 am - 1:00 pm AND Desert Vista Campus, F123, 2:00 pm - 4:00 pm
- Wednesday, March 9: Northwest Campus, A108, 8:30 am - 10:30 am
- Thursday, March 10: Community Campus, A109/112, 12:00 pm - 2:00 pm
- Friday, March 11: East Campus, L101, 8:30 am - 10:30 am

- **Breakfast with Principals and Counselors**

On March 30, 2016, the Acting Provost is hosting a collaborative breakfast meeting with counselors from area high schools and counselors from the College. This will be an informational meeting with members of the Provost's Office team, specifically covering updates regarding the new admissions application, placement and developmental education, financial aid, dual enrollment, academic pathways and accreditation. There will also be a round table discussion with mixed groups of high school and PCC counselors to help answer questions, as well as, to better understand areas of improvement the College could make, in order to better serve students coming from our area high schools. In addition, the Acting Provost is working on establishing an advisory council made up of high school counselors from a variety of schools (public, private, charter, homeschoolers) to help the College with transition issues, admissions, retention, for example.

- **Student Services Centers and Professional Development**

As the Acting Provost has held office hours at the campuses with Student Services staff, one of the common themes is a desire to have time dedicated to professional development and training. Therefore, the Student Services Centers will be closed every 2nd and 4th Friday from 8:00 am to 10:00 am so that SSC staff may meet and exchange ideas, share updates and go through professional development and training.

- **Academic Advising Conference**

The Academic Advising Task Force is planning a two-day conference in late April on the art of advising. All Pima advisors and faculty are invited to attend. The focus of the conference will be based on National Academic Advising Association's (NACADA) three components of advising:

- The conceptual component: ideas and theories that advisors must understand to effectively practice the art
- The information component: knowledge that advisors must gain to guide students at their institution
- The relational component: communicative skills and interpersonal approaches advisors must build on, including those critical to establishing advising relationships with students.

- **Futures Conference**

The annual Futures Conference will take place on March 29, 2016 at the Doubletree Hotel. This event is an opportunity for community members in education, business and industry and other fields to collaborate and provide input in setting the College's strategic direction. This year's focus will be to review the final draft of the mission fulfillment framework key performance indicators. At the morning-long conference, participants will break off into facilitated, small-group sessions where they will discuss the key performance indicators.

- **Adjunct Faculty Award**

We are pleased to announce that an additional category will be included in the next annual outstanding employee awards at All College Day. In addition to

recognizing staff and full-time faculty, we will be recognizing an outstanding adjunct faculty member, as well.

i. Developmental Education redesign - Jeff Thies

- Jeff is working on reinstating a new BP along with three new APs.
- Pre placement activity geared at guiding students to understand what type of test their taking, how and where to practice for that test. It will be up and active at the end of April.
- Non-credit learning opportunities. It encompasses the math bridge that Adult Basic Education provides at all five campuses in the future.
- Their taskforce has been meeting on the multiple measures placement over the last 6 weeks.
- Significant curriculum redesign changes in the last 6 weeks. WRT 100s will be called WRT 090, MAT 122 to MAT 097, and MAT 089 will have an A & B part.
- There are several tutoring projects they are trying to get funded.
- Looking to scale the current professional development offered at DV to Dev Ed adjunct faculty and full-time faculty through their grant.

Rosa Morales (WC) questioned when the Brush-Up classes would start at the 5 campuses. Jeff replied that the first class would be held in May right after finals, two weeks in June, one week in July, and 2 weeks in August. Rosa requested for the exact days to be shared with Faculty Senate. Jeff will send them to Tal.

ii. Outreach and Recruitment - Joi Stirrup

- The main goal for Outreach and Recruitment is to increase enrollment by 1,000 FTSE. Joi encourages everyone to complete the Volunteer Recruitment Survey if they haven't already.
- She will be providing training sessions for volunteers to get familiar with the basics of recruiting.
- The new admissions application will help her team with accountability and tracking measures. All prospective students will be assigned to a recruiter for follow-up.
- Joi thanked everyone who volunteered in the PCC 4 Me event. Over 130 faculty and staff volunteers. It was the largest amount of volunteers the College has had at one place at one time. They would like to take the event to the campuses for the spring and will be piloting that at DV on April 1st.
- A mission statement and KPIs were developed for the Outreach and Recruitment team.

iii. New Admissions Application demo - Karrie Mitchell

Due to the meeting starting later, Karrie was not able to give her presentation. She had another meeting she needed to attend.

d. BOG/ACC report (12 minutes) – Mays Imad and Skylar Webb

Skylar gave the ACC report.

- Students from the Inter-Campus Council asks Faculty Senate to pass out flyers to their students so they can take the book survey. There is also a link that can be provided to students.
- The students also have concerns about the service, food, and prices at the Follett Cafe. They would like to know how the Faculty Senate has any concerns about the cafe.
- Staff is concerned about staff performance evaluations and what they will be used for. Their concern is the evaluations will be used to fire people. They would like clarification on how they will be implemented and utilized.

Mays gave the BOG report.

- The last BOG meeting included most of the reports that were brought to senate today.
- A study session was held on February 22nd. The financial state of the College was discussed and it was recommended to increase tuition. A decision has not been made but it's being discussed. Mays encourages faculty to join the Textbook Task Force that Kate Schmidt will be heading. The meeting is next Friday and they will meet three times for the next six weeks. If the Board decides to increase tuition and we haven't resolved the textbook concerns, students will not be happy.
- The next public Board meeting will be next Weds.

e. Adjunct Faculty BOG/ACC report (12 minutes) - Carlo Buscemi

- It was suggested to revise SPG 4201. Adjunct Faculty would like to be included as internal candidates for Full-time Faculty openings.
- Adjunct Faculty suggested to Dolores Duran-Cerda to have an award presented to them during All College Day and it was approved.

5. Open Forum

Joe Labuda expressed his appreciation to Tal for what he is doing for the Senate and is happy to see Kimlisa receiving recognition for what she is done. It's time consuming but very rewarding.

Joe explained he had really great support from the Senate when he was President. When they had issues they tried to work with the Board and the Chancellor in a cooperative way. There were a number of issues that came up during that period of time that could have become public issues but did not. He feels they have held up more than their end of the bargain. During the HLC debacle people put in an enormous amount of time to committee work, far exceeding what their normal contract was. Faculty, as a whole, showed great leadership during that time.

Joe was bothered to see the article in the Daily Star on February 27th, Survey: PCC faculty divided over chancellor's leadership. Joe read an excerpt from the article referring to a comment the chancellor made about the survey. He downplayed the significance of the survey finding. The results are not "statistically valid", Lambert said, because responses were anonymous, which means "one person could have voted 10, 15, or 20 times."

Joe does not believe anyone voted 10, 15, or 20 times. Considering what had happened the question was totally appropriate. The results of the survey had to do with the extreme response from the board and the chancellor. Reading the chancellor's comment makes him wonder about leadership coming out of district. He feels the comment wasn't necessary and ignored the whole context of what occurred. He feels they have held up their end of the bargain and hopes there can be more measured comments coming from the chancellor's office.

6. Executive Session (if requested)

Not requested

Adjournment was motioned by Kimlisa Duchicela and seconded by Joe Labuda.