

Faculty Senate Meeting Minutes
October 7, 2016
Downtown Campus, Amethyst Room
1:00 -- 4:00pm

1. Introductions (20 minutes)

a. Dean Introduction (15 minutes)

b. Normal Introductions (5 minutes)

Jackie Kern (Nursing - EC), Karen Derr (Business - DC), Joe Labuda (Library - WC), Carol Christofferson (Music - WC), Michael Nolan (Visual Arts - WC), MaryKris Mcilwaine (Behavioral Science - WC), Carlo Buscemi (Hotel Management - NW), Skylar Webb (Automotive - DC), Michael Parker (Humanities - WC), Karie Meyers (Physics - WC), Jonathan Meair (Science - DV), Paul Flasch (ENGR/Math - WC), Meg Files (Writing - WC), Rosa Morales (Social Services - WC), Barbara Fox (History -DC), Margarita Youngo (Social Sciences - WC), Kathy Fraychineaud (Languages - WC), Tanya Hawks (Enrollment Services - DV), Gwen Gorbette (Paralegal Studies - DC), Matt Hinojosa (Humanities - NW), Kimlisa Duchilcela (Business - DC), Robert Foth (Math - CC), Mark Nelson (Performing Arts - WC), William Lang (ESL - WC), Steven Olson (Math - DC), Mays Imad (Biology - EC), Olga Carranza (Social Sciences - DV), Virginia Harmelink (Early Childhood - DV), Jonathan Howe (DSR - DO), Tim Cruz (Science - DC), Tal Sutton, (Math - EC), Patti Figueroa (Social & Behavioral Sciences -EC), Fred D'Angelo (Computer Sciences- EC), (David Kryder Campus Support - CC), Yolanda Espinoza (Director & Registrar - DO), David Bea (Executive VC Finance - DO), Morgan Phillips (President -DV/WC)

2. Minutes Approval (3 minutes)

3. Agenda Modifications and Short Announcements (2 minutes)

- a. Request for open forum or executive session
- b. Call for note-- takers.

4. Business

- a. Review of drafts of administrative procedures (20 minutes)
 - i. ADA and Equal Opportunity, Electronic Information Technology Accessibility Guidelines, AP 5.10.02 – Jon Howe

Jon Howe (DO) Pima is committed to supporting electronic information technology (EIT) environment that is accessible to all and in particular to individuals with disabilities. The purpose of this Administrative Procedure

(AP) is to provide procedures for College administrators, instructors, and staff to create, maintain, or procure accessible EIT. EIT is continually changing and compliance with this AP will be an ongoing process. Example includes hands free technology availability such as virtual communication access.

Jon Howe (DO) Two-year implementation timeline recommended by outside counsel. Trainings available from one to fifty people anywhere from five minutes to an hour or so. Short videos will be uploaded to YouTube – ways to improve accessibility.

Kimlisa Duchilcela (DC) How much will this cost? How will this be implemented financially?

Jon Howe (DO) Part of two-year implementation in workgroups – cost concerns.

Carol Christofferson (WC) Cap on fees to incur for special programs such as music? ADA compliant software is expensive, limit on waivers?

Jon Howe (DO) Licenses for access technology that is system wide are already available to students.

Carol Christofferson (WC) How has the budget been configured?

Jon Howe (DO) DOJ is a part of reviewing compliance accommodation and what is already in place at Pima; costs are already configured.

ii. Admissions and Registration, AP 3.10.01 – Yolanda Espinoza

Yolanda Espinoza (DO) Admission to Pima does not guarantee admission to specific programs due to standard requirements. Standard Procedure to admissions requirements. Standard Procedure on the maximum amount of credit hours a student can register for per semester. Standard Procedure for underage students and international students.

MaryKris Mcilwaine (WC) Are SOPs and protocols regarding admissions available online? Available forehand for senate review?

Yolanda Espinoza (DO) Information is available within the SOP work unit and available through her in specific details.

Carol Christofferson (WC) Selective Admissions Programs – online information isn't currently readily available in Student Services.

iii. Cash Reserves, BP 4.07 – David Bea

David Bea (DO) To ensure financial stability in case of unexpected events, PCC shall maintain in cash and cash equivalent a minimum of 8% of current and general designed budgets. Can sustain expenditures for a month or so.

David Kryder (CC) What does 8% equate to the current fiscal year?

David Bea (DO) The amount would be between 12-15 million.

b. Department Chair Task Force update (10 minutes) – Mark Nelson, Ginny Harmelink

Mark Nelson (WC) Pima Intranet has available the Department Chair Taskforce video and document.

Michael Parker (WC) Ten-week time frame standard for hiring?

Morgan Phillips (DV/WC) Department Chairs start next fall semester. Faculty Senate Committee gives feedback in previous Spring semester.

Rosa Morales (WC) Would be helpful to provide minutes on committee meetings and circulate information to provide better communication for faculty.

c. Updates from Subcommittees (35 minutes)

Olga Carranza (DV) Professional Development Subcommittee - Olga is co-chair along with Mays. Meetings are weekly and biweekly. Faculty Senate Members include: Carol Christofferson, Tim Cruz, Barbara Fox, Karie Meyers, Rosa Morales.

Olga Carranza (DV) CETL's mission is to foster professional development, renewal, and scholarship for all College faculty and community educators to become agents of change. To that end, CETL advocates and supports best practices, scholarships and innovations in areas of teaching, learning, and student engagement and success.

Olga Carranza (DV) CETL's vision will embrace the transformative power of education by guideline our faculty and students in their quest as lifelong learners who are responsible citizens in a global society.

- i. Strategic Planning and Budget – Tim Cruz
 - 1. Get a Faculty in Occupational Education

Tim Cruz (DC) Survey will be sent out regarding volunteer benefits such as vision or copay coverage (AFLAC).

Tim Cruz (DC) November 30 meeting will plan the next three years. Committee will hold training on October 28th called the Society for College and University Planning. In March 2017 a conference will be held.

Tim Cruz (DC) Educational Master Plan deadline is October 17th. EMP Drives overall changes and not facilities plan which involves operations.

- ii. Assessment – Taliesin Sutton

Tal Sutton (EC) Assessment subcommittee will be maintaining interdisciplinary collaborations. Through the newsletter identify faculty and willing CDACs volunteers. Need quality data and develop pedagogy. Committee is committed to cultural assessment for Pima.

Carol Christofferson (WC) Will there be a name change? Confusion between PLOs, SLOS, and CLOs.

Tal Sutton (EC) SLOs is now an umbrella term.

- iii. Accreditation – Michael Parker

Michael Parker (WC) AP and SOP guideline book has been reviewed and will send issues and recommendations to Provost. Report will be written regarding appropriate ratios regarding faculty and prioritize spending at Pima.

- iv. Charter Revision – Tal Sutton
 - 1. Vote on Membership Revision

Tal Sutton (EC) Section IV-B One staff instructor shall be elected to represent the staff instructors of the Adult Basic Education Program.

Tal Sutton (EC) Section IV-H Each senator will serve a two-year term with no restrictions on the number of terms.

Tal Sutton (EC) Section IV-J If a senator neither attends nor assigns a proxy for three consecutive meetings, their seat will be vacated. If no one is able to fill the seat, seat will not count towards the Senate roster.

2. Vote on Officer Revision

Tal Sutton (EC) All Senate Faculty Senate Officers shall be elected at August's Faculty Senate Meeting with terms beginning the following January. BOG representative will facilitate communication between Faculty Senate and College by serving as a non-voting member of the BOG. Regarding term limits, a senator can serve no more than two consecutive years as executive officer.

Rosa Morales (WC) Recommends one-year term election be changed to two-years to streamline continuation and build a legacy.

d. Faculty Emeritus update (3 minutes) – Tal Sutton

Tal Sutton (EC) Nine Emeritus Faculty Nomination: (1) Met Criteria: David Steven, Rita Flattley and Brad Fiero (2) Not work at least 20 continuous years: Denise Meeks, Andrea Henderson, and Steven Romiello, (3) Did not teach for 15 years: Gustavo Chavez, Charles Land, and Charles Houk

e. Call for a new (temporary) committee: Normalizing Practices and Procedures of Standing Committees (5 minutes) – Tal Sutton

f. BOG report approval (10 minutes) – Mays Imad

5. Reports

a. PCCEA report (5 Minutes) – TBA

MaryKris McIlwaine (WC) Hiring and budget reports - next meeting open to all faculty 12/2 @ 10:30am. Meet with Dean's regarding faculty hiring and provide input on 10/14. PCC Board Elections and questions sent to candidates. Responses will be available on the Intranet and a tentative date for forum will be held on 10/25. There will be a forum with the Chancellor 11/4 at DC Campus. In addition, an All Faculty Survey will be circulating around PCC.

Karie Meyers (WC) Not enough faculty participating within different committees. Administrations could ask for more faculty volunteers instead of just waiting for faculty participation.

b. Adjunct Faculty BOG/ACC report (5 minutes) – Carlo Buscemi

6. Open Forum (if requested)

- i. Mary Kris Mcilwaine – PCC Outreach
- ii. Mary Kris Mcilwaine – PCC Division Deans
- iii. Kimlisa Duchilcela – PCC Recruitment & Diversity Officer Voting

7. Executive Session (if requested)