

Faculty Senate April 2018 | Minutes

April 6, 2018 | 1:00pm | Meeting location Downtown Campus, Amethyst Room

Meeting called by Tal Sutton,
President @ 1:05 pm

Note taker Rita Lennon, Secretary

Type of meeting Monthly Meeting

Timekeeper Tanya Preusser,
Sergeant at Arms /Logistics Officer

SENATOR ATTENDANCE

Present

Barbara Fox	MaryKris Mcilwaine	Tanya Preusser	Alexis Osorio	Joe Brewer
Carol Christofferson	Michael Nolan	Teddi Schnurr	Brandy Randolph*	Kyley Segers*
Dennis Just	Michael Parker		Brooke Anderson	Lazaro Hong
Diann Porter	Paulo Sudhaus		David Kryder*	Lisa Grenier*
Hernant Aubert	Pollyanna Wikrent		David Morales	Maria Pereira*
Jeanne Yarab	Randy Munsen		Diann Porter*	Matej Boguszak
Josie Milliken	Rita Lennon		Donald Kavanagh*	Michelle Mathews
John Gerard	Rosa Morales		Elena Grajeda	Noah Fay
Karie Meyers	Sean Mendoza		Gwen Gorbette*	Robert Foth*
Kathy Fraychineaud	Shelly Dorsey	Absent; *denotes Proxy	Inoka Otero*	Skylar Webb*
Lisa Werner	Susan Kuklin	Paul Flasch	Jackie Kern*	Steve Mackie*
Margarita Youngo	Taliesin Sutton	Mays Imad*	Janko Bensa	William Lang

Administrators and Guests:

Karrie Mitchell, John Howe, Seth Shipee, Morgan Phillips, Michael Tulino, Katy Brown, Laura Pieslewicz, Tatyana Thweatt

INTRODUCTIONS, AGENDA MODIFICATIONS AND SHORT ANNOUNCEMENTS

Time allotted | 10 minutes | Agenda topic Topic | Presenter open

Introductions: Senator Introductions

Request for open forum or executive session: no requests

Time allotted | 45 minutes | Agenda topic Details below | Presenter Details below

a. Approval of [March Minutes](#) (5 minutes) – Tal Sutton

Minutes were reviewed electronically; Barbara Fox motioned to approve as written, Hernant Aubert seconded – 39 Y, 2 abstentions - Minutes Approved

b. [ADR Faculty Notification Process](#) (10 minutes) – John Howe

John Howe presented the proposed notification process – recommendations from senators include 1. ADR students meet with the faculty in the beginning of each semester; this way ADR accommodations will be better facilitated by faculty 2. Create a centralized electronic portal listing approved accommodations by ADR specialists in order to minimize double accommodations; notes could be maintained about students no longer needing approved accommodations.

Question: Because volunteer note takers are anonymous, what happens when a volunteer note taker drops from the class? **Answer:** the ADR office monitors that aspect of the operation, and recently has assigned someone in the department to manage all note-takers as well as identify issues if note-takers are not uploading notes and when ADR students are not looking at the notes (downloading). **Question:** What happens to the information collected by survey (sent to faculty @ end of semester)? **Answer:** John thanked everyone for responding to the survey; this information is collected in order to improve their system.

Question: How is the student's information privacy maintained? **Answer:** The website is encrypted, maintained through the office of ADR and anyone without permission cannot access the database.

c. Academic Calendar ([Survey Results](#)) (10 minutes) - Karrie Mitchell

Karrie Mitchell presented the results of the Calendar survey. The Academic Calendar committee will move days of accountability by 1 day in 2019 (39% surveyed chose this option). If adjustments need to be made, the committee will review. No questions/comments from senators following presentation.

d. Adopting a 15 v 16 week structure (10 minutes) – Tal Sutton

- a. [First Summary on 15 v 16 week](#) (sent to each division)
- b. [Summary of 15 v 16 week](#) (sent with FS survey)
- c. [Summary of Survey Results](#) (Raw Data)

Michael Parker motioned for senate to endorse the recommendation to stay with the 16 week semester, Kathy Fraychineaud seconded. 41 Senators yay, 0 oppose, 1 abstention. Motion carried.

e. Faculty Senate Seat Allocation (15 minutes) – Tal Sutton

- a. [Proposal](#)
- b. [Senate Seat and Faculty Distribution](#) by Division & by Campus

Time within the meeting was used to discuss the proposal further, and gather recommendations. With the proposal, Faculty Senate officers are attempting to ensure that everyone has representation; either by campus or by division or by both. Further discussion will occur at May 2018 meeting.

f. Policy Review with [Summary](#) (20 minutes) – Multiple Speakers

- a. [AP 1.17.01](#) - Public Access and Expression on College Property (Seth Shippee)

This AP was revised by the Office of the General Counsel in consultation with campus administrators to reflect changes to Arizona law as per ARS 15-1864 and ARS 15-1865, including the prohibition on limiting free-expression activities to only specific areas on college property. The law now states that any public, open (outdoor & not to include indoor) area can be used for public expression.

- b. (D)* [AP 3.25.02](#) - Inactivation of a Program of Study (Julian Easter and Karrie Mitchell)
 - i. [SOP](#) to replace AP 3.25.02**
- c. (D) [AP 3.25.03](#) - College Curriculum Council (Julian Easter and Karrie Mitchell)**

The summary states “No need to have a separate AP. [AP 1.05.01](#) covers how college committees are formed.”

However, there is a discrepancy within AP 3.25.03 as it states that one faculty representative from each division will be selected by the division yet AP 1.05.01 states that (section 2.1 – membership) “All standing committee openings are due to the Chancellor’s Office by February 15. A list of all standing committee vacancies will be compiled and all employees will be notified by March 1 of committees with vacancies. The list of eligible candidates will be given by April 1 to the **Faculty Senate** and Staff Council, who **shall send their selections to the Chancellor’s Office** by April 15. All appointments to committees will be made by May 15, with the goal of diversity reflective of the college community.”

Discussion concerning recent changes to the CCC meeting process and how this has resulted in lack of faculty input. Issues were raised about cancelled meetings and the perception that faculty didn’t show interest in curriculum matters because they rarely vote within their CDACs and that curriculum staff generally made

decisions without faculty buy-in. Another perception, however, was raised that the current changes to the CCC process were not that of the 4 curriculum staff – but of the administrative mandate that guided pathways would be pushed through within a record 1 year timeframe. The matter faculty senators should raise is with leadership being out of touch & not realizing what this timeline would entail. Also, how their decision to push GP through so quickly would lead to poor decisions, require brisk changes to policy without proper input from all stakeholders and agitate professional relationships between departments. This get it done “come Hell or high-water” attitude has created this issue, not middle management wanting to “own” a process.

Tal Sutton suggested that faculty senate officers meet with the Provost’s department, members from the CCC and Jennie Conway in order to develop an interim or short term process while continuing to finalize a long-term process through the development of the faculty handbook.

In addition to Guided Pathways, a key concern was raised about the lack of communication and transparency in the process. The Faculty Senate Special Session exposed the unfamiliarity many senators had about the GP terminology and progress of the project. Another point was that the special session pushed GP committees to upload documents to the intranet that were not previously available.

Finally, concerning the email listing the inactivated programs & courses, a request to Julian Easter to clarify the rationale surrounding the inactivation. Karrie will take this request to him.

- d. (D) [AP 3.25.07](#) - Curriculum Procedures Manual (Julian Easter and Karrie Mitchell)**
- e. (D) [AP 3.25.09](#) - College Curriculum Office (Julian Easter and Karrie Mitchell)**
- f. [AP 3.46.02](#) - Disability Documentation Requirements: Establishment of Eligibility for Services under ADA/Section 504 (Seth Shippee and Jon Howe) - Revision to include/update current practice(s), last reviewed in January 2015
- g. [AP 3.46.05](#) - Access and Disability Resources Community Advisory Committee (ADRCAC) (Seth Shippee and Jon Howe) - Revision to include/update current practice(s), last reviewed in January 2015. AP 3.46.05 was revised by the College’s office of ADR in consultation with the Office of the General Counsel.
- h. [AP 6.05.01](#) - Copyright Practice and Compliance (Jeff Silvyn) – Seth Shippee presented on Jeff Silvyn’s behalf: Revision to include/update current practice(s), last reviewed in October 2012
- i. (D) [RG 3105/C](#) - Credentials Awarded (Julian Easter and Karrie Mitchell)**
- j. (D) [RG 3106/A](#) - Curriculum Development Process (Julian Easter and Karrie Mitchell)**
- k. (D) [RG 3106/B](#) - Curriculum Standards (Julian Easter and Karrie Mitchell)**
- l. (D) [RG 3506/A](#) - Limited Enrollment, Selective Admissions Program (Julian Easter and Karrie Mitchell)**

(D) - Recommended for deletion

** Policies pertaining to curriculum were pulled back because they required “greater review” prior to faculty senate input and the 21-day review process. Julian Easter was not present.

REPORTS

Time allotted | 25 minutes | Agenda topic *Details below* | Presenter *Details below*

• **[Provost’s Report \(5 minutes\)](#) – Karrie Mitchell**

The full report is hyperlinked above. Notable items within the report (affecting college-wide staff/faculty). The bullet points align with location within the report, not in order of importance.

- Members of the Accreditation Steering Group and Workgroups are working to develop the first draft of Pima’s Assurance Argument (previously known as Self-Study). A draft of the Argument will be shared with the College community on April 19, 2018. In order to get feedback, a survey will be distributed to the internal College community. The official Assurance Argument is due to HLC in Fall 2019.
- Please join the Provost’s Office as we visit your campus this semester; a different unit from my area will accompany me on each visit. Full-time faculty, adjunct faculty, staff instructors, staff, administrators and students are invited to bring questions and insight during the dates below:

Campus	Room	Date	Time	Dept. accompanying Provost:
East Campus	L-101	Thursday, April 26, 2018	3:00 pm - 5:00 pm	Faculty Affairs and Development
Maintenance & Security	MS 105	Wednesday, May 2, 2018	2:30 pm - 4:30 pm	Accreditation and Academic Quality Improvement
Downtown Campus	Amethyst Room	Friday, May 11, 2018	3:00 pm - 5:00 pm	Enrollment Management and Student Affairs, Enrollment Services/Registrar, and Financial Aid

- The College has invited national leaders to share their strategies and success stories:
- Dr. Ben Williams, VP for the National Alliance for Partnerships in Equity, John Kerr, Washington State Board and founder of IBEST and James McCoy, Associate Vice President of Academic Affairs, College of Southern Nevada. There will also be a panel discussion with members from Complete College America. Please remember to RSVP at [Pathways Institute registration](#)
Friday, April 20, 2018 - Noon - 5 p.m. West Campus Gym
Boxed lunch will be provided in the gym; *Student Service Centers will be closed for during this event*
- Faculty Senate and administrators met on March 23, 2018 to have a transparent and collaborative conversation to address concerns, clarify and answer questions regarding Guided Pathways. The major takeaways from this meeting can be found in the Provost's report. As part of Guided Pathways, the College is developing a way to support students navigating their areas of interest in relation to actual degrees and certificates available at the College. Nine areas of interest have been selected and recommended by the Exploratory Majors team for adoption to help launch this navigation. To refine this process a survey was sent out to faculty and staff to gather feedback. The team will analyze this feedback and present final recommendations to the Provost in April.
- April is Financial Awareness and Literacy Month. We will be hosting a series of activities at each of the campuses April 9 thru the 12. We will have tables to promote and speak to students regarding the Federal Student Aid programs, applying for the FAFSA and Scholarships.
- Don't miss the opportunity to learn about the Federal Work Study student employment program. More information can be found within the report
- PCC scholarship week is April 9-12. Attend a session to learn how to apply for Pima Community College scholarships. The deadline to apply for institutional scholarships is April 15, 2018, so this is your opportunity to ask questions before you apply. Dates and locations are within the Provost's report.
- In recent weeks, Institutional Research, Planning and Effectiveness has posted a number of new sets of results online. Please either review the Provost's report for links or visit the interactive reports page in Pima Reports (Intranet)
- KPI presentations are about to wrap up the year with the release of updated key performance indicators for the last of Pima's seven core themes: institutional effectiveness. Sessions dates are posted online.
- You are invited to join Diversity, Equity and Inclusion Officer, Hilda Ladner, for a webinar followed by discussion about Inclusive Excellence and addressing equity gaps.
A Vision for Equity: Campus-Based Strategies for Committing to Equity and Inclusive Excellence
Thursday, April 19, 2018 Downtown Campus RV-102
12:00 – 1:30 pm
- The General Education Committee is reviewing and revising the criteria for the general education categories. Criteria for Cultural Diversity and for Global Awareness are completed and rubrics are being developed to assess those general education outcomes. Additional category criteria will be started this semester and completed in the fall.
- The September 2018 Transfer News is being developed, and the focus for the edition of this newsletter is Arts/Digital Arts & Design/Communications/Humanities.
- As a reminder full-time faculty evaluations have a few steps due in the next few weeks. Adjunct Faculty are evaluated by their supervisor on the attached paper form. These are due to the respective Deans by April 15, 2018
- **PCCEA (5 minutes)- MaryKris Mcilwaine**
 - Stemming from a meeting with the Provost, faculty senate, PCCEA and Julian Easter to discuss curriculum matters concerning CTE programs, 5 requests were issued by PCCEA. Faculty Senators raised concern with PCCEA being the body to bring forward requests about curricular matters as this is faculty senate's purview. Lisa Werner requested that we add this to the May agenda in order to discuss this further. In the meantime, senators should seek input from constituents.
 - PCCEA campus representative David Stephenson (DC) detected an error on the College website as to how much higher the cost of differential tuition is for a variety of occupational programs. Had the error gone undetected, this would have meant a potentially huge hit to enrollment in a wide range of the occupational programs that charge differential tuition. Thanks to David's keen eye (and his reaching out to David Bea), the erroneous web content has now been revised.
 - PCCEA elections will be held this month for positions beginning September 1st. The sample ballot will be sent out April 10th and actual balloting will begin the following week. At this time, we are still seeking nominations for Campus Representatives for Desert Vista and East Campus. Campus Representative is a great way to dip a toe in PCCEA leadership! Please encourage your interested constituents to nominate themselves or a colleague.

- PCCEA’s mid-semester All Faculty Meeting will be held April 13th at 10am following the PCCEA Executive Board Meeting at 8am. The meetings will be held at the West Campus so that faculty can attend prior to the Chancellor’s mandatory budget meeting at 3pm. Snacks will be provided, and all faculty are welcome and encouraged to join both meetings! Please keep an eye out for Ana’s weekly update on Monday for room information.

The anticipated agenda includes a summary of the April 5th meeting held between Faculty Leadership and District Administration, an update regarding the All Employee Representative Council (Meet and Confer), and an open Q & A to address faculty questions and concerns.

- If you’re ever seeking more information about PCCEA, including contact information for your campus representative, the weekly calendar, and summaries of recent Meet and Confers, or to sign up for membership, please check out the PCCEA website at pccca.com.

OPEN FORUM

Time allotted | 0 minutes | Agenda topic *NOT REQUESTED* | Presenter *N/A*

EXECUTIVE SESSION

Time allotted | 0 minutes | Agenda topic *N/A* | Presenter *N/A*

CLOSING

Unknown motion to adjourn | unknown seconded (Tal acknowledges both motion and seconded per video footage) | Meeting adjourned @ 3:30 p.m.