

Faculty Senate February 2019 MINUTES

February 1, 2019 | 1:00pm | Meeting location Amethyst Room, Downtown Campus

Meeting called by Josie Milliken,
President @ 1:03 pm

Note taker Rita Lennon, Secretary

Type of meeting Monthly Meeting

Timekeeper Tanya Preusser
Sergeant at Arms /Logistics Officer

SENATOR ATTENDANCE

SENATOR NAME	REPRESENTING	Present?
Josie Milliken	President & DT Writing & Reading	Yes
Taliesin Sutton	Vice President and EC Mathematics and Engineering	No (Proxy)
Brooke Anderson	Faculty BOG Representative , and DT Social Sciences	Yes
Sean Mendoza	Adjunct Faculty Representative and CC Adjunct at Large	Yes
Rita Lennon	Secretary and NW Allied Health	Yes
Tanya Preusser	Sergeant at Arms, Logistics Officer, and District Counseling/STU	Yes
Community		
Kimlisa Duchicela	Senator at Large for Arts, Communications, Business, Mathematics, Sciences, Technology, World Languages and Social Sciences	Yes
Desert Vista		
Susan Kuklin	Senator at Large for Aviation, Communications, Humanities, Languages, Reading, Culture, Culinary, Business, Computer Information, Social and Cultural Sciences	Yes
Jeannie Arbogast	Mathematics	Yes
Jeanne Yarab	Adjunct at Large	No
Teddi Schnurr	Education	Yes
Cori Leonetti	Science and Fitness	Yes
District Wide		
Joe Brewer	District Librarians	Yes
Lisa Grenier	Staff Instructors and Adult Basic Education	Yes
Downtown		
Barbara Fox	Adjunct at Large	No
Alexis Osorio	Arts and Humanities	No
Skylar Webb	Automotive Technology	No (Proxy)
John Gerard	Building and Construction Technology	Yes
Ken R. Scott	Business	Yes
Matej Boguszak	Mathematics	Yes

Gwen Gorbette	Paralegal	Yes
Dennis Just	Sciences	Yes
Mayra Cortes-Torres	Senator at Large for English, World Languages and Translation, CAD, Interior Design, Office Technology Systems, Welding & Machine Tool Technology	Yes
East		
Michelle Mathews	Adjunct at Large	No
Brandy (Wright) Randolph	Emergency Services and Related Technologies	No
Mays Imad	Humanities, Arts, and Fitness	Yes
Vacant	Life and Physical Sciences	N/A
Kyley Segers	Senator at Large for Business, Travel, Communications, Computer Sciences, Languages and Social & Cultural Studies	No
Northwest		
Paulo Sudhaus	Adjunct at Large	Yes
Elena Grajeda	Languages and the Arts	Yes
Inoka Otero	Mathematics	No (Proxy)
Noah Fay	Sciences	Yes
Randy Munsen	Social and Behavioral Sciences	Yes
Diann Porter	Senator at Large for Biology, Wellness, Professions and Occupations, Written and Oral Communication	Yes
West		
Nancy Hamadou	Academic Skills	Yes
Hernant Aubert	Adjunct at Large	Yes
MaryKris Mcilwaine	Behavioral Sciences	Yes
Steve Mackie	Biology	No
Donald Kavanagh	Chemistry	Yes
Jackie Kern	Nursing	Yes
Carol Christofferson	Performing Arts	Yes
Karie Meyers	Physical Sciences	Yes
Margarita Youngo	Social Sciences	Yes
Rosa Morales	Social Services	Yes
Lazaro Hong	Technology	No
Michael Nolan	Visual Arts	Yes
Lisa Werner	Senator at Large for Allied Health Professions, Computer Sciences, Dental Studies, Digital Arts, Fitness and Sports Sciences, Writing, Mathematics & Engineering	Yes

Administrators and Guests:

Jennie Conway, Dolores Duran-Cerda, Kate Schmidt, Brian Miller, Amanda Abens, Michael Tulino, Louise Glogoff

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

Short Announcements: The Native American Student Association Club will be hosting a [Pow-Wow](#) on Saturday March 2nd, 2019 from 12 PM – 6 PM at West Campus. Please consider attending, free admission!!

BUSINESS

Time allotted | 55 minutes | Agenda topic *Details below* | Presenter *Details below*

a. Approval of [December Minutes](#) - Josie Milliken

Motion to approve December minutes was initiated and seconded by Senators on the floor.

Voice Vote: Majority Yay, 0 Nay, 0 Abstentions

December 2018 Minutes approved

b. Approval of [January Minutes](#) (5 minutes) - Josie Milliken

Motion to approve January minutes was initiated and seconded by Senators on the floor.

Voice Vote: Majority Yay, 0 Nay, 4 Abstentions

January 2019 Minutes approved

c. CDAC Evolution (20 minutes) – Jennie Conway

[Draft Discipline Faculty Committee \(DFC\) Handbook 2018-2019](#)

Group charge: CDAC structure modifications following the restructuring initiative. The committee has been meeting for almost 1 year. The committee has met once again and made additional changes since the handbook was shared with the Senate President, therefore, the revised copy will be shared with her. The largest revision aligns the definition of a faculty member to the HLC's definition, and should participate and be part of the process. In terms of voting responsibility, the committee recommends that all FT faculty and FT instructional staff should automatically be voting members with a representative from adjunct and PT instructional staff. Each division/sub-division will then decide if additional representation from adjunct/PT is necessary. It will be up to the division if they want to have a larger group containing similar prefixes (i.e. BUS, MKT, MGT) or to split into small DFCs. At this point, the final draft will be submitted to the Provost and if approved, information will be shared with the presidents. Once this occurs, information about the individual DFC structures (disciplines included and who are voting members), faculty co-chairs, etc. will be provided through the deans. The committee also recommends that Discipline Coordinators always be voting members, Dept. Heads should also be members of the DFC, but it will be up to the individual DFC whether or not they will be a voting member.

Senator Comments:

- Recommended wording from FT faculty via email: "As long as there are fewer than 3 FTF in a discipline, the dean and the adjunct faculty shall be non-voting members of the relevant DFC." Another

version: "As long as there is at least one FTF in a discipline, FTF members shall always constitute the majority voting members of the relevant DFC." This recommendation will be taken back to the DFC committee, gut instinct is that upper administration will be hesitant if the dean is not a voting member.

- With the current RIF, another discipline has "many more adjuncts" and three FTF, which raises concern that adjunct could outvote the FTF in this discipline. Reminder: the recommendation is that only 1 adjunct would be a voting member.
- In the case of a DH not having training within the discipline they serve/oversee (and sometimes the deans do not), the voice of the SME is being diluted.
- Adjunct faculty qualifications should not be underestimated – adjuncts are still working within the field/industry and their expertise is vital. There have been times when adjuncts provide information about changes within the industry, and they have been ignored.
- A strong objection to a structure where a single SME's vote can be negated by a non-SME vote! It has nothing to do with PT or FT faculty, but about following the HLC mandate that Colleges/Universities create faculty-driven curriculum.
- Multiple comments in support of faculty being SME/Curriculum experts within their division.
- The final draft is due to the Provost March 29, 2019 so if additional concerns/comments should be sent to Jennie Conway @ jscott@pima.edu

d. Call for Volunteer: Call Center RFP (5 minutes) – Josie Milliken

RFP Call Center: Josie received additional details about this request and what the position would entail. Out contract with Blackboard as the College's call center (calls mostly from students in the area of finance, registration and advising) is expiring in about 1.5 years. The group needs 1 faculty volunteer, there were no volunteers from the senators, so please reach out to constituents and encourage them to volunteer. Interested faculty should reach out directly to Jennifer Madrid @ jmadrid9@pima.edu

e. Call for Volunteer: Collaborator for Prior Learning Assessment (PLA) Subsets & PLA Updates (5 minutes) – Josie Milliken

A few weeks ago members of senate met with key members of Workforce Development to discuss the process for PLA. If you recall, last year divisions were asked to determine which of their courses were appropriate for [Prior Learning Assessment](#) and to capture information on a spreadsheet. Following that determination, certain faculty were made aware of some of the details they had possibly not understood or known while completing the spreadsheet. Questions raised were how are pieces of PLA being implemented to ensure faculty oversight, and decision-making? We learned during the meeting that the processes were logical, however, they had not been documented to ensure accountability and consistency. Volunteers are needed to complete two sub-sets of the Non-Credit PLA process: 1) Curriculum Manual 2) Standard Operating Procedures development. Timeline: meeting within the next few weeks, then only another few meetings will be required.

- **Call for Volunteer: Review of Faculty Qualifications AP – Kate Schmidt**

The AP needs revisions since it has been 2 years since it was written. The volunteer would work with Kate about necessary revisions secondary to CDAC evolution modifications but also have the opportunity to possibly implement teacher certifications (what does certification mean? Minimally qualified or discipline expert?) Faculty interested in volunteering, please email Kate Schmidt at kschmidt@pima.edu

f. Prior Learning Updates (10 minutes) – Amanda Abens and Brian Miller

Brian Miller provided information about the background and definition of PLA and how students can use PLA. More information about PLA can be found in the link provided above. Review of the spreadsheet was requested from Brian Miller through deans to ensure that previously selected courses using PLA were still acceptable/logical. Continued interest in PLA can be achieved through Professional Development (challenge exam workshops, online portfolio course, etc.).

g. Innovation Taskforce (5 minutes) – Brooke Anderson

Members on this taskforce are gathering information from various departments/divisions about their use of technology or innovation within the college. If you have information to share, please send it directly to Brooke Anderson @ bbanderson@pima.edu

h. President's Report (5 minutes) – Josie Milliken

a. Speakers' Series Update

Please review the Speakers' Series information within the Provost's report below. The Speakers' Series will be placed on hold following the final date this semester. This will allow the college to determine the best way to proceed with the series.

b. Faculty Senate Meeting with Administration Notes

Faculty officers meet with administration monthly to discuss current and future issues. Meeting notes will now be made public. We will be sure to make these meeting minutes available.

REPORTS

Time allotted | 30 minutes | Agenda topic Details below | Presenter Details below

a. Provost's Report (10 minutes) - Dolores Duran Cerda

The Provost officially welcomed the new senators and Josie Milliken as the FS president.

- The Provost extended appreciation to all senators who participated in the HLC data collection, dissemination and reporting process. Preliminary information from the HLC is promising!
- The Provost and Presidents would like to extend an invitation to two senators to attend the upcoming HLC Annual Conference (April 2019).
- Thanks to all who worked on Peak (days leading up to the first day of classes each semester). Members of the Provosts office participated in Peak this year and it was an eye-opening experience.
- West Campus will officially open a food pantry this semester (currently, a food pantry is open at DV campus). An open house will be later this spring semester. Resources other than food will also be provided (ex: interviewing tips, clothes) will be the long term goal of the WC food pantry. Also, the food pantry can accept applications for Supplemental Nutrition Assistance Program (SNAP).
- The Hispanic Outlook in Higher Education Magazine is featuring Pima Community College in its February edition as one of the Nation's top 50 Hispanic-serving community colleges. Pima Community College ranked #22 for greatest enrollment of Hispanics and #12 for number of Hispanics receiving degrees/certificates.
- Student Affairs organizational structure – recently 4 additional program advisors were hired – Applied Technology, Allied Health, Nursing and Social Sciences.
- Recruiting for two positions at this time: Student Affairs & Student Life Coordinator
- The Student Code of Conduct has been updated and sent to all students for review and comment
- The Career Café – please see the Provost's report for dates and consider participating
- Recent outreach campaigns (i.e. students once registered, but were withdrawn from courses) has been successful. The outreach campaign was able to retain 65% of the 1148 students contacted by advising staff via telephone.
- 1438 students were deleted for non-payment and did not re-register for spring courses, advising will be working to reach out to those students, identify and mitigate retention barriers.
- The Teaching and Learning Center will move to West Campus this semester
- Please review the Provost's report for important Faculty Evaluation Processes and dates.
- Faculty Learning Academy – Gratitude to Simone Gers who retires this month and was in this position for the past three years.
- Speakers Series – next session is on February 5, 2019 by Colleen Ford, Nursing faculty – Nursing Beyond the Bedside. March and April information is in the Provost's report, please review.
- Soon the Financial Aid tab on the MyPima website will be unveiled.
- Immigrant and Refugee Student Resource Center open house is February 5 from 3-5 PM at DC.

- The Provost plans to visit each campus this semester. Please review the Provost's report for dates/locations
- February 8th, 2019 the telephones at DV, DC and WC will have a brief outage from 5:30 – 5:45 PM for upgrades. Campus Police are aware and will supply coverage. Technology Security awareness training will be offered to everyone beginning March 1, 2019.
- Enrollment reports: if you are interested in being added to the email list, in order to receive this report, please email the Provost @ dcerda@pima.edu

b. PCCEA Report (10 minutes) - Matej Boguszak

- Please look out for an email from Ted Roush (AERC) concerning the second draft of the personnel policies. PCCEA will provide a summary of changes (similar to the format used with Meet & Confer wrap-up).
- Mandatory training update from HR. There has yet to be a formal update since the information provided to those who attended All Faculty Day. Of great importance/concern is the impact the training can have to adjunct faculty (considering the time commitment to complete all training). Please send concerns directly to HR.
 - Generic training requirements (FERPA, Title IX) should be universal, if faculty teachers for another institution and trainings are current, then they should satisfy Pima's HR training requirements.
- PCCEA continues discussions with Administration about budget & spending priorities.

c. Governing Board Report (10 minutes) – Brooke Anderson

- Governing Board access to Intranet, Brooke gathered information about Senator's request to provide board members access to the Intranet (temporary or permanent) so they could see the limitations of resources.

OPEN FORUM

Time allotted | 0 minutes | Agenda topic *Not Requested* | Presenter *N/A*

EXECUTIVE SESSION

Time allotted | 0 minutes | Agenda topic *Not Requested* | Presenter *N/A*

CLOSING

Motion to adjourn, seconded by senator on floor/ Meeting adjourned at 2:58 pm