Faculty Senate Meeting Minutes  
Friday, September 9th, 2011 Community Campus  
12:45pm – 3:05pm

Members Present: Matej Boguszak(CC), Steven Croft (DC), Kimlisa Duchicela (DC), Dolores Duran-Cerda (DC), Ron Hale (DC), Linda Marks (DC), Josie Milliken (DC), Diann Porter (DC), Sterling Vinson (DC), Tommy Salazar(DC), Jeannie Arborgast (DV), Pollyanna Wikrent (DV), Patricia Figueroa (EC), Rita Flattley (EC), Doug Holland (EC), Rob Modica (EC), Barbara Armenta (EC), Kathy Feuling (EC), Donald Bock (NW), Greta Buck-Rodriguez (NW), Erin Eichelberger (NW), Randy Munsen (NW), Sandy Niederriter (NW), Ellen Caldwell (WC), Carol Christofferson (WC), Lazaro Hong (WC), David Katz (WC), Steve Mackie (WC), Sarah Marcus (WC), MaryKris Mcilwaine (WC), Karie Meyers (WC), Rosa Morales (WC), Erich Saphir (WC), Joe Labuda (DO), Melinda Franz (DO), Mary Mitchell (EC)

Absent: Mike Schuetze (CC), Earl Garrick (DC), Linda Marks (DC), Gene Gotwalt (DC), Susan Prichett (DC), Andrea Henderson (DV), Susan San Jule (DV), Terri Hamstra (DV), Olga Carranza (DV), Wright Randolph (EC), Donald Roberts (EC). Cheryl Blake (NW), Shelby Goldberg (NW), Ceanne Alvine (WC), Rebeca Bennett (WC), Joseph Dal Pra (WC), Jake Elkins (WC), John Kordich (WC), Debra Kaye (WC), Catherine O’Brien (WC), Tom Speer/Mic Denfeld (WC)

Guests: Deborah Yoklic (DO), Pat Townsend (WC), Ana Jimenez (PCCEA), Suzanne Miles (DO), Roy Flores (DO)

1.0 Introduction and Call to Order
President Diann Porter called the meeting to order at 1:00pm and verified that there was a quorum with the secretary.

2.0 Approval of the May Minutes:
Diann Porter asked if there were any corrections to the submitted May minutes. Rita Flattley asked to have the name of the senate bill SB1467 added to the minutes. Erich Saphir made a motion to approve the minutes with changes. Rita Flattley seconded the motion and the motion passed.

3.0 Announcements
Diann Porter announced that we are still short a minutes-taker and requested suggestions for minutes-takers that might be available for future meetings. Erich Saphir asked if funding was still available for a minutes-taker and Diann Porter said that financial support exists from Provost’s office for 20 hours a month for this task. Diann Porter announced that an executive session was requested after the meeting.

4.0 Agenda Modification and Open Forum Items
Rita Flattley asked for clarification about staff taking on additional duties as adjunct instructors and why this policy has changed. Diann Porter asked if the Senate should request someone to talk about this issue and Provost Suzanne Miles stated that someone from Human Resources would be a good choice. Erin Eichelberger stated that this is a newer policy at Northwest Campus also and has understood that this is a legal matter. Chancellor Flores stated that hourly employees are under a certain federal category and are classified as non-exempt by Federal Law from the Fair Labor Relations Act. Diann Porter stated that she will ask someone from HR to come and explain this issue further.

5.0 Business

5.1 D2L Donna Gifford and Kate Schmidt
Donna Gifford stated that it was a pleasure to be back at Faculty Senate and introduced Kate Schmidt, Advanced Program Manager and Project Manager for the transition from Blackboard to D2L. She explained that there is an intensive communication campaign about this transition and this Senate presentation is part of the campaign. Donna Gifford acknowledged Kimlisa Duchicela and the work that the selection group did for the new Learning Management System. The board signed the contract for D2L on July 15, 2011 and the implementation stage was
started in August 2011. The Center for Learning Technologies, CLT, has been restructured to help make the center more of a service and support center for the entire college. This restructuring has allowed for an opportunity to hire instructional designers (architects) as well as instructional media specialists (carpenters). Donna Gifford also shared a video about the new Learning Management System. The implementation has been divided into four major phases including configuration, training, migration and communication. Configuration is the behind-the-scenes work that sets up the system. The system is similar to a large database that needs to be configured to hold all of the instructional content and work with the Banner system. D2L recommended 11 weeks for a configuration phase, but the goal at Pima was to have the first classes pilot the system during the second 8 weeks of the fall 2011 semester. The IT staff at district has worked very hard to move this along at a much faster pace to meet that goal.

Kate Schmidt said that there are three pilots planned. The second 8 weeks of the fall 2011 semester is the proof-of-concept pilot. Ten classes will run in this pilot. A larger pilot of about 50 to 60 classes will be held in the spring 2012 semester. The classes that will participate are still in the process of being determined. Recruiting for this larger pilot started last May with the goal of trying to make sure that a wide variety of disciplines was represented as well as including members from each campus. This pilot is also trying to include the three different types of courses including fully online, hybrid and web-enhanced courses. Summer 2012 is being considered a third pilot with the goal that all of the courses that Pima is currently offering with online components be fully transitioned at that time. Blackboard Vista will still be available during the summer to fall back on and to use to continue migrating classes over to the new system.

There are 750 faculty that are currently Blackboard Vista-trained and all of these faculty members will need to learn how to teach in D2L by summer 2012. There has been a “bridge” training developed by faculty to help faculty learn the new system. The Office of Professional Development has been helping to organize this effort. Beginning next week, faculty should be able to enroll for this bridge training. 33 sessions of this class will be offered between October 2011 and April 2012. October 24th will be the first course and the course will be offered every week starting on Monday ending three weeks later on a Sunday. There will one of 12 faculty peer facilitators available to help faculty work throughout the training process. A larger course designed for a faculty member that has not previously taught in Blackboard Vista is being designed for use later in the spring 2012 term.

The center estimates that 1500-2000 courses will need to be migrated to the new system. The 300 master courses will be migrated automatically by the CLT. A specific request must be made for any other course to be migrated to D2L. There are two steps to this process. The digital record must first be moved into the new D2L format and then it will need to be opened up and edited to fix any tools that might not migrate properly. For example, grading rubrics will need to be re-done. A request form needs to be filled out online to begin this process.

Donna Gifford described the communication plan to implement the new system. @Pimanews will announce critical information. Meetings with Department Chairs are scheduled for later on this month. CDAC chairs have also been given the handout provided today to pass on to all faculty members and the distance learning listserv will be provided with a copy shortly. The intranet site is live and should provide up to date information about this transition.

A new online education advisory group has been formed that will report to the president of community campus. This group contains mostly faculty. They will also have a large role in implementing the recommendations from last year’s online task force in accordance with the college plan. The Presidents, Vice-Presidents of instruction and President’s cabinets will also be informed of the migration plan and progress. Kate Schmidt summarized the timeline again.

Dolores Duran-Cerda asked if there would be a live chat tool available for the language classes. VP Gifford said that there will be something available, but the tool hasn't been determined.

Donald Bock asked for clarification on the difference between the classes that you have to request migration for and the ones that you don’t. Gifford replied that any class that is not cloned from a master needs to be requested. All materials that you have developed yourself will need to be requested to go through the migration process.
Josie Milliken: Are the requests for new course development on hold? Reply: You can make the request and the Vice-Presidents of Instruction are having quarterly meetings to prioritize those requests. Realistically, it will probably be prioritized for after the D2L transition.

Kathy Feuling asked what to do if there is a master course that has not been fully developed as well as it should be. Can there still be modifications and improvements made? Reply: You need to put in a request and those requests will need to be prioritized. There is no guarantee that all of those modifications will be in place before the migration because of the large number of courses.

Kimlisa Duchicela asked to make sure it was clear that the bridge training is open only to faculty who are already Blackboard certified. There will be another course open to faculty without Blackboard certification, but that hasn’t been developed yet. Also, Instructional designers will be available to help with the transition. In the spring, a few “deep dive” sessions will be arranged to help with specific topics. These will be held at the Downtown Campus.

5.2 SLO Online Documentation    Mary Ann Martinez Sanchez, Diane Lussier, Roger Werbylo

Vice Provost Mary Ann Martinez Sanchez stated that she would like to share a little bit about the College-Wide Student Learning Outcomes interface. It will be live at the end of the fall 2011 semester. Diane Lussier explained that in December 2011, when we submit grades, there will be an activity that will come up for each CRN. The usual procedure will happen to submit grades, but a new tool will pop up that asks for faculty’s input on how the College-Wide Student Learning Outcomes are implemented in each class. The reason for this change is that the college has had a difficult time capturing this type of information across all faculty members. This tool makes it easier for all of us to participant in relaying our college wide student learning outcomes activities. This tool also ensures that we are including all faculty in this process. The process is a short survey that lets the faculty click on a bullet to provide feedback on their involvement with the College wide SLO’s within that particular CRN. Roger Werbylo explained the process of using MyPima to find this new interface and the ease of its use. Each of the college-wide outcomes is addressed. The faculty member is asked to document how they have met each of the college wide student learning outcomes in that CRN. There will not be an open-ended question for the first semester of this activity, but may be in the future.

Rosa Morales asked if the system would be providing additional time to do this activity and the process of moving from one CRN to the next. Roger Werbylo stated that the questions will pop up when each new CRN is selected. Mary Ann Martinez Sanchez stated that currently there is a 20 minute time limit for entering grades. This starts when you begin entering your grades. Currently, IT is looking into starting the time frame only after you get to your grade screen. This will go live at the end of fall semester. In mid-October, there will be a test environment for selected faculty. In spring semester, this will go live for all classes. There is a fail-safe allowing that this process can be turned off throughout the college in case there is a problem with entering in grades in a timely fashion.

Rob Modica asked what the process would be if you already have finished the survey and have entered in your grades, but then decided that you needed to change a grade. Will you have to go through the entire process again? Werbylo replied probably not, but this will need to be tested.

David Katz asked that if you have 2 or 3 sections, could you just clone over your answers. No, it was replied that we are collecting for each CRN.

MaryKris Mcilwaine stated that there should be a statement on the interface that acknowledges that this is the correct place to enter grades to help adjuncts know that they are in the correct place. MMS responded that this is why communication is so important. There will be a brief set of instructions when the interface pops up. She stated that we are kicking off the communication right now. There will be a presentation at each campus and the facilitators are asking to be invited to other meetings to get the message out. There will be written materials sent electronically to all faculty members explaining the process via email and @Pimanews. Hard copies will also be
placed in mail boxes. The group is requesting that this information is included in all campus meetings and for help getting the information to all instructors.

Erich Saphir asked whether this is completely different than the discipline specific SLO process or not? MMS yes, this is separate. We would like to tie the college wide SLO’s to discipline specific SLO’s at some point, but this is only for the college-wide SLO process. This process should be helpful for the CDACs to eventually look at this data and to determine if the courses in the CDAC are meeting the college wide SLO’s. Diane Lussier added that the discipline leaders will be able to access this information and share it with their discipline.

Diann Porter asked if there is a link from the comments to the actual faculty member. Lussier stated that there is an electronic trail, but that no one in the college would probably have enough time to trace that link back to the individual faculty member.

Rita Flattley stated that the psychology faculty at East Campus have been trying to send emails about the SLO activities through the department listserv, but was told that these faculty were part of a listserv for the entire mixed CDAC and that it wasn’t possible to email only the discipline specific CDAC members. MMS stated that yes we can do that. The discipline leaders will have access to creating an email list to help with directed communication for this process.

Jose Milliken: Am I correct in stating the data isn’t going to be used for evaluation purposes? Otherwise, perhaps some faculty members might be tempted to give the “right” answer rather than the honest answer. MMS stated that there is no evaluation purpose in this interface. Some faculty members might really feel like the answers are “no” across the outcomes. That will be something that the discipline can discuss. When the final reports are pulled, the data will be generic without having faculty names associated with the answers. JM thanked the presenters for the visual which really helped to show the process.

Diann Porter stated that the presenters have offered to come back later on in the semester to update the Senate on any changes.

5.3 Deletion of SPG 3117-AB     Debbie Yoklic
This is the General Education Committee SPG which no longer exists as a standalone committee. SPG 3117-AA says that the General Education committee is now a Sub-Committee of College Curriculum Council. SPG 3117-AB will be posted on website for 21 days for public comment. If you have any comments, there will be an email link to provide a place for those comments.

6.0 Reports
   6.1 PCCEA Report     Ana Jimenez
Ana Jimenez stated she just sent out a fall semester email with updates on PCCEA issues. Please refer to that email. In addition, there has been some reported interference regarding faculty access to the campus enrichment funds. PCCEA will be surveying faculty about their experiences in this matter.

   6.2 Adjunct Faculty Report  Mary Mitchell
Mary Mitchell stated that at the last meeting of the adjunct faculty committee they were tasked to come up with a plan for how adjuncts can communicate with each other more effectively. The listserve is a bit cumbersome. Please get in touch with her to help come up with ideas about how to help the adjunct faculty do this. Several members of the Senate got together last spring to discuss several issues relating to the student code of conduct. This group suggested that the student’s should have to click “I accept” when they register stating that they have read the student code of conduct. This limits the liability of PCC and faculty and prevents students from saying that they didn’t know about the student code of conduct.
David Katz stated that we all know that you can just scroll down to the bottom of this screen and click “I accept”. Mitchell responded by saying that you still have made a personal commitment.

6.3 Provost and Executive Vice Chancellor’s Report  Suzanne Miles

1) Provost Suzanne Miles thanked the D2L team including the faculty as well as Donna Gifford and Kate Schmidt for coming to Faculty Senate. She also extended her thanks to the Student Learning Outcomes Faculty Team (Roger Werbylo, Carmen Amavizca, Lori Grim, Amy Davis and Diane Lussier) and to the Vice Provost (Dr. Mary Ann Martinez Sanchez) and the Executive Director of Planning and Institutional Research (Dr. Nic Richmond) for their progress on the final phase of our college-wide SLO process. Excellent job by all.

2) The last public information forum on our modifications to credit admissions and registration is Saturday, September 17, 2011 at 10am at West Campus in the Proscenium Theatre. There was a very positive and productive luncheon meeting yesterday at the District Office with representatives from seven local agencies to explain the changes. At the Senate’s October meeting, we will have a presentation that will provide details on the new noncredit program called “Pathways” that will begin in March of 2012. This program will be instrumental in helping our students who assess below approximately the 7th grade and who may or may not have a high school diploma or equivalency.

3) With the 10 year anniversary of 9/11, I just want to quickly acknowledge and remember the lives that were lost but also the lives that were saved during that terrible time in our history.

Diann Porter asked about the Copy Center issue and Suzanne Miles said that Copy Center question at West Campus is not resolved yet.

6.4 Chancellor’s Report  Roy Flores

The Chancellor gave a very short report. It consists of introducing the Senate to CJ Karamargin as Vice Chancellor for Public Information and Government Relations. He comes to the college from Representative Gabrielle Gifford’s office. He has landed in a maelstrom here at the college. The new Vice Chancellor stated that it makes the congressional office seem a bit tame as he hears the discussion about the new admission standards. He noted that he is a also graduate of a community college, and knows how important they can be in the lives of an individual and a community. This is a great new challenge for him and he is looking forward to it.

6.5 Faculty Senate President’s Report  Diann Porter

President Diann Porter said that the elections will start in October. You will be hearing from Jeannie about the elections soon. There are a couple of issues about the elections that she needs to be addressed. What do we do when an adjunct faculty member isn’t teaching and is still involved in Faculty Senate? The Senate spoke about this last spring, but we never did come to a conclusion about this process. We can resolve this issue two ways. One, the President could make an interpretation of the rules that if you are not an employee during the semester that you may not be a senator. Or two, the Senate could have a group get together to discuss some alternatives and then report back to the Senate for a vote.

Rob Modica suggested the possibility that an adjunct faculty member could still be a senator, but non-voting while they are off contract during some meetings. Porter said that the issue is more for the case where the adjunct isn’t teaching for the entire semester, and asked if there were any volunteers to come together for a subcommittee? David Katz said that the only thing that he can think of is that there could be a small pool of adjuncts that would be available to step into the faculty senate role as needed. He also said that he would be happy to talk with the Adjunct Faculty committee after the meeting today.
Barbara Armenta suggested that the statement be added to the charter that says that the senate member must be employed by the college with the exception of all college day and the first meeting in January.

Rob Modica said that this really should go back to the departments and expect that they should elect an adjunct that would be available for the entire year.

Rita Flattley stated that this discussion should go to the adjunct committee. Porter said she would give it to the committee to come up with language. For this next election, the president and the president-elect could just make a decision if the issue arises.

For the rest of the report, Diann Porter gave some reminders of the sequence of events leading up to the Senate discussing the change in admission standards. Last fall, the Senate discussed the reading requirements for the college. Other discussions over the past few years focused on developmental education in general. Chancellor Flores introduced the idea of new admission standards in his Chancellor’s report last January. Last February, Debbie Yoklic brought SPG 3501 with the details of the new admissions standards and the Senate had opportunity to comment. Porter noted that, in general, the Senate seemed happy with the changes and was supportive. Next month, the Senate will hear more about the Pathways to Pima program. Porter just wanted to go on record that as a faculty we were consulted and had the opportunity to comment on these changes.

Erich Saphir stated that if it were helpful, he would be happy to sponsor a motion that these changes are a great idea. He has been reading the articles and letters to the editor and has been wondering why it is even controversial that someone needs to be 7th-grade-ready in order to complete college courses. He would be happy to say, “I move that we express our support for the path that the college is taking.” Porter asked the secretary if we had a quorum still and asked if we should take the motion up at the next meeting. David Katz said that if we have a quorum at the beginning then it is considered that we have a quorum for the entire meeting. Saphir stated that the motion is that the faculty senate expresses its support of the path that the college is taking with regard to the admission standards. Katz seconded the motion and Porter called for a discussion.

Barbara Armenta asked for clarification about what the Senate is actually voting on. Saphir repeated the motion. Armenta asked if the motion was agreeing with what they have come up with or just agreeing with the process. Armenta said she isn’t comfortable with that statement because it sounds like a vote of confidence as opposed to a vote on the specifics. Saphir said that we were consulted in the process and were given opportunities for input. Armenta stated that she agreed that we were consulted, but that she doesn’t see the plan in front of her to vote at this point. Porter said that it is in the SPG 3501 that was brought to Senate last February. Modica said that those were general principles. Armenta stated that she doesn’t feel that we are in the position to approve a plan. Saphir said that the motion on the floor is that we agree with proposed admission standards. If there are senators who feel that more information is needed before they vote, then he would be glad to withdraw the motion and reintroduce the motion at a later date. Flattley suggested that the real the issue when you cut through everything is that we want standards for a student to be admitted as a college credit student. She shares some of her colleagues’ concern and would prefer to defer discussion to the next meeting. Porter stated that there really is a time factor here. Flattley said that we are going to learn more in the next meeting about Pathways. Porter said that she thinks that statement is what we need to say at this moment.

Saphir said that unless he feels like there is unanimity on supporting the idea that people that come to Pima must demonstrate at least 7th grade education to take college courses, that he would rather withdraw the motion than vote on it. Katz agreed and the motion was withdrawn.
Barbara Armenta had an open forum item about West Campus no longer providing copying for their faculty. She asked, “Is that true at West campus?” Multiple persons said yes. Armenta stated that the problem is that this was a campus decision that should be an elementary basic service provided to all campuses. She asked if this will be addressed at the next meeting. Porter said yes and noted the Provost is doing some research on the topic and will get back to us at the next meeting. Armenta said that several people are upset about this and that she wanted to make sure that this will be topic will be addressed.

Saphir seconded a motion by David Katz to adjourn. All were in favor and the meeting adjourned.

The Senate then reconvened after an executive session.

Sterling Vinson motioned to reconvene. David Katz seconded the motion. The motion passed unanimously. Sterling Vinson made the motion to approve a statement saying, “The Faculty Senate supports the proposed statement on Admission Standards.” David Katz seconded the motion. Diann Porter called for discussion on the motion. Rita Flattley expressed concerns that the decrease in educational funding is a significant force behind these changes. Josie Milliken stated that we represent the faculty and should vote on these changes. Erich Saphir stated that it is time to take stand and support the proposal and applaud the Chancellor for these changes.

Suggestions were made that we go to the CDACS to generate greater faculty support, and that we go back to the campuses to speak with the other faculty members in our departments.

Mary Mitchell called the vote. The vote: 32 voted to approve the statement, zero were against the statement, with 2 abstentions.

Erich Saphir made a motion to adjourn, David Katz seconded the motion and the motion carried.