1.0 Introductions and Call to Order

Attendance Taken by Faculty Senate President, Diann Porter (DC)

**Present:** Diann Porter - President of Faculty Senate (DC); Dolores Duran-Cerda President-elect of Faculty Senate (DC); Jeannie Arbogast - Faculty Senate Vice President (DV); Matej Boguszak (CC); Kimlisa Duchicela (DC); Josie Milliken (DC); Sterling Vinson (DC); Tommy Salazar (DC); Pollyanna Wikrent (DV); Rita Flattley (EC); Doug Holland (EC); Mary Mitchell (EC); Barbara Armenta (EC); Donald Bock (NW); Randy Munsen (NW); Ellen Caldwell (WC); David Katz (WC) proxy for Steve Mackie (WC); Mary Kris Mcilwaine (WC); Karie Meyers (WC); Rosa Morales (WC); Joe Labuda (DistW); Earl Garrick (DC); Andrea Henderson (DV); Patricia Figueroa (EC) Donald Roberts (EC); Greta Buck-Rodriguez (EC); Shelby Goldberg (EC); Carol Christofferson (WC); Catherine O'Brien (WC); Olga Carranza (DV); Gene Gotwalt (DC); Rob Modica (EC); Kathy Feuling (EC); Cheryl Blake (NW); Susan Prichett (DC); Melinda Franz (DO-W)

**Absent:** Mike Schuetze (CC); Linda Marks (DC); Randolph Wright (EC); Ceanne Alvine (WC); Joseph Dal Pra (WC); Jake Elkins (WC); John Kordich (WC); Lazaro Hong (WC); Debra Kaye (WC); Sarah Marcus (WC); Steven Croft (DC); Susan San Jule (DV); Terri Hamstra (DV); Sandy Niederriter (NW); Rebecca Bennett (WC); Erich Saphir (WC); Tom Speer (WC); Erin Eichelberger (NW);

**Guests:** Nicola Richmond (PIR), Provost Suzanne Miles; Ann Parker (DV); Minutes taken by Emily Foval (DO).

2.0 Approval of the August, September, and October Minutes

Dianne Porter noted that she appreciated all the good wishes that were sent to her in August.

Mary Kris Mcilwaine (WC) wanted to mention that her name should appear as “present” in the August meeting minutes;

**ACTION ITEM:** Diann Porter acknowledged this change should be updated in the August Minutes.

Motions made and seconded; August, September, and October Minutes were approved with no other corrections.
3.0 Announcements

There were no new announcements made.

4.0 Agenda Modifications and Open Forum Items

1) Rita Flattley will be doing the PCCEA report in absence of Ana Jimenez.

2) Joe Labuda raised an open forum issue for MaryKris Mcilwaine of addressing how faculty is chosen to teach honors classes and how they are compensated for it. **ACTION ITEM:** During Open Forum, address how faculty members are chosen to teach Honors classes and find out how faculty members are compensated for it.

5.0 Business

5.1 CCSSE Survey Results
Nicola Richmond (PIR) – (Powerpoint & Notes Included)

**Comprehensive Results are available for review in PIR Office and you are welcome to review these at any time.**

CCSSE is designed to capture data that will help us understand engagement at PCC. As a tool for improvement, CCSSE helps us:
- Assess quality in community college education
- Identify and learn from good educational practice
- Identify areas in which we can improve

**Basic principles**
- Provides reliable data on issues that matter
- Reports data publicly
- Is committed to using data for improvement

In CCSSE sampling procedures, students are sampled at the classroom level. Of those students sampled at our institution, 1472 (Standard Reports/Appendix/Table 2: Adjusted Survey Count) respondents submitted usable surveys. The number of completed surveys produced an overall “percent of target” rate of 98% (Standard Reports/Appendix/Table 2: Percent of Target). Percent of target rate is the ratio of the adjusted number of completed surveys to target sample sizes. (The adjusted survey count is the number of surveys that were filled out properly and did not fall into any of the exclusionary categories.) Note: When reviewing the results, take into account the number of survey respondents, particularly for survey items that have a small number of respondents. Items with few respondents are less likely to be reliable that items with many respondents.
Asked about their plans after the current semester, 3.4% of students report (survey item #20, Standard Reports for Pima Community College/All Students/Frequencies) that they have no plans to return or are uncertain about their future plans. These data clearly point to an opportunity for our college, through strengthened academic planning and advising, to help students establish an academic plan and pathway that will help them persist in college.

Additionally, when asked how likely is that issues would cause them to withdraw from class or from this college, nearly half of students answered that lack of finances would be a very likely or likely cause for them to withdrawal (survey item #14, Standard Reports for Pima Community College/All Students/Frequencies).

Data from surveys indicate that there are opportunities to heighten the level of collaborative learning that happens both in and outside the classroom.

39.2% of CCSSE respondents report that they never worked with classmates outside of class to prepare class assignments (survey item #4g, Standard Reports for Pima Community College/All Students/Frequencies).

12.6% of CCSSE respondents report that they never worked with other students on projects during class (survey item #4f, Standard Reports for Standard Reports for Pima Community College/All Students/Frequencies).

29.4% of CCSSE respondents report that they never made a class presentations (survey item #4b, Standard Reports for Pima Community College/All Students/Frequencies).

Memorization may help students pass an exam, but it doesn’t necessarily expand students’ understanding of the world around them, help them make connections across disciplines, or promote the application of knowledge and skills in new situations.

21% of CCSSE respondents said that their coursework emphasized memorization, compared with 29% who said their coursework emphasized analyzing the basic elements of an idea, 22% who said that their coursework emphasized synthesizing and organizing ideas, and 20% who said their coursework emphasized making judgments about the soundness of information or arguments (survey item #5, Standard Reports for Pima Community College/All Students/Frequencies).

Some community college students need help understanding where they stand and how to use feedback productively. In focus groups, students frequently report that they were unaware of their poor academic standing in a particular course until it was too late to salvage their grade.

12% of CCSSE respondents report that they never received prompt written or oral feedback from instructors on their performance (survey item #4o, Standard Reports for Pima Community College/All Students/Frequencies).
11.8% of CCSSE respondents report that they never discussed grades or assignments with an instructor (survey item #4l, Standard Reports for Pima Community College/All Students/Frequencies).

Regarding integrating student support into learning services, you’ll see that most students are not using student services. Research has shown that when given the option of using or not using student services, many will not use them. If, however, it is mandatory to use students services, many more students will use services which, in effect, will create better conditions for learning (survey items #13a - #13d, Standard Reports for Pima Community College/All Students/Frequencies). If you already have such policies in place, look at how many students are using these services and where there might be room for improvement.

Viewing results on student attendance and class preparedness might also lead you to uncover other areas where institutional policies could affect conditions for learning (survey items #4u and #4e, Standard Reports for Pima Community College/All Students/Frequencies).

**What is Student Engagement?**

…the amount of time and energy students invest in meaningful educational practices

…the institutional practices and student behaviors that are highly correlated with student learning and retention

**Survey respondents**

- 1,472 adjusted survey count
- 98% overall “percent of target” rate
- Range of characteristics data are collected, as well as engagement results, including: enrollment status, age, sex, race and ethnicity, first-generation status, educational attainment, goals and more

**Barriers to returning to college**

How likely is it that the following issues would cause you to withdraw from class or from this college?

- Lack of finances: 20%
- Academically unprepared: 12%
- Caring for dependents: 12%
- Working full-time: 6%

Source: 2011 CCSSE data
Student perceptions of engaged learning

In your experiences at this college during the current school year, about how often have you done each of the following activities?

- Worked with classmates outside of class to prepare... 39%
- Worked with other students on projects during class 13%
- Made a class presentation 29%

Percentage of students responding never

Source: 2011 CCSSE data

Emphasize deep learning

During the current school year, how much of your coursework at this college emphasized using mental activities?

- Memorizing facts, ideas, or methods from your courses and readings... 21%
- Analyzing the basic elements of an idea, experience, or theory 29%
- Synthesizing and organizing ideas, information, and experiences in new... 22%
- Making judgments about the value or soundness of information... 20%

Source: 2011 CCSSE data

Student perceptions of feedback

During the current school year, how often have you received prompt feedback (written or oral) from instructors on your performance?

- Very Often 16%
- Often 36%
- Sometimes 16%
- Never 22%

Percentage of students responding never

Source: 2011 CCSSE data

Class attendance

During the current school year, how often have you skipped class?

- Very Often 2%
- Often 4%
- Sometimes 42%
- Never 53%

Source: 2011 CCSSE data

Questions?

1) Rita Flattley asked where the data can be reviewed. Nic responded that the information is available in the PIR office, but they are considering a timeline for publishing this study. 
   ACTION ITEM: Provost Miles said she will inform the Faculty Senate when the results are available for review online.

2) Rosa Morales (WC) asked if these statistics results were broken down by campus and discipline. Nic responded that she didn’t think we had the resolution to do that because CCSSE didn’t take campus location into account during the sampling.

3) Diann Porter suggested that the Faculty Senate review the results and discuss internally at some point for interesting and thought-provoking discussion.
6.0 Reports

6.1 PCCEA Reports
Rita Flattley (EC) for Ana Jimenez

- Elections were held and as of November 1st, 2011. PCCEA elected Ana Jimenez as President.
- The past President duties are held by Scott Collins.
- Rita Flattley was elected Vice President and Chief Spokesperson.
- The Treasurer is Julia Fiello.
- The Secretary position is vacant, so you still have time if you are interested in this position.
- The Membership Coordinator is Gretchen Zimmerman (EC) and tons of thanks to Sue Jensen, outgoing Membership Coordinator.
- Campus Reps: Duff Galda (CC), Barbara Jo McLaughlin (DV), Bardo Padilla and David Stephenson (DC), Irene Lopez (EC), Denise Meeks and Suzanne Desjardin (NW), Gary Meckler, Eric Morrison, Mark Nelson, and Pat Townsend (WC)
- Ana Jimenez sent a Faculty Survey to you this week and we would ask that you respond promptly. We can only represent you as well as we receive information from you.
- There were no questions.

6.2 Board of Governors Report
Kimlisa Duchicela (DC)

Kimlisa Duchicela read the Board of Governors Report.

Report to the Faculty Senate of the Board of Governors meeting held on

October 19, 2011

The meeting was called to order by Chairwomen Marty Cortez.

Public Comment was heard from Benito Ease who posed questions about the general college information regarding the Code of Ethics: Do faculty members recognize the importance of truth and false allegations? What is the place to keep faculty from bearing false witness against a student harassment statement? What is the disciplinary action for violating harassment statement?

The Student Representatives reported that:

- Four student leaders from Downtown Campus went to a leadership conference in Flagstaff and connected with other student leaders in AZ.
- EC hosted a leadership workshop for the Student Leadership Institute.
- NW is partnering with the YMCA for Safe Halloween event open to the community.
- DV is sponsoring a Community Food Bank for seniors and children.
- WC is having a panel presentation on “don’t ask don’t tell”.

Chairwomen Cortez acknowledged and thanked all the Pima community for their volunteering and community work.
Secretary Stewart reported that he spoke to a group on workforce development and also on the admissions policy.

Chairmen Cortez also mentioned that board has worked to respond to all questions on Dev. Ed, and believes it will take a while to educate the community on what we are trying to do with these changes. She encouraged the community to let the BOG know if there is any group that needs information on the changes.

Dr. Suzanne Miles delivered the Chancellors’ report on behalf of Dr. Flores stating that is exiting to hear about the students’ active leadership programs.

She announced that Chancellor Flores is home and doing well.

Provost Miles continued her report by

- Thanking the employees who participated in the Day/Month of Caring and for helping with the food drive.
- Recognizing ACES for their efforts with their annual BBQs to aid military families.
- Reminding everyone of the next presentation in the Speaker’s Series
- And the 6th annual PCC Math competition to be held at the Downtown Campus

Dr. Miles concluded her report with insight on the proposed legislation having to do with restrictions for PELL grant eligibility. These changes would impact students with no HS diploma and no GED, or those who are enrolled less than half time (7 hours).

Vice Chancellor David Bea reported that the College’s financial statement is consistent with expectations.

Information and action items were passed. Chairperson Cortez adjourned the meeting.

6.3 Adjunct Faculty Report
Mary Mitchell (EC)

- Mary reported on the Student Code of Conduct “I Accept” button: According to the Director of Development Services, the project has now received all necessary approval signatures, and has been logged into their Project Management Tracking System.
- There is a College Plan item 2.5.6, “Review student intent data and modify the data collection process as needed,” with a due date of June 30, 2012.
- Expressed incredible gratitude for Provost Miles who has been very enthusiastic and supportive.
- The “I Accept” project is being rolled into the College Plan item as they both touch the same custom-built interface, “Student Intent.” The “I Accept” button should be implemented and operational on or before June 30, 2012.
• The Adjunct Faculty Committee received a Senate request to develop new language regarding Faculty and Adjunct Faculty’s responsibilities of Senate representation in times of extended absence (vacancy of a semester or year; and vacancy of longer than a year). Our committee has researched the PCC Faculty Senate Charter and we are currently working out what we believe will provide some language clarification. We anticipate having a “draft” for your input by the January meeting at the latest.
• If you have any questions, please feel free to email Mary at: mmitchell@pima.edu

6.4 Provost’s Report
Provost Suzanne Miles

• The Provost reports that Chancellor Flores is doing very well and he will be returning soon after Thanksgiving holiday full-time.
• 2012 Speaker Series was finalized:
  February – David Iadevaia
  March – Ann Franklin
  April – Michael Stack
  October – Donna Gifford
  November – Kimlisa Duchicela
  December – Stu Barr
• Calendar of events at PCC CFA is located here: http://events.pima.edu/cgi-bin/we4.0/webevent.cgi?cmd=opencal&cal=cal35&
• Veteran’s Center was dedicated on November 10th. This is a smaller version of the U of AZ Veteran’s Center.
• Provost noted that she did follow-up with Campus Presidents about the rollout of Pathways programming to all faculty, so all faculty should be receiving information shortly.
• Provost introduced James Sanchez who was hired as a PCC Psychologist. He spoke about his educational/clinical background/work experience and what role he will play, as part of the Human Resources team. He will report to Janet May, Vice Chancellor of HR. He is the behavior consultant for any behavioral issue across PCC which includes but is not limited to, liaison for threat assessment, Chairman of Behavioral Assessment Committee working with U of A BAC to share information and best practices, working on Code of Conduct with VP of Student Development, and additionally charged with all mental health related trainings.
• Rita Flattley asked about the mission of the BAC. James Sanchez discussed that the mission is to be an advisory group with a multi-disciplinary approach to monitoring and tracking of threats and mental health issues. Provost Miles said that it is not a new committee and has been in existence for several years as part of the Code of Conduct process. Provost Miles explained that what is new is that James Sanchez will be Chairman of this Committee. Rita Flattley asked if Faculty is involved. Provost Miles said that faculty is involved only if issue involves faculty, but they could explore involving faculty as part of the committee.
• Erich Saphir asked about the Hispanic Summit and wondered if there was any news regarding it being rescheduled. Provost would let the entire college know if there is a future change.
• There were no other questions.

6.6 Faculty Senate President’s Report
Diann Porter (DC)

• Jeannie Arbogast reported that 15 people came forward for adjunct at large positions. She reported that there is a vacancy at NW Campus. She is still waiting to hear from CC (1 dept), DC (4 depts), DV (3 depts), EC (7 depts), and WC (3 depts).
• Please report to Jeannie so we will be all set for January when we start officially.
• **ACTION ITEM:** Put All-Faculty Day on your Calendar for January 11th, 2012. Morning Activities are on your campus as usual. Plans for the afternoon of All Faculty Day are not firm yet but the afternoon portion will be at West Campus and lunch will be provided by PCCEA around noon in the Recital Hall. Shortly after, Rita and Dolores will present a session in the theatre on Faculty Voices, CDAC meetings in the regular meeting rooms and then the Faculty Senate meeting will wrap up the day. There were no questions about All-Faculty Day.
• **ACTION ITEM:** It was noted that the Online Advisory Taskforce has not yet met, but they will be updating the Faculty Senate after they meet, in the December or January meeting. Diann will put them on the agenda for either December or January to update the Senate.
• Per Janet May (HR), two presentations were held on October 24th, 2011, regarding changes to the Retirement System. They were done by Patrick Cline, ASRS, and he addressed the Budget Bill, Pension Reform Bill, ASRS Pension/LTD Bill and other topics. The video of those meetings is due to be available shortly on the Employee Development site.
• **ACTION ITEM:** Diann will email Faculty Senate when she finds out when the video is available online.

7.0 Open Forum

• MaryKris Mcilwane sent inquiry and comments via Joe Labuda. From Sociology Faculty at WC: feelings that faculty were being coerced into teaching Honors classes and the feeling in the department that Honors classes should be remunerated more than normal classes. If anyone is interested in discussing this, they should email MaryKris Mcilwane.
• Dolores Duran-Cerda reviewed the process for Honors Faculty selection. Please email the Honors Advisory Council if you have any questions.
• **ACTION ITEM:** Dolores Duran-Cerda will bring this to the attention of the Honors Advisory Council.

The meeting was adjourned.