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); Gene Gotwalt (DC); Sterling Vinson (DC); Susan Prichett (DC); Tommy Salazar (DC); Pollyanna Wikrent (DV); Olga Carranza (DV); Patricia Figueroa (EC); Rita Flattley (EC); Mary Mitchell (EC); Rob Modica (EC); Ana Jimenez (EC) proxy for Barbara Armenta (EC); Kathy Feuling (EC); Donald Roberts (EC); Cheryl Blake (NW); Greta Buck-Rodriguez (NW); Erin Eichelberger (NW); Randy Munsen (NW); Sandy Niederriter (NW); Ellen Caldwell (WC); Ceanne Alvine (WC); Carol Christofferson (WC); John Kordich (WC); Lazaro Hong (WC); David Katz (WC); Steve Mackie (WC); MaryKris Mcilwaine (WC); Karie Meyers (WC); Rosa Morales (WC); Taralynn Petrites (WC); Erich Saphir (WC); Joe Labuda (DistW); Melinda Frantz (DO-W);

**Absent:** Mike Schuetze (CC); Steven Croft (DC); Earl Garrick (DC); Ron Hale (DC); Linda Marks (DC); Andrea Henderson (DV); Susan San Jule (DV); Terri Hamstra (DV); Doug Holland (EC); Randolph Wright (EC); Donald Bock (NW); Shelby Goldberg (NW); Joseph Dal Pra (WC); Jake Elkins (WC); Debra Kaye (WC); Sarah Marcus (WC); Catherine O’Brien (WC); Laura Van Etten (WC); Mic Denfeld (WC)

**Guests:** Provost & President Suzanne Miles (DO & CC); Chancellor’s Office – Chancellor Roy Flores & Deborah Yoklic (DO);

2.0  **Approval of the November Minutes**

Notes were made with numerous corrections to November minutes that had incorrect attendance record. Diann will make attendance corrections. Diann noted that minutes would be taken from the DVD as Emily Foval had an emergency and would not be able to take minutes live at the December meeting. No other corrections were proposed and David Katz made a motion to approve minutes. Motion seconded by Sterling Vinson and passed with unanimous support.

3.0  **Announcements**

Rosa Morales (WC) announced that the Winter Warm-up event would be held Saturday, December 9th, 2011 at Santa Rita Park in Tucson between 11am -2 pm. She encouraged all
faculty and students to take part in the event which includes 10 Social Services Agencies with clothing donation and food donation from El Guero Canelo restaurants and Pizza Hut.

Hiring advisory group will be meeting at District Office today and Diann Porter noted that she is expecting it to be a short meeting.

4.0 Agenda Modifications and Open Forum Items

1) Diann Porter noted that she has no agenda modifications.

2) Open Forum: David Katz has a question about a calendar modification for future semesters.

3) Open Forum: Rob Modica has a question about Adult Ed move and the Schedule of Classes.

5.0 Business

5.1 Online Advisory Group

Dolores Duran-Cerda

- There will be a standing agenda item for a report from the Online Advisory Group to provide a dialogue between the Faculty Senate and the Online Advisory Group.
- Background information about the Online Education Ad Hoc Advisory Group.

The Online Education Ad Hoc Advisory Group came as a result of the Online Education Task Force, whose charge was to explore the process for the development and revision of online courses: ensure best practices for complying with copyright and accessibility, find ways to ensure compliance with course outlines and Student Learning Outcomes (SLOs); and help define roles and responsibilities of all stakeholders, administrators, CDAC’s, Instructional Designers, full-time and adjunct faculty. The Task Force submitted a final report on May 26th, 2011 and presented it to Chancellor’s Cabinet. From there, an Online Education Ad Hoc Advisory Group was formed which includes several of the same people from the Task Force in addition to new faculty, staff, and administrators.

At the first Online Education Ad Hoc Advisory Group Meeting on September 23, 2011, we looked at the Advisory Group’s mission, taken from The College Plan, Initiative 3: Enhance Course Delivery; Strategy 3.3; Match students to appropriate instructional delivery methods; and in particular, Action Item 3.3.2: Implement a computer literacy placements for students wishing to take fully online courses. The completion date for this particular action item is May 31, 2012.

As part of Action Item 3.3.2: Implement a computer literacy placement for students wishing to take fully online courses, at this initial September meeting a sub-committee was formed to assist with research on best practices for implementing a placement assessment for online courses. Rick Rosen headed the sub-committee and Kimlisa Duchicela and I, along with Greg Wilson, Terry
Hawkins and Mary Wallace, formed part of the committee. We each came up with three or four educational institutions, public or private, that have started down this path already.

**College Plan Item 3.3.2: Progress Report (Rick Rosen)**

At the November 18th, 2011 meeting, Rick Rosen presented a progress report which also included a hand-out. The handout consisted of a list of the most interactive assessments with immediate results: Front Range Community College, Tulsa Community College, Brevard Community College, and Eastern Oregon University. Another list of orientation classes/tutorials for Blackboard Vista and D2L included Tulsa Community College, Hillsborough Community College, Brevard Community College, and Montgomery College. The Advisory Group, with the input of Louise Glogoff and Barry Gillaspie discussed how we could implement a computer-based assessment in MyPima, for placement in the summer of 2012, in order to gather data by capturing “A” numbers. Then, Students would receive a targeted message with online orientation information. It was also discussed that some faculty already have a type of online orientation embedded in the first module of their online courses.

**D2L Configuration / Implementation Issues (Donna Gifford and Kate Schmidt)**

The Compliance Plan 508 was discussed. The plan is to raise faculty awareness about Section 508 of the Federal Rehabilitation Act (federal law). Section 508 and Pima Board policy requires universities and colleges to make course materials, including electronic and information technology, accessible to students regardless of their abilities or disabilities. This means that Pima’s online, web hybrid and MyPima materials must be Section 508 compliant. Training will be provided for staff in DSR through modules by February 1st. Items that will be looked at are making any corrections and rectifying any inconsistencies in online courses. Currently in the Blackboard Vista Certification Course, there is a checklist called “10 Basic Steps for Accessibility of Web Materials”. Donna explained the difference between “accessibility” and “accommodation”. “Accessibility” has to do with the online courses. All electronic materials for institutions receiving federal funds must be accessible to anyone, even before DSR students register for the course. This is taken from “universal design”.

The Online Education Task Force forwarded recommendations in its report to the Chancellor’s Cabinet for consideration. One of those recommendations was to review and modify the Student Response Form process and instrument. They were particularly interested in having student response forms available online. With this in mind, we would like create an Ad Hoc Task Force to review and make recommendations to the Chancellor and the Provost/Executive Vice Chancellor and the Provost/Executive Vice Chancellor on the Student Response form process including the actual instrument that is currently used.
Faculty will be receiving training for D2L certification through March. Feedback is being provided by faculty members who have already taken the online training. All spring courses using D2L will be ready by December 19th. Once a training course has been completed by adjunct faculty, their names are put in a database spreadsheet that will list them as D2L certified. The Advisory Group proposed that faculty would have access to their online courses three weeks before the semester begins (so we have time to modify anything). It was also proposed and agreed upon that students would not have access to their course until the first day of class, in order to avoid issues where the content of the course is still being modified and students already accessing the material when it is still a work in progress.

There is a proposal that there be a Default Course Navbar for use in all online offerings at least through the next two pilots (Spring 2012 and Summer 2012). These toolbars will be available in every course and instructors will have the ability to remove any tool they are not using. The default tools are: My Home, Calendar, Chat, Checklist, Classlist, Discussions, Email, Groups, Surveys; Course Home, Content, Dropbox, Glossary, Grades, Links, Quizzes, Rubrics, and Self-Assessments. The Advisory Group recommended including a widget to identify the CRN and a link to the Library. As it stands now, podcasts are currently set at recording for one minute. The Advisory Group recommended it be extended to two minutes.

**SME Selection (Simone Gers)**
Simone stated that some faculty members were inquiring about how SME’s were selected, are they rolled over, and how are CDAC’s involved in course masters? Donna stated that answers to these types of questions will be available on the Intranet once the new website is in place. It was also discussed that SME’s are left to the faculty to decide, in their CDAC’s, for example. It is not I.T.’s choice. Any paperwork to revise and/or update online courses has to go through the CDAC’s faculty co-chair and the administrative co-chair. An example was given about how the Math CDAC votes on an online “course coordinator” for each level. This course coordinator decides on the textbook, course material and anything else related to the curriculum and learning objectives.

**Issues and Questions**
Librarian Sandra Ley suggested that the online courses embed the LibGuides. Dolores Duran-Cerda requested that Faculty Senate be a standing agenda item in order to establish an open dialogue of input and feedback between the Online Education Ad Hoc Advisory Group and the Senate. The next Advisory Group meeting will be in February.

- Rob Modica asked if there are parameters set for attendance for these online classes, so that if students don’t attend they can quickly be identified if they are not attending class online, in light of the financial aid scams that have been occurring.
• MaryKris Mcilwaine asked if the Math CDAC’s concerns were addressed and satisfied. Dolores stated that four representatives from the Math CDAC were in attendance and in her estimation seemed satisfied. Kimlisa Duchicela stated that it was her understanding that their concerns were addressed one on one but she didn’t know the outcome.

• Rita Flattley asked if resources that instructors could provide to students on MyPima had to be approved by someone to be considered DSR compliant. **ACTION ITEM:** Dolores Duran-Cerda said she would find out the answer about this question.

• Erich Saphir clarified that all resources must be compliant BEFORE the course starts? **ACTION ITEM:** Dolores Duran-Cerda said she would find out the answer about this question.

• Kim Duchicela reported that there are new amazing resources available for accessibility that she learned about at an Accessibility Conference that she attended, and she hopes to report these to the Online Advisory Group.

• Ana Jimenez explained that there were several concerns with accessibility issues that were examined and discussed. She noted that it would be great if instructors could have a statement that they could add to their handouts and materials that would offer accessibility and accommodation to students who might need it, even if materials posted were (for example) handwritten.

• Carol Christofferson raised the issue that if a blanket statement was made, in performing arts classes for instance, we must take into account all kinds of skills (hearing/listening, vision, motor).

5.2 **Nominations for January Senate Officers Elections**
• Dianne speaks about the open Officer Elections
• 3 Positions need to be elected/re-elected
• Vice President is a one year term and Jeanne Arbogast’s term is up and she is willing to serve another year if re-nominated.
• Kimlisa Duchicela’s two year Board of Governors term is up and she is willing to serve another term if re-nominated.
• The Secretary office is up and Pollyanna is willing to serve another term, however encourages any new volunteers to step forward, as she is limited in her time to serve.
• The President-elect position will also be open. MaryKris Mcilwaine asked that the job description be read from the charter for the group.

5.3 **Draft of the suggested amendment regarding Faculty Absences from Senate as recommended by the Adjunct Faculty Senate Committee combining H.1 and H.3 of the Faculty Senate Charter**

**Mary Mitchell**
• In the event a Senator is (1) not teaching in a given semester, (2) is going on leave, or (3) is unable to continue their representation in the Senate for a period longer than one year, an “interim Senator” will be determined by the Senate President from a list of candidates who ran for election seeking the position (as reflected in the Vice-President’s records from the preceding Senate election). If an
acceptable candidate cannot be found using this process, then an informal [via email] departmental or campus election will determine the ‘interim Senator’ who will serve for the remainder of the original term of office. Informal election results must be forwarded to the Senate President so that Senate records reflect the change in representation.

- Note: Please email any language or change suggestions to: mmitchell@pima.edu. We would like to have the final version ready for Senate approval at the January meeting.

Pima Community College Faculty Senate Charter
Page 3, H1 and H3: Special Circumstances of Membership: [current language]

H1. In the event of a member going on leave, the member shall have the option of continuing to participate in Senate business, or requesting the vacancy be filled by election.

H3. If a Senator is unable to attend Senate meetings for a given semester due to a class conflict, an interim Senator can be determined in a documented, informal departmental election. The Interim Senator will serve as Senator in the department for one semester only. Informal election results must be forwarded to the Senate President so that the Senate records reflect the change in representation.

6.0 Reports

6.1 PCCEA Reports
Rita Flattley (EC)
- An experienced faculty team comprised of veteran team members, Rita Flattley, Ana Jimenez, Chris Swank, Nan Schmidt, & Bardo Padilla. Group names will be posted on College Website.
- Data request was made to Administration.
- Thank you for completing the Faculty Survey by November 30th, we had almost 50% participation which is very good.
- Looking forward to All-Faculty Day on Wednesday, January 11th, 2012.
- ACTION ITEM: All-Faculty Day Agenda will be sent via email by Diann Porter

6.2 Board of Governors Report
Kimlisa Duchicela (DC)

Report to the Faculty Senate of the Board of Governors
November 9, 2011

The meeting was called to order by Chairwomen Marty Cortez.

The Governing Board began by formally recognizing and presenting awards to the following employees, students and community members as a result of outstanding achievements.

- **Keith McIntosh**: 2011 EDUCAUSE Rising Star Award
- **David J. Raymond**: Master Instructor specializing in Aeronautical Science by the National Center for Aerospace & Transportation Technologies (NCATT)
- **Antonio Arroyo**: Special Recognition Award from HPAC
- **Mario Díaz de Sandy**: Chef of the Year from the local chapter of the American Culinary Federation, the Chef Association of Southern Arizona
- **Lonnie Burke**: 2011 College Educator Award for Excellence in Teaching
- **Bryce Morthland**: Silver National Paragon Award from the National Council for Marketing and Public Relations (NCMPR)
- **Ricardo Castro-Salazar**: Elected Advisor/Council Member for the Institute of Mexicans Abroad of the Ministry of Foreign Relations of Mexico
- **Trish Silva**: Who’s Who Among Students in American Community Colleges for 2010 – 2011
- **Mark Nelson**: Awarded the Arizona Music Education Association’s Excellence in Music Administration Award
- **Shannon McBride-Olson**: Certificate of Appreciation and Recognition from the City of Tucson, Mayor’s Office
- **Abel Moreno**: 2011 Forty and under forty Man of the Year
- **Richard Foster**: Partnership with Pima Community College to provide a variety of professional certification and training opportunities such as Structured English Immersion and the Middle School Endorsement for Tucson Unified School District (TUSD) teachers

For Public Comments, Kirby Taylor shared his concerns regarding the financial aid verification process and feedback. He asked to have the current process revisited. Staff will review and follow up.

The Student Representatives highlighted the following activities:
- **NASPA Western Regional Conference** will be held from Nov. 16 - 19, 2012 in San Diego
- **Annual Adult Learner Institute** in Sacramento, California
- **Native American Student Association Celebration**
- **Dr. Suzanne Miles** delivered the Chancellors’ report on behalf of Dr. Flores. She announced that the Chancellors’ recovery is going well, and that he will return full time after the Thanksgiving break.

Provost Miles continued her report by:
- Congratulating the new PCCEA team, and also thanked Scott Collins and Sue Jensen for their years of service.
- She announced that the Veterans Center at the Downtown Campus will open officially on Nov. 10th
- Dr. Miles introduced and welcomed Frank Velazquez from the Adelante program
• Frank Velazquez began his presentation by introducing Ireri Valenzuela-Vergara and explaining her role in the Adelante program. Adelante is part of a national Performance-Based Scholarship (PBS) demonstration study and is comprised of the most robust and prescriptive service in the national study. By 2013 they are hoping for more quantitative and qualitative data to determine the future of the program.

• Vice Chancellor David Bea presented the item for the Lease agreement with Tucson Unified School District for the use Roberts Elementary School.

• Dr. Bea reported that the College’s financial statement is consistent with expectations.

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

• This concludes the report for the November BOG meeting.

6.3 Provost’s Report

• Reminder: You received a communication from Vice Provost Martinez-Sanchez regarding the documentation of student learning outcomes at the CRN level when you submit grades in mid December. Please, feel free to contact her if you have questions. (Reminder, Mary Ann showed Faculty Senate the process for this in September)

• Many thanks to the faculty who developed for me and are now conducting the new Adjunct Faculty workshops – Dolores Duran-Cerda, Mickey Levendusky, Deborah Morrison, Gail Gonzales and Robin Steinberg. Excellent feedback.

• Dr. Miles introduced Cindy Dooling (Acting Vice Chancellor of IT) and Keith MacIntosh (Acting Assistant Vice Chancellor for IT) who showed an extensive look of newly designed website that is live in January. Please view the recorded presentation online and then, if you have any questions after reviewing the website, please feel free to contact them directly.

6.4 Chancellor’s Report

Chancellor Roy Flores

• Diann welcomed back Chancellor Flores and the room erupted in applause in appreciation of Chancellor Flores.

• Chancellor Flores thanked everyone for the well wishes and showing of support while he was out on leave and Dr. Miles for her amazing work while he was gone.

• Dr. Flores talked about the Pell Grant Crime Ring and explained that this type of scam is nothing new but that it was organized in a different way. Students were enrolled at different schools at the same time. 71 students pocketed over $200,000 in this scam. Pima is pursuing prosecution and will be changing some policies that help protect Pima in the future. There is a lot more information about Pell Runners on the internet if you are interested in learning more.

• Although very early in the ‘game’, the State is not as desperate as before so it looks like Pima may be better funded this next funding term. Dr. Flores addressed the Retirement System and increased costs. He stated that he will be
monitoring the health insurance cost increase and that they are still in negotiations.

- There is a holiday BOG reception on December 14th, 2011 from 4:30-6:30 at Community Campus.
- Dr. Flores said that AACC (American Association of Community Colleges) and Pima are working together on Pima’s pilot program. VFA (Google: the Variable Framework of Accountability Report [pdf]). Pima will be able to compare to other colleges and open dialogue about best practices and tracking what we’re successful at and where we can improve. Dr. Flores outlines some of the measures that will be tracked.
- The NW Campus Vice President of Instruction has been named. Darla Zerbes was a finalist for the West Campus search and will do a wonderful job at the NW campus. The current VP of Instruction is going to go back to teaching and he wished her well.
- Dr. Flores said that the ‘Meet and Confer’ team is comprised of Lisa Ann Smith, Janet May, Doreen Armstrong, Dr. Martinez Sanchez, Dr. Bob Simpson and offered to answer more questions about this team if you have them.
- Jeanne Arbogast asked a question about a student inquiry that may have seemed a bit suspicious in light of the recent financial aid scam. She wanted to know how to handle this. Dr. Flores said that he would refer the student to Student Services for follow-up.
- David Katz asked if there are any statistics on local students who might be abusing Pell Grants. Dr. Flores said that it is a difficult thing to measure because school challenges can be subjective.

6.5 Faculty Senate President’s Report
Diann Porter

- Diann will email the All Faculty Day Schedule. Diann announced the schedule for the Speakers Series which will be on the web.
- Diann thanked Rita Flattley and Barbara Armenta who will be leaving their posts on the Senate.

7.0 Open Forum

- David Katz deferred his open forum item until the January meeting.
- Rob Modica asked for clarification about the movement of Adult Education locations. Dr. Flores said that changes are being made but that they will continue to be accessible to the community. Rob Modica stated that the calendar in the printed Schedule of Classes is wrong. Debbie Yoklic said that the correct calendar and the data that refers to classes are correct online. **ACTION ITEM:** Dr. Flores and Chancellor’s Office will send out an email stating the fact that clarifies the dates are correct on the web.
- Dolores Duran-Cerda recognized Diann Porter’s service as outgoing President of the Faculty Senate.

Adjournment was motioned and seconded.