Faculty Senate Meeting Minutes  
Friday, Dec 7, 2012  
1:03 p.m.-3:15 p.m.  
Downtown Campus Amethyst Room

1.0 Introductions and Call to Order  
Attendance taken by Faculty Senate, President Joe Labuda (DW)

In Attendance:  David Kryder (CC); Pat Leverentz (CC); Matej Boguszak (CC); Barbara Benjamin (DC); Roman Carrillo (DC); Patrick Lawless (DC); Gene Gotwalt (DC); Susan Prichett (DC); Sterling Vinson (DC); Tommy Salazar (DC); Diann Porter (DC); Linda Marks (DC); Kimlisa Duchicela (DC); Jeff Gabbitas (DC); Josie Milliken (DC); Pollyanna Wikrent (DV); Olga Carranza (DV); Mary Mitchell (EC); Don Roberts (EC); Rob Modica (EC)Proxy for Carol Christofferson (WC); Ana Jimenez (EC); Rita Flattley (EC) Proxy for Graham Darryl; Patricia Figueroa (EC); Sandy Niederriter (NW); Donald Bock (NW); Randy Munsen (NW); Erin Eichelberger (NW); Greta Buck-Rodriguez (NW); Vickey Smith (WC); Catherine O’Brien (WC); MaryKris Mcilwaine (WC) Proxy for Erich Saphir; Steve Mackie (WC); David Katz (WC); Ellen Caldwell (WC); Karie Meyers (WC); Rosa Morales (WC); Taralynn Petrites (WC); Mic Denfeld (WC); Pat Townsend (WC); Jeannie Arbogast, Faculty Senate Vice President (DV); Joe Labuda, Faculty Senate President (DW)

Absent:  Duff Galda (CC); Cynthia Howe (DC); Steven Croft (DC); Susan San Jule (DV); Joel Dworin (DV); Doug Holland (EC); Kathy Feuling (EC); Cheryl Blake (NW); Debra Kaye (WC); Sarah Marcus (WC); John Kordich (WC); Ceanne Alvine (WC); Lazaro Hong (WC); Joseph Dal Pra (WC); Melinda Franz (DW)

Guests:  Dr. Suzanne Miles (DO); Charlotte Fugett (EC); Jennie Scott (DO); Patricia Lohse (EC); Gabe Nyrkkanen (DO); Dr. Jerry Migler (DO); Luba Chliwniak (DC)

6.4 Chancellor’s Report- Dr. Miles

- Representatives from the Higher Learning Commission will be at the college on the 17th and 18th to follow up on complaints sent in the Spring. They will send an agenda after the 1st of the year.  
- The new Board member Dr. Sylvia Lee will formally join the Board in January.  
- Data relating to the new admissions standards, registration and placement, should be available in February. There will be a presentation done by the Provost’s Office as well as Planning and institutional Research using the data from March 2012 through the end of the fall semester. A separate presentation could be done in the March Faculty Senate meeting.  
- On Jan. 2nd Debbie Yoklic will return to her home position as Assistant Vice Chancellor out of the Chancellor’s Office, Lorraine Morales returning to her position as Vice President of Instruction at EC, Dolores Duran-Cerda will be staying on at the District Office until June 30th working between the Chancellor’s office and the Provosts Office, Dr. Miles will return to her home position as Community Campus President. She will continue in the Interim Chancellor role for 2-3 months until someone is identified as early as February or as late as March. David Bea and Charlotte Fugett will be helping her during that time.  
- Dr. Miles thanked everyone for their leadership and for all they do for their students.

Rob Modica (EC) questioned the status of the designated non-smoking areas map, previously requested from David Bea in the October meeting. Dr. Miles stated his team is working on that issue.

Rosa Morales (WC) regarding the email she had sent Dr. Miles, questioned when they would be receiving the press releases. Dr. Miles stated faculty senate should have received them but she will follow-up on that, also.
Rita Flattley (EC) questioned if there was a call from the Higher Learning Commission to have faculty focus groups during their visit. Dr. Miles stated they have not told them but would let everyone know as soon as they’re informed.

2.0 Approval of October and November minutes

October Minutes
MaryKris Mcilwaine (WC) referenced correction under item 2.0, should read as, students’ copyright violations and that it should also go on record that Dr. Bia stated he would look in that.
Rob Modica (EC) referenced item 7.0 third bullet down. Should read as follows, “..of the 56 students that attended class after the first day, 40 of the 56 withdrew or failed the course.” It should also be noted that these statistics were pulled from 2004.
Rita Flattley (EC) referenced item 6.1, third paragraph, 4th sentence. Should read as follows, she believes Ana uses Survey Monkey.

November minutes
Minutes were approved and passed with unanimous support.

3.0 Announcements

• Elections will be held in January meeting for President elect, Vice President, and Secretary and for one of the Board of Governors reps.
• Everyone should’ve received the Academic Disqualification Form from Karrie Mitchell. Send any feedback to Karrie.
• Joe Labuda read a response received from David Bea regarding the smoking issue. “We just recently received feedback from the campus presidents and from the various constituents and are formulating the recommendation for Cabinet. If anyone is interested in giving feedback they can also still email me or Bill Ward. Also, if you feel like Survey Monkey would be helpful to provide feedback we can set that up too.”
• Keith McIntosh would like to meet with a small group of faculty members to discuss Academic Technology on the 17th sometime in the morning. If you’re interested please email Joe.
• Senate meeting will be held on Faculty Day January 9th at 3:15 at the West Campus. Room number TBD.

4.0 Agenda Modifications and Open Forum Items
MaryKris Mcilwaine (WC) has an open forum item for Late Registration.

5.0 Business

5.1 Student Feedback Forms Task Force- Charlotte Fugett/Jeannie Arbogast
Charlotte and Jeannie presented a Power Point presentation showing the work-to-date on the Task Force regarding the Student Feedback Forms. A Student Response Form was also handed out and reviewed.
Barbara Benjamin (DC) referenced the Instructions section of the response form. She suggested taking out the whole part about meeting with the supervisor. She feels it’s unnecessary. She also suggests adding a question asking the student if this class has resulted in changing your life goals or something to that effect. Jeannie asked if she could write down the purpose and send it to her and also pointed out that they tried to address that in item 14 on the form, What is a new skill or idea that you gained from the course?
She stated if there was another way of wording that she was welcome to help them with that.

MaryKris Mcilwaine (WC) suggested changing the responses from Yes, No, Sometimes to Yes, Sometimes, No. She also suggested adding a N/A response to question 5. The instructor responded to my requests for assistance. She pointed out that most students never request assistance and if they respond “No” the faculty member’s ratings won’t look so great. Jeannie agreed and encouraged anyone to go through the form and give suggestions on which questions should have a N/A response.

David Kryder (CC) regarding question 12. He asked if there was any addressing to the D2L system, for those who teach primarily online. Jeannie stated that this was for both online and face to face. Their initial task was to make the form as general as possible. David suggested they could add D2L in parenthetical material. Charlotte stated the only concern is that D2L is not a material it’s a delivery mechanism but she will take that under advisement.

Matej Boguszak (CC) noticed there wasn’t a question on teaching effectiveness directly and feels that is one of the primary purposes of the evaluations. Jeannie stated that it was debated if a student can really be qualified to evaluate an instructor’s effectiveness. Dianne Porter (DC) also stated it was discussed and felt students weren’t the best to evaluate on content knowledge, technique or effectiveness. However there are open ended questions if student’s wanted to critique on technique but they are willing to relook that if people felt they should.

Rob Modica (EC) stated the new format looks a lot better and suggests they allow enough room for people to write.

Jeannie appreciates everyone’s input and Charlotte thanked the Task Force and the Faculty Senate.

5.2 CDAC Guidelines- Jennie Scott/Patricia Lohse
Patricia Lohse stated a request went out to each CDAC to provide a representative for this group revise the CDAC guidelines. The last document was made in 2003. The main goal was to make the document reflective of reality and more reflective for the way they wish things to be done.
Jennie Scott reviewed the changes made in the final document that was sent out to the Faculty Senate and took questions and concerns about the CDAC Guidelines.
Ana Jimenez (EC) regarding membership, didn’t see Discipline Standards Faculty or the CDAC’s role in Discipline Standards and Qualifications. Jennie stated it’s under 2F where it refers to the FPPS and the CDAC role to designate DSF’s.
Rob Modica (EC) referred to the 1st page concerning course modality and stated he didn’t see anything about course delivery method. Jennie stated that it is modality. Rob responded it would be nice to have that stated. Jennie stated they would discuss that.
Ana Jimenez (EC) noticed under CDAC Activities in the A, B, C list “Each CDAC will” most start with the word will and suggests to delete that word. Jennie stated they will get that corrected.
Jennie stated the document will move forward to the Chancellor’s Cabinet and once it’s approved it will become live on the intranet.
Kimlisa Duchicela (DC) questioned the section on Membership. She wanted to clarify if as a full-time faculty they can be a member of two CDAC’s if they are certified to teach in both areas even if it’s not a part of their contract load. Jennie stated that is correct.
Diane Porter (DC) asked what the deadline was for providing feedback. Jennie stated early January.

5.3 DSR/Faculty Notification- Gabe Nyrkkanen

Documents were handed out and Gabe gave a PowerPoint presentation on changes made to the DSR/Faculty Notification for Spring 2013. Rob Modica (EC) stated it looks like a better system but feels it would be extremely helpful to be informed if there is a mobility, auditory or visual issue so he can better help the student learn the material. Gabe stated they are not at liberty to openly discuss the student’s learning disability information, especially in this kind of format. If it becomes a specific concern the instructor is welcome to call the DSR and can share what they feel is important information to share about the student.

Rosa Morales (WC) questioned if the students can contact the instructor before the semester starts so they can discuss accommodations before class starts. Gabe stated that with this new process you will receive the letter before the first day of class. If you get an accommodation letter and want to discuss it with the student you can contact the student via email or approach the student at the beginning of the class. Part of the goal was to remove the responsibility from having the student contact the instructor and putting the putting it more on DSR to notify the instructors. Rosa also previously suggested that the DSR should have access to the student’s MyPima documents. Some students don’t know how to use MyPima and request the instructor to send documents to DSR but she feels it would be easier if DSR could access that information directly. Gabe didn’t have an update for that at this time.

Rob Modica (EC) requested if the students email address could be included in the email notification letter. Gabe responded that he could include that in the template. Gabe stated that notifications would be sent out beginning the 1st day of Faculty Advising which is one week before classes start. The date was tentatively chosen because Adjunct Faculty might not be in the Pima system and wanted to see how everyone felt about the date chosen.

Olga Carranza (DV) suggested the Department Chair or Lead faculty may know who that adjunct faculty would be and they could send that email over quickly. Gabe said who bring that up to his group.

Taralynn Petrites (WC) questioned if there would be any changes made to the syllabi. Gabe stated that they haven’t discussed making any changes to the syllabus. He’s not sure how this system would impact what’s being listed within the ADA system in the syllabus. Taralynn suggested removing the part stating you will receive the accommodation letter within 2-3 days. If it’s electronically sent you wouldn’t need that part. Gabe stated they would review that but the statement would still have to be in the syllabus for students who have never registered with DSR before and don’t know the process.

6.0 Reports

6.1 PCCEA- Rita Flattley

- Rita thanked everyone who responded to the Faculty Survey. PCCEA is in the process of tabulating the results. Feedback will be available to everyone on All Faculty Day.
- The preliminary meeting for Meet and Confer will be in one week. There will be discussion on potential proposal items.
• There will be free lunch on All Faculty Day at 12 p.m. at the West Campus. There will be an information sharing session after lunch in the Proscenium Theatre at WC. There will be discussions on positive educational directions we can take.

6.2 BOG Report- Kimlisa Salazar & Patty Figueroa
• The last BOG meeting was held Nov 14th
• Awards were presented to employees, students and community members
• Results of the BOG elections: Dr. Sylvia Lee will be stepping in as the new Board Member.
• Dr. Miles mentioned the Chronicle of Higher Education lists the most affordable Colleges in the U.S. In Arizona there are 85% of colleges with higher tuition fees than Pima Community College.
• Ms. Ella Gomez, a librarian for youth services from the PCC Library, presented a presentation on increasing literacy in Tucson.
• Edgar Soto gave an update on the students athletes
• Dr. Janet May gave a presentation and an update on professional development and its current function.
• Approval of the Fulbright scholarship program
• Next meeting on Jan 9th

6.3 BOG Chancellor Search-Kimlisa Salazar
• The Chancellor Search Committee is on schedule to have a recommendation to the Board in January for a movement in February.
• Mary Mitchell put forward her questions from the Adjunct Faculty and Kimlisa put forward two different questions she received from this group.

6.4 Provost’s Report- Dr. Migler
Dr. Migler gave an update on Accreditation. Information was added on the PCC website for students who have questions on accreditation. He feels confident that students will not be impacted. The letter was also sent via email to all students.

Dr. Migler gave an update on 6 College Plan items that have been submitted to PIR:
- 2.1.2 Explore and pilot the use of common exams within disciplines. He stated that he feels confident he saw no indication that this was being done to have people do common exams. He stated it’s really a CDAC determination.
- 2.2.1 Standardize existing instructional support processes, including learning and testing centers. There was a recommendation to have an option to provide full class testing for traditional classes at all campuses. They are exploring the option for faculty who would like students to complete course exams at a testing site independent of their class time.
- 4.1.2 Develop, expand and implement options designed to prepare students with career-focused skills.
- 4.1.8 Leverage data resources to determine student employment readiness.
- 4.2.4 Complete the Occupational Advisory Committee Handbook for distribution and use. The handbook is done and will be distributed if not already.
- 5.4.6 Improve communication and coordination at the grant approval point.
Dr. Miles updated him that she spoke to Dr. Bea regarding smoking and should receive information very shortly. She also spoke to CJ Karamargin regarding press releases and they should be coming.

6.5 Campus President’s Report- Dr. Chliwniak
- For the winter intercession two coordinators have been hired, one for the morning and the other for the evening session. IT support and a librarian will also be on campus.
- A discussion was started at the last All Campus meeting on what can be done on campus for better student engagement and retention.
- Dr. Josie Milliken did her Show, Tell, Give program. They gave to super storm Sandy this year.
- The Gallery is on the second floor of the Downtown campus. It is currently showcasing student art and she encourages everyone go and view it.

6.8 Faculty Senate President- Joe Labuda
Joe expressed that he felt we had a good semester. A lot of issues were discussed and a lot was accomplished and he’s looking forward to the coming year. He thanked Mike Rom and his team at DC for taking care of us.

7.0 Open Forum
MaryKris Mcilwaine took an informal poll on abolishing late registration.

Adjournment was motioned and seconded.