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

In Attendance: Matt Meehan (CC); Pat Leverentz (CC); Matej Boguszak (CC); Duff Galda (CC); David Kryder (CC); Barbara Benjamin (DC); Sterling Vinson (DC); Roman Carrillo (DC); Gene Gotwalt (DC); Steven Croft (DC); Kimlisa Duchicela (DC); Tommy Salazar (DC); Jeff Gabbitas (DC); Josie Milliken (DC); Imad Mays (DV); Olga Carranza (DV); Mary Mitchell (EC); Don Roberts (EC); Rob Modica (EC); Patty Figueroa (EC); Kathy Feuling (EC); Ana Jimenez (EC); Erin Eichelberger (NW) Proxy for Greta Buck-Rodriguez (NW); Donald Bock (NW); Sandy Niederriter (NW); Carin Rubenstein (NW); Vickey Smith (WC); MaryKris Mcilwaine (WC); Steve Mackie (WC); David Katz (WC); Pat Townsend (WC); Carol Christofferson (WC); Kari Meyers (WC); Margarita Youngo (WC); Rosa Morales (WC); Lazaro Hong (WC); Joseph Dal Pra (WC); Taralynn Petrites (WC); Melinda Franz (WC); Jeannie Arbogast, Faculty Senate Vice President (DV); Joe Labuda, Faculty Senate President (WC)

Absent: Patrick Lawless (DC); Susan Prichett (DC); Cynthia Howe (DC); Diann Porter (DC); Linda Marks (DC); Maggie Golston (DV); Teddi Schnurr (DV); Joel Dworin (DV); Pollyanna Wikrent (DV); Randolph Wright (EC); Darryl Graham (EC); Wayne Gifford (NW); Cheryl Blake (NW); Debra Kaye (WC); Sarah Marcus (WC); John Kordich (WC); Catherine O’Brien (WC); Joseph Gaw (WC); Mic Denfeld (WC)

Guests: Dr. Brenda Even; Dr. Dolores Duran-Cerda (DO); Dr. Suzanne Miles (DO); Rita Flattley (EC); Debbie Yoklic (DO); Imelda Cuyugan (DO); Keith McIntosh (DO); Brian Basgen (DO); C.J. Karamargin (DO); Karrie Mitchell (DV); Tony Taylor (NW) Dan Wright (CC)

2.0 Approval of February Minutes
-Dolores Duran-Cerda was present as a guest.
-Kathy Feuling’s name was misspelled.
Rob Modica (EC) moved to approve February minutes. Motion was seconded by Barbara Benjamin (DC) and passed with unanimous support.

3.0 Announcements
• Dr. Dianna Repp will speak at the Speakers’ Series on March 5.
• Joe Labuda (WC) spoke with Dr. Bea and stated that the survey on campus smoking issues will be out this Monday.
• There’s still an opening on the College Curriculum Committee. Please let Joe Labuda know if you’re interested.
• Rita Flattley (EC) announced a Professional Development activity. A three-week seminar on *Infusing Chinese and Japanese Religion, Art and Literature in the Undergraduate Curriculum* will be held at the East-West Center in Honolulu, Hawaii. The due date for the application is March 11. Please email Rita for the link.

4.0 Agenda Modifications and Open Forum Items
- Item 5.8 Faculty Senate Secretary
- Perry Higgins has an Open Forum issue.

Dr. Brenda Even gave an update on the recent BOG meeting.
• DACA (Differed Action for Childhood Arrivals) qualified students will be allowed in-state tuition.
• They are charging forward with the Chancellor’s Search. They should have a collection of names by the end of March and holding interviews at the end of April.
• The Board will be meeting with each individual employee group Meet-and-Confer team on March 8.

David Kryder (CC) questioned if the college has done a projection as to how many students might be involved in DACA. Dr. Even stated it’s difficult to know at this point. Maricopa CC had less than 100 students. Dr. Suzanne Miles stated everyone would be informed as that data comes becomes available.

5.0 Business

5.1 Imelda Cuyugan - Ass’t. VC for State Government Affairs - Legislative Update
Imelda Cuyugan gave an update of Arizona’s 51st Legislature. She noted the JLBC recommendation for Pima College would remain at 7.1 million and this is the fifth year of zero capital outlay.

Rob Modica (EC) requested background and information on the Yuma University. Imelda stated they are still tracking it but there aren’t many details yet. It was one representative’s idea and there are not many other people lining up behind it. It still has a long way to go.

Rita Flattley (EC) stated PCCEA is part of the Arizona Education Association that has a lobbyist, Jennifer Laredo, in Phoenix. If there is anything PCCEA can do or encourage their lobbyist to look out for bills that benefit community colleges, they would like to communicate that to her. Imelda stated definitely and they are moving towards creating an advocacy group in the future. Her email is cuyugan@pima.edu, telephone ext 4778.

Rosa Morales (WC) questioned given the large number of individuals that work with PCC, are you aware of how many of us live in some of those legislative districts? Imelda stated they provided that information a year ago in one legislative session. They have the infrastructure to provide that information again.

5.2 Keith McIntosh VC IT/ Brian Basgen Ass’t. VC- Password Security
An audit was done with an external agency on the security of the college’s systems. They found the passwords for accounts of faculty, staff and students were deficient. They've updated password guidelines online and the password device to determine if the password is strong. Starting March 6 initial notices will be sent out to all faculty
members whose password needs to be updated. Faculty will have a month to change
their passwords. Weekly reminders will be sent out during that month period. Accounts
will be locked at the end of that period for anyone who has not changed their password.
A courtesy call will be made before the accounts are locked. You can contact your local
IT team if you need assistance choosing a strong password.

Carol Christofferson (WC) questioned what the new criteria were for the passwords.
Brian stated they are asking for nine characters and you also won't be able to pick
anything that has a dictionary word or a dictionary word followed by letters. Common
passwords will also be excluded. Carol also questioned if we were already prompted to
change our passwords would we have to change them again. Brian stated if you have
changed your password within the last three months, you should not receive the
notification. The only way you can change your password in the past three months is if
your password meets the new criteria.

Rob Modica (EC) questioned if it would be a good idea when the initial request is sent
out to provide a link to the new criteria. Brian stated that IT would use caution in
sending out this communication. If you receive an email with links in it you should not
click on those links. They could be secrets links to bad sites in some other country that
can steal your data. They have explained in the email where on the website you can
find the new criteria. Rob stated that if he searches the website for password change
criteria, a list will come up for everything that happened with that topic. Brian stated that
they would see if they could tweak the search results for the password security.

Kimlisa Duchicela (DC) questioned if they have to be on the network to change the
passwords or can we change if from anywhere. Brian stated that passwords could be
changed from anywhere. She also questioned how fast the change becomes effective.
Keith McIntosh stated that it might not be immediate and could take more those 24
hours. They will find out to be sure.

Matej Boguszak (CC) questioned if they could include the password criteria in the
email so people won't have to look for them. Brian stated they could include it.

Gene Gotwalt (DC) questioned how many times hackers have actually come after our
email accounts. Brian stated in a given week they've had 10 million directed attacks at
Pima College from China alone. Many other countries visit for malicious reasons.
Some attacks gain some level of success in our system that results in viruses.
Fortunately they've been able to avert any major institution shaking disaster up to this
point.

Rosa Morales (WC) mentioned that some institutions require passwords to be changed
every three months. She finds it interesting that's not required at PCC. She also
questioned when faculty would have Gmail. They are having problems sharing
documents with students. Keith stated there is no plan for faculty to move to Gmail. It's
an ongoing discussion they've been having and will work through the leadership of
Faculty Senate if they make that change. If there is a strong need from Faculty Senate
and heard it as a consensus from all it would help tip us in the balance of one way or
the other.

Ana Jimenez (EC) commented that the password change is immediate.

5.3 Keith McIntosh/ C.J. Karamargin VC Public Information- Social Media
Social Media is an opportunity to have a dialogue and communicate with different constituents we have in Pima County.

90-95% of all community colleges in the country have a social media presence and PCC does not.

Social Media is relatively inexpensive.

Social Media is another way to interact with students and it would offer the new Chancellor a way to interact with Pima County.

It will not affect classroom instruction, student-run clubs, or Alumni Association.

They are looking to target Facebook as the first social media entity.

There will be constant updates and they will share information from all campuses.

**Timeline**

January-March 2013:

- Solicit feedback
- Create design and train staff
- Develop marketing and communication plan
- Establish metrics

April-July 2013:

- Assess other social media, make recommendations
- Contact C.J. Karamargin or your campus representative if you have any questions or concerns.

**Gene Gotwalt (DC)** questioned how many resources this will take and how will they measure the success. C.J. Karamargin responded they would measure success by various diagnostics, number of people using the page, number of followers or number of views received on YouTube.

At this point there is no plan to have a Facebook director. It will be managed through the Public Information office.

**Ana Jimenez (EC)** questioned if students would be able to use the platform to ask quick advising questions and receive quick responses. C.J. stated they plan to answer questions and it will be monitored constantly.

**5.4 Karrie Mitchell - Counselor DV - Academic Disqualification Appeal Process**

Standards of Academic Progress is the process in which students move through academic probation, restriction and disqualification if they are not meeting standards, which is a 2.0 GPA or the 67% completion of their credits. Currently there is not an Academic Disqualification Appeal process. When students are on academic disqualification they have to sit out for a semester.

The legal team suggested aligning the process more with the financial aid appeal process. The form now has five reasons in which you can appeal academic disqualification. Another major change was items 5, 6 & 7 on the appeal form. Deadlines for the appeal will give students enough time to register for classes and attend on the first day.

**Rita Flattley (EC)** questioned if they should send students to the counseling office in each campus to start the appeal process. Karrie responded yes, the counselor is the initial contact person who signs off on the form stating they met with the student to review the regulations and then the form is sent to a committee for review.
Carol Christofferson (WC) questioned if the Summer Semester counts as a semester if the students take off for the summer. Karrie stated if a student does not meet progress after a Spring Semester, summer counts as a semester.

5.5 Tony Taylor - DSR Program Specialist NW - DSR Training, Assistive Technology, Universal Design
Tony showed a promo to describe how DSR is available to do presentations for faculty and staff who have questions regarding DSR. He also showed a short video on reframing disability and how disability was treated many years ago. If you would like to set up a presentation you can contact your campus disability office or Tony @ttaylor@pima.edu.

Kimlisa Salazar (DC)/ Dan Wright (CC) - Online Education
Kimlisa and Dan gave a presentation on Accreditation.
• PCC is currently accredited with the Higher Learning Committee up to 20% of its programs being offered in a distance learning modality. Any class where the student is separated from the professor for more than 75% of class time is considered a distance learning class. An analysis was done and has found that we are possibly beyond the 20% point. There are 1158 sections using D2L. This does not include those on other systems like Pearson, MyPima, or other modalities such as self-paced which are distance education for HLC.
• If the Online Standing Committee requests for a reevaluation to move to 100% the HLC requires that students have access to library resources, financial aid and advising & counseling, tutoring and lab resources at a distance. PCC does not currently offer tutoring at a distance.
• An RFP has been published for a pilot project for online tutoring this summer for writing and math classes. If it works out well it will be extended for a year.
• Before the committee presents to the Chancellor's Cabinet they need the Faculty Senate’s support to start the process to move to 100% accreditation for distance education.

Joe Labuda (WC) questioned how the Senate could help. Kimlisa stated they would need someone to make a motion to support the recommendation, to second the motion and for everyone to say yes.

Diann Porter (DC) clarified that Math 89 doesn't meet the criteria for distance. Even though the students use the Pearson product and it is self-paced, the students meet in the classroom for a full class period.

Gene Gotwalt (DC) stated that he is not comfortable with the committee wanting the Senate's support when they don't know what it will cost the college. He also questions why we are rushing to present to the Cabinet in May and why we couldn't wait for the new Chancellor to come on board and sign off on this. He doesn't have enough information to vote for this. Dan stated it's a compliance issue. We are probably a lot closer to the 37% mark. The key is not necessarily the cost it's a compliance issue. Without gaining the approval from the HLC to be beyond 20%, we might have to pull back other distance education programs. We are at that level because the federal government redefined what distance education means. Kimlisa also added that a lot of things they need to do are already being done because they are part of the college plan.
Matej Boguszak (CC) questioned if they were asking for a vote and support right now or at the April meeting. Kimlisa stated we could do it at the April meeting if people felt they needed to speak with their constituents or today if people felt they could move forward. Matej questioned if there would be more information they could provide in the April meeting. Kimlisa stated she absolutely plans to continue to provide more information.

Carol Christofferson (WC) questioned if this is something we have to do and if we really have a choice. Kimlisa stated unless we want to go backwards. Carol also questions how many classes are actually hybrid classes. Kimlisa stated that if one student could find a way to do 75% online in any way, shape or form it is at a distance. Doug Holland (EC) questioned if we're really voting on whether we are going to be out of compliance. Kimlisa agreed. Doug suggested we might look at those that are instructing classes online to do their advising hours online and possibly save money.

Rita Flattley (EC) stated that PCCEA Meet-and-Confer have a proposal on the table about electronic office hours. There have been some issues where people have been told they have to sit in their office for a specific hour. PCCEA proposed having the theoretical electronic hour spread through the workweek with an expectation that student emails be answered within 24 hours.

Steve Mackie (WC) questioned if we are delivering online classes at a high quality. He feels there's pressure to deliver science classes online but the quality isn't that good. If we took away the classes that are not necessarily good, maybe we could be back at the 20% level. Kimlisa agrees that there is a quality issue. A large part of what the committee talked was to make sure there is quality and that faculty is very involved in this. Dan added that accreditation is not just a certification process. Accreditation gets at the root of quality improvement. The HLC looks at how we are improving the quality of the academy.

Joe Labuda (WC) questioned whether people would feel more comfortable if we spent the month putting this online and discussing this and coming back in April so we have a clearer picture. Dr. Miles agrees that's a very good idea and suggests having the Provost look into the costs and present in April.

Rob Modica (EC) stated he is not sure what they are asking us to do. Kimlisa stated they are asking to recommend to the Chancellor's Cabinet that PCC move toward up to 100% accreditation for distance learning education. Kimlisa questioned if they should come back in April with more information and the Senate agreed.

5.7 MaryKris Mcilwaine (WC) - Late Registration
MaryKris announced the names of people who've agreed to be on the Late Registration Work Group: Barbara Benjamin, Carol Christofferson, David Katz, Pat Leverentz and MaryKris Mcilwaine.

Joe Labuda (WC) questioned if the Senate had any comments or desire to be in the group; if not, they will go forward with that.

5.8 Faculty Senate Secretary
Pat Townsend has agreed to complete the term as Secretary through 2013. A vote was taken and passed with unanimous support.
6.0 Reports

6.1 PCCEA - Rita Flattley (EC)
- March 1 is the deadline to request a Flex Schedule for next year.
- Due date to turn in Step Plans with completed goals is the last Friday of March.
- You can view Rita's Meet-and-Confer proposals presentation at pccea.org

6.3 Chancellor search timeline - Kimlisa Salazar (DC)
- Applications should be received and reviewed around March 21-24
- Recommendations by March 28 at noon
- Discussion on April
- Face-to-Face interviews will be held April 7 with hopes someone will be named at the May meeting.
- The next BOG meeting will be held March 20.

Rob Modica (EC) hopes that the July 1 deadline is not the dominant reason for the selection process. If there is no good candidate he's hoping the committee will recommend continuing the search. Kimlisa agrees the most important thing is to have a good candidate.

6.4 Grievance policy update - Duff Galda (CC)
The Grievance Policy review group would appreciate your feedback on the grievance policy survey. The survey will be sent out to all employees. They would like to strengthen the policy and make it more user friendly.

6.5 Chancellor's Report - Dr. Suzanne Miles
- There will be training for Student Services Staff on DACA to begin immediately.
- Approval for a shuttle service for students between DC, WC, DV, and U of A. PCC are contracted with Arizona Shuttle. There will initially be no fee to students. After a year or two there might be a small fee of fifty cents. There will be two rounds per day.
- Approval has been given by the Board to look for a space for a small center around Alameda and Stone. The center will be supervised under CC.
- David Bea and Stella Bay will be offering more opportunities for faculty and staff on safety training issues. She'll have David Bea and his team regularly attend meetings with updates.
- There were some audit findings from finance on a recent state annual audit. An article in the paper embellished the audit. There is a link in the Interim Chancellor's Report if you would like to view the audit report. Dr. David Bea and his team had corrected many of the issues before the state auditor came in.
- The Board will be meeting on an informal basis with the three employee groups, exempt, non-exempt and faculty on March 8.
- Dr. Miles suggests doing a survey to all faculty on late registration. There are many faculty who wait during late registration to make their load.
- There will be a college-wide door-decorating contest for the spring.

6.6 Provost's Report - Senior Ass't to the Provost Dolores Duran-Cerda for Dr. Jerry Migler
• PCC has been awarded the Fulbright Scholar-in-Residence Grant. PCC has requested a person from Africa and this person will be housed at WC and will be working with faculty in Anthropology, Sociology, Common Health Workers and Border Studies.
• The next Speaker Series is March 5 by Dr. Dianna Repp, Anthropology faculty. Her topic is “Ars Moriendi, Ars Vivendi: The Art of Death, the Art of Life”.

6.7 Adjunct Faculty Committee - Mary Mitchell
• Mary announced they now have representation from every college campus.
• She encourages everyone to contact her or the committee if they have thoughts or concerns regarding the alarming and disruptive student behavior in classrooms. The committee will come back to the Senate with their findings and recommendations before the term is over.

6.8 Faculty Senate President- Joe Labuda
No items to report

7.0 Open Forum - Perry Higgins - Counselor DC
A proposal was handed out.
The counselors would like to propose a change to the Senate Charter. Instead of one full-time faculty member to represent counselors they are asking for two full-time faculty members. They don't feel that they are under represented at Senate. They just want to make sure they have one counselor here to get information back to counselors and to also make sure there is at least one counselor present should you need counselor input.
Rob Modica (EC) stated it sounds like a good idea.
Diann Porter (DC) also stated it sounds like a good idea.

Adjournment was motioned and seconded.