

**All College Council  
Agenda  
March 14, 2024, 9:00 a.m. - 10:30 a.m.  
Virtual Via Google Meet  
<https://meet.google.com/cdt-rrxy-cei>**

- 1. Welcome, Sean Mendoza, ACC Chair**
- 2. Approval of minutes, All**
- 3. Cybersecurity Awareness Training**, Issac Abbs, Vice Chancellor, Information Technology and Chief Information Officer (9:05 a.m.)
- 4. Pima Online**, Michael Amick, Vice President of Distance Education (9:30 a.m.)
- 5. College Budget**, Dave Bea, Executive Vice Chancellor for Finance and Administration (10:00 a.m.)
- 6. Committee Goals**
  - **Review and make recommendations about shared governance and the process of communicating and categorizing decision-making**, Jim Craig
  - **Student Success**, All
- 7. Faculty Senate Updates**, Sean Mendoza for Rita Lennon
- 8. AERC Updates**, Jamie Irvin for Makyla Hays
- 9. Roundtable**

Action Items from February meeting- Student and Faculty Senate will go back to their constituents and discuss creating a future meeting for both senates to have discussions and feedback on what is going on at the College.

For the roundtable moving forward, Faculty Senate, Student Senate and AERC will provide a summary for All College Council.

All College Council members will get familiar with the Board Retreat handouts, and, when the report study is provided, share it out with other groups and provide any feedback to the All College Council. From the feedback, the ACC will gather a recommendation for the Chancellor.

Student Success will be another goal of the All College Council to help assist the Interim Chancellor. All ACC members will work on how to improve student retention. ACC members will follow up with their groups and provide feedback in our March ACC meeting.

Communication regarding resources for students. Possible communication during Connect U, First Year Experience or for instructors to provide extra credit questions so students can understand the importance of the resources provided to them.

## **Attendees**

Sean Mendoza, Suzanne Desjardin, Will Romanenko, David Donderewicz, Downi Griner, Erika Elias, Francine Tupiken Ruelas, James Craig, Jamie Irvin, Phil Burdick. Not present Rita Lennon and Edgar Soto proxy for both is Sean Mendoza. Guests, Issac Abbs, Michael Amick, David Bea.

**1. Welcome**, Sean Mendoza, ACC Chair

**2. Approval of Minutes**, All

Will Romanenko motioned to approve February minutes. Jim Craig seconded the motion. The minutes passed unanimously.

**3. Cybersecurity Awareness Training**, Issac Abbs, Vice Chancellor, Information Technology and Chief Information Officer

The number of College employees who complete regularly scheduled security awareness training is not where it needs to be. The completion rate of IT security training modules by employees is only 39%. Security awareness training is important to protect the College's computers and data systems and also plays a major part in compliance.

The federal Gramm-Leach-Bliley Act (GLBA) requires financial institutions – companies that offer consumers financial products or services like loans, financial or investment advice, or insurance – to explain their information-sharing practices to their customers and to safeguard sensitive data. As the College disburses federal financial aid, the federal rules apply to PCC. Safeguarding data and employee cybersecurity training is also a requirement for PCC to qualify for cybersecurity insurance. If the College does not get to 85% compliance, insurance companies may consider us too great a risk and not offer coverage. Education is one of the top sectors targeted for cyberattacks.

784 PCC employees recently fell for a fake phishing attack sent out by I.T. (a fake DocuSign document with a clickable link.)

Among the employee groups with the lowest compliance percentage for training were faculty and adjunct faculty. Low compliance areas also include tutors and temporary staff.

Jamie Irvin brought up that she works with tutors and, most of the time, the tutors are students and often, they are overloaded with email. Issac will go back and provide compliance data to ELT members and let the ELT members disseminate through their ranks. He reminded the ACC that every Thursday, there is a reminder email about training completed and outstanding training not completed.

David Donderewicz provided that as an institution that disperses federal student aid, PCC is considered a financial institution by the federal government. That means we have to follow the regulations that many banks do, including cybersecurity protection. Sean Mendoza brought up that we need to reach out to faculty. Francine asked Issac to reach out to Rita Lennon for the Faculty Senate as she was not at this meeting.

#### **4. Pima Online, Michael Amick, Vice President of Distance Education**

Questions about engagement and student success at PimaOnline were brought up at the last ACC meeting. Online enrollment is 49% of the student population. A 40 to 50% mark for online is common across community colleges across the nation as they've emerged from the pandemic.

The main tool utilized for online engagement is Brightspace. On the [Pima Online Webpage](#), any student or prospective student can participate in the orientation to online learning. It's also available on our web pages through an application called Course Merchant so you don't have to be admitted as a registered student to take that orientation. You can explore it prior to any type of admission or registration.

Additionally, we have success coaches who are embedded in lower success rate courses, like Reading 90, Math 151 and 187 and Business 100 and 151. We have student workers that are called PimaOnline Student Navigators who reach out to students that haven't completed the orientation. For example, they host D2L live navigation sessions. Faculty can refer students to this if they need help.

Also, we have our online course Readiness Checklist that faculty walk through prior to the start of a semester, to ensure the course shell that they have is ready to go. Our PimaOnline department heads do a lot of support for faculty as they're getting started in an online course and throughout the semester including mid-semester checks to make sure that things are going well.

For feedback, one of the main tools that we have utilized is a national survey. It's a Noel-Levitt product called the Priority Survey of Online Learners. The College does that every two years, and it asks the students about every aspect of their online learning experience from start to finish. The first time that online students took the survey was in 2006. Pima Community College was below average on every single item compared to the national data. The last time they took it was two years ago, we were above average in about 80% of those items compared to the

national data.

The most important thing to students has been the learning management system and that D2L Brightspace is reliable. We are anticipating seeing student satisfaction data drop because of the issues with D2L that the College has had since January related to students trying to get into a course and the course not showing up.

With the new Title V grant money, Pima Online will be hiring more student success coordinators, buying new student engagement software and expanding the digital media studio to create more dynamic online content.

There was discussion about the pluses and minuses of investigating new learning management systems in light of issues with D2L. One thing to keep in mind is that U of A uses D2L, which helps with continuity for U of A students who take PCC classes. U of A is currently exploring new learning management systems.

Downi Griner brought up hybrid classes and what the schedule looks like. Students need more clarity about schedules and procedures for hybrid classes. Jim provided the concept of contact hours or contact time that needs to be adhered to for every class, but there is some flexibility. One of the items the College is hoping to work on in the next academic year is the formal creation of an E-learning or virtual campus to provide more visibility and a home for online students so that they have more clarity of how to access online courses and how to get support and how to engage.

#### **5. College Budget, Dave Bea, Executive Vice Chancellor for Finance and Administration**

Dave referred to [last night's Governing Board meeting](#) and went into the elements that make up the College's budget, such as property taxes and tuition. The College also receives smaller amounts of revenue from the state through sales taxes and marijuana dispensaries.

The College recommended to the Board an increase in property taxes for PCC of 2%. For a property owner, the increase to a hundred-thousand-dollar property would be about \$2.50. That would generate about \$2.8 million in additional revenue. The College also recommended increasing tuition by three dollars per credit hour, which would generate about a million dollars of additional revenue. The Board also combined student fees into tuition to alleviate confusion and make it easier for students to understand their bills. The tuition increase would be covered for PCC's neediest students who receive the full federal Pell grant.

The College is also looking at cost-cutting measures to make sure the College is running efficiently, such as exploring sub-leasing empty space at the District office and making sure staffing levels are consistent with enrollment.

## 6. Committee Goals, All

Shared Governance- The Board retreat to continue the discussion on Shared Governance has been rescheduled to Thursday, May 2, 2024.

Student Success- Sean brought up that, as a big institution, communication can always be a struggle. Sean asked if the Student Senate recorded their meetings. Will Romanenko provided the Student Senate webpage for the student meetings <https://pima.campuslabs.com/engage/organization/pimaaztecstudentsenate>.

Will spoke about how students sometimes give up if they don't understand the material or if they feel they're not being communicated with, and it's not always the faculty's fault if students don't always check their email. Maybe look at ways to communicate with students without always relying on their email. Jim Craig asked members to go back to their constituents and groups and come back with ideas about ways to improve communication throughout the whole College.

## 7. Faculty Senate Updates, Sean Mendoza for Rita Lennon- Rita Lennon Faculty Senate Updates-

Our March meeting was held on March 1, 2024, and the three highlights, key takeaways were:

1. Pima Online Next Steps: Jeff Thies discussed the creation of the Pima Online ECampus that will have a Fall 2024 start date. The faculty leadership model committee will be presenting 2 models to divisions after spring break.

2. The Center for Learning Technology (CLT) and the Teaching and Learning Center will continue to move forward with a merger, including an executive director search & the prioritization of work for next Fall.

3. Learning Management System - D2L - Anthony Sovak presented navigation updates to make it easier for faculty and especially students to see grades and view their progress in their classes, the rollout is expected May 20th for summer courses.

The Faculty Senators have the opportunity to nominate retired full-time faculty for Emeritus status. Eligibility can be found in Administrative Procedure 5.15.01. This is not new but was a reminder for faculty to forward nominations.

## 7. AERC Updates, Jamie Irvin for Makyla Hays- [AERC March Updates for ACC](#)

Meeting adjourned at 10:31 a.m.