

**Faculty Senate Minutes**  
**December 4th, 2015**  
**Amethyst Room Downtown Campus**  
**1:00 p.m. - 3:44 p.m.**

**1.0 Introductions and Call to Order**

Attendance taken by Faculty Senate President, Kimlisa Duchicela (DC)

**In Attendance:** Robert Foth (CC); David Kryder (CC); Pollyanna Wikrent (DV); Joe Labuda (DW); Tim Cruz (DC); Skylar Webb (DC); John Gerard (DC); Lisa Jurkowitz (DC); Vivian Knight (DC); Gwen Gorbette (DC); Josie Milliken (DC); Steve Olson (DC); Fred D'Angelo (EC); Rita Flattley (EC); Taliesin Sutton (EC); Cheryl Blake (NW); Carlo Buscemi (NW); Erin Eichelberger (NW); Matt Hinojosa (NW); Jerry Cherrington (NW); Carol Christofferson (WC); Joseph Dal Pra (WC); Meg Files (WC); Paul Flasch (WC) Kathy Fraychineaud (WC); Lazaro Hong (WC); Jacqueline Kern (WC); Joe Labuda (DW)); MaryKris Mcilwaine (WC); Karrie Meyers (WC); Rosa Morales (WC); Catherine O'Brien (WC); Michael Parker (WC); Margarita Youngo (WC); Bardo Padilla (DC) Faculty Senate Vice President; Kimlisa Duchicela (DC) Faculty Senate President

**Absent:** Anthony Sovak (CC); Olga Carranza (DV); Joel Dworin (DV); Teddi Schnurr (DV); Bob Cunningham (DW); John Archuleta (DC); Trisha Miller (DC); Susan Pritchett (DC); Chris Chulak (DC); Brooke Hundtoft (EC); Mays Imad (EC); Mary Mitchell (EC); Wright Randolph (EC); Don Roberts (EC); Mary Shelor (EC); Donald Bock (NW); Noah Faye (NW); Rita Lennon (NW); Pamela Coker (WC); Debra Kaye (WC); Sarah Marcus (WC)

**Guests:** Lee Lambert (DO); Dolores Duran-Cerda (DO); Bruce Moses (DO); Jeff Theis (DC); Darla Zirbes (EC); Jonathan Meair (DV) Jeff Silvyn (DO); Karrie Mitchell (DO) Julia Fiello (DV)

**1.0 Announcements:**

- **Kimlisa Duchicela (DC)** thanks Mike Rom for his help throughout the semester.
- **Rita Flattley (EC)** announced PCCEA is sponsoring a pre-retirement workshop next week. She also encouraged faculty to consider professional development opportunities. The National Endowment for the Humanities provides seminars during the summer for college educators. It includes a stipend of \$1,200 - 3,900 depending on how long the seminar is. The National Great Teachers Movement also holds seminars in California and Hawaii. It's an opportunity to share what you know, learn from others and affirm values in teaching.
- **Rosa Morales (WC)** announced on behalf of Erich Saphir (WC) the German Winter Market. It will be held on Saturday December 5th from 10-6pm. Her Community Organization classes will be holding two events and are in need of volunteers who are fluent in sign language.

**2.0 Minutes Approval**

**Karie Meyers (WC)** noted a correction to the November minutes. Karie Meyers k listed as a guest should be corrected to Karrie Mitchell (DO).

**Carol Christofferson (WC)** noted a correction to 7.0 Executive Session. It was not noted that the executive session did not happen.

**David Kryder (CC)** motioned to approve November minutes with corrections. **Taliesin Sutton (EC)** seconded and passed with unanimous support.

### **3.0 Agenda Modification and Open Forum Items**

- No Open Forum Items were requested.
- Karrie Mitchell's presentation will be moved to the top of the agenda. Jeff Theis will follow Karrie Mitchell's presentation. Tim Cruz and Bill Ward will follow Jeff's presentation.
- The Chancellor's Report will be made when the Chancellor comes back from another meeting.

### **3.1 Request for Executive Session**

No Executive Session requested

### **4.0 Business**

**Karrie Mitchell (DO)** presented via Blue Jeans. A document was sent out during Thanksgiving describing excused absences, cancelled classes and holidays. Karrie and her team received a number of emails with questions and concerns on how to indicate various things in attendance tracker. They created and sent out a document to address those questions and concerns.

**Rita Flattley (EC)** explained she's been given conflicting information on what happens when there is a holiday. Faculty received an email instructing them to cancel a day when classes did not meet. Whether they cancel or not a student who misses class on Tuesday and has no class on Thursday for Thanksgiving still gets an attendance tracker notice.

Karrie responded that emails are sent to students to have them aware of the process and how attendance may impact their financial aid. They also have to verify whether or not a student intends to come back to class. Financial Aid regulations talk about a calendar year being the first day of class till the last day of enrollment. The Department of Education counts those exact calendar days whether it's a holiday or if a student or instructor is out sick. The only provision it has is if there are breaks of five or more consecutive days which is spring break or a major incident where the college couldn't offer classes for an extended period of time. All of the calendar days within the enrollment period have to be counted as attendance.

**Timothy Cruz (DC)** questioned Karrie if there was a timeline for the changes of the email. He's also advocated for having a follow-up email sent out once it's been resolved so both student and faculty are aware it's been entered.

Karrie explained that they should see changes to the verbiage of the 10-14 day emails by next week. The seven day email reminder won't happen till the Spring. She explained the 10 day email doesn't change anything to the student record vs the 14 day email that triggers the RN status. There would have to be a change in Banner to send a follow-up email and a change can't be made to the 10 day email in Banner. Tim understood but explained that it would be appreciated if there was another way to have that follow-up email sent out. Karrie suggested they could look at what their parameters were around Attendance Tracker.

**Margarita Youngo (WC)** questioned on behalf of **Kathy Fraychineaud (WC)** how they record on attendance tracker when the instructor is absent and doesn't have a substitute. Karrie explained that the instructor could instruct the students to go to the sign language lab during the scheduled time. The instructor could record attendance based on the assigned study group.

**Kathy Fraychineaud (WC)** explained that when she is sick she always give her students an assignment as part of their homework. She questions if she could use that as attendance. Karrie agreed that it would be.

**Carol Christofferson (WC)** explained on Veteran's Day they were instructed to cancel the class but didn't receive instruction for Thanksgiving. She was told by her department to do what they've done before and cancel the class. She questioned if they need to go back and uncancel those classes. Karrie responded that if the students were marked present this week it should cancel itself out. The current email and handout given out today are the most current instructions. They will continue to have modifications as they learn more about regulations.

**Rosa Morales (WC)** questioned Karrie's response to Kathy Fraychineaud on allowing instructors to count an assignment as attendance. She explained that if the students turned in the assignment at the next class but the class didn't meet until the following week it would be too late to count it as attendance. Karrie referred Rosa to the special notes on page two, number one. It explains an assignment can be turned in within a short time frame of the class meeting. If it's not recorded until the following week, when class meets again, the students will receive an attendance email.

**Michael Parker (WC)** questioned if when a correction is made to a student who was listed as RN would there be a place to refer them on MyPima reassuring them that correction was made. Karrie explained the student could log into MyPima and under the Academics tab they could click on My Schedule to check their registration status.

**Kathy Fraychineaud (WC)** questioned if Karrie could be more specific on how many days they would have regarding the short time frame student have to turn in assignments. Karrie explained that it's difficult to have a set amount of days because each class is different. The best answer she could give is as quickly as possible.

Karrie explained that faculty should be expecting emails from Dolores regarding a financial aid compliance issues. The first email was sent out about courses below the 100 level and they should expect more regarding selective admissions and developmental education.

**Tal Sutton (EC)** presented a bouquet of flowers to Kimlisa on behalf of the Faculty Senate. She thanked everyone and stated that it's been an honor to be on Faculty Senate. She thanked everyone for taking the journey with her.

#### **4.1 Developmental Education - Jeff Theis**

Jeff gave an update on the Developmental Redesign and requested faculty input on two major initiatives.

- A Dev Ed Council was created consisting of 30 individuals from around the college district and four reps from our school districts who meet monthly.
- Campus based teams are a subset of the council. It's a way to extend a broader reach on a particular campus. You can contact Jeff for information on who your campus contacts are.
- Several key initiatives are moving forward with assessment in student placement. Better pre-assessment practice opportunities for students are needed. They currently have an Ed ready pre-assessment placement that allows students to take a diagnostic test before they take the Compass Math test. They are working on bringing the same process to reading, writing, and ESL.
- Compass has been dissolved by ACT and they won't be going forward with the Compass test in the future. CDACs involved with placement tests are looking at alternatives such as ACCUPLACER which is the typical alternative for our sister institutions. They are also working with CDACs to come up with more robust multiple measure placements.
- Adult Education has a math bridge running at the EC and has extended to DV and NW.
- They are looking to expand Boot Camp which is a 2-3 week session preparing students for college. DC and EC are looking to expand those schedules for the fall semester.
- Brush-ups is a four day or one week opportunity for students to take a refresher for the class they will be enrolling in. They ran Brush-ups during the summer and will be following up with students on how they are performing this fall and spring.

**Rosa Morales (WC)** questioned why the WC doesn't offer those programs. Jeff responded that the opportunity was offered. As the programs are more successful and more people are on board they hope to have a larger schedule getting ready for Fall '16. It takes a commitment on behalf of the faculty and staff at that campus to run them. WC ran a math program during the summer that was successful.

Jeff explained that they were asked to move forward on mandatory reading. They need feedback on how they should go about doing that. Two surveys have been created for feedback on mandatory reading and STU courses. He questioned the senate if faculty could handle two quick surveys in the next two weeks. It would ask their opinion based on the discipline they teach in, how it would be implemented, and how it would affect their program.

**David Kryder (CC)** questioned how long the survey would take. Jeff explained that it took him three minutes to complete the survey but couldn't imagine anyone taking more than five minutes on it. Both the reading and STU survey would take about 10 minutes max. David added that he would be glad to contribute for those 5 to 10 minutes.

**Fred D'Angelo (EC)** questioned if when Jeff was talking about students taking placement exams and mandatory student development courses he was talking about students new to higher education. Jeff responded yes.

**Rita Flattley (EC)** is concerned that they would be throwing up a financial barricade if students are required to take mandatory classes but can't use financial aid for those classes.

Jeff explained that it would be mentioned in the survey. The bigger question is how the course fits in into their degree program. If it doesn't they'll have the financial aid concern.

It is definitely part of the ongoing discussion.

Rosa Morales (WC) explained when she read the article it stated that as long the course allows the student to proceed in gaining education towards employment, financial aid could be used. Jeff stated that there are definitely different avenues they could take and can work out the details along the way.

Jeff was given the thumbs up on sending out the surveys.

#### **4.2 College Climate Cooperative - Tim Cruz**

Tim gave a PowerPoint presentation update on the College Climate Cooperative.

- Members of the Cooperative
  - Bill Ward: Liaison to Chancellor
  - CCC Tri-Chairs: Chris Hauser, Mays Imad, Joyce Jaden
  - Includes Administrators, Faculty, Adjunct Faculty, Exempt, Non-Exempt, Temporary Staff, FT/PT, All Campuses & Sites, Board Member. Pima students will be apart of the team shortly
  - Facilitator: Catherine Tomborn, Our Family Services Center for Community Dialogue.
- Vision: The CCC is a model for all PCC employees to create a culture of excellence, including a high functioning, student centered workforce as the College strives to be a premier community college.
- Mission: The CCC promotes open communication, transparency and trust in engaging all PCC employees in order to establish and nurture a workplace culture that is respectful, inclusive and accountable.
- Accomplishments to Date: Formation May 15, 2015 - June 2015
  - Created CCC Member & Tri Chair Job Descriptions
  - Elected Tri-Chair
  - Formed Subtask Teams to start groundwork in these areas:
    - ICC Internal/ Logistical Team
    - Brainstorming/Benchmarking Team
    - Site-Based Team
    - Communication Team
    - Assessment Team
  - July 2015
    - Communication #1 Our History and Purpose
    - Reviewed History, Including HLC Reports, 192 page climate survey, prior group minutes

- Google doc collection of new ideas and what we want to implement from prior planning
- August 2015
  - All College Day
  - Informational Table with Prize-incentivized Survey
  - Co-Sponsorship of David Katz, Emotional Intelligence
  - Facilitated collaborative, engaging “Open Space” Breakout Sessions
- September 2015
  - Learned Change Management: Discussed its impact on climate and asked ourselves how CCC can have a role in supporting:
    - Conveying a sense of urgency
    - Improving communication
    - Approaching change differently
- October 2015
  - Awareness and Action Planning
  - Changed name from ICC to CCC
  - CCC web page now live
  - Sponsored two-day training on Collaborative Techniques 10/28 & 10/29, called the Technology Participation (ToP)
  - Tri-Chairs attending Train-the-Trainer for Service Excellence initiative
  - Worked on Purposeful “good news” communication FB & Twitter tips on positive behavior, attributes, and connections/ Digital signage.
- November 2015
  - Communication #3 Positive News
  - Institutional Climate Report submitted 11/16 per BOG Calendar of Annual Reports
- December 2015/ Jan 2016
  - Continuing Awareness/Informational Sessions via existing meetings
  - Scheduling All Site/Campus-based Kickoff Forums
  - Exploring CCC’s role in Service Excellence initiative

**Margarita Youngo (WC)** questioned if they’ve considered doing an institutional climate on all campuses and finding out what is causing the lowest appreciated campus. Tim responded that they are trying to have forums at all campuses.

#### **4.3 Policies - BP 8.08 Firearms and Other Weapons - Jeff Silvyn**

It was discovered that the College had no overarching policy regarding weapons. There is a policy that prohibits students from carrying weapons on campus but there was nothing in place for employees or visitors. At the request of a couple of Board Members the group and administration put together a policy. They deviated from the normal process because it was an issue of high concern. They put the policy in place and then review it depending on what the feedback was. The temporary policy prohibits anyone from carrying the gun or weapon on campus property. Exceptions are law enforcement on duty. After comments are received it will

go back to the board during the February meeting. The temporary policy will stay in effect till the next action by the board.

## **5.0 Reports**

### **5.1 Chancellor Report**

- The Chancellor thanked Joe Labuda and Rita Flattley for their 35 years of service to the College. There are also two employees who have been at the College for 40 years.
- Service Excellence Training has been rolled out. He hopes that many will participate. They need to figure out a way to serve the students better.
- The committee for Expenditure Limitation has wrapped up their work. You will see 2-3 proposals coming from the committee. ATRA is putting out a proposal that colleges should use their actual enrollment for the calculation of Expenditure Limitation. If the College used the actual enrollment for this year, Pima would be under 17,000 FTSEs. They reported an estimate of 23,000 FTSEs. For every 1,000 FTSE it's \$6 million expenditure limitation. That is at least a \$30 million problem for the College. The Chancellor recently had a conversation with David Bea and believes enrollment would fall out to 16,000 for the end of this year. They will have to cut down the spending of the College and over 70% of the College's spending is payroll. In worst case scenario of ATRA gets their way the College will have two years to adjust. It will include getting expenditures down and getting enrollment backup. If the College is going to have to work together to rethink their model and be competitive. The Chancellor is very hopeful for the College.

**David Kryder (CC)** questioned if we were successful at getting enrollment up by 20% we would still be hanging back on the tail of it. The Chancellor explained that ATRA will allow you to use the actual or the rolling average. They are not preventing them from choosing which one. David also questioned why the College is able to report 23,000 FTSEs when it's only 17,000. The Chancellor explained that as he's come to learn the model better they won't continue to report 23,000. It allows them to keep stability for the organization from a financial perspective. The moral perspective was to keep everyone employed and the other side of the moral piece was to bite the bullet and make the adjustment.

**Margarita Youngo (WC)** explained that some faculty have voiced ways to be friendlier to students. She feels the one stop shopping at WC is a barrier to enrollment. She believes first time college students need more face to face and one stop shopping is a barrier. The Chancellor explained that it's a Pima one stop model. He spoke with a colleague who told them they had a staff member go into the long line of students and spoke with each individual while they were waiting in line. If it helps meet their needs and gets the lines shorter he encourages the campuses to do that. If they've spoken with the Dean and the VP on the issue their next step would be to talk to the President. The college website is not friendly and is turning away people just on their website alone.

**Joe Labuda (WC)** agrees with the Chancellor's idea that it's important to be student friendly and do the best we can. He explained that the Star had an article that 2/3rds of the Arizona students fall short of the AZmerit test. He believes there is a community wide problem and the faculty can see the decline in skills over time. The College has to figure out a way to help those students. Whether it's partnering with the high schools more or going into the middle schools more. Joe also mentioned that student's are paying more for textbooks than for their classes. It has become another barrier for students. The Chancellor believes the College needs to be more collaborative and systematic on how they approach things.

**Rita Flattley (EC)** questioned if ATRA was the decision making group or a private group and if they are a private group who makes the decision on the proposals. The Chancellor explained that ultimately the legislatures make the decision. One of the legislature's stated the reality is that ATRA has a lot of influence. They believe it's their responsibility to make sure public institutions are doing things consistent with the Arizona Constitution. The Chancellor doesn't differ with the principal but does differ with the interpretation of what it says. The problem is it's not us who decide that it's the people we've elected to decide that.

## **5.2 Provost Report - Dolores Duran-Cerda**

- Dolores agrees that it's very important for the College to reach out the community and strengthen their ties with them. She hopes that will be one of her projects in the very near future.
- Development from the HLC Project management team has evolved into a larger group and is led by Bruce Moses. It was his idea to create the Continuous Improvement Advisory Council. They are in charge with promoting an institutionalized systematic process of improvements. It's the first time Pima is having an infrastructure so they can monitor and implement strategies for continuous improvement.
- An email was sent out for professional development opportunity for faculty to attend the HLC Conference in April. The president's and Dolores will be meeting to review the letters of interest and will determine the selected attendees. It will be announced before the winter break.
- Syllabus Template and Checklist. They convened faculty and staff and administrators to resolve the current issues. They will have the choice of using the template on MyPima or the Checklist. They created the concept of a centralized file. Faculty will receive instructions in the email about a new standard naming protocol.
- Faculty Qualifications and Tested Experience. They had a really great group creating a policy process of tested experience. It was required from the HLC.
- Education Master Plan. On Monday November 30th the consultants from the Education Facilities Master Plan came to the BOG study session and presented preliminary findings. Bill Ward and Dolores are working together to lead the effort. A survey was created and will go out to peer institutions that are similar to our institution. In the spring more feedback will be given through forums and focus groups with students, staff, faculty, administrators, and community members.
- Bruce Moses gave a brief demo of the SLO interface. Bruce created an email with guidelines and next steps that will be sent to everyone next week.



**David Kryder (CC)** questions what he should do when he has a quiz to measure his SLO and students don't take the quiz. Bruce explained he would just record how many took the quiz and how many were successful.

**Meg Files (WC)** questioned who she should direct her constituents to if they have any questions. Bruce stated she could direct them to David Purkiss (DO) for the SLO interface. If it's a technical issue they can contact Steven Chang (DO).

**Rosa Morales (WC)** questioned if the issue with aligning lecture classes with online classes had been resolved. Bruce explained that work is being done around the D2L product. It's a pilot they are doing just dealing with the competency tool in D2L and not the SLOs. Online people still have to take their data and submit into the interface.

- Dolores will be visiting with student services staff during her office hours.

**MaryKris Mcilwaine (WC)** questioned if they need to cancel the class meeting in Attendance Tracker when there is a holiday. Dolores responded yes.

**Bardo Padilla (DC)** explained that if faculty cancels the class the student's percentage goes down and could not receive a 100%. He requested if they could have a template with the holidays. Dolores explained that it's something they've been working really hard on to fix those glitches.

Tal Sutton thanked Dolores and is very appreciative of her informative handouts.

### **5.3 BOG, Adjunct, and/or PCCEA Report - Julia Fiello (DV)**

- A Faculty Hiring Taskforce revamped timelines and processes for hiring provisional faculty last year. An outcome from that was to create a Provost Advisory Council. The new Provost has reconvened the committee and is working with the presidents. A list of faculty searches are currently in process. Dolores helped resolved an issue with provisional faculty.
- Julia gave an update on the Benefits Working Group. They are not providing requests for proposals and they are looking at the plan details.

### **5.4 ACC Report Joe Labuda**

- The December ACC meeting will be Joe's last meeting. They will need one person from faculty to step in during the January meeting.
- He reminded everyone that whatever they can do to limit textbook costs to please do so.
- Joe passed out a draft of the ACC's mission statement.
- The important aspect about the ACC is that it gets all the different groups together in the same room and have give and take. If there is any feedback on the mission statement please send them back to Joe.

### **5.5 President's Report - Lorraine Morales**

- The Academic Advising and Student Support Services Taskforce is co-chaired by Tim Cruz and Darla Zirbes. The taskforce was formed after there were concerns about staff qualifications. They took a step back to look at academic advising as a whole. A total of 82 employees responded to survey asking to participate in the taskforce. 30 were selected consisting of 12 staff, 9 faculty, and 9 administrators. Those who were not selected were asked to participate in the review of all drafts. They will also be asked to participate in a sub group. The taskforce will be looking at the student services program and the service review that was completed last year. They will review and recommend improvements for IT systems and tools used for advising. They will also recommend improvements for communications with students, advisors, and other faculty to promote best practices. The group meets on the second and fourth Thursday of every month. They need more faculty representation. If anyone is interested in participating please contact Tim Cruz.

### **6.0 Open Forum if requested**

None requested

### **7.0 Executive Session requested**

Not requested

**Adjournment was motioned and seconded.**