# Faculty Senate December 2018 | MINUTES

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| **Meeting called by** | Tal Sutton, President @ 1:09 pm | **Note taker** | Rita Lennon, Secretary |
| | | **Timekeeper** | Tanya Preusser Sergeant at Arms /Logistics Officer |
| **Type of meeting** | Monthly Meeting | | |

## SENATOR ATTENDANCE

| SENATOR NAME | REPRESENTING | Present? |
|---|---|---|
| **Taliesin Sutton** | President & EC Mathematics and Engineering | Yes |
| **Josie Milliken** | Vice President, President Elect, and DT Writing & Reading | Yes |
| **Brooke Anderson** | Faculty BOG Representative , and DT Social Sciences | Yes |
| **Sean Mendoza** | Adjunct Faculty Representative and CC Adjunct at Large | Yes |
| **Rita Lennon** | Secretary and NW Allied Health | Yes |
| **Tanya Preusser** | Sergeant at Arms, Logistics Officer, and District Counseling/STU | Yes |
| **Michael Parker** | Past President | Yes |
| **Community Campus** | | |
| **Kimlisa Duchicela** | Senator at Large for Arts, Communications, Business, Mathematics, Sciences, Technology, World Languages and Social Sciences | Yes |
| **Desert Vista** | | |
| **Susan Kuklin** | Senator at Large for Aviation, Communications, Humanities, Languages, Reading, Culture, Culinary, Business, Computer Information, Social and Cultural Sciences | Yes |
| **Jeannie Arbogast** | Mathematics | Yes |
| **Jeanne Yarab** | Adjunct at Large | Yes |
| **Teddi Schnurr** | Education | Yes |
| **Cori Leonetti** | Science and Fitness | Yes |
| **District-wide** | | |
| **Joe Brewer** | District Librarians | Yes |
| **Lisa Grenier** | Staff Instructors and Adult Basic Education | Yes |
| **Downtown** | | |
| **Barbara Fox** | Adjunct at Large | Yes |
| **Alexis Osorio** | Arts and Humanities | Yes |
| **Skylar Webb** | Automotive Technology | Yes |
| **John Gerard** | Building and Construction Technology | Yes |
| **Ken R. Scott** | Business | Yes |

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|---|---|---|
| **Matej Boguszak** | Mathematics | Yes |
| **Gwen Gorbette** | Paralegal | Yes |
| **Dennis Just** | Sciences | Yes |
| **East** | | |
| **Michelle Mathews** | Adjunct at Large | Yes |
| **Brandy (Wright) Randolph** | Emergency Services and Related Technologies | Yes |
| **Mays Imad** | Humanities, Arts, and Fitness | Yes |
| **Maria Pereira** | Life and Physical Sciences | No |
| **Kyley Segers** | Senator at Large for Business, Travel, Communications, Computer Sciences, Languages and Social & Cultural Studies | Yes |
| **Northwest** | | |
| **Paulo Sudhaus** | Adjunct at Large | Yes |
| **Elena Grajeda** | Languages and the Arts | Yes |
| **Inoka Otero** | Mathematics | Yes |
| **Noah Fay** | Sciences | Yes |
| **Randy Munsen** | Social and Behavioral Sciences | Yes |
| **Diann Porter** | Senator at Large for Biology, Wellness, Professions and Occupations, Written and Oral Communication | Yes |
| **West** | | |
| **Nancy Hamadou** | Academic Skills | Yes |
| **Hernant Aubert** | Adjunct at Large | Yes |
| **MaryKris Mcilwaine** | Behavioral Sciences | Yes |
| **Steve Mackie** | Biology | Yes |
| **Donald Kavanagh** | Chemistry | Yes |
| **Jackie Kern** | Nursing | Yes |
| **Carol Christofferson** | Performing Arts | Yes |
| **Karie Meyers** | Physical Sciences | Yes |
| **Margarita Youngo** | Social Sciences | Yes |
| **Rosa Morales** | Social Services | Yes |
| **Lazaro Hong** | Technology | Yes |
| **Michael Nolan** | Visual Arts | Yes |
| **Lisa Werner** | Senator at Large for Allied Health Professions, Computer Sciences, Dental Studies, Digital Arts, Fitness and Sports Sciences, Writing, Mathematics & Engineering | Yes |

Kate Schmidt, Michael Amick, David Dore, Seth Shippee, Aubrey Conover, Michael Tulino

## INTRODUCTIONS, AGENDA MODIFICATIONS AND SHORT ANNOUNCEMENTS

Time allotted | 10 minutes | Agenda topic *Topic* | Presenter *open*

**Introductions**: Senator Introductions

**Request for open forum or executive session**: No requests

**Short Announcements**: No short announcements

## BUSINESS

Time allotted | 55 minutes | Agenda topic *Details below* | Presenter *Details below*

a. **Approval of November Minutes (5 minutes) – Tal Sutton**
   Minutes were reviewed electronically; Senator on floor motion to approve as presented, Senator seconded
   **Results:** Majority: Yay, 1 abstentions; motion carries to approve November Minutes as presented

b. **Policy Review with Summary/Rationale (20 minutes) – Michael Amick, Kate Schmidt**
   Policies were presented by various representatives and questions concerning each AP/BP were answered.
   a. BP 2.02 - Hiring of Personnel
      • Unsure of the intent of the changes: Are only administrative job hires (including name and information) going to the board? In the past all job hires were submitted to the board. It appears as though interim and acting positions no longer go to the board, so it seems as though only full-time regular positions must conform to the corresponding AP. Will there be another AP for temporary, interim, or acting positions? Lastly, it seems as though only new job classifications will need some sort of board approval vs. hiring any position for the college. Clarification would be appreciated as it appears that the changes mean less transparency and information will be submitted to the board.
      • A request was made to bring this back to senate when someone was available to speak about such substantive changes. These concerns will be added to the 21-day comment period, however someone should be here to answer faculty questions.
   b. AP 3.30.01 - Student Identification Verification in Distance Learning
      • Michael Amick – practices carried out by the institution are now formally presented within the AP.
   c. AP 3.31.02 - Student Codes
   d. BP 3.30 - Student Success
      • Kate Schmidt spoke on behalf of Suzanne Desjardin (author of this BP). The goal of the BP is to clarify the holistic approach when servicing students from a success perspective (to include Dev. Ed, teaching/learning and student engagement).
      • During the October 2018 Academic Standards committee meeting, there was discussion that policies the committee was working on did not need to come to faculty senate anymore because **we were not a civil group**. Apparently legal counsel assured/confirmed to the committee co-chair that policies did not have to go through faculty senate.
      • The definition in the 1st paragraph and the assessment do not have an obvious relationship.
      • The current BP reads somewhat like an AP (more like a process) than a BP.

Faculty Senate President – Tal Sutton- requests that presentations for the current BP and AP be scheduled for the following Senate meeting following winter break.  This should be a continuing conversation about what the governance process should look like here at Pima Community College.  If this process is supposed to be a meaningful and effective process to ensure that feedback from stakeholders is received and considered, then the process will need to look different than its current state.  He urges the ACC members to bring this up during their next meeting.

The Senate officers will work on a resolution and present their proposal during a later senate meeting.

c. **President's Report (15 minutes) – Tal Sutton**
   a. Tal gave his final thoughts as President.  He provided appreciation to his leadership team and how well they work off of each other's strengths.  He looks forward to continuing conversations about important initiatives.
   b.  Faculty Senate Logo Design Competition (draft) – Senator on floor motioned to vote for support of Logo Design competition, seconded

Results: 35 Yay, 1 Nay, 2 Abstain

d. AERC membership [survey to volunteer] (5 minutes) - Tal Sutton

A survey to volunteer was sent to all faculty – requirements FT, non-PCCEA faculty.  1 person volunteered – Margarita Youngo.  Margarita presented why should would like to join AERC.  Senator on floor motioned to approve Margarita to serve on the AERC, seconded.  Vote was taken by voice vote.

Results: All voiced Yay, 0 Nay, 0 Abstain

e. All Faculty Day update (5 minutes) - Mays Imad
The Professional Development sub-committee met after receiving feedback from multiple faculty about the purpose of an All Faculty Day meeting.  Given the tight timeline and the feedback, the committee agreed that professional development should not be a part of the event.  The agenda, although not final, will consist of Division meetings, Provost update of initiatives and Faculty Senate meeting.

f. Learning Center revamp (5 minutes) - Brooke Anderson

g. Governing Board report (5 minutes) - Brooke Anderson

During the open statements portion of the board meeting, faculty affected by the RIF made statements and members of the FACT team shared lessons learned while working on the rubric and how they plan to follow a continuous improvement plan moving forward.  PCCEA and Faculty Senate officers should be invited to their next meeting (Spring 2019) to ensure faculty input on their improvement plan and rubric.  Enrollment management update was presented by Nic Richmond.  Noted in the presentation that there is a large drop in enrollment from application to registering for classes.  This area will be the focus.  Final report is available on the intranet.  Interestingly, the Board does not have access to our Intranet, so they asked to be provided with the report.  **REQUEST to Brooke** for the next board report: Ask that the Board gain access to the Intranet.  Enrollment management team is also looking to improve the mobile device interface.  Another request: Maybe there should be a study session, where the board is allowed to see the Intranet and how neglected certain areas are.

- Have there been any improvements to the online enrollment management?  There is a kick-off meeting scheduled.  Please send your experiences with enrollment to Michael Tulino.  Are there any students on the enrollment management committee? Unsure.  Are there faculty?  Yes, but unsure who.
- Please provide a timeline and plan & stated purpose of the registration interface committee?  Banner uses Banner 9 or Banner XE registration, this is a plan to upgrade our current interface.  The team will look at features, functionality and implementation timelines. There were "stops and starts" in the past, but this time the update will get finished.

# REPORTS

- **eLumen Presentation (10 minutes) - Rita Lennon**
  Rita Lennon gave a brief presentation to share her experience with the system and how she uses it. Rita was asked to present since she was one of the first faculty to use it as part of the AQI/HLC Assessment Academy
- **[Provost's Report](#) (10 minutes) - Dolores Duran Cerda**
  Highlights of the report consist of:
  - Thank you to faculty who participated in the HLC review
  - Mays Imad was hired to coordinate the Faculty Learning Center. Thank you to Joe Brewer and Rita Lennon for being part of the hiring committee. Next step is to hire for 2 positions linked to the FLC. Michael Tulino: Wait List – due to feedback, students will be allowed to register for a class and waitlist for other same-type classes. There is a report to show amount of unduplicated students on a waitlist (or multiple) so that Deans and DH's can decide to open another CRN. Also, the waitlist "seats" changed from 10 to 15 and the amount of time a student has to respond to a waitlist increased as well (48 hours).
  - Senator comment/question: If a class if full, and no other students are on the waitlist, the course shows CLOSED in the schedule, however if at least one student is on a waitlist, the schedule shows the class as WAITLIST. This can be confusing to students, is there any way to change the verbiage? Answer: This change and some others are planned for next week! Part of Term dictates how/when the wait list gets purged so that students don't get notified to an open seat in a class they can no longer register for (because registration was closed).
- PCCEA Report **(10 minutes) – Matej Boguszak**
  - Please contact either Matej or your PCCEA rep with issues or need guidance or mediation.
  - PCCEA focused attention this semester to faculty identified in RIF trying to help them during this time. PCCEA has asked for more data from each discipline to be released. It was not a standard process in each division about how this info was shared to faculty laid off.
  - Current policy states that FT faculty interviewing to teach in a new discipline do not have to complete a teaching demo. An email from the Provost supported this as well. Unfortunately, there have been some instances where that has not been the case, faculty were asked to do a teaching demo as part of the interview process.
  - Due to changes in the Meet & Confer process, policy has not been updated, but they are still in effect, regardless.
  - Syllabus submissions requests: Due to the spring calendar, some faculty have been asked to submit syllabi when still on break. PCCEA will look at possible solutions to this issue.
  - Faculty Leadership group started meeting again. Compensation and the formula will be reviewed using updated FTSE information
  - PCCEA has still not heard more info about the HR mandated training.

## OPEN FORUM

Time allotted | 0 minutes | Agenda topic *Not Requested* | Presenter *N/A*

## EXECUTIVE SESSION

Time allotted | 0 minutes | Agenda topic *N/A* | Presenter *N/A*

## CLOSING

Motion to adjourn, seconded by senator on floor/ Meeting adjourned at 3:02pm