Faculty Senate Meeting Minutes
April 1, 2022
1:00 - 3:00 PM

1. **Introductions (2 minutes)**
   a. Welcome and introductions - Rita Lennon
      i. Introductions were done in chat.
2. **Requests for Agenda Modifications and Executive Session (1 minute)**
   a. No modifications and no requests for Executive Session
3. **Requests for Open Forum or Short Announcements (1 minute)**
   a. No requests for agenda modifications and executive session.
4. **Committee Reports (5-7 minutes)**
   a. [Governing Board Rep Report](#)
      i. Please reference the report for further information.
      ii. Share accomplishes within your department.
   b. [President's Report](#)
      i. Announcements - Student Life is seeking student senators. Deadline is June 16th, 2021 to apply. Upon acceptance, students would be paired with a faculty mentor or advisor mentor as part of the program. Involvement with recruitment is encouraged and would be greatly appreciated.
      ii. This month's report follows last month's meeting. Discussion of finalizing better structure for the role and function of senate. Ensuring our institution, with regards to faculty, understands our role and function. Reference report for Q&A.
      iii. Discussion in wanting to get a better sense of how other faculty senates function: To result in benchmarking peer institutions.
         - What are their goals?
         - What do they generally do from month to month
         - How long are their meetings?
      iv. Delegate to officers to conduct research. Rita to compile this information and present it in May.
      v. The HLC meeting between Brooke and Rita went well. More importantly, after the meeting was completed, Rita and Brooke were able to meet with staff council leads and found that there were a lot of shared views with ongoing concerns within the institution. Going forward we will start meeting with them and extend meeting invitations to them as well.
      vi. Curriculum Quality Improvement Dept. received feedback from some Depts, that changes made to courses or to programs should be reverted back to the initial way they were. However, CQI voiced that this was a faculty driven decision. The department leads are those who input the data into the curriculum and we are going to honor those changes. Any questions about it will need to be addressed by those departments and speak with the faculty leads.
      vii. [Curriculog User Survey -](#) The CQI team is looking for your feedback on using the Curriculog system to facilitate curriculum changes.

    c. The Teaching and Learning Center Report
        i. Please reference the report for further information.
    d. PCCEA Report
        i. Only aggregate data available. Only share the average for all the deans, individual results are not published. If you would like to view how an individual dean was evaluated, that may have to be discussed within that division.
        ii. This information can/will be given at All College day.
    e. Provost's Report
        i. Please reference the report for further information.
    f. Adjunct Faculty Report
        i. Adjunct Faculty Professional Enrichment Fund - Money for professional development available to adjunct faculty. 22 applicants have been funded. Still available funds, so adjunct faculty can currently still APPLY.
        ii. Tiered System - leadership by Sarah and Kate, with support from the Provost office. Phase 1 and Phase 2 implementation. As more things become more solidified, it will be shared.
        iii. All College Council Update - Terms for staff and faculty was extended to two years which will result in greater continuity and greater direction.

5. **Class & Compensation Study Update** (40 minutes)
    a. Q&A
    - Develop Evaluation Methodology - Market research on salary medians. Ensuring pay is ranked, in regards to PhD, Bachelor etc. Survey information and select the information appropriately.
    - Current salaries, salaries that are 96% in total. All the median salaries for all the different levels. Ex. Doctrine level median within PCC and then compare to the market, to complete the analysis. Also, taking into account the years and experience with the College.
    - Working with the faculty steering committee to put together a timeline of the remaining tasks. Will return to the Faculty Senate meeting to provide an update
    - Will not be completed before contracts in July. However, the table and information will be ready by the end of the contract year. Launch date seemingly to be completed during the new academic year. .
    - Revised contracts, based on the new structure with the effective date back to the July date, if you are a 12 month faculty member or the new academic year if you are a 9 month faculty member as well.
    - Faculty steering committee - working on proceeding in initial placement, movement through the salary range and how to continue taking into account years of prior experience at other institutions.
    - Discussion of budget to ensure that every year funds are available to make the appropriate increases as people progress through their career.
    b. Class and Comp comments form

6. **DFW Concerns Update (2 minutes)**
    a. Disaggregated Data - Connection between attendance in DFW rates.
    b. Maybe present this conversation across disciplines. Not all disciplines or divisions necessarily look at DFW rates in comparison to data and attendance tracking. Which records students' last day of attendance and links that to DFW rates. Which raises the

question, how many of those D's and F's are actually students that have stopped attending classes.

7. **Elections Update (3 minutes)**
   a. Nomination period has passed. Still vacant seats, which has led to further recruitment for certain areas.(Workforce and Adult Education, Social Science Division). Are there ways the Faculty Senate could be functioning in more meaningful ways, so that faculty would be compelled to want to be involved in the Senate.
      i. Having some sort of faculty mentorship.
      ii. Onboarding presentation.
      iii. Benchmarking peer institutions to get a better sense of what changes and improvements can be made.
      iv. Next faculty senate meeting, perhaps have a presentation for the current existing people that are engaged within this group.

8. **[Password Security & Multi-factor Authentication](#) (6 minutes)**
   a. Multifactor Authentication (MFA) requests a user to provide two or more verification factors to access an application like Gmail, Banner, or a VPN. If you use VPN to connect to the Pima network you are already using the DUO app for MFA.
   b. Who will be required to use MFA?
      i. All employees will be required to use MFA when accessing Pima applications by 11.30.22.
      ii. Students may be required to use MFA in the future, depending upon cybersecurity insurance and audit requirements.
   c. Why are we requiring MFA?
      i. Required under Section 5019b) of the Gramm-Leach-Bliley Act (GLBA) which goes infor effect on December 9th, 2022.
      ii. Cybersecurity insurance will likely require it upon renewal in FY23.
      iii. It is best practice for securing the college's network.
   d. Timeline
      i. FY22 Q3 - Planning (90 days)
      ii. FY22 Q4 - Communication and Configuration (90 days)
      iii. FY23 Q1 - Implementation (90 days)
      iv. FY23 Q2 - Implementation, Completed (90 days)

9. **Reviewing Temporary/Interim Policies (10 minutes)**
   a. The legislature passed some laws changing requirements related to free speech around campus and imposing some certain requirements on community colleges and universities.
      i. During the trump administration, they overhauled the rules around Title 9, which is the federal law that protects / promotes gender equity in education, access to educational opportunities and prevent discrimination based on gender.
   b. PCC has had to adopt a policy or procedure quickly.
      i. Deadline for compliance was August 1, 2022. Which was/is a very tight timeline.
      ii. AERC discussion of needing to formalize and bring more structure to it. Revisions to be made.
      iii. 2 - 3 members of Faculty Senate to participate in the selection process of who should put together a Stakeholder Drafting Group in order to come up with an actual proposal and continue to move forward.
         1. Rita Lennon - Volunteered
         2. Makyla Hays - Volunteered
         3. Katy Challenger - Volunteered
      iv. Also recruitment of APs, Adjunct Faculty, Business units etc.
   a. [AP 1.01.02](#)

      b. [AP 1.25.01](#)

10. Open Discussion (5 minutes)
      a. Repository update in regards to all ongoing groups and the tasks at hand. Morgan volunteered to keep track, update to be provided in the future.
      b. Long term project that has been shifted down the priority list.
      c. Framework / system needed, so that committee's would have access to all the information needed.

11. Approval of March Minutes (2 minutes)
      a. Motion to accept March Minutes
            i. Motion: Moved by Sean Mendoza and seconded by Carolyn Sotelo. The motion carried out the approval of March minutes.

12. Adjournment (1 minute)
      a. Motion: Moved by Sean Mendoza and seconded by Makyla Hays. Meeting adjourned.

Minutes submitted by: Ariana Laguna