



# FACULTY SENATE MONTHLY MEETING MINUTES

**Date:** November 1, 2024 Time: 1:00 – 3:00 PM [Meeting Link](#)

**Senate Attendance:** Brooke Anderson, Alexandra Armstrong, Matej Boguszak, Mayra Cortes Torres, Rosanne Couston, Kimlisa Salazar Duchicela, John Gerard, Maggie Golston, Sol Gomez, Makayla Hays, Cynthia Howe, Dennis Just, Rita Lennon, Karla Lombana, Greg Loumeau, Diane Lussier, Sean Mendoza, Mary Minke, Padma Nair, Kelly O’Keefe, Rosemary Ortega, Liz Rangel Arriola, Denise Reilly, Raymond Ryder, Adrian Snellgrove, Carolyn Sotelo, Nancy Spaulding, Ally Stacey, Greg Watson, Lisa Werner, Margarita Youngo.

<b>Agenda</b>		
1:00	<b>Welcome</b>  What is your favorite Fall Tradition? Review <a href="#">Oct Meeting Minutes</a> <a href="#">FS Officer Goals</a>	10 min



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1:10	<p style="text-align: center;"><b>Reports</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">Provost Report</a></li> <li>2. <a href="#">President Report</a></li> <li>3. <a href="#">BOG Report</a></li> <li>4. <a href="#">Adjunct Faculty Report</a></li> <li>5. <a href="#">PCCEA Report</a></li> <li>6. <a href="#">TLC Report</a></li> <li>7. Student Affairs Report</li> </ol>	<p style="text-align: center;">Reports</p> <p>5 min</p>
1:50	<p style="text-align: center;"><b>Business</b></p> <ol style="list-style-type: none"> <li>1. Complaint Process Overview</li> <li>2. Update and Input Regarding the Complaint Process</li> <li>3. NA/Drop Process</li> <li>4. <a href="#">MyPima Beta Version</a></li> <li>5. <a href="#">AP 3.25.07 Credit Hour</a>, Faculty</li> <li>6. Faculty Emeritus Feedback</li> <li>7. Division Spotlight <a href="#">CRSS &amp; Arts</a></li> </ol>	<p>10 min</p> <p>10 min</p> <p>5 min</p> <p>10 min</p> <p>10 min</p> <p>5 min</p> <p>20 min</p>



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3:00	Closing: Adjourn	
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[Faculty Senate Charter](#)

[Faculty Senate Website](#) (find meeting schedule, Zoom link, agenda, minutes) [Faculty](#)

## [Senator Engagement Exchange](#)

Motion to Approve October Minutes Kelly O'Keefe  
Maggie Golston 2nd  
Approved unanimously

Request for Open Forum? Yes  
Request for Executive Session? No

### Open Forum

1. Rita Lennon

Payment/contracts not being sent in timely manner to FT Faculty due to manual entry.  
(Adjuncts are in a system where we are alerted.)

Prop 301 Funded positions:  
FTF just finding out that they are being paid via Prop 301. These Faculty found out suddenly on a Friday by that they needed to do extra documentation by Monday.

2. Denise Reilly:  
New administrative drop for nonpayment and an unclear process for Faculty.  
Over 800 drops happened.

With re-adding students, we need both information about the students being dropped and the correct process, including the correct (and consistently staffed) contact emails and phone numbers to manage these situations

Academic Integrity/ AI Taskforce: Dr. Josie Milliken

Partly in response to an increase of academic integrity concerns emerging with the rise of AI, and partly out of a need to update existing policies and processes, a workgroup will convene later in November and work throughout the spring on revising the Academic Integrity Code. The group



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will also review related processes and [AP 3.31.02](#) and make revisions if necessary. If you are interested in participating in this work, contact Josie Milliken, Dean of Distance Education, [jmilliken@pima.edu](mailto:jmilliken@pima.edu).

## Provost's Report DR. Dolores Duran-Cerda

1. Load Form– conversations are ongoing regarding updating and automating the load forms.
2. Drop for nonpayment– Follow-up coming 11/8 with Faculty Senate officers
3. HLC 12/9-12/12 visit
  - We have a general agenda
  - There will be a separate session for each criterion
  - ELT/Chancellor Meeting
  - Debriefing at end of visit.
  - Our Assurance Argument was uploaded 10/31; once the HLC Assurance Team reads it, they will set additional schedule items.
4. Virtual Data Session with Provost and Dr. Nic Richmond 11/8 8:30-10.

## Chancellor's Goal 2: Increasing Engagement/ Persistence/ Retention

Committee of admins has been formed which will reach out on several enrollment increase initiatives, including recruitment (free laptops!) and retention (Scaling up Early Alert).

## Adjunct Faculty Report– Sean Mendoza

### Adjunct Faculty Meeting Highlights 11/1

- Listening session W 5:30-6:30
- Faculty Forums on AI 11/14 5-6:30
- New MyPima Demo

## President's Report: Denise Reilly

- Faculty Awards TLC-based Awards being brought back for AFD
- Committee Rep Project is ongoing. Creation in progress on a comprehensive list/repository housed by STAR

## Governing Board Report: Rita Lennon

### Study Session

- Drachman properties;



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- Healthcare Center
- Police Department

Dr. Nic Richmond presented on new, comprehensive Strategic Plan (SJT and CASP now feeding into SP)

## 10/9 Board Mtg

- MH Positive comment on Chancellor
- Also comment on Internal Growth
- Foundation presentation

## PCCEA Report: Makyla Hays

- Leadership model monitoring
- Leadership Training needs: Group of DHs developed a list of duties and responsibilities from which a set of trainings will be developed
- Admin issues: Grading Deadlines- making sure that College deadlines are respected.
- Please notify PCCEA of issues you are having regarding deadlines.
- Workflow issues- lots of incorrect stuff- EPATH via Deans.

## TLC Report: Dr. Jessica Tinklenberg

Instructional Designer has been hired, will be faculty-facing and starting 11/18  
PimaOnline Educators' Conference had 300+ Attendees  
Needs assessment plan with Advisory Board working with STAR  
Open forums on teaching in an election year led by Dr.Tinklenberg

## Student Affairs: Jennifer Madrid

Shoutout to Renee Forsyth on 10/25 event 600+ attended  
11/8 First Gen day  
Tabling on W 11/6  
11/7 First Gen Panel and Dinner at DC  
Fall Registration starts 11/12- Students can contact their advisor by making an appointment through PimaConnect  
Weekly registration events for returning students virtual and in person

**Denise Reilly:** December Meeting will be hyflex DC Amethyst Room or on Zoom.



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## **Complaints/Office of Dispute Resources: Jeff Silvyn**

ODR: Where anyone can go to have an issue or complaint addressed. They will then be referred to the correct office.

Two new ODR team members, Christine Lancia and Autumn Cavanaugh

## **Complaint Process/AI: David Parker**

Please see Report linked on Agenda.

Complaints are now on PCC main page in drop down menu

Mandatory Reporting: All employees of the College are mandatory reporters.

Title IX staff:

For Student Issues: Diane Deskin - [sddeskin@pima.edu](mailto:sddeskin@pima.edu) or 520-206-7120

Staci Shea - [sshea1@pima.edu](mailto:sshea1@pima.edu) or 520-206-7028

If you are an employee: David Rucker - [drucker2@pima.edu](mailto:drucker2@pima.edu) or 520-206-4972

See Report on High priorities

Please complete Google Form.

## **NA/Drop Process: Elvia Bow**

Here is the official ReEnrollment Form for NA Students

Registrar's Office is currently working on a 45th Day form to guide Faculty in fixing errors/reenrollment.

## **Information Technology: Isaac Abbs**

New MyPima is currently in beta testing. 200+ users.

Hard cut after Winter Break but before Spring Semester begins

Anna Becker- MyPima demo

## **AP 3.25.07- Definition of a Credit Hour: Dr. Morgan Phillips**

Dr. Phillips presented a draft of 3.25.07

There were several questions about the policy's implications, especially for intern/externships and other non-lecture courses.

[A possible calculation error and other concerns came up; the Administration has since scheduled a special Faculty meeting on F 11/15 at 9:30 AM.]



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## **Change to Emeritus: Kimlisa Duchicela**

3.15.01 proposed changes in draft form  
(See Slides at link in Agenda)

## **Division Spotlight CRSS: Dr Jeff Thies**

- Nichole Gregory Testing/Placement
- Ed Gallagher Learning Centers/Success Coaches
- Amy Davis Student Success
- Kristy Snowden Division Work

**Division Spotlight on Fine Arts** Tabled for December Meeting due to time constraints

Adjourned 3:02