



**Palo Verde College
ACADEMIC SENATE**

2013-2014

Biju Raman- President

David Silva -Vice President

Peter A. Martinez-Secretary

MINUTES

Tuesday, February 11, 2014

34 in Attendance: Joe Boire, Teh-Min Brown; Sharron Burgeson; Richard Castillo; Kevin Eoff; Maria Gamez; Alejandro Garcia; Michael Gaubeca; Peter Martinez; Carlos Medina; Solomon Osayande; Scott Peterson; Biju Raman; Karen Redwine; Michael Rhoades; Henry Rinbaldi; Machi Rivera; Robert Robertson; Sandra Sher; Paul Shibalovich; David Silva; Willie Smith; Gregory Snider; Sioux Stoeckle; Brian Thieboux; June Turner; Bruce Wallace; John Tribelhorn; Dereck Copple; Sarah Frid, Dennese Edgerton; Lorenzo Lujano; Scott Peterson; Victor Hernandez

Guest: Eva Munguia, Lupita Andrade, Instruction Manager, and Sheri Jones, Vice President ISS & SS

- I. Call to Order: The President called the meeting to order at 3:03pm
- II. Pledge of Allegiance: The President recited the Pledge of Allegiance.
- III. Public Comment: No comments.

- V. Motion to adopt the Minutes for **January 14, 2014**
First: Sharron Burgeson **Second: Victor Hernandez**
Approval: Unanimous

- VI. Motion to adopt the Agenda: **February 11, 2014**
First: Solomon Osayande **Second: John Tribelhorn**
Approval of Agenda: Unanimous

New Business:

Biju began his remarks with scheduling matters. How should PVC handle these efforts? Biju met with CM (college consultant) and the budget committee to understand the issues surrounding the college enrollment numbers.

We are focused on 1800 FTES and/or the passing a BOND. We have to achieve our target numbers, so an initiate is in motion. Biju is asking for scheduling format (2 year plan) for all disciplines. Biju recommended that each division chair be the point of contact with respect to scheduling and centralize information, and then organize the information back to the instruction office. The goal is get the schedule out soon for both summer and fall 2014.

Spring 2015 can be delayed, but everyone's participation to get this "scheduling" information out is appreciated. Lupita Andrade also added to the discussion that she would need this needed information in her office by February 28, 2014. In summary, we are looking forward to a planning mechanism in terms to planning a 2 year schedule.

With respect instructional support services, how do we analyze the effectiveness of our services; IT, *eCampus*, interaction with instruction, interaction with A&R, maintenance and operations....etc. So to begin with, we looked at *eCampus*. We've had several issues with the current vendor. At the moment, the college is not satisfied with the level of services being offered. If we look at other providers, we need to look at various formats that will accommodate categorical programs as well. Thus, a subcommittee was assigned to report back in March over the search for a new provider to ease and improve our needs.

The accreditation team will be on our campus the week of March 10-13, 2014. We are certain that accreditation team or members of the team may attend our Academic Senate meeting scheduled for March 11, 2014.

With respect to the “*Course Outline of Record*” they were not updated on the website. The latest course outline of record has not been updated since 2005. Ms. Jones, VP pointed out that the new website did not include the new “course Outline of Record.” The old website had the current information, but were not included in the new college website. The college President has directed others to fix this matter quickly.

The instructional technology committee has not met in long time. This group needs to come together and address concerns. Thus, Biju pleaded this group to an make effort to come together and address matters accordingly.

Admissions and Records (A&R) scheduled the deadlines due for the rest of the semester. We need to make sure we all follow the deadlines and submission of items be completed as requested.

Financial aid is being asked they publish the disbursement of funds, so everyone has direct knowledge of these services.

Maintenance and operations, a notification was made at moments noticed. We ask that notifications be provided with ample notice, so everyone is aware of “testing” alarms.

Biju pointed out that the college President/Superintended is doing wonderfully... with stepping up the communication with rest of the college community. We appreciate the communication. Among many, one of those communication notes happens to be about Coastline Community College servicing in our area. The issue is being addressed.

Accreditation Report

There are two areas that need to be addressed (1) unit matters and (2) distance education courses (online courses) which generally don’t meet distance education requirements. Most of them qualify as correspondence courses. These are two most concerned areas. The state requirement or better yet the expectation of us is with having as much face-to-face contact with students.

Traditionally we have had correspondence interaction process, at some point, we introduced an online process. We used a correspondence method in an online modality.

Part time evaluations is another area we are addressing in our negotiations.

Our low FTES and deficit spending are two areas that may bring concerns to our campus when the visiting (accreditation) team come in the next few weeks.

Our FTES is currently 1280. We hope to increase our enrollment numbers. Thus, we are hoping this summer’s enrollment with next summer’s (2015) to increase our FTES.

Brown Act possible violations. To avoid any potential violations, the Academic Senate will be post its meetings and informational agendas items at the bus stop (on campus) so people can learn about them. Beyond the website and email format, we will attempt to get the information out in a variety of ways.

Palo Verde College will shortly be required to stay in compliance with AB 86. Adult education will be now under the purviews of the college. GED and adult education will be shifting in the near future.

Teaching contract, we are required to teach at any of the two sites: Needles or main campus. To relieve some of our instructors from teaching in Needles, we are shifting to an online instruction format. We are in the planning phase and more information will come around in the coming months.

Employee handbook, Sharron Burgeson is working on this project along with Debbie Mitchell.

Committees:

BSI has approved the hiring of a half time counselor and secretary to help our correspondence office with the day to day functions of that office. However, they will only be provided with this aid for 4 months per academic year.

Flex Day-

More information will shortly be shared. Our next event is April 4th.

Foreign Transfer:

There is constant communication with institutions with Costa Rica to collect information.

SLOs

Please review the website. Look at the SLO's and action plans

Accreditation

The team will be here on campus March 10-13, 2014.

Budget Committee:

The committee has met and discussions on helping anyone with setting up department/division budget reports.

Distance Learning:

Previous conversations about the Accuplacer failure resulted in small concerns. Thus, no concerns with the operations of this system.

Program Review:

Working on a new template. The process is going smoothly.

Reference Request:

June Turner asked instructors for their assistance. She will also make contact with individual folks on campus for any changes.

Career Day

Career day will be on Thursday, March 13, 2014.

Motion to Adjourn

4: 30pm