

**MINUTES**  
**PVCC College Senate Meeting**  
**April 21, 2006**  
**Room 249**

**Attendees:** Tracy Cersley, Leslie Durr, Mark Fitzgerald, Cliff Haury, Jon Hexter, Jessica Kingsley, Ed Kingston, Marie Melton, Kaki Mitchell, Andrew Modic, David Moyer, Pat O'Rourke, Erica Spangler, Jose Torres,

**Absent:** Ann Connelly

Ms. Cersley called the meeting to order at 2:35 p.m. She asked the Senate if there was a motion to approve the minutes of the meeting of last meeting. Upon motion duly made and seconded, the Senate unanimously approved the minutes.

1. PVCC Faculty OnLine Program Policy: Mary Clare

- Policy for training faculty in the design and delivery of online and hybrid courses designed to meet the SACs best practices guidelines and developed to prompt excellence in online education.
  - i. 6 week certification program
  - ii. 3 faculty piloted course
  - iii. Developed by VCCS grant in collaboration with faculty from Grand Rapids CC
  - iv. Stipend available
  - v. Faculty has option to complete rubric instead of taking course
  - vi. Policy: that every faculty member that teaches on line demonstrates the ability to do so; you could do so or decide not to teach online.
- Presented to ISS and Pres. Staff—approved
- Recommending vote from C&I and FPA
- This is a new policy, so senate has to vote to recommend or not recommend
- David Moyer has gone through the course:
- His comments: a very good thing—taught him how a student perceives the online experience; got very involved in the class; taught him what students could expect from online course. The Course models the “best practices” that they are trying to teach.
- Who determines who takes it?
  - i. Complete rubric and give to academic dean or let dean know that you want to teach the course
  - ii. Academic dean determines who teaches what and how—and this wouldn't change
- Might need to add that it should apply to non-credit courses as well
- This was originally developed with credit in mind, but they can meet the needs of noncredit
- Not tied into evaluation of faculty
- Vote: All in favor of accepting Online Program Policy
- It was suggested here that even though it is not SACS related, the non credit courses should be under the same guidelines to maintain quality control of those noncredit courses.

2. Committee Reports

- IT Committee
  - i. Wireless network deployed in fall—success
  - ii. RoomBook project: piedmont bought software and expected deployment: fall 2006
  - iii. Single Sign-on: streamline multiple passwords/usernames; IT found this to be a complex project; seeing how VCCS moves forward with this-in discussion
  - iv. Blackboard: subcommittee to look at “community system” – can see what is happening with community, system-wide announcements: discussed layout, kinds of information, who should have access—ongoing—but right now Kathy does the “Renovation” module—can still make better use of this
  - v. Division Technology needs for 06-07 school year—individual/division needs from laptop carts to printers to hardware and software issues; now have a spread sheet to review and prioritize and make recommendations from.
  - vi. Proposing laptops to faculty/staff when their new computer rotation comes up (discussing this)—rotation occurs based on lowest megahertz—Simeon has list
  - vii. PVCC website: task force looking into this
  - viii. Campus file server: successfully and completely deployed
  - ix. Looking at campus file server for students
  - x. PeopleSoft 8.9: Simeon managing
  - xi. Reviewed security plan: password issues, etc.
  - xii. Student mass emails: president staff wanted a policy on this - suggestion from IT - add a line to the PVCC policy on commercial solicitation to include email in this.
  
- Planning and Budget: Marie
  - i. Responsible for strategic initiatives that come through from faculty
  - ii. Received 38 initiatives: go through to determine whether they are strategic or operational (would determine which budget)
  - iii. Committee goes through proposals and ranks them based on how they meet the college’s strategic initiatives.
  - iv. 15 new positions were requested (6 fac/9 staff)
  - v. High priority items:
    1. Higher five new full time faculty: \$375, 000 Math, Physics, French, Ceramics
    2. Provide living wage: 28, 000
    3. Front office staff for A&R full time
    4. Signage for the building—inside the building: cost unknown 50, 000
    5. RFP for copy services—Xerox contract ran out; seeking document scanning/disk for items; includes color copier—requirement for contract is to provide all new machines
    6. Total: just over \$400, 000
  - vi. Went to president on April 6<sup>th</sup>—just a proposal now
  
- Administrative Services
  - i. Bookstore
  - ii. Renovation
  - iii. Parking
  - iv. Summer: 800 building will be closed
  - v. North mall will be closed for the summer
  - vi. Food services RFP has gone out
  - vii. Separate coffee shop outside library—also go out as rfp

- viii. Bookstore committee: textbook rental system—might help some students anyone would qualify—are some drawbacks—not covered by financial aide; what happens when books aren't brought back? Suggest that they do a security deposit for the book—new regs: faculty members have to provide info to bookstore in timely manner to get used books; don't change over books for two years; can faculty members just use the books as long as possible even if there is a new edition?
- Student Services Committee
  - i. Student code of conduct/honor code
  - ii. Five new clubs on campus
  - iii. \$ not spent should be reabsorbed by student activities
  - iv. Recommended that campus wide email be allowed to advise students of activities
  - v. Bolick Student Center
  - vi. Kaki mentions that the cover of the Honor Code says “Dishonor” a negative message
- C&I: no one
- P&B: no one
- PVCC Collection Development Policy
  - i. Currently have policy in place: page 7 is the only change—and added page 17
  - ii. Motional to accept: vote: all accept
- Educational Assistance Policy
  - i. Yvonne has until May 1 to write formal policy
  - ii. Effective June 1
  - iii. If you take classes other than PVCC courses and you leave, you have to pay \$ back.
  - iv. \$ limit on courses
  - v. Commitment to multiyear \$
  - vi. President will approve requests—ultimately get to see all requests

Adjournment: 2:28