Educational Advisory Council (EAC)

Year-End Report

2013-2014

Compiled by Sylvia Gray, EAC Chair
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**Introductory Information**

The EAC is a critical component of PCC’s governing structure and works with the college community to explore and examine issues concerning the educational experience at PCC and to create and recommend district-wide guidelines, standards, and practices. This includes providing opportunities for exchanging views regarding educational issues, facilitating open and honest communication in an open forum, and advancing discussion of administrative decisions affecting the educational experience.

The EAC makes recommendations about curriculum, degrees, certificates, standards, and practices to the district president and is supported by the Vice-President for Academic and Student Affairs. While the membership is majority faculty, there are academic professional, student, administrative, classified staff representatives, and the membership committee strives for a balance of members who are broad and representative in composition, including subject areas, programs, and locations in the college.

**Standing Committees and EAC Leadership Team**

The EAC Leadership Team is comprised of the EAC Chair, Sylvia Gray, and the respective chairs of the standing committees (Sylvia has been elected to continue as EAC Chair 2014-15). They meet regularly among themselves, with the Vice-President for Academic and Student Affairs, Dr. Chris Chairsell, and with the college president, Dr. Jeremy Brown. (2013-14 reports from each of the committee chairs are included in this document below.) The five standing committees are:

- Degrees and Certificates, Susanne Christopher (through December 2013) and consequently Janeen Hull
- Curriculum, Jim Parks (through December 2013) and consequently Linda Fergusson-Kolmes
- Academic Policy and Standards, Pete Haberman
- Student Development, Sarah Dykes
- Membership, Marlene Eid

We would especially like to thank Dr. Susanne Christopher for her long service to the EAC, and Jim Parks for his many contributions!

**Task Forces**

In addition, two task forces continued their progress this year. Both requested extensions to complete their work in academic year 2014-15 and the EAC approved this. (Brief reports from each of these are included below):

- Academic Integrity: Stephanie Yorba (through September) and consequently Robin Shapiro
- ACCEPT (Addressing the College Climate and Experience of Part-Timers): Allie Flanary and Tanya Pluth
Guest Presenters:
In the interest of transparency, good communication, and provision of input as appropriate, a number of guests presented information and updates for discussion throughout the year. These included:

- Dr. Jeremy Brown, College President
- Shasta Buchanan, Registrar
- Rhonda Boyd on Title III Flair Grant progress
- Anne Haberkern, Director, Director of Curriculum Support Office
- Rob Wagner, Director of Government Relations
- Loraine Schmitt, Director of Distance Education, and Andy Freed, Manager of Technology and Support in Distance Education and Instructional Support (TSS)
- Tammy Billick, Manager of Technology solutions, on PCC Phone Automation
- Kaela Parks, Director of Disability Services
- Frank Goulard, President of PCC Federation of Faculty and Academic Professionals in his role as Representative on the Higher Education Coordinating Commission (HECC)
- Heidi Edwards: Course Notification Progress adjustments (CNP)
- Judy Zimmerman, Instructor of Psychology, on Creating Gender-variant/LGB-friendly Learning environments
- Sally Earll, Coordinator of Curriculum, on Changes for Framing Course Level Outcomes
- Michele Marden, Faculty Chair of the Learning Assessment Council (LAC) and Wayne Hooke, Vice-Chair of the Learning Assessment Council

Monthly or Periodic Updates
In addition, there were monthly or periodic updates from EAC members in leadership roles:

- The Completion Investment Council (CIC)
- Dean of Student Affairs, Veronica Garcia, Dean of Student Affairs
- Jeff Triplett, Sylvania Dean of Instruction, on Course Evaluations
- Heiko Spoddeck, EAC representative on the Strategic Planning Steering Committee
- All the standing committee:
  - Degrees and Certificates: Susanne Christopher/Janeen Hull
  - Curriculum Committee: Jim Parks/Linda Fergusson-Kolmes
  - Academic Policies and Standards: Pete Haberman
  - Student Development Committee: Sarah Dykes
  - Membership Committee: Marlene Eid
- The two task forces:
  - Academic Integrity: Stephanie Yorba/Robin Shapiro
  - ACCEPT (Addressing the Collective Climate and Experience of Part-Timers): Allie Flanary and Tanya Pluth
**Major Discussion/Action Issues**

- **The various recommendations to the president based on standing committee work are contained within each of the standing committee reports below.** These include approved curriculum, degrees and certificates, and revised policies.

- **Course Scheduling and Cancellation:** Much time was spent discussing the issues surrounding scheduling and cancellation of class sections. Expressed concerns included lack of coordination between campuses; cancelled courses that students need to complete certificates or degrees in a timely fashion; the perception of disparate practices between disciplines and campuses, or haphazard practices; choice for students from a healthy breadth of subject matter, including opportunities to take more specialized offerings, along with the related fear that humanities and social science courses are particularly vulnerable; the distress experienced by some part-time faculty when their class sections are cancelled; and more. The deans of instruction sent out a request to their deans for a list of practices; a motion was made and approve that an EAC ad hoc committee adjust the document, incorporating the various points of discussion; this was brought back to the EAC and then sent to faculty department chairs for discussion. Ultimately, it was agreed that the document was not appropriate, given the many factors of consideration in scheduling and cancelling courses, but the topic will be discussed in faculty department chair meetings and trainings, and the deans of instruction are working to hone best practices in scheduling and cancelling courses.

- **The Disciplinary Process Review Committee** concluded a yearlong review of the current Disciplinary Process and policy at the request of the EAC. The committee began the process by looking at the current policy and practice across the district at PCC. Findings included interviews with practitioners, input from the District Student Council (DSC) and included faculty and staff forums across the district. The committee consulted a list of sister colleges that are similar in size and service delivery and reviewed their practices to include in their report. The findings did note that some schools use a Disciplinary Review Process Committee of faculty, staff and students at some point in the process, primarily in the appeal process. This report and was presented at the April 2014 EAC meeting (more information can be found in the posted power point and EAC minutes of that date). A motion was made and approved by the EAC for the District Student Services Leaders group (DSSL) to use the report and findings in their ongoing review and yearly assessment of priorities.

- **Strategic Plan Recommendation:** While recognizing that the steering committee members of the Strategic Planning Committee are working diligently and in good faith, concern was expressed regarding the first drafts of the strategic plan. While individual input was collected on line, and while there were meetings on each campus which provided for “clicker” vote input (with no verbal discussion), by the time the first draft came out, the academic year was almost over. Concerns included lack of formal opportunity for verbal discussion among members of the college; lack of input from committees, councils, SACs, or departments as a collective voice; and the fact that decisions would be made without this input. This recommendation to the president was passed: “Recommend by EAC that the period for feedback on the Strategic Plan be extended to the 4th week of Fall Term and include various communication formats.” (The president has since responded that "discussion and feedback will be invited during [Fall 2014] In-Service through break-out sessions that will invite conversations.")
Curriculum Committee 2013-14 Summary Report

The chair wishes to thank the Curriculum office staff and the members of the committee for their hard-work, professionalism and patience as together we met the challenges of a new chair, a new software platform, a new meeting location and a new set of process questions.

Committee Members:
Linda Fergusson-Kolmes (chair [replaced Jim Parks, January, 2014]), Ann Cary, Amy Clubb, Jeremy Estrella, Marc Goodman, Mike Guthrie, Sherry Hanchett, Doug Jones, Pam Kessinger, Ed Lindsey, John Sparks, Heiko Spoddeck, Nancy Stoutenburg, Rick Willebrand,

Committee Support:
Dorothy Badri, Kristin Benson, Leslie Hackett, Jeff Triplett, Kendra Cawley, David Osterhoudt, Anne Haberkern, Stacey Holland, Sally Earll

Accomplishments:

- The committee reviewed 365 items this year.
- The review process transitioned from a paper format to Courseleaf. The November meeting began the transition with a hybrid review process, some items in paper and some in Courseleaf, by the first January the transition was almost complete.
- The committee welcomed Oregon Coast Community College in the process of applying to be a new PCC contracting college and reviewed 39 courses from their Medical Assisting, Nursing and Aquarium Science Programs.
- The committee began a year-of-inquiry about assessment. SACs were informed that they might be asked for more information about how they assessed course-level outcomes. Presenters responded verbally in the meeting or by sending examples of assessment tools to the chair. The committee learned that in general those SACs that were queried were enthusiastic about sharing their vision of assessment. Tools shared ranged from portfolios to rubrics. In some cases SACs were able to share very detailed information about how they assessed outcomes that sounded aspirational.
- The committee had participated in the LAC taskforce discussion about broadening course outcome language and the place for aspirational goals. In preparation for further change, committee participation in LAC/EAC integration committee and summer assessment review process was encouraged. Further discussion about how to incorporate the changes to the outcome language and Courseleaf fields in the committee review process will be discussed at the Fall retreat.
- Two technology experiments were conducted. Interactive video technology was used on a limited basis for the May meeting while the June meeting was conducted without internet access or a functional computer projector (the latter was an unplanned but we carried on anyway!).
Degrees & Certificates 2013-2014 Year in Review

**Membership**

**Chair:** Janeen Hull, Physical Education, Sylvania (Replaced Susanne Christopher in January, 2014)
Kathleen Bradach, Advising, Sylvania
Phil Christian, Advising, Southeast
Dorina Corena-Hasegan, Microelectronics Technology, RC
Beth Fitzgerald, Multimedia, Cascade
Joanne Harris, Opththalmic Medical Technology, Cascade
Alex Jordan, Math, Sylvania
Eriks Puris, Geology, Southeast
Cheryl Scott, Dean of Instruction, Rock Creek
Dave Stout, Dean, English and Modern Languages, Sylvania

**Non-voting Members**

Kendra Cawley, Dean of Academic Affairs
Sally Earll, curriculum Coordinator
Anne Haberkern, Director of Curriculum Support
Djambel Unkov, curriculum Specialist

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**HS Diploma**
PCC ceased to offer the PCC Adult HS Diploma: Final award date is 9/15.
Rationale: The state has clarified the rules, as of last fall students who are within the age of compensatory education can take courses at PCC, but their home schools must award the diploma and not PCC. Registrar’s office worked with the state to comply and eventually the decision to sunset the program was made after PCC made sure it was in compliance. PCC was the largest high school diploma awarding institution until this decision. PCC still offers a robust GED program.

**CourseLeaf**
CourseLeaf launched on the 15th of October and the November meeting was a hybrid of paper & CourseLeaf, while the December meeting was entirely in CourseLeaf.

**Math Competency**
The discussion had been long (over two years) and the conversation needed to move forward. The discussion wasn’t based upon if Math 65 was the right course or not, but rather whether it should be the only option. The committee supported a math competency for all AAS degrees, but expansion of how to demonstrate it was needed. Most of the Fall & Winter terms focused on this topic. The revision was approved in February.

Math - Competency in mathematics or computation must be demonstrated by either:
- Completing with a grade of C or P or better MTH 65 or MTH 63, or
- Passing the PCC Competency exam for MTH 65, or
Completing with a grade of C or P or better a MTH class with a minimum of 3 credits, for which MTH 65, MTH 63, or higher level math skills are a prerequisite, or
Completing with a grade of C or P or better a career-technical computation course of 3 or more credits that aligns with and supports the program goals or intended outcomes, or
Completing with a grade of C or P or better all courses that comprise 90 hours of embedded related instruction in computation that aligns with and supports the program goals or intended outcomes.

Focus Awards
Revision of Guidelines to state minimum of 12, standard of 16-20 credits; proposals outside these parameters would need to include rationale and may be denied if committee does not feel rationale is strong enough. Clarified the need for regular (5 year) review of each Focus Award.

Consent Agenda
The purpose of consent agenda items was discussed. In the past, the consent agenda was used to aid the Curriculum Office in tracking curricular changes to degrees and certificates that did not involve committee approval/votes. Going forward, consent agenda items will be described as: Changes to an existing elective list; Changing a program from closed entry to open entry; Title changes to a degree or certificate.

Consent agenda items will serve as a notification and will not be voted on by the committee.

AAOT and ASOT-BUS Foundational Requirement – Oral Communication
This is not a revision to the degree requirements as mandated by the CCWD or the State of Oregon. Instead this additional course simply offers another option for completion of the Oral Communication requirement. The revision was to simply expand the list of courses students can choose from to meet the Foundational Requirement for Oral Communications. The COMM SAC revised COMM 214 and it now aligns with the degree outcomes/criteria and after discussion, the committee voted to take the proposal to the EAC in hopes to get approval for the 14-15 Catalog deadline. This was not approved for 14-15 upon request of the COMM SAC, but the EAC did approve it for 15-16. There are still administrative details to be worked out.

Retirement & New Chair
Susanne Christopher, founding member and chair of the DAC announced her retirement and completed her term with the December meeting. As of the January meeting, Janeen Hull took over the duties of chair of the DAC.

New Focus Awards
1. China Studies
2. History

New Certificates & Degrees
1. NEW: Occupational Skills Training Certificate (16cr)
2. NEW: Occupational Skills Training Certificate (32cr)
3. NEW: Welding: Flux Cored Arc Welding (FCAW) Certificate
4. NEW: Welding: Gas Tungsten Arc Welding (GTAW)
5. NEW: Shielded Metal Arc Welding (SMAW) Certificate
6. NEW: Pipe Welding (GTAW/SMAW) Certificate
7. NEW: Welding: Gas Metal Arc Welding (GMAW) Certificate
8. NEW: MCHM Manual Machining Certificate
9. NEW: EMS Certificate
10. NEW: EMS Advanced EMT Career Pathway Certificate

Oregon Coast CC
1. NEW: Aquarium Science AAS
2. NEW: Aquarium Science Certificate
3. NEW: Nursing AAS
4. NEW: Nationally Certified Medical Assistant AAS
5. NEW: Practical Nursing Certificate
6. NEW: Acute Nursing Assistant Certificate

Revised Certificates & Degrees
1. Revision: Building Construction Technology AAS
2. Revision: Design/Build Remodeling AAS
3. Revision: Civil Engineering Technology AAS
4. Revision: Civil Engineering Technology with Green Technology and Sustainability AAS
5. Revision: Civil Engineering Technology Two Year Certificate
6. Revision: Mechanical Engineering Technology AAS
7. Revision: Mechanical Engineering Technology with Green Technology and Sustainability AAS
8. Revision: Mechanical Engineering Technology Two Year Certificate
9. Revision: Building Construction Technology AAS
10. Revision: Design/Build Remodeling AAS
11. Revision: Construction Management AAS
12. Revision: Website Development and Design: Web Assistant I Less than one year
13. Revision: Website Development and Design: Web Assistant II Less than one year
14. Revision: Computer Aided Design and Drafting (CAD) Less than one year
15. Revision: Graphic Design AAS
16. Revision: Horticultural Therapy Less than one year
17. Revision: Administrative Assistant AAS
18. Revision: Administrative Assistant: Office Assistant Less than one year
19. Revision: Virtual Assistant Less than one year
20. Revision: Geographic Information Systems Less than one year
21. Revision: Dietary Manager Less than one year – Suspension to take effect 14-15 catalog
22. Revision: Fire Protection Technology AAS
23. Revision: Management/Supervisory Development 1 year
24. Revision: EMT – Paramedic AAS
25. Revision: EMS 1 year
26. Revision: Sign Language Interpretation AAS
27. Revision: Sign Language Interpretation 2 year
28. Revision: Deaf Studies 1 year
29. Revision: Computer Information Systems AAS
30. Revision: Dental Hygiene AAS
31. Revision: Sustainability Focus Awards
32. Revision: Dental Assisting 1 year
33. Revision: Dental Lab Technology AAS
34. Revision: Dental Lab 2 year
35. Revision: Management/Supervisory Development AAS Degree
36. Revision: Microelectronics AAS
37. Revision: MET Automated Manufacturing AAS
38. Revision: Solar Voltaic Manufacturing
39. Revision: Website Development & Design AAS
40. Revision: Website Development and Design 1 year
41. Revision: Multimedia AAS
42. Revision: Multimedia One-Year Certificate
43. Revision: Multimedia: Video Production Certificate
44. Revision: Ophthalmic Medical Technology AAS
Academic Policies and Standards Committee


Membership
Chair: Peter Haberman, Math, Sylvania
Mark Easby, ESOL, Cascade
Veronica Garcia, Dean of Student Affairs, Enrollment Services, Downtown
Irene Giustini, Division Dean MMT, Rock Creek
Laura Horani, ESOL, South East
Eric Kirchner, Microelectronics, Rock Creek
Virginia Somes, Math, Cascade
Michael Sonnleitner, Political Science, Cascade
Dieterich Steinmetz, Dean, Science and Engineering, Sylvania
Phil Thurber, Math, Sylvania
Jeff Triplett, Dean of Instruction, Sylvania

Activities
The Academic Policies and Standards (APS) Committee had a relatively quiet year, only revising two documents from the APS Handbook:

- H301: Honor Roll Standards
- Appendix C: The MTH 65 Competency Exam

Discussions
The committee also spent time discussing other questions (e.g., Should L401: Library be included in the APS Handbook? Should we reorganize the Handbook via a new naming scheme? Should we extend the time-limit on completing Incompletes or CIPs?) but these conversations did not result in proposals to change college policies or standards.
Student Development Committee Report

Membership
Chair: Sarah Dykes, Student Resource Specialist, ROOTS Program, CA
Stephen Arthur, Student Clubs/Program specialist, SY
Marc Aubertin, Financial Services Bursar, DC
Stedman Bailey, Coordinator First Year Experience, District Perkins Advisor, DC
Laurie Bales, District Bookstore Manager, SY
Kristin Benson, Coordinator of Student Records and enrollment, DC
Linda Browning, Perkins Advisor, SY
Li Li Cliff, Student Representative, CA
Jana Daugherty, Coordinator for Student Outreach and Orientation, SE
Elisabeth Davidson, Affirmative Action and Equity, District
May Donohue, Academic Advising, RC
Simone Frank, Counselor, CA
Luke Givens, Assistant Coordinator Multicultural Center, RC
Heather Lang, Dean of Student Development, SY
Carey Larson, Online Student Services Facilitator, District
Delinda Martin-Huggins, Assistant Coordinator/Student Leadership, CA
Arlene McCashew, Student Resources Specialist, Perkins Title I, SY
Sharon Morgan, Student Life/Leadership Development, SE
Vu Nguyen, Student Representative, SY
April Nording, High School Completion, Rock Creek
Wendy Palmer, Disability Services, District
Shelly Samson, Advising, SY
Sada Stavrum, Student Representative: Director of Communications, SE
Maricruz Gonzalez Vasquez, Student Representative, Director of Campus Affairs, RC

- Chris Chairsell provided SDC committee members with Terry O’Banion’s, “Access, Success, and Completion: A primer for Community College Faculty, Administrators, Staff, and Trustees.” After reading the publication, the SDC highlighted themes that related to the SDC and intersected with the student experience at PCC.
- The SDC Committee reviewed the SDC Committee Practices, Roberts Rules.
- Eli Herr, of Financial Aid, addressed student success and completion in relationship to his Financial Aid and his analysis of student Financial Aid Satisfactory Academic Appeals from the prior year. Great Discussion on the current work of the CIC, guided access, and the concept of a first year experience followed.
- Academic Fresh Start developed from the draft stage and was shared with stakeholders from various parts of the college. The Fresh Start Committee continued to receive input from District Student Council, DOS’s and DOI’s, and from the SDC and EAC discussions. The final draft was recommended by the SDC and presented to the EAC in
October. The final draft of the policy was recommended by the EAC and forwarded to Dr. Brown for his approval. Academic Fresh Start was signed by Dr. Brown on November 5, 2013 and is now in effect.

- **The Disciplinary Process Review Committee** concluded a yearlong review of the current Disciplinary Process and policy at the request of the EAC. The committee began the process with looking at the current policy and practice across the district at PCC. Findings included interviews with practitioners, input from the District Student Council (DSC) and included faculty and staff forums across the district. The committee consulted a list of sister colleges that are similar in size and service delivery and reviewed their practices to include in their report. The findings did note that some schools use a Disciplinary Review Process Committee of faculty, staff and students at some point in the process, primarily in the appeal process. The other themes that emerged in this process can be found in the report on the EAC web page. This report and was presented at the April 2014 EAC meeting. A motion was made for the District Student Services Leaders group (DSSL) to use the report and findings in their ongoing review and yearly assessment of priorities.

- **S705-Student Membership on College Committees:** The Academic Standards and Practices Committee asked the SDC to review the S705 Policy which covers Student Membership on College Committees, which is still under review. So far representatives of the SDC have presented to the DSC and solicited input from student leaders.

- In February the **Prepare Advisory Committee** presented to the SDC on recent work in looking at orientation and placement for students who are entering PCC. SDC members asked questions and provided feedback.

- Looking ahead for 2014-2015, Kristin Benson has requested input on reviewing the **Transfer Credit Initiative** policy for the college. The goal is to streamline the current process and incorporate new methods of evaluating credit from other intuitions.

- The SDC members identified an interest in supporting the **Gender Neutral Bathroom Task Force** and issues for GLTBQ students who may identify themselves differently than by their name of record with the college. How can the SDC support current efforts of the taskforce to foster an inclusive and supportive environment for students?

- For the 2014-2015 the SDC welcomes 5 new faculty members who will be joining us in the coming year from across the district.

- All SDC members received regular updates on the following standing committees and district wide services for students: Auxiliary Services, Student Accounts, the Completion Investment Council, Disability Services, District Student Council and ASPCC, Distance Learning, District Student Services Leaders, and the Educational Advisory Council.

To the SDC and EAC Leaders, Dr. Chris Chairsell and Dr. Jeremy Brown, thank you for your effort and support over the year! Special thanks to Sylvia Gray and our DOS Liaison, Heather Lang.
EAC – Membership Committee- End of year Report June, 2014

EAC Membership Committee Members:
Chair: Marlene Eid, Psychology, Rock Creek
Michael Sonnleitner, Political Science, Cascade
David Jacobsen, Developmental Education, Sylvania
Chrissy Randall, Math, Manufacturing, and Transportation, Rock Creek

Leaving the EAC end of June 2014

Campus President
• Craig Kolins, CA campus Interim president

Deans of Instruction
• Jeff Triplett, Dean of Instruction, SY campus
• Marilyn Davis, SE campus, Interim Dean of Instruction

Dean of Student Development
• Heather Lang, Dean of Student Development, SY campus

Division Deans
• Alyson Lighthart, Division Dean, CA campus

Student Leadership Coordinator
• Kendi Esary, Student Leadership Coordinator, CA campus

Continuous Appointment Faculty

Leaving the EAC ending two terms of service in June 2014
• Simone Frank, Counseling, CA campus
• Jim Parks, Criminal Justice, CA campus

Leaving the EAC ending one term of service in June of 2014
• Martha Henning, Composition/Literature, SY campus.
• Gayathri Iyer, Computer Science, RC campus

Students from 4 campuses

Leaving the EAC after one year of service
1) Rachel Black Elk, CA campus                      2) Grace Morlock, RC campus
3) Patrick Stupfel/Sada Stavrum, SE campus   4) Victoria Lafara/Lizzy Atwood, SY campus

Renewing a second term, July 2014- June 2017

Continuous appointment Faculty

- Katie Leonard, Aviation Science, SE campus
- Bob Pryor, Communication Studies, SY campus
- Barbara Lave, Computer Applications, RC campus
- Moe O’Connor, Fitness Tech/Physical Education, SY campus
- Michael Meagher, Health, RC campus
- Jin Kim, Medical Assisting, CA campus
- Margaret Sherer, Nursing, SY campus
- Tony Obradovich, Psychology, SY campus
- Stephanie Yorba, Spanish, RC campus
- Ishmael Rivas, CAT Dealer Service Technology

Renewing a second term, July 2014- June 2017

Academic Professionals

- Kathleen Bradach, Academic Advisor, SY campus

Renewing a second term, July 2014 – June 2017

Classified Staff

- Ric Getter, Computer Labs Coordinator, SY campus
- Chrissy Randall, Math, Aviation, Industrial technology , RC campus

New Members Recommended to the EAC in May of 2014

The EAC membership committee recommends the following Full Time Continuous Appointment Faculty for EAC membership beginning July 1st, 2014, ending in June 2017.

- Full time Faculty, Josephine Pinot, Biology, Rock Creek Campus.
- Full time Faculty, Michelle Marden, Math, Sylvania Campus.
• Full time Faculty, Samuel Morgan, Art, Cascade Campus.

• Full time Faculty, Tara Foster, English, Cascade Campus.

• Full time Faculty, Beth Kaufka, Developmental Reading and Writing, Cascade Campus.

The EAC membership committee recommends the following Academic Professional for EAC membership beginning July 1\textsuperscript{st}, 2014, ending in June 2017.

• Gratia Minor, Special Learning Skills, Rock Creek Campus.

The EAC membership committee recommends the following Part time Faculty for EAC membership beginning July 1\textsuperscript{st}, 2014, ending in June 2017.

• Part Time Faculty, Louis Bruneau, Business Administration, Cascade/South East.

The EAC membership committee recommends the following Students for EAC membership beginning July 1\textsuperscript{st}, 2014, ending in June 2017.

• Staci White, Student representing CA campus

• Miranda Kuntz, Student representing, SE campus

• Ally Heueisen, Student representative, RC campus
Academic Integrity Task Force

**Charge:** The Academic Integrity Taskforce is dedicated to investigating PCC's current practices and values as related to issues of student academic integrity, with the goal of promoting and sustaining a culture of academic integrity at the college.

**Members:**
Robin Shapiro, Chair (replaced Stephanie Yorba in October, 2013)
Martha Bailey, TLC Coordinator, CA
Kristin Benson, Records and Enrollment Services, DC
Shasta C. Buchanan, Director of Enrollment Services, DC
Kendra Cawley, Dean of Academic Affairs, SY
Daniel Davis, ESOL, RC
Dan Dougherty, CIS, SY
Melissa Duke, Anatomy and Physiology Instructional Support Tech II, RC
Chris Edwards, Dean, Communications and Humanities, RC
Karen Henry, Allied Health Admissions Specialist, CA
Greg Kaminski, Instructor/Comp Facilitator, SY
Mayumi Markee, Student, RC
Brian Millis, Student
Nicole Perez, Office Assistant Testing Center
Jefferson Ranck, WR, SEC
Lee Ann Redifer, Dental Assisting Instructor, SY
Cheryl Scott, Dean of Instruction, RC
Joanna Sullivan, ESOL, RC
Rachel Stone, Instructor of Psychology, Rck Creek
Carly Vollett, Math, CA
Maureen Wright, Bus/CIS, RC
Stephanie Yorba, Instructor of Spanish, RC

- The Task Force is divided into four work-groups: Distance Learning; Creating a Culture of Integrity; PCC’s Academic Integrity Process; Plagiarism Detection Tools
- A survey was administered to PCC SACs in the fall.
- PCC has joined the International Center for Academic Integrity which will, among other things, help us do an assessment of the college with regard to academic integrity.
- Two members (Stephanie and Rachel) attended a conference on International Conference on Academic Integrity, 2014, and came back with many great principles to guide PCC’s efforts. Included are the ideas that Academic Integrity is “not a problem to be solved, but a value to be embraced.”
- One principle that the task force is accepting is that academic integrity should be seen as a pyramid of Ps: Promotion of integrity as a value; Prevention of academic dishonesty through education and assignment/test design; and Penalty for violations (the smallest percentage).
- Because the International Center for Academic Integrity is revamping its assessment tool, and PCC intends to use it to help complete this project, the task force asked for and received an extension of one more year to complete its formal recommendations.
ACCEPT (Addressing the Collective Climate and Experience of Part-Timers) Task Force

Charge: The task force will explore and examine issues surrounding part-timers and how the current system affects the educational experience at PCC, listing both positives and tension points. These issues will be categorized as:

- Issues within our control
- Issues we might influence
- Issues beyond our control

The task force will make recommendations to the EAC based on findings.

Members:
Allie Flanary, Reference Librarian, Sylvania, Co-Chair
Tanya Pluth, English Composition and Women’s Studies, Cascade, Co-Chair
Martha Bailey, Philosophy, Religion, TLC Chair, Cascade
Louis Bruneau, Business Administration and Emergency Management, Cascade and Southeast
Sylvia Gray, History, Sylvania
Theresa Love, Developmental Education, Rock Creek
Alyson Lightheart, Dean Math and Sciences, Cascade
Kerry Pataki, Geography and Anthropology, Sylvania
Michael, Street, English Composition, Rock Creek

- In October, the task force reported the results of its survey in May, 2013 and gave a full presentation to the EAC. We had 732 responses, and the many comments are redacted and available on the ACCEPT Task Force web page.

- In May, 2014, a summary presentation with draft recommendations was presented, based on the results of the survey, presentations throughout the year at inservices, part-time faculty institutes, the Anderson Conference, and more; and on the work that is being done nationally. Below are excerpts from that power-point presentation:
  - Facts: There are 1,529 part-time faculty and 472 full-time faculty working at PCC, 2014. 65% of the classes at PCC are instructed by part-time faculty members.
  - There is nationwide attention being paid to these issues: for example, the 2014 CCSSE report, “Contingent Commitments: Bringing Part-Time Faculty into Focus”; the Delphi Project; the MLA report on Professional Practices; statements and studies by the AAUP, and more.
  - A brief summary of what we found in the survey and the various groups can be broken up into “Needs” and “Perceptions.”
    - Needs: effective orientation, parking, scheduling, office space, mentoring
    - Perceptions: passion for teaching; experiences of disrespect; frustration with insecurity of assignments; confusion about benefits.
  - To work on the issues, the task force divided itself into committees on structure and culture, faculty development, and data and institutional effectiveness.

- Draft Recommendations brought to the EAC in May, 2014:
- Participatory Decision Making: Ensure that all instructors at PCC, regardless of part-time or full-time status, have the opportunity to participate equally in decision-making functions of the institution.
- Ensure that all instructors, regardless of status, receive necessary information and support.
- Establish a “Faculty Equity Advisory Team” or other institutional entity to continue the work of Project ACCEPT, to advise implementation of changes, and to continue identifying best practices to address the collective climate of instructors at PCC.
- Ensure all instructors, regardless of status, are given development and training opportunities.
- Create a best-practices orientation system for all instructors, to ensure that all new faculty receive the necessary training and resources to begin their careers with PCC.
- Provide faculty development opportunities specific to the needs of instructors at different stages in their careers.
- Rely on the strength of Institutional Effectiveness to adjust and continue data gathering practices to ensure that PCC captures information necessary for determining the impact of the part-time/full-time faculty ratio on the collective climate of PCC.
- Utilize available institutional data and national research to make recommendations regarding best practices.