Educational Advisory Council’s
2014-2015 Annual Report

Compiled by Sylvia Gray, EAC Chair
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**Introductory Information**
The EAC is a critical component of PCC’s governance 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 College 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, and classified-staff representatives, and the EAC’s 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 for 2015-2016). They meet regularly among themselves, with the Vice-President for Academic and Student Affairs, and with the College President. (Annual reports from each of the committee chairs are included later in this document.) The five standing committees are:

- Degrees and Certificates, Janeen Hull
- Curriculum, Linda Fergusson-Kolmes
- Academic Policies and Standards, Pete Haberman
- Student Development, Wendy Palmer
- Membership, Marlene Eid

**Task Forces**
In addition, two task forces continued their progress this year. (Brief reports from each of these are included later in this document):

- Academic Integrity: Robin Shapiro (chair)
- ACCEPT (Addressing the Culture, Climate and Experience of Part-Timers)


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:

- Jeremy Brown, College President
- Sylvia Kelley, Acting College President
- Rhonda Boyd on Title III Flair Grant: Grant Progress and Career Development
- Rob Wagner, Director of Government Relations
- Andy Freed, Manager of Technology and Support in Distance Education and Instructional Support (TSS): Start Guide for Online Learners
- Wayne Hooke, Faculty Chair of the Learning Assessment Council (LAC), and Michele Marden, outgoing LAC chair: Core Outcomes and General Education
- Miriam Freedman, Dean of Students, SE, and Linda Reisser, Dean of Students, CA: follow up on the Disciplinary Process Review recommendations
- Loretta Goldy, Dean of Instruction, SY: Update on enrollment and scheduling efforts
- Suzanne Johnson, Interim Sylvania Campus President
- Karin Edwards, Cascade Campus President
- Jen Klaudinyi and Rachel Bridgewater, Librarians, Open Educational Resources
- Kendra Cawley, Dean of Academic Affairs: Dual Credit and Instructor Qualifications
- Craig Kolins, Dean of Instruction, SE, and Carrie Weikel-Delaplane, Associate Dean of Students, SY: Advising Review Leadership Team and consultant report on advising
- Cheryl Scott, Dean of Instruction, RC: Course Evaluations
- Martha Bailey, Heather Mayer, and Dorothy Payton: Faculty Mentoring
- Kim Baker-Flowers, Director of the Office of Equity and Inclusion: Goals and Issues
- Lisa Bledsoe, Director of Human Resources and Alisa Hampton, Manager of Employment Services: Human Resources Goals and Adjustments

Monthly or Periodic Updates
In addition, there were monthly or periodic updates from various college leaders:

- Frank Goulard, President of PCC Federation of Faculty and Academic Professionals in his role as Representative on the Higher Education Coordinating Commission (HECC)
- The Completion Investment Council (CIC)
- Tammy Billick, Student Affairs
- Heiko Spoddeck, Strategic Planning progress
- Chris Chairsell, Accreditation
- EAC standing committees:
  o Degrees and Certificates: Janeen Hull
  o Curriculum Committee: Linda Fergusson-Kolmes
  o Academic Policies and Standards: Pete Haberman
  o Student Development Committee: Wendy Palmer
  o Membership Committee: Marlene Eid
- Academic Integrity Task Force: Robin Shapiro
Major Discussion/Action Issues

- The various recommendations to the college 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.

- ACCEPT Task Force (Addressing the Culture, Climate, and Experience of Part-Time Faculty): There was much time allotted throughout the year to discuss the eight recommendations brought forward by the task force. In addition, an important report came out on the issues of part-time faculty and was recommended reading for all EAC members: *Adapting by Design: Creating Faculty Roles and Defining Faculty Work to Ensure an Intentional Future for Colleges and Universities*. See the Task Force summary later in this document for further information.

- HECC: With the many changes in the new Higher Education Coordinating Commission, Frank Goulard kept the EAC in the loop on items of discussion. The move toward outcomes-based funding was of concern, but the EAC did see that there were many safeguards built in. Now that the new Oregon governor has come in, it has temporarily been put on hold but they expect it to be in place sometime next fall. It seems the Oregon Educational Investment Council (OEIB), of concern two years ago, will now be redefined or subsumed into other HECC or Community College Workforce Development (CCWD) functions.

- Dual-Credit: The push for adding dual credit caused concern in the EAC as it seemed that there was pressure for numbers but perhaps not enough safeguards for instructor qualifications. There was also concern about the standards being used for credit for prior learning by the Eastern Promise, and a clause that suggested if a standard was in place for one college, it applied to all.

- Departure of Jeremy Brown, College President: This development caused much discussion throughout the college, including in the EAC. The PCC Board of Directors invested much effort to listen to the college community on the points of concern by going around to the various campuses and carefully listening to people, and after appointing Sylvia Kelley as acting president, they are deliberately taking time before making any quick decisions on the next steps. This is very much appreciated.
Academic Policies and Standards Committee (APS)

Membership
Tammy Billick, Dean of Student Affairs, DC
Mark Easby, English, CA
Dana Fuller, Division Dean of Social Science and Health, RC
Loretta Goldy, Dean of Instruction, SY
Pete Haberman (chair), Math, SY
Laura Horani, ESOL, SE
Eric Kirchner, Microelectronics, RC
Virginia Somes, Math, CA
Michael Sonnleitner, Political Science, CA
Dieterich Steinmetz, Division Dean of Science and Engineering, SY
Phil Thurber, Math, SY
Susan Wilson, Academic Support Specialist, SY

Activities
- revised I301: Instructor Qualifications
- revised A108: Advisory Committees
- revised Appendix A: Advisory Committee Guidelines
- gave feedback to the Membership Committee on a proposed revision to Appendix B: EAC Bylaws
- gave feedback to the Student Development Committee on a revision of S705: Student Membership on College Committees
- gave feedback to the Curriculum Office on the Curriculum Style Guide
- gave guidance to the EAC about the recording of meeting minutes
- discussed reorganizing the Academic Policies and Standards Handbook
- discussed the future of L401: Library
- discussed creating a new policy concerning final exams
Curriculum Committee (CC)  

The 2014-2015 activities of the Curriculum Committee (Linda Fergusson-Kolmes, Chair) included review of 488 proposals for new courses or revision to existing courses. This included items from Oregon Coast Community College (a contracting college). In addition to regular monthly meetings, the committee’s work included a September retreat and an additional February discussion meeting.

**Discussion and action items**

- A shift in the review of course-level outcomes language to reflect the need to be assessable; a shift away from an “out there” focus for some SACs.
- The adoption of the aspirational goal field in Courseleaf.
- The adoption of a pre-meeting Google Doc format for committee comments to increase meeting efficiency.
- Review of the style guide produced by the Curriculum Office.
- Review and amendment of the template for Co-op course outcomes currently presented in the Co-op handbook.
- Continuing conversation regarding inclusion of an outcome in Co-op, Practicum, Clinical, and Independent Study courses that reflects the process of setting mutually agreed-upon goals and learning objectives between student, instructor and/or employer.
- Recommendation that the “1 credit= 30 hours of student engagement” statement should be added into the credit field in Courseleaf to all variable credit courses and displayed in the CCOGs.
- Recommendation to remove prerequisites that are not Banner-enforceable from the prerequisite field and suggestion that important but non-enforceable items go at end of the course description. Further development of rubric and/or style guide options in progress.
- Recommendation of proposed Equivalent courses/Mutually exclusive course/Cross-listed courses definitions. Decision that co-scheduling is a decision made at the CRN level by the SAC/Deans: it is not a curriculum issue, and it is recommended that it remains a CRN decision.
- Beginning discussion of NW Accreditation recommendation regarding general education and learning outcomes: College continue its work in the area of general education learning outcomes, and in this context, ensure that all CTE degrees and certificates have related instruction components based on identifiable and assessable general education learning outcomes and that these areas are taught or monitored by teaching faculty who are appropriately qualified in those areas (Standard 2.C.11).
- Committee supported Jeremy Estrella as incoming chair: transition to occur January 2016.

**Major topics for the Coming Academic year**

- Review of Gen Ed and establishing majors.
Student Development Committee (SDC)

- **New Student Services Representatives:** The SDC enjoyed input from members representing new areas:
  - **Gender Inclusive Spaces Committee.** Following a presentation to the SDC in June 2014, we invited Nash Jones, Rock Creek Queer Resource Center Coordinator, to become a member.
  - **Teaching Faculty.** While the SDC has frequently had instructors serve on the SDC in the past, we were extremely fortunate to have two faculty members actively participate (Aaron Payette and Shayna Snyer). A third instructor was not able to attend meetings due to her class schedule (Marianne Monson).

- **Department Updates:** SDC members represented a wide variety of student services and provided updates at each meeting. They included: Advising, Auxiliary Services, Bursar, Counseling, Disability Services, Distance Learning, District Student Council, and Office of Registrar.

- **Liaisons:** Several SDC members served as our liaisons with other college committees. These individuals provided updates and relayed our feedback and questions. They included:
  - **Open Educational Resources Committee.** Aaron Payette served as our representative.
  - **Completion Investment Council.** Arlene McCashew served as our representative.
  - **District Student Services Leaders.** DSSL invited the SDC chair to participate in their group. Wendy Palmer attended meetings and made a presentation about SDC at their March meeting.

- **Presentations:**
  - **Open Educational Resources Committee.** Jennifer Klaudinyi made a presentation at our January meeting.
  - **Strategic Recruitment Plan.** Darilis Garcia-McMillian presented an update on this topic at our February meeting.
  - **Gender Inclusive Spaces and Campus Queer Resource Centers.** Nash Jones presented an update on the college’s progress and the challenges we still face at our February meeting.
  - **Helping Students Survive Technology.** Ric Getter presented his thoughts on the topic of computer/technology literacy at our April meeting.
  - **Completion Investment Council.** Arlene McCashew made a presentation at our May meeting and led us in a discussion on ways to ENGAGE students, the second Panther Path step.

- **Policy S705:** The Academic Standards and Policies Committee (APS) asked the SDC to review S705 which covers student membership on college committees. Last year the work group worked extensively with the District Student Council to gather their input. This year the SDC used the input to craft the document. The group worked with the APS Committee to revise the document and it was approved in June. We hope to have it on the EAC’s agenda in September.
• **Work Groups:**
  
  o **Transfer Credit Initiative.** Kristin Benson and Weeze Herr (Office of the Registrar) requested our assistance in reviewing the current process for receiving credit for prior learning. They presented the topic and we formed a work group. This group eventually evolved into the college’s Credit for Prior Learning Cross-Functional Team led by Dr. Craig Kolins.
  
  o **Disease/Illness Policy and Procedure.** Chris Ells (Manager of Safety and Risk Management) asked the SDC to assist him in updating this document. A work group was formed and it is waiting to begin work.
  
  o **Technology Readiness.** This group is just forming as a result of the presentation made by Ric Getter. They are to identify existing campus resources, explore the idea of a technology assessment, and craft policy and procedures to ensure technology support is available equally across the district.

• **SAP Summit:** SDC members will be participating in the July event.
**Discussion Topics & Items of Note**

- **Timeline:** All new items recommended for approval by the DAC are presented to the EAC at the following month’s meeting. Previously, the DAC recommended items to the EAC in the same month (usually one week after the DAC meeting). This change allows stakeholders (DOIs and others) to better review and process the items before DAC recommendation are made to the EAC. This follows workflow practices and should not impede upon deadlines for either the catalog or implementation for SACs.

- **Curriculum Style Guide:** The committee discussed the need for standardization of curriculum language and terminology across the district in order to ensure consistency in the way that members of the college describes curricular items (course and program descriptions, titles, formatting, etc.). This is an ongoing discussion; however, the Curriculum Office has developed the first version (with input from this committee, as well as many PCC stakeholders) and implementation is set for 2015-16 academic year.

- **Majors:** In May 2015 the HECC removed language that excluded community colleges from having majors. Currently, DAC is awaiting the parameters/guidelines for majors at the community college level that are to be set by CCWD (expected by late summer or early Fall 2015). What a major at PCC could entail will be a larger conversation for the college community in which the DAC will be there to assist and guide the discussion. Broader conversations are expected to begin at Fall in-service and, more specifically, in the DAC, EAC and throughout PCC in the Fall and Winter terms.

- **General Education:** Representatives from DAC, CC, and LAC have been discussing both whether and how our general education courses meet PCC’s core outcomes. Is the current system the best option for students? Are we able to truly assess acquisition of PCC core outcomes by students? This relates to the Degree/Certificate outcome assessment. Further committee discussion in 2015-16 will revolve around how programs/degrees include & assess ALL of PCC’s core outcomes. What if a degree does not? What does this mean for accreditation? The committee will be a part of the bigger picture discussions on General Education throughout PCC in the upcoming year. No changes are anticipated or expected for the 2016-17 academic year.

- **AAS & AGS – Writing Competency and General Education Waiver:** The registrar would like to revise the general education and writing waiver language for the AAS and AGS. This language would allow the waiver to apply to students who possess an equivalent degree from a foreign institution. Several options were presented the committee to remedy the issue. The committee chose:
  - General Education requirements for the degree will be waived for students who enroll at PCC with a prior AA, AAS, AGS, AS, BA, BS degree or higher from a regionally accredited institution or foreign equivalent.
  - The requirement of basic competency in writing will be waived for students with a prior AA, AAS, AGS, AS, BA or BS degree (or higher) from a regionally-accredited institution or foreign equivalent.

These proposals will be presented to the APS Committee and EAC for further discussion and recommendations in 2015-16.
New Focus Awards
- Social Justice Focus Award

New Certificates & Degrees
- Occupational Skills Training Certificate
- Apprenticeship Trades and Pre-Trades Less than One-Year Career Pathway Certificate
- Landscape Technology Entry Level Career Pathway Certificate
- Building Inspection Technology AAS *(Recommended & Will move to EAC for Vote in 9/15)*
- Residential Plans Examination Certificate *(Recommended & Will move to EAC for Vote in 9/15)*

New Elective Lists & Prerequisites
- BIT Program Prerequisites *(Recommended & Will move to EAC for Vote 9/15)*
- BIT Supporting Electives Lists: (1) COMM/MSD Electives and (2) INSP/ARCH Electives *(Recommended & Will move to EAC for Vote in 9/15)*
- EET Related Instruction Human Relations Electives

Oregon Coast CC New & Revised Certificates, Degrees, Electives and Prerequisites
- Certified Nursing Assistant Level 2 Less than One-Year Career Pathway Certificate
- Certified Nursing Assistant Level 2 Career Pathway Certificate
- Acute Care Nursing Assistant Certificate
- Adult Care Nursing Certificate
- Nursing Prerequisites

Revised Transfer Degrees
- AAS & AGS *(The revision was simply to expand the list of options for demonstrating competency in mathematics or computation in both the AAS & AGS to include the newly created and approved MTH 58.)*

Revised Certificates & AAS Degrees
- Computer Information Systems AAS
- Computer Information Systems Less than One-Year Certificate
- Machine Manufacturing Technology AAS
- Radiography AAS
- Computed Tomography Less than One-Year Certificate
- Magnetic Resonance Imaging Less than One-Year Certificate
- Horticultural Therapy Less than One-Year Certificate
- CNC Turning One-Year Certificate
- CNC Milling One-Year Certificate
- Bioscience Technology AAS
- Construction Trades, General Apprenticeship AAS
- Industrial Mechanics and Maintenance Technology Apprenticeship Pathway AAS
- Electrician Apprenticeship Technologies AAS
- Facilities Maintenance Technology AAS
- Facilities Maintenance Technology Less than One-Year Certificate
- Machine Manufacturing CNC Turning One-Year Certificate
- Machine Manufacturing CNC Milling One-Year Certificate
- Emergency Medical Technician – Paramedic AAS
- Emergency Medical Services One-Year Certificate
- BCT Design/Build Remolding AAS
- CIS Network Administration AAS
- CIS C# Application Programming Less than One-Year Certificate
- CIS Network Administration: Linux Server Less than One-Year Certificate
- CIS Network Administration: Microsoft Server Less than One-Year Certificate
- CIS Database Design and SQL Less than One-Year Certificate
- CAS/OS Website Development & Design AAS
- CAS/OS Website Development and Design One-Year Certificate
- CAS/OS Website Development and Design Web Assistant I Less than One-Year Certificate
- CAS/OS Website Development and Design Web Assistant II Less than One-Year Certificate
- ED Paraeducator AAS
- MM Multimedia AAS
- MM Multimedia One-Year Certificate
- MM Video Production AAS
- MM Video Production One-Year Certificate
- CIS: Web Application Development Certificate
- CIS: Java Application Programming Certificate
- Marketing One-Year Certificate
- Marketing AAS
- Microelectronics Technology AAS
- Automated Manufacturing Technology AAS
- Solar Voltaic Manufacturing Technology AAS
- Landscape Technology AAS
- Landscape Technology: Design AAS
- Environmental Landscape Management Technology AAS
- Landscape Service Technician One-Year Certificate
- Electronic Engineering Technology One-Year Certificate
- Addiction Studies One-Year Certificate
- Alcohol and Drug Counselor AAS
- Automotive Service Technology AAS
- Automotive Service Technology Two-Year Certificate
- Management/Supervisory Development AAS
- Management/Supervisory Development One-Year Certificate
- Medical Assisting One-Year Certificate
- Gerontology Activity Director Less than One-Year CPCC
• Graphic Design AAS
• Gerontology AAS
• Administrative Office Professional AAS
• Biomedical Engineering Technology AAS
• Electronic Engineering Technology AAS
• Criminal Justice AAS
• Mechatronics/Automation/Robotics AAS
• Renewable Energy Systems AAS
• Wireless & Data Communications Technology AAS
• Fitness Technology AAS
• Interior Design AAS
• Fitness Technology One-Year Certificate
• Interior Furnishings Less than One-Year Career Pathway Certificate
• Kitchen and Bath One-Year Certificate
• Medical Laboratory Technology AAS
• Automotive Service Technology AAS
• Automotive Service Technology Two-Year Certificate
• Building Construction Technology AAS
• Design/Build Remodeling AAS
• Construction Management AAS
• Building Construction Technology Less than One-Year Certificate
• Occupational Skills Training Certificate
• Dental Laboratory Technology AAS
• Dental Laboratory Technology Two-Year Certificate
• Early Education and Family Studies One-Year Certificate
• Early Education and Family Studies AAS
• Advanced Behavioral and Cognitive Care Less than One-Year CPCC

Revised Elective Lists & Prerequisites
• Machine Manufacturing Technology Program Prerequisites
• Bioscience Technology Prerequisites
• Machine Manufacturing Prerequisites
• Health Information Management Prerequisites
• Landscape Technology Prerequisites
• Fire Protection Technology Prerequisites

Revised Focus Awards
• Communications Studies Focus Award
• Global Studies Focus Award
• Creative Writing Focus Award
Inactivated Certificates & Degrees

- LAT Construction AAS
- LAT Management AAS
- CIS Network Administration: Network Administration CPCC
- CIS Network Administration: Linux/Unix Server Network Security CPCC
- CIS Network Administration: Windows Network Security CPCC
- LEC Lactation Education Certificate
- LEC Lactation Consultant Certificate
- CIS: E-Commerce One-Year Certificate
- CIS: Oracle and SQL Less than One-Year Certificate
- Dietary Manager Less than One-Year Certificate (Suspension)
Membership Committee

EAC Membership, 2014-15
Note that names marked with an asterisk (*) are non-voting members.

EAC Chair
• Sylvia Gray History, SY

Continuous Appointment Faculty:
• Samuel Morgan Art, CA
• Katie Leonard Aviation Science, SE
• Rebecca Ross Math, SE
• Josephine Pino Biology, RC
• Ishmael Rivas CAT Dealer Service Tech, RC
• Bob Pryor Communication Studies, SY
• Barb Lave Computer Applications, RC
• Beth Kaufka Developmental Education RD/WR, CA
• Leslie Boyd Developmental Education RD/WR, RC
• Heiko Spoddeck Developmental Education, Math, SY
• Greg Kaminski Distance Learning, SY
• Tara Foster English, CA
• Moe O’Connor Fitness Tech/Physical Education, SY
• Michael Meagher Health, RC
• Cathy Alzner History, SY
• Glen Truman Industrial Draft and Illust., SE
• Allie Flanary Library, SY
• Michele Marden Math, SY
• Peggy Sherer Nursing, SY
• Michael Sonnleitner Political Science, CA
• Tony Obradovich Psychology, SY
• Stephanie Yorba Spanish, RC

Part-Time Faculty:
• Louis Bruneau Business/Emergency Management, CA
• Leslie Chao Chemistry, RC
• Jennifer Hall, ESOL, SE
• Tanya Pluth, English, CA
• Kerry Pataki Geography/Anthropology, SY
Vice-President of Academic and Student Affairs (ex officio):
- Chris Chairsell* Sylvania Campus

Campus President:
- Jessica Howard* Southeast Campus

Deans of Instruction:
- Kurt Simonds Cascade Campus
- Craig Kolins Southeast Campus
- Cheryl Scott Rock Creek Campus
- Loretta Goldy Sylvania Campus
- Jane Hodgkins OCCC (contracting college)

Dean of Student Development:
- Linda Reisser Cascade Campus

Division Deans:
- Dan Wenger Cascade Campus
- Karen Sanders Rock Creek Campus
- David Stout Sylvania Campus

Student Leadership Coordinator:
- Josh Peters-McBride Southeast Campus

Academic Professionals:
- Gratia Minor Special Learning Skills, RC
- Kathleen Bradach Academic Advisor, SY
- John Whitford Academic Advisor, CA

Classified Staff:
- Ric Getter Computer Labs Coordinator, SY
- Chrissy Randall Math, Manufacturing, Transportation, RC

Students:
- Staci White Cascade Campus
- Ally Heueisen Rock Creek Campus
- Miranda Kuntz Southeast Campus
- David Betts Sylvania Campus

Dean of Student Affairs:
- Tammy Billick Sylvania Campus

Dean of Academic Affairs:
- Kendra Cawley* Sylvania Campus
Standing Committee Chairs (ex officio):
- Linda Fergusson-Kolmes* (SY)  Curriculum
- Janeen Hull* (SY)  Degrees and Certificates
- Marlene Eid* (RC)  Membership
- Pete Haberman* (SY)  Academic Standards and Practices
- Wendy Palmer* (SY)  Student Development

Recorder/Support:
- Jade McIntosh* (SY)  Support
- Carrie Peterson* (SY)  Recorder
- Shelley Smith* (SY)  Recorder

Members Ending Service on the EAC in June 2015
Division Deans, two terms of service:
- Karen Sanders, RC
- David Stout, SY

Continuous Appointment Faculty, two terms of service:
- Michael Sonnleitner, Political Science, CA

Continuous Appointment Faculty, one term of service (or less):
- Cathy Alzner, History, SY (served 2 years)
- Allie Flanary, Librarian, SY (served 2 years and one academic term)
- Elizabeth Kimberly, Counselor, Disability Services, SY (served 2.5 years)
- Jin Kim, Medical Assisting, RC

Part time Faculty, various terms of service:
- Kerry Pataki, Geography/Anthropology, SY (fulfilled maximum service to EAC, 6 years)
- Tanya Pluth, Comp/Lit, CA (served 2 years)
- Leslie Chao, Chemistry, RC (served 1.5 years)
- Jennifer Hall, ESOL, SE (served 2 years)

Academic Professionals, one term of service (or less):
- Gratia Minor, Special Learning Skills, RC (served 1 year)

Student representatives, one year of service
- Staci White, CA
- Ally Heuisen, RC
- Miranda Kuntz, SE
- David Betts, SY
Members Renewing Service for second term:
Continuous Appointment Faculty renewing a second term, July 2015-June 2018
- Heiko Spoddek, Developmental Ed., Student Learning Center, SY

Part-Time Faculty renewing a second year, July 2015-June 2016
- Louis Bruneau, Business Administration, CA/SE (2nd year)

New Members Recommended to the EAC in June 2015
Full Time Continuous Appointment Faculty, July 2015-June 2018:
- Magda D’Angelis-Morris, Dental Assisting & Dental Hygiene Restorative, SY
- Rachel Bridgewater, Reference Librarian, CA
- Daniel Davis, ESOL, RC
- Barbara Kaufman, Computer Applications/Office Systems, SE

Academic Professional, July 2015-June 2018:
- Sarah Elsasser, Special Learning Skills, SY

Part time Faculty, July 2015-June 2016 (up to 5 years renewable every year):
- Anna Erwert, Writing and Reading, SE
- Carolina Selva, Business Administration, CA, and Management & Supervisory Development, SE
- Laurie Engberg, EWL, SY
- Jeffer Daykin, History, RC

Division Deans, July 2015-June 2018:
- Betsy Julian, RC
- TBD

Student representatives, July 2015-June 2016:
- TBD
Academic Integrity Task Force (AITF)

- This year the Academic Integrity Task Force has:
  - Planned for the Academic Integrity Assessment
  - Begun working with the Deans of Instruction and Student Development to redesign the academic dishonesty reporting system
  - Gathered information to develop our first recommendation
- The Academic Integrity Assessment, which we will run in Fall term 2015, was developed to help colleges and universities understand what their faculty and students know, do, and believe about academic integrity issues. The International Center for Academic Integrity (ICAI) will conduct the survey for us and help to interpret results. Members of the task force, along with a staff member from Institutional Effectiveness, will work with the ICAI to refine questions and assure that they are appropriate for PCC. The District Student Council has offered assistance with promoting the survey.
- The process used by faculty to report academic dishonesty has been a source of frustration to some faculty members. It has been based on a paper form, which is ultimately filed at one campus – but our students attend classes online and at multiple campuses. There isn’t an easy way to spot any patterns of concern. The AITF has worked to develop a more streamlined process with better accountability and ways to highlight patterns without infringing on students' FERPA rights. Joe Fischer is leading this work and has been consulting with deans of instruction and student development to ensure that any recommendations will be easy to implement.
- The AITF is also planning TLC sessions in the fall to begin to educate faculty on issues concerning academic integrity and good practices to follow. There are many things that can be done to educate students and set up courses in an optimal way to help build the culture of integrity.
- The first AITF recommendation is that PCC consider adopting software to detect and help prevent plagiarism. Plagiarism is a serious problem at many colleges, and accurate detection of plagiarism often requires considerable time and effort. Instructors in a wide variety of disciplines contend with this problem, and would welcome a quick and reliable tool. More importantly, we believe that the Academic Integrity Assessment will show us that students don't have a clear understanding of plagiarism. The Virtual Backpack orientation developed for Distance Learning students provides a brief introduction to plagiarism and other academic integrity issues, but practice and reinforcement will further improve student understanding. Plagiarism detection software can be used in an instructional way, so that students revise their writing and citation to eliminate problems before papers are submitted for grading. Text of the recommendation:
  - **Recommendation:** PCC should evaluate and pilot plagiarism detection software.
  - **Statement:** PCC should identify a work group and commit funds to (1) pilot plagiarism detection software and (2) evaluate how the software can be used to support the improvement of student scholarship and writing and simplify instructor assessment of student work.
  - **Implementation Strategy:** Software(s) should be evaluated by a cross-functional team in a number of campus-based and online classes where the instructors have
received training in the use of the software and instructions have been created to support student use and include education about issues of academic integrity. The evaluation should provide an opportunity for faculty and students to utilize the software in real classroom and online situations and provide feedback on the experience. The evaluation should also ensure that the software complies with all federal, state and institutional laws and requirements. The evaluation should also identify institutional ownership of the software, including licensing, support, and ongoing training in a possible enterprise adoption.
ACCEPT Task Force:  

ACCEPT (Addressing the Culture, Climate, and Experience of Part-Timers) Task Force completed its work and brought its report to the EAC for discussion beginning in October, 2014. The following recommendations are slightly modified from the originals, based on EAC discussion that took place (see below). However, on the date that the EAC had expected to vote on them (February 25, 2015), the Vice-President of Academic and Student Affairs informed all managers, on advice of counsel, that they could not discuss the report or vote on it since union negotiations were in process. Because the managers are valued members of the EAC, the EAC agreed to keep the recommendations on the agenda each month pending resolution of collective bargaining so that when the negotiations are completed, the recommendations can be voted on and, assuming they are approved, be sent to the college president for final approval. The full report can be accessed at http://www.pcc.edu/resources/academic/eac/ACCEPTTaskforce.html.

EAC ACCEPT Taskforce Recommendations, February 2015:

Overarching Recommendation—Standing Oversight Committee

- **(Recommendation 1)** Establish a “Faculty Development and Institutional Climate” (FDIC) committee or other institutional entity to continue the work of Project ACCEPT, to monitor implementation of changes, and to continue identifying best practices to address the culture, climate and experience of instructors at PCC.

Recommended Action Items

PCC Structure and Culture:

- **(Recommendation 2)** Ensure that all instructors, regardless of part- or full-time status, have the opportunity to participate in decision making functions of the institution.
- **(Recommendation 3)** Ensure that all instructors, regardless of part- or full-time status, receive the necessary information and support to perform the functions of their position.

Faculty Development and Training:

- **(Recommendation 4)** Create a best practices orientation system for all instructors to ensure that all new faculty receive the necessary training and resources to begin their work at PCC.
- **(Recommendation 5)** Ensure that all instructors, regardless of part- or full-time status, are actively aware of and supported in development and training opportunities.
- **(Recommendation 6)** Provide faculty development opportunities specific to the needs of instructors at different stages in their careers.

Data:

- **(Recommendation 7)** 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 and experience at PCC.
- **(Recommendation 8)** Utilize institutional data and national research to make recommendations regarding best practices.