September 14, 2009  
(Revised 9/28/09)

**OFFICERS AND MEMBERS PRESENT**

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
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<tbody>
<tr>
<td>ACADEMIC SENATE PRESIDENT</td>
<td>JIM BICKLEY</td>
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<tr>
<td>VICE PRESIDENT</td>
<td>EDWARD MARTINEZ</td>
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<tr>
<td>SECRETARY</td>
<td>AHNI ARMSTRONG</td>
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<tr>
<td>TREASURER</td>
<td>PATRICIA LYNN</td>
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<td>ADJUNCT FACULTY</td>
<td>MARK DODGE</td>
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<tr>
<td>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SONIA WURST</td>
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<tr>
<td>COMMUNITY EDUCATION CENTER</td>
<td>NADEGE WILLIAMS</td>
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<tr>
<td>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
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<tr>
<td>ENGINEERING</td>
<td>BERNARDINO RODRIGUE</td>
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<tr>
<td>ENGLISH</td>
<td>ROGER MARHEINE</td>
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<td>ENGLISH</td>
<td>DIANA FRANCISCO</td>
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<td>ENGLISH</td>
<td>DUSTIN HANVEY</td>
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<tr>
<td>HEALTH SCIENCES</td>
<td>LORI GAGLIARDI</td>
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<tr>
<td>KINESIOLOGY, HEALTH &amp; ATHLETICS</td>
<td>JESSIE MOORE</td>
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<td>LANGUAGES</td>
<td>LOKNATH PERSAUD</td>
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<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</td>
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<td>LIBRARY</td>
<td>JUDY OHYE</td>
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<td>MATHEMATICS</td>
<td>FRED KEENE</td>
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<td>MATHEMATICS</td>
<td>PAT PEACH</td>
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<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>RITA GONZALES</td>
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<td>SOCIAL SCIENCES</td>
<td>DAVID URANGA</td>
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<td>SPECIAL SERVICES</td>
<td>JO BUCZKO</td>
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<tr>
<td>VISUAL ARTS AND MEDIA STUDIES</td>
<td>YOLANDA MCKAY</td>
</tr>
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**OFFICERS AND MEMBERS ABSENT**

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<tr>
<th>Department</th>
<th>Name</th>
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<tr>
<td>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SHELLEY GASKIN</td>
</tr>
<tr>
<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
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<tr>
<td>NATURAL SCIENCES</td>
<td>Pending</td>
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<tr>
<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>TAD CARPENTER</td>
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<tr>
<td>SOCIAL SCIENCES</td>
<td>DAVE MCCABE</td>
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<td>SOCIAL SCIENCES</td>
<td>DEREK MILNE</td>
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I. CALL TO ORDER – 3:10 p.m.

II. PLEDGE OF ALLEGIANCE led by Fred Keene.

INTRODUCTIONS: Dr. Richard Van Pelt, Interim Vice President, Administrative Services, Bob Miller: Interim Dean of Educational Services, Steven Gibson, candidate for Board of Trustees, Leticia Velez, Classified Senate President, and Sandy Haynes, Distance Education Committee chair.

III. APPROVAL OF MINUTES for June 1, 2009.
MOTION for approval of minutes as submitted made by Mark Dodge and seconded by Dr. Pattie Lynn. Vote: Approved unanimously.

Information Item 1. was moved forward on agenda by President Bickley.

IV. PUBLIC COMMENT: None

V. STANDING AD/HOC CAMPUS-WIDE COMMITTEE REPORTS:

1) Ad Hoc Senate SLO Committee (AS/SLO). President Bickley announced that the SLO Coordinator position has been phased out. The AS/SLO Committee continues to be an important source of information to the Senate in researching and fine-tuning documents. Committee Chair: Cecile Davis Anderson introduced Committee Co-Chair, Shelagh Rose. Ms. Rose said the Committee’s main focus last year was revising competencies and aligning general education requirements (from original 19 down to 13) to match the degree requirements. The Committee would like the Senate to vote on these requirements, enabling them to work with IPRO for assessment. The competencies can be found on pages 81-84 of the Academic Senate Resource manual and on the PCC web site.

The Committee is thinking of renaming the Institutional Learning Outcomes to General Education Outcomes. They are broken down into competencies for each area.
This academic year, the Committee will develop rubrics for each of the competencies, which will be used to assess the competencies. The Committee will continue its efforts with getting information on each competency for developing the rubrics. A few comments have been received but have not been incorporated.

Example: The Institutional Planning and Research Office [IPRO] chose a class (like English 1A), took numerous sections and served information to obtain competency information on literacy and writing.

Edward Martinez said the Institutional Student Learning Outcomes were matched and correlated to the new GE requirements for both the AA and AS degree. These lists are in the Senate Resource Manual (pp. 94-96).

President Bickley said there is a lot of overlap between older and newer outcomes. Cecile Davis Anderson said the Committee has a newly revamped and functioning website.

The best way for the committee to assess each of the certificates is through individual program outcomes that would reflect what is taught to the students obtaining these certificates.

The committee does not work with budgeting issues.

Edward Martinez said that several new AA majors have been proposed and are currently under consideration by the Ad Hoc Committee on Title 5 Changes.

2. Distance Education Committee: Sandy Haynes

President Bickley said that there were a number of Senate Resource Manual documents related to Distance Education concerns. Ms. Haynes has been working with many groups on campus, including Academic Support, C & I, and the Faculty Association to work on developing policies and procedures, and to gather sample policies from various programs (College of the Canyons, Long Beach City College, etc.). Senate representatives were encouraged to recruit division faculty for representation on the Distance Education Committee.

Ms. Haynes said the Distance Education Committee promotes on-going faculty development in areas of pedagogy and technology to ensure that faculty who teach Distance Education courses provide high quality learning environment for PCC’s students. The Committee worked along with the skilled and supportive Academic Support staff to sponsor its first three-day boot camp on June 24-26. It’s goal was to help both beginner and current users of Blackboard and other learning management systems to learn about pedagogy and the potentials of online teaching and learning. Over 20 instructors from across campus signed up and there was a waiting list. The curriculum covered and
coincided with DE Committee recommendations which requested an overview of Blackboard using assignment and assessment tools for working within the management system for an online class. Discussions covered areas such as copyrights, accessibility and learning tools, Web 2.0 technologies (i.e., Face Book, YouTube, wikis etc.)

There were six SLOs established for the boot camp. Class participants were eligible to have a blackboard show to continue with their courses. The boot camp was highly successful. The Committee worked under difficult circumstances (loss of entire budget, textbooks, printing, lab assistance, keynote speaker cancellation, and a primary instructor).

Ms. Haynes thanked the staff of Academic Support, Library, and the VAMs division for media labs for the 2.0 demonstration. The end-of-boot camp survey had a very positive response with comments given and can be viewed online. Ms. Haynes may be contacted for the link and password (x7621).

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Ratify appointment of Krista Walter to the Academic Senate Calendar Committee.
2. Ratify appointment of Jim Bickley and Joe Conner to Hiring Committee for Dean of External Relations.
3. Ratify Appointment of Patricia Lynn and Francis Nyong to Hiring Committee for Vice President of Administrative Services.
5. Ratify appointment of Eric Hanson as Chair of the Faculty Technology Committee.

MOTION made by Mark Dodge and seconded by Fred Keene to ratify items 1-6: VOTE: Unanimously approved.

Sent to Committee: None

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report:

President Bickley: There was a special Board of Trustee meeting this summer. A press release announced resignation of President Perfumo. The BOT also announced that Dr. Lisa Sugimoto will serve as our Acting President. We don’t know the final outcome of this appointment at this time, and how an interim president will be selected.

Budget/ Education 20 20/ Institutional effectiveness issues were discussed.
R-2 **Vice-President’s Report:** No report.

R-3 **Secretary’s Report:** No report.

R-4 **Treasurer’s Report:** Patricia Lynn presented the following information:

- **PR Account Balance:** $130,000
- **TR Account Balance:** $26,957.10
- **Credit Union Checking:** $6,066.28
- **Credit Union Savings:** $6013.42
- **Credit Union Scholarship Fund:** $7,289.38
- **Total Credit Union Accounts:** $19,909.08

In requesting information from the PCC Foundation, it was noted there was a significant boost of several thousand dollars in the Scholarship TR account balance. This amount will fluctuate.

**VIII. INFORMATION ITEMS:** The following items will be discussed, with possible action to follow on each item.

1. **Budget Update**

   **Academic Senate Summarization of the Preliminary version of the Fiscal Year 2009-2010 Budget Proposal to be presented to the Board of Trustees, September 16** presented by Dr. Rick Van Pelt.

   **Economic Environment:**
   In the next two years, PCC’s budget will remain as is. Despite the fiscal crisis that PCC is enduring (decline in state resources and inflation), it remains in a strong financial position. While many districts have cut their permanent workforce, PCC has not. PCC has sufficient resources to continue its mission. Although there is far more demand for classes than PCC revenues (approximately 50M from the State) can supply, 30,000 students are being served with a first-rate education. Even with additional deep cuts to this and/or next fiscal year, PCC will remain in its historically strong financial condition.

   **Summary of Budget Assumptions include the following items:**
   The 2009-10 budget was developed with the following assumptions:

   - Growth statewide is budgeted at zero, though there is a significant unmet demand for growth apportionment expected to be partially deferred through much of the year. The maximum cumulative deferral is expected to occur in June, in an amount surpassing $16M. Steps must be taken in 2009-10 to ensure that mid-year and/or 2010-11 budget cuts can be adequately handled.

   **PCC’s General Fund:**
   - State: 62% / Local Resources: 28% / Federal Government: 3%
- Gap of 7% for 08-09 and adding up to approximately 15% for 2010-2011.

**Fund 01-Unrestricted General Fund**
The Unrestricted General Fund (01) revenues for FY2008-09 were budgeted at $125.3M, though the actual totaled $122.9M. The Restricted General Fund (03) expected revenues of $18M, but actually had revenues of $16.3M. This year those numbers are projected to drop to $117.9M in Unrestricted and in the Restricted General Fund to about $14.7M, for a total of $132.6M. The total shortfall from FY2008-09 to FY2009-10 is $10.7M.

The effects of inflation have reduced the General Fund by $6M since 2002.

**Full-Time Equivalent Students (FTES)**
PCC’s FTES cap rose to over 21,000 last year, and fell back by 753 FTES on the credit side for the current year. FTES has risen by almost 1,000 since 2003 while funding has dropped by almost $4M, putting tremendous pressure on district budgets. PCC has dealt with the conflicting pressure by increasing its efficiency (by filling available seats in classrooms). Ultimately the sections offered affect costs. The budget for 2009-10 was planned to reduce expenses wherever possible, while minimizing negative impacts on students.

**Positive Budget Reductions**
A number of steps were taken to affect the budgetary cuts for this fiscal year. The largest was the movement of $3M from the Unrestricted General Fund unallocated reserves into operational expenses. The most significant in terms of student impact was the correction of the problem created through the unfunded FTES—almost 1,400 from RY2008-09, and a further 753 from FY2009-10. This resulted in the reduction of the winter 2010 intersession and saved about $2.5M. The reduction of faculty reassignments by 38% saved about $740,000; the improvement of utility efficiency should save $123,000; and the halving of employee conference and travel trimmed the budget by $119,000.

Each area was asked to cut their discretionary budgets by 8%. This trimmed almost $850,000 from the budget.

**Effects of Deferrals on Cash Balance**
Apportionment Deferrals: certain funds are withheld from monthly distribution to the districts. The effects of this process will amount to more than $16M to PCC this year. PCC will receive the shortest amount of apportionments from December through June. The state has promised to make up this gap in early July, as it did in 2009.

**Comments/Concerns:**
Concern: budget presentation did not reflect the management expense and costs to the College. Answer: Dr. Van Pelt said these costs were included within both the certificated
Concern: noted that there is no increase in benefits or salary for faculty if their classroom size increases or if they teach an overload class.

Concern was expressed about adding additional sections. Dr. Van Pelt said each section costs $21,000. A section has a “variable” cost on the order of $10,000. Added costs include $4329/Classified and $4231/Benefits additional costs for supplies/services. We need to roll back to a level that is affordable.

2. Accreditation Update: Robert Miller gave a PowerPoint presentation, covering a timeline of August 2009 through March 2012, which addressed all five accreditation recommendations. The college is planning to respond using work produced from the following committees.

- IEC: Institutional Effectiveness Committee
- ARSC: Accreditation Response Steering Committee
- RTFT: Recommendation Task Force Team.

Accountability is the primary task of the IEC. The IEC will have oversight ability and responsibility to inquire and ask for program information as necessary. It will be involved in all the functions dealing with these recommendations. The committee will evaluate and make recommendation regarding how well the institution and its needs are linked to the budgeting process, to what degree there is an alignment of fiscal and other resources supporting various degrees, certificates, majors, and areas of emphasis.

A follow-up report of March 15, 2010 is required to demonstrate the resolution of Recommendation 1 which states: The college is to develop a systematic assessment of evaluation mechanisms, i.e., program review and planning processes to determine their effectiveness in improving student learning programs and services and administrative functions. ….

A follow-up report of October 15, 2010 is required to demonstrate resolution of Recommendations 2,3,4, & 5.

Recommendation 2 recommends that the college expand its assessment of student learning outcomes to include all programs, degrees, and certificates, and, if applicable, learning and support services areas. The team further recommends that the student learning outcomes assessment be incorporated into the program review, program planning, and resource allocation processes.... Recommendation 3 recommends that the college establish and implement policies and procedures that define and ensure the quality and integrity of the distance education offerings and make these policies widely available to faculty.... Recommendation 4 recommends that the college develop codes of ethics for management and classified employees.... Recommendation 5 recommends the college develop and implement formal processes for the regular evaluation of each component of its governance and decision-making structures and use the results for improvement as needed...

In response to the amount of time and money spent reviewing the accreditation documents, the review group is now approximately 20-25 (including representatives from various divisions, division deans, and from all the others). The Accrediting Commission is
looking to see if there is a checks and balances system in which this institution assesses a reasonable level of quality control of the work done on campus.

This information is being sought by the government from many public and private institutions.

This is an academic and professional matter and the IEC Committee will work closely with the Academic Senate.

3. Education 2020 Master Plan Update (previously named Vision 2020):
President Bickley stated that the school has hired an outside consulting agency to assist in developing an Educational Master Plan. (handouts provided). This item was presented to the Board of Trustees at its last meeting.

Mr. Miller stated the Educational Master Plan for the year 2020 is needed to focus on student success and access for students. Town halls will be held to gather ideas from the College and community about ways to tailor the academic and employment needs of our students. The Accreditation Commission requires PCC to have an educational master plan to guide the school’s technology and facility plans. Demographic numbers show a significant population increase in this area through 2035 but there is a decrease in high school enrollment through 2035. This suggests there will be a larger increase in adults versus younger high school graduates population attending PCC. Key demographic data (district, state and international) will assist in the preparation of teacher work forces. Plan development will include work by students, faculty, community members, local business industries, Board of Trustees, etc. The plan will be a major roadmap for administration to use to 2020 and beyond. Everyone at PCC has a chance to participate. Thirteen town hall meetings are scheduled. The plan website is accessible at: www.pasadena.edu/vision2020.

The plan will be prepared by MIG. MIG is a 28-year-old firm with significant experience in developing educational, environmental and urban master plans. MIG’s contract fee is $225,000. They recently completed a strategic plan for the California Community College system two years ago. They have an office in Pasadena and others throughout California.

There will be significant opportunity for interest groups and shared governance groups to dialog in through town hall meetings, on-campus meetings, mailing lists, e-mails, list serves, web sites, etc. There will be student forums on campus. The final document (150+ pages) will be presented by the middle of spring 2010.

This is an expensive venture. Mr. Miller noted the contract has been signed and the work will be going forward. The last educational master plan was developed in 2000. There was a revision to this plan under Dr. Kossler in 2006-2007, and it did not include environmental or external scans.
At the town hall meetings, the Board of Trustee members will attend town hall meetings in their areas but will not use these meetings as re-election opportunities.

4. Health Update – Seasonal and H1N1 Flu: Jo Buczko: The H1N1 flu may affect our students, and those affected will be sick 5-7 days. Regular hand sanitation is recommended. Flu shots will be available for $15. News updates will be made available on the school web site. Seasonal flu shots will be given. There is no current mechanism of how faculty will deal with students who are sick 5-6 days. Posters have been distributed campus wide with reminders about reducing virus exposure and transmission. We need to wash hands with soap, water and/or use hand sanitizers, cover our coughs and stay home if sick. Availability of the H1-N1 vaccine is expected around the end of October.

5. Creation of Institutional Effectiveness Committee (IEC): the Committee’s structure is provided on the provided handout. While not a committee of the Academic Senate, the IEC will be a shared governance committee with representatives from all constituency groups and faculty representatives from all divisions (similar to C & I). The Senate Board is being asked to approve the formation of this committee. Additional comments are under Information Item/Accreditation Update.

6. New (Revised) College Mission and College Vision Statements: The Academic Senate representatives are to share this information with their divisions and to submit feedback to the Senate Board. These documents are available in the 2009-2010 Senate Resource Manual.

7. Procedure to assess faculty opinion on Arming Campus Police: President Bickley said this matter could come before the shared governance groups this year. He suggested that the Senate Board might consider developing a plan to solicit faculty opinion on the matter, have faculty forums on the matter and finally have a faculty-wide vote. There will be no vote on this matter at the next Senate meeting.

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: No report.

S1-2: FACCC REPORT: No report.

S1-3: ADJUNCT FACULTY REPORT: No report.
IX. ANNOUNCEMENTS

1. Plenary Session for Fall 2009 – Academic Senate of California Community Colleges: Ontario, CA; Nov. 12-14.

X. Adjournment. MOTION to adjourn at 5:20 pm made by

Next Senate Board Meeting: September 28, 2009