October 26, 2009

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>
</tr>
<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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<tr>
<td>ADJUNCT FACULTY</td>
<td>MARK DODGE</td>
</tr>
<tr>
<td>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SONIA WURST</td>
</tr>
<tr>
<td>COMMUNITY EDUCATION CENTER</td>
<td>PAUL MARTIN</td>
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<tr>
<td>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>BERNARDINO RODRIGUEZ</td>
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<tr>
<td>ENGLISH</td>
<td>DIANA FRANCISCO</td>
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<tr>
<td>ENGLISH</td>
<td>DUSTIN HANVEY</td>
</tr>
<tr>
<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
</tr>
<tr>
<td>HEALTH SCIENCES</td>
<td>TOM NEIDERER</td>
</tr>
<tr>
<td>LANGUAGES</td>
<td>LOKNATH PERSAUD</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>JUDY OHYE</td>
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<tr>
<td>MATHEMATICS</td>
<td>PAT PEACH</td>
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<td>MATHEMATICS</td>
<td>FRED KEENE</td>
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<tr>
<td>NATURAL SCIENCES</td>
<td>JOE CONNER (Alt)</td>
</tr>
<tr>
<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>RITA GONZALES</td>
</tr>
<tr>
<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>TAD CARPENTER</td>
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<tr>
<td>SOCIAL SCIENCES</td>
<td>DAVID URANGA</td>
</tr>
<tr>
<td>SOCIAL SCIENCES</td>
<td>DAVE MCCABE</td>
</tr>
<tr>
<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>
</tbody>
</table>

OFFICERS AND MEMBERS ABSENT

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
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<tbody>
<tr>
<td>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SHELLEY GASKIN</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>ROGER MARHEINE</td>
</tr>
<tr>
<td>KINESIOLOGY, HEALTH &amp; ATHLETICS</td>
<td>JESSIE MOORE</td>
</tr>
<tr>
<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</td>
</tr>
<tr>
<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 Tom Neiderer

INTRODUCTIONS: Dr. Jacobs, Jason Herbert, AS VP Academic Affairs

III. APPROVAL OF MINUTES for October 12, 2009. MSP to approve: Dave Uranga and Jo Buczko. Discussion/Recommendations: None. VOTE: Unanimously approved.

I. PUBLIC COMMENT: Tom Neiderer announced that the dental programs have successfully gone through the accreditation process without any recommendations or suggestions made. He personally thanked the College and the Library for their support. Dr. Jacobs noted the dental program faculty did not have accreditation committees and those faculty who worked on this process had only ten percent release time, while putting in a lot of work, working over the summer, and doing an excellent job!

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

1. Educational Policies Committee: Ahni Armstrong – Academic Integrity Policy
   The policy was written to address responsibilities of students, teachers, administrators, and the Trustees to ensure academic integrity. Students are to be honest at all times in regards to their school work and faculty are to manage their courses to encourage academic integrity in communicating information about grading requirements, exam formats and about how violations would be handled. Report forms are available in the Office of Student and Learning Services. Administration and classified staff have responsibility for the provision of physical settings so instructors can carefully watch their students. Reporting of academic dishonesty is at the discretion of the reporting instructor and this information should be placed on the instructor’s syllabus. Professor Bickley said an e-copy has been sent out to faculty and for the Senate representatives to review this information within their divisions to be prepared for a vote on this matter in the near future.

   Dr. Armstrong said she was not sure how the President would address this matter being integrated into accreditation recommendations for the code of ethics. Mr. Martinez said
there are many overlapping areas. Comments may be forwarded to Dr. Armstrong at adarmstrong@pasadena.edu or x7346. It is planned that each constituency group will be able to review their appropriate section of this document and change/rewrite their section where needed. The Senate will approve the final draft for campus review and then it will incorporate the changes and bring the final draft back to the college.

3. Senate Fundraising Committee Chair, Dr. Joe Conner, suggested the Senate take a look at their approach in raising scholarship monies. It was suggested that PCC develop a five-year plan of raising $100 million to be used as the Senate designates. Dr. Conner proposed the establishment of a faculty committee to compile a list of 200 donors supportive of PCC every year for five years. These donors would be capable of giving and would be asked to donate $100,000 to PCC. This list would be given to the Senate Board before being forwarded to the Foundation. The community would probably be more supportive of donating to this college if they knew how the funds would be used to improve instruction and increase student learning. PCC has an 85-year history of alumni (approximately three a year), and some may be willing to donate $100K. The proposed committee would be open to assistance from administrators, staff and students. An endowment would need to be established. The committee would not delegate how monies are spent, that would be up to the Senate.

President Bickley said the Senate could prepare a description of how solicited funds would improve education at PCC. One major current concern is the improvement of technology.

The suggestion of looking into developing a partnership with the Rose Bowl or other venues that generate "huge" amounts of money, was presented. Dr. Conner said this was an excellent idea.

4. On behalf of Sandy Haynes and the Distance Education Committee, President Bickley said the Committee is working hard to move the college forward in addressing recommendation Number 3 of the accreditation recommendations. President Bickley is working with a group that is revising the mission statement and it may be a good time to incorporate distance education into the mission.

5. Ad Hoc Senate SLO Committee: Cecile Davis-Anderson and Shelagh Rose gave an update (handout provided) on the General Education Outcomes. The term General Education Outcomes is now used (formerly Institutional Learning Outcomes) so that the college learning outcomes will be more in line with the General Education requirements for an AA or AS degree.

Explanation of this name change was given by Shelagh Rose: The committee chose the name General Education outcomes because they will only be used to assess the learning outcomes of those students who achieve the A.A and A.S. degrees. Outcomes for programs in Career and Technical Education and basic skills will be assessed at the
program level.

Both Ms. Anderson and Ms. Rose have been working on revising the competencies for over a year. Academic Senate input has been incorporated. Revisions of general education requirements by C & I have been taken into account.

MOTION made by Mark Dodge and seconded by Fred Keene to accept the PCC General Education Outcomes as presented. Vote: Unanimously approved.

**VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:**

1. Appoint Gloria Horton to Committee on Academic Freedom and Professional Ethics.
2. Appoint Blanca Henderson to C & I Committee.
3. Appoint Alireza Ansari, Anita Bobich, Dan Meir, Pat Peach, & Herbert Solliday to the Senate Fundraising Committee.
4. Appoint Deb Wood to Campus Sustainability Committee
5. Appoint Lyn Wright to the Faculty Development Committee.

MOTION to approve Items 1-4 Made by Patricia Lynn and seconded by Fred Keene. Vote: Unanimously approved.

5. Create a new Ad Hoc Basic Skills Initiative Policies Committee: Mr. Martinez provided a one-page handout describing the tasks of this committee. This committee is being formed in response to the raising of the AS and AA degree standards in English and Math by the state-wide Academic Senate. Ad Hoc Basic Skills Development Committee Volunteers from today’s meeting.
   - Diana Francisco, English
   - Lynn Wright, English
   - Paul Martin, CEC
   - Student Input will be available and may be received from: Jason Herbert (AS VP, Academic Affairs)

MOTION to approve the creation of a new Ad Hoc Basic Skills Initiative Policies Committee made by Ahni Armstrong and seconded by Tom Neiderer. Vote: Unanimously approved.

6. Approve Academic Senate Goals and Objectives for 2009-10
President Bickley said the Senate Board was e-mailed this item and a handout has been provided for today’s meeting as an information item. There will be no vote today. The Goal Objectives have been organized in alignment with the college’s new strategic directions.

7. Approve informing college that Senate Board requests Circadian bricks for retiring faculty be given to the faculty or their family. Presentation of the new recognition wall was
previously made to the Senate Board and various shared governance groups. Dr. Van Pelt made a presentation to the Senate Board describing the plans and showing a sample display of the proposed illuminated, etched glass memorial wall. The new display will honor faculty, classified staff, and managers. Since that time, the Circadian has been remodeled and the bricks were not placed back on the wall. No new display is present. President Bickley does not know what area has the final “say so” on this matter. Concern was expressed that because the bricks may have sentimental value and should be returned to the specific individuals named on the bricks or their family. The Senate Executive Committee would like direction from the Senate Board so this matter may be presented to administration.

**MOTION** was made by Tom Neiderer and seconded by Pattie Lynn for this agenda item to be postponed. No vote.

**Discussion**
Returning the bricks reinforces school recognition. Another location could be designated for placement of the bricks.
Sustainability is a concern of Facilities and the college as a whole.
Who made the decision to not put the bricks back?
Concern was expressed about possible damage to the bricks upon removal.
Dr. Jacobs said the same information from the bricks removed from the Circadian would be preserved but in “a different form” -- illuminated, etched glass wall.

**MOTION** revised and made by Tom Neiderer and seconded by Pattie Lynn that the Academic Senate recommends that the award bricks be given back to the families or faculty who are recognized, and that this only happen after the new recognition wall is completed.

**VOTE:** Approval. Unanimously approved.

**Sent to Committee:** None

**VII. REPORTS FROM EXECUTIVE COMMITTEE**

**R-1 President’s Report/Update:** President Jim Bickley said there was a brief accreditation update. Crystal Kollross has been attending cluster meetings with various divisions to gather data in terms of helping colleges decide on what will be the common data used in assessing whether PCC is effective in achieving its mission.

ARSC [Accreditation Response Steering Committee] has met. Faculty is needed to serve on the task force to be created for each of the five recommendations. President Bickley asked the Senate Board to review the proposed recommendations and said he may be calling on them about this.
Board of Trustee Bylaws and Selection Process Policy and Procedures for selecting a new president were reviewed by the board of Trustees. A few changes were made:

- The Board of Trustees will (may) use a (first level) screening committee.
- The procedures were amended to be consistent with the bylaws.

The Board of Trustees [added] and/or designee will conduct a final background check on final candidates, including on site visits.

The Board did not rule out other groups possibly participating.

The Classified presented an argument to include all constituency groups; this area was left vague enough so that it could be construed to include them if they wish.

There was a report on some of the Town Hall meetings conducted for Education 2020.

Discussion of possible study sessions, Basic Skills Initiative, diversity and the budget.

R-2 Vice-President’s Report: Mr. Martinez reminded the Senate Board a vote on the proposed AA majors and areas of emphasis will be taken by the C & I Committe on Thursday, October 29. Senate representative should be in consultation with their C & I representatives so they can be prepared to vote.

R-3 Secretary’s Report: Dr. Armstrong said there will be an ASCCC Area C meeting on Oct. 31. PCC is in Area C. Different issues and resolutions will be discussed & voted on.

President Bickley announced that both he and Edward Martinez will be attending the ASCCC fall Plenary Session in Ontario, CA. The only expenses will be registration and mileage.

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

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Foundation Scholarship Account

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<tr>
<td>PR [Permanently Restricted]</td>
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<tr>
<td>TR [Temporarily Restricted]</td>
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Total Foundation Accounts:
The Foundation account has suffered another loss. Account information is provided quarterly, upon request.

VIII. INFORMATION ITEMS: The following items will be discussed, with possible action to follow on each item.
1. Flyer announcing the date when Final Grades are due. In the spirit of shared governance and cooperation, Dr. Pattie Lynn announced that Dr. Jacobs had met with the Senate Executive Committee to ask for help and support in urging faculty to meet their responsibility in a timely manner in turning in grades. A flier was presented for approval with the following information:

Grades for Fall Semester are due Tuesday – January 12, 2010. Submit final grades online. Deliver A & B rosters to L113. Distributed with the support of the Academic Senate Board.

MOTION to go forward in posting the proposed flyer to be distributed with the support of the Academic Senate Board made by Tom Neiderer and seconded by Pat Peach.
VOTE: Aye: Unanimously approved.

2. Board preferences for 2011-2012 calendar – Jim Bickley announced the Faculty Calendar Committee needs the Senate’s input/position on the number of Flex Days and whether to include an extra week between spring and summer. The faculty position will be shared with the Campus Calendar Committee.

FLEX DAY
In Support of Flex Day
Languages

Not in Support of Flex Day or 2 Flex Days
Health Sciences  No Flex Days
Library:  In support of one Flex Day.
Math:  80% of faculty do not want two flex days.
Social Sciences:  No Flex Days & want four weeks break

MOTION made by Fred Keene and seconded by Pat Peach in support of having one Flex Day.

Following receipt of input from Senate and other groups, the Calendar committee will make a recommendation. Faculty is only one group with representation on calendar committee.

VOTE: Motion passes:
Ayes: 17
No: 1
Abstentions: 3
EXTRA WEEK BETWEEN SPRING AND SUMMER

In support of an Extra Week Between Spring and Summer
Glenna Watterson spoke on behalf of the Classified Senate, which “strongly” supports having an extra week between spring and summer to allow support staff to better prepare for the new session. Classified positions have been frozen and many classified employees are working much harder in keeping their areas properly maintained. Labs need to be cleaned and restocked. Leticia Velez stated that service providers need time for their work related to preparing closed-captioning, textbooks converted into e-texts, etc. Classified employees don’t have the opportunity of a four-week break at the end of the summer session.

Facilities could benefit from having the extra week for their projects.

Associated Students V.P., Academic Affairs: Jason Herbert said the students would appreciate having a week break.

Faculty may benefit from having extra time to concentrate on getting Spring grades in before starting the summer session.

Division input was solicited at former Senate meetings:

Math: majority of faculty support having an extra week and wish to support the needs of Facilities.

Library: supports having the Extra week.

Natural Sciences and Health Sciences support having the extra week so that staff could have the proper time to have the labs ready and equipment problems taken care of before the beginning of class.

In opposition to having Extra Week Between Spring and Summer
English: Diana Francisco said an extra week would adversely influence Basic Skills students by causing an interruption in valuable learning time and this break could entice a number of students to seek employment instead of moving forward with their academic program.

Ms. Francisco expressed an opinion in favor of allowing divisions to choose between starting right after spring and having a week in between spring and summer session. Some flexibility is permitted for special needs programs such as the Nursing program. Faculty and Divisions with different preferences for the summer start date and a desire for allowing divisions to decide on their own in choosing a summer session start date can
share their views with the College Calendar Committee at their next meeting which is open to public comments and suggestions. President Bickley said that the Senate Board vote is advisory in nature and gives direction to the faculty representatives serving on the College Calendar Committee. This is one of the first times the Senate has addressed this matter before the College Calendar Committee addresses the matter. The Chair of the Faculty Calendar Committee will be notified of the Board’s preference before going to the College Calendar Committee.

Social Sciences: Faculty do not want to break up their four-week break.

**MOTION** made by Fred Keene and seconded by Tom Neiderer that there be a week between spring semester and summer session in the 2011-2012 calendar.

**VOTE:** Motion passes:
- Ayes: 14
- No: 4
- Abstentions: 3

Loknath Persaud (Languages) inquired about the possibility of a classified senate representative voting on this matter. President Bickley said this could have inadvertently happened, but even if it had, the extra vote or two would not have affected the outcome of the vote.

3. BSI Action Plan – Jim Bickley: This plan has been worked on by the Office of Instruction and the BSI Planning Group led by Lynn Wright. President Bickley is required to sign this plan.

4. Institutional Effectiveness Committee: Policy & Procedures – President Bickley and Edward Martinez met with Crystal Kollross and Bob Miller. It was decided a policy would be written similar to the C & I Policies and Procedures to describe the Institutional Effectiveness Committee, its purpose, composition, and procedures. Mutual agreement is likely to be needed since so much of the work of the IEC will address Academic and Professional Matters. More specifics and details will be presented at future dates.

5. Whether to Arm Campus Police? Procedures for determining faculty position – President Bickley said there will be no action on this matter at today’s meeting and urged the Senate representatives to think about whether this matter should be decided by the Senate Board or defer the matter to the faculty as a whole for a vote.

6. Faculty Representation on the Campus Technology Committee – President Bickley said the Senate Board needs to be aware that the College Coordinating Council voted to reduce faculty representation on the Campus Technology Committee. Faculty representation was reduced from 5 to 2 (with one alternate)
Management representation was reduced from 5 to 2, (with one alternate) with the chair being an additional manager.
Classified representation remained at 2 members (with one alternate)
Student representation was increased from 1 member to 2

This matter was brought before the CCC and the CCC moved on it before constituency group representatives had an opportunity to get feedback and direction from their governing boards. Further, the CCC was not even sure it had the authority to change the composition of a shared governance committee. President Bickley was not able to forestall the momentum on this vote. Two years ago faculty members of the CTC voted to approve the change in composition of the CTC. Faculty members on the CTC committee did not come back to the Senate about this matter. This item was voted on two years ago and President Bickley would like the Senate Board to think about whether or not they would want this matter revisited. The Senate needs to become more proactive in bringing technology initiatives forward at the college, particularly those addressing instructional technology. Faculty leaders have decided to re-energize and make the Faculty Technology Committee stronger, and bring their recommendations back to the Senate, CCC and CTC. If the current structure is not liked, it can be changed.

Faculty involvement with technology on campus is broad and includes many different areas: choosing appropriate computers and software, using the internet to find class resources, storing class tests and lectures, delivering distance education and hybrid courses, improving classroom instruction, accessing student data, submitting grades, etc. Very large expenditures are expected soon in this area. It is important for faculty to watchdog this area and lobby for significant increases in expenditures related to instructional technology.

Dr. Jacobs said that currently Dr. Van Pelt, Interim VP, of Administrative Services, is in charge of the technological areas. For the last two years, only two out of 5 faculty representatives on the FTC participated in meetings. Instruction is the core of this institution and proper representation is needed at those meetings.

At this time in the meeting, a number of representatives and guests had left. Debra Cantarero thanked those that remained in attendance because it demonstrated teamwork and recognition of student success.

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. Area C Meeting on Saturday, October 31, 2009, 10:00 am-2:00 pm at L.A. Harbor College.
3. Presentation by Jonathon Lightman, Exec. Director Of FACCC, to PCC Academic Senate in November. Not sure if he will be here in November.

X. Adjournment. MOTION to adjourn made by Mark Dodge at 5:17 PM.

Next Senate Board Meeting: November 9, 2009