November 9, 2009

OFFICERS AND MEMBERS PRESENT

<table>
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<tr>
<th>OFFICE</th>
<th>NAME</th>
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<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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<td>TREASURER</td>
<td>PATRICIA LYNN</td>
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<td>ADJUNCT FACULTY</td>
<td>MARK DODGE</td>
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<td>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SONIA WURST</td>
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<tr>
<td>COMMUNITY EDUCATION CENTER</td>
<td>PAUL MARTIN</td>
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<tr>
<td>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
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<td>ENGINEERING</td>
<td>BERNARDINO RODRIGUEZ</td>
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<td>DIANA FRANCISCO</td>
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<td>DUSTIN HANVEY</td>
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<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
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<td>LORI GAGLIARDI</td>
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<td>KINESIOLOGY, HEALTH &amp; ATHLETICS</td>
<td>JESSIE MOORE</td>
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<td>ANDRZEJ BOJARczAK</td>
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<td>PAT PEACH</td>
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<td>FRED KEENE</td>
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<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>TAD CARPENTER</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>
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OFFICERS AND MEMBERS ABSENT

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<th>OFFICE</th>
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<tr>
<td>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SHELLEY GASKIN</td>
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<tr>
<td>ENGLISH</td>
<td>ROGER MARHEINE</td>
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<td>LOKNATH PERSAUD</td>
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<td>NATURAL SCIENCES</td>
<td>TERRI BORMAN</td>
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<td>NATURAL SCIENCES</td>
<td>KERIN HUBER</td>
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PERFORMING AND COMMUNICATION ARTS: RITA GONZALES
SOCIAL SCIENCES: DAVE MCCABE
SOCIAL SCIENCES: DEREK MILNE

GUESTS AND VISITORS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>VICE PRESIDENT/INSTRUCTIONAL ADMINISTRATION</td>
<td>JACKIE JACOBS</td>
</tr>
<tr>
<td>INTERIM DEAN, EDUCATIONAL SERVICES</td>
<td>ROBERT MILLER</td>
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<tr>
<td>ASSOCIATED STUDENTS, VP</td>
<td>JASON HERBERT</td>
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<tr>
<td>CLASSIFIED SENATE</td>
<td>LETICIA VELEZ</td>
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<tr>
<td>DISTANCE EDUCATION COMMITTEE</td>
<td>SANDY HAYNES</td>
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<tr>
<td>FACULTY SUSTAINABILITY COMMITTEE</td>
<td>LING O’CONNOR</td>
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<tr>
<td>FACULTY TECHNOLOGY COMMITTEE</td>
<td>ERIC HANSON</td>
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I. CALL TO ORDER – 3:10 p.m.

II. PLEDGE OF ALLEGIANCE: Led by Patricia Lynn.

INTRODUCTIONS/GUESTS:  
Dr. Jacobs, Bob Miller, Allen Dooley, Jason Herbert, Carol Robinson.

III. APPROVAL OF MINUTES for October 26, 2009.  
MOTION: to approve minutes made by Edward Martinez and seconded by Mark Dodge.  
Correction(s): Present: Tad Carpenter  
VOTE: Unanimously approved.

I. PUBLIC COMMENT:  
2011-2012 Calendar: Jason Herbert said the Associated Students are supportive of having a week break between spring and summer but have not had an official vote yet.

H1N1 Update From Professor Jo Buczko of Student Health Services:  
Student Health Services has received a limited supply of the H1N1 vaccine and we are coordinating upcoming flu shot clinics for those in the top 5 priority groups. Tickets (at no charge) are available at Student Health Services U-104. Tickets are required for admission to the flu shot clinics.
No tickets will be issued after 12:00 pm the day of afternoon clinics. Health Center hours for tickets: M-Th 8:00-4:30 pm and Friday 8:00-12:00 pm

**The top 5 priority groups:**
1) Pregnant women
2) Persons who live with or care for infants less than 6 months
3) Persons between ages 6 months and 24 years of age
4) Health care and emergency personnel
5) Persons who are 25-64 years of age who also have a chronic medical problem or a compromised immune system.

The first two clinics are:
Thursday, November 12th 1:30-5:00 pm
Tuesday, November 17th 2:00-5:00 pm

Students are to bring ID. Staff should bring staff ID or Drivers License.

Future clinics will be advertised on the campus web site.

**V. STANDING AD/HOC CAMPUS-WIDE COMMITTEE REPORTS**
1. Distance Education Committee: Sandy Haynes provided the following Committee handout information: Ms Haynes said she is a member of a campus task force reviewing the Accreditation Commission’s recommendations. Three recommendations have been developed by the DE Committee where they have also been reviewed and approved. These recommendations are now brought to the Senate for review and approval [Recommendations 101, 102, 103].

Recommendation 101: Recommendation for Inclusion of Distance Education in the Mission Statement of the College. Paragraph 1 reads: The DE Committee recommends that Pasadena City College commit to planning and implementing a distance education program with policies and procedures in place, so that faculty and staff can offer equivalent academic content and student services within an appropriate college support structure with ongoing oversight.

Recommendation 102: Distance Education Committee Mission Statement (Revision) (Original version approved by the Academic Senate April 2006): Paragraph 1 reads: The mission of the Distance Education (DE) Committee is to develop policies and promote practices that contribute to the quality and growth of distance education at Pasadena City College.

PCC Distance Education Committee Goals and Objectives. Paragraph 1: The overriding goal of the DE Committee is to develop policies and to encourage practices that contribute to the quality and growth of distance education at
Pasadena City College, with the understanding that faculty should have primary responsibility for determining the policies and practices of the college in regard to distance education.

Recommendation 103: Distance Education Delivery Modalities: Proposal to Revise (Original version approved by the Academic Senate March 26, 2007):
1. Online
2. Hybrid
3. ITV
Web enhanced does not serve definition of a Distance Education Class and is not a Distance Education course.

President Bickley asked Ms. Haynes to send an electronic version of this information to Judy’s attention in the Senate Office so it could be forwarded to all the Senate representatives to share with their divisions for input and feedback. President Bickley asked for this information not to be posted to the campus website until the recommendations are finalized.

The DE Committee will meet tomorrow to work on two more recommendations. There is no limit on the number of courses to be taught online. Ms. Haynes said policies and procedures are needed to support Distance Education. The union is being consulted in regards to areas of concern pertaining to union issues. The Committee’s timeline on the recommendation process is by December, in order to meet the March 15 deadline.

2. Educational Policies Committee (EPC) – On behalf of Ahni Armstrong (who has laryngitis at this time), President Bickley shared the following information:

Handout: 3pp. Draft of Academic Integrity Policy at Pasadena City College. At this meeting, the Board will be asked to approve the Policy for review campus-wide. It will be copied and distributed at CCC for presentation to each of the campus constituency groups. The Board of Trustee section will probably become the policy statement, with the rest becoming the procedures. A vote on this matter is not a vote giving final publication approval. Definitions for academic dishonesty will probably be a part of the policy, maybe as an addendum or appendix. The Student Code of Conduct’s due process procedures would be the ones used if there is a dispute over faculty accusing a student of cheating. An adjudication process has been developed. It is not the intent of this policy to develop special procedures for handling these types of matters at this time.

MOTON made by Fred Keene and seconded by Mark Dodge to approve the Draft of Integrity Policy at Pasadena City College for review by the rest of campus community. Vote: Unanimously approved.
Adding of Classes after semester start: President Bickley read/gave the following recommendation of the EPC to the Board: *The fairest and most expeditious way to add students is an unpaid wait list of 10-30%, or more of the class size, based on the division’s preference.* This practice would be left mostly to the division and could be a challenge for MIS. One item debated was whether information should state that faculty have final authority to add to their class list vs using the “fairest and most expeditious way.” Before changing the policy and procedures, this matter would have to be reviewed by all other campus constituency groups, perhaps in a shared governance committee.

3. Faculty Technology Committee (FTC) Chair Eric Hanson, presented *Recommendations of the Faculty Technology Committee to the Academic Senate.*

Summary: Entire document is available in the Academic Senate Office

Create a full time position (open to both internal and external candidates) for a Campus Technology Officer (CTO) that reports directly to PCC’s president and not to Administrative Services.

The CTO would have clear power to act on time-sensitive technology and computing issues. This CTO would oversee both current technology divisions and have some background in instruction that will allow the campus to move through some of its current technological “road blocks” and ensure that technology concerns are considered from the standpoint of an educational institution.

Due to the current financial crisis, the FTC recommends the position be filled temporarily with an internal candidate through reorganization.

The committee unanimously nominates Robert Cody as a candidate for acting CTO because of his technological and instructional knowledge and tremendous support and respect among the faculty.

The FTC feels it is necessary to augment the faculty’s voting membership on the Campus Technology Committee (CTC). It was recently decided that there would be only two voting faculty members on the CTC with one alternate, and the FTC feels that this does not accurately represent the importance of instruction on a college campus. If faculty concerns presented by the FTC are not sufficiently considered at CTC meetings in this configuration, the FTC feels that faculty will need greater representation on the Campus Technology Committee.

The Faculty Technology Committee’s primary concern is that instructional needs and concerns have been overlooked in the past when making technological decisions, and faculty members want to participate in order to avoid this in the future.

Judy will forward the electronic copy of this presentation to the Senate Board.

With respect to SIG Report/Recommendations:
The committee agreed with findings that we need a CTO, but did not agree with a SIG-CTO.
4. Faculty Sustainability Committee Chair Ling O’Connor strongly argued the Committee’s preference that the school not opt to purchase a $100,000 satellite sprinkling system. This system would have a satellite connection and its purpose would be to allow for more efficient watering. Because of California’s water crisis (amount available and cost of), Professor O’Connor said a water reclamation system would be more beneficial and less costly. Our biggest inside water use are from the toilets. The biggest outside water use is from landscaping. PCC should take a lead in changing the landscape and to investigate our current water problems. The Senate was asked to review this matter in preparation for a vote at the next Senate Board meeting.

Many students are also involved in other environmental matters through Climate For Change.

Professor O’Connor thanked Dr. Jacobs for her area’s support of a retreat to discuss environmental and sustainability issues on November 19, 10AM-1PM, and 20, 11AM-2PM. Retreat’s Title Quantum Leap: From Crisis to Cocreations.

Location: Library: Orientation Room
RSVP through Dr. O’Connor: x7156 so she can inform Ty. Lunch will be provided.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Appoint to the Campus Technology Committee: Ken Cheney and Dan Haley (Alternate).
2. Appoint to the Academic Senate Faculty Technology Committee: Mark Sakata, Darcy Mack, Dave Evans, Melissa Michelson and Maureen Davidson.
3. Appoint to Ad Hoc Basic Skills Initiative Policies Committee: Edward Martinez (Chair); Lynn Wright, Cecile Davis Anderson, Ana Ogaz, Chuck Ward, Michael McClellan, Linda Hintzman, Diana Francisco, Paul Martin, and Patricia Lynn.
4. Appoint Edward Martinez to the Presidential Search Screening Committee

MOTION approving items 1-4 made by Mark Dodge, and seconded by David Uranga.

Item #4: Mr. Martinez said faculty will have two positions on committee. Both he and President Bickley will set up an informal process with the Board for input. A timeline has not been made available. President Bickley said the Board of Trustees turned over the two faculty positions on the Screening Committee to the Academic Senate. In the interest of time, pending Board action on this matter very soon, and a harmonious relationship between the Senate and the PCC FA, President Bickley suggested to the Board that the Senate would turn over one of these positions to the Faculty Association because its appointment would also be an “Academic Senate” member and the Senate would still have two Academic Senate Committee representatives. The Board of Trustees encouraged the
“other groups” to consult with their union representatives as well.

**VOTE**: Motion unanimously approved.

Item #3: Mr. Martinez thanked those individuals who have volunteered to be on the Ad Hoc Basic Skills Committee. He will be in touch soon regarding meeting times, location and other pertinent information. Additional volunteers are being sought from Languages (especially ESL).

5. Approve Academic Senate Goals and Objectives for 2009-10

**MOTION** approving Senate Goals/Objectives for 2009-10 (now tailored to be consistent with accreditation standards which were reworked to be our strategic directions of the college) made by Pattie Lynn and seconded by Ahni Armstrong.

**VOTE**: Unanimously approved.

6. Approve Jim Bickley and Edward Martinez as Senate Representatives to attend Fall 2009 ASCCC Plenary Session

In accordance with parliamentary rules, Patricia Lynn asked for a motion approving Item No. 6. A **MOTION** was made by Mark Dodge and seconded by David Uranga approving Item No. 6. **VOTE**: Unanimously approved.

**Sent to Committee**: None

**VII. REPORTS FROM EXECUTIVE COMMITTEE**

**R-1 President’s Report**: Jim Bickley.

2011-2012 Calendar / Addition of one week between spring/summer

Concerns received by President Bickley:

There were possible unauthorized votes counted at the last meeting. Approving this calendar would cause the last day of the fall semester to fall on December 23 or 24th [adversely affecting final exam dates]. This information was not known before the vote was taken.

Would fall semester have to start on an earlier date?

President Bickley said if someone voted who was not a Senate representative (classified or student representative(s)) there were still a sufficient number of votes and did not see any reason to rescind this vote. The purpose of the vote taken was to direct our faculty representative on the College Calendar Committee with what the Senate’s preferences were and this was not a final vote.

The Colleg Calendar Committee will come back to the Senate with their calendar options for the Senate to vote on. Calendar options may include a week or no week between
spring and summer.

Academic Senate representative Diana Francisco said she is a member of the College Calendar Committee and was recently appointed as a union representative (taking Krista Walter’s place). Various divisions are in the process of clarifying their position about having a week or no week between spring and summer. President Bickley said there will be an opportunity to address this matter when the College Calendar Committee presents its recommendations for Senate approval.

Presidential Search: The Senate will be getting two representatives on the Search Screening Committee. One for the Senate and one for PCCFA, [whose representative would also be an Academic Senate member]. Three to four presidential search firms will be interviewed for consideration in assisting with a nation-wide search for a new president. There will be a special Board meeting to hear these presentations and decide which one to choose. The cost of hiring a firm will be negotiated.

Education Master Plan 2020: From the President’s office, JoEllyn provided a memo with the following information for scheduled faculty forums. This information will be sent to all faculty.

FACULTY 1 Basic Skils, Transfer, CTE
Thursday, November 19th
11am – 1pm
Campus Center 203, the Emergency Operations Center*

FACULTY 2 General
Friday, November 20th
9am-11am
Campus Center 203, the Emergency Operations Center*
*There is a policy that nothing but bottled water is allowed in room 203

President Bickley said these forums will enable faculty from all areas of the college to provide input into the information gathering process. Senate representatives were asked to forward this information to their divisions.

In regards to the Educational Master Plan 2020: An outside consulting group will assist PCC in this area and we will likely benefit from their leadership and facilitation.

Accreditation Task Forces:
Recommendation is the "warning" recommendation and we must address this matter in a conceptual way by March 15 (but the draft will likely need to be prepared by Winter Intercession).
President Bickley met with Bob Miller, Crystal Kollross. Solomon Davilla will be a faculty representative on this committee. Edward Martinez will be a resource person.

The Team 3 Task Force will overlap work with Sandy Haynes and the Distance Education Committee. Other task forces will be developed soon.

Task Force Team 5 will overlap with work in Team #1.

**Early High School Program:** The PUSD will probably not venture forward with this program, based on economics (reduced support from Gates Grant), as well as space concerns.

**Pasadena Education Partnership:** The Board is looking for ways where PCC can assist PUSD for helping youth stay in school, complete their degrees and/or transfer.

**R-2 Vice-President’s Report:**
Mr. Martinez said the C& I Committee has approved several new Associate Degrees: Environmental Studies, Foreign Languages, English writing, Theater Arts and Dance. These new degrees will need to be approved by the Board of Trustees and the Chancellor’s Office and should be available for next year’s catalog.

C & I Committee has looked at the advanced placement credit policy. Several revisions have been made and will be in next year’s catalog.

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

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

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<td>Credit Union Savings:</td>
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<td>Credit Union Scholarship Fund:</td>
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<td>Credit Union Current Balance:</td>
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Foundation Scholarship Account
- PR [Permanently Restricted] Account Balance: $130,000.00
- TR [Temporarily Restricted] Account Balance: $21,605.00
- Total Foundation Accounts: $151,664.10

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

1. Area C Meeting of ASCCC: Pattie Lynn and Jim Bickley both attended this meeting. Patricia Lynn noted two main topics of interest: 1) debating the recommendation that faculty, from this point on, be required to have an AA degree or higher and 2) looking at
adding Math and English components for CTE programs. President Bickley said equivalency is now permitted in the hiring process for faculty. Some faculty are very concerned about a change in requirements for teachers that call for an AA/AS degree. Faculty need to be well-rounded with their education as well as the students. Ellen Ligons submitted a letter asking that those instructors currently teaching CTE courses without AA/AS degrees, be “grandfathered in and asked for Senate support on a motion to encourage that no faculty be fired as a result of a change in minimum qualifications. This matter will be discussed in the future should the requirement be passed.

2. BSI Regional Meeting Report: Attendees: Patricia Lynn: Patricia Lynn said this was an “excellent meeting” and was well represented with faculty from English, Math, Counseling and CTE. There were timely topics, issues, tips and ideas for working with students in these categories. Dr. Wright was one of the presenters.

3. Institutional Effectiveness Committee: Jim Bickley and Edward Martinez: President Bickley said this Committee will soon be formed. Mr. Martinez has written a draft policies and procedures. As faculty, they both met with Bob Miller and Crystal Kollross last week to discuss expectations of this committee. Any changes in the budget development and planning process would require mutual agreement between the Board of Trustees and faculty. President Bickley will write a MOU between the Senate and Board of Trustee addressing concerns about being “forced” quickly to revise planning procedures to meet accreditation concerns. The MOU would call for a willingness on both sides to reopen negotiations on this matter later if one group believes that the new process is not working well.

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: No report.

S1-2: FACCC REPORT: No report.

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge:
CSU News: Some campuses have been instructed to lay off all part-time faculty next year. Full time faculty at CSULA is down. Cal Poly has lost $20 million towards their budget for classes and may have to consider closing at least ten graduate programs and laying off probationary and part-time faculty.

IX. ANNOUNCEMENTS

1. Plenary Session for fall 2009 – Academic Senate of California CC’s: Ontario, CA; November 12-14.
2. Daytime Board of Trustees Meeting: Focus on Associated Students, Wed. Nov. 18, 12:00 Noon. (probably CC Lounge)
3. FACULTY FORUMS – Opportunity for faculty input for Education 2020: Education Master Plan
   A. Faculty Forum #1 (Basic Skills, Transfer, CTE programs) Thurs. Nov. 19, 11:00 a.m.-1:00 p.m., in CC 203.
   B. Faculty Forum #2 (General campus concerns) Fri. Nov. 20, 9am-11am in CC 203.

X. Adjournment. MOTION to adjourn 5PM Mark.

Next Senate Board Meeting: November 23, 2009