November 23, 2009

OFFICERS AND MEMBERS PRESENT

<table>
<thead>
<tr>
<th>Position</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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<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>COMMUNITY EDUCATION CENTER</td>
<td>NADEGE WILLIAMS</td>
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<tr>
<td>COUNSELING</td>
<td>JAMES ARAGON</td>
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<tr>
<td>ENGINEERING</td>
<td>BERNARDINO RODRIGUEZ</td>
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<tr>
<td>ENGLISH</td>
<td>DUSTIN HANVEY</td>
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<tr>
<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
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<tr>
<td>KINESIOLOGY, HEALTH &amp; ATHLETICS</td>
<td>JESSIE MOORE</td>
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<tr>
<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</td>
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<td>LANGUAGES</td>
<td>LOKNATH PERSAUD</td>
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<td>LIBRARY</td>
<td>JUDY OYHE</td>
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<td>MATHEMATICS</td>
<td>PAT PEACH</td>
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<td>MATHEMATICS</td>
<td>FRED KEENE</td>
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<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>TAD CARPENTER</td>
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<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>RITA GONZALEZ</td>
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<tr>
<td>SOCIAL SCIENCES</td>
<td>DAVID URANGA</td>
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<td>SPECIAL SERVICES</td>
<td>JO BUCZKO</td>
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OFFICERS AND MEMBERS ABSENT

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<th>Position</th>
<th>Name</th>
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<tr>
<td>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SHELLEY GASKIN</td>
</tr>
<tr>
<td>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SONIA WURST</td>
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<tr>
<td>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
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<td>ENGLISH</td>
<td>DIANA FRANCISCO</td>
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<td>ENGLISH</td>
<td>ROGER MARHEINE</td>
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<tr>
<td>HEALTH SCIENCES</td>
<td>LORI GAGLIARDI</td>
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<tr>
<td>NATURAL SCIENCES</td>
<td>TERRI BORMAN</td>
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<tr>
<td>NATURAL SCIENCES</td>
<td>KERIN HUBER</td>
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</tbody>
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SOCIAL SCIENCES          DAVE MCCABE
SOCIAL SCIENCES          DEREK MILNE
VISUAL ARTS AND MEDIA STUDIES  YOLANDA MCKAY

GUESTS AND VISITORS

INTERIM DEAN, EDUCATIONAL SERVICES  ROBERT MILLER
ACADEMIC SUPPORT          CAROLE ROBINSON
CLASSIFIED SENATE         LETICIA VELEZ
DISTANCE EDUCATION COMMITTEE  SANDY HAYNES
SENATE AD HOC SLO COMMITTEE  SHELAGH ROSE
FACULTY TECHNOLOGY COMMITTEE  ERIC HANSON

I. CALL TO ORDER – 3:10 p.m.

II. PLEDGE OF ALLEGIANCE: Led by Ahni Armstrong.

INTRODUCTIONS/GUESTS: Dean Robert Miller, Carol Robinson (academic support)

III. APPROVAL OF MINUTES for November 9, 2009.
MOTION: to approve minutes made by Fred Keene and seconded by Mark Dodge.
Correction(s): None: VOTE: Unanimously approved.

I. PUBLIC COMMENT: No comment: on non-agendized matter(s).

V. STANDING AD/HOC CAMPUS-WIDE COMMITTEE REPORTS

1. Educational Policies Committee – Ahni Armstrong: Adding of Classes
This matter was presented to the Academic Senate on November 9 for review and for Senate representatives to discuss within their divisions. The Committee has sought to develop a formal and fairly standardized process, with faculty having the authority in deciding whether to add students.

Adding Students After First Day
The Committee recommends the use of an “unpaid” wait list of 10-30% more of class size/based on the division’s preference.
Example: A class of 30 students, would allow for three students to be on the wait list in sequential order (10%)
Students on the unpaid list would receive an add code.
Division Guidelines would determine whether the wait list provided instructors would be 10% or some other percentage between 10-30%.
Students on an “unpaid” list would be relieved of pressure of having to petition for a refund. Having a longer wait list would make it easier to add students and avoid class disruption. Faculty discretion could be used in regards to special needs students.

Prerequisites:
The Committee will need to consult with affected areas and MIS. The PCC computer system automatically recognized prerequisites fulfilled at PCC. For courses completed at other schools, transcripts would be sent to Counseling, reviewed by an advisement counselor and cleared manually.

Concerns:
In determining whether the proposed list would be final or not, this matter would be worked out at the next level. Faculty discretion is needed in response to counselor, faculty, and division dean requests. Students with special needs:
- have to finish up during particular semester
- special considerations before going to next level, etc.
- students in athletic programs.

Jessie Moore said her division (Kinesiology) is not supportive of proposed recommendation because the division would still like to see priority given for athletes.

It was decided (after a show of hands) that this matter will be revisited at the next Senate Board meeting for consideration of a related motion.

3. Faculty Technology Committee Chair Eric Hanson presented the Committee’s recommendation for a motion approving the creation of a Chief Technology Officer (CTO). Handout provided. 

**MOTION** made by Mark Dodge and seconded by Fred Keene to support the creation of a Chief Technology Officer (CTO) who would report directly to Pasadena City College’s president and not to the VP for Administrative services.

**Discussion:**
Until this position could be filled by an internal and external search process, the position could be temporarily handled by reorganization of several positions internally. As the school’s finances improve the job could later be “floated”. If necessary, Mr. Hanson and his Committee could describe this process in writing. Urgent and immediate action is needed to hire a CTO with an instructional background, to lead the campus into a newer technological era and assist in dealing with time-sensitive technology and computing issues. Technological problems are getting worse and many problems are not always handled in a prompt manner.
Oftentimes, faculty and staff do not know if they can be helped by MIS or Computing Services. More faculty members have been coming to the Committee meetings.

Mr. Hanson said he could check on CTO job descriptions in California.

The CTO should be an advisor to the campus Executive Committee and have access to the Vice Presidents (allowing for two way dialogue). He/she does not necessarily have to be an actual member of the Executive Committee.

**VOTE ON THE MOTION:** motion passed unanimously.

2. Distance Education Committee: Sandy Haynes: 

MOTION to vote on 101, 102 and 103. Descriptions from November 9 minutes are listed below.

**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.

**MOTION** made by Patricia Lynn and seconded by Jo Buczko to approve Recommendation 101 and include Distance Education in the Mission statement of the college.

**Discussion**

The DE program needs to be a part of our college Mission statement, or this matter would become a WASC “red flag.”

The Mission statement is being re-worked.

VOTE on the motion: Unanimously approved.

**Recommendation 102:** Distance Education Committee Mission Statement (Revision of the 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.

**MOTION** for approval of Recommendation 102 made by Edward Martinez and seconded by Ahni Armstrong.

**Discussion**

Jessie Moore inquired about state/accredited DE requirements for online courses. The proposed process is newly developed, and this topic will be addressed before the Committee. The basics of this process and a DE strategic plan need to be developed and set up.

VOTE on the motion: Unanimously approved.
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.

A slight change has been made in the definitions of DE delivering modalities. Web enhancement will not be used as many instructors use the internet for research or some type of interaction with students.

Discussion
ITV is an older term and these courses are now offered on DVD and CD vs broadcast modalities. Online courses are delivered typically but not exclusively through the internet and are delivered through the use of a campus-supported learning management system. The suggestion is that online courses are delivered primarily via the internet and typically, but not exclusively, in accordance with the campus learning management system.

WASC accreditation requirements require that the development of a coherent curriculum (rather than a collection of classes) requires the use of a common platform for online courses providing a consistency in course format for students. A learning management system (LMS) is to be chosen by instructors. The chosen LMS can be reviewed regularly and replaced. College support of this type of system for students and instructors is needed and necessary. These changes do not necessarily limit academic freedom, which is a separate issue, concerned more with the selection of course content.

If instructors use other learning management systems or websites the school would not necessarily know about them, nor have the ability to provide students and instructor with valuable support. Other management systems may not provide much support for student privacy concerns.

At some of the Educational Planning 2020 meetings, student feedback has been received about their unhappiness about the Blackboard system. Ms. Haynes feels that some of this unhappiness is due to there not being enough training and support of the Blackboard systems for instructors. Mr. Miller said if there is a desire for future change from any of the present systems (Web CT, Blackboard, etc.) that such a change would be a faculty decision.

Ms. Haynes said other college and university systems have open source learning management systems with a large amount of technology support. We need this here.
PCC’s current server is in Washington, D.C. and reliable 99% of the time. Instructors can link out to anything that needs to be done on Blackboard. Blackboard is very flexible with the capability of easily adding other applications (like an E-pack). One basic complaint about Blackboard was that it was slow if used on campus and even slower with dial-up. Training is needed to assist instructors and students in the effective use of Blackboard.

MOTION made in support of approving Recommendation 103 made by Andrzej Bojarckak and seconded by Loknath Persaud. VOTE: Unanimously approved.

Recommendation 104: (see handout)
References are noted on page 3. The DE Committee and taskforce is looking at a broad selection of references in developing recommendations, including the WASC accreditation references on DE. One college being consulted, the College of the Canyons, received a commendation on its DE program at its last WASC evaluations.

It is crucial that faculty be properly trained in the use of the college’s learning management system. Other institutions require that an online course be taken before such a course is taught. This recommendation encourages that faculty take courses through the California Community On-Line Teaching Certification Program or through an excellent UCLA extension program. To guarantee quality of program offerings, technology literacy skills of instructors need to be assessed or validated by training experiences.

Concern was expressed that faculty are not being adequately trained to teach online. A different pedagogy requires the development of policies specific to that pedagogy. The problem to some degree would be addressed by proper preparation and training of faculty. A policy will move our campus toward greater compliance with WASC standards and would reduce the number of inadequately trained faculty. The issue of whether to grandfather existing DE teachers is still being discussed.

A much stronger supportive program is needed for online training here at PCC. Professor Armstrong recommended that faculty get training and place their syllabi online.

President Bickley asked the Senate Board to share this information on Recommendation 104 with their divisions and be prepared for a vote at the next Senate Board meeting.

Two-Page Handout Provided From Ken Cheney For Senate Board Review
Title: “Academic Freedom”, Teacher Judgment, and Innovation in Teaching Methods: Concerns inspired by Distance Education Committee Recommendation 104. This document calls into question the need to standardize learning management systems.

4. Senate Ad Hoc SLO Committee: Shelagh Rose: SLO Philosophy Statement (handout provided). A draft of this statement was begun approximately two years ago. This statement has been developed into a condensed form that could be included in the
school catalog. The Senate Board read the Statement. The first draft was more of a
definition than a philosophy statement. The committee wants to clearly state the College’s
approach. SSO’s are harder to define because of the many types of support that offices
and programs provide across the campus in non-classroom contexts. (Example: facilities,
etc.). Faculty rarely discuss SSOs. Mr. Martinez said in some cases, such as in
addressing articulation concerns, both SSOs and SLOs are written.

A clearer definition can be added. This information will be reviewed by the Committee.
President Bickley asked Ms. Rose to send an electronic copy of the Philosophy Statement
to him or Judy in the Senate Office.

Executive Committee Recommendations

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Appoint Jim Bickley, Salomon Davila, Edward Martinez, and Lynn Wright to
   Accreditation Task Force #1.

2. Appoint Jim Bickley and Sandy Haynes to Accreditation Task Force #3.

3. Appoint Jane Hallinger to the Presidential Search Screening Committee. Edward was
   appointed at the last meeting. Jane’s name was received from the PCC Faculty
   Association. These two appointments fill the two Senate positions available on the Search
   Committee.

   Discussion:

4. Appoint to Ad Hoc Basic Skills Initiative Policies Committee: Manuel Perea, Monika
   Hogan, Virginia Herringer, Shelagh Rose, Brock Klein, Valerie DeCarvalho, Yu Chung
   Chang, Marie McClendon, Carrie Starbird, and Susan Briggs.

   MOTION approving items 1-4 made by: Fred Keene and seconded by Pattie Lynn.

   VOTE: Motion unanimously approved.

   Sent to Committee: None

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report: Jim Bickley. There was a joint Board of Trustee and
Associated Students meeting last Wednesday at Noon. The students did not bring forth
any motions at this time.

OMD honored Dr. Sugimoto.

Some members of the Management Association were not in agreement with the new
management pay scale, nor the method and process used to develop the scale.
There will be two Board of Trustee meetings in December. December 2: Special Board meeting in regards to finding a consultation firm to assist in the search for a new president. There will be four presentations.

December 9: Regular Board meeting.

The Academic Integrity Policy policy passed at the last Senate Board meeting was presented to the CCC.

Accreditation Update: The Task Force #1 has been meeting regularly and is currently working the definition of a program and the formation of the Institutional Effectiveness Committee.

Educational Master Plan (EMP): Faculty Forums: Two forums were held: One on Thursday, November 12 and one on Friday, November 13. Academic Senate Executive representation was present and gave feedback to forum hosts. Forum data (in regards to 2020 Education Master Plan and Technology Plans) will be summarized and presented to faculty via e-mail. Faculty suggestions for the EMP may be forwarded to President Bickley.

Executive committee leaders had another opportunity to give feedback to MIG consultants when they participated in the EMP forum held with the CCC, which includes all of the shared governance groups.

R-2 Vice-President’s Report:
Edward Martinez said the Board of Trustees at the November 9, 2009 meeting approved 13 new AA degree majors. C & I has also approved these new majors. They will now have to go to the Chancellor’s office for approval, then they would be incorporated into PCC’s catalog.

R-3 Secretary’s Report:
Mentioned available Senate institutes. See handout.
Equity and Diversity, Vocational Education, Accreditation, Faculty Leadership, SLOs and Curriculum. Mr. Martinez was made aware of this information at the last Plenary Session and these institutes are available to classified staff and mangers as well.

Cautionary note: The Academic Senate’s conference budget is shrinking. The Board would try to accommodate a very legitimate reason to attend. Attendance may be covered under other funding sources.
R-4  **Treasurer’s Report**: Patricia Lynn reported the following information:
Credit Union Checking: $5,967.30
Credit Union Savings: $6,953.18
Credit Union Scholarship Fund: $12,920.48
Credit Union Current Balance: $7,289.38

Foundation Scholarship Account
PR [Permanently Restricted] Account Balance: $130,000.00
TR [Temporarily Restricted] Account Balance: $21,605.00
General Fund: 59.10
Total Foundation Accounts: $151,664.10

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

1. ASCCC Plenary Session:
   Edward Martinez and Jim Bickley both attended the session in Ontario.

   They both attended a breakout session on institutional effectiveness issues. The creation of an Institutional Effectiveness Committee has also been proposed to this Academic Senate Board. This issue has come to the forefront of many colleges given recent accreditation evaluations that addressed this concern. The school’s mission is student learning, and in our Program Review and Planning Process we need to assess how well we are doing in achieving that mission. President Bickley went to a breakout session that addressed concerns related to the possible future requirement that CC teachers have a minimum of an AA degree—broadening the educational backgrounds of instructors.

   There is concern in the CTE areas that this degree requirement would result in layoffs, without the provision of a grandfather clause. There is no uniformity on this issue. This matter was studied and debated—not voted on.

   One breakout session discussed issues related to the difficulty faculty and college’s have in establishing cross discipline prerequisites. There was a resolution addressing the need to research and develop standards for content review procedures for establishing prerequisites. Current procedures require statistical evidence be presented for establishment of prerequisites. Should content review be approved in the future for establishing prerequisites, the Statewide Academic Senate wants to be ready to provide rigorous guidelines in the establishment of prerequisites via content review.

   The idea of rigorous content review doesn’t sound easy but it takes some of the load off faculty who have very little time to do statistical analyses.

   President Bickley said he the ASCCC does not have the authority, in and of itself, to
change the process by which prerequisites can be determined. Mr. Martinez said the Board of Governors have the authority to modify Title 5. Imposition of current pre-requisite restrictions came into being from a lawsuit initiated by MALDEF (Mexican American Legal Defense and Education Fund) many years ago.

2. Institutional Effectiveness Committee: Jim Bickley and Edward Martinez. A task force is reviewing plans to develop this committee and a policy and procedures draft should be prepared soon for review by the Academic Senate and other shared governance groups. This matter was aired in one of the ARSC college-wide forums without significant opposition. The Management Association may wish to see more managers included on the IEC committee.

3. ASCCC Institutes, Availability of Funds – Executive Committee: This was addressed above.

4. Senate Fundraiser and holidays – Pattie Lynn announced that she may be contacted [prlynn@pasadena.edu or x7031] for purchase of PCC Academic Senate mouse pads. Cost is $7.50 each and they make great Holiday gifts! Dr. Lynn wished everyone a Happy Thanksgiving!

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: No Report.

S1-2: FACCC REPORT: No Report.

S1-3: ADJUNCT FACULTY REPORT: No Report.

IX. ANNOUNCEMENTS

Patricia Lynn announced that the fliers giving a reminder to faculty about the due date for grades has been copied and will soon be distributed with the support of the Academic Senate Board.

X. Adjournment. MOTION to adjourn 5:15 PM Mark.

Next Senate Board Meeting: December 7, 2009