December 7, 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>
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<tr>
<td>VICE PRESIDENT</td>
<td>EDWARD MARTINEZ</td>
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<tr>
<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>PAUL MARTIN</td>
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<tr>
<td>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
</tr>
<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>HEALTH SCIENCES</td>
<td>LORI GAGLIARDI</td>
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<tr>
<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</td>
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<tr>
<td>KINESIOLOGY, HEALTH &amp; ATHLETICS</td>
<td>JESSIE MOORE</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>JUDY OHYE</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>RITA GONZALES</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>SOCIAL SCIENCES</td>
<td>DAVE MCCABE</td>
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<td>SOCIAL SCIENCES</td>
<td>DEREK MILNE</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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<thead>
<tr>
<th>Department</th>
<th>Name</th>
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<tr>
<td>SECRETARY</td>
<td>AHNI ARMSTRONG</td>
</tr>
<tr>
<td>TREASURER</td>
<td>PATRICIA LYNN</td>
</tr>
<tr>
<td>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SHELLEY GASKIN</td>
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<tr>
<td>ENGINEERING</td>
<td>BERNARDINO RODRIGUEZ</td>
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<tr>
<td>ENGLISH</td>
<td>DIANA FRANCISCO</td>
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<td>ROGER MARHEINE</td>
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<td>LANGUAGES</td>
<td>LOKNATH PERSAUD</td>
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<td>NATURAL SCIENCES</td>
<td>TERI BORMAN</td>
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<td>NATURAL SCIENCES</td>
<td>KERIN HUBER</td>
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<td>PERFORMING AND COMMUNICATION ARTS</td>
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I. CALL TO ORDER – 3:10 p.m.

II. PLEDGE OF ALLEGIANCE: Pat Peach

INTRODUCTIONS: Robert Miller, Interim Dean, Educational Services; Allen Dooley, Acting Associate Dean, Enrollment Management, Carol Robinson, Academic Support; Leticia Velez, President, Classified Senate.

MOTION made by Mark Dodge and seconded by Pat Peach to approve minutes of November 23, 2009. VOTE: Motion passed by a majority vote. Abstention(s): One

I. PUBLIC COMMENT: No comment.

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

1. Academic Rank Committee: Changes in rank – Ted James
The following names were presented for Fall 2009 Change of Rank

Professor: Dr. Paul Jarrell, Dr. Gary L. Woods. Assistant Professor: Cheryl Banks-Smith, Dr. Cheryl Beard, Dr. Ernest Bustillos, Krista Goguen, Dr. Tony S. Juge, Hassan Kasfy, Dr. Sung Kim, Dave McCabe, Dr. Cristina Salazar-Romo, Mark Sakata, Dr. Khuloud K. Sweimeh, Dr. Xiu-Zhi Zoe Wu; Associate Professor: Harry Bloodgood, Andrzej Bojarczak, Carol Curtis, Dr. Edward Feser, Maria Faccuseh, Dr. William R. Foster, r. Monica Hogan, Dr. Martha House, Adjunct Faculty: Adjunct Assistant Professor: Andrew Chlebek and Petra Lott Kaiser

Motion to approve the Fall 2009 Change In Rank names presented by the Rank Committee made by Mark Dodge and seconded by Fred Keene.
VOTE: Approved unanimously.
2. Educational Policies Committee: Adding of Classes – Dustin Hanvey made this presentation for Ahni Armstrong. The Educational Policies Committee Recommendation For Adding Classes reads as follows:

While the instructor of the course remains the final authority in determining which students to add, the Educational Policies Committee of the Academic Senate recommends that the fairest and most expeditious way to add students is a sequential, unpaid wait list of 10-30% (or more) of the class size based on the Division’s preference.

MOTION made by Mark Dodge and seconded by Pat Peach to approve the Educational Policies Committee Recommendation.

Discussion/Comments:
• The proposed wait list would be public, computerized, and an unpaid wait list enabling students to know where they are on the list.
• Technological controls are not in place yet for MIS to know how many wait lists students are on. This matter can be reviewed in the future.
• Students will sign up on the wait lists through the computer.
• The wait list deadline is the night before classes begin. Instructor printouts will be made available.
• It is hoped this process will decrease amount of student classroom disturbance in the first week of classes.
• Wait List Advertisement: through instructors, Registration and Student Learning Services
• Wait List percentages should be consistent across the divisions.
• Division discretion would determine the percentage of students to be eligible to be placed on to their section/course wait lists.
• President Bickley doesn’t think this process will be in place by the spring.
• Mechanics: students on the unpaid wait list could be added on with add codes provided by the instructors. Instructors will retain some discretion with whom they will add on.

VOTE ON MOTION: Motion was unanimously approved.

3. Distance Education Committee: D.E. Committee recommendations – Sandy Haynes

105 and 105D will not be voted on today. Recommended: Motion and vote on Recommendation 104. These documents have been forwarded to the Academic Senate representatives. 105-D is a revised form. Copies of the “present” Form D was provided.

105 and 105D

Distance Education Committee would like the Senate Board to review for future approval 105 and 105D. Rationale was read: “It is the recommendation of the Distance Education Committee that the current Pasadena City College Curriculum and Instruction Form D, the separate form commonly referred to as a “distance education addendum,” be revised. The
current Form D needs to be updated, as it refers to prior Title 5 language and sections, and is incomplete and lacking clarity in the questions it poses regarding course quality and regular effective contact."

Discussion/Comments:
- The revised Form D will be advantageous to both instructors and students for better online teaching and learning.
- Form D examples were obtained from other CC’s including the College of The Canyons.
- The final Form D will be easier to read once finalized in a drop-down window/web-based format.
- Senate representatives were asked to share this information within their divisions for feedback in preparation for a future vote on this matter.
- Additional recommendations to be addressed at the March 1 Senate meeting.

Recommendation 104
This recommendation was previously presented to the Senate Board for division review and sent electronically to all faculty.

Review/Discussion
This recommendation requires technological training for all on-line instructors. (see handout)
On line assistance for instructors is needed. There has been assistance in the past. Technological help from faculty supports student success.
The technological and readiness requirements for faculty are fairly easy. The proposed and future recommendations are the first steps in this process.

Faculty and administrative input is necessary in regards to who will oversee this process. Response: Ms. Haynes stated future policies could be implemented to address this area. Dean Dooley stated that once policies and procedures are in place it would be more logical for faculty to come to administration to request support.

MOTION made by Jessie Moore and seconded by Fred Keene to approve Recommendations 104.
VOTE: Motion unanimously approved.

4. Ad Hoc Senate SLO Committee: SLO Philosophy Statement: A revised Philosophy Statement was presented at the last Senate Board meeting. Cecile Davis-Anderson stated she was not at the meeting when this matter was presented during Shelagh Rose’s presentation and action on this matter will be postponed on this date.

5. Senate Sustainability Committee: Satellite Sprinkling System:
On behalf of Yuet Ling O’Connor, President Bickley noted that Ms. O’Connor had previously addressed the Senate recommending faculty not to support the purchase of a $100,000 satellite sprinkler system for the campus.
Discussion

- Dr. O’Connor previously said the $100,000 could be saved and the school should look into less expensive purchases for water recycling.
- This issue is complicated in regards to discussion and understanding the ramifications.
- The Senate should go on record to support greater sustainability efforts on campus.
- The Board of Trustees will make a final decision on this matter and may ask for the Academic Senate’s recommendation.
- This issue does not pertain to academic or professional matters.

MOTION made by Pat Peach and seconded by Judy Ohye that the Academic Senate support the Sustainability Committee’s recommendation that the school not purchase a $100,000 satellite sprinkling system. VOTE: Motion approved by a majority vote. Abstention(s): Two.

6. Ad Hoc BSI Policies and Procedures Committee: Mr. Martinez said the Committee met for the first time last Thursday with an attendance of 20+ faculty from English, Math, ESL CTE and Counseling. The meeting gave a basic overview of work done to strengthen Basic Skills for PCC students. A 23-25 page review will be developed and reviewed during the winter intersession of Title 5 sections that have implications for Basic Skills to decide if local PCC policies should be modified to enhance opportunities for Basic Skills students.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Appoint Claudia Van Corva to Distance Education Committee.
2. Appoint Grayr Andresyan to Ad hoc BSI Policies and Procedures Committee

MOTION approving items 1 and 1 made by Mark Dodge and seconded by Fred Keene. VOTE: Motion unanimously approved.

Sent to Committee: None

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report/Update: President Jim Bickley said four presentations by presidential search consulting firms were made at the last Board of Trustee meeting. The Board decided on a firm by the name of “Academic Search” to assist with PCC’s nationwide search for capable and competent presidential applicants.

R-2 Vice-President’s Report: Mr. Martinez reminded the Senate Board an e-mail was sent to all faculty thanking them for their support for both Jane Hallinger and himself in being selected to serve on the Presidential Search screening committee. Comments, concerns and questions may be forwarded to either Mr. Martinez or Ms. Hallinger about
this matter. President Bickley suggested the Senate might want to develop its own list of presidential qualities and recommendations by the next Senate Board meeting. Mr. Bickley said it is common for community colleges to work with consulting firms for administrative employment searches. The fee for Academic Search would be $65,000 plus expenses (this amount is negotiable).

R-3 Secretary’s Report: No report.
R-4 Treasurer’s Report: No report.

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

1. Judy Ohye – Library: Senate support for Fall Plenary Session Resolution 2.01 regarding TTIP funding. This document was e-mailed to the Senate Board and states:

“Resolved, That the Academic Senate for California Community Colleges communicate to all California community colleges that a lack of TTIP funding should not be considered an acceptable reason for failure to adequately fund periodical databases and/or other electronic information resources in our college libraries.”

MOTION made by Fred Keene and seconded by Mark Dodge approving Resolution 2.01. Discussion:
This resolution pertains to funding for library telecommunication and technology.
This year’s funding has been reduced to $36,000.
Last year’s database expenses were over $100,000.
PCC has a proactive Library dean who seeks funding from other areas
Dr. Jacobs has been extremely supportive of securing additional databases.
Approval of this resolution was urged by various Senate representatives and Jason Herbert (Associated Students Vice President of Academic Affairs).
VOTE: Motion unanimously approved.

2. Senate Fundraiser and the holidays: President Bickley announced that the Academic Senate office is selling mouse pads for $7.50 each. They make great gifts!

3. Institutional Effectiveness Committee: Jim Bickley and Edward Martinez:
President Bickley announced the campus is moving forward in addressing accreditation concerns. The ARSC and Task Force Recommendation #1 (TF #1) Committee are working on matters related to defining a “program”, revising the program review process, and developing common data sets that can be used to determine whether a program is effective in achieving its goals, as well as supporting the mission of the college. ARSC and TF #1 Committee are exploring developing a shared governance committee called the Institutional Effectiveness Committee (IEC) to oversee the program review process. This committee will serve a crucial role in insuring the integrity and effectiveness of the program
review and planning processes of the college – with the end result hopefully being institutional change that will improve the college’s ability to fulfill its mission. A presentation may be made at the next Senate meeting. The next Task Force Committee meeting will review and discuss an Institutional Effectiveness Committee model from New Mexico College. Faculty are expected to play a major role in the work of the IEC. A response to ACCJC regarding recommendation #1 (the warning recommendation) is expected to be completed and mailed to the accrediting agency before March 15.

Mr. Miller said the committee will participate in a Webinar hosted by College of the Canyons to review the College of the Canyon’s planning process. Crucial to addressing the ACCJC warning will be the development of consistent data to be used in program reviews. Progress is being made.

4. Faculty Technology Committee Motion on CTO: President Bickley said this motion was approved at the Senate Board meeting and has been shared with CAPM, Dr. Jacobs and Dr. Sugimoto. This motion will be brought to the College Coordinating Council at its next meeting.

5. Policy and Procedures on Accreditation: President Bickley said it was suggested by the Accreditation Response Steering Committee that the college revisit and revise the its policies and procedures for accreditation and make them more consistent with recent practice. President Bickley, Lynn Wright, and Carol Curtis will serve on this committee.

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: Roger Marheine:

S1-2: FACCC REPORT: No report.

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge: News is not good. No report given.

IX. ANNOUNCEMENTS

1. Fall 2009 Final Grades due date: Tuesday, January 12, 2010: notices are being sent out. This information will be e-mailed to faculty again by Jim Bickley.
2. Mouse Pads for Sale – Nice holiday gift (proceeds to Senate scholarships)
3. Management Association Reception: Wednesday, December 9, 2009 from 9:00am to 11:00am
4. President Bickley wished the Board a happy holiday and a peaceful break. He also thanked the Board for their service, leadership, and hard work.

President Bickley announced he will not run for re-election in 2010. He said that working primarily in instruction would be most beneficial for his health at this time.
Jessie Moore thanked President Bickley for his leadership and his service.

Performing and Communication Arts: Tad Carpenter announced Holiday Music Concert to be held this Saturday (December 12) 8PM, Sexton Auditorium. $10.00 admission/ $5.00 for staff and students.

Ceramic Sale: Location: In the Quad (weather permitting).

Associated Students:
Jason Herbert announced the serving of free refreshments for students during the following times:
  o Monday: (7AM-9AM in the Library); (9AM-2PM in the Quad) and (5PM-11PM in the Library)
  o Tuesday has the same schedule as above plus Yoga in the CC Lounge from 12PM-1PM.

X. Adjournment. MOTION to adjourn made by Mark Dodge at 4:45 PM.

Next Senate Board Meeting: March 1, 2010