March 1, 2010

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>SHELLEY GASKIN</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>ENGLISH</td>
<td>DUSTIN HANVEY</td>
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<td>ENGLISH</td>
<td>DIANA FRANCISCO</td>
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<td>LANGUAGES</td>
<td>PAULETTE KOBEEK</td>
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<td>KINESIOLOGY, HEALTH &amp; ATHLETICS</td>
<td>JESSIE MOORE</td>
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<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>NATURAL SCIENCES</td>
<td>JOE CONNER (Alt)</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>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>Department</th>
<th>Name</th>
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<tr>
<td>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SONIA WURST</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>ROGER MARHEINE</td>
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<tr>
<td>ENGINEERING</td>
<td>BERNARDINO RODRIGUEZ</td>
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<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
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<td>LANGUAGES</td>
<td>LOKNATH PERSAUD</td>
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<td>NATURAL SCIENCES</td>
<td>KERIN HUBER</td>
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<td>NATURAL SCIENCES</td>
<td>TERRI BORMAN</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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<td>SPECIAL SERVICES</td>
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I. CALL TO ORDER – 3:10 p.m.

II. PLEDGE OF ALLEGIANCE: Fred Keene

INTRODUCTIONS:
Debra Cantarero (Classified Senate); Bob Miller (Dean of Academic Services), Dr. Carol Robinson (Academic Support); Brad Shears (Associated Students) and Other Faculty Guests and Committee Members.

III. APPROVAL OF MINUTES for December 7, 2009.
MOTION made by Patricia Lynn and seconded by Edward Martinez to approve the minutes with the following correction:

Page 6 / Information Item: Correction: TTIP funding has been reduced from $36,000 last year to $0 for 2010.

VOTE: Motion passed unanimously.

I. PUBLIC COMMENT: None.

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

1. Educational Policies Committee: Adding of Classes – Ahni Armstrong
The Senate previously passed two versions of the Student Add Procedures -- recommending an unpaid wait list of 10-30% (or more) of class size based on the Division’s preference and for course instructors to have final authority in this process. Version Two stated:
“…The instructor of record, in consultation with his/her dean, may approve exceptions in cases where the addition is in the interest of the students, the programs, and the College. The number of students to be added must be in accordance with College Policy and Division practice regarding the official limits for each class section”

Support has been received from Division Deans and Senate leadership and the committee is now asking for Senate Board agreement with hopes of having the procedures in place before fall registration. This will also require cooperation from MIS and Admissions and Records.

Policy Concerns / Recommendations:

- The Division Deans, the Senate Executive Committee and the Educational Polices Committee recommend and support Senate approval.
- Acceptance of this recommendation would not mean the recommendation becomes policy.
- More specific or standardized wording was requested for areas of:
  1. availability of wait list on first day and after the first day
  2. “first day” adds;
  3. being provided with an add code to register;
  4. students are currently automatically registered if not dropped from the wait list and clarification would be necessary; and
  5. teacher authority in regards to handling exceptions.
- A 10-30% wait list would provide better protection for faculty
- Students will have access to their place on the wait list.
- Students want a fair process
- Concern about student placement on “multiple” wait lists
- Refunds are not necessary with an “unpaid list”
- MIS, Admissions and Records to provide additional information
- Division feedback is needed from Senate representatives in preparation for a vote at the next Senate meeting.
- Forward suggestions to: adarmstrong@pasadena.edu

2. Distance Education Committee Recommendations: 103, 105, 107, 108 – Sandy Haynes. All Academic Senate representatives have received copies of these recommendations and have been asked to share this information with their Divisions for comment/feedback before the next Senate meeting.

Recommendation 103: Delivery Modalities Proposal: (approved by Senate November 23, 2009)
Minor language change will be in accordance with Title 5 regulations.
Change To: Item No. 2: Hybrid, Line 4: “…Fifty-one percent or less (not “or more”); of course learning activities are delivered via the Internet with regular effective contact between instructor and student…. “
MOTION made by Fred Keene and seconded by Mark Dodge to approve the proposed revision to Recommendation 103. VOTE: Unanimously approved.

Revision to Form: 105D in regards to software (field limit) program changes were explained by Joe Futtner. The revised form will be presented to the subcommittee for
review & submittal to the full committee before being brought back to the Senate for a vote.

Sandy Haynes said additional help on future recommendations would be needed from Academic Support and the Office of Instruction in helping with this lengthy process. Ms. Haynes expressed her appreciation for the help received from these areas.

Recommendation 107: Online Class Size (Course Cap) Recommendation
Based on Class Size Recommendation approved by DE Committee and presented to the Academic Senate in April 2008, the Senate decided at that time to defer a vote and send the recommendation on to the Faculty Association. The recommendation regarding Online Class Size (Course Cap) was forwarded to the Faculty Association with no response throughout 2008 and 2009.

Recommendation 108: Distance Education Office/Conference Hours:
(Based on Conference Hours Recommendation approved by DE Committee and presented to the Academic Senate in April 2008, the Senate decided at that time to defer a vote and send the recommendation on to the Faculty Association. The recommendation regarding Office/Conference Hours was forwarded to the Faculty Association with no response throughout 2008 and 2009.)

An online, office hours’ formula was recommended for full-time, online instructors. A question came up about whether hybrid courses would be included in the formula. The Accreditation Task Force Committee made the recommendation for only full-time, online instructors.

Online office hours would substitute for a percentage of office/conference hours for those instructors who teach fully online now and are currently required to come to campus for all office hours.

Recommendations 107 and 108 will not be voted on at this time, but will be forwarded to the Faculty Association for input and direction as needed.

PCCFA representative Martha Bonilla requested that copies of the recommendations in question be forwarded to her. Sandy Haynes will send them.

Recommendation 109 will address instructor “load”.

3. Senate Faculty Development Committee Chair, Chuck Ward, announced the date of an upcoming combined community college conference at Glendale Community College for both full-time and adjunct faculty. Date: March 27, 9am-3pm; a half-day program. Event Title: The New College Student and You: Putting the Pieces Together 1st Ever Conference” Cost $25, and check will be returned at conference. Conference attendees will receive a certificate of achievement and “flex credit” will be available for this structured
activity. Mr. Ward may be contacted at x7012 or dcward@pasadena.edu.

4. Senate Fundraising Committee Chair, Joe Conner, gave a presentation for a proposed “A+ Campaign Committee Guide and worksheet for 5 minute presentations.” (hand-out provided). The Committee is developing a plan to compile a list of potential donors who can donate $100,000 or more to PCC with a goal of raising in the next 5 years of $100 Million -- one-half for Academic Senate activities such as professional development, scholarships, etc., and one-half for the permanently restricted Foundation Endowment Fund.

- The Committee’s purpose is to work with donors giving no less than $100K. Donors of smaller donations would be referred to the Academic Senate President.
- Building a donation base would give the Senate more economic freedom from pending and future economic cutbacks.
- Several subcommittees will be needed to develop priorities for spending the fund, developing a structure to contact possible donors, development of an information website, coordinate fundraising, gather information to direct donations to areas pertaining to teaching and learning.
- Committee advocates are needed from each division
- The Senate can work with the PCC Foundation to set up a fund
- Donations could be made through public information databases.

5. Senate Ad Hoc SLO Committee: SLO Philosophy Statement (No Report): President Bickley will be notified when the Committee report is ready for presentation.

6. Senate Elections Committee Chair, Pat Peach, presented the Proposed Procedures for Academic Senate Elections, Spring 2010. Information notice about this process will be sent out to all Academic Senate members regarding Nominations for Academic Senate Officers for 2010-2011. MOTION was made by Ahni Dodge and seconded by Fred Keene to approve the Senate election process. Vote: Unanimously approved.

7. Ad Hoc BSI Policies and Procedures Committee. Chair, Edward Martinez said the committee is comprised of representatives from English, Math and ESL who are reviewing PCC’s internal policies and procedures and Title 5 regulations that relate to basic skills courses for students working towards an Associate degree.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Appoint Edward Martinez to Enrollment Management Advisory Group. President Bickley is looking for a second person to serve on this committee. This is a critical advisory group which will address matters of class scheduling, course offerings and reductions, & other matters related to addressing student needs and enrollment efficiency.
3. Appoint Rhea Presiado to Faculty Distance Education Committee.
4. Appoint Lori Gagliardi to Curriculum and Instruction Committee.
5. Appoint Joe Futtner as Chair of C & I Committee for two year term.
6. Ratify Carrie Starbird as Vice-Chair of C & I Committee.
7. Ratify Manny Perea as Basic Skills Coordinator. *(Mr. Perea will be replacing Lynn Wright on a half-time basis).*
8. Ratify Steve Pell as BSI Supplemental Instructor.

**MOTION** made by Fred Keene and seconded by Cecile Davis Anderson to approve Items 1-5. **VOTE:** Unanimously approved.

**MOTION** made by Ahni Dodge and seconded by Patricia Lynn to ratify Items 6-8. **VOTE:** Unanimously approved.

9. Proposed Mission Statement (This item was accidentally left off Agenda), handout provided. President Bickley said the last Mission Statement Draft was "never approved" by the Board of Trustees. He said it is nearly imperative to have a Mission Statement in place soon because of the upcoming Accreditation deadlines. The proposed changes have been approved by the Management Association, Associated Students, Classified Association. This Statement could go before the Board of Trustees before Academic Senate approval.

**MOTION** made by Patricia Lynn and seconded by Edward Martinez to approve the Proposed Mission Statement.

**DISCUSSION/COMMENTS:**

Some would like to see Distance Education specifically noted, but the committee opted to be more general in referring to a variety of instructional modalities.

Concern was expressed with the intent and language in paragraph 1, line 5:

"The College is committed to providing access to members of the diverse communities within the District service area and to improving the economic conditions and the quality of life in these communities."

**VOTE:** In Favor: 0; Oppose: 13  Abstentions: 3  Motion Failed.

President Bickley asked for suggestions to be forwarded to the Academic Senate Office (attn: jbickley@pasadena.edu or jabenson@pasadena.edu). He will forward this information to the Mission and Shared Governance Committees.

**Sent to Committee:** None
VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report/Update: President Bickley said the Presidential Search Review Committee has met several times. Dr. R. Stanton Hales is the search consultant.

Sabbatical Leaves have been approved. President Bickley noted that some Trustees have stated that the granting of sabbaticals is a cost-saving method. Those on sabbatical leave are on 75% of base salary and there is a reduction or limit on taking overloads.

President Bickley and Treasurer Lynn are serving on the Ad Hoc Budget Advisory Committee. Board of Trustees Committee members on the Ad Hoc Advisory Committee include: John Martin, Jeanette Mann, and Geoffrey Baum. The college is taking the state budget crisis seriously and plans to make every effort to balance the budget and keep significant reserves, etc. Areas being reviewed (not necessarily to be acted upon) include early retirement, hiring freezes, furloughs, layoffs (haven't had to do this); voluntary work load reduction, class size increase; reducing number of hourly employees; voluntary leaves of absences, change in health care benefits, reduce and/or eliminate overtime, stipends or assignments. Some of these areas fall under the purview of the Faculty Association and need to be addressed in negotiations. The current Contract favors overloads for full-time faculty.

Playing of Tape provided by Dr. Jacobs.

Re: Student Complaint about late grade postings on the school web site
A recording of a telephone message received by Dr. Jacobs’ office was played for the Senate. Comment was received that the web site does not have the correct date of when grades are to be made available. A student’s grades are not posted until the grades from all the student’s teachers have been submitted.

R-2 Vice-President's Report: Mr. Martinez said the Presidential Search Screening Committee is on a current timeline and is progressing well in its work.

R-3 Secretary’s Report: No report.

R-4 Treasurer’s Report: Patricia Lynn reported the following Senate account figures:

Credit Union Accounts: Checking: $5,685.35; Savings: $9,319.85.

Foundation Accounts: Restricted Fund: $130,000; Temporary Restricted Fund: $40,243.00. General Fund: $59.10. Total Accounts Balance: $170,302.10

VIII. INFORMATION ITEMS: The following items will be discussed, with possible action to follow on each item.
1. Accreditation Recommendation #1: Response to ACCJC: Robert Miller and Crystal Kollross. Bob Miller gave a very informative and well-prepared slide presentation on the outline of the work done to prepare a response to Recommendations #1 and #3. A draft of this report will be presented at the March 3 Board of Trustees’ meeting and hopefully will be forwarded to ACCJC/WASC on March 12. The due date for this Recommendation is March 15. Jessie Moore and other Senate Board members thanked Bob Miller and Crystal Kollross for their hard work on this Recommendation.

2. Plus-Minus Grading: President Bickley said he has been approached by several instructors on this matter. He asked for information, reasons, additional data to present to the Board. Plus-Minus Grading could be an “optional type of matter” for faculty.

3. Student Sustainability Committee, President’s Climate Commitment – Assessment Brett Shears (Associated Student Body representative and Chairperson of the Associated Students Sustainability Committee) presented a handout from the ASPCC Sustainability Committee on the 2008-2009 Carbon Assessment (findings and recommendations) along with recommending solutions to the following problems: prioritization; accessibility; tracking; availability; reliability; and data compilation. Additional recommendations are listed on the handout. The Associated Students would like the Senate to endorse their ideas to work collectively and ultimately take this matter before the Board of Trustees.

There is a longer and more detailed document which will be sent digitally to President Bickley. President Bickley will forward the document electronically to the Senate Representatives to inform them more for a possible vote on the matter.

STANDING INFORMATION ITEMS

S1-1:  PCCFA REPORT was presented by Martha Bonilla: PCCFA does not want to address the matter of early retirement until a new president is in place. This would be a cost saving measure which has been implemented at other community colleges and at some high schools.

There is a petition being circulated to reopen 2011-2012 calendar discussions. Faculty members want to be included in this discussion. Areas of discussion include: placement of a week between Spring and Summer Session and the fall semester ending too late in December.

Concern was expressed regarding a policy being in place to address the circulation of petitions.
Day of Action: March 4, 2010. Students will be gathering on local campuses and heading to Pershing Square in Los Angeles in protest of service and program cuts and rising costs at the UCs, Cal States and some CC’s. Many PCC students will be involved in this march and the Union is requesting faculty to support their activities by not penalizing students for missing class on this day so they can take part in these activities. PCC students will meet around 12PM by the mirror pools and proceed to the Gold Line station to travel to downtown Los Angeles. Faculty have been encouraged to not schedule tests or require turn-in assignments on this day.

Lawsuit: The lawsuit is going forward. CTA has rejected a settlement offer of creating a scholarship for students on their behalf, despite the advice of their attorney and the mediation judge. CTA asks for the money (hundreds of thousands of dollars) to be returned. PCCFA will continue to fight.

S1-2: FACCC REPORT: No report.

S1-3: ADJUNCT FACULTY REPORT: No Report.

IX. ANNOUNCEMENTS

1. ASCCC Spring Plenary Session: April 15 to April 17, 2010.

X. Adjournment. MOTION to adjourn made by Mark Dodge at 5:35 P.M.

Next Senate Board Meeting: March 15, 2010