March 15, 2010

OFFICERS AND MEMBERS PRESENT

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<td>ACADEMIC SENATE PRESIDENT</td>
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I. CALL TO ORDER – 3:05 p.m.

II. PLEDGE OF ALLEGIANCE: Pat Peach

INTRODUCTIONS: Instructors: Sandy Haynes and Susie Ling

III. APPROVAL OF MINUTES for March 1, 2010.
  
  MOTION was made by Edward Martinez and seconded by Mark Dodge to approve the minutes as presented. VOTE: Motion passed unanimously.

I. PUBLIC COMMENT:

Items approved to be moved forward on the agenda:

1. Susie Ling: Nisei Project Announcement: (Handout Provided)
2. Information Item #1: Greg Smith

California State legislation has made it possible for honorary degrees to be presented to 137 “registered” PJC Japanese students (or their children) whose studies were interrupted during WWII. Degrees will be granted at the June 18 commencement ceremonies. In preparation for this celebration, 1000 origami paper cranes will be folded and formed into a traditional welcome/good luck for the presentation. Several origami folding party dates will be posted on PCC’s list serve. Later this year several buses will be provided (for students) to visit Manzanar.

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

1. Educational Policies Committee: Adding of Classes – Ahni Armstrong
   
The committee has received comments and suggestions following the Committee’s report presented at the last Senate Board meeting. They include the following comments:
   1. PCC should establish a sequential, unpaid wait list for each class section of 10-30% or more of class size, according to each division’s preference.
   2. Students to be added to a class must come from the waiting list in sequential order.
   3. Exceptions to this policy may be made in individual, justifiable cases.
4. 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 program and the college.

5. The number of students to be added must be in accordance with college policy and division faculty regarding the official limits for each class section.

6. Wait-listed students must be present the first day of class.

7. The wait list could be arranged for students to see where they are on the waiting list.

President Bickley said the deans have been involved. The matter needs to be presented to college-wide participants such as Admissions & Student Records, MIS, and the Associate Students to see if such a list is feasible and to determine its implementation time. Following Senate approval, President Bickley will present this matter to the College Coordinating Council.

At this time, students are not able to pay an amount to Admissions & Records to be “held” until a specific class can be added (depending on class availability).

**MOTION:** Made by Patricia Lynn and seconded by Tom Neiderer to approve the Educational Policies Committee’s proposed policy for the Adding of Classes.

**VOTE:** YES: Majority. No: 0 Abstention: 1: Motion passed.

2. Distance Education Committee Recommendations: Sandy Haynes

All Academic Senate representatives have received copies of the following recommendations and have been asked to share this information with their Divisions for comment/feedback.

**Full Recommendation 107:**

**Online and Hybrid Recommendations regarding class size caps:**

In response to Title 5 regulations and WASC guidelines regarding instructor-student interaction, the pedagogical rationale for capping class size is to make allowances for continuous substantive communication. Therefore, optimally facilitated *fully online courses* require quantity and quality (frequency and mode of instructor-student contact) with section sizes small enough to promote and meet positive learning outcomes.

**Recommendation 1a (or 107a):**

The Distance Education Committee recommends that for the above reasons, a course enrollment cap of 30 is recommended for PCC fully online courses unless the maximum for a face-to-face equivalent course is less than 30. In these cases, the face-to-face maximum enrollment will be used.
Hybrid courses are expected to include and ensure regular effective contact based on a mutual effort between faculty and students. Title 5 Subsection (a) underscores:

…it is the responsibility of the instructor in a DE course to initiate regular contact with enrolled students to verify their participation and performance status. The use of the term regular effective contact in this context suggests that students should have frequent opportunities to ask questions and receive answers from the instructor of record.

Hybrid courses include the combination of scheduled reduced face-to-face instruction with computer-based learning and other instructional technologies. Consequently, frequency and mode of faculty-student continuous substantive communication may vary and individual hybrid course curriculum should be assessed to insure optimal Title 5 regulation compliance and WASC guidelines covering continuous substantive faculty-student communication.

Recommendation 1b (or 107b):

The Distance Education Committee recommends that for the above reasons, a course enrollment cap of 30 is recommended for PCC hybrid course, ensuring optimal regular effective faculty-student contact, unless the maximum for a face-to-face equivalent course is less than 30. In these cases, the face-to-face maximum enrollment will be used.

Conversely, when regular effective faculty-student contact is not evident in the course design, the hybrid course is exempt from the above recommendation and the course enrollment cap will remain identical to its equivalent PCC face-to-face class.

Fully online and hybrid courses which do not incorporate WASC and Title 5 regular effective contact through group/collaborative learning, substantive discussion, and individual learning facilitated via substantive instructor-student interaction curriculum components are not accreditation exemplars of PCC.

RECOMMENDATION 107: Complete written recommendation was e-mailed to Board. Re: online class size -- cap of 30 students recommended.
Recommendations 1A (107A - Online) and 1B (107B - Hybrid): Motion is to approve sending these recommendations to the Faculty Association for review because it falls under the Association’s responsibilities for matters affecting working conditions.
MOTION made by Tom Neiderer and seconded by Mark Dodge to approve Recommendation 107.
VOTE: Yes: Unanimously approved. Motion passed.
RECOMMENDATION 108: Complete written recommendation was e-mailed to the Board. Re: Distance Education Office/Conference hours. The Committee recommends a vote of approval and for this Recommendation to be presented to PCCFA.

DISCUSSION:
Instructor office/conference hours are not a part of shared governance. The Committee is trying to develop a balance between what is currently not allowed and having a minimum number of hours (5.5 hrs) for office hours and shared governance activities. Scheduling of office hours would be handled by the deans. Adjunct faculty are not given office hours.
There should be a mandated stipulation for all full-time faculty to have certain hours for shared governance (committee) activities. Would students be served best if they are not provided face-to-face hours with faculty? The committee is looking at the issue of faculty “load” as it pertains to the needs of the students. Input would be needed by the division deans and Academic Support.

The expertise of PCCFA is needed for input in regards to contract language with possible additional review and vote by the Senate Board.

Bob Miller: Accreditation Liaison Officer thanked Ms. Haynes and the Distance Education Committee for their hard work on these policies and procedures which need to be expeditiously put in place for Accreditation Commission review by October 15, 2010. Faculty sensitivity and cooperation is needed.

Full Recommendation 108:
Distance Education Office/Conference Hours Recommendation

The Distance Education Committee recommends that full-time faculty who teach online may hold a percentage of office hours online.

The portion of office/conference hours that may be held online should be commensurate with the percentage of teaching load that is held online, but no more than 40% of the number of hours (consistent with the assignment for the 16 week semester) required for full-time faculty. The maximum number of office/conference hours that may be held online is 2.25, or 2 hours and 15 minutes for full-time, faculty who teach online.

- Office/conference hours must be scheduled over at least 2 days in blocks of 30 minutes or more.
- The online office/conference hours will require synchronous communication, including chat, text messaging, video teleconference, or other similar methods.
• Information about online office/conference hours must be posted online in the course syllabus, along with face-to-face office hours as per the FA contract.

Faculty communication through interactive office/conference hours is an integral component of quality instruction, as well as a leading indicator of student satisfaction.

Motion is to approve sending this recommendation to the Faculty Association for review because it falls under the Association’s responsibilities for matters affecting working conditions.

MOTION TO APPROVE RECOMMENDATION 108  Made by Mark Dodge and seconded by Tom Neiderer to approve this recommendation.

VOTE on the motion:  Aye: Majority.  No: 0   Abstention:  1

RECOMMENDATION 106 DE:  “Pedagogy Readiness for Faculty” is a “bookend” to a recommendation regarding technology literacy and readiness for faculty passed in November 2009.
President Bickley asked the Senate Board members to review this Recommendation so it can be addressed at the next Senate Board meeting.

Ms. Haynes said instructors could fulfill recommendations presented in recommendation 104 by taking coursework at: 1) California Community Colleges or 2) through a UCLA online teaching program.

Recommendation 104 (Pg. 2) states that the requirement for presenting a teaching demonstration would need to be recommended by the dean of the relevant division, and the dean of Academic Support and the Distance Education chair or designee.
Recommendation 104 (pg. 3):  Ms. Haynes said the DE Committee would be developing an appeals process to validate, if an instructor was ready to go through this process.

There cannot be “grandfathering” because of Title 5 and 508 compliance. Instructors will need to complete course work or have an assessment process to make sure their courses are compliant with state and federal law.

RECOMMENDATION 105D:  Web CMS Formatting revisions were sent to the DE Committee last week and have been reviewed and sent back to C & I Committee, Chair, Joe Futtner.

3. Senate Elections Committee Chair:  Pat Peach
Notice of Intent Forms have been received for the following Senate Office positions for Fall 2010 – Spring 2011.
President:   Edward Martinez
Vice-President:  Patricia Lynn
Secretory: Ahni Armstrong  
Treasurer: Dustin Hanvey

No other nominations were received.  

MOTION made by Tom Neiderer and seconded by Jo Buczko to officially close the nomination process.  

VOTE: Ayes: Majority approved. One abstension. Motion passed.

The Committee will begin preparation of and mailing out ballots to the Academic Senate body.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Appoint Ahni Armstrong to Enrollment Management Advisory Group.  
2. Appoint Carrie Starbird, Ted James, Jason Norris, and Tad Carpenter to the Strategic Planning Retreat Committee.  
3. Create Ad Hoc Faculty Evaluation Committee on criteria for Outstanding and Satisfactory evaluations.  
4. Appoint Gary Woods as Chair of the Ad Hoc Faculty Evaluation Committee.  
5. Proposed revision of College Mission Statement.

MOTION to approve Items 1 & 2 made by Fred Keene and seconded by Ahni Armstrong. President Bickley asked for volunteers to the Enrollment Management Advisory Group.

VOTE on the motion: Aye: Motion was unanimously approved.

MOTION to approve Item 3 made by Edward Martinez and seconded by Tom Neiderer:

Item Number 3: Create Ad Hoc Faculty Evaluation Committee on criteria for Outstanding and Satisfactory evaluations.

- The Senate Executive Committee has received concerns from faculty complaining that deans may not be discriminating “satisfactory” evaluations in terms of whether they are “satisfactory” or “outstanding.” Reports are that all faculty in some divisions are being evaluated as satisfactory. Faculty have requested the opportunity to study whether acceptable criteria could be developed to help deans evaluate faculty as outstanding or satisfactory on faculty evaluations. An Ad Hoc Faculty Evaluation Committee needs to be established.

Item 4: Appoint Gary Woods as Chair of the Ad Hoc Faculty Evaluation Committee.

Evaluation of faculty is an area that is contractual in nature and PCCFA should be consulted. The Senate serves in an advisory capacity.
Roger Marheine said he could not vote in favor of Item No. 3 for the following reasons:
There is currently a national movement towards merit pay in the K-12 System
The actions of this type of committee could be used against someone.
He is nervous about pitting faculty against each other through this type of evaluaton process.

VOTE ON MOTION in support of Item #3:  Aye:  11  No: 8  Abstention: None. Motion passes.

VOTE ON MOTION in support of Item #4 made by Fred Keene and seconded by Jessie Moore:  VOTE:  Aye: Majority. No.  1 Abstain:  6. Motion passes.

DISCUSSION
• Should the Academic Senate or the Committee appoint the committee chair?
• Sometimes a chair is selected by the committee and referred to the Senate Board for approval/ratification.
• Sometimes the Senate President in consultation with the Executive Committee recommends a Chair of a committee to the Senate Board for approval – this is particularly helpful for getting new committees started.
• This matter should be addressed by the Senate’s bylaws.
• Appoint an “acting” chair and allow the committee to appoint its own chair.
• Committee volunteers will be needed.

5. Mission Statement:  Two handouts were provided:  one incorporated the Senate’s recommended changes to the statement approved by the College-wide Mission Statement Committee and the second showed the changes as “track changes”. President Bickley, with the help of the Executive Committee, “integrated” most of the faculty’s feedback into the current draft. President Bickley would like to see the Senate support a revised Mission Statement before the return of the Accreditation Team on April 8. The Mission Statement will need to go back to the College Coordinating Council and eventually the Board of Trustee for approval. Dr. Sugimoto supports the idea that the Mission Statement should be viewed as a “living document” – one that is dynamic, fluid, and subject to regular revision.
MOTION was made by Tom Neiderer and seconded by Edward Martinez to approve the revised Mission Statement.
DISCUSSION:
Bullet #3: Students should also take responsibility for “failures”:  President Bickley said this is “implied.” Responsibility for successes implies that students are responsible for successes, or the lack thereof.
Edward Martinez said he has problems with the Statement’s “wordiness”, but would support voting in its favor.

Sent to Committee:  None
VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report/Update: President Bickley
The College is expected to reduce the number of sections to be offered over the next school year. The actual number of students enrolled may be down slightly, but full-time equivalency student numbers are up. Efficiency is up.

Super Sunday: PCC is sending representatives to African American community (churches). Dr. Sugimoto addressed the congregation of Friendship Baptist Church on March 14. In attendance were: Jeanette Mann, Kim Miles, Temeka Alexander and the President’s student ambassadors. Additional presentations are scheduled.

KPCC has a new address on South Raymond Avenue in Pasadena and is providing opportunities for student interns.

Strategic Planning Retreat: 10 instructors have been approved to attend. One cancellation has been received. If interested, please contact President Bickley.

Accreditation Response Update: President Bickley received an electronic copy of a 13-page response with 333 pages of supporting documents that were forwarded to the accrediting agency addressing accreditation concerns. Mr. Miller expressed his appreciation to those who participated in this campus-wide effort. He acknowledged the need for future work and cooperation that will be required to address additional ACCJC recommendations. The accreditation visitation team will visit campus April 8, 2010, and it will consist of 2-3 individuals. Some faculty may be asked to be available for comments or for an interview with this team.

Ad Hoc Budget Advisory Committee:
The Enrollment Advisory Management Group will play a crucial role in decisions about the reduction of sections. Discussion is needed in regards to increasing Core Transfer, needed CTE, and Basic Skills class sections. Some issues of Interest that were discussed as possible means for reducing the budget were negotiable matters that require Board and union agreement – such as, benefits and faculty overloads.

R-2 Vice-President’s Report: Mr. Martinez commented on the following:
The BSI initiative Policies Committee continues it work: reviewing title 5 documents, PCC policies, and procedures to identify areas where our commitment to the BSI requires changes in policies, etc.

The Presidential Search Committee is actively at work. Academic Search, a company hired to participate in this process, will send information to various
constituency groups, including the Academic Senate, in regards to progress being made.

R-3 Secretary’s Report:
A Faculty Development Conference is scheduled for March 27, 9am-3pm at Glendale Community College.
Theme: Putting The Pieces Together
Focus Groups will address: 1) Look of Today’s CC students; 2) how to help today’s multi-faceted students; 3) addressing problems surfacing during the first week of classes, etc. The conference is free. A $25 check is required and will be returned upon attendance at the conference. Chuck Ward can be contacted to sign-up. See Agenda Announcements #2 for the registration web address.

R-4 Treasurer’s Report: Treasurer Patricia Lynn reported the following Senate account figures:
Credit Union Accounts: Checking: $5,635.79; Savings: $10,044.35
Foundation Accounts: Restricted Fund: $130,000; Temporary Restricted Fund: $40,243.00. Closing Balance: $170,302.10

- The Senate hopes to have a joint fund raiser with the Classified Senate in the future.
- The Senate is still selling mouse pads. Profits go to the Academic Senate Scholarship.

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

1. Physical Education Activities Courses – uncertain future: Coach Greg Smith announced that Jack Scott, former PCC President Chancellor for California Community Colleges, has recommended that some CC Physical Education activity classes (including cycling, spinning, aerobics, stretching, water aerobics, weight training classes, etc.) be eliminated or become non-credit classes. One method to address this matter is to pair activity classes with an academic component by spring 2012. Dr. Jacobs and Dr. Allen Dooley spoke to PE faculty about this matter about three weeks ago. One possibility that was discussed was having most activity classes (except those specifically required by Athletic programs) would be administrated under the CEC as non-credit classes. Coach Smith spoke about how such a reduction or loss (and/or relocation of these classes) would adversely affect students. Many students take the activity classes to fulfill degree requirements as well as learning new ways to strengthen their body and mind.

The activity courses which would be maintained by adding an academic component would have to be structured so that 80% of class time would be academic and 20% of class time would be activities – if the state was to pay for these classes.
The Athletic area is not affected by this proposed change.

A large number of athletic students participate in the activity classes. PCC is being asked to change its activity courses before a formal mandate is finalized. Fullerton, Cerritos and East LA have not been pressured about this proposed action.

At PE’s last meeting about this matter, Allan Dooley was asked about cutting out Dance activity classes. He said this area had not been addressed. Mr. Smith said if this change is made, athletics might be next: perhaps all coaches might be hired on an adjunct, rather than a full-time basis. It is not fair to single out the activity class area. PCC is one of many community colleges requiring PE classes for credit to meet graduation requirements. This would require modification of Policy 4060.

President Bickley stated that he had not been approached about the planned changes at PCC. Changes in curriculum are clearly a matter the Senate should be actively involved with. He suggested the Kinesiology faculty could develop a resolution and present it to the statewide Academic Senate. Other college activity class faculty could be solicited for additional support.

Concern was expressed that not as many students would be reached if activity classes were to become noncredit classes administered under the CEC.

Question: Has the union become involved?

Classes from other college disciplines (e.g., English classes) could be paired with an activity class, if written assignments were required in regards to the environmental and nutritional impacts of a particular activity class. The same could be done with a class’s health component. Diana Francisco (English Division) said she could develop such a component for both her English class and an activity class.

Jason Herbert, Associated Students VP of Academic Affairs said the Associated Students would likely support PE keeping the activity classes.

2. Student Sustainability Committee: Brett Shears:
With the help of faculty and administrators, this Committee worked hard to develop a green house gas assessment of the entire campus. This assessment was submitted to Van Pelt’s office 12 days ago. The Committee recommends the need for collective administrative support of this assessment in regards to practical greenhouse gas problems/solutions that include the areas of: prioritization, (what is important?); accessibility (able to get foot in door for public information); tracking (practical problem of keeping data that is very important in this
process); **availability** (sometimes information that doesn’t exist has to be created or maintained); **reliability** (numbers have to be tangible and real – other than dollar amounts – examples: student travel numbers); 2) water usage (pools, showers, landscaping – how to use water more wisely; and **data compilation**.

A sustainability officer is needed to alleviate future problems with sustainability and to provide easier tracking methods for information to be used by students, the community, and others. The Board of Trustees did not support the Associated Students efforts to complete this assessment project.

**MOTION** was made by Fred Keene and seconded by Pat Peach for the Senate Board to support “in principal” the Associated Student’s efforts to complete the green house gas assessment project (GHD) and for the Senate to encourage college-wide discussion of the students’ recommendations.

Mr. Shears is president of Seeds for Change. Things are going better but institutional support is needed. Transparency is an important issue.

**VOTE ON MOTION:** *Aye: Majority. No. 1. Motion passes.*

3. **Plus-Minus Grading:** President Bickley: Some faculty are looking to re-examine this possibility at PCC. If interested, call the Senate Office.

4. **Call for faculty to serve on Senate Faculty Handbook Committee –** Pattie Lynn: Volunteers are needed.

**STANDING INFORMATION ITEMS**

S1-1: **PCCFA REPORT:** Martha Bonilla said negotiations with the Board of Trustees has presently stalled because they would rather put off negotiations until the seating of new president.

Lawsuit: A trial date has been set for week of spring break: Beginning 4/19. CTA hasn’t been open to attempts to settle this matter. It’s a precedent setting case. CTA has never sued one of its former chapters. CTA was offered the suggestion of creating a scholarship in their name as a means of settlement. CTA refused.

Roger Marheine said negotiations on the issue of early retirement will begin on March 26. Will probably be put on hold and continued to June 30. President Bickley said faculty he had spoken with were hoping for an early retirement incentive which likely will not be available this year – perhaps next year.
It is proposed that existing contract language be changed on adjunct faculty hiring back rights. The contract may be reworded to give priority in accordance to seniority to adjunct faculty. The District proposes that adjuncts be given consideration.

Another issue: Paid office hours for basic skills adjunct faculty. This matter may be revisited in future discussions.

If full-time faculty are being asked to reduce overloads to save the district money, then maybe full-time faculty’s base pay should be raised. Mr. Marheine said this matter is open to discussion in regards to raising base pay and reducing overload. If base were made more in line with other campuses, there would be less of a need for full-time faculty to teach overload. This could open the door more for part-time faculty to get more classes.

Comments
S1-2: FACCC REPORT: No report.

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge said at CSULA there is a faculty movement to ban all laptops and phones in class. This requirement could be put in class syllabus. Jason Herbert said students have right to have lap tops to take notes.

Mr. Marheine said he would like to have a FACCC representative attend a Senate Board meeting to give a report.

IX. ANNOUNCEMENTS

1. Statewide Senate Area C Meeting at El Camino College on March 27, 2010, 10:00am – 3:00pm
2. Professional Development Conference at Glendale College, 9:00am-3:00pm Sat. March 27 (co-sponsored by our Senate Development Committee): The New College Student: Putting the Pieces Together. It is free (after refund). Register by March 19 at: http://www.glendale.edu/pdf/puttingthepiecestogether.pdf
3. Faculty nominations for the Ralph Story Service Award due by Noon on April 15, 2010 in C227
4. Classified employee nominations for Unsung Hero Award due by Noon on April 15, 2010 in C227
5. ASCCC Spring Plenary Session: April 15 to April 17, 2010 – SFO Hyatt Regency, Burglingame, CA.

X. Adjournment. MOTION to adjourn made by Mark Dodge at 5:20 P.M.

Next Senate Board Meeting: March 29, 2010