

April 12, 2010 [Revised 5/3/10]

**OFFICERS AND MEMBERS PRESENT**

|                                   |                       |
|-----------------------------------|-----------------------|
| ACADEMIC SENATE PRESIDENT         | JIM BICKLEY           |
| VICE PRESIDENT                    | EDWARD MARTINEZ       |
| SECRETARY                         | AHNI ARMSTRONG        |
| TREASURER                         | PATRICIA LYNN         |
| BUSINESS & COMPUTER TECHNOLOGY    | SHELLEY GASKIN        |
| COMMUNITY EDUCATION CENTER        | SUSAN BRIGGS          |
| COUNSELING                        | CECILE DAVIS ANDERSON |
| ENGLISH                           | DUSTIN HANVEY         |
| ENGLISH                           | DIANA FRANCISCO       |
| LANGUAGES                         | PAULETTE KOUBEK       |
| LANGUAGES                         | LOKNATH PERSAUD       |
| KINESIOLOGY, HEALTH & ATHLETICS   | JESSIE MOORE          |
| LIBRARY                           | JUDY OHYE             |
| MATHEMATICS                       | PAT PEACH             |
| MATHEMATICS                       | FRED KEENE            |
| PERFORMING AND COMMUNICATION ARTS | RITA GONZALES         |
| PERFORMING AND COMMUNICATION ARTS | TAD CARPENTER         |
| PERFORMING AND COMMUNICATION ARTS | RITA GONZALES         |
| SOCIAL SCIENCES                   | DEREK MILNE           |
| SPECIAL SERVICES                  | JO BUCZKO             |
| VISUAL ARTS AND MEDIA STUDIES     | YOLANDA MCKAY         |

**OFFICERS AND MEMBERS ABSENT**

|                                |                      |
|--------------------------------|----------------------|
| ADJUNCT FACULTY                | MARK DODGE           |
| BUSINESS & COMPUTER TECHNOLOGY | SONIA WURST          |
| ENGINEERING                    | BERNARDINO RODRIGUEZ |
| ENGLISH                        | ROGER MARHEINE       |
| HEALTH SCIENCES                | ANITA BOBICH         |
| HEALTH SCIENCES                | LEE HASSIJA          |
| HEALTH SCIENCES                | TOM NEIDERER         |
| NATURAL SCIENCES               | KERIN HUBER          |
| NATURAL SCIENCES               | TERRI BORMAN         |
| SOCIAL SCIENCES                | DAVE MCCABE          |
|                                |                      |

## **GUESTS AND VISITORS**

|  |                                  |
|--|----------------------------------|
| ACTING ASSOCIATE DEAN, ENROLLMENT MANAGEMENT | ALLEN DOOLEY                     |
| INTERIM VP, STUDENT /LEARNING SERVICES       | STUART WILCOX                    |
| DISTANCE EDUCATION COMMITTEE                 | SANDY HAYNES                     |
| PCCFA  | MARTHA BONILLA<br>ROGER MARHEINE |
| DISTANCE EDUCATION SPECIALIST                | CAROL ROBINSON                   |
| CLASSIFIED SENATE                            | LETICIA VELEZ                    |

### **I. CALL TO ORDER – 3:06PM**

### **II. PLEDGE OF ALLEGIANCE:** Tom Neiderer

**INTRODUCTIONS:** Stuart Wilcox, Martha Bonilla; Dooley, Dr. Carole Robinson, Leticia Velez

### **III. APPROVAL OF MINUTES** for March 28, 2010.

MOTION to approve the minutes made by Fred Keene and seconded by Shelley Gaskin.

Vote: Motion passed with majority vote.      No: 0      Abstentions: 2

### **PUBLIC COMMENT:**

**Technical Education Conference: April 12-13:** Pat Peach encouraged Senate representatives to attend this very informative and interesting event which is free to all PCC staff. The only expense would be parking. The online registration code may be obtained by contacting Johari DeWitt Rogers in the New Media Center.

**Request approved to move PCCFA report up on the agenda. [VII. S1-1]**

**Request approved to move up on the agenda Item 3 under Committee reports.**

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

1. Distance Education Committee Recommendation 110 was presented by Sandy Haynes for review for a future vote by the Senate Board. This recommendation was approved at the last Distance Education Committee meeting. The Committee recommends “that all Distance Education courses include regular effective contact that follows Title 5 regulations and guidelines in Section 55204. Pasadena City College defines regular effective contact by the following guidelines... ”(handout provided”).

This recommendation was emailed to the Senate this morning (April 12). A recent ACCJC publication dated spring 2010 features an entire page regarding the specific definition of distance education and the need to maintain regular, substantive and outlined interaction between students and their instructor. A vote on this matter is recommended at the May 3 Senate Board meeting.

2. Senate Elections Committee Chair, Pat Peach, gave the following election update.

| 2010-2011<br>Senate Positions | Name  | Number of<br>Votes |
|-------------------------------|---|--------------------|
| President                     | Edward Martinez (Counseling)                      | 132                |
| Vice-President                | Patricia Lynn (Business and Computer Technology)  | 130                |
| Secretary                     | Ahni Armstrong (Business and Computer Technology) | 130                |
| Treasurer                     | Dustin Hanvey (English)                           | 127                |

President Bickley congratulated the winning Officers and wished them well.

3. Senate Calendar Committee: Presentation by President Jim Bickley.

The Senate Board previously addressed its preferences for the 2011-12 calendar in the Fall semester when it voted its support for a calendar draft that was to be brought forward from the faculty to the College Calendar Committee. The College Calendar Committee voted to support a calendar that was very similar to the calendar the Senate Board supported last Fall. The calendar supported by the College Calendar Committee was emailed to all Senate representatives for review and feedback within their divisions. Stu Wilcox said the 2010-11 calendar was approved last year. The 2011-2012 calendar recommends: one Flex Day to be scheduled in early fall 2011 and a week of no classes. Concerns were expressed about whether or not to have a week's break between the end of spring and summer. Some argued that many faculty and staff on campus were not informed about the proposed calendar.

President Bickley said this is a negotiable matter that previously PCCFA and CTA have given to the Senate for participation in the Shared Governance Process. PCCFA will be polling all full-time and adjunct faculty on this matter as part of its plans to seek renegotiation of this item, with the hopes of a possible presentation to the Board of Trustees in May.

Comments/Concerns:

The Senate did its job by fairly voting to send the 2011-2012 calendar back to the College Calendar Committee.

Review and approval of the proposed calendar needs to be more "democratic"

The Calendar Committee includes representatives from all constituency groups: management, each union, and shared governance group,

Senate representatives had been given calendar information for division review and input.

Senate motions should require a “roll call” vote.

Division, Classified, Student Recommendations

|                                       | Division/Area  |
|---------------------------------------|--|
| Support 2011-12 Calendar              | Classified (Unanimous Support)<br>Student Government |
| Do Not Support 2011-12 Calendar       | Languages, English, Social Sciences                  |
| Wants More Dialog & Input             | Math Division & Social Sciences                      |
| Unsure about effects of this calendar | PAC Division   |
|                                       |  |

**MOTION** made by Tom Neiderer and seconded by Rebecca Morris to approve the 2011-12 calendar as presented.

**DISCUSSION/CONCERNS**

President Bickley said winter session is being restored to last year’s level (it was reduced 50% in 2009); summer session will be “cut” about 25% and fall 2010 and spring 2011 will be 98% of what they were this past year.

Community Education Center: Susan Briggs said that most CEC faculty are adjunct and are unaware of the proposed calendar.

English/Second Language faculty want the calendar vote reopened.

**STAND-UP VOTE ON MOTION:** Yes: 10 No: 9

3 Abstentions: [including: Rita Gonzales and Tad Carpenter of the Performing and Communication Arts Division]

**MOTION Passed.**

4. Ad Hoc Senate SLO Committee: Shelagh Rose presented a proposed “Philosophy Statement of Student Learning and Support Services Outcome 1 Paragraph handout was presented

**Discussion:**

The proposed statement is very coherent

This statement is to be shared with the divisions for review and feedback before a vote is taken. The Committee would like this statement to be published in a place, (like the school catalog) where it would be readily accessible on campus and to the public.

**E-Copy:** An electronic copy of this statement will be sent to Judy in the Senate Office for forwarding to the Senate Board.

**VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:**

1. Ratify Dan Raddon to the Enrollment Management Advisory Group.

2. Appoint Yolanda McKay to the Senate Ad hoc Faculty Evaluation Committee.
3. Send Dustin Hanvey to ASCCC Leadership Institute and send one faculty representative to ASCCC Curriculum Institute. If needed, use Senate savings to supplement budgeted professional development funds.

MOTION approving items 1, 2 and 3 made by Fred Keene and seconded by Tom Neiderer. VOTE: Motion passed.

4. Appoint preliminary amount of \$6,000.00 for Senate Scholarships for 2010. The Scholarship Committee has received approximately 65 applications. The Committee Chair is Bob Mclean; up to \$8500 can be spent towards scholarships from the Senate's Foundation scholarship account, and there are monies in the Credit Union account. The Senate Board will be asked to vote on the final figures for the spring 2010 Scholarship awards.

**MOTION** to approve Item 4 made by Tom Neiderer and seconded by Loknath Persaud.

#### DISCUSSION

Scholarship award money can be balanced between both the Foundation and the Credit Union accounts to avoid a large depletion of either account. If a larger donation is received from Keith Miller, it would be placed in the Credit Union account.

The number of scholarships funds are based on available funds.

Scholarship applicants are not initially informed of the award amount.

**VOTE ON MOTION:** Majority: Approval.

#### Sent to Committee:

### VII. REPORTS FROM EXECUTIVE COMMITTEE

#### **R-1 President's Report/Update:** President Bickley

Managed Printing: This matter will be discussed at the next Senate meeting for a vote. This is a green action.

Concern: The campus should be provided with energy conservation/reduction guidelines and/or support, so staff and faculty can better understand exactly what is happening on campus and where problem areas are.

Ad Hoc Budget Committee: The May meeting will look at what would be saved if certain areas were reduced. The meeting is open to faculty to attend and listen.

Next meeting 5/13 2:30 – 4 (Rm. C233).

Presidential Search: Over 40 applications have been received. There was discussion by the Board about concerns from the last process. The screening committee will recommend candidates to the Board of Trustees. The Board of Trustees will likely choose three from the screening committee recommendations for further review. It is anticipated that these three candidates will each be individually invited to the campus for interaction with various campus constituencies.

The Board is working on a self-assessment and may seek feedback from various campus constituency groups.

**Educational Master Plan Committee** had a meeting last Friday. MIG is the campus consultant group. MIG is doing a very thorough and professional job.

Area C Meeting: Attended by Dr. Bickley, Edward Martinez, and Dr. Lynn. Drs. Lynn and Armstrong will also be attending this weeks ASCCC Spring Plenary Session. Several resolutions of “no confidence” in the leadership of ACCJC will be presented. Feedback will be given at the next Senate meeting.

**R-2    Vice-President’s Report:** Mr. Martinez: said the Area C meeting presented some interesting resolutions regarding statewide changes in the transfer degree. His personal position is that we should not support such resolutions because they would put our degree process in turmoil.

Resolution areas included:

Counselor /teacher ratios

Establishment of general education reciprocity. Students now tend to go to more than one CC in their career.

**R-3    Secretary’s Report:** Receipt of handout entitled “Summary of Generational Differences” given to participants at the “New College Student and You” Conference (about 100 participants from GCC and PCC). It outlines differences b/t traditionalist, baby boomers, Gen Xers and Millenials.

Example: Interactive styles.

Students say they want high tech, but high touch is what keeps them in class.

Students need Immediate, interactive, engaging learning.

Book: The Seven Good habits of a good teacher.

Students are not well prepared but they are motivated.

Q: Gen X’s are only 12 years. This report was only written few years ago.

**R-4    Treasurer’s Report:** presented by Dr. Patricia Lynn.

Scholarship Fund: Credit Union Account:        \$7298.57

Foundation TR Fund:                                \$8,966.47: A

Upcoming Senate Expenses include:

\$6,000 - \$8,000 for 2010 Senate Scholarships. This expense can be shared between both the Foundation and the Credit Union scholarship accounts.

Senate Retiree Breakfast Expenses: complimentary tickets, catered breakfast, various awards (Full-Time and Adjunct Faculty Lecture Award, Ralph Story and Unsung Hero Award)

Faculty Lecture Performances

May 4, 12PM-12:50PM Harbeson Hall: Richard Kuller (Adjunct Awardee: PAC Division)

May 11, 12PM-12:50PM, R122Rebecca Morris (Full-Time Awardee: VAMS)

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

1. Time Place and Manner (TPM) Policy – Jim Bickley The proposed TPM policy and procedures will be e-mailed to the Senate Representatives.
2. Call for faculty volunteers to serve on Senate Faculty Handbook Committee made by Patricia Lynn
3. SLO Regional Meeting – Report from faculty attendees – Cecile Davis Anderson and Linda Hintzman: Many of the meeting workshops were about the preparation of faculty and other personnel so colleges will be at the proficiency level on various ACCJC's rubrics for community colleges regarding institutional effectiveness in the areas of program review, planning, and SLOs (handout to be provided to faculty by President Bickley).

Concerns:

**E-mail** copy to be sent to Senate Board. .

Because of the budget crisis PCC can only do so much without an SLO Coordinator.

E-lumen is a good tool but it is not known if E-lumen workshops will be scheduled this spring.

The Committee is now working in the planning stage and will begin work on assessing course SLOs, program SLOs, and GEOs.

Philosophical issues regarding the merits of SLO's are still be discussed..

Adequate instructional support is needed

There are accreditation concerns.

Adjunct faculty need to be compensated to be able to participate in SLO process.

IEC will be a shared governance committee and will give more opportunity for faculty and other campus groups to participate in seeing that the college is doing what it says it is doing and is an avenue for feedback.

Academic integrity is vital to properly handling the SLO process.

SLOs have to be continually reassessed and that information should be used to improve learning.

Additional Handout: Title: Action Plan to Meet Proficiently in Student Learning Outcomes.

## **STANDING INFORMATION ITEMS**

**S1-1: PCCFA REPORT:**

School Calendar 2010-11: Faculty support for this calendar has already occurred. The PCCFA is circulating a petition to reconsider this calendar.

School Calendar 2011-12: The union is proposing that the final decision on this calendar should rest with the PCC Community. Both full-time and adjunct faculty will be "polled" about their concerns and these findings will be published in the next PCCFA newsletter. The union believes that many different and important groups on campus

(e.g., duplicating) have not had ample opportunity to discuss the merits of the proposed 2011-12 calendar with its changes.

Time, Place and Manner: The Union's attorneys are looking into constitutional information related to this policy which is similar to the one previously circulated. This policy has not been approved by the College Coordinating Council, or Board of Trustees.

Roger Marheine said the Union does not support an increase in student registration fees and expressed concern with a Courier editorial in support of a fee increase for \$40 a unit. An increase in fees would only result in higher revenues to the state and not to the campus. The state controller has announced that March General Fund revenues are higher than last year's.

S1-2: FACCC REPORT: No report

S1-3: ADJUNCT FACULTY REPORT: No report.

## **IX. ANNOUNCEMENTS**

1. Faculty nominations for the Ralph Story Service Award due by Noon on April 15, 2010 in C227.
2. Classified employee nominations for Unsung Hero Award due by Noon on April 15, 2010 in C227.
3. Deadline to order Caps and Gowns for participation in PCC Graduation Ceremony: April 16, 2010
4. ASCCC Spring Plenary Session: April 15 to April 17, 2010 – SFO Hyatt Regency, Burlingame, CA. Senate Board Attendees: Ahni Armstrong and Patricia Lynn will represent the Senate.
5. Classified Days: April 28 and April 29, 2010.
6. Senate Fundraiser on Tuesday May 11, 6-8:00 pm: (Car) Tips, Tricks, and Truths – Wendy Lucko: re effective auto maintenance: Cost: \$20.00. Refreshments are included. Location: Auto Shop.

**X. Adjournment.** MOTION to adjourn made by Fred Keene at 5:15 PM.

Next Senate Board Meeting: May 3, 2010