

June 7, 2010

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
ENGLISH	DUSTIN HANVEY
ENGLISH	ROGER MARHEINE
ENGINEERING	BERNARDINO RODRIGUEZ
HEALTH SCIENCES	TOM NEIDERER
LANGUAGES	PAULETTE KOUBEK
LANGUAGES	LOKNATH PERSAUD
LIBRARY	JUDY OHYE
MATHEMATICS	PAT PEACH
MATHEMATICS	FRED KEENE
NATURAL SCIENCES	JOE CONNER
PERFORMING AND COMMUNICATION ARTS	RITA GONZALES
PERFORMING AND COMMUNICATION ARTS	RITA GONZALES
SOCIAL SCIENCES	DEREK MILNE
VISUAL ARTS AND MEDIA STUDIES	YOLANDA MCKAY

OFFICERS AND MEMBERS ABSENT

ADJUNCT FACULTY	MARK DODGE
BUSINESS & COMPUTER TECHNOLOGY	SONIA WURST
COUNSELING	CECILE DAVIS ANDERSON
ENGLISH	DIANA FRANCISCO
HEALTH SCIENCES	ANITA BOBICH
HEALTH SCIENCES	LEE HASSIJA
HEALTH SCIENCES	ANITA BOBICH
HEALTH SCIENCES	LEE HASSIJA
KINESIOLOGY, HEALTH & ATHLETICS	JESSIE MOORE
SOCIAL SCIENCES	DAVE MCCABE
NATURAL SCIENCES	TERRI BORMAN
NATURAL SCIENCES	KERIN HUBER

PERFORMING AND COMMUNICATION ARTS	TAD CARPENTER
SPECIAL SERVICES	JO BUCZKO

GUESTS AND VISITORS

VICE PRESIDENT/INSTRUCTIONAL ADMINISTRATION	JACKIE JACOBS
ACADEMIC SUPPORT	CAROLE ROBINSON
AD HOC COMMITTEE ON FACULTY EVALUATION	GARY WOODS
ACTING ASSOCIATE DEAN, ENROLLMENT MANAGEMENT	ALLEN DOOLEY
INTERIM VP, STUDENT /LEARNING SERVICES	STUART WILCOX
INTERIM DEAN, EDUCATIONAL SERVICES	ROBERT MILLER
DISTANCE EDUCATION COMMITTEE	SANDY HAYNES
PCCFA	ROGER MARHEINE
STUDENT	JASON NEAS
CLASSIFIED SENATE	DEBRA CANTARERO

I. CALL TO ORDER – 3:10 PM

II. PLEDGE OF ALLEGIANCE: Led by Fred Keene

Motion made by Edward Martinez and seconded by Dr. Patricia Lynn to suspend the rules for a brief presentation to Dr. Bickley who was serving at his last official Senate Board meeting. The Executive Committee thanked Jim Bickley for his work with the Senate and the PCC community. Dr. Bickley was presented with a thank you card and a personally engraved Cross pen and pencil set. Dr. Bickley thanked his Senate Executive Committee Colleagues who have been very helpful and supportive. Dr. Bickley plans to remain on campus and enjoy more “down time.” He said he was honored to work with the Senate Board, its committees, and campus constituent groups.

INTRODUCTIONS: Dr. Jackie Jacobs, Dr. Rick van Pelt, Robert Miller, Debra Cantarero, Dr. Allen Dooley, Dr. Carole Robinson, student and faculty guests.

President Bickley announced that at today’s Academic Senate Scholarship reception, ten students received Senate Scholarships. There was good attendance.

III. APPROVAL OF MINUTES for May 17, 2010:

MOTION made by Dr. Armstrong and seconded by Mr. Martinez to approve the May 17 minutes with one correction: include at the top of page 6 that complimentary breakfast tickets are also provided to the retirees.

VOTE: Motion passed unanimously.

PUBLIC COMMENT: None.

President Bickley requested that Information Item 1 be moved up (see below).

Request made by President Bickley to move Committee Report, Item no. 3, up on the agenda (see below).

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

3. CAFPE: Time, Place and Manner Policy (TPM): President Bickley announced that discussion is continuing and the Committee is making substantial progress in identifying concerns with the proposed policy and is reviewing the possible use of a policy format from the University of Utah. Suggestions to improve our current policy have been received from FIRE [Foundation for Individual Rights in Education].

President Bickley said the Senate will not debate or consider a vote on this matter at this time. The Senate is not the “author of the policy”, for the policy was sent to the Senate for review and input and it is more of a campus-wide process to rewrite it. Further concerns and suggestions may be shared at the next scheduled CAFPE meeting.

Several faculty spoke in favor of CAFPE being given more time to consider the issues they are discussing related to the TPM policy. President Bickley was also told this was Dan Gallup’s (Chair of CAFPE) recommendation as well. Dan couldn’t attend the Board meeting today. Roger Marheine commended Jason Neas (student) and Dan Meier (faculty) for enriching the dialog and expressing their concerns on this matter and their support of rewriting the current policy.

1. Distance Education Committee Chair Sandy Haynes thanked President Bickley for his help and support to the Distance Education Committee. Three recommendations were presented for another review and a vote of support.

DE Recommendation 112 Distance Education Course Quality Rubric addresses course design and course quality standards. The proposed Rubric will act as a guideline for initial course set up and assist with the needs for learner support and campus resources. WASC will require a review every five years to determine course quality strength and areas of improvement in conjunction with quality online course design requirements. PCC will be the 100th campus, nation-wide, to implement this Rubric. Once all recommendations are approved, a handbook will be developed and made available online for use by all faculty. Additional resources will include divisions deans, instructors teaching online, and the Office of Academic Support.

MOTION made by Tom Neiderer and seconded by Pat Peach to approve DE Recommendation 112 and the Rubric model.

VOTE: Motion unanimously approved.

DE Recommendation 113: Student Conduct and Academic Integrity.

The Committee developed a campus-wide survey which provided data for this proposed recommendation. President Bickley said he would be available to work with the Distance Education and Educational Policies Committee on incorporating DE recommendations regarding Student Conduct and Academic Integrity. President Bickley would like DE concerns incorporated into the draft proposal of a college Academic Integrity Policy.

MOTION was made by Tom Neiderer and seconded by Dr. Patricia Lynn to accept DE Recommendation 113. VOTE: Motion unanimously approved.

DE Recommendation 114: Self-assessment of Online Course Facilitation.

Ms. Haynes was asked about Tiger Grant funding. The money in this fund is set aside by the Cal State University system for investigative research on online issues and to provide assistance to create successful courses in the CSU system. Universities across the United States and Mexico currently use the proposed self-assessment check list. A Facilitation Activity Record has also been made available and is used as a valuable self-evaluation tool to redefine class elements. This important information can be shared with other faculty.

Ms. Haynes presented President Bickley with several Word-CD copies of the recommendations presented to date. The remaining six recommendations will be presented to the Senate in the fall.

MOTION made by Tom Neiderer and seconded by Shelley Gaskin to accept Distance Education Recommendation 114. VOTE: Motion unanimously passed.

Request made by President Bickley to move forward on the agenda at this time: Item No. 5 under Standing Committee Reports.

2. Academic Rank Committee: Dr. Pattie Lynn presented, on behalf of Committee chair Ted James, the names of two faculty for advancement in rank.

Jay R. Hern: To: Professor Emeritus, Performing and Communication Arts

Alfred Gonzalez: To: Assistant Professor, Visual Arts and Media Studies .

MOTION made by Dustin Hanvey and seconded by Roger Marheine
VOTE: Motion unanimously approved.

4. Educational Policies Committee Chair, Dr. Ahni Armstrong, said the Committee is reviewing and working on concerns regarding the appropriate use of electronics in the classroom by students. Faculty concerns address distractions and inappropriate use of electronic equipment by students. A recommendation is being developed and may be agreed upon by faculty and students that no electronic devices be used during quizzes, tests or exams.

5. Ad Hoc Committee on Faculty Evaluation: Committee Chair Gary Woods said the Committee was created to determine the criteria for a division dean to use in deciding which faculty deserve an outstanding, satisfactory, or needs-improvement evaluation. This criteria is good for both the divisions and the College. Senate representatives on this committee include Yolanda McKay, Josh Fleming, and Charlie Hogue. Mr. Woods said he would relay Mr. Martinez's concern that the evaluations of counselors and librarians be included in the proposed criteria. The Committee plans to present its recommendation at a Senate Board meeting in early fall semester 2010.

6. Senate Fundraising Committee: A+ Campaign: Committee Chair Joe Conner thanked President Bickley for his consideration and accessibility as Academic Senate President. A+ Campaign Committee Members are : Joe Conner, Pat Peach, Anita Bobich and Alireza Ansari. Dr. Conner presented 1) a recommendation for the Senate Board to approve a one-time funding of \$1375 towards the purchase of one year's service with Wealth Engine and 2) a concept paper which outlines the details of the A+ campaign's goals, plans, and anticipated future budgetary needs. This draft is being revised, with Senate Executive Committee assistance.

The Senate Board was asked to approve at this meeting Phase 1 of the A+ Campaign, which includes a one-time donation of \$1375, to be added with the Associated Student donation of \$1500, to obtain a one year service with Wealth Engine to search for capable and previous charitable donators.

At this meeting, the Senate would only be voting on approval of Phase I of the proposed A+ Campaign to provide funding for one year of service with Wealth Engine Services. If productive, the establishment of such a local and prominent fundraising source would enable the campus to have stronger financial stability during these unstable times, and provide a secure source of funding to meet the increasing non-capital expense needs of faculty and students.

Phase 1: includes: the purchase of and working with Wealth Engine services for compiling a list of Pasadena-area residents capable of donating \$100,000 or more (one time or per year) with a goal of achieving \$100,000,000 in donations of five years. Wealth Engine is an organization that can compile a list of potential donors who could fund at proposed levels.

Phase 2: establishes a Senate Associate status account within the Foundation, so the funds generated can go into the Foundation earmarked for Senate projects and priorities and not be lost in a general account. The A+ Campaign would be given approval to solicit donations at the \$5.00 or more level from various campus stakeholders to help pay for operating expenses of the A+ Campaign. It would be during this stage that the Senate would more explicitly identify its projects and priorities.

Phase 3: involves going into the community and contacting people in order to raise money for the College. The A+ Campaign, the Academic Senate, and the PCC

Foundation will need to work out a collaborative and cooperative process for doing so. Dr. Conner said the Foundation does not currently have the means or the manpower to address the fundraising level that is being proposed by the A+ Campaign.

Comments/Concerns

- A start-up donation is needed for Phase 1 before going to Phase 2.
- The intent of Phase 1 is to develop a national/international list through Wealth Engine of potential donors who can give \$100,000 or more to the support of Pasadena City College.
- The Committee is in communication with other colleges, such as Cal Tech, USC, and UC Riverside, who have had successful fundraising campaigns. No other community college is currently looking to raise \$100 million.
- San Marino has 50+ donors who have given \$500,000 to charity this year.
- Pasadena has 1468 individuals able to give 100K this year.
- Wealth Engine services include fundraising training, free seminar attendance, etc. The total purchase cost of the Wealth Engine service for one year is \$2,750. The Associated Students have committed to funding \$1500. The Senate Board is being asked to make a donation of \$1375, half the purchase cost. Receiving one donation of \$100,000 would more than pay for the requested funding. Donations to PCC would be easier because of its local, national and international recognition. 100% of donations (less administrative overhead) would go towards projects approved by the Senate, such as professional development of faculty and other projects aimed at student success.
- The Senate would not be burdened with the Committee's work.
- Donations of less than \$100,000 would be turned over to the Senate first, and then to the Foundation.
- It's significant that students have a chance to show in a concrete way their support of fundraising efforts which will impact their opportunities here at PCC.
- A+ Campaign five-year goal -- raise \$100 million with an active list of 200-400 donors.
- The Senate would be supportive of funding justifiable projects for professional development, scholarships, field trips, etc. that uphold the name of PCC.
- Ideas on academic excellence would be solicited from all staff, giving PCC employees an equal chance to compete (utilizing collegiality) before the beginning of Phase 3.
- The Legislature cannot be depended on for financial assistance to give us what is needed for academic excellence.
- PCC has a world-wide reputation and this campaign could help ensure that it would have the finances to maintain that reputation.
- Phase 2 would require approval by the College President.
- The A+ Campaign should be self-sustaining after completion of Phase 2 and Phase 3..
- The Foundation has concerns about Phase 3 and dialogue has begun.
- With a staff of three, the Foundation could not implement this type of campaign.

- Existing Foundation donors would not be contacted.
- There are “parallels” with the Foundation. The difference is that the A+ campaign money will be used for non-capital expenses, as well as assist individuals in developing creative and innovative ideas to improve teaching and learning.
- The Campaign will not seek capital funding for buildings.
- Potential capital funding donors would be directed to the PCC Foundation for review and consideration.

A+ CAMPAIGN MOTIONS

MOTION 1 made by Edward Martinez and seconded by Tom Neiderer to accept the Concept Paper for further study and review. **VOTE:** Motion passed unanimously.

MOTION 2 made by Edward Martinez and seconded by Tom Neiderer to allocate a one-time only donation of \$1375 to purchase Wealth Engine services for one year.

Comment:

The President’s recommendation would come under Phase 2 and not Phase 1. If Phase 2 is not implemented, the donor list would be made available to the Foundation for fundraising purposes.

Within the Concept Paper, there is an example of a letter that would be from the PCC President to the Foundation advocating for the establishment of the A+ Campaign as an associate group within the Foundation.

For future consideration, Dr. Conner proposed that if and when the President agrees to send the letter to establish the A+ Board within the Foundation, the Committee would be able to solicit on-campus donations for the operation of the A+ Campaign.

REVISED MOTION 2 made by Edward Martinez and seconded by Tom Neiderer to allocate a one-time only donation of \$1375 to purchase the services of Wealth Engine for one year to compile a list of potential fundraising donors.

VOTE: Approved by a majority vote: No: None Abstentions: 1

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Appoint Francis Nyong, Ana Ogaz and Ling O’Connor to the Hiring Committee for VP Administrative Services.
2. Appoint Mark Sakata as Chair of the Faculty Technology Committee
3. Appoint Dan Meier and Edward Feser to CAPFE:

MOTION made by Tom Neiderer and seconded by Dr. Patricia Lynn approving Items 1 through 3. Vote: Motion unanimously approved.

Sent to Committee: None

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report/Update: President Bickley announced that the visiting

Accreditation team came to make sure we are complying with Accreditation Recommendation No. 1. The college's written response had previously been shared with the ACCJC and the Accreditation visiting team. The visiting team met with administrators, managers, faculty, classified staff, and students to learn more about how the college developed data sets to be used to demonstrate and support the effectiveness of the institution. The Team responded sent a copy of their evaluative report to the President of the College who was given the opportunity to make corrections in facts or obvious error. A response from the full Accreditation Commission will be forthcoming, perhaps in July.

ARCC Funds: The remaining ARCC funds have been folded back into the College's General accounts. \$300,000 will be held back for innovation. Further Information is anticipated later this summer or by September.

Mr. Edward Martinez was introduced to the Board as the Academic Senate President Elect. President Bickley expressed his confidence in Mr. Martinez.

Both President Bickley and Mr. Martinez met with Dean Bob Miller and Chrystal Kollross to discuss the upcoming ASCCC Student Success Conference scheduled for this fall. This conference will address SLOs, institutional effectiveness, and evidence to support campus practices. There was discussion of putting together a "team" of new and energetic faculty who would be motivated to report back to the campus, be active in shared governance activities, and participate in providing professional development opportunities to faculty and others regarding what was learned at the conference.

R-2 Vice-President's Report: Presidential Search: Mr. Martinez is one of two Senate representatives on the Presidential Review Committee, and he gave a brief commentary about the status of the current "confidential" process. Mr. Martinez attended both candidate forums and a Faculty/Student presentation to the Board of Trustees. He does not agree with the negative comments that have surfaced in an unofficial manner on campus. It was the consensus of the Committee to send the names of six fully qualified candidates to the Board of Trustees. These Candidates were questioned about SLOs, accreditation issues, budget matters and other issues discussed by the Senate Board. Mr. Martinez urged the Senate Board to keep an open mind about the Committee's recommendations and to maintain a positive and cooperative environment for dialogue and discussion of the matter. No matters "of substance" were brought to the Committee by the Consultant firm.

Dr. Conner expressed his support of the Committee's process and said that negative opinions could spoil or deter people from coming to our campus. Mr. Marheine said a group of teachers (some union and non union), Glenna Watterson and Dave Krause met with Hilary Bradbury-Huang and William Thompson last week at Mrs. Huang's home to air issues and concerns with the presidential candidates presented by the Board.

R-3 Secretary's Report: No report.

R-4 Treasurer's Report: Dr. Lynn reported the Senate's accounts are financially in good shape. thanks to donations and its benefactors. This year ten students were awarded Academic Senate scholarships of \$1,000 each.
Reminder: Professional Responsibility, grades are due.

VIII. INFORMATION ITEMS:

1. Enterprise Resource Plan – Dr. van Pelt presented the Senate Board with a Enterprise Resource Plan (ERP) Conversion fact sheet handout.

The Enterprise Resource Plan (ERP) is designed to assist with migrating from the campus' current Legacy systems by integrating common data bases which can be shared among various constituency groups [Example: Admissions, Records, Fiscal, Human Resources, Financial Aid, etc.]. "The District has not determined a final project management strategy yet for the implementation. The options are to hire a consultant project manager or to first determine the vendor and let the vendor provide the project management." Under the ERP, Computing Services and MIS would become a single entity. The entire process is likely to take two to three years and will be a continually evolving process due to ongoing changes in data technology, software, etc. "There will be frequent meetings, updates and newsletters to keep the college up to date."

2. Welcome Day 2010 Announcement: Pending -- no report presented at this time. Briefly – Welcome Day for 2010-2011 is scheduled for August 27, 2010. Please contact Cha Mancini if you are interested in participating. Volunteers are definitely needed.

3. CCLC recommendation regarding "curriculum-based" reductions in section offerings – Jim Bickley. Due to length of the meeting, this item was overlooked, but President Bickley wished the Board to know that the CCLC does not support cutting of college-wide class section offerings based exclusively identified curriculum areas.

4. Concerns regarding Shared Governance Processes: Debra Wood briefly summarized a previous presentation before the Senate about shared governance concerns the College-Wide Sustainability Committee had with the Committee chair, Dr. van Pelt. Ms. Wood said there has been a remarkable change in the attitude and tone of the Committee towards more collegiality. A subcommittee has been created. Dr. van Pelt is also the chair of this subcommittee.

Ms. Wood made a recommendation for the Senate to offer its support of the subcommittee which plans to develop, in a timely manner, a comprehensive set of policies and procedures that the college will use in looking at water usage, waste management, purchasing, energy production, transportation issues, recycling of electronic waste and how sustainability issues would be worked into the curriculum. She added that sustainability procedures should target these areas in regards to educating our students. A vote by the Senate in support of this proposed goal would both encourage and empower the Committee and the subcommittee.

Discussion

Debra Cantarero stressed the need for “transparency” with the receipt of and accountability of reporting sustainability funds received by the campus.

Nolan Pack, (fall 2010 Student Trustee), and a member of the Sustainability subcommittee, said the majority of the work pertaining to sustainability has been done by students with unbelievable dedication and attendance on the Sustainability Committee. Mr. Pack asked the Senate for its support of the development of a comprehensive and meaningful sustainability policy. A draft sustainability policy was brought before the College Coordinating Council by the Associated Students.

MOTION made by Yolanda McKay and seconded by Tom Neiderer to support the faculty members of the College Sustainability Committee and subcommittee in their efforts to produce a comprehensive set of policies and procedures on sustainability that will go through the shared governance process.

VOTE: Yes: Motion passed by a majority. No: None Abstentions: 1

On behalf of the administration and herself, Dr. Jacobs thanked Dr. Bickley for his calm and caring demeanor, enabling him to do an excellent job as a leader, a good listener, and good supporter of the Senate and PCC.

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: No report.

S1-2: FACCC REPORT: No report

S1-3: ADJUNCT FACULTY REPORT: No report.

IX. ANNOUNCEMENTS

1. Academic Senate Scholarship Reception: Monday June 7, 2:30pm
2. Academic Senate Annual Retirement and Awards Breakfast, Friday, June 18, 2010, 7:30 am in Creveling Lounge. Tickets may be purchased at the Student Bank for \$15 per person.
3. Retirees: William Mitacek, Laraine Stivers, Jay R. Hern, Dr. Emy Lu Weller and Dr. Ellen Shockro.

X. Adjournment. Meeting adjourned by President Bickley at 5:40 PM.

Next Senate Board Meeting: September 13, 2010