

March 29, 2010

OFFICERS AND MEMBERS PRESENT

ACADEMIC SENATE PRESIDENT	JIM BICKLEY
VICE PRESIDENT	EDWARD MARTINEZ
SECRETARY	AHNI ARMSTRONG
TREASURER	PATRICIA LYNN
COMMUNITY EDUCATION CENTER	NADEGE WILLIAMS
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
NATURAL SCIENCES	JOE CONNOR
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	SHELLEY GASKIN
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

VICE PRESIDENT/INSTRUCTIONAL ADMINISTRATION	JACKIE JACOBS
INTERIM DEAN, EDUCATIONAL SERVICES	ROBERT MILLER
DISTANCE EDUCATION COMMITTEE	SANDY HAYNES
PCCFA	MARTHA BONILLA
ACADEMIC SUPPORT	CAROL ROBINSON
CLASSIFIED SENATE	DEBRA CANTARERO
ASSOCIATED STUDENTS REPRESENTATIVE	BRETT SHEARS

I. CALL TO ORDER – 3:10

II. PLEDGE OF ALLEGIANCE: Nadege Williams

INTRODUCTIONS: Dr. Jacobs, Bob Miller, Debra Cantarero and Dr. Carol Robinson

III. APPROVAL OF MINUTES for March 15, 2010.

Dr. Bickley's final revisions of the March 15, 2010 Minutes included the entire Distance Education recommendation and motions, Recommendations 107 including 107a & 107b, and 108.

MOTION was made by Ahni Armstrong and seconded by Yolanda McKay to accept the minutes as presented.

VOTE: Motion passed unanimously.

PUBLIC COMMENT:

Debra Cantarero announced the Classified Senate is having an opportunity, scholarship fundraiser: tickets can be purchased from any Classified Senate Senator, at a Classified Senate meeting (1st and 3rd Wednesday of each month) or before the drawing at the Senate's general meeting on May 20, 2PM, Rm. C233. Cost: \$1.00 per ticket or six for \$5.00.

Martha Bonilla announced the College-wide Budget Advisory Committee will meet on April 25th, 2:30pm-4:00pm; C233. This is an open meeting as allowed by the Brown Act.

Request to move PCCFA report forward on the agenda was accepted. (see below).

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

1. Distance Education Committee Chair Sandy Haynes presented Recommendation 106 (Distance Education Pedagogical Readiness for Faculty) for a vote. She also

presented the Faculty Survey Report on Student Academic Integrity and Authentication. Both have been previously forwarded electronically to the Senate Board. Recommendation 106 is seen as a bookend to the technology readiness recommendation No. 104, which has been approved by the Senate.

MOTION was made by Edward Martinez and seconded by Pat Peach to approve Recommendation 106. Please see the DE document on Recommendation 106 for a complete statement of the recommendation. Vote: unanimously approved.

The Survey is available on the Distance Education Website as a pdf. It was developed at the request of Dr. Jacobs in response to the president of the Accrediting Commission of California Community Colleges to address how academic integrity is handled in Distance Education classes. The Survey was developed with the assistance and input from both Sandra Haynes and Chrystal Kollross survey responses were received (40.2 % from FT faculty and 60% from adjunct. It was noted that 77% of responding faculty have not used a plagiarism detection tool within the past two years. (Example: Turn-It-In.com). There is a Turn-It-In link available in Web CT.

Ms. Haynes said: there are various ways to handle biometric identification (see page 4 of survey). The campus should make academic integrity information available in both print and electronic forms. Assessment settings will help prevent issues of academic integrity breaches. Faculty support of learning management systems is low. Library resource materials can be shared.

A more comprehensive Academic Integrity Policy is to be addressed in the future. Faculty training and assistance is needed for professional development online or face-to-face. In-service training and background standards are necessary. The use of the internet for teaching and learning might result in less use of integrity tools.

Standards are needed for online authentication. There are currently no standards in place.

2. Senate Elections Committee chair, Pat Peach, announced that the Senate Election ballots are due a week from tomorrow and urged Senate representatives to remind their division faculty to return their ballots. The committee is considering future changes of processing election information and ballots electronically. Chrystal Kollross is investigating the area of privacy protection in this process. The Senate Board supported Ms. Peach's suggestion.

3. Senate Calendar Committee: No Report. President Bickley will attempt to forward to the Senate the 2011-2012 calendar for review before it comes back to the Senate for a final vote. This proposed calendar (final recommendation from the College Calendar Committee) includes: a week between spring and summer, three weeks for summer break following the six-week summer intersession, and fall semester finish dates on December 16 and 17, 2011.

Martha Bonilla (PCCFA representative) said a petition is being circulated in response to this calendar and will probably be presented at the next Senate meeting.

Diana Francisco said Duplicating (Office Services) has supported this petition because approval of the proposed calendar would adversely impact their scheduling to meet faculty duplication needs during finals week and in preparation for the fall semester. She believes the proposed calendar would cause major changes to many intersecting areas on campus other than faculty. Other constituency groups should be included in the discussion. On behalf of the division, Pat Peach asked for any calendar information to be transmitted via e-mail or by paper from the Calendar Committee and PCCFA.

4. Senate Fundraising Committee Report: Dr. Joe Conner said the committee is developing plans to ask the Senate for its support of investing into the cost of requesting local donor searches (example: Pasadena/San Marino area) through the Wealth Engine Company which is one of largest donor sorting information companies studied by the A+ Campaign. The Committee's goal is soliciting donations of \$100K+ for \$50 million to be placed into an endowment fund and \$50 million for a fund to be spent according to a process the Senate establishes to improve teaching and inspire student learning and success. Concerns were expressed that we really do not know what will happen in regards to the school's budget based on State's uncertain financial situation. Cost for unlimited "searches" is \$2750/year. The cost could be split between fiscal years.

Both Dr. Conner and committee member Pat Peach, said there is a need for the proposed donor solicitation service. Accrual of extra funds would greatly benefit the campus. The committee is committed to working closely in harmony with the PCC Foundation. The Senate Executive Committee would likely not be participating in the actual solicitation process. Solicitation process details would be developed by a future committee. Distribution of monies could be determined through input from administrators, faculty, students, and alumni. This fundraising proposal is a work in progress. Ms. Peach said implementation of the proposed fundraising and solicitation process could be presented to all divisions along with necessary training in soliciting donations.

The Wealth Engine eliminates much of the guess work regarding who in the community has the funds and whether they have a pattern of giving to charitable causes. Division of Labor: It might make sense to have different groups, one that sets up solicitation criteria and guidelines and one that works with the Senate Executive Committee to help determine the projects to be supported (funded).

If the Senate chooses not to support the spending of Senate money for the yearly fee charged by the Wealth Engine, Dr. Conner said he would personally work on obtaining donations to fund the fee for the Wealth Engine Company.

A multi-media campaign could be developed to solicit the thoughts of faculty and staff.

“To raise money, money will have to be spent.” Operating capital (**seed money**) would be needed to begin this fundraising process. Dr. Conner suggested the solicitation of \$5.00 donations from all stakeholders, faculty, staff, students, community members, with the expectation that 90% would support the effort. An account could be opened at the Pasadena Federal Credit Union to bank acquired seed money donations. Diana Francisco suggested setting up a donation link on the school’s web site to speed up the donation process and make it more accessible across the campus.

Every division dean has been sent information on this proposed process.

Some have requested closer coordination with the Foundation. Others have expressed a desire to proceed cautiously with the Committee’s proposals, postponing implementation until more is learned, processed and evaluated.

Action: None taken at this time.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Appoint Jim Bickley, Edward Martinez, and Brock Klein to the committee working to create the Institutional Effectiveness Committee.
2. Ratify and Appoint Susie Ling and Joe Futtner to the Institutional Planning Retreat Committee.
3. Appoint Jim Bickley and Lynn Wright to Accreditation Policy and Procedures Review Committee.
4. Appoint Lauren Arenson to the IPRO Research Analyst Hiring Committee.
5. Send Pattie Lynn and Ahni Armstrong to Spring 2010 ASCCC Plenary Session.
6. Send one faculty representative to ASCCC Curriculum Institute and one to ASCCC Leadership Institute – if necessary, use Senate savings to supplement budgeted professional dev funds
7. Offer to support professional development opportunities for four faculty who requested senate funds: \$100.00 each.

Discussion on Items 1-5:

Item 1: These individuals will help to organize and plan the Committee work.

Conference attendees: President Bickley said future conference attendees might include Dustin Hanvey for upcoming Leadership Institute, and Joe Futtner or Carrier Starbird to attend the Statewide Academic Institute.

MOTION made by Fred Keene and seconded by Jo Buczko approving Items 1-5.

VOTE: Unanimously approved.

Items 6: For Lack of Motion: No action taken

Item 7: It was noted that it would be unfair for the Senate to approve funding for a few faculty who asked for funding and others did not know about this funding.

Jessie Moore said it would not be fair for the Senate to be “expected to always give from its monies for conference attendance not pertaining to the Academic Senate.

For Lack of Motion: No action was taken.

Martha Bonilla suggested the Senate consider setting up a conference attendance scholarship fund.

Pat Peach said some organizations have discretionary funds to assist with nontraditional expenses.

Sent to Committee: Review of Policy 3100: Committee on Academic Freedom and Professional Ethics.

Comments: President Bickley said the CCC is reviewing many policies, and Senate leaders will present to the Senate Board those policies directly affecting the Senate. He said he felt there is a need for a Senate “committee on policies” to do a preliminary, and in some cases a final review of some of the less “relevant” policies and procedures presented to the CCC for review by constituent groups. The College is reviewing and updating every campus policy during a six year cycle now. Some of these policies are not academic and professional matters, such as the policy under review at CCC on “Animals on Campus”. It would be helpful to have a Senate committee devoted to reviewing such policies looking out for senate and more general college concerns .

Martha Bonilla suggested making available an electronic listing of policies being covered and what might be considered best for Senate Board discussion. This recommendation will be discussed at the next Senate executive committee meeting.

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report/Update: President Bickley

The Board of Trustees voted to pilot an agreement with the Pasadena Community Access Cable company starting July 1, 2010 to “cable cast” Board meetings. They will be recording live, then presenting the broadcast at a specific time on cable.

On April 8, there will be an accreditation site visit to PCC campus in response to the accreditation “warning.”

Ad Hoc Budget Advisory Committee: President Bickley and Dr. Lynn are the sole faculty representatives on the committee. The committee has been charged with coming up with effective cost saving measures – measures that in general will not impact the classroom and full-time employees.

President Bickley was concerned about a budget guideline being discussed that suggested the possibility of minimizing overload for full-time faculty. President Bickley shared that he thought this was a contractual matter. The guideline now reads that “Faculty will be encouraged to reduce overload to preserve jobs of adjunct colleagues.” Senate representatives are urged to stay informed. The meetings are open to the public – the meetings are Brown Act meetings.

Enrollment Management Advisory Committee update: Because of time, this matter will be postpone until the next Senate meeting.

Committee Volunteer: Yolanda McKay volunteered to serve on both the Ad Hoc Faculty Advisory Committee and the Plus/Minus Grading Option Committee.

Area C meeting: Discussed proposed Academic Senate Spring Session resolutions pertaining to the Senate's concern with the possible reduction of PE activity courses. Other areas at risk could be: Dance, Fine Arts, and Counseling. The ASCCC is not happy with quick solutions without shared governance dialog. Other items will be discussed at the next meeting.

R-2 Vice-President's Report: Mr. Martinez shared that some of the concerns related to PE Activity courses stem from comments coming from the Chancellor's Office. PCC has started to address this area through the Enrollment Management Advisory Group. This group is also evaluating the matter of which courses the college should prioritize during fiscally tight years. The Chancellor's Office has also provided suggestions here as well: core transfer courses, CTE Courses required for certificates, and Basic Skills courses will get higher priority.

Jessie Moore said cuts in Physical Education activity courses would hurt the Division. Many of these courses are necessary for foundational work before students transfer to four-year universities. Majors would be impacted.

R-3 Secretary's Report: None.

R-4 Treasurer's Report: None.

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

1. Robert Cody – Managed Printing Services information (handout provided). The Campus Technology and Sustainability Committees are investigating the environmental impact of campus printing (example: cost, electrical use, paper, etc.).

Possible Suggestions:

One possible approach could involve reducing the number of printers and replacing them with high speed, printer/copiers that are "efficient".

Senate participation would be solicited on several levels:

1. Request For Information (RFI): Invite 10-12 leading printing companies to campus to provide information about managed printing services.
2. Use the data (cost effectiveness, energy conservation, etc.) provided to develop options for an implementation plan to better manage printing on campus.

Dr. Cody asked for the Senate to review this matter and asked for its support of a request for information (RFI) from various printing companies. This could be followed by management, faculty, staff, and student discussion of the next step in managing the printing process on campus and would culminate in an RFT as part of a formal bid process.

Concerns:

This matter impacts administrative offices more than faculty, who often use central duplicating services for their class handouts.

Data is needed to show current printer uses, energy usage, use of less paper vs. more efficient printing, etc. Dr. Cody said there is little information available at this time that the divisions could provide in regards to how much printing costs the campus has regarding faculty use of personal printers associated with computers.

Turning off printers and computers daily results in monetary and energy savings.

For lack of a quorum: the meeting was adjourned at this point of the agenda.

2. Physical Education Activities Courses – Statewide Academic Senate Draft Resolution.
3. Call for faculty to serve on Senate Faculty Handbook Committee – Pattie Lynn.
4. Call for faculty to serve on Ad Hoc Faculty Evaluation Committee.
5. Call for faculty interested in exploring the plus-minus grading option.

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: Martha Bonilla said the PCCFA negotiating team met last Friday, March 27. As a formality, the 2008-2009 tentative agreement with the District was signed. This action allows them to move forward with negotiations for the 2009-2010, 2011 contract. Faculty will be asked for a vote to ratify the 2008-2009 contract. An information meeting is on calendar for Thursday, April 4, Rm. C333, 12-1PM to discuss voting on the contracts. Ballots will be distributed to faculty on April 5 and are to be returned by April 8. Ballots may be placed in the ballot box for the April 8 membership meeting in R122 or in collection boxes (sites are pending) on campus, for: ratification vote **only** for contract 2008-2009.

S1-2: FACCC REPORT: No report.

S1-3: ADJUNCT FACULTY REPORT: No report.

IX. ANNOUNCEMENTS

1. Academic Senate elections – Ballots are due in C-129 by noon on Tuesday, April 6, 2010.
2. Faculty nominations for the Ralph Story Service Award due by Noon on April 15, 2010 in C227.
3. Classified employee nominations for Unsung Hero Award due by Noon on April 15, 2010 in C227.
4. ASCCC Spring Plenary Session: April 15 to April 17, 2010 – SFO Hyatt Regency, Burlingame, CA.
5. Classified Days: April 28 and April 29, 2010.

X. Adjournment. MOTION to adjourn made by Fred Keene at 5:10 PM.

Next Senate Board Meeting: April 12, 2010