

September 13, 2010

OFFICERS AND MEMBERS PRESENT

ACADEMIC SENATE PRESIDENT	EDWARD MARTINEZ
VICE PRESIDENT	PATRICIA LYNN
SECRETARY	AHNI ARMSTRONG
TREASURER	DUSTIN HANVEY
ADJUNCT FACULTY	MARK DODGE
BUSINESS & COMPUTER TECHNOLOGY	SHELLEY GASKIN
COMMUNITY EDUCATION CENTER	NADEGE WILLIAMS
COUNSELING	JAMES ARAGON
ENGLISH	ROBERT OVENTILE
ENGLISH	DIANA FRANCISCO
ENGLISH	ROGER MARHEINE
HEALTH SCIENCES	TOM NEIDERER
LANGUAGES	ANDRZEJ BORJARCZAK
LANGUAGES	LOKNATH PERSAUD
KINESIOLOGY, HEALTH & ATHLETICS	JESSIE MOORE
LIBRARY	DAN HALEY
MATHEMATICS	PAT PEACH
MATHEMATICS	FRED KEENE
NATURAL SCIENCES	JOE CONNER
PERFORMING AND COMMUNICATION ARTS	RITA GONZALES
SPECIAL SERVICES	JO BUCZKO
VISUAL ARTS AND MEDIA STUDIES	YOLANDA MCKAY

OFFICERS AND MEMBERS ABSENT

BUSINESS & COMPUTER TECHNOLOGY	SONIA WURST
ENGINEERING	BERNARDINO RODRIGUEZ
HEALTH SCIENCES	LORI GAGLIARDI
HEALTH SCIENCES	LEE HASSIJA
PERFORMING AND COMMUNICATION ARTS	TAD CARPENTER
SOCIAL SCIENCES	LINDA HANDELMAN
SOCIAL SCIENCES	DAVE MCCABE
SOCIAL SCIENCES	DAVE URANGA

GUESTS AND VISITORS

INTERIM DEAN, EDUCATIONAL SERVICES	ROBERT MILLER
BASIC SKILLS COMMITTEE	MANNY PEREA
PCCFA	MARTHA BONILLA ROGER MARHEINE
DISTANCE EDUCATION SPECIALIST	CAROL ROBINSON
SABBATICAL LEAVE COMMITTEE	PAT PEACH
CLASSIFIED SENATE	JOHN LINDEMANN

I. CALL TO ORDER – 3:07

II. PLEDGE OF ALLEGIANCE: Fred Keene

INTRODUCTIONS: Dr. Mark Rocha (President), Dr. Jackie Jacobs (Vice President / Instruction), Robert Miller (Interim Dean, Educational Services), Ali Oigny (PCCFA Intern), and John Lindemann (Classified Senate representative).

Dr. Jacobs congratulated President Martinez as the new Academic Senate Board President, and thanked the Senate Board for its help and hard work on campus. She emphasized that student success is the school's top priority and administration wants to work with closely with faculty in this process. Future administrative communication will be forthcoming. Any faculty ideas and/or suggestions may be e-mailed to, or called in to, Dr. Jacob's office.

III. APPROVAL OF MINUTES: The June 7, 2010 minutes were presented and read. MOTION to approve the minutes was made by Dr. Lynn and seconded by Dr. Keene. Vote: Motion passed with one abstaining vote.

PUBLIC COMMENT: None.

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

President Martinez announced that Items #1 and #3 and would not be presented. Mark Sakata had to leave campus because of a fire burning near his residence. The C & I Committee will postpone its presentation until the next Senate meeting.

1. Curriculum and Instruction Committee: Presentation postponed.

2. Basic Skills Action Planning Update: Manny Perea:
Activity 1: Program review: learning to use the new TaskStream software for program planning, review and evaluation.

Activity 2: The Ad Hoc BSI Policies Committee will review PCC policies related to basic skills. Policy changes will be recommended to help basic skills students achieve their goals, in line with the Basic Skills Initiative. A report on this work will be made to the Senate.

Activity 3: Main semester project: a supplemental instruction program has been expanded to 17 sections, to students in ESL, Math and non-credit ESL at CEC. The students have been provided with a supplemental instruction leader (a student who has successfully completed the course). This effective process helps to increase student success by reviewing course material in a peer led session that falls somewhere between study groups and tutoring sessions.

The program review will be completed in October. It should provide an opportunity to link the BSI budget with BSI goals while clarifying our vision for the program.

Questions and Concerns:

Concern was expressed in regards to increase in student class size for ESL Classes and English 100, English 1A, English 400, English 425, etc, and could these numbers affect future funding.

Mr. Perea recognized the need for class size reduction and stated that every semester there are computer and/or registration glitches in various sections that have caused increased class size numbers. He was optimistic that following the program review, budget resources would be made available for this maintaining English class size levels. The committee will recommend that class size be reduced to manageable levels, especially if enrollment is compared to past spring and summer enrollment numbers.

Roger Marheine noted that Dean Ulmer in English saw an increase in student success and retention in association with reduced class size.

3. A Faculty Technology Committee presentation by Committee Chair Mark Sakata, was postponed. Committee member Dan Haley presented the information:

Funding to expand wireless communications is being sought.

Computer replacement program is on hold due to lack of funding.

The old web page server paccd.cc.ca will soon be closed and its contents should be migrated to new server.

In June 2011, Distance Education (DE) software will be reviewed and other options be sought.

Faculty will be receiving a faculty input survey for the new ERP [Enterprise Resource Project]. President Martinez added that this faculty survey will address what services and requirements are needed from the faculty perspective including rosters, grade reporting, and student records.

4. Sabbatical Leave Advisory Committee chair Pat Peach announced that the committee is functioning with its three ongoing committee members. A request had been sent out from Human Resources inquiring about the need for three new committee members, but at the current time, no additional members need to be added. The two additional members are Rita Gonzales and Cecile Anderson. Ms. Gonzales confirmed at today's meeting that she will continue as a member and Ms. Peach said she would contact Ms. Anderson to verify her committee participation.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

President Martinez asked for the withdrawal of Item 2 due to additional needed planning and strategizing by the Distance Education Committee.

MOTION to approve this withdrawal was made by Dr. Lynn and seconded by Dr. Keene. Motion passed unanimously.

1. Ratify appointment of Brock Klein and Chiara Thomas to the MESA program hiring committee.
2. Appoint Tammy Knott-Silva and Krista Goguen as interim co-chairs of the DE Committee. **Removed. See note above.**
3. Appoint Patricia Lynn to Chair the Ad Hoc Committee on Faculty Evaluation.

MOTION approving Items 1 and 3 made by Dr. Keene and seconded by Tom Neiderer.

Discussion:

President Martinez said that because of time constraints and faculty availability in the summer, the names of Chiara Thomas and Brock Klein were submitted as members for this committee because of their qualifications in this area. The committee is made up of two faculty members, two classified (including PCC's Grants Director) and one dean.

Nominations or self-nominations of a representative to the MESA program hiring committee may be forwarded to President Martinez as soon as possible.

VOTE on Motion: The Motion passed unanimously.

Sent to Committee: None

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President's Report/Update: President Martinez announced that over the summer the Senate has been participating in President Rocha's campus-wide discussions on enrollment management. It is felt there will be room to maneuver on class size issues. Discussions about large group enrollment are anticipated.

The Senate is working with the Office of Educational Services and IPRO on finalizing plans for the formation of an Institutional Effectiveness Committee (IEC) addressing SLO evaluation and accreditation matters. A task team has been created to bring forward particulars on how this committee will convene, meeting dates, individuals involved, etc..

Board of Trustee Meetings:

There have been extensive discussion regarding the Area 5 vacancy (previously held by Hilary Bradbury-Huang. Area 5 includes SouthPasadena, San Marino and parts of Temple City. Five out of 10 candidates have been selected for an interview process scheduled for Tuesday, September 14, 6:00 p.m. before the Board. This will be an open meeting.

A new Veteran's Service Center has been established in the W building thanks to a large grant and the hard work of Patricia D'Orange Martin and Harold Martin. This Center will provide a meeting place for veterans, services to help veterans manage benefits, information sharing, and counseling services.

Senate Bill 1440: The Senate is keeping track of new State legislation which is currently on the Governor's desk and will probably be signed. This bill may change the nature of our associate degrees, including the role that they play in the transfer process for the CSU system. Although the UC system is separate, it would be invited to do the same. Students would have to have a major of at least 18 units. Concern was received about this bill requiring a mandated transfer agreement. President Martinez said he has not seen the final language and would need to obtain guidelines from the Chancellor's Office for a clearer picture of the effect on the College's AA degrees.

Educational Master Plan: A series of meetings has begun regarding the EMP to discuss the various initiatives and suggestions with input from faculty, administration, classified and student representatives. The next meeting is scheduled for September 24 and will be followed by additional meetings.

President Martinez introduced our new Superintendent/President, Dr. Mark Rocha. Dr. Rocha said he was happy to attend his first Senate Board meeting and he thanked the Senate Board for its work in getting the semester off to a good start. President Martinez was congratulated on his work and leadership. Dr. Rocha said it is important and good for us to work towards student access and success.

R-2 Vice-President's Report: Vice President Pattie Lynn said she has been warmly welcomed at her attendance of Classified Senate meetings. Their next meeting is scheduled September 15, 2010, 11:45 am, Room: C217. She has also attended Educational Masterplan meetings with Edward Martinez. Dr. Van Pelt will chair this Thursday's Budget meeting. The Academic Senate held a productive and successful retreat this past Saturday at the Huntington Library. A plan was prepared for the academic year 2010-2011.

R-3 Secretary's Report: Secretary Ahni Armstrong provided statistical information from the publication: Barriers to California's Economic Recovery, which indicated the slowing down of educational accomplishments by our young people. This information raises concern because it reports that by 2025, 41% of jobs will require a Bachelor's degree.

A handout was provided, stating the Senate's primary function and the meaning of Academic and Professional matters. President Martinez stated the Senate will work on refocusing its responsibilities and work as an Academic Senate body in addressing curriculum, degrees, and others areas that affect the lives of students on campus. He asked that this handout be posted by the Senate representatives in the various divisions, and discussed at meetings.

R-4 Treasurer's Report was presented by Dr. Dustin Hanvey.

Senate General Fund Accounts

Checking: \$4,176.15; Savings: \$7,898.75: Total: \$12,074.90

Scholarship Fund: \$9,702.56

Foundation Accounts:

Permanently Restricted (PR): \$130,000

Temporarily Restricted (TR): \$36,080.99. Total: \$166,080.99.

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

Update on Accreditation Issues: Bob Miller: Interim Dean of Educational Services made Power Point presentation.

Overview:

The mission of PCC is to provide a high-quality academically-robust learning environment that encourages, supports and facilitates student learning and success.

Accreditation is needed to [support](#) the mission of student success and access to our college. The proposed Office of Institutional Effectiveness will support the activities of the Institutional Effectiveness Committee (IEC), planning, program review, and accreditation, institutional research, organizational and professional development, and the Center for Innovation and Student Success (currently known as the Teaching and Learning Center). This office and/or activities will report to the Office of the President.

The IEC is currently in formation. When fully formed, it will be a committee of mutual agreement between the Senate and administration and be supported by an office of the college as determined by the President.

An Accreditation Response Scorecard has been created to illustrate the college's progress towards complying with the ACCJC's five accreditation recommendations and will be part of Follow-up Report #2, due to the Commission by October 15, 2010.

Recommendations: #1: The team recommends that the college develop a systematic assessment of evaluation mechanisms, i.e., program review and planning processes, to determine their effectiveness in improving student learning programs and services and administrative functions. This process is closely tied to the EMP Planning Process. There will be a significant faculty input into the final EMP based on the work that has occurred over the past year and the efforts of the EMP and the Accreditation Faculty-based Task Team

Homestretch EMP and Accreditation Timeline: August 2010 through December 2010.
In December 2010: Board approval of EMP.

Accreditation: Program, Course and General Educational Outcomes (SLOs) development and assessment.

October 2012 is the deadline to identify all outcomes, complete assessments and provide evidence that assessment data was used to improve student success and access. President Martinez recommended division meetings for dialog on the development of SLOs and major areas of emphasis. This work is occurring under the coordination of the Curriculum and Instruction Committee.

Recommendation #1: Part 1: Revised Planning and Program Review Process

Recommendation #1, Part 2: Systematic Assessment of Evaluation Mechanisms.

Recommendation #2: Course, Program and General Education Outcomes (SLOs)

- A full time Assessment Specialist position is anticipated.
- Resources for faculty in areas of professional development are needed to meet the October 2012 goal.

Recommendation #3: Distance Education: Leslie Tirapelle has been appointed as the Interim Director of Distance Education. Distance Education now reports to the Dean of the Library, Mary Ann Laun.

Recommendation #4: Codes of Ethics for Classified employees and Managers: to be approved by Board of Trustees, September 15, 2010.

Recommendation #5: Shared Governance: Systematic Assessment of Evaluation Mechanisms. Extensive work with each shared governance unit and alignment with the Campus College Survey and fall Student Survey, has occurred. A process is now in place to respond to this recommendation.

Dean Miller's presentation will be posted to the accreditation website and will be made available to the Senate Office for distribution, upon request.

Comments on the effectiveness of the Academic Senate Office will be solicited through and Academic Senate survey as a part of a Campus Climate Survey.

President Martinez thanked Dean Miller for his dedication and hard work.

2. DE – Recommendations 115-119 – have been sent electronically to all Senate Board representatives. Judy can be contacted in the Senate office (x7211 / jabenson) if there

is difficulty in opening up these documents. The Senate Board was asked to review this information and share it with colleagues.

3. Robert's Rules of Order – Secretary Dustin Hanvey presented a handout on Robert's Rules of Order for the Academic Senate Board. Votes would occur in three stages: Informational, Discussion/Debate and the Vote.

Discussion:

A process should be in place to address the receipt of false and/or unverified information during a debate

Robert's Rules were not created to limit debate. There is room for flexibility for debate in a democratic atmosphere.

Secretary Hanvey was asked to bring a copy of Robert's Rules to the next Senate Board meeting.

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: Martha Bonilla announced an upcoming PCCFA meeting to be held, Thursday, September 16, 12-1PM, Room 122 to address class size concerns.

Applications are available for participation on the PCCFA negotiation team. New negotiators are needed. PCCFA now has a student intern (Ms. Ali Oligny). Faculty Association enrollment is encouraged. Current enrollment will roll over into the new school year.

Donations are being sought for Charlene Zagami, a 22-year, part-time faculty member in the English Division, who was hospitalized in August and is no longer able to work. This type of situation is very hard on adjunct faculty, who have no health benefits.

S1-2: FACCC REPORT: No report

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge announced there have been large adjunct cutbacks in the CSU system. In spring 2010, 33 percent of CSU classes were cancelled. It is not known what will happen after the elections and receipt of the State budget.

IX. ANNOUNCEMENTS

1. Dr. Mark Rocha –President's Investiture – September 15, 5 pm, Creveling Lounge. Chancellor Jack Scott will be present. Reception is 5pm- 6pm. Dr. Rocha said it would mean a lot to him, and the outside community for staff and faculty, to attend this reception. Last month's Ice Cream Social was a success.

2. Dr. Lisa Sugimoto – now Vice President of College Advancement. She is working primarily with the Foundation Office.

3. Dr. Gary Woods- now Interim Dean of the Business and Computer Technology Division.

4. Memorial Service for our colleague and friend: Counselor Chuck Ward will be held on Tuesday, September 14, 12:00 pm in the Creveling Lounge.

HANDOUTS:

CSU Dominguez Hills: Information on earning a Certificate in Community College Training.

X. Adjournment. MOTION to adjourn made by Mark Dodge and seconded by Vice President Lynn.

Next Senate Board Meeting: September 27, 2010