

September 27, 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
LIBRARY	DAN HALEY
MATHEMATICS	PAT PEACH
MATHEMATICS	FRED KEENE
NATURAL SCIENCES	JOE CONNER
PERFORMING AND COMMUNICATION ARTS	TAD CARPENTER
PERFORMING AND COMMUNICATION ARTS	RITA GONZALES
SOCIAL SCIENCES	LINDA HANDELMAN
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
KINESIOLOGY, HEALTH & ATHLETICS	JESSIE MOORE
SOCIAL SCIENCES	DAVE MCCABE
SOCIAL SCIENCES	DAVE URANGA

GUESTS AND VISITORS

PRESIDENT, SUPERINTENDENT	MARK ROCHA
INTERIM DEAN, EDUCATIONAL SERVICES	ROBERT MILLER
ASSOCIATED STUDENTS, VP ACADEMIC AFFAIRS	CAMERON WHITE
CURRICULUM AND INSTRUCTION COMMITTEE	JOE FUTTNER CARRIE STARBIRD
EDUCATIONAL POLICIES COMMITTEE	AHNI ARMSTRONG
FACULTY TECHNOLOGY COMMITTEE	MARK SAKATA
PCCFA	ROGER MARHEINE

I. CALL TO ORDER –3:10PM

II. PLEDGE OF ALLEGIANCE: Dustin Hanvey

INTRODUCTIONS: Dr. Mark Rocha; Robert Miller, Dean of Educational Services; Cameron White, VP Academic Affairs, Associated Students.

III. APPROVAL OF SEPTEMBER 13, 2010 MINUTES:

Correction: Bottom of Page 3: ERP stands for Enterprise Resource Planning.
MOTION made by Mark Dodge and seconded by Dustin Hanvey to approve the minutes. Motion passed by a majority vote with one abstention.

Dr. Mark Rocha:

Dr. Rocha said he will be attending the Senate Board meetings and has communicated with Senate President Edward Martinez, that he may be contacted as a “resource” when needed. The College Coordinating Council is making progress on developing a new “flow pattern” to improve and strengthen shared governance decision making. He will be giving an important PowerPoint presentation in Sexton Auditorium at the September 29 Flex Day morning session (9am-9:45am).

Agenda Change/Request was made to move the PCCFA report up on the agenda.
(See p. 7 below)

PUBLIC COMMENT:

Diana Francisco, and several other representatives, stated there has been a significant increase in smoking on campus in non-smoking areas and in the mid-morning to evening hours near both entrances of the C building and in handicap access areas. More cigarette butts are being discarded on the grounds. It is critical that the non-smoking area signs, which have been removed, be posted. President Martinez said he will inquire about this concern.

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

1. Curriculum and Instruction Committee update on the C & I full committee, and subcommittees, was given by Carrie Starbird. Joe Futtner is currently teaching in Italy.

Sub-Committees: The Style and Mechanics sub-committee has already reviewed 96 items. There are new program review subcommittees whose job is to work on developing mid-level SLOs for each major or area of emphasis. This committees' work will support response to Accreditation Recommendation #2. October 15 is the deadline for receiving the finalized versions.

The C & I full committee has undergone state-mandated training to approve stand-alone courses and has already reviewed 21 items.

Highlights include the approval of:

- Health Sciences: four new courses which include three exploratory (shell) medical assisting courses. A shell course would be offered 1-2 times. Within each "shell" an exploration topic can be offered four times within a year. This shell format has been available for about three years.
- Social Sciences: two course modifications
- VAMS: two new certificated programs have been developed for digital photography, fashion photography, and video gaming. There is a large interest in these programs, which have been developed and going forward at USC, UC-Santa Cruz, and other universities.
- Anyone interested in teaching DE has to fill our Form D which Ms. Starbird commented that the recent completion of Form D within a proposal for Philosophy 25 could serve as an excellent model.

Course level SLOs may be sent to Carrie Starbird or Elizabeth Wood.

President Martinez said SLO follow-up is being developed for mid-level AA degrees. Assessment will be a process for "all of us," and not one individual or one specific office on campus.

2. Faculty Technology Committee Chair, Mark Sakata. Mark gave the following presentation with Dan Haley as the Committee Co-Chair.

The Committee's wiki address is: facultytechnology.pbworks.com

The wiki will be updated with a few more items. Recent meeting concerns addressed the need for technological training and support and online tutoring. The wiki includes information on technology training and tutorial items, the creation of pdf documents using Microsoft Word features, creating instructional tutorials and other areas of interest. Additional requests and/or concerns may be forwarded to the Committee.

The Committee has been asked to look at faculty needs with regards to the new ERP (Enterprise Resource Planning). There is a wiki page link requesting faculty to input what they would like to see included in the function of the ERP.

The ERP will utilize and combine data from student records, registration, Human Resources, payroll, etc. into one consolidated system. This system will be designed to boost productivity and help the system work well as a whole. This process will be a lengthy one. A strong security system will be needed to manage risks, including hackers.

Question: English has been trying to eliminate the use of SS#'s for scheduling. In response to a concern expressed about the current use of Social Security numbers in identifying data for faculty and students, President Martinez said the Faculty Technology Committee needs to look into system options and capabilities, because this is an important factor in choosing an ERP.

3. Educational Policies Committee Chair, Ahni Armstrong, said a Committee recommendation was passed in January 2010 in addressing how to add students to classes. A synopsis of the recommendation was read and it requires that students wishing to add classes must have their names placed on an unpaid sequential waiting list. It is felt that this process would be the easiest and fairest to faculty. The final decision to add or not to add a student remains up to the instructor. Once an add code is issued, the student has three days to add the class. President Martinez said the development of the Committee's recommendation was to provide for a fair and consistent add process for the students.

Comments/Concerns:

Many students do not follow through on adding classes in a timely manner.

Counseling needs to re-strategize and tell students to go to the registration system to get on appropriate waiting lists.

MIS and Registration are working on developing this new process to be put in place -- possibly by spring 2011.

The new procedure would take pressure off of faculty.

It is up to the divisions what percentage numbers would be allowed for a wait list.

Some divisions request that students not be added the first day.

It is up to the instructor to decide if add codes would or would not be given on the first day.

The new process would provide division standardization.

Division representatives are responsible to relay this and other Academic Senate information items to their division faculty, following Senate meetings.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Appoint Alicia Vargas and Krista Goguen as Interim co-chairs of the Distance Education Committee.

2. Appoint Manny Perea as chairperson of the Ad Hoc Basic Skills Policies Committee: MOTION to approve item 1 and 2 made by Fred Keene and seconded by Joe Conner.

Vote: Unanimously approved.

Sent to Committee: None

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President's Report/Update: President Martinez

1. Board of Trustees: A position letter pertaining to the Area 5 vacancy had been written by President Martinez and approved by the Senate Executive Committee, as a handout at the last Board of Trustees' meeting. This handout expressed "opposition to calling for a special election in Area 5 or in permitting the situation to default to hold a special election as compelled by state law." At a special meeting on Friday, September 24, Linda Wah was elected by a 4-2 vote, to serve as the Area 5 Trustee. The decisive vote was cast by Trustee Jeanette Mann. President Martinez acknowledged the importance of Trustee Mann's vote and said it was a positive action consistent with the position of the faculty. Warren Weber had withdrawn his name from the process before a final vote was taken.

SLOs: Recent discussion has been held for mid-level (degrees and certificates) SLOs for the College's degrees. President Martinez acknowledged a number of divisions that have completed SLOs at the course level:

SLO Completion (at the Course level) :

Division	Total # of Courses	Completed # Of SLOs	# of SLOs to be done
Business and Computer Technology	199	188	11
Counseling	9	9	
Engineering and Technology	228	213	15
English	76	76	
Health Sciences	147	142	5
Languages	182	181	1
Library	12	12	
Mathematics	40	40	
Natural Sciences	117	117	
PAC Division	351	351	
Kinesiology	107	107	
Social Sciences	163	155	8
Special Services	4	4	
Visual Arts	132	132	
Community Education Center	137	127	10
Library	12	12	
GRAND TOTAL	1904		50

In regards to AA degrees, the C & I Committee has taken on the challenge of creating a number of sub-committees – one for each of the AA majors or areas of emphasis. These committees were organized at the beginning of the fall semester. Many have

already written 1-2 SLOs, which have been put into the new Task Stream planning system and work is going forward.

Referring to AS degrees and Certificates of Achievement: Dr. Jacobs and CTE Committee Chair, Shelley Gaskin, have recently met to strategize how to get SLOs completed for this area. Progress is being made to have them on record and to be assessed and will be put into the new planning system task stream. SLOs need to be developed for several Occupational Skills Certificates and Certificates of Achievement.

Educational Master Plan Meetings: These meetings will develop a guide for facilities, technology and curriculum planning. Dr. Rocha wants to see PCC as number one in the state for transfers, certificates, and associate degrees. Appropriate planning and response is needed. Regarding the question about an “ETA”, Bob Miller said the EMP will be presented to the Board of Trustees at its first December meeting. This process will culminate on November 12th, and good progress is being made.

President Martinez complimented Mr. Miller for setting up meetings and guiding discussions for the EMP to move forward. Mr. Miller said a four-page dialogue report is being prepared and will be shared with all division deans and department managers for their response.

Accreditation Update: Dr. Rocha will give a detailed update on Flex Day (October 29) . A Faculty survey response to this presentation will be solicited by e-mail. Responses may be sent to Dr. Rocha, Edward Martinez, Bob Miller or Crystal Kollross.

The Campus Climate Survey will be e-mailed to faculty within a week, and will be easy to fill out. There are a few questions regarding opinions and assessments, and the effectiveness of communication with faculty, by various campus governance groups. Faculty will be urged to promptly fill out this survey and return to Crystal Kollross.

Late last week, President Martinez forwarded a request to faculty from Dr. Elizabeth Cox of the California Community College Collaboration. She wants to locate faculty members of color (African American, Native American, Latino, and Pacific Islanders) to determine what factors led to them to become community college instructors and what enabled them to remain at PCC. Response may be made by September 30, 2010, directly to Ms. Cox' e-mail address: Elizabeth.cox@ucr.edu or 951-825.5984.

R-2 Vice-President's Report:

Vice President Pattie Lynn will be attending the October 22nd EMP meeting and an October 6 Budget Committee meeting. She has been attending Classified Senate meetings. The Classified Senate will be holding a retreat on Flex Day, and have scheduled Halloween activities for October.

R-3 Secretary's Report: None.

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

Credit Union Account Balances: Checking: \$4,031.29; Savings: \$7,898.75
Total: \$11,930.04 Scholarship Fund: \$9,702.56

Foundation Account Balances: PR \$130,000 \$36,080.99, Total \$166,080.99

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

2. Distance Education: Copies of Recommendations 115-119 have been e-mailed to the Senate Board and copies were provided for review at today's meeting and for review and discussion within the various divisions. The DE Committee will soon meet to review these recommendations and perhaps make modifications before making a formal recommendation.

Request was made by Secretary Ahni Armstrong for a revised/condensed version of these recommendations. President Martinez said he would forward this request to the Committee. Additional feedback should be forwarded to Alicia Vargas or Krista Goguen. Comment was received that some of the DE issues may touch upon Union matters and the Union might need to be in this loop of communication.

3. Robert's Rules of Order: Treasurer Dustin Hanvey presented a revised copy of Robert's Rules of Order, as they would pertain to Senate debates this academic year. The revisions are underlined below.

Votes will occur in three stages:

1. Informational: The appropriate speaker will present her/his idea to the Senate, opening the floor to questions for clarification.

2. Discussion/Debate: At the next Senate meeting, the issue will come to the floor for discussion and debate. During this debate, a Senator will be allowed to speak once, until all interested senators had a chance to speak. At the start of the debate, the President will set a reasonable amount of time for debate. If the body, by general consensus, believes more time is needed for debate, the debate can be carried over to a third, fourth, fifth, etc. meeting, as required.

3. The Vote: Once the discussion has ended and all sides have been heard, at a third or later Senate meeting, the vote will take place. Before the vote, if necessary, 10 minutes can be allowed to each side (Aye and Nay) to present a final position. The Senate President has the authority to enforce the time limits agreed to, by the Senate body, before debate begins and at the close of the debate. Of course, only Senators can vote on any matter before the Senate for consideration.

Submitted as an information item on September 13, 2010.

Requests:

1. Add a provision for a roll call vote to be included, so this information may be published in the Senate Board meeting minutes. The divisions should be able to see how their representatives are voting. Mr. Hanvey will check on the legality of this request.

2. It would sound more reasonable to remove the word “general” from in front of “consensus” in paragraph 2 under Discussion/Debate.

3: The College Calendar Committee is asking for three faculty volunteers. Names may be forwarded to Dr. Stuart Wilcox or e-mailed or phoned to President Martinez, this week.

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT:

Due to illness, Martha Bonilla was not able to attend today’s meeting.

Handouts were provided by Roger Marheine:

1. THE WEEKLY -- FACCC E-Mail Report, September 24, 2010.
2. October 1-2, 2010: Teaching & Learning Colloquium and Part-Time Symposium (concurrent programs at Santa Monica College). PCCFA will provide reimbursement to faculty who wish to attend all or part of the programs. Receipts must be provided to obtain reimbursement. This conference will dovetail the statewide Adjunct Conference.

PCC Flex Day – Featured Guest Speaker: FACCC President, John McDowell of L.A. Trade Tech will give a presentation at 2:15 pm in Creveling Lounge. Mr. McDowell is very knowledgeable about the state budget and many issues impacting community colleges.

September 27, 2010 LA Times Editorial: In today’s LA Times there was an editorial in support of increasing student fees at community colleges. This editorial shows the need to educate the public about the reality of fees at the community colleges.

Negotiations started last Friday. A more detailed report will be provided at the next Senate Board meeting.

S1-2: FACCC REPORT: No report

S1-3: ADJUNCT FACULTY REPORT: No report.

IX. ANNOUNCEMENTS

1. Flex Day – Wednesday, September 29th.
2. New Trustee for Area 5 – Linda Wah – will take office at 10/6 Board of Trustee Meeting.
3. Breast Cancer Awareness Week, October 11th-15th, Galloway Plaza: Open to the campus community. Jo Buczko announced this program is a joint venture with Student Services and the Radiology Technology Program. This new item will be open to both the campus and community. Reflection/prayer flags may be made and displayed in tribute during this week for those whose lives have been affected by breast cancer. A flier will soon be distributed along with a Bulletin announcement.
4. Annual Flu Shot Schedule: Tuesday, October 19th, 9am-1pm and 4:30-7:30 pm, CEC Campus (Multipurpose Room), and Week of October 25th (M-Th) on PCC’s Main

Campus, U-128. Fees: \$15 for faculty, staff or public member: FREE for currently enrolled students. One flu shot will also provide H1N1 immunization. Tickets are now on sale in the Health Center. The Disease Control Centers recommend that immunization be provided for anyone who wants this service. TBAT immunization for Tetanus, Whooping Cough and diphtheria will be provided free to students and those without insurance.

5: Vice President Patricia Lynn announced the passing of Debbie Baisley. She was a long-time and much-appreciated Admissions and Records staff member. A card was presented for signing.

6. Discussion of upcoming matters to be discussed at the upcoming ASCCC (Academic Senate for California Community Colleges) Fall Plenary Session to be held in Anaheim will be held on campus October 27, 2:00pm-3:30pm, Library Terrace Room. This discussion will be on matters of interests to be voted on at the November 11-13 Plenary Session.

X. Adjournment. MOTION to adjourn made by Mark Dodge and seconded by Vice President Patricia Lynn at 4:23 pm.

Next Senate Board Meeting: October 11, 2010