

October 11, 2010

OFFICERS AND MEMBERS PRESENT

ACADEMIC SENATE PRESIDENT	EDWARD MARTINEZ
SECRETARY	AHNI ARMSTRONG
TREASURER	DUSTIN HANVEY
ADJUNCT FACULTY	MARK DODGE
BUSINESS & COMPUTER TECHNOLOGY	SHELLEY GASKIN
COMMUNITY EDUCATION CENTER	NADEGE WILLIAMS
COUNSELING	JAMES ARAGON
ENGINEERING	SOLOMON DAVILLA
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

VICE PRESIDENT	PATRICIA LYNN
BUSINESS & COMPUTER TECHNOLOGY	SONIA WURST
HEALTH SCIENCES	LORI GAGLIARDI
HEALTH SCIENCES	LEE HASSIJA
KINESIOLOGY, HEALTH & ATHLETICS	(Alternate)
SOCIAL SCIENCES	DAVE MCCABE
SOCIAL SCIENCES	DAVE URANGA

GUESTS AND VISITORS

PRESIDENT, SUPERINTENDENT	MARK ROCHA
VICE PRESIDENT, INSTRUCTION	JACKIE JACOBS
EDUCATIONAL POLICIES COMMITTEE	AHNI ARMSTRONG
PCCFA	ROGER MARHEINE MARTHA BONILLA

I. CALL TO ORDER – 3:10 PM

II. PLEDGE OF ALLEGIANCE led by Dustin Hanvey

INTRODUCTIONS: Dr. Mark Rocha

The Board of Trustees has approved the campus budget. There will be no layoffs or furloughs.

A state budget has been passed with funding for two percent growth. However, state monies will not be sent until next summer. The Student Access and Student Success initiative (SASI) was funded with an account of approximately one million dollars to assist student access and student success deliverables. These funds will be held pending work within the normal consultation process. The new institutional effectiveness initiative is a part of this process.

Comment was received about newspaper articles, reporting that federal and state governments are not getting a positive return on their investments on students who start college but do not finish or even continue their education into a second year. There currently is no implication that funding will be affected because of this, but there are external accountability measures to take into consideration.

SB1440 was passed as new state legislation for students who have 60 transferable units towards an Associate Degree. This is a major change that will take place “over time.” There is faculty apprehension about those courses that are not a part of a transfer/Associate Degree program. Right now this matter needs to be addressed as an educational process involving all disciplines. PCC will be looking into the alignment of classes for transfer with requirements for the AA degree. The dissemination of information to faculty about this process will go through Academic Senate within the next few months. There will be no “quick, right-turn decisions” in the handling of this process.

III. APPROVAL OF SEPTEMBER 27, 2010 MINUTES:

Motion to approve the minutes was made by Fred Keene and seconded by Dustin Hanvey. Vote: Motion approved unanimously.

IV. PUBLIC COMMENT:

Sabbatical Leave Committee Chair Pat Peach announced that two workshops will be held this month about sabbatical leaves.

- Tuesday, October 12, 12:15pm-1:00pm Rm. C233. Facilitator: Rita Davis
- Thursday, October 21, 12:15pm-1:00 pm Rm. C233.

Facilitator: Cecile Davis Anderson

Workshops do not have to be attended to submit an application. Application due date is Monday, November 1. Applications are available in Human Resources.

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

1. Ad Hoc Title 5 Committee – Policy #4062, Philosophy and Criteria for Associate Degree. [Handout provided] Because of Title 5 regulation changes implemented in 2009, the Ad Hoc Committee re-examined the AA degrees. Revisions were made and the new degrees were incorporated into the catalog. The Committee also developed a policy (#4062) on the criteria for courses included in the Associate degree. This proposed policy was approved by the Senate approximately a year ago. It was forwarded to College Coordinating Committee and to the Board of Trustees. The Board returned this proposal to the Senate because they would like some wording on sustainability in the curriculum.

Wording on sustainability has been incorporated on page 1, paragraph 4 of the policy. This change is not highlighted because the original policy was not been approved by the Board of Trustees. Pages 2, 3, 4 have not been changed. Senate representatives were asked to share the modified policy within their division for review and consideration before the next Senate Board meeting when a vote may be taken.

The Senate has purview in curriculum. The proposed policy is worded in general terms. Specific proposals for courses, majors, areas of emphasis, and certificates will be dealt with through the Curriculum and Instruction Committee.

Faculty are the discipline experts in this matter and are in best position to decide what is most appropriate for course and program development within the various divisions. Many instructors have incorporated the themes discussed in the proposed policy within current student reading and writing assignments.

President Martinez said a vote will be taken at the next Senate meeting on this matter, before sending it on to the College Coordinating Committee and finally the Board of Trustees. Forwarding information within the divisions by the Senate representatives can be made by e-mail or telephone distribution.

2. Curriculum and Instruction Committee – Policy #3200 Curriculum Development Adoption and Review. A copy of draft 5 was provided. The C & I Committee reviewed this document last spring when Joe Futtner was committee chair. Mr. Futtner is currently teaching in the Study Abroad program.

Page 1, paragraph 1 of the policy, has one minor change: “It is the policy of the Pasadena Area Community College District that the Curriculum and Instruction Committee shall motivate, facilitate, coordinate, and maintain quality control for the process of curriculum review and development....”

Most of the changes are on pages 3, 4, and 5 of the procedures section.

Starting on Page 3:

The C & I Committee is asking for redefinition of who serves on the Committee. Maintained: one tenured track faculty member from each of the instructional divisions as well as the CEC, Counseling, and the Library. The student representative(s) shall be the current Associated Students Vice President of Academic Affairs. This has proven very effective within the C&I Committee process. Brought up to date are the Committee ex officio members (including Associate Dean of Academic Support, Associate Dean of Career and Technical Education, Articulation Officer, DE Committee chair, etc.)

Page 5: Authorization of C & I Committee to operate with sub-committees on programs (developing AA degrees, certificates, and SLO work). These changes were approved by C & I last spring.

Senate representatives were asked to share this information with their division colleagues and to be prepared for a vote at the next, or following meeting.

Comment/Suggestions

Page 3: (4): the wording Distance Education Committee should be capitalized.

Page 3: Is there a legal reason for having paragraph 2 which states: “The final responsibility and authority for educational programs in general and curriculum in particular rest with the Board of Trustees of the Pasadena Area Community College District.”

President Martinez said this paragraph is being maintained and not changed. This wording has been in place for a long time and simply clarifies who has responsibility and authority. This clarification is based on Title 5 regulations. Final authority rests with the Board of Trustees.

Page 3: Last line above section 4: Request made for what is the description of Learning Resources. President Martinez says there is such a unit but does not have the specifics at this time.

V. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Appoint Lynn Wright as Chairperson of the Faculty Development Committee.
2. Approve Chiara Thomas as Chair of the Faculty Diversity Committee
3. Appoint Lydia McDonald, Angela Ceballos, and Diana Francisco to the College Calendar Committee.

MOTION approving items 1-3 made by Fred Keene and seconded by Mark Dodge:
Vote: Unanimously approved.

4. Approve expenditure of \$1750.00 for attendance at Fall ASCCC Plenary Session for five individuals.

MOTION approving Item 4 made by Roger Marheine and seconded by James Aragon.

Discussion:

Funding will come from Senate's Staff Development Funding allocation through Human Resources. Allocated amount for 2010-2011 is \$3342, about \$4,000 less from last year. The \$1750 expenditure will fund the registration for five senate representatives (including the Executive Committee) to the ASCCC Fall Plenary Session in Anaheim. The ASCCC Spring Session will be held in San Francisco and expenses will be more with airfare and lodging. The Senate will have to review other ideas to fund attendance at this session.

VOTE on the Motion: motion passed unanimously.

5. Senate Goals/Objectives for 2010-2011: Handout provided

This year's Strategic plan shows the Senate's objectives in response to the College's Strategic Initiatives #1-15. President Martinez asked for this information to be shared within the various divisions and for the representatives to be prepared to vote on this matter at the next Senate meeting.

Discussion/Comments/Concerns:

BSI stands for Basic Skills Initiative.

Page 1, Strategic Initiative should reference office and conference hours for adjunct faculty. Thirty-five percent of all campus classes are taught by adjunct faculty and the numbers are closer to fifty percent for Basic Skills. This need should not be overlooked. President Martinez said specific language modifications can be considered and developed.

Concern was received about articulation and the need for active participation in this area by Counseling. The Ad Hoc Committee on BSI Policy Changes is looking at a number of entry level issues to prepare for policy changes to address the transition from college to the university level. This issue can be reviewed in a revised senate objective.

Strategic Initiative #5:

The wording of this initiative is from the Strategic Plan.

Additional wording to the Senate's Objective can be reviewed.

The President is placing a great emphasis on the improvement of DE coursework, framework, and infrastructure.

Policy 4060 --Associate Degrees might have to be reviewed and revised.

Suggestions and language modifications to this document may be forwarded to President Martinez.

Division representatives are to share this document information within their divisions. Mark Dodge, Senate Parliamentarian, said a vote on a revised document could be taken if there was review of said document 48 hours before the meeting.

Sent to Committee: None

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President's Report/Update: President Martinez
Board of Trustees Meeting: October 6, 2010-10-11

Linda Wah took oath of office and was seated as the Area 5 representative.

Dr. Ling O'Connor was recognized for winning a Green Leadership Award for sustainability efforts and environmental awareness.

Coach Dennis Gossard was recognized for his longstanding service with the football team. The Board was presented with a "Where Have They All Gone" list of PCC's alumni football players 1972 – Present.

The Board reviewed and forwarded the Accreditation Progress Report #2 to ACCJC.

Adoption of Policy #2560 forming the Institutional Effectiveness Committee.

The IEC will be examining PCC's programs, along with review of SLO data on degrees, majors, areas of emphasis, certificates of achievement, general education patterns, and making education recommendations based on these results.

At the Senate's next meeting, a recommendation will be presented for IEC faculty co-chair and a management co-chair and management representatives. There are also administrative representatives. The IEC will go forward in terms of Student Learning Outcomes and student perspectives.

The School Budget was adopted by the Board of Trustees. President Martinez will invite Rick van Pelt to future Senate meetings to give an overview of the budget, which has resources in the amount of approximately \$140 Million and \$140 Million in appropriations.

In light of a reduction in Staff Development funds, the Senate Executive Committee will re-strategize in terms of money issues. Comment was received from the floor that reasons for the reduction in the Senate's Staff Development funds needs to be addressed.

Senate Bill 1440 (handout provided)

The Student Transfer Achievement Reform Act (SB 1440) process goes in effect in 2011-2012.

SB1440 will guarantee that an AA Degree will transfer from CCs to CSUs by state law - 60 units required (including a minimum of 18 units in a major) and a 2.0 GPA, PCC AA Degree transfers would be guaranteed to CSULA. And other CSUs SB1440 will cause a strain on our current public education system that is shrinking in over all capacity

CSULA does not provide programs fitting the needs of all transfer students.

It was suggested that a lobbying effort of the Cal State system be initiated, so students would not be directed away from their school of choice.

The Chancellor's Office will need to provide information on the degree approval process.

A number of PCC's majors and areas of emphasis will most likely be in alignment with the SB1440 requirements.

Some degrees will need to be revised and/or retitled.

PCC is in a good position to modify its AA degree majors or areas of emphasis granting priority admission to CSU campuses.

AB2302 addresses transfer to the UC System and requests they respond similarly to CSU system and develop a means of allowing our Associate Degrees to guarantee eligibility of admission to UC campuses that accept a CC transfer degree.

The UC system is "independent" - the California Constitution has given it a high level of autonomy.

Many details are not yet known and organization is needed.

Some instructors have recommended the development of a Senate Ad Hoc Committee to address this time-consuming and difficult process. The C & I Committee is swamped with work at this time.

Ideas and suggestions on how to proceed with this matter may be forwarded to President Martinez by phone, e-mail, or in person.

Clarity on the guidelines will be needed from the Chancellor's Office to ensure our AA degrees are compatible with new legislation and recommended modification. Division Deans will be brought in as resource experts.

R-2 Vice-President's Report:

Vice President Pattie Lynn was absent and attending an accreditation visit at Mira Costa College in San Diego.

R-3 Secretary's Report: Senate Secretary Ahni Armstrong gave a report on PCC's Project 90 Signature Goals, and Student Success Achievement Areas and Targets – 2010-2015.

PCC's Signature Goals	
Guaranteed Enrollment for In-District High School Students	
Cutting-Edge Learning Environments (Pedagogy, Technology, and Facilities)	
A Sustainable College Community	
Degrees and Certificate Programs that Address Market-Place Needs	
Premier Transfer California Community College	
Dedicated to Lifelong Learning	

Student Success Achievement Areas and Targets – 2010-2015						
Student Success Achievements	September 2010 Baseline	2010-2011 Target	2011-2012 Target	2012-2013 Target	2013-2014 Target	2014-2015 Target
Transfers to 4-Year Institutions	PCC – 1787 - 4 th in State	1787	1787	1858	1932	2048
Associate Degrees Awarded	PCC – 1655 - 7 th in State	1655	2483	2648	2814	2979
Associate STEM Degrees Awarded	PCC – 362** - 3 rd in State	362	400	440	490	550
Certificates Awarded (18+Units)	PCC – 1187 - 3 rd in State	1306	1424	1543	1662	1781
Basic Skills Sequence Completion Rate	PCC Math – 13%*** English – 36%*** ESL – 21%***	Math – 13% English – 36% ESL – 21%	Math – 16% English – 43% ESL – 25%	Math – 18% English – 50% ESL – 29%	Math – 21% English – 58% ESL – 34%	Math – 23% English – 65% ESL – 38%

**PCC does not currently offer degrees in science, technology, engineering, and math (STEM). The baseline figure 362 is defined by course-taking behavior of PCC students. I.e., these students would qualify for a STEM degree if one were offered.

***Completion rate is based on Level One entry. The number of levels in PCC's pre-transfer-level sequences: Math – 3, English – 2, and ESL – 5.

Project 90 is a five-year guide, in conjunction with the college's Educational Master Plan (EMP) currently under final development, to bring PCC to the highest level by our 90th anniversary during the 2014-2015 academic year. By focusing on the signature goals and student achievement areas, PCC is poised to be the leader in community colleges across California.

A dedicated group of fulltime faculty, adjunct faculty, division deans and Student and Learning Services deans, managers, and counselors have come together to develop strategies for achieving the goals and achievement area targets. Every voice and the full commitment of all members of the PCC community are needed to achieve this audacious task.

Dr. Jacobs stated that administration is working on a new thrust for Distance Education which will allow the campus to offer more courses and to achieve increased numbers in transfers. Even though goals and numbers shift due to changing population, age, economy and relocation, goals inspire individuals to "reach higher." Adjustments will be reviewed at the annual meetings.

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

Credit Union Account Balances: Checking: \$4176.00; Savings: \$7,904; Total: \$12,080.
Scholarship Fund: \$9,709
Foundation Account Balances: PR \$130,000 \$31,585.00, Total \$161,585.

Information Item Note: Revision given for the ASCCC Resolution Information Session. The correct date is October 27, 2pm-3:30 pm, Library Terrace Room

Robert's Rules of Order Final Version:

Revision: Any Senator can call for a roll call vote before a vote is taken. Such a call must be approved by the Senate before the vote takes place.

Discussion/Revision:

Diana Francisco made a motion, seconded by Yolanda McKay, to amend the revision to read: Any Senate member can call for a roll call vote before a vote is taken.

Vote: Unanimously approved.

Motion made by Dustin Harvey and seconded by Loknath Persaud to approve the amended language to the Robert's Rules of Order for Academic Senate Board meetings. Vote: Motion unanimously approved.

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

2. Distance Education: Recommendations 115-119 Alicia Vargas said the DE Recommendations 101-114 had been completed and approved. The Committee has moved out from Academic Support to the Library under the direction of Mary Ann Laun and Leslie Tirapelle. Leslie Tirapelle will be forming a DE Advisory Board which will include representatives from faculty, administration, students and some DE Committee members.

The Committee has recommended that DE Recommendation 115 be divided into two parts (115A and 115B) for a clearer rationale to avoid burdening the Senate with a large list of recommendations. These two recommendations would be approved separately.

Discussion

115A: Student Grievance Process

This process should be accessible by DE students online

The Committee is asking for review of items 2 and 3.

Item #3 needs to be reconciled because the same form was created with two different titles. One form was developed in Student Services and the other by the Education Policies Committee. The Educational Policies Committee will be asked for assistance.

115B: Student Course Feedback Survey may be completed online.

This DE survey has been significantly revised with three recommendations:

This survey will be made available to faculty who teach online as a learning tool (student feedback loops) to better help faculty develop DE courses.

This survey will not be used for faculty evaluation. Clarity is needed.

The division deans would not see this document.

Order of Recommendations I and II should be reversed.

The proposed recommendation was created to develop an efficient way to look at course format and design, to facilitate improvement between the evaluation cycles.

This will be a tool for faculty to help develop DE courses.

The evaluation process will be in DE Recommendation 116 and will be addressed in the future. The Senate approved an evaluation instrument two years ago. It is being reviewed again because of DE and technology changes. Once finished, this item will be brought before the Senate for review and approval.

An electronic version of 115A and 115B will be forwarded to the Senate Board, along with appendices.

3. Robert's Rules of Order: Treasurer Dustin Hanvey presented a revised copy of Robert's Rules of Order. See Treasurer's report above.

3: Smoking Policy Enforcement – Police Chief Peter Michael is on vacation and was unavailable for the meeting. Linda Handelman noted there is no visible non-smoking movement on campus. There is no smoking within 20 feet of building signs, but only ashtrays are provided in smoking areas. The non-smoking policy is not enforced by our campus Police/Safety Security staff. Chief Michael has indicated that no citations are given. The Health and Safety Committee is concerned about what to do next. Momentum from social pressure of both faculty and students is needed to get the job done. Language addressing citations would need to be changed legislatively to make a change on campus.

Designated smoking areas need to be designated by signs.
Visibility of security would help.

Dr. Jacobs added that pressure is needed to address the concern with students who congregate for hours on the front steps of the C Building to eat, sleep, play music and socialize in a manner that needs to be addressed. This matter has been mentioned to President Rocha and will be brought before the deans next week. Citations can be written for littering. President Martinez said he will bring this matter up with President Rocha.

Environmental consciousness involves interior areas too. Our peers should be reminded of the need to maintain a clean classroom environment.

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: Martha Bonilla announced there had been a second round of negotiations along with the beginning of discussion on adjunct issues in regards to creating more contact hours with students. The next item of discussion will address proposals for early retirement benefits. Feedback should be available in the spring.

S1-2: FACCC REPORT: Roger Marheine presented a FACCC Weekly Report dated October 8, 2010.

1) Negotiations with the Dist, Friday Oct 8th covered key Part Time issues including seniority hire back, compensated office hours, and paid ancillary tasks (includes all extra meetings, duties, and projects etc. that are not of the classroom assignment). Finally, health care for Part Time teachers is being discussed as well.

2) Approximately 45 students attended a meeting (noon to one, Thurs Oct 7) called by Associated Student leaders to address PCC's over sized classes and lack of sections. Students are circulating a petition calling for more sections and lower class sizes.

3 ESL teachers are meeting Tues Oct 12, in C-265, with President Rocha regarding their increased class sizes this fall. ESL teachers were neither consulted nor did they give their consent to increase class numbers. Last Thursday, students from across campus (40+), including students from the student government, met to discuss class size issues and its impact on the classroom

4) The next negotiations meeting with the District is October 29th and the main presentation from the PCCFA will be an Early Retirement Incentive proposal for Full Timers.

S1-3: ADJUNCT FACULTY REPORT: No report.

IX. ANNOUNCEMENTS

1. ASCCC Fall Plenary Session – November 11-13, Anaheim, CA
2. ASCCC Resolution Information Session – Wednesday October 27, 2-3:30 pm; Library Terrace Room
3. AAC&U Annual Meeting – Making General Education Relevant; San Francisco January 26-29, 2011

X. Adjournment. MOTION to adjourn made by Mark Dodge, seconded by Jo Buczko at 5:10pm.

Next Senate Board Meeting: Monday, October 25, 2010