

November 22, 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
ENGINEERING	SOLOMON DAVILA
ENGLISH	ROBERT OVENTILE
ENGLISH	DIANA FRANCISCO
ENGLISH	ROGER MARHEINE
LANGUAGES	LOKNATH PERSAUD
LIBRARY	DAN HALEY
MATHEMATICS	PAT PEACH
MATHEMATICS	FRED KEENE
PERFORMING AND COMMUNICATION ARTS	RITA GONZALES
PERFORMING AND COMMUNICATION ARTS	TAD CARPENTER
SOCIAL SCIENCES	LINDA HANDELMAN
SOCIAL SCIENCES	DAVE URANGA
SPECIAL SERVICES	JO BUCZKO

OFFICERS AND MEMBERS ABSENT

BUSINESS & COMPUTER TECHNOLOGY	SONIA WURST
HEALTH SCIENCES	TOM NEIDERER
HEALTH SCIENCES	LORI GAGLIARDI
HEALTH SCIENCES	LEE HASSIJA
KINESIOLOGY, HEALTH & ATHLETICS	GRACE APIAFI (Alt)
LANGUAGES	ANDRZEJ BORJARCZAK
NATURAL SCIENCES	JOE CONNER
SOCIAL SCIENCES	DAVE MCCABE
VISUAL ARTS AND MEDIA STUDIES	YOLANDA MCKAY

GUESTS AND VISITORS

SUPERINTENDENT/PRESIDENT	MARK ROCHA
VICE PRESIDENT, INSTRUCTOR	JACKIE JACOBS
INTERIM VICE PRESIDENT STUDENT & LEARNING SERVICES	STUART WILCOX
DISTANCE EDUCATION COMMITTEE	KRISTA GOGUEN ALICIA VARGAS
CLASSIFIED SENATE	JOHN LINDEMANN
PCCFA	ROGER MARHEINE KRISTA WALTER

I. CALL TO ORDER – 3:05 PM

II. PLEDGE OF ALLEGIANCE led by Tom Neiderer.

Introductions: Dr. Mark Rocha, Dr. Jim Bickley, Bob Miller, Dr. Stuart Wilcox, and John Lindemann

III. APPROVAL OF NOVEMBER 8, 2010 MINUTES:

Motion to approve the November 8, 2010 minutes (with no corrections) was made by Pattie Lynn and seconded by Ahni Armstrong. Vote: Unanimously approved.

IV. PUBLIC COMMENT: None

Dr. Rocha commended the Senate Board for its work this semester and extended good wishes for a Happy Thanksgiving recess.

The Education Master Plan was presented at the last Board of Trustees' study session and will be brought back to the Board on December 8 for final review and approval of this plan. Upon request, Bob Miller can provide the Senate a simplified presentation of the Project 90 summary. The Senate Board was asked to review the Executive Summary report.

Dr. Rocha said the second accreditation follow-up visit made on November 17 was a success. The two evaluators were Dr. Ortiz from Allan Hancock College and Dr. Walden from LA Southwest College. Our campus responded to five accreditation recommendations that included shared governance, ethics, SLOs and Distance Education (DE). We met or exceeded most recommendations. Recommendation 1 (program review and planning) is a work in progress. Not all reviews have been completed. They are to be used for work on future academic instruction, student services and administrative reviews, and resource allocation decisions. Dr. Rocha will be provided a written draft report with an opportunity to respond. The ACCJC will meet in January 2011 to determine if PCC will continue on, or be removed from, accreditation warning status.

The recently created IEC Committee is now receiving program reviews and will offer responses and its opinions on alignment with the College's mission. Information on the Basic Skills program and its four year plan has been included within the Education Master Plan. A resource allocation request to the Board of Trustees for \$1 Million Dollars for allocation to the Student Access and Success Initiative is on the table and is unspent. With mutual agreement and full consultation, a set of criteria of how funds will be spent and accessed will be developed.

Faculty Negotiation Process: Because of status rules under PERB, comments may not be made on the negotiation process by either administration or PCCFA. PERB provides for regular meetings, formal proposals and public negotiations. Last Friday, both the proposals and rules of engagement were presented. Each side has lawyers. Negotiations are proceeding. There will be a Thanksgiving break, and there is no deadline. Mutual agreement is encouraged. Once available, news will be reported.

Proposed Unpaid Wait List: In response to comments from the floor, Dr. Rocha said Student and Learning Services, MIS, division deans and faculty are involved with the this process. More information is forthcoming.

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

The order of presentation was changed to move Item #2 up to #1.

1. Institutional Effectiveness Committee: A report was provided by faculty co-chair Jim Bickley. This is a mutual agreement committee that has met once, with the expectation of having another meeting during winter intersession and more in spring 2011. Cynthia Olivo is the management co-chair. This committee will play an integral part in response to ACCJC Recommendation #1 to evaluate program reviews; give feedback to reviewers; and make recommendations to other groups such as the Resource Allocation Committee. Rubrics will be drafted to describe acceptable and exemplary criteria. Faculty and program reviewers will be trained in the use of Task Stream software. A behind the scenes task team has been in place and includes the assistance of Bob Miller, Crystal Kollross, James Bickley, Cynthia Olivo, Cecile Davis Anderson, and Shelagh Rose. The IEC is composed of one management and one administrative co-chair; four management representatives; along with 15 faculty slots (12 slots have been filled). Faculty representatives need to be selected by Business and Computer Technology, Health Sciences, and Social Sciences. There are four classified staff members, including Leticia Velez, who was very helpful in working on Task Force Recommendation #1; two student members and two ex officio members (Robert Miller and Ellen Ligon). Crystal Kollross is one of the consultants. Division deans may be contacted for division representative referrals. Jim Bickley may also be contacted.

This is an exciting opportunity for faculty to play an integral role in evaluation of the College's mission, and achieving goals of this mission. Division deans may be contacted with names or suggestions for faculty representatives to be appointed. IEC is a watchdog committee to see that programs are consistent with the Master Plan.

Meeting consistency is needed. For 2011, the IEC Task Team decided to meet on Wednesdays around 2PM or Fridays from 12 – 2:30 PM. Strong faculty presence is needed along with a balance (which will include overlap) between those serving on the Senate, C&I and IEC. The IEC will include a representative from each instructional division, counseling, and the library. Vice President Patricia Lynn was commended for her review of the Task Stream accounting program.

1. Calendar Committee: Diana Francisco was absent due to illness.

Loknath Persaud reviewed the proposed 2012-2013 calendar recommendations presented at the last Senate Board Meeting in regards to preferred dates for Cesar Chavez Day: March 29 (Friday); or April 1st (Monday). Lincoln's Day: February 8th (Friday), February 11th (Friday); February 12th (Tuesday) or February 15th (Friday). This information was sent via e-mail to all Academic Senate representatives last week for division review and feedback at today's meeting.

Question: With a holiday falling on Friday, would there still be Saturday classes? The time lost by holidays would be detrimental for classes held on Fridays.

Response: Dr. Stuart Wilcox said this matter will be reviewed. Typically there is no Saturday class following a one-day Friday holiday.

President Martinez instructed the Senate Board to forward their division responses directly to Calendar Committee members Diana Francisco or Loknath Persaud, for prompt feedback to the Campus-Wide Calendar Committee before its December 14th meeting.

3. Educational Policies Committee – Ahni Armstrong presented Policy No. 4025 (Enrollment and Attendance in Classes) with a proposed change on page 2, 4.3: The change reads:

PCC shall establish a sequential, unpaid wait list for each class section, of 10-30% or more of the class size, according to each Division's preference. Students to be added to a class must come from the waiting list in sequential order. Exemptions to this procedure may be made in individual, justifiable cases where the addition is in the interest of the students, the programs, and the College. The number of students to be added must be in accordance with College policy and division practice regarding the official limits for each class section.

This recommendation was approved by the Senate Board last spring and is now being incorporated into Policy #4025. A vote on the proposed change will be taken at the next Senate Board meeting.

In response to concerns about the development of a sequential, unpaid wait list, Dr. Stuart Wilcox provided a Q & A FAQ list pertaining to this matter. Faculty and Deans' concerns and parameters are being reviewed. For now, having a wait list long enough that it cannot be exhausted is recommended. Modification of the proposed process will require its implementation so that both faculty and the students can get used to the new process and for concerns to be worked out. In the beginning students will continue to "crash" classes. With time, the numbers would be lowered. This

proposed unpaid wait list process will begin in spring 2011. There are many factors to be considered with determining how long a wait list should be. Students will not be allowed to enroll on multiple wait lists for one course. Some programs like Health Sciences already have a course selection process in place. Faculty members may also ask their deans to override their class size limits.

Concerns/Comments:

Certain PACA courses require new students to audition before being added to a particular course.

The temporary roster would be “out of sync” with those added on after the roster is printed.

Leaving classes “open” until class starts.

Removing the paid waiting list provides basic economic justice for students.

It is the responsibility of the various divisions to make their wishes known.

Dr. Wilcox suggested it would be easier to have a set wait list number (Example: 10) .

Exact numbers would be easier for MIS to work with than percentages. Future adjustments can be made.

Language changes and comments may be forwarded to Educational Policies

Committee Chair- Ahni Armstrong.

President Martinez asked the Senate Board to be prepared for a vote on this matter at its December 6 meeting.

An effort will be made to implement the proposed policy in spring 2011. Counselors would no longer advise their students in orientation and individual counseling sessions to attend class on the first day to be available to add.

Note: Page 3, Item 5 of 40.25.20 reads: Each instructor is required to drop all students who fail to attend the first meeting of a class if they have not made prior arrangements with that instructor, and may drop students who arrive late at the first meeting of a class or who fail to attend the second meeting, if they have not made prior arrangements with that instructor.

Concerns regarding wait list percentage information may also be forwarded to

Dr. Stuart Wilcox.

Notification e-mails to students on the wait list would be sent out by Registration.

4. Faculty Evaluation Committee – Patricia Lynn said the committee will meet soon, once its meeting dates and times are finalized. The committee’s work is to modify “regular” faculty evaluations. The evaluation process is being revised as a result of both administrative and faculty desires to clearly define the categories of “outstanding”, “satisfactory”, and “needs improvement”. It would be desirable to have someone from the Distance Education Committee on the Faculty Evaluation Committee.

5. Distance Education Committee – Alicia Vargas and Krista Goguen recommended a vote on Recommendations 118 [Distance Education Website] and 119 [Learning Management System] which were presented at the last Senate Board meeting. MOTION to approve Recommendation 118 made by Tom Neiderer and seconded by Dustin Hanvey. Vote: Motion passed unanimously.

Recommendation 119 word change: The LMS must fully meet (*instead of meet fully*) the needs of faculty and students and be accessible in a manner that is ADA compliant. MOTION to approve Recommendation 118 made by Tom Neiderer and seconded by Mark Dodge.

It was recommended that ADA (American Disabilities Act) be spelled out.

LMS has been chosen and Black Board 9.1 is in the exploration stage.

Blackboard 9.1 is ADA Compliant.

DSPS has endorsed the use of Blackboard 9.1.

VOTE On Recommendation 119: Motion passed unanimously.

DE Recommendation 117: Institutional Support; Faculty Support and Student Support, was presented for division review and consideration in preparation for a vote on this recommendation at the next Senate Board meeting. There is some overlap between the three categories in the recommendation.

In regards to 1.a: will there be a department, division or both? The committee did not have an answer to this question at this time. President Martinez said this item did not reference an instructional division or student services division. The use of word division is used informally.

Pat Peach asked if Distance Education would become a separate division, would those who taught in DE belong to two divisions? And how would that work?

Development of this process will determine what happens in the future.

Dialogue regarding area managers is open to discussion.

Dr. Jacobs said adjunct faculty are aligned with their division to discourage separation. Concern was expressed that DE instructors might be required to be aligned with other divisions.

Concerns regarding area managers will be open to discussion.

The DE advisory board is currently working on the student evaluation instrument.

Faculty Evaluation recommendations may be forwarded to Dr. Patricia Lynn.

Senate Board representatives were instructed to seek division input in preparation for a vote at the next Senate meeting.

Patricia Lynn asked for referral of a DE Committee member name to serve on the Faculty Evaluation Committee.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Resolution of Appreciation for Ellen Lignons. Formally retiring this December with a celebration on Friday, December 3. A motion approving the wording of resolution to be presented to Ms. Lignons was made by Tom Neiderer and seconded by Patricia Lynn. Vote: Unanimously approved.

Sent to Committee: None

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President's Report/Update: Mr. Martinez mentioned that Dr. Rocha presented the Education Master Plan presented to the Board of Trustees last week and will be voted on December 8. The Senate Board was asked to review this document, which will give us a good sense of where we are planning to be within the next few years.

Statewide Academic Senate Fall Plenary Session:

Attended by the Senate Executive Committee.

Adopted: A paper titled *Student Success: The Case for Establishing Prerequisites Through Content Review*. A copy of this paper will be available on the statewide Academic Senate website soon. President Martinez suggested this document be reviewed and shared within all divisions with follow-up to be forwarded to C&I to assist in the rewriting of local policy on prerequisites. There will be Title 5 changes made as a result of this discussion. Statistical data will not be required for establishing some prerequisites. Faculty input based on their review of "content" will be sought.

The Statewide Senate adopted a paper titled *Standards of Practice for California Community College Library Faculty and Programs*. A copy of this document was sent to Krista Gogen to share within the Library. There is a controversial section recommending that "librarians have pedagogical experience", but this is not a change to minimum qualifications. It is a recommendation, only.

A resolution was approved regarding a change in Title 5 regulations setting a hard limit of two years for interim administrative appointees. Some schools have interim administrators who have been in place 5+ years. With this change in regulations, term limits would be two years.

Finally a resolution was adopted approving the creation of a common statewide template for the awarding of CLEP and IB credit for the associate degree.

R-2 Vice-President's Report: Dr. Patricia Lynn attended the fall plenary session too. Interesting comments with timely recommendations. Good to exchange thoughts and ideas with others. Dr. Lynn represents the Senate at Classified Senate meetings and activities. The November 17th meeting was cancelled due to ACCJC campus meeting.

R-3 Secretary's Report: No report.

R-4 Treasurer's Report Senate Treasurer Dustin attended the State Academic Senate Fall Plenary Session. He attended the flex and professional development Breakout sessions. The approach to these issues varies from campus to campus. Some campuses have 15 paid flex days. For future reference, there will be upcoming conferences on how to define "student success".

Treasury Information:

Credit Union: Checking: \$4200; Savings: \$7,636: Total: \$11,836.

Scholarship Fund: \$9,709

Foundation: Permanently Restricted: \$130,000; Temporarily Restricted: \$31,585

Total: \$161,585.

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

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: Roger Marheine reported that negotiations are continuing with no report to be given at this time. Winter intersession registration process opened and closed within 24 hours. He has not received a response from Enrollment Management in regards to requested section numbers. He has received communication from students hoping to transfer in June but are now unable to.

Attended a FACCC meeting in Sacramento. Many districts are cutting winter and summer intersessions as well as courses in the spring and fall. It was noted that while courses are being cut on many campuses at the students' expense, campus reserves are increasing. The State legislature is looking closely at districts with large reserves and those with increasing reserves as a result of cutting back on access.

S1-2: FACCC REPORT: included in PCCFA report above.

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge attended the State Academic Senate Fall Plenary Session and engaged in discussion with various state leaders on adjunct issues. On some campuses adjunct instructors are automatic members of the Academic Senate. Adjunct participation and pay for working with Academic Senates should be negotiated by unions. Perkins funds were said to be available for this. At many colleges there is one adjunct faculty representative per division. Glendale Community College has one adjunct faculty member on its Executive Committee. It was noted that many adjunct instructors are in specialty areas.

Roberts Rules and Brown Act: There is a trend where the Brown Act is impinging on how meetings are run. There was agreement that Roberts Rules usually are not used except in time of trouble and there is a need for a "bale out." An item to be addressed that is not under Roberts Rules would require an amendment to the bylaws.

The Senate Secretary is to enforce this option if the Parliamentarian is not present.

Minority rights are being practiced in most Senates.

Consensus is to not ask for abstentions.

Roll Call Votes: There are no Brown Act or Roberts Rules requirements to record votes, but may be done to check to the accuracy of a vote.

IX. ANNOUNCEMENTS

1. Fall Semester Grades due on Tuesday, January 11, 2011. Reminders will be sent out December 1.

2. Ellen Ligon's retirement celebration is Friday, December 3, 2010, 2-5PM Creveling Lounge

X. Adjournment: MOTION to adjourn made by Mark Dodge, seconded by David Uranga.

Next Senate Board Meeting: Monday, December 6, 2010