

February 28, 2011
In-Office Revisions Made: March 14, 2011

OFFICERS AND MEMBERS PRESENT

ACADEMIC SENATE PRESIDENT	EDWARD MARTINEZ
VICE PRESIDENT	PATRICIA LYNN
SECRETARY	AHNI ARMSTRONG
TREASURER	DUSTIN HANVEY
COMMUNITY EDUCATION CENTER	NADEGE WILLIAMS
COUNSELING	JAMES ARAGON
ENGINEERING	SOLOMON DAVILA
HEALTH SCIENCES	TOM NEIDERER
LANGUAGES	ANDRZEJ BORJARCZAK
LIBRARY	DAN HALEY
MATHEMATICS	PAT PEACH
MATHEMATICS	FRED KEENE
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
ENGLISH	ROBERT OVENTILE
ENGLISH	ROGER MARHEINE
ENGLISH	Replacement Pending.
HEALTH SCIENCES	LEE HASSIJA
HEALTH SCIENCES	LORI GAGLIARDI
KINESIOLOGY, HEALTH & ATHLETICS LANGUAGES	GRACE APIAFI (Alt) Replacement Pending.
NATURAL SCIENCES	JOE CONNER
SOCIAL SCIENCES	DAVE URANGA
SOCIAL SCIENCES	DAVE MCCABE

GUESTS AND VISITORS

SUPERINTENDENT/PRESIDENT	MARK ROCHA
FACULTY DIVERSITY COMMITTEE	CHIARA THOMAS HENSLEY
PCCFA	KRISTA WALTER
CLASSIFIED SENATE STUDENTS/GUESTS	JOHN LINDEMANN ANTHONY RICHETTS AMRAH KAHN

I. CALL TO ORDER – 3:05 PM

II. PLEDGE OF ALLEGIANCE led by Dustin Hanvey

Introductions: Courier Representatives: Anthony Richetts and Amrah Kahn,
Dr. Mark Rocha, John Lindemann.

III. APPROVAL OF DECEMBER 6, 2010 MINUTES: Motion made by Patricia Lynn
and seconded by Ahni Armstrong to approve the Minutes.
Vote: Unanimously passed.

IV. PUBLIC COMMENT:

Dr. Rocha was invited to address his response to the first of two articles in the LA Times series on LACCD's Building Program. A handout (statement) was provided by Dr. Rocha. Dr. Rocha noted that the article did not correctly portray the facts and that the LACC District and Board acted in accordance with the issues of shared governance, transparency, and compliance. Dr. Rocha said he will keep faculty posted and concerns may be forwarded to him.

PCC's March 2 Board of Trustee meeting will address the application of Measure P bond monies.

Dr. Rocha expressed his appreciation to Senate President Edward Martinez and the Senate Executive Committee for their hard work. As a result of the budget crisis, there are serious and large proposals to be addressed. Examples include: enrollment management; re-calendaring, budget, restructuring, retirements, and a cultural change with filling vacancies (many expected from retirements) for faculty, administration and staff. Dr. Rocha added that active communication is going forward, nothing will be rushed, there is time and no final decisions have been made.

After the retirement incentive deadline, budget information on how much of a savings the college will incur will be developed. Following the retirement process, a new process to review administrative/organizational units will be addressed. Consultation has begun, addressing a proposal for an IT unit merger and the hiring of a new Vice President of Technology. The College Council was informed of this change and it will be presented to the Board of Trustees at its next meeting.

Dr. Rocha's Answers To Concerns:

There is a budget savings component to the early retirement incentive. It is not true that 40 faculty members must accept the proposed incentive. Dr. Rocha sees little or no chance that the retirement incentive would not go forward.

The early retirement incentive is a "one-time only" incentive. Senate representatives were asked to encourage their colleagues to attend all information and counseling sessions.

There is an upfront cost to the District. There is more of a savings the first year of the incentive than with next four years. Retiring salaries would come off PCC's books and go on to STRS' books. Paperwork for the retirement incentive is due into Human Resources by May 16, 2011.

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

Faculty Diversity Committee and Campus Diversity Initiative (CDI): Presenter: Chair, Chiara Thomas Hensley provided several handouts about 1) Academic Senate Update and 2) Associate in Arts Degree now being offered at PCC in Gender, Ethnicity, and Multicultural Studies (G.E.M.S.).

CDI Academic Senate Update outlines the following areas:

CDI Mission

Faculty Diversity Committee (*Change: Mikage Kuroki will not be a current member*)

Aligning the CDI to the EMP: Project 90 Signature Goals; Mission Critical Priorities and Strategies; Upcoming CDI Events; and a CDI Progress Report by Semester [Fall CDI Achievements; Winter CDI Achievements and Ongoing Planning; Spring CDI Goals and Ongoing Planning and Proposed CDI Projects for 2011/2012].

G.E.M.S.

Many PCC classes from a variety of divisions are incorporated in the G.E.M.S. major. This new AA degree allows students to broaden their education and prepare themselves for university studies in a cutting edge 21st century field of study. Many colleges have G.E.M.S. Bachelor degree programs.

Enrichment opportunities are provided to assist students with ways to explore and expand diversity. Diversity is much more than race because it includes all types of areas: learners, nativism, religion, age, ability status, etc.

The Faculty Diversity Committee will be communicating with division deans about looking at transparency and diversity across the spectrum in searching for qualified instructors.

Upcoming Events:

March 18 12-2pm, Library Terrace Room	CDI Faculty Committee Meeting
March 27 10am-4pm Location: Jackie Robinson Center	Jackie Robinson Arts and Humanities Lecture Series Guest Speaker: Professor Dr. Cai Chief Editor of the Journal of Confucius Research and the Chairman of the Institute for Social Studies at Shandong University in China
April 23 rd and 24 th 9pm-5pm	CDI Workshop "Strengthening Unity" with Erica Toussaint

The Faculty Diversity Committee is a Senate Committee, but students may serve as resource experts. An effort will be made for student presence and participation.

Mrs. Hensley's position is currently for one year, ending June 30, 2011. Being an action-oriented individual, she will get matters addressed and develop recommendations for discussion with Dr. Rocha.

President Martinez expressed the need for the Senate and their faculty to embrace CDI's vision so they may be better prepared to volunteer in filling the upcoming hiring committee positions.

2. Enrollment Management Standing Committee Presentation by Dr. Patricia Lynn. Chairs: Faculty Co-Chair: Patricia Lynn and Administrative Co-Chair: Sabah Alquaddoomi. The Committee's challenge has been to address a pending budget reduction with proposed enrollment scenarios for faculty review and presentation to the College Council by mid April. (Handout provided)

Committee Challenge: To address the "district budget impact" for the Academic Year 2011-2012 of **\$5,296,000** by examining a partial reduction in the total number of sections offered next academic year. This amount translates to approximately **706 sections** (based on the average cost of \$7500/section).

Comments and Concerns:

The Committee has been directed to address the reduction of 600 sections (includes fall and spring). Faculty review and feedback was sought on the various scenarios.

Committee Recommendation: Scenario IV: To move Winter 2012 sections (352 sections) to Summer 2012 and to reduce the total section count for next year (summer, fall, and spring) by 248 sections. This preserves the 352 sections and minimizes the total number of sections to be cut to less than 5%. ... Full-time and adjunct faculty was asked for their opinion on Scenario IV a week before the beginning of spring semester. The responses are approximately 50/50 with slightly more in opposition to Scenario IV: As of February 28th: No: 35 / In Favor: 25

- The College Council met on February 28 and the Committee was directed to communicate with the various constituent groups before reconvening on March 14.
- The Committee will present its recommendation to the College Council in early April.
- Summer Session for 2011 will remain "in place".
- Clarification of Scenario IV was requested regarding the assignment of dates and sections for the two summer sessions, and how high school students fit in.
- It is possible for faculty to provide feedback on responses to all the Scenarios.
- Scenario suggestions may be forwarded to Dr. Lynn.
- The Budget Committee's task is to address reduction in operating tasks.
- There are two distinct issues to be addressed: Should the winter session be maintained, and the matter of reducing sections.
- CTE concerns with pre-requisite and co-requisite courses need to be addressed.
- All responses are being compiled to be brought before the College Council.
- Curriculum and Instruction is looking into the average size of each section.
- Would faculty be allowed to teach in both summer sessions? Dr. Lynn said this was a negotiable/contract matter.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Ratify the composition of the Faculty Hiring Priorities Committee: Edward Martinez (chair), Patricia Lynn, Ahni Armstrong, Dustin Hanvey, Pat Peach, Rita Gonzalez, Kris Pilon, Jo Buczko, Suzanne Anderson, Stan Kong.
2. Ratify the faculty appointees to the Enrollment Management Standing Committee: Patricia Lynn (co-chair), Ana Ogaz, Shelley Gaskin, Manuel Perea, Krista Walter, Eduardo Cairo.
3. Ratify the faculty appointees to the Budget and Resource Allocation Standing Committee: Keith Oberlander (co-chair), Thomas Berg, Dustin Hanvey, Danny Hamman. Note: This committee is replacing the Resource Allocation Committee. A number of college-wide committees are being restructured under the College Council to clarify roles, missions, and committee memberships and ensuring fair representation of faculty, classified, students and managers.
4. Appoint Gilda Ilano-Teal as alternative representative for Health Sciences on the C & I Committee.
5. Appoint Allen Dooley as Chair of the Ad Hoc Senate Faculty Evaluations Committee.

MOTION made by Tom Neiderer and seconded by Fred Keene approving Items 1 through 5. Vote: Unanimously approved.

Sent to Committee: None

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President's Report/Update:

PCC's accreditation status was fully reaffirmed by the ACCJC during the winter sessions. Progress in terms of SLO assessment will need to be shown for the 2012 accreditation report. Support in working with e-lumin may be obtained from the IPRO office or Crystal Kollross.

President Rocha is looking at the possibility of hiring an assessment coordinator (80-100% release) to help faculty in assessment of course, program, and general education outcomes.

New College-Council campus-wide, shared governance committees have been created: Enrollment Management Committee and Budget and Resource Allocation Committee. In process of being developed are: Technology and Academic Computing Standing Committee, Facilities Standing Committee, Sustainability Standing Committee, and several others.

Title 5 Course Pre-Requisites: The Board of Governors is considering proposed changes to Title 5 regulations on course pre-requisites. Approval of this matter would allow us to establish pre-requisites in English and mathematics based on content review. This may eventually entail a change to our local PCC Policy #3220.

The Senate Faculty Hiring Priorities Committee met during the winter intersession and ranked a list of fifty-one deans' requests for faculty positions. Every fall the deans submit a list of faculty position requests based on vacancies and growth. The Committee is made up of the Senate Executive Committee and six faculty members from various divisions (10 in all). Every position request was evaluated in terms of the Education Master Plan (promoting transfer, completion of CTE programs/AS degrees, and Basic Skills completion). The ranked positions were forwarded to the Faculty Needs Assessment Committee which consists of the Vice President of Instruction, two deans, and three faculty members (Edward Martinez, Jo Buczko, and Kris Pilon). Finally, this list was reviewed by President Rocha with a few minor adjustments made. Twenty of the 51 rankings will be forwarded to the Board of Trustees.

Memorandum of Understanding (MOU) for Full-time Hiring Procedures for Academic Year 2011-2012: Handout provided. Paragraph 1 of the Proposed Memorandum Reads:

Due to the extraordinary nature of the budget situation of the State of California and of Pasadena City College, and due to the time consuming demands of an intense hiring and interview process for new full-time faculty, the administration and the Academic Senate agree to this Memorandum of Understanding.

The President has requested preparation of this MOU to streamline the current hiring process and enable expedient means to fill the upcoming faculty positions as a result of

the expected large number of retirements. Our current three level process has sometimes resulted in candidates accepting other offers if the process is not expedient.

The current hiring committee levels are:

- Level 1: Faculty and a dean
- Level 2: Normally chaired by a Vice President. Depending on hiring committee some faculty representatives have moved forward to participate in Level 2.
- Level 3: President interviews and forwards a recommendation to the BOT.

Level 1 allows for a strong faculty voice. Faculty members are chosen by a process unique to each division (lottery, rotation, ballots, etc.). One faculty representative is chosen from outside the division, discipline, or program.

Under the proposed Memorandum

The Level 2 hiring committee would be suspended for 2011-12.

Two to five candidate recommendations would be forwarded from the first level to the President, who would interview the candidates and consult with the committee members before making a recommendation to the Board.

Section C, bullet 2, states that if only one candidate is deemed able and capable of performing the job, the search may be extended or the committee may provide justification for there not being more candidates.

Current Level 2 demonstrations, performances, and such activities could be incorporated into Level 1.

Comments:

Level 2 is needed and would allow for a stronger faculty review of potential candidates

The President would be given more authority in removing Level 2.

Having the President return to Level 1 for consultation would not save time.

Future calendar changes would affect hiring processes.

Suggestion that the spring semester be shifted back to the second week in January.

The Senate Board will be asked to ratify this MOU or a modified version at its next meeting. Comments and recommendations for modifications may be forwarded to President Martinez.

MEMORANDUM: Pasadena City College Academic Senate/ Faculty Association
(Handout Provided). Request for the C & I Committee *"...to undertake the establishment of normal closing numbers (NCN) for all courses by reviewing and adopting these proposed guidelines and applying the following definitions of class categories in determining normal closing numbers."*

Normal Closing Number (NCN) is new term used to describe the "maximum class size".

The Curriculum and Instruction Committee will review the proposed definitions/numbers to see if they are workable from a curriculum (pedagogical) perspective. The proposed Normal Closing Numbers would be for the following areas: BASIC SKILLS, TRANSFER LEVEL, TRANSFER LEVEL CRITICAL THINKING; MAJOR AND AREA OF EMPHASIS; CTE; NON-CREDIT; and COMMUNITY DEVELOPMENT Courses.

Last year a number of policy recommendations were adopted on Distance Education and at that time a NCN of 30 was established for DE courses.

Faculty could work with division deans in developing large instruction group. Krista Walter said she would check on definition of what percentage constitutes “large group instruction”.

Large group instruction (LGI) may take in the categories listed on the handout (with the exception of Basic Skills and Critical Thinking courses) in conformity with the provisions of contract article 5.7.2.1.(b). NCN information will also be needed for the implementation of a new LGI system.

The new contract requires definition of what is an appropriate closing number regardless of the budget or other factors.

Concerns Received:

Student access.

CEC Instructor Nadege Williams stated she has 50 students enrolled in her CTE area. There were originally two instructors and now there is only one.

President Martinez urged Senate Representatives to relay this information to their divisions and to discuss this MOU with all faculty, especially their C & I representatives. There could be some adjustment in the numbers and definitions. Ratification of this MOU will be asked for at the at the next Senate meeting.

Board of Trustees Meeting: The Board has received a report on closing the achievement gap for African American and Latino students. A number of pathway programs and the alignment of high school curriculum in the areas of English and Math with PUSD was discussed.

R-2 Vice-President’s Report: Dr. Patricia Lynn said the Faculty Hiring Priorities Committee has forwarded information to the President in preparation for filling 20 new positions. Once approved by the Board, fliers will be circulated. Cuts to the Tech Prep program are anticipated. Dr. Lynn will be attending a CID Meeting on March 11. CID’s goal is to bring some uniformity in course outlines among the 112 California community colleges and bring uniformity to the new majors under SB 1440.

R-3 Secretary’s Report: Dr. Ahni Armstrong said the Senate approved the new unpaid wait list last year. Each division has their own numbers ranging from ten to twenty. Faculty have found the new process much better and easier for handling adds. Students are remembering their wait numbers and there are fewer class drop-ins. From

the counseling division's perspective students are just now getting used to the new process.

Concerns:

- Students do remember their numbers, but faculty need access to a “current” wait list versus one prepared several days before the start of the semester.
- Some faculty will only use the “printed” wait in choosing adds.

R-4 Treasurer's Report

Dr. Dustin Hanvey reported the following: If a tax increase is not passed in June, the District could face a \$9 Million or higher cut. Dr. Hanvey may be contacted with suggestions for the campus to be more efficient.

Account Information: Credit Union: Checking: \$3,224; Savings: \$10,783;

Total: \$14,007 Scholarship Account: \$9,818

Foundation: Permanently Restricted: \$130,000; Temporarily Restricted\$49,658

Total \$179,658

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

1. Memorandum of Understanding for Full-Time Procedures for Academic Year 2011-2012. (addressed above)
2. Memorandum to the Curriculum and Instruction Committee on Normal Closing Numbers. (addressed above)
3. Election Timeline – Senate Elections Committee Chair Pat Peach announced that the Committee is moving towards online communication for its nominations/election activities. Crystal Kollross has offered her assistance to the Committee in this area. This semester faculty will be e-mailed 1) The election timeline and procedures and 2) an application request to submit the names of those interested in being nominated to the Senate Board. Because of confidentiality concerns, the final process will include sending out an election ballot and with additional paperwork inside. Having the first two processes handled online will save paper.

Election Committee Timeline:

Nomination Period: March 3, 2011 to March 14, 2011

Deadline for Intent To Seek Office: Noon, March 14, 2011

Platform Statement Deadline: Noon, March 17, 2011

Distribution/Mailing of Ballots: March 24, 2011

Ballot Deadline: Noon, April 5, 2011

Motion made by Fred Keene and seconded by Jo Buczko for the Senate Elections Committee to move forward with the electronic form process as outlined by Committee Chair Pat Peach. Vote: Unanimously passed. Passed unanimously.

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: No Report.

S1-2: FACCC REPORT: No Report:

S1-3: ADJUNCT FACULTY REPORT: No Report.

IX. ANNOUNCEMENTS

1. ASCCC Plenary Session – April 14-15, 2011 San Francisco, CA
2. Area C Meeting – March 26, 2011, Moorpark College review statewide senate resolutions.
3. Lunch and Learn Discussion – (1st meeting) March 8, 2011 Creveling Lounge 11:30pm-1pm.
4. CID meetings – March 11, 2011: invitations to attend will be forwarded. There will be Discussion on new majors under SB1440. A recommendation on this will be presented at the next Senate Board meeting.

X. ADJOURNMENT: MOTION to adjourn made by T. Neiderer and seconded by Solomon Davila at 5:00 pm

Next Senate Board Meeting: Monday, March 14, 2011