

March 28, 2011

**OFFICERS AND MEMBERS PRESENT**

ACADEMIC SENATE PRESIDENT	EDWARD MARTINEZ
SECRETARY	AHNI DODGE
TREASURER	DUSTIN HANVEY
ADJUNCT FACULTY	MARK DODGE
COMMUNITY EDUCATION CENTER	NADEGE WILLIAMS
COUNSELING	JAMES ARAGON
ENGINEERING	SALOMON DAVILA
ENGLISH	MARTHA BONILLA
ENGLISH	ROGER MARHEINE
LANGUAGES	ANDRZEJ BORJARCZAK
LANGUAGES	SIMONETTA MAY
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**

VICE PRESIDENT	PATRICIA LYNN
BUSINESS & COMPUTER TECHNOLOGY	SHELLEY GASKIN
BUSINESS & COMPUTER TECHNOLOGY	SONIA WURST
ENGLISH	MARJORIE SMITH
HEALTH SCIENCES	TOM NEIDERER
HEALTH SCIENCES	LEE HASSIJA
HEALTH SCIENCES	LORI GAGLIARDI
KINESIOLOGY, HEALTH & ATHLETICS	GRACE APIAFI (Alt)
NATURAL SCIENCES	JOE CONNER
SOCIAL SCIENCES	DAVE URANGA
SOCIAL SCIENCES	DAVE MCCABE

## **GUESTS AND VISITORS**

SUPERINTENDENT/PRESIDENT	MARK ROCHA
INSTITUTIONAL EFFECTIVENESS COMMITTEE	JIM BICKLEY
AD HOC COMMITTEE ON THE STUDENT TRANSFER REFORM ACT	ARMANDO DURAN
TRANSFER CENTER	DINA CHASE
PCCFA	ROGER MARHEINE
CLASSIFIED SENATE COURIER REPRESENTATIVES HANDS ACROSS AMERICA STUDENT REPRESENTATIVE	JOHN LINDEMANN (PRESENT) DANIELA RUEDA

### **I. CALL TO ORDER – 3:05 PM**

### **II. PLEDGE OF ALLEGIANCE** led by Pat Peach

Introductions: President/Superintendent: Dr. Mark Rocha; Dr. James Bickley, and Courier representatives.

### **III. APPROVAL OF MARCH 14, 2011 MINUTES:**

Motion to approve the minutes made by Pat Peach and seconded by Dustin Hanvey.  
Vote: Motion unanimously approved.

### **IV. PUBLIC COMMENT:**

Daniela Rueda, PCC student representative and liaison for Hands Across California, encouraged the involvement of faculty, staff, students, friends, and community college alumni to participate in the Hands Across California event to take place on Sunday, April 17<sup>th</sup>, at 2PM (for approximately 10 minutes). Nearly 2 million people will join hands across California (over 1000 miles) in support of California Community Colleges and their nearly 3 million students. This important event will 1) help to demonstrate the importance of California Community Colleges now and in the future, and 2) raise monies for scholarships to support generations of students.

- Handouts provided.
- Detailed information and event route: <http://www.handsacrosscalifornia.org>.

An ad hoc committee is being developed to inform faculty and request presentations to students.

Fundraising varies with each campus. The PCC Liaison committee is looking into activity fundraising; employer donations, individual donations, etc.

A Bernard Osher Foundation grant of \$50 million has been made and distributed to the California Community Colleges. The community colleges have been challenged to match their endowment grants. If matching funds are received by the end of June the Bernard Osher Foundation will match the total endowment monies.

Dr. Rocha reinforced Daniela's important message of supporting the Osher Foundation by writing a check payable to the PCC Foundation / Memo Section : c/o Osher Foundation. The Osher Foundation donated approximately \$50 million, to be divided among the 112 California Community Colleges to assist with establishing a permanent endowment for student scholarships. A "rough estimate" of PCC's portion is \$250,000. If PCC is able to raise another \$250,000, the Osher Foundation would add a matching \$500,000, enabling PCC to create a permanent \$1 million student scholarship endowment. The PCC Foundation is close to making its "Osher match." Student scholarships will be in higher demand with the recent increase in fees from \$26 to \$36 a unit.

Smoking Policy: Jo Buczko announced that the Health Services Association of California Community Colleges is co-sponsoring AB795 - legislative action that aids in the enforcement of campus smoking policies at the UCs, CSUs, and CCCs. The language is written so that these higher education institutions can have local control (ability to fine) campus smoking violations. The guidelines to send letters supporting AB795 are as follows:

Address letters to:

The Honorable Marty Block, State Capitol Building, Room 3091, Sacramento, CA 95814 –

Send letters to: (on letterhead and only as an "attachment") [Kendra.harris@asm.ca.gov](mailto:Kendra.harris@asm.ca.gov)

Email only letters are NOT accepted.

Deadline Date: March 31<sup>st</sup>

Jo Buczko, x7110, will keep faculty posted through the Health Services website and e-mails.

Note: Dr. Rocha instructed Campus Police at last week's College Council meeting to vigorously enforce the current smoking policy for a short period to learn the "ins and outs" of vigorous enforcement. An information report will be forwarded to the Health and Safety Committee for a policy recommendation, made with campus consensus, for to the Board of Trustees.

March 31 is Cesar Chavez Day. Focusing on the social justice mission is at the heart of the College. Dr. Rocha reminded the board that Chihuahueta School, which was operated as part of the Unified School District and which PCC was once a part of, educated the children of migrant farm workers in the 'teens and early 1920's. We need to make sure this generation of college students has the same access to quality of higher education.

President Martinez requested that Information Item 1 (Transfer Center presentation) be moved forward on the agenda. No objection was received.

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

1. Institutional Effectiveness Committee (IEC) Co-Chair Jim Bickley said the committee's leadership council has been meeting regularly. This shared governance body includes faculty representatives from all divisions.

Handout 1: The IEC mission statement dated February 25, 2011 states the IEC, a shared governance committee, will actively support the achievement of PCC's mission and the Educational Master Plan (EMP) through the systematic evaluation of Program Reviews. Also listed were basic principles of assessment.

Handout 2: Guiding Principles for the IEC approved February 4, 2011. These principles are to guide the design and implementation of the Program Review evaluation process. One purpose of the IEC is to evaluate program performance and make recommendations for improvement. It is not a process for evaluating individuals. As a result of the program review evaluation process, the IEC should make recommendations to the Board of Trustees, the Superintendent-President, the Curriculum and Instruction Committee, the Resource Allocation Committee, and college programs. However, it is not a committee that makes final decisions regarding curriculum, resource allocation, the accreditation process, or program changes.

In the future, the Senate will receive an explanation of a pending IEC training rubric: comments on program missions and student learning outcomes, activities, and reflection and information on improving this program. Solomon Davila is working on research to develop a structured way to evaluate programs and utilize this information with PCC's program review process.

Concern was expressed by Martha Bonilla that the IEC is creating a process that tends to "isolate PCC's situation from a larger system issue -- particularly in regards to our students transferring and moving on." Dr. Bickley said this concern and other suggestions may be discussed at future IEC meetings. President Martinez said there is a need to engage in dialogue to promote those programs that lead to transfer, associate degrees, basic skills completion, etc. Larger budget and societal issues can be addressed as part of an over-all assessment, but not at this time.

### **2. The Student Transfer Reform Act Ad Hoc Committee:**

This committee presents a proposed change to Policy #4060 – the Degrees, Certificates, and Transfer Certifications. The proposed revisions incorporate language to implement the Student Transfer Reform Act locally.

Committee Chairperson Armando Duran provided the following background information about SB1440: there is a bottle-neck of students trying to satisfy requirements for more than one university. Many students are taking more classes to satisfy CSU requirements at more than one of the 23 CSU's. The minimum units for transfer are 60 and some students have accumulated 70-80. The new transfer degrees at PCC will help students transfer more efficiently and require a minimum of 60 units. A local campus degree must have a minimum of 18 units.

Proposed Associate Degree Majors to be submitted to the C&I Committee in the near future for local adoption: Psychology, Sociology and Communications. Next are Kinesiology, Theater, and Mathematics. PCC currently has several AA degrees that will not be replaced anytime soon. Review of these degrees will be made in the future. For degrees not discussed yet faculty feedback will be sought before proposals are submitted.

CSU requirements are available at **[www.assist.org](http://www.assist.org)**.

During this trial period there will be two parallel degree programs because the degrees are coming in slowly and PCC wants to keep its “old degrees” for a while. The SB 1440 legislation specifies what degrees are accepted by the Cal State system. This is not mandated to the UC system because they are constitutionally independent. The impact on courses not listed on CSU transfer lists, and maneuverability between upper and lower-level courses, is not known yet. Concerns can be addressed with the articulation officers and in C-ID group discussions between PCC and the CSU system. Recent C-ID discussions have been held for Business and English. Other discussions are still in the organization phase.

C-ID link and information: C-ID.net

The History curriculum to be reviewed and voted on by or before April 11.

Major requirements and demand have not changed much over the past ten years. The committee are standardizing the requirements and putting them into a degree.

CSU admittance guarantee guidelines are yet to be defined and put in print. It is possible that courses not on the CSU list would or could be applicable to AA degrees and to the UC transfer list.

Pg. 1: AA/AS changes and new terminology are strongly advocated by the Chancellor's office and the Statewide Senate: AA degree for transfer (AA-T) and AS degree for transfer (AS-T) degrees:

Students of Pasadena City College may be awarded the Associate in Arts Degree, the Associate in Science Degree, the Associate Degree in Arts for Transfer, and the Associate Degree in Science for Transfer.

Pg. 3, Item 3. Changes are mandated through SB1440. For these degrees, one of the requirements is that the students satisfy their GE course by following the CSU general education pattern or IGETC. A degree with local general education requirements cannot be used.

The proposed policy change sets up parameters for awarding the AA-T and the AS-T degrees.

PCC will not return to awarding AA degrees in general studies or liberal studies because the law and Title 5 stipulate that all degrees must have a specific major, in a specific field of study, of at least 18 units.

Some majors have an overlap of GE requirements. Majors are being developed to be flexible and student friendly. There is room for students to complete 60 transferable units without having to take extra classes. Students may declare a major at the time of filing for graduation.

The Senate Board representatives were asked to review the revised Policy 4060 and share it with their division colleagues before a vote on this matter at the April 11 Senate Board meeting.

The C & I Committee will continue to review various major proposals.

3. Elections Committee: Committee chair Pat Peach gave an election update. The ballots were placed in the division mailboxes (C229) last Wednesday for distribution. Concerns about ballots not being received should be forwarded to Ms. Peach. Ballots are due to C129, Tuesday, April 5, by 12 Noon. An election reminder will be emailed to faculty.

## **VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:**

1. Appoint Coleman Griffith as faculty Co-Chair and Jim Gonzalez as a member of the Facilities Standing Committee.

2. Appoint Ricardo Castillo to the Senate's Distance Education Committee

MOTION: approving items #1 and 2: Roger Marheine, Mark Dodge. Vote: Unanimously approved.

**Sent to Committee:** None

## **VII. REPORTS FROM EXECUTIVE COMMITTEE**

**R-1 President's Report/Update:** President Martinez commented on the following:

College Council: Administration is proceeding with plans to fill several new administrative positions in accordance with Management Hiring Policy #6300.

For Clarification:

VP of Administration Services

VP of Student Services

VP of Human Resources (new title)

VP of Educational Services (new title)

VP of Information Technology (new position)

General Counsel (new position)

By the next Senate meeting, the Senate Executive Committee will make its recommendations for three faculty members to be appointed to each hiring committee.

Roger Marhine expressed concern that he was unable to locate Board of Trustee minutes referencing approval for creating the new VP and Counsel positions. President Martinez said this matter should be raised before the Board of Trustees.

**The motion below (italicized) was later determined to be out of order. The topic was not agendized; as such, no motion and no vote should have been permitted.**

*Motion made by Dan Haley and seconded by Martha Bonilla states: The Academic Senate recommends a proposal be brought to the Board of Trustees that the establishment of two new VP positions and the change from dean positions to VP level positions, is not appropriate, during this time of budget crisis.*

### **DISCUSSION/CONCERNS**

*Division feedback is needed before taking a vote.*

*Having the Senate go on record with the recommendation sends a powerful message to the Board of Trustees. The next Board of Trustee meeting is scheduled for April 6.*

*Recommending new administrative positions is contradictory with the current budget situation.*

*More specifics and job description information is needed .*

*Interim positions must be filled in accordance with a set time limit.*

*The Board addressed at its retreat the creating and filling of proposed new positions.*

*Roger Marheine said this dialogue was not mentioned in the retreat minutes.*

*Dustin Hanvey said he heard two job descriptions presented at College Council.*

*Question/Concern: Will a new head of Foundation be selected with the phasing out of Dr. Sugimoto's position.*

***VOTE ON THE RECOMMENDATION: Yes: Majority. Abstentions: 1***

On March 26, Edward Martinez, Patricia Lynn, and Dustin Hanvey attended the ASCCC Area C meeting to discuss upcoming Plenary Session Resolutions.

Items of interest included: 1) impose greater restrictions on course repetition – streamline courses in physical education, some in music, some PAC courses to beginning, intermediate, and advanced levels and 2) resolution that the Senate's or curriculum committees at various community colleges adopt a policy for local review of courses offered through extended learning. If adopted at PCC, our C&I Committee would be involved in course approvals offered through Extended Learning.

At a recent Board of Trustee student session, there were representatives from San Marino and South Pasadena School Districts. Discussions addressed changes in enrollment priority and high school student pathway transitions to PCC.

The Budget Committee is meeting regularly and is addressing state budget developments, the need for monies for new construction – including the U Building with a brief discussion regarding the use of temporary classrooms and bungalows in Lot 5 and possibly CEC.

**R-2    Vice-President's Report:** No Report.

**R-3    Secretary's Report:**

Ahni Dodge reported 20 new faculty positions are being advertised and will need hiring committees with four faculty from each division and one from outside. If invited, please participate or recommend an interested colleague.

**R-4    Treasurer's Report**

Dustin Hanvey reported an Area C meeting motion to require students who withdraw from a course to fill out a form and provide their reason for withdrawal beyond faculty control. There was an emotional discussion on the ASCCC's pulling back from a longstanding position to oppose any student fees and to negotiate for the lowest possible fee increase.

Credit Union Account Balances:

- Checking: \$3,313
- Savings: \$12,160
- Total: \$15,473.
- Scholarship Account: \$9,815.64

Foundation:

- Permanently Restricted: \$130,000
- Temporarily Restricted \$49,658
- Total: \$179,658
- Disaster Relief Fund Amount Information is pending: Approximately: \$1400 + \$300 check from the Academic Senate.

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

1. Report – Update on Transfer: Dina Chase gave a presentation on transfer data from Academic Year 2009-10 and pending transfer expectations.

In 2009-10, Pasadena City College transferred a total of 1,418 students to the University of California and to the California State University. As expected, combined PCC transfers to the UC and CSU, like those of other California community colleges, dropped due to enrollment capacity reductions at the CSU. Transfers to the UC totaled 610 students and transfers to the CSU totaled 808 students. Transfers to the UC increased by 45 students while transfers to the CSU decreased by 414 students from 2007-08

In comparison to other CC's similar in size and geographic region, PCC ranked 2<sup>nd</sup> in combined transfers to the University of California and the California State University; 2<sup>nd</sup> in transfers to UC,



and 3<sup>rd</sup> in transfers to the California State University. In 2009-10, the University of California, Los Angeles and the California State University, Los Angeles continued to be the number one destinations of PCC students within the respective systems.

A pie chart was presented showing the percentage of transfers by ethnicity. Transfers by ethnicity were proportionate to the College's ethnic enrollment between 2002-10.

Raw data denotes that a total of 1,728 PCC students were enrolled at independent and out-of-state public institutions. Transfer data for independent institutions is sporadic due to many factors, such as the students' reluctance to release information as well as the independent institutions' irregular reporting patterns. Traditional universities, such as USC and Loyola Marymount are among the top ten transfer destinations of PCC students to independent institutions. However, the Degree and Transfer Center is looking into the reasons for PCC student enrollment at institutions such as the University of Phoenix, has increased.

Among the action items being implemented by the Degree and Transfer Center are the Education Master Plan and Project 90 goals, exploring guaranteed course program plans, supporting early introduction to the transfer process, emphasize the transfer guarantee programs and examining the transcript evaluation process for incoming students. Additionally, Ms. Chase is also compiling transfers by majors for UCs and Cal State.

Dina Chase may be contacted by e-mail ([dmchase@pasadena.edu](mailto:dmchase@pasadena.edu))

2. Disaster Relief Fund: Committee Chair Pat Peach has consulted with the local Pasadena Japanese Cultural Institute website which states that 100 percent of donations received by this agency will go towards aid and relief in Japan.

The Senate's Disaster Relief Fund has a balance of almost \$1500, and a deposit of \$300 from the Senate Board is pending. Due to the ongoing tragedy and poverty in Haiti, and other areas that could benefit from multiple donations versus one large donation to one area, Ms. Peach encouraged the Senate Board to reassess its March 14 motion recommending the donation of all available disaster relief monies to Japan. CEC representative Nadege Williams suggested dividing the current fund between relief causes for both Japan and Haiti.

Action on this matter will be deferred pending review of donations to potential relief agencies and making a Foundation inquiry about possible administrative costs and fees that are possibly being charged to the Foundation Disaster Relief Fund.

## **STANDING INFORMATION ITEMS**

S1-1: PCCFA REPORT: Roger Marheine stated that PCCFA will have a regular membership meeting on April 7, 12PM-1PM, Room C333. There will be a discussion on how to create a campus budget with "no cuts". PCCFA's Legal Counsel has stated that retired, full-time faculty may return as adjunct faculty and continue to be paid at their current hourly rate. Human Resources has hired a private typist who is preparing the

final version of the faculty contract referencing this decision. This coming semester retiring faculty will be replaced by adjuncts. Administration has not released to PCCFA information about its ongoing costs for legal counsel.

S1-2: FACCC REPORT: (see above)

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge said Cal State- Los Angeles has begun its spring quarter and many adjunct faculty are teaching full loads. Summer session has been reinstated. Some adjunct faculty members are teaching full loads at Cal State.

## **IX. ANNOUNCEMENTS**

1. ASCCC Plenary Session – April 14-15, 2011 San Francisco, CA
2. Conference: Putting the Pieces Together-PCCGCC Faculty Development, Saturday, April 2, 2011 8:30 – 3:30 pm, register at <http://www.puttingthepiecestogether2011.eventbrite.com>
3. Staff Development Training: Date: Monday, April 4, Time: 8am-3pm, Creveling Lounge.

MOTION to adjourn made by Mark Dodge and seconded by James Aragon.

Next Senate Board Meeting: Monday, April 11, 2011