

October 25, 2010

**OFFICERS AND MEMBERS PRESENT**

ACADEMIC SENATE PRESIDENT	EDWARD MARTINEZ
VICE PRESIDENT	PATRICIA LYNN
SECRETARY	AHNI ARMSTRONG
TREASURER	DUSTIN HANVEY
ADJUNCT FACULTY	MARK DODGE
COUNSELING	JAMES ARAGON
ENGINEERING	SOLOMON DAVIS
ENGLISH	ROBERT OVENTILE
ENGLISH	DIANA FRANCISCO
ENGLISH	ROGER MARHEINE
LANGUAGES	ANDRZEJ BORJARCZAK
LANGUAGES	LOKNATH PERSAUD
LIBRARY	DAN HALEY
MATHEMATICS	PAT PEACH
MATHEMATICS	FRED KEENE
NATURAL SCIENCES	JOE CONNER
PERFORMING AND COMMUNICATION ARTS	RITA GONZALES
SOCIAL SCIENCES	LINDA HANDELMAN
VISUAL ARTS AND MEDIA STUDIES	YOLANDA MCKAY

**OFFICERS AND MEMBERS ABSENT**

BUSINESS & COMPUTER TECHNOLOGY	SONIA WURST
BUSINESS & COMPUTER TECHNOLOGY	SHELLEY GASKIN
COMMUNITY EDUCATION CENTER	NADEGE WILLIAMS
HEALTH SCIENCES	TOM NEIDERER
HEALTH SCIENCES	LORI GAGLIARDI
HEALTH SCIENCES	LEE HASSIJA
KINESIOLOGY, HEALTH & ATHLETICS	GRACE APIAFI (Alt)
PERFORMING AND COMMUNICATION ARTS	TAD CARPENTER
SOCIAL SCIENCES	DAVE MCCABE
SOCIAL SCIENCES	DAVE URANGA
SPECIAL SERVICES	JO BUCZKO

## **GUESTS AND VISITORS**

INTERIM VICE PRESIDENT ADMINISTRATIVE SERVICES	RICK VAN PELT
DISTANCE EDUCATION COMMITTEE	KRISTA GOGUEN
LANGUAGES	MIKI SUMITOMO
EDUCATIONAL POLICIES COMMITTEE	AHNI ARMSTRONG
PCCFA	ROGER MARHEINE MARTHA BONILLA

### **I. CALL TO ORDER – 3:10 PM**

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

INTRODUCTIONS: John Lindemann (Classified Senate) and Miki Sumitomo (Languages).

President Edward Martinez asked the Senate Board to read an e-mail he forwarded to them this afternoon from Dr. Rocha regarding transfer degrees and transfer rates throughout California. The title of the attached document is *Divided We Fail*.

### **III. APPROVAL OF OCTOBER 11, 2010 MINUTES:**

Motion to approve the October 11, 2010 minutes was made by Mark Dodge and seconded by Fred Keene. VOTE: Motion passed by a majority vote with one abstention.

### **IV. PUBLIC COMMENT:** None

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

1. Ad Hoc Title 5 Committee – Policy #4062, Philosophy and Criteria for Associate Degree. This policy was to have been reviewed by faculty reps. Handouts were provided at last Senate meeting and were sent electronically. Policy #4062 was previously approved by the Senate last spring or earlier. Today's presentation is asking for approval of the insertion of paragraph 4 about sustainability on page 1.

MOTION to approve the proposed Policy was made by Solomon Davila and seconded by Pat Peach.

#### **Comments:**

Requests were made for clarity and understanding of the definition of sustainability. Sustainability can mean different things to different people. President Martinez said that "sustainability" is subject to interpretation, but that discussions about interpretation would be appropriately handled through the C & I Committee.

### Linguistics/ESL Concerns:

Linguistics and ESL was left out of the development of this policy and should be listed under section 2.a. (2) Social and Behavioral Sciences.

In response, however, a handout was provided by the Languages Div. faculty which reads as follows:

Linguistics be listed under (4) of that section, under the heading entitled:

*Language and Rationality.*

- a. *English Composition*
- b. *Communication and Analytic Thinking.*
- c. *Linguistics*

*The descriptor under this heading would be*

*Courses in Linguistics cover principles and applications of human language systems and processes. The courses include: Introduction to Linguistics, History of the English Language, Intercultural Communication, Language in Society, Psycholinguistics, and Second Language Acquisition.*

Page 2, Section 1c of the procedures, basically indicates that ESL courses are not restricted in the same way that some English composition classes are restricted in terms of their applicability towards the associates degree. This provision allows for more latitude with ESL classes than we have with English Composition classes. President Martinez explained that this language (taken directly from Title 5 regulations) gives more discretion when it comes to providing credit to ESL courses.

Example: For the AA degree, only English 1A is counted. For the AS degree, English 1A and English 100 (one level below transfer are counted), but not English 400 or reading courses. Not more than one level below the first transfer may count towards the AA or AS degrees. Each student may count only one such course below transfer level of their courses towards the Associate Degree, except that reading courses which also satisfy the requirements of a subdivision are not subject to this limit.

### ESL Comments/Suggestions:

Insert 100 level and above ESL courses after Foreign Languages in section 2.a. (3) of the procedures.

ESL faculty could advocate on a state-wide basis the concern of foreign students taking English classes that are not recognized as a foreign language, for those students whose native language is not English.

Title 5 language defines Humanities as a category of General Education. The Board of Governors makes regulations as to what types of courses belong in GE categories for Associate Degrees.

The discussion of what value ESL should have within GE requirements may be brought forward to the statewide Academic Senate. The Executive Committee could help with this process.

There is a lack of distinction between basic and remedial ESL language classes.

Changing the location of Linguistics would be a C & I matter that would involve the reclassification of each Linguistics course.

For further study, President Martinez requested this discussion be tabled.

MOTION made by Fred Keene and seconded by Ahni Armstrong to table discussion on consideration of the proposed policy. VOTE: Unanimously approved.

This matter will be addressed by the Executive Committee.

2. Curriculum and Instruction Committee – Policy #3200 Curriculum Development Adoption and Review. This policy was approved by the C & I Committee last spring with one word change on the policy portion. Extensive changes have been made in the procedures, all of which have to do with the functioning of the day-to-day work of the C&I Committee. Included in the changes are definitions of who participates in the C&I, committee structures, etc.

MOTION to approve Policy #3200 made by Patricia Lynn and seconded by Dustin Hanvey. VOTE: Motion passed by a majority vote. Abstentions: One.

#### **V. EXECUTIVE COMMITTEE RECOMMENDATIONS:**

1. Senate Goals/Objectives for 2010-2011.
2. Appoint James Bickley as Faculty Co-Chair of the Institutional Effectiveness Committee.
3. Appoint Susan Briggs, Cecile Davis-Anderson, Salomon Davila, Kathy Green, Shelagh Rose, Krista Goguen, Linda Hintzman, Stephanie Fleming, Bakhtawar Bhadha, Bianca Richards, and Melanie Willhide to the IEC.
4. Appoint Armando Duran as Chairperson of the Ad Hoc Committee on the Student Transfer Achievement Reform Act (SB1440).

MOTION approving items 2 – 4 made by Fred Keene and seconded by Roger Marheine. Vote: Motion unanimously approved.

Discussion: Item 4: A new committee is being developed to review Policy #4060 (Associate Degree) changes in light of Senate Bill 1440. Counselor Armando Duran will be putting together a committee to look at the issues of associate degree changes with transfer in mind. He has experience and knowledge about PCC's current Associate Degrees, and he has a background working in the California State system. The Committee will be in charge of revising Policy #4060 and developing new AA degrees in accord with guidelines from the Chancellor's Office. President Martinez received no comments or e-mail suggestions following the presentation of this matter at the last Senate meeting.

MOTION to approve Item 1 made by Pat Peach and seconded by Loknath Persaud.  
Vote: Motion passed unanimously.

**Sent to Committee:** None

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

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

A Board of Trustee study session was held last Wednesday at CEC. Items of discussion included:

1: Presentation of a document by Bob Miller titled *Developing a Community of Practice*. Brock Klein and Leslie Tirapelle presented several of Dr. Rocha's proposals.

- Expanding DE program (mentioned at Flex Day)
- A large Title V grant has been received and will be used to create new or expand current TLC Learning Communities.
- A conference is scheduled November 6 and 7 at the Kellogg West Conference Center to begin work on these initiatives.

Extra funding is needed and it was recommended to set aside \$1 million to fund these initiatives.

2. Dr. van Pelt gave an extensive presentation on the status of the U Building which must be vacated by the end of the summer 2011 (handout provided). Proposed options: 1) rehabilitate the current structure. 2) Build an exo-skeleton structure around the U building, or 3) build a new building at an estimated cost of approximately \$35 million. Most science faculty did not favor options 1 or 2. The College will have to engage in a large capital fundraising campaign. Plans are being developed to provide for the rental of temporary housing for approximately five years in Lot 5 at the corner of Bonnie and Del Mar. Other options include: renting space at the old St. Luke Hospital building or renting available Pasadena Unified School District space. Rental cost is being investigated.

3. President Rocha gave a revenue enhancement presentation: Our budget of \$122 Million is from state, federal, and other sources. President Rocha describes our budget as being state "assisted" rather than state "supported", and we will need to raise 10% of our revenue from other sources. Fund raising of money from non-state sources will be handled through the Foundation Office under the leadership of Vice President Lisa Sugimoto.

### **R-2 Vice-President's Report:**

Vice President Pattie Lynn announced:

The Area C meeting will be held Saturday, October 30 at Pierce College. The Senate Executive Committee will attend.

On Friday, October 29, 11:30 – 1:00 pm in Creveling Lounge, the Classified Senate will hold its annual Halloween program.

**R-3     Secretary's Report:** Senate Secretary Ahni Armstrong announced that the proposed Time, Place and Manner policy is being worked on and is seven years in the making. This policy addresses freedom of speech and assembly on campus, PCC group activity regulations pertaining to presentations, regulations, and removal of presentation materials from campus.

**R-4     Treasurer's Report** Senate Treasurer Dustin Hanvey said he would be attending Saturday's Area C meeting. On Wednesday, October 27, from 2-3:30 pm in the Library Terrace Room, there will be a meeting to discuss upcoming ASCCC Plenary Session proposed resolutions. One of the proposed resolutions addresses the overhaul of financial aid.

Academic Senate Account Report: No change from the last report.

Credit Union Account Balances: Checking: \$4176; Savings: \$7,904; Total: \$12,080.

Scholarship Fund: \$9,709

Foundation Account Balances: 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.

1. Distance Education: Recommendations presented by Krista Goguen were 115a-115b and 116:

Recommendation 115 was split into 115a and 115b because it includes two separate issues. It was recommended that these three recommendations be taken back for review within the various divisions in preparation for a vote at the next Senate meeting.

#### Discussion

115a: The Distance Education Committee recommends that the procedures for student grievance should be available online. Currently there are two forms that have the same purpose but with different titles. Concern was expressed about the confusion between these similar forms: one is called Student Dispute Form and the other is called Student Grievance Form. Student and Learning Services should determine which form to use.

115b: A modified version of this recommendation based on Senate feedback was presented.

116: The Distance Education Committee recommends an addendum to the existing faculty evaluation process to be used to evaluate faculty who are teaching distance education courses. The focus of this addendum is to aid the evaluators in determining the level of regular effective contact in the courses being evaluated. The proposed recommendation provides for a more collegial interaction between the evaluator and the evaluation team.

The recommendation focuses on best teaching practices and not course delivery. Previous specifics about the functionality and accessibility of the course have been removed and the Committee recommends that the Advisory Board collaborate with the Faculty Association to create this evaluation instrument.

### Discussion

There were many concerns about the need to clarify when the evaluation should include online classes. The Senate representatives suggested ways to clarify the language to specify that distance education courses would be included in the evaluation only when taught in the appointed semester of faculty evaluation.

Yolanda McKay said she had performed an online evaluation without any difficulty and the process was very similar to the current evaluation process.

Recommendation 116 suggestions:

Item I: This sentence was reworded for clarity and the word in bold was added: "Faculty who teach distance education courses **during** the appointed semester of faculty evaluation should have at least one distance education course evaluated."

**or**

"Faculty who teach distance education courses should have at least one distance education course evaluated **if taught** during the appointed semester of faculty evaluation."

Krista Goguen and the Committee were congratulated for their work. Ms. Goguen will forward today's comments back to the Committee.

President Edward Martinez asked Ms. Goguen for an electronic version of 115a, 115b and 116 to send to the Senate Board for review and to share with their division colleagues.

A vote is expected to be taken on DE Recommendations 115a, 115b and 116 at the next Senate meeting. This vote would not include the evaluation tool.

2: Smoking Policy Enforcement – Police Chief Peter Michael was invited, but did not attend the meeting. No report was presented. Pat Peach recommended that Mr. Michael's attendance be confirmed first before putting his name on the agenda.

3: PCC Budget 2010-2011: Dr. Rick van Pelt presented two budget handouts that were presented to the Board of Trustees on October 6, 2010. These handouts are available online.

- PACCD Fiscal Year 2010-2011 Unrestricted General Fund (1page)
- PACCD Fiscal Year 2010-2011 Budget Proposal (26 pages)

Discussion:

Below is a summary of the Unrestricted General Fund Handout:

	FY2009-10 Adopted Budget	FY2009-10 Actual	FY 2010-11 Budget
Beginning Balance	\$18,558,842	\$18,558,842	\$19,766,934
Total Revenue & Carry-Forwards	\$117,940,560	\$121,511,321	\$119,694,840

General Ledge Adjustment (Banked Hours Liability)                      \$939,461

Total Resources Available	\$136,499,402	\$141,009,624	\$139,461,74
Total Expenditures	\$120,819,954	\$116,869,190	\$120,694,820

Transfers to Capital Outlay Fund    \$4,373,500

Ending Balance	\$15,679,448	\$19,766,943	\$18,766,934
Total Appropriations	\$136,499,402	\$141,009,624	\$139,461,754

Comments:

When liability is released, it comes in the form of available cash.

\$4.3 million was transferred to the capital outlay fund for campus technology, Enterprise Resource Plan (ERP) and technology upgrade.

All monies are accounted for.

Ongoing revenues will cover ongoing expenses. ERP is a one-time expense which will be funded with savings from leftover monies. There is available funding for technology.

PCC has not been paid by the State for July, August, September and October.

\$10 Million is needed every month to meet payroll and budget.

FY 2010-11 BUDGET PROPOSAL: The following funds are discussed in this document in the following order: 01) Unrestricted General Fund; 03) Restricted General Fund; 29) Capital Servicing Fund; 33) Child Development Fund; 41) Capital Outlay Fund; 42) Building Fund (Measure "P"); 43) Scheduled Maintenance Fund; 59) Identity Services Fund; 61) Worker's Compensation Self-Insurance Fund; 62) Property & Liability Self-Insurance Fund; 63) Dental Coverage Self-Insurance Fund; 64) Supplemental Health Self-Insurance Fund; and 74) Student Financial Aid Fund.

Comments and Concerns included:

The Proposed Budget reports on unrestricted funds not restricted funds.

Administrative salaries are paid from the Academic Salary category, and this salary amount (approximately \$6 million) should be reflected on the budget charts for clarity and availability to all staff, and also for use in negotiations.

Measure P money is 100% restricted (approximately \$70 million)

Building of the Center for The Arts will precede the V Building upgrade.



Elevator upgrades are planned for the R Building. The State will be asked for funding to modernize the R Building. A decision on vacating the functionally obsolete U Building is pending.

Capital Outlay fund amounts should be included on the pie chart.

\$29 Million for Student Financial Aid (federal money) cannot be touched.

The State funds on figures for a full-time student equivalent cap.

Faculty Positions: After April 15, retiring faculty will be asked to apply for rehire versus hiring a replacement.

Identification of instructional and office staff management is needed for clarity.

Confidential staff members work with confidential information.

It was suggested to have Dr. van Pelt return in a few weeks for further discussion and clarification following division review. Dr. van Pelt said a Chancellor's budget workshop is scheduled for Wednesday, November 3 in Chino, CA. The Chancellor's Office will soon make a presentation on PCC's budget numbers. There is a probability of state adjustment.

## **STANDING INFORMATION ITEMS**

S1-1: PCCFA REPORT: Martha Bonilla announced an upcoming general meeting to be held October 28, 12pm-1pm, Rm. C337. Senate representatives were asked to forward this information to their colleagues. There will be a discussion on negotiation and a meeting between ESL faculty and Dr. Rocha.

The next round of negotiations begins on October 29. Early retirement language will be discussed.

S1-2: FACCC REPORT: Roger Marheine presented

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge

## **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. ASCCC Area C Meeting – Saturday, October 30 – Los Angeles Pierce College

**X. Adjournment.** MOTION to adjourn made by

Next Senate Board Meeting: Monday, November 8, 2010