

September 26, 2011

[Revised 10-10-11]

OFFICERS AND MEMBERS PRESENT

ACADEMIC SENATE PRESIDENT	EDWARD MARTINEZ
VICE PRESIDENT	DUSTIN HANVEY
SECRETARY	MARTHA BONILLA
TREASURER	DAN HALEY
ADJUNCT FACULTY	MARK DODGE
BUSINESS & COMPUTER TECHNOLOGY	PATRICIA LYNN
COMMUNITY EDUCATION CENTER	NADEGE WILLIAMS
COUNSELING	JAMES ARAGON
ENGINEERING	DEBORAH BIRD
ENGLISH	MARJORIE SMITH
ENGLISH	KRISTA WALTER
KINESIOLOGY, HEALTH & ATHLETICS	TERRY STODDARD
LANGUAGES	ANDRZEJ BORJARCZAK
LANGUAGES	LOKNATH PERSAUD
LIBRARY	DOROTHY POTTER
MATHEMATICS	FRED KEENE
MATHEMATICS	PAT PEACH
NATURAL SCIENCES	JOE CONNER
NATURAL SCIENCES	KATIE RODRIGUEZ
NATURAL SCIENCES:	JESSICA IGOE
PERFORMING AND COMMUNICATION ARTS	A.C. PANELLA
PERFORMING AND COMMUNICATION ARTS	RITA GONZALES (Substitute)
SOCIAL SCIENCES	DEREK MILNE
SOCIAL SCIENCES	HUGO SCHWYZER (Alt)
SOCIAL SCIENCES	DAVID URANGA
SPECIAL SERVICES	JO BUCZKO
VISUAL ARTS AND MEDIA STUDIES	YOLANDA MCKAY

OFFICERS AND MEMBERS ABSENT

HEALTH SCIENCES	TOM NEIDERER
HEALTH SCIENCES	LORI GAGLIARDI
HEALTH SCIENCES	LORI GAGLIARDI
PERFORMING AND COMMUNICATION ARTS	TAD CARPENTER

GUESTS AND VISITORS

PRESIDENT/SUPERINTENDENT	MARK ROCHA
VP:INSTRUCTION	JACKIE JACOBS
VP: ADMINISTRATIVE SERVICES	RICK VAN PELT
VP: EDUCATION SERVICES	BOB MILLER
VP: INFORMATION TECHNOLOGY PCCFA ASSOCIATED STUDENTS STUDENT	DWAYNE CABLE KRISTA WALTER CHRISTOPHER FENNESSY

I. CALL TO ORDER 3:10 PM

II. PLEDGE OF ALLEGIANCE led by Fred Keene.

Guests: Dr. Mark Rocha; Dr. Jackie Jacobs; Chris Fennessey, Associated Students, Bob Miller, Educational Services; Beverly Tate, CDI; and Nika Hogan, Pathways; Joe Futtner (interim Dean VAMS), Lynn Wright.

III. APPROVAL OF SEPTEMBER 12, 2011 MINUTES:

Motion to approve the minutes made by Mark Dodge and seconded by Fred Keene.
Vote: Approved unanimously.

IV. PUBLIC COMMENT: None.

Agenda Item VII, 1. was moved forward at the request of President Martinez with no objections.

V. STANDING, AD HOC, CAMPUS-WIDE COMMITTEE REPORTS: None

1. Various Campus Initiatives – Beverly Tate and Nika Hogan.

College Diversity Initiative: Handout Provided

Beverly Tate, College Diversity Initiative Coordinator, announced the next College Diversity Initiative Committee Meeting on Thursday, September 29th at 12:00 pm in the Terrace Room. The College Diversity Initiative will also be sponsoring and co-sponsoring the following events:

Thursday, November 10, 2011 at 6:00 pm in Creveling Lounge, Dr. Gándara, Professor of Education in the Graduate School of Education at UCLA, will be the Jackie Robinson Arts and Humanities Lecturer. Dr. Gándara has received a Ford Foundation grant to study how Latino and African-American Students can best succeed at Community Colleges.

Monday, October 10, 2011, 7:00 pm, Creveling Lounge, Tickets: \$7.00. PCC student admitted free with school ID. League of Women Voters Celebration of 100 Years of California Women's Right to Vote, along with Amy Simon's one woman show, "She's History! The most Dangerous Women in America Then and Now".

PCC PATHWAYS: Handout Provided

Nika Hogan announced PCC PATHWAYS' First Year Experience Speaker's Series. This series of events is an opportunity for all campus stakeholders to become involved in the First Year Experience (FYE) Pathways Program that encourages the success of our incoming first-year students by creating an invested community of learners.

Thursday, September 15: Dr. George Boggs, President Emeritus, Palomar College and President and CEO Emeritus, American Association of Community Colleges, delivered his lecture entitled, "What We Can Do to Increase College Completion Rates."
(Lecture has been given)

Friday, October 14, 11:30 – 1, Harbeson Hall
Luis J. Rodriguez is an activist, journalist, and author of *Always Running*. His lecture is entitled "It Calls You Back: An Odyssey Through Love, Addiction, Revolutions, and Healing"

Thursday, October. 20, 12:00-2:00 Creveling
Dr. Chris Gurrie is the Director of Speech at University of Tampa. His lecture is entitled "Immediate Immediacy: Engaging Today's College Student."

Friday, November 18, 3:30-6:30 Creveling
Drs. Sampson Davis, Rameck Hunt and George Jenkins, are the bestselling authors of *The Pact: Three Young Men Make a Promise and Fulfill a Dream*. Their lecture is entitled "The Legacy of The Pact." Their book is being read by all first year students who will be submitting discussion questions. This book is available in audio format at Pasadena Public Library.

In addition to these lectures, there will be a series of Professional Development lectures that provide an opportunity for engaging in dialogue, building relationships and learning across disciplines. Each Professional Development lecture is offered twice (on Wednesday and Thursday afternoons). All lectures will be recorded. Once developed, these lectures will be posted online.

All the lectures are listed on the handout and Fliers will be sent to all faculty.

The Senate Board was urged to advertise/disseminate this information within their divisions.

Vice President Miller expressed his appreciation to all those engaged in developing this lecture series that speaks directly to the goals in the Educational Master Plan.

PATHWAYS funding has come through Title V grant monies under Professional Development. The Speaker's Series is funded and developed through a \$10,000 SASI grant and hard work. Funding enables development and implementation of first-year experience programs.

Professional Development aspect of The First Year Experience process enables students to be more engaged on campus, which studies have shown to increase the likelihood of their academic success, and helps instructors learn more about getting students through PCC, particularly students with Basic Skills needs.

Lynn Wright noted that the statewide Academic Senate will examine Basic Skills as a College wide issue that affects courses beyond those identified by as developmental.

2. Faculty Rank Committee: Committee Chair, Dr. Patricia Lynn (x7031)

The Rank Committee has sent out a letter to all faculty regarding the fall 2011 application process.

Handouts:

- Poster/Flier for posting near their faculty mailbox area.
- Information: Application Deadline: Wednesday, Noon, November 2.
- Rank Committee Timeline
- Academic Rank Committee roster

The Committee will have a lunch meeting on October 27th to discuss Professor Emeritus applications submitted in spring 2011 and timely questions forwarded by e-mail to Dr. Lynn. Additional questions may be forwarded to Dr. Lynn.

Academic Senate forms are available on the Senate's web site. Go to staff services and scroll down to Academic Senate.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Appoint Phil Ricards and Loknath Persaud to campus-wide Calendar Committee.
2. Appoint Edward Martinez to co-chair the Enrollment Management Standing Committee.
3. Appoint Saeed Abedzadeb to the Senate's Rank Committee.
4. Appoint Lauren Arenson to the campus-wide Sustainability Committee.
5. Appoint Rod Foster to hiring committee for PCC Foundation Executive Director.

Motion made by Mark Dodge approving items 1-5: Mark Dodge and seconded by James James Aragon. Motion was approved by majority vote.

No: One vote (Pat Peach).

Sent to Committee: None

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President's Report/Update:

President Martinez announced that there will be elections for four seats on the PCC Board of Trustees in November.

	Incumbent:	Challenger
Area 2:	Jeanette Mann	Brian M. Fuller
Area 4:	Bill Thomson	"Maestro" Enriquez-Marquez
Area 5:	Linda Wah	No Opposition
Area 6:	John Martin	Chris Cofer

The Academic Senate does not endorse candidates. The Academic Senate, Faculty Association, Classified Senate, and Associated Students are coordinating a Candidates' Forum, tentatively planned for the end of October. This forum would allow for an open discussion between the candidates and campus community members.

Concern was expressed about a possible conflict with providing a forum to any candidate being endorsed by one of the coordinating bodies.
No endorsements are planned by the Academic Senate or PCCFA.

Academic Senate Goals for the Year: This item (handout provided) was being presented as an information item with a vote to be taken at the next meeting. There were six Executive Committee recommendations and five recommendations developed from this year's Academic Senate Retreat.

Executive Committee Recommendations:

1. Revise policy on Student Conduct and Academic Integrity (policy #4520)
2. Revise policy on Program Discontinuance (policy #3210)
President Martinez will revise this document for presentation for the Senate's consideration.
3. Revise policy on Prerequisites, Co-requisites and Advisories (policy 3220)
This policy is on hold for a model policy being developed by CCLA (Community College League of California).
4. Revise policy on Faculty Hiring (policy #6100)(policy #6150?)
Might clarify in this policy about how faculty participation on hiring committee's; the process of hiring faculty under emergency contingency situations, and might address issue of hiring faculty chairs
5. CLEP (College Level Examination Program) credit adoption
To be sent to C&I for review and possible adoption.
6. Adopt policy on Sustainability
Under Chair, Dustin Hanvey, the committee will be working on this policy.

Retreat Recommendations

7. Increase committee participation: get faculty buy-in.
Senate officers will speak at division meetings, possible in spring 2012.
8. Technology - increase faculty training.
This is ongoing, particularly in Distance Education.
9. Revisit and prepare for accreditation by building a way to document SLO assessment (re-examine use of E-Lumen).
Additional comments on this matter in Vice President's Report (VII, R-2)

10. Develop prerequisite coordination committee – under purview of C&I Committee
Will go from system of providing statistical validation for prerequisites to one that relies on content review.
11. More faculty participation
 - a. Publicize purposes of committees
 - b. Include in academic rank advancement—under consideration by Rank Committee

Discussion:

Items 10 and 3 are closely related. Under Item #10, it's possible C&I could form such a committee which would provide practicalities on doing content review. Title 5 language permits review of course descriptions, but President Martinez advocates waiting for the revision of policy 3220 before coming to any conclusions concerning pre or co-requisites for courses.

Item #4: Management hiring will be under shared governance. Faculty hiring is more of a priority.

R-2 Vice-President's Report: Dustin Hanvey reported that he is working as co-chair with Al Hutchins (Facilities) on the Sustainability Committee.

The Committee's goal is to have a plan ready for presentation to the Senate for a vote by the end of the school year.

Dr. Hanvey attended a WASC assessment retreat this past weekend. This retreat was the first of two sessions pertaining to assessment training. PCC's C&I chair, Matthew Jordan also attended. There are a lot of statewide and nation-wide questions about the viability of the E-Lumen company.

There was discussion of the idea that students who receive rubrics along with their assignments tend to do better and have more success. Dr. Hanvey found the use of rubrics very helpful with his students and encouraged the Senate to use rubrics with their students in regards to assessing their assignments.

Both Rita Gonzales and Dr. Hanvey are co-chairs of the SLC (Student Learning Committee). The Committee is a C&I subcommittee. Assessment of outcomes for success is determined by faculty and should be a faculty driven process. The Committee will take one of five General Education outcomes (probably communication skills) and form committees to assess this outcome across disciplines. The committee will be meeting to make a final determination of what outcome will be assessed first in about two to four weeks. All five outcomes will be assessed over a five-year cycle.

Vice President Miller announced that Matthew Jordan is both the current C & I Chair and a full-time release Faculty Assessment Coordinator.

Rita Gonzales said future volunteers will be needed for help with assessments.

R-3 Secretary's Report: Martha Bonilla noted an erratum in the September 12 Nanoseconds. There was a \$2.142 Million surplus and not a \$2.142 Million deficit in PCC's budget. The official minutes has the correct budget information.

R-4 Treasurer's Report: Dr. Dan Haley gave the following financial report: Senate General Fund (Credit Union Accounts): A little over \$13,000 and a little over \$8,000 in Scholarship fund.

Last Friday, Dr. Haley attended the Classified Senate Retreat. In regards to professional development, it was announced that the Vice President of Human Resources, Ben Lastimado, has announced he wants to consolidate the many professional development programs. A professional development oversight committee is proposed. This matter is in the discussion phase.

Dr. Haley will be making appointments to visit all departments/divisions to solicit contributions for the Academic Senate Funds. Contribution forms were handed out.

President Martinez reminded the Board that the Senate does not have a lot of money. All donations are appreciated. A small account is maintained in a local Credit Union to fund events such as the Retiree Breakfast and various small events held over the course of the year. The scholarship monies are restricted for scholarships funded through the foundation. The college budget does provide a Senate line item for internal staff development, enabling the funding of attendance at plenary sessions and statewide senate institutes. Right now there is \$500 in this account. Administration has been asked for more. But, there is an ongoing need for faculty contributions to support the work of the Senate on campus.

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

1. Board of Trustee Annual Goals for 2011-2012– Dr. Mark Rocha.

Dr. Rocha commended faculty for a good start of the fall semester.

A handout was provided of proposed Board of Trustee goals that would be aligned with the existing Educational Master Plan. Improving communication is top priority for Dr. Rocha. The President has consulted with CAPM and some Senate representatives concerning the Board of Trustees proposed goals. President Rocha paraphrased the recommendations he received as follows: "the campus community wants straight talk." 'Tell us what you want,' 'Ask for our help,' and 'What is the process in putting proposed ideas together.'"

A College Council and Town Hall Meeting is scheduled for Wednesday, September 28, 2:30 pm in Creveling Lounge for PCC faculty and staff.

The Board of Trustees proposed goals included:

- Improvements in PATHWAYS and Basic Skills tests. Movement in this area is already being made.
- Technology improvements are already underway.
- CTE program support and development.
- The Student Centered Class Schedule (scheduling classes so more students can get a full program to move through the educational process). There is work to do on this issue
- Realignment of instructional units. The issue of realigning instructional units has received the most input. PCC has eleven instructional divisions. The school Catalog describes four. Mutual agreement on an alignment process is being considered as a result of the many vacancies and interim positions, fiscal reasons and as a means to best support faculty in developing a faculty lead process through program review and SLO assessments. Input into realignment and other proposed processes will be addressed by the College Council and Priorities Planning Committee and other groups best suited to address this matter.

From a budget and fiscal perspective, everything will be reduced except for instruction. Twenty-two new instructors were hired this year. There will be “no-one put out” or let go under Dr. Rocha’s administration. The six vice president positions were replacement positions, except for the position of General Counsel. Executive management expenses have been reduced by 21 percent. Our primary responsibility is to the students. More details on this matter and other matters will be presented at Wednesday’s meeting.

Questions/Concerns:

Dr. Joe Conner, chair of the Academic Senate Fundraising Committee asked about revenue enhancement? Dr. Rocha said there are ambitious plans to address this area. This past year was the best private gift year for PCC. There have been approximately \$17 Million from external grants, including a \$6 Million STEM grant. To best address all the goals, a lot of time will not be spent on this area at Wednesday’s meeting. Dr. Rocha said fundraising efforts to be aligned and connected with the Foundation fund raising ideas would be welcomed.

Dr. Rocha thanked Academic Senate President Martinez for his leadership and hard work.

James Aragon inquired about new faculty hiring for the upcoming year. President Martinez said the deans’ requests are needed for this process. They are currently being compiled and should be available in mid-October. The Senate’s Faculty Priority Hiring Committee will be reconvened to look at these requests based on the Educational Master Plan (EMP).

2. Academic Senate Goals for 2011-2012. See Item VII. R-1.

3. 2011-2012 Calendar – No Flex Days for the coming year.

A copy of the current calendar was provided.

This information is to be shared in all the divisions. There is no FLEX DAY for this coming year. This decision was based on faculty requests. Two incorrect versions of the calendar had been circulated showing a flex day on Oct. 10 and Sept. 29.

Both dates are wrong. The new Calendar Committee, chaired by Krista Walter and Bob Bell, will send out a memo to faculty about there being no Flex Day.

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: Krista Walter invited all to attend PCCFA monthly meetings on the third Thursday of every month. Questions and concerns are welcomed for presentation. The meetings are regularly publicized through an on-line newsletter.

S1-2: FACCC REPORT: Dr. Joe Conner said a veteran's program will be held in San Diego (date to be announced soon). FACCC may be contacted for faculty presentations.

FACCC is not involved with veteran disbursements.

Questions may be directed to the PCC Veterans Resource Center.

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge:

In regards to adjuncts' semester/quarter scheduling concerns and conflicts, Cal State LA will be on the quarter system for approximately three more years.

IX. ANNOUNCEMENTS

Saturday, October 1, 10am-12pm. Registration is free and starts at 9:30 am.

The Huntington is inviting participation in a panel discussion on research and work on student issues. (double check with Pat). After the discussion, attendees may tour the Huntington grounds free of cost.

Dr. Jacobs urged the Senate members and their divisions to get pre-census drop information in on time. The fall census date was September 15. Not having the necessary information affects our apportionment. A message was sent out to all faculty for this information to be submitted by this date before noon. Even if late, the information still needs to be submitted. This matter will be discussed at this week's deans' meeting. The pre-census drop information will need to be submitted in Winter intercession on the second day of classes.

Realignment Comments

Realignment discussion is serious.

Attendance at Wednesday's State of the College meeting will enable faculty to address this matter in more detail. Realignment specifics are pending.

This matter can be placed on the next and future Senate agendas.

The discussion of how realignment affects division chairs and or deans has to be addressed.

Realignment will impact faculty organization.

Clarification is needed about faculty and management hiring committee processes to avoid and address divisional gaps.

Various opportunities and stop-gap solutions need to be developed for running the divisions in the absence of a dean.

Dr. Jacobs is on a planning committee which currently addresses current leadership needs. She urged faculty to listen to the President's plan at this Wednesday's meeting to best be prepared in addressing these concerns. Dr. Jacobs is currently acting dean of both Kinesiology, Health and Athletics and Engineering and Technology.

Loknath's comments: There is not a great difference between the current division structure and the old department structure so the reversion should not be difficult. However, as to the rationale for the conversion, faculty participated in the selection of many of the present deans who, in many cases, were faculty themselves. In effect, these divisions are "faculty lead". Finally, faculty representation may not always be the best choice.

Dan Haley said the campus catalog has not been subdivided into four divisions over the past 10 years but that this subdivision (Fine Arts, Applied Arts, Natural Sciences, and Humanities) started in the 2008-2009 catalog. Before this all the divisions were listed separately. This is not a good reason for realignment.

President Martinez urged the Senate representatives to ask their colleagues at other schools how they structure their divisions and departments. Do they have chairs or the system of deans that we have. What works best? We need to do our homework.

MOTION made by James Aragon to have a discussion on the matter of realignment.

MOTION was seconded by Joe Conner to have a discussion on realignment as a standing item on the next and future Senate agendas.

VOTE: Unanimously approved.

1. Area C Meeting, October 22, 10-3PM Rio Hondo College
2. ASCCC Fall Plenary Session, November 3-5, San Diego

MOTION to adjourn made by Mark Dodge and seconded by Martha Bonilla.

Vote: Unanimously approved.

Next Senate Board Meeting October 10, 2011