

April 30, 2012

OFFICERS AND MEMBERS PRESENT

ACADEMIC SENATE PRESIDENT	EDWARD MARTINEZ
VICE PRESIDENT	DUSTIN HANVEY
SECRETARY	MARTHA BONILLA
TREASURER	DAN HALEY
ADJUNCT FACULTY	MARK DODGE
COMMUNITY EDUCATION CENTER	DANNY HAMMAN
ENGINEERING	DEBORAH BIRD
ENGLISH	MARJORIE SMITH
ENGLISH	KRISTA WALTER
ENGLISH	ROGER MARHEINE
KINESIOLOGY, HEALTH & ATHLETICS	TERRY STODDARD
LANGUAGES	ANDRZEJ BORJARCZAK
LANGUAGES	LOKNATH PERSAUD
LIBRARY	KRISTA GOGUEN (Alt)
MATHEMATICS	FRED KEENE
MATHEMATICS	PAT PEACH
NATURAL SCIENCES:	JESSICA IGOE
NATURAL SCIENCES	PAUL JARRELL
PERFORMING AND COMMUNICATION ARTS	TAD CARPENTER
PERFORMING AND COMMUNICATION ARTS	A.C. PANELLA
SOCIAL SCIENCES	LAUREN ARENSON
SPECIAL SERVICES	JO BUCZKO

OFFICERS AND MEMBERS ABSENT

BUSINESS & COMPUTER TECHNOLOGY	PATRICIA LYNN
COMMUNITY EDUCATION CENTER	NADEGE WILLIAMS
COUNSELING	JAMES ARAGON
HEALTH SCIENCES	LORI GAGLIARDI
HEALTH SCIENCES	TOM NEIDERER
NATURAL SCIENCES	KATIE RODRIGUEZ
SOCIAL SCIENCES	BAKHTAWAR BHADHA
SOCIAL SCIENCES	DEREK MILNE
VISUAL ARTS AND MEDIA STUDIES	(OPEN)

GUESTS

VP EDUCATIONAL SERVICES	BOB MILLER
VP STUDENT & LEARNING SERVICES, INSTRUCTION	BOB BELL
VP: INFORMATION TECHNOLOGY	DWAYNE CABLE
ASSESSMENT COORDINATION	MATTHEW JORDAN
PLANNING AND PRIORITIES COMMITTEE	MATTHEW JORDAN

ASSOCIATED STUDENTS	SIMON FRASER
CLASSIFIED SENATE	DEBRA CANTARERO
COURIER REPRESENTATIVE(S)	

I. CALL TO ORDER 3:05 PM

II. PLEDGE OF ALLEGIANCE led by Pat Peach.

Dustin received a sincere "Thank You" for providing and sharing birthday cake from his daughter's (Nadia) fifth birthday party.

III. APPROVAL OF APRIL 9, 2012 MINUTES:

MOTION made by **D. Hanvey** and seconded by **F. Keene** to approve the minutes with the following corrections.

VOTE: Motion passed by a majority vote. One abstention.

Corrections:

p.3	Planning & Priorities Committee Options should read: Option A: Maintain status quo Option B: Realign the elements.
p. 5	Treasurer's Report, last sentence should read: We would be expected to maintain the same enrollment with fewer funds.
p. 5	Last paragraph, first sentence should read: There are no ESL courses....

VOTE: Unanimously approved. Motion passed

IV. PUBLIC COMMENT: None

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

Presentations made in the following order:

1. Calendar Committee – Krista Walter & Bob Bell, Co-chairs: The final version of the PCC Calendar 2012-2013 was submitted for Academic Senate approval. October 2nd is designated as Faculty Professional Development Day. MOTION to approve this Calendar made by **T. Stoddard** and seconded by **M. Dodge**.

VOTE: Motion passed unanimously.

2. Professional Development Committee: Lynn Wright & Ben Lastimado, Co-chairs.

L. Wright presented Draft 5 of the Comprehensive and Coordinated Professional Development Program Policy #6030. This completely new policy and procedures supports a comprehensive professional development program and opportunities for faculty, staff, and managers as essential components of accomplishing PCC's vision, mission, and educational master plan through work with the Academic Senate, Classified Senate, and the Management Association. It is expected that the Board of Trustees will receive this item as information on May 16, with an anticipated vote by June 6. The Board approves only the Policy and the Procedures can be changed as needed.

Item 5 on p. 4 allows a 90-day timeline for activity requests to provide adequate time for activity planning.

Policy 6030 will respond to accreditation needs and the education master plan.

The oversight committee, outlined in the policy, is a standing committee of the College Council.

To Be Addressed In Future Committee Discussion:

How the committee will coordinate and oversee funding and budgets for professional development opportunities.

Some divisions have separate professional development budgets.

Accumulation of Professional Development points

Develop criteria for faculty/campus-wide activities and professional development credit.

T. Stoddard: The policy should reference separation of monies for the Committee and the divisions.

L. Wright: Based on the budget, the Committee would approve/deny funding not activities.

This policy is in response to an accreditation recommendation to provide a clear and equitable process for professional development activities – division and college-wide. Divisions have a “small” budgeted line item for Professional Development. There is no current policy about this. **D. Hamman:** concerned with shrinking professional development monies allocated to each division. **T. Stoddard:** In favor of the concept but understands the concerns pertaining to the allocation of monies. **D. Cantarero:** The Classified Senate is working on making this policy more classified-specific.

D. Cable: We need to look at the types of resources that are needed. Information Technology is looking at: 1) putting software in place to develop professional development plans on an individual basis; and 2) Computer based training resources being made available.

JOINT MOTION WITH TWO AMENDMENTS: made by **M. Bonilla** and seconded by **D. Hanvey** to strike the words (to approve or deny) in 1.a. and add amended wording in **4. Funding** to read: The professional development budget is a budgeted line item that is over and above Professional Development Funds currently allocated to existing divisions and departments that will be requested annually by the Vice President of Human Resources and forwarded to the College President and approved by the Board of Trustees. **VOTE:** Motion approved.

MOTION to approve Policy and Procedures #6030 made by **K. Goguen** and seconded by **D. Hanvey**.

VOTE: Motion passed by a majority vote. No: 0 Abstentions: 4

3. Enrollment Management Committee: Edward Martinez & Bob Miller, Co-chairs,
Proposed Policy and Procedures #4020: Enrollment and Class Scheduling Priorities.

B. Miller: Draft 7 of Policy #4020 is being presented with Limited Policy Changes -- added wording:

- Scheduling for course sections shall be based on priorities identified in the college’s Master Plan.
- Last line: ...processes for student challenge **and appeal**, complies with Title 5 regulations.

Comments:	<p>Amendments and possible action to be addressed at the next Senate Agenda.</p> <p>In response to D. Haley, B. Miller said the time frame for each student group depends on its size and this process is currently tracked and programmed into the system. Implementation of priority to be further discussed.</p> <p>D. Hanvey: Announced that state-wide resolution 13.02 from Mission College recommending that the ASCCC support MESA students in good standing with enrollment priority was defeated after a long debate.</p> <p>P. Peach: Concerns have been raised about our Basic Skill students.</p> <p>E. Martinez: Repetitions to be discussed under the President’s Report. Some parts of this policy (not all) could begin by fall 2012.</p> <p>T. Stoddard: We’re responding to Educational Master Plan by working toward degree-driven programs.</p> <p>D. Bird: It makes sense to reorder the priority section starting with Basic Skills and CTEs.</p>
Sections 1 & 2	
1.	During Scheduled registration periods, continuing students have priority over new and reentering students. each continuing student is assigned a priority registration time in accordance with section 2 below and based on the following total number of units successfully completed at Pasadena City College. New and reentering students are assigned a registration time in the order of admission or readmission.
Concerns:	
2.	<p>Each new or reentering student is assigned a priority registration Priority for registration shall also be based upon the following: residency status (in district or out of district) and admission to the college, and program participation. Priority for registration shall be provided in this order:</p> <p>E. Martinez: Student Success Task Force Recommendations are included in Section 2.</p>
a.	Continuing, new, and reentering DSPS (appropriately identified by DSPS Services), EOP&S, foster youth, and active duty military, and veteran students.

b.	<p>New in-district residents who graduated from high school during the current calendar year and have been identified as participants in a First Year Experience Pathway Program.</p> <p>Comments: In response to K. Goguen's priority registration concerns for high achieving, new students not fitting into one of the pathways, E. Martinez said, even high achieving students will be able to participate in a pathway opportunity. M. Bonilla: New in-District students are only listed in this one area and many in-District students don't need to be tracked in First Year Experience Pathways (AP students, etc.). B. Miller: The District has an obligation to provide every graduating 12-grade student their basic math and English courses (college level or Basic Skills). Many divisions are looking into creating new pathways. K. Goguen: Suggested adding wording to note that in-District graduates would register and declare a program of study because we do not have Pathways to accommodate everyone. D. Bird: First Year Pathways will minimize repeating classes. T. Stoddard has submitted recommendations for a pre-med pathway.</p>
c.	<p>Continuing in-District residents of the Pasadena Area Community College District.</p> <p>Comments: D. Hanvey suggested splitting "c", and find a way to incentivize students who have a plan and are following it.</p> <p>E. Martinez: Would need computer system that could identify the criteria and groups of this nature.</p>
d.	Continuing international students with F-1 visas.
e.	All other continuing students (with the exceptions in sections j, k and l below).
f.	Other new in-district students or returning in-district students.
g.	<p>New international students with F-1 visas.</p> <p>Comments:</p> <p>P. Peach. This section is a red flag in comparison to other continuing students.</p> <p>E. Martinez: These students are mandated by federal law to take 12 or more units per semester.</p>
h.	New out-of-district students who have been identified as participants in a First Year Experience Pathway Program.
i.	<p>All other new or reentering students.</p> <p>Comments: D. Haley: Section should be the "default" and should be reworded for clarity (Ex: All other new or reentering students not identified in j, k, l or m).</p>
j.	Students who have been on academic or progress probation for two or more consecutive terms.
k.	<p>Students who fail to declare a program of study after 30 units completed at PCC.</p> <p>Comments: In response to A. Bojarczak, E. Martinez said "a program of study" is defined as something that leads to a certificate, a degree or transfer.</p>
l.	<p>Students who have accrued more than 100 units at PCC, not including English as a Second Language or basic skills courses.</p> <p>Comments: A. Bojarczak: ESL students can quickly accrue more than 100 units. B. Miller: Student Services will actively engage this new system and assist students with declaring a program of study. D. Cable said the new IT vendor will have appropriate tools to handle this type of tracking and early alerts. B. Bell: New AIS will work on enabling students to do more tracking and be more self-informed.</p>
m.	Concurrent high school students.
p.3, Section 3	<p>Appeals Process (requested by the students)</p> <p>A. Bojarczak: students will need notification of the loss of their priority status to have enough time to rectify this situation for the current registration period. B. Miller: once the new AIS system is in place, this process will run about one semester in arrears until technology catches up with the process.</p>
p.4, Section 6	New Language to give deans/managers guidance about section reductions and section augmentations.
6.a.	<p>If a course is part of one of the new SB1440 AA-T and AS-T degrees, it gets first priority.</p> <p>Comments: M. Bonilla: We should expand and not limit student opportunities to a particular campus – CSU's. We also transfer students to UC's and private universities. B. Miller: In trying to move the students through the system faster, the state is working from a publicly funded, higher education point of view. E. Martinez: This policy addresses choosing classes that would contribute towards transfer or an Associate degree. Choices cannot be based on IGETC because it is too broad and extensive to</p>

	provide guidance. D. Hanvey: ASCCC Spring Plenary Discussion --UC's are not required to follow SB1440, but are looking into accepting them. T. Stoddard: As of January 2012, an NCAA division school athlete must enter in from a community college with 50% of matriculation towards a degree. D. Haley: UC transfer is important. Santa Monica and PCC have a reputation of students transferring to UCLA and other UCs.
6.b.	Description of high priority given to types of courses considered as having equal priority status. In response to R. Marheine's concerns of losing Basic Skills, E. Martinez said items i through iv: are given equal consideration. Basic Skills has a second place along with the other items.
6.c.	Least priority shall be given to courses identified as offering only elective credit for transfer or courses identified as "stand alone" by the C & I Committee.

4. Planning & Priorities Committee (College Council Standing Committee): Edward Martinez & Bob Miller, Co-chairs:

B Miller: The Committee was tasked with looking at the division alignment question and had developed two plans (A and B). Today the Committee is presenting to the Academic Senate for review and future endorsement on May 14th -- Plan B: Development of an interim plan. Plan A was to leave divisions and everything as it exists now.

All faculty, staff and management member had been forwarded via e-mail Committee information for review and comment. A public forum was held a week ago. At today's Committee meeting, Plan B, the Revised Interim Plan Proposal, Draft #4, was approved after a series of votes. The plan is being presented to the Academic Senate and the College Council for its input and thoughts. The Academic Senate will forward its recommendations to CAPM, and the College Council will forward its recommendations to the Superintendent and President.

Revised Interim Plan Proposal Draft #4

Continue with Permanent Deans: Performing and Communication Arts, Health Sciences, Natural Sciences, English, Languages, Social Sciences, Library: Vote: 9 Yes/1 No/4 Abst

Continue with Interim Deans: Math; Visual Arts and Media Studies: Vote: 13 Yes/0 No/ 1 Abst

- Under this plan the following areas would be moved:
- Architecture from E & T to VAMS; Fashion from Business to VAMS; Computer Science from Business to Math

Business & Engineering & Technology: Remain Separate Divisions: Vote: Yes/6 No/2 Abst

- There is a deep consensus that Graphic Communications remain in Engineering & Technology

CEC:

Full Dean or Division Dean: Vote: 6 Yes/ 4 No/ 5 Abst.

Reporting to Ed Services: Vote: 5 Yes/ 4 No/ 5 Abst. (Tie breaking vote cast by committee co-chair **E. Martinez**)

Realigned Programs

Areas that will work together:

- Architecture to VAMS: 9 Yes / 3 No / 3 Abst.
- Fashion to VAMS: 10 Yes / 2 No / 3 Abst
- Computer Sciences to Math: 15 Yes / 0 No / 0 Abst
- KHA Division to Natural Sciences: 14 Yes / 0 No / 1 Abst

T. Stoddard: earning a degree in Kinesiology involves taking courses more aligned with Natural Sciences.

E. Martinez: Articulation is not endangered or affected by the division in which a course is taught. What matters is the content on a course outline.

B. Miller: The Committee's merged Task Teams, chaired by **M. Jordan** and facilitated by **J. Brittain** and **D. Bird**, will continue their discussion regarding faculty chairs, synergy and interdisciplinary models over the next 1 ½ years. The Committee's co-chair will be Academic Senate President elect, **D. Hanvey**.

D. Bird: Faculty could come together within a pathway model of small groups (8-12) around classes that may span across multiple disciplines. A flexible and responsible system is needed and is essentially what is happening within the campus pathway models.

P. Peach expressed concern about the length of time allotted for replacing interim deans with permanent deans and stated that the Math Division was not included in discussions about the proposed plan.

M. Jordan and **B. Miller**: said Committee information was widely distributed to all staff via e-mail through the Pulse. Input was sought. A recent forum was held for all faculty and staff to attend and submit comments.

A vote on endorsing this plan will be asked for at the May 14 Senate meeting.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Allocate \$3,631 toward Senate Breakfast.

E. Martinez: The \$3,631 would cover normal Breakfast expenses: catering, flowers, and a few complimentary tickets that include the retirees and Risser nominees. Ticket Cost would be \$20 each. The Senate has received an offer from the Foundation to take over this event Breakfast by covering the costs and planning a larger campus-wide event that would include the management and classified staff. Friday, June 8th, during lunch hours, is a possible date and time for the event. Bobbi Abram, Foundation Director, is in discussion with the Management Association and Classified Senate for their input on and approval of the new day and time. The Senate is asking for a tentative approval of allocating \$3,631. The Senate will be kept informed about the Foundation's offer.

2. Allocate \$10,000 for Senate Scholarships for 2012.

This amount would fund scholarships for 10 transferring students at \$1,000 each. Keith Miller recently donated \$3,000 to the Senate Scholarship Fund.

MOTION to approve Items 1 and 2 made by **M. Dodge**, and seconded by **T. Stoddard**.

VOTE: unanimously approved.

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President's Report: Edward Martinez

Faculty volunteers are being sought to join with Board of Trustee members and students in advocating for Community Colleges in Sacramento. One of volunteers is **D. Hanvey**. Recommendations/names may be forwarded to **E. Martinez**. This advocacy will take place either in the summer or fall coordinated by FACCC/**R. Marheine**.

May 2, 2012 Board of Trustee Meeting

A vote will be taken on the revised course repetition policy limiting students to three enrollments.

The first draft of the revised policy on pre-requisites has been sent to **M. Jordan**/C & I Committee Chair. This policy will allow the establishment of pre-requisites based on content review.

Applications for the Ralph Story (Faculty) Award and the Unsung Hero (Classified) Award are available and provided at today's meeting. Deadline: 12 Noon: Wednesday, May 23, 2012.

E. Martinez has asked **J. Buczko** to activate our Health and Safety Committee.

An issue arose earlier this semester when a student threatened a division dean. Concerns have been relayed to the Senate Executive Committee to see if Policy 4520 (Student Conduct) adequately addresses the safety concerns of faculty members. **J. Buczko**: Committee co-chairs are **K. Yamauchi** and herself. One faculty and two student volunteers are needed to have a fully formed committee by the end of May. The Committee's work assists with providing a safe/helpful environment for both staff and students. Concerns may be forwarded to **J. Buczko** or **K. Yamauchi**. Anyone having concerns of campus and/or classroom safety may also contact any member of the C-PART (Crisis Prevention And Response Team) Team.

Concerns Received:

- **A.C. Panella**: a Police/Safety cadet should participate in Committee discussions.
- **J. Igoe**: all instructors should be able to lock the classroom doors in case of an emergency.

R-2 Vice President's Report: Dustin Hanvey

ASCCC Plenary Session

Action on some of the resolutions presented:

Approved	6.04	The ASCCC reaffirms its opposition to any bill that attempts to establish a two-tiered system. There was no calling out of Santa Monica City College directly.
Approved	9.03	Pre-Requisites: the ASCCC urges local colleges to begin discussions of pre-requisite implementation and implement appropriate pre-requisites in a timely manner in order only to respond to Student Success Task Force recommendation 3.4 but also to enhance student success throughout the curriculum.
Approved	20.02	That the ASCCC recommend to the Board of Governors that students awarded BOG fee waivers maintain satisfactory academic progress as required by federal financial aid.
Defeated	13.02	MESA Priority

ASCCC Breakout	A detailed plan was created on reduction/addition of classes. D. Hanvey will obtain the power-point presentation for review with the Senate Executive Committee before passing it along to administration and the appropriate committees.
Basic Skills	Legislation has been passed to remove <u>all</u> Basic Skills programs from the Connecticut Community Colleges

May 14 Senate Meeting	Area C Rep Leslie Kawaguchi will present a report
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R-3 Secretary's Report: Martha Bonilla: No report.

R-4 Treasurer's Report: Dan Haley: No report.

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

1. Safety on Campus – Procedures: See President's Report.
2. Follow-up on Foundation's Offer – honoring retirees
3. Health and Safety Committee – Jo Buczko See President's Report.

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. TABE – Annual Scholarship Awards Breakfast – Wednesday, May 16, 2012 – 7:30 am, Creveling Lounge.
2. Latino Advisory Committee – Scholarship breakfast – Tuesday, June 5, 2012, 7:30 am, Brookside CC.
3. Academic Senate Annual Breakfast, Friday, June 15, 2012 -7:30 am, Creveling Lounge

Next Senate Board Meeting May 14, 2012
Room C233