

June 4, 2012

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	DANNY HAMMAN
ENGINEERING	DEBORAH BIRD
ENGLISH	MARJORIE SMITH
ENGLISH	ROGER MARHEINE
KINESIOLOGY, HEALTH & ATHLETICS	TERRY STODDARD
LANGUAGES	ANDRZEJ BORJARCZAK
LANGUAGES	LOKNATH PERSAUD
MATHEMATICS	FRED KEENE
MATHEMATICS	PAT PEACH
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

COMMUNITY EDUCATION CENTER	NADEGE WILLIAMS
COUNSELING	JAMES ARAGON
ENGLISH	KRISTA WALTER
HEALTH SCIENCES	LORI GAGLIARDI
HEALTH SCIENCES	TOM NEIDERER
NATURAL SCIENCES:	JESSICA IGOE
NATURAL SCIENCES	PAUL JARRELL
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: INFORMATION TECHNOLOGY	DWAYNE CABLE
BUSINESS & COMPUTER TECHNOLOGY FACULTY COORDINATOR	DARYL TAYLOR
BUSINESS & COMPUTER TECHNOLOGY	EARLIE DOUGLAS
BUSINESS & COMPUTER TECHNOLOGY	DAVID EVANS

BUSINESS & COMPUTER TECHNOLOGY	ELAINE FONG
DISTANCE EDUCATION COMMITTEE	SANDY HAYNES
ASSOCIATED STUDENTS	CHRISTOPHER FENNESSY
COURIER REPRESENTATIVE(S)	
FACCC	JONATHAN LIGHTMAN

I. CALL TO ORDER 3:08 PM

II. PLEDGE OF ALLEGIANCE led by Pat Peach.

Introductions: B. Miller, V.P. Educational Services, D. Cable, VP, Information Technology, Courier Representatives, Jonathan Lightman, Faculty Association for California Community Colleges.

III. APPROVAL OF May 14, 2012 MINUTES:

MOTION to approve the May 14, 2012 Minutes with clarification to be made of corrections noted made by **M. Dodge** and seconded by **P. Lynn**:

Page 3 Item 2	Reads: D. Haley: One-year fly is not necessary for the selection of an interim dean. . . . Correction: D. Haley. It is not necessary to fly the position in order to select an interim dean.
Page 3 Item 4	Reads: Dean of E & T: In response for clarification from <b>J. Buczek</b> , <b>E. Martinez</b> said Graphic Communications were originally under Column 5. <b>They</b> expressed a desire to remain in E & T and there was a Committee vote to move them back: <b>VOTE</b> : Yes: 0, No: 15 <b>D. Haley</b> -- Clarification Requested: Which way did we vote? <b>E. Martinez</b> : The word "They" is to be clarified.
Page 5 Line 11	<b>A. Bojarczak</b> : stated: concerned with possibility of students under 2c being bumped by student in 2b category. <b>For Clarification Reword to read</b> : "concerned with the possibility that students in 2c who are close to completion of their studies or who have accumulated a number a units might be bumped by freshmen in 2b because the latter are part of the First Year Experience."

IV. PUBLIC COMMENT:

**D. Hanvey**: On behalf of the Senate Executive Committee a Resolution of Appreciation was read and presented to Senate President J. Edward Martinez for his service and dedication to the Academic Senate, college governance, faculty staff and students.

At President **Martinez**' request and with no objections, Information Item 1 was moved up on the agenda.

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

1. Planning and Priorities Committee: Edward Martinez & Bob Miller

Today's discussion followed Interim Plan discussion from the May 14, 2012 Senate meeting where a vote was taken on the first, second, fourth and fifth column and no action was taken on the third column entitled "Business & E & T remain separate divisions." This information was forwarded to the College Council. The College Council recommended that Business and E & T report to a dean and to hire a CTE dean. B. Miller introduced the Administration's Interim Plan for consideration and a vote.

Handout:	Administration's Interim Plan – Administration Recommendation (purple sheet) <b>B. Miller</b> : In response to the shared governance process (consultation with faculty, Senate and College Council, budget realities, academic and CTE needs, and the need to reduce management positions) the Senate is presented with an "Interim Plan–Administration Recommendation" for consideration. <b>E. Martinez</b> : This plan was developed as a compromise to clarify and meet the various needs and interests of E & T and Business.
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Colum 1:	<b>Continue with Division Deans and Divisions:</b> PACA; Health Sciences, Natural Sciences (Kinesiology and Health Components of KHA Division); English; Languages; Social Sciences; Library; Math (Computer Science to Math); VAMS (Architecture and Fashion).
Column 2:	<p>Business Division: Faculty Coordinator reporting to VP of Instruction (VPI).</p> <p><b>M. Bonilla:</b> Decisions concerning Division deans for Business and E &amp; T as well as any new realignment of departments within Divisions should be based on collective faculty recommendations from those areas.</p> <p><b>E. Douglas:</b> moving Business under a CTE Dean would benefit business and reduce management numbers.</p> <p><b>D. Hanvey</b> recommends combining columns 2 and 3.</p> <p><b>D. Bird:</b> E &amp; T needs the services of a dean. More discussion and input is needed.</p> <p><b>Business Faculty D. Taylor, P. Lynn</b> expressed their support and that of their colleagues for a division dean. <b>D. Taylor:</b> Faculty Coordinator (Business), has recommended to administration that Business needs a dean. Discussions within the Senate, College Counsel and other committee discussions have supported this recommendation. As a Faculty Coordinator, his responsibilities and authority are limited. Matters that cannot be resolved through the coordinator are referred to VPI Bell. In response to <b>L. Arenson, D. Taylor</b> said the faculty coordinators have not been invited to attend certain management or dean meetings.</p> <p><b>D. Evans (CIS)/E. Douglas:</b> Faculty in CIS need and want a dean</p> <p><b>B. Miller:</b> Dr. Bell has had meetings with Business and E &amp; T</p> <p><b>P. Lynn:</b> suggested the proposed recommendation go back to the division for review and input.</p> <p><b>C. Fennessy (Associated Students):</b> The new Administration plan is a departure from the recommendations made by the task teams, Senate and College Counsel.</p>
Column 3:	<p>CTE Dean</p> <p>E &amp; T Division reports to CTE Dean</p> <p>Add: Director of CTE &amp; Workforce Development</p> <p><b>M. Bonilla:</b> College Council and the Senate should respond to the needs of Business and E &amp; T faculty. At the last Senate meeting, the discussion of the position of Director of CTE and the Dean of CTE remained unresolved. College Council supports having a Dean of CTE rather than both a Director and Dean.</p> <p><b>B. Miller:</b> College Council voted for a Business Dean, an E &amp; T Dean and a CTE Dean. Administration recommends the E &amp; T division report to CTE Dean.</p>
Column 4	<p>CEC: Dean reporting to VP of Ed Services until 6/30/13, then report to VPI</p> <p>No changes/</p>

Handout	Proposed Instructional Area Organization: 5/31/12 VPI:
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Handout	From the State of the College: September 29, 2011
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**D. Haley:** A faculty coordinator is given release time (amount of time is up to negotiation) to perform management work. A Dean is a full-time management/administrative position. A faculty chair is allowed to perform administrative work while teaching.

**MOTION** made by **D. Hanvey** and seconded by **P. Lynn** to table the Interim Plan discussion and to convene discussion on matters between Engineering & Technology, Business and the Academic Senate Executive Committee within the next several weeks.

Discussion:

**T. Neiderer:** inquired about a timeline for the Interim Plan.

**B. Miller:** Once a decision is made on the Interim Plan the process for filling the CTE leadership position begins.

**R. Marheine:** Spoke against motion and supports moving ahead with the original plan.

In response to **L. Arenson**, **B. Miller** said administration wants to continue the dialogue and no date is set for presentation to the Board of Trustees.

**D. Taylor:** In response to **E. Martinez**, Business and various committees want a dean in Business. Having a CTE dean is another matter.

**M. Bonilla:** recommends a dean for Business, dean for E & T and a CTE director and a dean for CEC.

**P. Lynn:** The Administration's Interim Plan needs to be reviewed by Business faculty.

In response to **A. Bojarczak**, **E. Martinez** said College Council has not seen the new Administration Interim Plan.

**B. Miller** said this will be presented to the College Council on June 27.

**E. Martinez:** for clarity, a "Yes" vote on the the proposed motion would table discussion on both plans. Future discussion between the Academic Senate, Business and E & T representatives will be scheduled.

**ORIGINAL: MOTION:** Table presentation of the proposed Interim Plan and make plans to convene discussion on this matter between members of E & T and Business and leadership of the AS Executive Committee within the next few weeks. 2<sup>nd</sup>: P. Lynn. **VOTE:** Yes: 4 No: 10 Abstain: 5 **MOTION Defeated**

**D. Evans, D. Taylor** recommended a motion amendment for Dr. Bell or other administrators to be present at the proposed meeting.

**AMENDMENT TO MOTION:** made by **D. Hanvey** and seconded by **T. Neiderer** for Dr. Bell to be present in discussions between the Senate Executive Committee and members of Business and E & T.

Discussion

**C. Fennessy:** Recommends participation from students, staff and managers.

**A.C. Panella:** More voices are not needed at this time while developing what is the best for faculty support.

**VOTE ON AMENDMENT TO MOTION:** Yes: 9 No: 4 Abstain: 6 Motion passes.

**VOTE ON AMENDED MOTION:** Yes: 4 No: 10 Abstain: 5 Motion defeated

**NEW MOTION** made by **M. Bonilla**, seconded by **T. Neiderer** to approve the third column on the Interim Plan discussed and voted on in the last Senate meeting (pink sheet) recommending: Business & E & T remain separate divisions – Dean for each Division and a Director of CTE and Workforce Development.

Discussion

**J. Buczko:** asked what happened to column 3 at the last College Council meeting.

**B. Miller:** College Council agreed with column 3 on the Interim Plan (pink sheet).

**VOTE ON MOTION:** YES: 19 NO: 0 Abstentions: 1

2. Enrollment Management Committee: Edward Martinez and Bob Miller

E. Martinez made a recommendation for a vote on Policy 4020 (Enrollment and Class Scheduling Priorities)

**MOTION** approving Policy 4020 with edits as shown made by **T. Neiderer** and seconded by **T. Stoddard**.

## **Discussion**

**M. Bonilla:** Concerned with 1b students being ahead of 2f students. There is not enough Pathway space for all incoming first year students.

**T. Stoddard:** The campus is investing in students who are coming in and fulfilling our Educational Master Plan in response to accreditation warnings.

**E. Martinez:** 2b is new and incorporates all the various cohorts which are being referred to as Pathways (including students in Puente, Ujima, Athletic Zone, Math Jam, etc.)

**B. Miller:** 2b: Currently we are planning to accommodate approximately 800 students. Whatever additional resources are needed to fulfill this priority will be brought to the table.

**A. C Panella:** 2b language should reflect the diversity of the cohort program.

**E. Martinez:** reword 2b to read “. . . have been identified as participants in a pathway program.”

**B. Miller:** Pathways students with a completion agenda will move more efficiently through the system.

**D. Bird:** Because pathway and cohort have separate meanings, she does not support combining the terms as pathways are for first year students.

**P. Peach:** Concerned with students returning after their first year and not being able to register for the classes they need.

**B. Miller:** in district residents will be given priority over out-of district. Policy implementation will impact currently enrolled students. There are plans to work with students who are “caught in the middle. New AIS technology assist with identification and tracking of education plans and degree audits.

**T. Carpenter** inquired about priority for F1 visa students and the need for students who “serve” the school (i.e., athletes, band members, etc.) **E. Martinez:** determined to not place athletes or other groups in priority listing except to extent they might form a pathway program.

**E. Martinez** said federal law requires international students to register in 12 units or more or lose their status and be subject to deportation. **T. Stoddard** said these students cannot enter the U.S. until they are sent their F1 visa.

**R. Marheine:** Does not support the proposed recommendation. More sections/classes are needed.

**C. Fennessy:** personally voted in favor of Policy 4020 and supports the appeals process to assist students who would have reason for losing their priority. Associated Students decided not to take a formal stand on this matter in respect to cordiality of working with individuals in the Enrollment Management Committee.

**D. Hanvey:** Supports item 2b. Priority through Pathways would encourage student success.

VOTE ON MOTION: Yes: 16 No. 3 Abstain: 1

### **3. Academic Rank Committee: Pattie Lynn**

Presented For Spring 2012 Approval:

<b>Professor</b>	<b>Assistant Professor</b>	<b>Associate Professor</b>
Dr. Susan Bower	Suprio Banerjee	Cheryl Banks-Smith
		Dr. Argiro Julie Kiotas
		Dr. Elizabeth Nagy-Shadman
	<b>Adjunct Assistant Professor</b>	
	Craig Attebery	
	Dr. Laurie A. Dean-Newton	<b>Professor Emeritus</b>
	Tien-Hsing Hsia	No applications received for spring 2012
	Mildred J. Outlaw	
	Theresa L. Tschirgi	

Applications for Professor Emeritus may be submitted to the Senate Rank Committee for consideration in Fall 2012.

Change of Rank applicants not moving forward will be notified by mail.

**MOTION** to approve the recommendation for spring 2012 Change of Rank made by **D. Hanvey** and seconded by **T. Neiderer**. VOTE: Aye: Unanimously approved.

**P. Lynn:** two of the committee members will not be able to work with the committee this fall and those interested in participating on this committee, please contact **P. Lynn**.

### 3. Distance Education Committee: Sandy Haynes

The Mission of the faculty Distance Education Committee is primarily to develop policy recommendations and to promote practices that contribute to the quality and growth of distance education at Pasadena City College. The DE Committee has the responsibility to work with faculty, the Department of Distance Education, Curriculum and Instruction, and the Academic Senate in developing high quality practices that contribute to student success.

Approved by DE Committee - May 3, 2012

#### Revised Recommendation 107: Course Enrollment Cap

In Recommendation 107: Course Enrollment Cap (Approved by DE Committee, December, 2009, Approved by the Academic Senate in March 2010, sent to the FA in April 2010, Reviewed by the Deans in September 2011), the Distance Education Committee recommended a course enrollment cap of 30 students for a distance education course.

The Distance Education Committee reiterates the recommendation that the course enrollment cap (NCN) for distance education courses be 30 unless the face-to-face course is less than 30 in which case the default is the face-to-face NCN.

If the division dean and faculty want to offer a distance education course with an NCN that is higher than the recommended NCN of 30, or the lower default, face-to-face, they must demonstrate that the course with higher enrollment will ensure pedagogically sound instruction with regular effective contact. C&I procedure will be followed in the case of a proposed revised NCN for a distance education course.

Approved by the Distance Education Committee - May 10, 2012 Approved by the C & I Committee – May 17, 2012

### VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Adopt modifications to the new Professional Development Policy (#6030). Copy provided of previously approved policy. Asking for approval of modifications:

	Policy changes to previously approved Policy
Page 2	Changing chair-persons: Co-chair-Appointed by the College rather than the VP of Human Resources Co-chair – Appointed by the Academic Senate rather than chair of Senate's Professional Development Committee. <u>Rationale:</u> <b>E. Martinez:</b> We no longer have a VP of Human Resources. Felt need to have more flexibility with regard to appointment of a second co-chair Procedures may be revisited and modified as needed.
Page 3 c. 1.	The faculty subcommittee will be chaired by the Academic Senate President or his/her designee.
Page 3, 5.	<b>P. Peach:</b> There is a list of responsibilities that describe the role of the VP for HR.
Discussion	<b>P. Peach:</b> Other language may need to be modified: Referenced Page 3., number 5. <b>M. Bonilla:</b> Suggested this matter be reviewed/revisited in the fall. <b>E. Martinez:</b> duties of VP of HR would fall to replacement for the VP of Human Resources.

**MOTION** made by T. Neiderer and seconded by A. C. Panella approving Policy 6030 as modified.

**VOTE:** Majority; Majority No: 1

### VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Adopt modifications to new Professional Development Policy (#6030)
2. Reappoint Tom Berg and Danny Hamman to the College Council's Budget and Resource Allocation Committee.
3. Reappoint Keith Oberlander as faculty co-chair of the Budget and Resource Allocation Committee.
4. Appoint A.C. Panella to College Council's Budget and Resource Allocation Committee.

**MOTION** made by **D. Haley**, and seconded by **M. Bonilla** approving items 2-4:

Discussion:

**D. Haley:** At the last BRAC meeting, R. van Pelt asked that because of July budget matters he recommends rotation of the committee's membership in October for a smoother transition.

**AMENDMENT to MOTION:** made by **D. Haley** and seconded by **M. Bonilla** to adopt items 2-4 with the Committee's membership to be revisited in October.

**Discussion:** **D. Haley** at last BRAC Committee. Van Pelt that membership rotation occur in October and not July for a smoother discussion

**VOTE on AMENDMENT TO MOTION.** Aye: Unanimously passed.

**VOTE on FIRST MOTION:** Aye: Unanimously passed.

**E. Martinez:** **D. Hanvey** is stepping down from BRAC and being replaced with **A.C. Panella**.

Sent to Committee: None

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

**R-1 President's Report:** Edward Martinez:

1. Annual Senate Annual Breakfast on June 15<sup>th</sup>, 7:30am-9:30 am Creveling Lounge. Tickets: \$20, on sale at Student Bank. On this date D. Hanvey will be attending a Leadership Training Institute and **M. Bonilla** will be attending her daughter's graduation.

President Martinez expressed his "Thanks to the Academic Senate Officers" with gifts of appreciation for their service to the Senate. Senate office secretary, **J. Benson** was presented with a gift of flowers.

**R-2 Vice President's Report:** Dustin Hanvey: Task Team 2 is continuing its work on the long-term aspect of the alignment plan under the direction of Valerie Foster. Those interested in serving on this committee may contact **D. Hanvey**.

**R-3 Secretary's Report:** Martha Bonilla: A faculty e-mail requesting feedback on how their printers are working should be sent out soon. Senate representatives were asked to check with their division faculty about their printers and to forward this information back to their dean and Dr. Bell.

**R-4 Treasurer's Report:** Dan Haley: At the last BRAC meeting Dr. van Pelt announced the possibility of a \$10 Million cut across all the divisions. If the Proposition passes, we would get back approximately \$6 Million. Prioritizing where this money goes will need to be looked at. Technical plans need to be reviewed in preparation to argue for and to make a case for programs receiving monies.

## **VIII INFORMATION ITEMS:**

1. Jonathan Lightman: Faculty Association for California Community Colleges:  
Mr. Lightman introduced his father, Mike Lightman, a retired social worker and former employee at PCC's Child Guidance Center in the 1960's. FACCC was begun in 1953 and is an organization neither tied to K-12 or management. Membership is over 10,000. Proposition 25 says a simple majority vote is needed for approval of a "balanced" budget and two-thirds for new taxes. There is current litigation in process to define what a balanced budget is. If the proposed tax initiative is approved \$300 Million would be on the "plus side" -- If denied, 100 Million on the minus side. A budget needs to be approved by June 15<sup>th</sup>. Following the dissolution of the local redevelopment agencies, the Governor has said that \$341.2 Million of next year's budget will be applied to community colleges. PCC could face a budget cut as high as \$6.8 Million for next year. FACCC is asking the State

Legislature to insert “hold harmless” language so community colleges are held harmless in the event this money does not materialize. State funded community college monies are not guaranteed.

**Mr. Lightman** provided FACCC informational packets including a listing of assembly and senate bills. He gave a demonstration of how to use the internet to send pre-written communications to the entire assembly or senate budget committees through the FACCC web site at [www.FACCC.org](http://www.FACCC.org) under “Point and Click”. Activation is needed to work in this process by entering, your name, address, nine-digit zip code.

**E. Martinez** said all PCC faculty have been forwarded legislative contract information from communication from both the Academic Senate and the California Community College League. A review of all bills affecting community colleges is available on the FACCC website.

#### Student Success Task Force

The Chancellor’s office has initiated two bills which came out of task force legislation authored by Senate Carol Liu.

SB 1062: by Senator Carol Liu which is more about state administration

SB1456: by Senator Lowenthal gives authority to Board of Governors to limit availability of BOG fee waivers and deals with matriculation (recasting of matriculation law and discusses use of technology and other “new ideas” of putting students through the early part of the assessment orientation and matriculation) and is now in the Assembly.

As a result of the task force preventing the faculty involved to discuss counselor-student ratio, student support services, full-time to part-time faculty ratios and part-time faculty office hours, AB1741 was developed. The Chancellor and Board of Governors do not support AB1741 which is now in the Senate.

AB1741 requests the Board of Governors “ask” every year, about the four items listed above and evaluate how much money available so this bill and SB1456 can work hand-in-hand. This request has been denied and FACCC is in negotiation.

SB1550 (copy provided) enacts a pilot program for up to five districts in a two-tier system and is limited to CTE courses. The State Academic Senate, FACCC, and major unions are opposed to this bill and it is not the way to solve the access problem. The five districts are not specified and would be chosen by the Chancellor’s office.

FACCC is recruiting for faculty interested in serving on a leadership committee. A committee volunteer form is included in the information packet. Participation at this year’s Great Teacher Seminar was encouraged as an invigorating and encouraging.

#### STANDING INFORMATION ITEMS

- S1-1 **PCCFA REPORT:** None
- S1-2 **FACCC REPORT:** None
- S1-3 **ADJUNCT FACULTY REPORT:** None

#### IX. ANNOUNCEMENTS

3. Academic Senate Annual Breakfast, Friday, June 15, 2012 -7:30 am, Creveling Lounge. Tickets are on sale at the College Bank (B203) for \$20.00.

MOTION to Adjourn made by **F. Keene** and seconded by **T. Neiderer**. Vote: Unanimously passed.

**Next Senate Board Meeting September 10, 2012  
Room C233**