

Sept. 24, 2012

OFFICERS AND MEMBERS PRESENT

ACADEMIC SENATE PRESIDENT	DUSTIN HANVEY
VICE PRESIDENT	A. C. PANELLA
SECRETARY	JESSICA IGOE
TREASURER	DAN HALEY
ADJUNCT FACULTY	MARK DODGE
BUSINESS & COMPUTER TECHNOLOGY	AHNI DODGE
COMMUNITY EDUCATION CENTER	DANNY HAMMAN
COUNSELING	TOMAS RIOJAS
ENGINEERING	DEBORAH BIRD
ENGLISH	MARTHA BONILLA
ENGLISH	ROGER MARHEINE
ENGLISH	MARJORIE SMITH
HEALTH SCIENCES	TOM NEIDERER
LANGUAGES	ANDRZEJ BORJARCZAK
LANGUAGES	LOKNATH PERSAUD
LIBRARY	DOROTHY POTTER
MATHEMATICS	PAT PEACH
NATURAL SCIENCES:	KATIE RODRIGUEZ
NATURAL SCIENCES	VALERIE FOSTER
PERFORMING AND COMMUNICATION ARTS	MARK WHITWORTH
SOCIAL SCIENCES	EDUARDO A. CAIRO
SOCIAL SCIENCES	LYNORA ROGACS
SPECIAL SERVICES	JO BUCZKO
VISUAL ARTS AND MEDIA STUDIES	YOLANDA MCKAY

OFFICERS AND MEMBERS ABSENT

KINESIOLOGY, HEALTH & ATHLETICS	TERRY STODDARD
MATHEMATICS	KATHLEEN UYEKAWA
PERFORMING AND COMMUNICATION ARTS	TAD CARPENTER

GUESTS

SENIOR VP/ASSISTANT SUPERINTENDENT BUSINESS AND COLLEGE SERVICES	BOB BELL
SENIOR VP/ASSISTANT SUPERINTENDENT BUSINESS AND COLLEGE SERVICES	BOB MILLER
SOCIAL SCIENCES	SUSIE LING
ASSOCIATED STUDENTS	FERNANDO BACERRA
CLASSIFIED SENATE	DEBRA CANTARERO JEFF WOJCIK
PCCFA	ROGER MARHEINE

	KRISTA WALKER
COURIER	CHRISTINE MICHAELS MAKOTO LANE

I. CALL TO ORDER 3:08 PM

II. PLEDGE OF ALLEGIANCE : Pat Peach

INTRODUCTIONS: VP/Superintendent Dr. Bell; Classified Senate Representatives Debra Cantarero, Carole Robinson, and Jeff Wojcik; and Professor Susie Ling (presenter).

III. APPROVAL OF September 10, 2012 MINUTES: MOTION to approve made by A.C. Panella and Pat Peach.

VOTE: Motion passed unanimously.

IV. PUBLIC COMMENT:

Classified Senate President, Debra Cantarero and Vice President Carole Robinson requested Senate and division support in following the appropriate process of making classified appointments to various campus and hiring committees. Concerns with following this process began in June 2012. Following this process will prevent miscommunication. President Harvey said nothing was done intentionally and will discuss this matter with Classified Senate President, Denise Albright Tuesday morning.

Information Item 1 moved up on the agenda:

	1. Calendar Committee: Dr. Krista Walter / Dr. Bell
Dr. Krista Walter Calendar Committee Co-Chair	<p><u>Committee request</u> to the Senate: to review the need for <u>adequate</u> faculty representation.</p> <p>The Calendar process needs to be discussed through the Senate. Collegial shared governance is absent as mandated under AB1725. Recommendations have been dismissed. Divisions have expressed concerns about under-representation.</p> <p>As an FA Board Director: The Tentative Calendar has not been completely negotiated and it is a violation of the Contract and would ask the Senate to oppose the implementation of this Calendar. Discussion of Carnegie hours is in negotiations.</p> <p><u>Comment</u> A.C. Panella: Suggested Senate review of faculty representation from each school/division.</p>
Dr. Bell Calendar Committee Co-Chair	<p>In agreement with Dr. Walter's comments. Concerns about the need for adequate faculty representation will be discussed at the next Committee meeting.</p> <p>There will be a "single (12-14 week) summer term" allowing for full term or short term classes and not two summer intercessions as reported in the Courier. The Tentative Calendar will have one fall, one spring and one summer term.</p> <p>Information about having a summer term versus two summer intercessions will be corrected on the web site and in the Courier.</p> <p>Discussion of Carnegie hours is outside of this discussion.</p> <p>The number of 2013 Summer classes fall under next year's work load obligation and have not been determined. Deferred revenue will be determined by vote on the pending tax measure.</p> <p><u>Comments</u> <u>Two</u> summer sessions (for 8 or 12 week classes) are advertised in both the Courier and in the two-page administrative FAQ sheet (distributed campus-wide, to the public and posted on the web).</p> <p>The definition of trimester needs to be clarified.</p> <p>How will number of classes be determined for the summer "term"?</p>
Questions/Responses	D. Harvey This Committee is a shared governance committee connected to the Senate. This body discusses dates for various faculty / campus activities.

	PCCFA addresses working aspects of the calendar.
	<p>R. Marheine: The PCCFA is disturbed with the lack of shared governance along with faculty and student inconvenience in cancelling of the winter intersession and the change in the spring semester. Motion request denied because discussion is on an "Information Item."</p> <p>The Proposed Request must be submitted as an agenda item: For the Senate to go on record in defense of shared governance and in support of the College Calendar Committee's deliberations which established a calendar for the academic year 2012-13 that includes a winter intercession.</p>
	<p>M. Bonilla: inquired about legality of publishing a revised school catalog in the middle of a campus year.</p> <p>Dr. Bell: community college governing boards have ability to make changes within the scope of a one-two year catalog. The obligation is to make sure the catalog is updated and there is notification to the public, the State Chancellor's office, the Department of Education, UC's etc. There is an advantage to having an on-line catalog.</p>

#### V. STANDING/AD HOC/CAMPUS-WIDE COMMITTEE REPORTS:

Second Read: May include action at this meeting.

	<b>MOTION</b> made by A.C. Panella and seconded by Ahni Armstrong Approving Senate Goals 2012-13.
Goals (Summary: Handout provided)	Concerns/Clarification
1. Bylaws/Committee Structure	L. Rogacs: suggested a description change: "the body will consider streamlining committees..."
2. Add-Drop Policy For Classes	<p>E. Cairo asked for clarification.</p> <p>A.C. Panella: This policy addresses how class sections are added or dropped not the add/drop policy for individual students in a section. The Census date is based on state mandated FTES and wouldn't change.</p>
3. Hot Topics Town Hall Meetings	
4. Equivalency	Voting on tem 4 [The Senate will <u>consider</u> codifying its policy for dealing with equivalency cases, using the current model practiced by the committee.] to be held pending discussion on First Read Item #1.
5. Accreditation	
6. Senate/Union MOU	
7. Plus/Minus Grading Policy	
8. Senate Socials/Lunches	
9. Improved communication	
	<p>P. Peach: These goals do not reflect all Senate actions to be addressed during the course of this year and other things may unfold and be introduced that are vitally important to the Senate.</p> <p>M. Whitworth: These goals would not be limited.</p>
	<b>VOTE ON MOTION:</b> Unanimously approved.

#### First Read

##### 1. Memo on Equivalency Policy: Susie Ling:

During the summer there was a request from the VAMS dean regarding the approval of several adjunct faculty to teach in the classroom. Because of this emergency logistical problem, a committee was convened to determine their equivalency. After this meeting President Hanvey spoke to S. Ling and several others about how equivalency is given in these kinds of circumstances.

Long time Equivalency Committee member S. Ling stated that the proposed memo clarifies what process has been followed in accordance with the State. Having an Equivalency memo approved by the Senate would provide clarity for new division deans and/or potential candidates without a master's degree.

D. Haley and M. Bonilla stated that most of the language in the proposed memo is incorporated in Hiring Policy 6100 which is scheduled to go before the Trustees at their next meeting. M. Bonilla said the proposed Memo could be called an Academic Senate handout for new hires facing equivalency issues.

J. Igoe and V. Foster supported having information to compare the differences/similarities between the Memo and Policy 6100.

## 2. Plus-Minus Grading: Susie Ling

S. Ling	<p>The Plus-Minus system would benefit the B+ students.  This would be a flexible voluntary plus/minus system.  The state does not allow giving C- or A+ grades. A+ does not have a numerical difference from an A.  Would like the Senate to allow a "voluntary" committee to review the pros/cons of establishing a policy giving flexible choices to the instructor  History: Passed by Senate in 1997 with Faculty voting against implementation</p>
Comments	<p>Y. McKay: Need a faculty vote.  P. Peach: In the past there was not wide spread faculty support to move forward.</p> <p>Additional Senate comments received in support of creating a Senate committee to include preparing pro/con data and generating information to share within the divisions. The Senate Executive Committee will develop a committee to address these topics.</p> <p>J. Igoe: would like to receiving information from S. Ling and Counseling about how would student transcripts would be impacted by receiving or not receiving plus/minus grades and if this type of voluntary process is common at other schools. A. Dodge (Educational Policy Committee chair) requested discussion of this process by the Senate Executive Committee.</p>

## VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

	<p>MOTION: Made by Y. McKay and seconded by A.C. Panella to review appointments 1-3 individually. VOTE: Unanimously approved.</p>
Recommendation 1.	<p>Appoint Matt Jordan, Shelley Gaskin, and Krista Goguen to the Hiring Committee for CTE Dean</p> <p>In response to concerns with M. Jordan possibly moving into a management position, B. Miller said he will not start the process of appointing the management position M. Jordan is applying for until the completion of the process of appointing a CTE Dean. It was recommended that  Matt Jordan's name be removed from this recommendation.  CTE representative D. Bird supports Recommendation 1 being filled quickly and efficiently.</p> <p>MOTION to approve made by Ahni Dodge and approved by M. Whitworth.  VOTE: MOTION PASSES: Ayes: 11 No: 9</p>
Recommendation 2.	<p>Appoint <del>Dustin Harvey</del>, Rod Foster, and Elaine Fong to the Hiring Committee for Dean of Faculty.</p> <p>The Dean of Faculty would report directly to V.P. Dr. Bell, be a faculty advocate and address faculty and students needs (i.e., evaluation, grievance, student concerns) in an expeditious manner, allowing Dr. Bell to work on additional academic matters.</p>

	<p>President Harvey withdrew his name for consideration and will ask for a volunteer to replace him. The third committee volunteer could be appointed within two weeks.</p> <p>MOTION to approve made by R. Marheine and seconded by Katie Rodriguez. VOTE: Motion passed.</p>
Recommendation 3.	<p>Appoint Katie Rodriguez the faculty co-chair of the Professional Development Oversight Committee</p> <p>In response to FA concerns for the need of release time and/or compensation for the large amount of responsibility required for this position outside the classroom, President Harvey said he would look into the issue of release time.</p> <p>MOTION for approval made by R. Marheine and seconded by L. Persaud. VOTE: Motion passes by a majority vote. Abstentions: 1</p>
Recommendation Concerns	<p>Numerous concerns were received recommending that the Senate Executive Committee not fill future committee vacancy requests during the summer until the entire Senate could review and vote on the process. It was stated that this problem will be a much greater problem with the new calendar and could be addressed by revising the Senate Bylaws.</p> <p>Response: J. Igoe: During the summer, the Senate Executive Committee received approximately thirty committee vacancy requests. The Committee sent out volunteer requests to numerous faculty on campus in the summer. Based on response and need, it was decided that it would be in the best interest of the campus for the Committee to fill three of the top urgent requests to allow for certain classes and work on campus to be functional. Senate and other faculty volunteers are urged to contact the Senate Executive Committee if there is an interest in serving on one or more of the remaining twenty-seven committees.</p>

Sent to Committee: None

## VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President's Report : President Harvey attended the September 15 Board Retreat.

A contract was approved for the campus to move to Ellucian (AIS provider) over the next 18 months.

Ms. Terri Hampton has been appointed the new Executive Director of Human Resources.

Mary Dowell gave a presentation on San Francisco City College and accreditation. The Board members discussed the fact that many schools going on warning because of boards not behaving properly and they must carefully study their own activity going forward.

Received confirmation from Dr. Rocha this morning that four policies passed by the Senate last spring will be presented at the October 3 Board meeting.

- Policy 4020: Enrollment priorities
- Policy 4520: Student Conduct
- Policy 6100 Full-Time Faculty Hiring Policy
- Policy 6150 Part-Time Faculty Hiring Policy

### Professional Development Day

Positive full time faculty feedback has been received for the Professional Development Day E-Vite.

The E-Vite invitation will be forwarded to adjunct faculty this evening (9/24/12).

A division hour activity list will be forwarded to all Senators and may be accepted in person or by e-mail during the course of this week to President Harvey ([dahanvey@pasadena.edu](mailto:dahanvey@pasadena.edu)) or to the Senate office, Room C227) [/jabenson@pasadena.edu](mailto:jabenson@pasadena.edu). Only the activities have to be listed, not names.

Event Attendance Requirements: Only full-time faculty are contractually obligated to attend. Adjuncts are only required to be on campus for the hours they are on campus on Tuesdays.

Workshop Attendance: A sign-in list will be developed through Event-Brite and listed by division. Copies of these lists will be provided to the division deans and Vice President Bell.

Jo. Buczko: New HR Hiring policy ratified at last meeting.

R-2 Vice President's Report: A.C. Panella: No report.

R-3 Secretary's Report: Jessica Igoe. No Report.

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

## VIII INFORMATION ITEMS

1. Calendar Committee: Krista Walter / Dr. Bell (Moved up on Calendar)

2. Professional Development Day: Division Hour: Positive faculty feedback has been received to E-Vite. This evening workshop registration will be opened up to all faculty (FT and Adjunct) by an e-mail notice from President Hanvey.

Adjunct faculty who normally teach on Tuesdays, are to attend this event for the number of hours they normally teach on Tuesdays (includes morning, afternoon, or evening sessions). Full time faculty attendance is mandated by the faculty contract. Copies of workshop attendance lists will be provided to both the division deans and Dr. Bell at the end of the day. This date will be a regular work day for classified staff.

## STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: R. Marheine: Negotiations are continuing each Friday. The FA is contesting legally and collegially the cancelling of winter intersession. Students overwhelmingly favor having a winter intersession. If Prop 30 passes, the financial benefit could support 1230 sections. Many other community colleges have reduced or eliminated classes but not the entire winter intersession.

S1-2 FACCC REPORT: No report:

S1-3 ADJUNCT FACULTY REPORT: Mark Dodge: No report.

## IX. ANNOUNCEMENTS

1. Professional Development Day: October 2, 2012, 8:30 AM-3PM  
Lunch: A variety of lunch trucks will be permitted on campus. Suggestions may be forwarded to President Hanvey. Leslie Tirapelle was thanked for her work on this event.
2. ASCCC Fall Plenary Session: November 8-10, 2012, Irvine Marriott  
Attendees: Senate Executive Committee

MOITION to Adjourn made by Mark Dodge and K. Rodriguez.

Next Senate Board Meeting October 8, 2012  
Room C233