

January 14, 2013

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	TOMÁS RIOJAS
ENGINEERING	DEBORAH BIRD
ENGLISH	MARTHA BONILLA
ENGLISH	MARJORIE SMITH
KINESIOLOGY, HEALTH & ATHLETICS	TERRY STODDARD
LANGUAGES	LOKNATH PERSAUD
LANGUAGES	ANDRZEJ BORJARCZAK
LIBRARY	DOROTHY POTTER
MATHEMATICS	PAT PEACH
MATHEMATICS	KATHLEEN UYEKAWA
NATURAL SCIENCES:	KATIE RODRIGUEZ
NATURAL SCIENCES	VALERIE FOSTER
PERFORMING AND COMMUNICATION ARTS	TAD CARPENTER
SOCIAL SCIENCES	EDUARDO A. CAIRO
VISUAL ARTS AND MEDIA STUDIES	YOLANDA MCKAY

OFFICERS AND MEMBERS ABSENT

ENGLISH	ROGER MARHEINE
HEALTH SCIENCES	
PERFORMING AND COMMUNICATION ARTS	MARK WHITWORTH
SOCIAL SCIENCES	LAUREN ARENSON
SPECIAL SERVICES	JO BUCZKO

GUESTS

DEAN, ACADEMIC & STUDENT AFFAIRS	OFELIA ARELLANO
PROJECT COORDINATOR: WELLNESS PROJECT	THERESA REED
CLASSIFIED SENATE	DEBRA CANTARERO
PCCFA	PAUL JARRELL
COURIER	ALIA FUNARO JOHN NOVAK ANTHONY RICHETTS

I. CALL TO ORDER 3:10 PM

II. PLEDGE OF ALLEGIANCE: Led by P. Peach.

INTRODUCTIONS: Ofelia Arellano, Dean Academic & Student Affairs, Debra Cantarero, Classified Senate

III. APPROVAL OF December 3, 2012 MINUTES

Y. McKay suggested it would be helpful for the minutes to reflect entire committee names instead of acronyms.

**MOTION** made by P. Lynn and seconded by P. Peach to approve the minutes.

**VOTE:** Minutes approved as submitted unanimously.

Special Announcement -- President Hanvey:

1: Announced that Senate Treasurer, Dan Haley, is absent from today's meeting. He has travelled to New York following the passing of his mother over the weekend. A condolence card was presented for signature. He will be given a meeting update upon his return next week.

2: Asked for a "Moment of Silence" in memory of the children who passed in Sandy Hook and for PCC employee Management Information Services) Michael Buckhouse.

IV. PUBLIC COMMENT:

E. Cairo	1: Recommended the Senate executive committee provide a meeting "recap" of what is to be occurring at future meetings and what action needs to be taken. 2: Agenda Item Request: Pending Reorganization, its impact on the Senate.
D. Hamman	Re: January 16 Board Meeting Packet Concerns. 1. Reduction and increase in fees for tuition and capital outlay. Was the Senate leadership was aware of or involved in this process? Answer: No. From: \$207 to \$193 towards tuition and From: \$11 to \$35 towards capital outlay. 2. Employment: Donald Yoder is being recommended as Director of Police and Safety Services to replace Peter Michael. The Senate leadership was not aware of a hiring committee for this recommendation. The Senate Leadership was not approached and they will follow-up on this matter at the January 16 Council on Academic and Professional Matters (CAPM) meeting.
M. Bonilla	
M. Smith	Requested Carnegie Hour forum information on arguments: pro & con D. Hanvey: The Senate office has information provided by K. Walter which can be scanned and posted to the Senate web site.
L. Persaud	Adhoc Committee on Scheduling membership. See Executive Committee Recommendation 2.

President Hanvey and the Senate Board thanked Senate Office Secretary J. Benson for coordinating the set-up of refreshments for today's meeting.

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

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

Item 1.	Appoint Debra Bronstein to the Senate Scholarship Committee.
Background: D. Hanvey	The former Committee Chair (Robert McLean) and several committee members have stepped down. D. Hanvey will send out an e-mail asking for interest to participate on this

	<p>Committee. The time commitment requires approximately four meetings over the course of February – April. December and last week all Committee members were contacted and asked about stepping forward to be the chair. English Scholarship Committee Chair, Debra Bronstein, has been contacted by D. Hanvey and is willing to serve on the Committee. Interested Senate representatives may also contact D. Hanvey.</p> <p>Concern Received: Review of applications by a committee member who has submitted a letter of recommendation. Response: D. Hanvey said the chair would have to decide on this. He stated a committee member would probably have to excuse him/herself from voting on an application if a letter of recommendation were personally written.</p>
MOTION & VOTE	<p>MOTION Made by P. Lynn and seconded by A.C. Panella to approve Information Item 1. VOTE: Unanimously approved.</p>
Item 2.	<p>Appoint Yolanda McKay to the Ad Hoc Committee on Scheduling.</p>
	<p>D. Hanvey: Feedback Request Submit a paragraph listing name and description of reasons to serve on the committee. Deadline: January 25<sup>th</sup>. These descriptions would provide insight into specific division issues. This information will be sent to the Senate Board before the January 28 meeting.</p> <p>Senate Response: Committee membership could be comprised of membership from each division.</p> <p>D. Hanvey: Because Y. McKay recommended the development of this Committee at the last Carnegie Hour Discussion, it would be appropriate to appoint her to the Committee as a whole. Crystal Kollross would be the committee's management representative. The original Committee conception was going to be five faculty, one manager (C. Kollross) and one student. Approximately 5-10 committee membership requests have been submitted. A Senate call for faculty volunteers has not been sent out. If full division representation is required this would include 15 faculty and student and manager representation. The students would want more representatives too. All shared governance meetings are publicized.</p>
MOTION & VOTE:	<p>Motion made by L. Persaud and K. Rodriguez to approve Information Item 2. <u>Discussion</u>: The committee would decide on meeting dates/times. Today's vote is only for an appointment to the Committee. Vote: Motion unanimously approved.</p>

Sent to Committee: None

## VII. REPORTS FROM EXECUTIVE COMMITTEE

### VIII: INFORMATION ITEMS: The following items will be discussed

#### 1. Health Wellness Survey: Theresa

R-1 President's Report/Senate Goals: Dustin Hanvey:

Campus Wide Event: April 2, 12PM-1:30 PM: Creveling: L.A. Times' Writer and novelist, Hector Tovar has been contacted by Beverly Tate and has agreed to come to PCC. Publication fliers are being developed.

Faculty Suggestions: Mr. Tovar could be mentioned in class, have some of his writings incorporated in class work or included in student assignments. He will be available to answer questions and sign books. There will be book raffles.

### Future Agenda Items:

#### Presentation/Discussion

1. IEC (Institutional Effectiveness Committee) Policy revision (unanimously approved by the IEC at the end of last semester).  
Shelagh Rose will talk about this at the January 28 meeting. Division review and input will be solicited with an anticipated vote at the next Senate meeting.
2. Task Team 3 is moving forward and will be discussed at the January 16 CAPM (Council on Academic and Professional Matters) meeting.  
Feedback Request: At the last Senate meeting one representative for each division was agreed on for Bylaws Committee membership. President Hanvey would like feedback on how to best get these representatives seated.
3. Election guidelines and the names of those who applied from different areas. D. Hanvey's suggested the Senate representatives to run individual elections their area. An official ballot process would be required for all areas even if there is only one nominee. President Hanvey will provide the volunteer names received. The Executive Committee would provide guidelines (bullet points). The Elections Committee will not work on this process as they are scheduled to run the Senate election process.  
Possible Election Deadline: Friday, January 25<sup>th</sup>.

#### Comments

The selection process could be run the way the Senate Election process is handled.

Election process could be handled in the manner easiest for each specific area. The results would be provided to the Senate Executive Committee.

The Senate Bylaws do not reference specific voting guidelines/details.

Everyone needs an opportunity to volunteer.

President's Suggestion: he would send out an entire faculty message requesting committee volunteers and listing those who have already volunteered. Either D. Hanvey or division representatives could be contacted by February 8.

Mentioned by M. Bonilla: Election would have to take place by February 11<sup>th</sup>.

#### Item Outside the Senate -- Faculty Hires:

The Senate is to receive requests from the Deans about which hires they want and the Senate Committee will rank these requests.

To make sure the divisions have at least one representative on this committee, please contact D. Hanvey.

The division representatives will decide how the committee representative(s)/alternates are chosen.

Academic Monthly will be sent a notice about this process by January 15<sup>th</sup>.

Tentative: Dr. Bell would like these positions "flown" by the end of February with interviews in March/April.

All four current committee members are active members.

E. Cairo:

The Senate should not participate in emergency hire processes in the summer, while the Academic Senate is not meeting.

R-2 Vice-President's Report: A.C. Panella:

See Information Item 2.

Friday, January 18: General Ed Colloquium is scheduled and will focus on communication across the disciplines.

Event Brite Registration is on line and limited to about 100 spaces. There are some General Ed Outcomes that include student learning outcomes for the whole campus, what should be done in basic classes and looking at dealing with reading, writing and speaking in all classes in learning how to assist students in this communication outcome.

R-3 Secretary's Report: Jessica Igoe:

During next two weeks will check on the following:

Senate Minutes: Acronyms are to be spelled out.

CAPM (Council on Academic and Professional Matters) Jan 16: will ask about the Police Chief Hiring process that did not go through the Academic Senate.

Senate Bylaws: Will review bylaws regarding Senate representation requirements.

Future Leave from Senate Board: J. Igoe's baby is due March 29<sup>th</sup> and hopes to attend future Senate meetings through March 18<sup>th</sup>. Suggestions given for replacement/alternate Academic Senate Secretary include:

- Invite former Senate President, E. Martinez, to "fill in".
- Have an interim Secretary; or
- President Hanvey could (and would be willing to) review the minutes.
- Having an interim appointee would not affect current representation on the College Council. D. Haley could take over in this and other similar areas.

R-4 Treasurer's Report: None.

## VIII. INFORMATION ITEMS

Journey to Wellness Project	<p>Presenter: Theresa Reed, Project Coordinator</p> <p>Ms. Reed thanked faculty for continuing to be the biggest responders and supporters of the Journey to Wellness Project. The Wellness Fair was a success.</p> <p>January 16: Kick-off orientation date for launching PCC's version of the "Biggest Loser" for the entire campus. Questions may be forwarded to T. Reed.</p> <p>Concerns for student health and safety with weight loss process involving monetary incentives.</p> <p>T. Reed: There will be program contracts which will be reviewed and analyzed along with accessibility to resources to encourage a healthy campus collaborative participation process. T. Stoddard: Participation is an individual choice.</p>
1. Student Health Survey	<p>The Journey to Wellness Project is funded through a Chancellor's office grant and is required to coordinate a Student Health Survey. PCC participated in a 2007 survey process under the direction of Jo Buczko.</p> <p>Handout: Survey particulars such as Possible Uses for Survey Results and a timeline for implementation were provided.</p> <p>35-45 minute in-class voluntary student survey and voluntary for faculty to allow permission for Wellness Project staff to come into the classrooms.</p> <p>By the end of January it is anticipated that Institutional Planning and Research (IPRO) will develop a random/computer sampling of classrooms to allow the survey of approximately 1400 students for statewide student data based on a calculation for PCC's total enrollment. Data collected will assist in areas of student health issues, challenges and strategy development.</p> <p>February: Project goals</p> <ul style="list-style-type: none"><li>Lunch for faculty whose class(es) have been selected to participate in the survey</li><li>Secure &amp; train proctors</li></ul> <p>March/April: Implementation of Survey</p> <p>Incentives: Faculty: I-pad drawing.</p> <p>Students: Free Give-A-Ways, raffles, refreshments</p> <p>Faculty Feedback may be sent to <a href="http://www.surveymonkey.com/s/YVJTBK7">http://www.surveymonkey.com/s/YVJTBK7</a></p>
SENATE CONCERNS & COMMENTS	<p>A 45 minute voluntary in class survey would not be considered by many faculty.</p> <p>Certain lab hours might provide an avenue for time to take surveys.</p> <p>Students should be contacted directly</p> <p>Monday and/or Monday/Wednesday classes are not good survey times.</p>

	<p>T. Reed:  Recommendations will be taken back to the consortium.  This is not an annual survey.  PCC is undertaking a process that was developed at the statewide level.  A contingency plan is needed for students unable to complete the survey.</p>
2. Parliamentary Procedure Quick Overview	<p>Presenter: A.C. Panella  More in-depth information should be provided by the Senate Parliamentarian at the next meeting.  Parliamentary Procedures – Brief Version  Purpose: to have clear and effective meetings which are respectful of time and energy of the Senate Board and others.  Agenda items:  Should be written and done in advance of at least 72 hours before Senate meetings.  Conversations: One-sided and not to be open for debate.  Voting Items are open for debate.  Timely Meeting Discussion: Time signals may be called.</p> <p>Comment: E. Cairo asked if time limits could be listed on the Agenda and if meetings could start on time. (<i>The meeting is started once there is a quorum.</i>)</p> <p>Debate:  Debate is to be balanced with equitable distribution. Only one person can talk at a time. Have clear for and against arguments. Once one-side has run out, the conversation is “over”. When conversations are done the question is called and seconded and it is time to vote (for, against and abstentions). Traditionally a chair does not need to ask for abstentions. Our current Senate chair does.</p>
3. Senate Goals/Update/ Discussion Spring 2003	<p>Were covered during President’s Report</p>

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

##### STANDING INFORMATION ITEMS

S1-1 **PCCFA REPORT:** Paul Jarrell, PCCFA Secretary.

Calendar: A Faculty Association Rally involving FA members, faculty and students was held on January 10 to remind the campus of concerns in opposition to the new calendar and elimination of the winter intersession.

##### Negotiations:

An impasse was requested by the Faculty Association over the calendar imposition. On November 5 the District’s offer expired. An impasse was filed at the request of the District over successor agreement negotiations. An appointed mediator has been appointed and was met with in early December to set the ground rules. On January 24, the mediation process will begin to address the issues.

Carnegie Hour: Discussion would be held about changing the number of instruction hours for a three unit class and remain within the Title 5 guidelines for the Carnegie Hour. Comment: PCC is currently on the Carnegie Hour.

PCCFA Elections should be held around early April.

S1-2 **FACCC REPORT:** None

S1-3     ADJUNCT FACULTY REPORT: None

**IX.        ANNOUNCEMENTS**

1. Plus-Minus Grading Update: By D. Hanvey for Susie Ling.

S. Ling sent out a Plus-Minus Grading Survey to all faculty. This survey includes pro and con information about the proposed change. The survey is to be distributed to all division members, collected and returned by the February 5 deadline to S. Ling.

S. Ling hopes to present this data to the Senate and request a Senate vote based on the data.

President Hanvey will re-send the survey and pro and con information to the Senate representatives.

A concern and request was received on behalf of Marjorie Smith (Room C252P) for Senate assistance in requesting a “working computer” to properly do her job as an Academic Senate representative.

**ADJOURNMENT:**

Next Meeting: January 28, 2013

X.        ADJOURNMENT: Next meeting is Monday, Jan. 28, 2013

**MOTION** to adjourn made by Martha Bonilla, and seconded by T. Carpenter.

Next Senate Board Meeting January 28, 2013

Room: Circadian