

February 25, 2013

OFFICERS AND MEMBERS PRESENT

ACADEMIC SENATE PRESIDENT	DUSTIN HANVEY
VICE PRESIDENT	A. C. PANELLA
SECRETARY	JESSICA IGOE
TREASURER	DAN HALEY
ADJUNCT FACULTY	ALEXIS MOORE (Alt)
BUSINESS & COMPUTER TECHNOLOGY	PATRICIA LYNN
BUSINESS & COMPUTER TECHNOLOGY	EARLIE DOUGLAS
COMMUNITY EDUCATION CENTER	DANNY HAMMAN
COUNSELING	PATRICIA D'ORANGE MARTIN
COUNSELING	TOMÁS RIOJAS
ENGINEERING	ALAN ARMSTRONG (Alt)
ENGLISH	ROBERT OVENTILE
ENGLISH	PAT ROSE
ENGLISH	MARJORIE SMITH
ENGLISH	MARTHA BONILLA (Alt)
HEALTH SCIENCES	KRISTIN K. HYATT
KINESIOLOGY, HEALTH & ATHLETICS	TERRY STODDARD
LANGUAGES	MELISSA MICHELSON (Alt)
LANGUAGES	ANDRZEJ BORJARCZAK
LIBRARY	DOROTHY POTTER
MATHEMATICS	PAT PEACH
MATHEMATICS	KATHLEEN UYEKAWA
MATHEMATICS	MATTHEW HENES
NATURAL SCIENCES:	KATIE RODRIGUEZ
NATURAL SCIENCES	VALERIE FOSTER
NATURAL SCIENCES	PAUL JARRELL
PERFORMING AND COMMUNICATION ARTS	TAD CARPENTER
PERFORMING AND COMMUNICATION ARTS	MARK WHITWORTH
SOCIAL SCIENCES	EDUARDO A. CAIRO
SOCIAL SCIENCES	FRANCIS NYONG
SOCIAL SCIENCES	DEREK MILNE
SPECIAL SERVICES	JO BUCZKO
VISUAL ARTS AND MEDIA STUDIES	YOLANDA MCKAY
VISUAL ARTS AND MEDIA STUDIES	ROD FOSTER

OFFICERS AND MEMBERS ABSENT

ENGINEERING	DEBORAH BIRD
HEALTH SCIENCES	BLANCA RODRIGUEZ
HEALTH SCIENCES	KAREN SKIATHITIS
LANGUAGES	LOKNATH PERSAUD

GUESTS

VP & ASSISTANT SUPERINTENDENT ACADEMIC AND STUDENT AFFAIRS	BOB BELL
VP, ASSISTANT SUPERINTENDENT, BUSINESS AND COLLEGE SERVICES	BOB MILLER
IEC [Institutional and Effectiveness] COMMITTEE REPRESENTATIVES	CYNTHIA OLIVO STEPHANIE FLEMING TITO ALTAMIANO
PCCFA	PAUL JARRELL
ASSOCIATED STUDENTS PRESIDENT	SIMON FRASER
CLASSIFIED SENATE	JEFF WOJCIK
COURIER	ANTHONY RICHETTS

I. CALL TO ORDER 3:05PM

II. PLEDGE OF ALLEGIANCE; INTRODUCTIONS; GUESTS:

Pledge of Allegiance: Led by: Pat Peach

Beginning Introductions: Crystal Kollross of Institutional Planning; Stephanie Fleming (Accreditation); Roger Marheine (PCCFA); Cynthia Olivo (Dean, Counseling and Student Services); Simon Fraser (President, Associated Students); Jeff Wojcik (President, Classified Senate)

III. APPROVAL OF February 11, 2013 MINUTES

MOTION to approve the February 11, 2013 Minutes: A.C. Panella / seconded by T. Stoddard.

VOTE: Motion passed unanimously.

President Hanvey

1. Minutes: At the request of the recording secretary Senate members and guests are asked to give their name to assist with identification when recording these meetings.
2. NCN's [Normal Closing Numbers]: President Hanvey noted that he had been ill the preceding week and was not able to place this matter on today's agenda. The Senate Executive Committee supports and respects the C & I process. This item will be placed on the next Senate agenda for review and recommendation for a vote. **Recommendation:** For Executive Committee Recommendation to be sent out before the next meeting to the Senate Board.

IV: Public Comment

Ad Hoc Faculty Committee Conducting a Vote of No Confidence:

Steve Pell was asked to read a Committee Statement to the Senate Board.

The Committee was formed as a grass-roots democratic and collegial effort and its work is a natural progression of two surveys that went out last semester. The sole purpose is to be a mechanism to implement a ballot initiative of no confidence for President Rocha.

The Committee's charge reflects the overall consensus of the campus-wide faculty retreat.

The statement stressed the need for community awareness of this process, and better informing the community on other campus issues, including Board of Trustee elections, adding that a well-informed community contributes to the

health and success of the college. An administrative evaluation system is needed. All senators were encouraged to cast their votes in working towards collegiality at PCC. Ballot results will be publically announced after spring break. P. Rose recommended that a vote of no confidence would support administrative evaluation, which includes the college president.

Associated Students President: Simon Fraser

Information was read on the need to maintain communication within shared governance in relation to Associated Students 9+1 and the Academic Senate: 10+1. The Senate was requested to forward all information on today's and future school policies to the Associated Students for review, formal discussion and recommendations. As a result of the calendar change, a large number of student transfers and transfer processes have been seriously affected either by rejections and/or delays. Request was made for: 1) that future Senate matters relating to 9+1 areas of Title V be placed on the Associated Students agenda for review and input; 2) for an Academic Senate representative to be present at all Associated Students meetings. 3) The Senate Executive Committee was asked to respond with a statement at the next Associated Students meeting: February 27, 12PM-2PM.

Latino Employees Association Announcement: Tito Altamirano, announced that ALE anticipates selling at least 200 tickets to its April 15 Dodger Night. This date is also Jackie Robinson Night at Dodger Stadium.

Ticket Cost: \$35.00; Sales Location: Student Bank: B203 x7336

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

#1: IEC Policy 2560: Revision

Third Read: 02-25-13: With debate and possible action to follow (20 min); Second Read: 02-11-13; First Read: 02-28-13

Presenters: Cynthia Olivo & Stephanie Fleming

Handout: Revised policy with corrections received from the Feb. 11th Senate meeting

- Policy Revisions: Word/Term Changes: 1) MOU changed to Recommendation & 2) Chief Instructional Officer changed to VP of Instruction

Power-Point Presentation: Function and Purpose of IEC: Stephanie Fleming

MOTION made by A.C. Panella and seconded by Terri Stoddard for discussion of the Policy. VOTE: Approved.

Power-point Presentation: Stephanie Fleming

The IEC Policy is a three-year process having gone through extensive vetting within shared governance. The ACCJC (Accrediting Commission for Community and Junior Colleges) requires (by federal mandate within two years) that changes be made to improve student learning, institutional planning, governance, institutional effectiveness and program performance. Program review reflects a cycle of change in these areas. Failure to show changes could result in sanctions.

Questions and Responses were received regarding clarification on the breakdown of instructional versus non instructional program review; show cause; and the composition and charge of the IEC Committee which is described within the policy. The original policy is on-line. Revised copies of the policy were provided. Request was received for future policy changes to be forwarded to the Senate Board before its next meeting. IEC makes recommendations about resources through an informed process but it has no authority to allocate resources. Program reviews are informational.

VP Miller: IEC is one of nine standing committees under College Council. There are three accreditation warning levels: warning; probation; and show cause steps.

D. Harvey: Faculty representation on the committee should be in proportion to the campus faculty population. Recommended adding four more faculty representatives.

MOTION 1 made by P. Jarrell and seconded by Y. McKay to bring this item on next Senate agenda.

MOTION withdrawn to allow more comment.

Concerns/Recommendations:

Under 10+1, program review should be an Academic Senate process through IEC which should be a Senate

sub-committee. Under Education Code 10+1 pertaining to Academic Senate responsibilities, IEC is not to perform program reviews.

Under shared governance (9+1) the Associated Students are to have a voice in the program review process. Concern with current faculty membership on committee versus revised membership following division realignment. Revised policies and drafts need to be received by the Senate Board in a timely manner.

IEC has assisted the campus in becoming more effective with a process that assists with review and focuses on student success. The IEC does not write outcomes or change outcomes. It does not discontinue programs. It examines data and does not create data sets. Vitality review is included as part of the rubric.

Additional concerns were received about how the new policy relates to the Educational Master Plan and how its wording could be interpreted to give a recommendation for program discontinuance following the first read of a program review. C. Olivo said this is where the MOU comes into play and said she would forward to President Hanvey a copy of a statewide paper on how IECs are linked to the program review process.

Math Division representative K. Uyekawa said her area has been helped through program review.

Today's power-point presentation will be forwarded to the Senate President.

MOTION 2 made by A. C. Panella and seconded by P. Jarell to table discussion on this matter until the next Senate Meeting (March 18). VOTE: Approved unanimously.

V.P. Panella thanked Stephanie for her assistance in PCC's forensic team receiving top ranking in a recent California state debate tournament.

#2: Auditing of Classes: Second Read: First Read: 2-11-13: Presenter: Tad Carpenter

Revised Policy Handout: A few of the unrevised copies were accidentally intermingled with new ones.

The old items are ~~crossed out~~ and additions are in **bold**.

Current Revisions Include:

1. b. Auditors shall adhere to the same conduct, rules and regulations as regularly enrolled students as described in the Student Conduct and Academic Honesty Policy #4520.

1.h. no student will be permitted to change his or her enrollment in a course from credit to audit once the last day to drop without a W because the census has passed.

Concerns/Comments/Responses

- Feedback was received from 12 divisions
- Fee Policy: The Education Code 76370 requires a \$15/unit cost to audit a class. The college would reflect an increase or decrease of the imposed fees if the policy changes.
- Credit students should have first access to class equipment.
- It is the Instructor's discretion to allow or not allow auditors.
- Auditing has been discussed with administration at a very basic level.
- If there is Senate approval, more work would need to be done including presentation to CAPM, administration and a review of many areas such as costs, student impact, double-checking with Education Code Title V, and contact with the Chancellor's office.
- In reference to shared governance, Associated Students requested no Senate action be taken until they have an opportunity for review of the policy
- Consult with Financial Aid regarding the affects of auditing on a student's full-time status.
- Credit students are enrolled first. Auditors may enroll in the second week and must take their application to the instructor.
- VP Miller said he could look into insurance questions. Insurance matters would have to be made official.
- Listing divisions that do not allow auditing is not legal.

- No reference to auditing would appear on a student's transcript.
 - PCC could lose students to neighboring colleges that allow auditing.
 - Divisions could relay whether or not they allow auditing by handing out auditor paperwork.
- Item 1.h: The fee for auditing will be assessed at \$15.00 per semester per unit as stated in the Education Code 76370. If the Education Code fee policy changes the college will reflect the increase or decrease of those imposed fees.

Amendment Recommendations

- Allow summer 5 units.
- 16 weeks is the prior semester.
- Grammar corrections

MOTION made by A.C. Panella to approve the current policy with the friendly language amendments. No second. The Motion was tabled.

MOTION made by E. Cairo to extend the discussion time 10 more minutes seconded by J. Buczko.

VOTE: YES: 5. NO: Majority voted to close the Discussion.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

1. Appoint Dorothy Potter, Dan Meier, Deborah Bird, Edward Martinez, Josh Fleming, Rod Foster, Gloria Horton, Erlend Weydahl, Terry Stoddard, Earlie Douglas and Peter Castro to the Senate Bylaws Committee.

MOTION to approve the appointments made by Patricia Lynn and seconded by Yolanda McKay.

FRIENDLY AMENDMENT made by Dustin Hanvey to add the following names to the appointments to the Senate Bylaws Committee: Danny Hamman, Eloy Zarate and Jo Buczko.

MOTION: A.C. Panella and seconded by Dan Haley.

Division Representation	Appointees are to have been voted in by their divisions.
Library	Dorothy Potter
English	Dan Meier
Engineering & Technology	Deborah Bird
Counseling	Edward Martinez
PACA	Josh Fleming
VAMS	Rod Foster
Languages	Gloria Horton
Math	Erlend Weydahl
Kinesiology, Health and Athletics	Terry Stoddard
Business	Earlie Douglas
Natural Sciences	Peter Castro
CEC	Danny Hamman
Social Sciences	Eloy Zarate
Special Services	Jo Buczko

MOTION to approve the Friendly Amendment to Item 1 made by P. Lynn and seconded Y. McKay.

VOTE: Motion passed unanimously.

2. Appoint Cecile Davis-Anderson and Armando Duran to the Student Success Coach Lead Hiring Committee.

3. Appoint Deborah Bird to the Media Production Specialist Hiring Committee.

MOTION approving Items 2 and 3 made by Rod Foster and seconded by Y. McKay.

Discussion: The names were forwarded by Brock Klein. A.C. Panella said names forwarded by Dean Brock Klein are those of volunteers who have worked or worked directly with the specific classified personnel.

VOTE on the Motion: Unanimously approved.

4. Summer Committee Appointments: J. Igoe

(Proposed) Interim Guidelines for Filling Committees during the Summer.

Handout: Outlines guidelines developed to address emergency committee needs should they occur during the summer break.

The Bylaws Committee will need to develop a solution for how this process works during the summer, especially with our summer break being very long.

V.P. Panella: committee volunteers would have the right to refuse committee participation.

President Hanvey: Development of this process was a unanimous recommendation by the Senate Executive Committee. He thanked Jessica for taking the lead in this process.

Discussion/Recommendations

To submit future recommendations in advance for discussion first, and to be followed review and input at the next meeting.

The wording written in Example 2 of the handout will be "tightened up".

Delete in paragraph 4 the wording: . . . and the executive committee believes that the request cannot be delayed and for this wording to be replaced by specific criteria.

Request was received for more clarity in the wording of the fourth paragraph of the handout.

Additional concerns or questions may be forwarded to J. Igoe by the Thursday before the next Senate meeting.

MOTION made by E. Cairo and seconded by L. Persaud for this matter to be presented as a first read and to be presented for a vote at the next meeting. **VOTE:** Unanimously approved.

MOTION made by M. Michelson and seconded by J. Buczko to close discussion due to time.

Yes: Approved by majority. No. 5

Sent to Committee: None

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1: President's Report: Dustin Hanvey has been pursuing the possibility of having a large SASI grant available to be awarded by the Senate and is getting close to final confirmation. There may be the possibility of having to create a president's advisory committee to work on this item.

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

Calendar Committee: The Senate Executive Committee has discussed clarifying the charge of the Calendar Committee. At the next meeting Panella will present a written proposal on the charge of the Calendar Committee.

Recommendation: To forward this document to the Senate for review/discussion before the next meeting.

Bylaws Committee: The Committee is to self-select a chair. For a starting point, V.P. Panella will call the first meeting and in this meeting a chair will be selected. Possible meeting date: Either Friday, March 15 or Friday, March 22 from 9am-12pm. Location details are being worked out and a meeting confirmation will be sent out. Committee meetings are posted. Once a time/date is confirmed this information will be posted to the web site. It was asked for an e-mail to be forwarded to academic monthly.

Famous Last Words Seminar: A flier will be sent out soon for this final retiree seminar. Once the flier is received Senate representatives were asked to forward this information to their divisions.

Paul Jarrell added Ofelia Arellano last Friday to meet as co-chairs. She is putting together a rough draft of block schedules to be presented at a deans' meeting. This will be a starting point of discussion for the scheduling committee.

R-3: Secretary's Report: Jessica Igoe.

With the due date of her baby soon approaching, J. Igoe will not be attending the last two Senate meetings after March 18. President Harvey has volunteered to edit the minutes and write the Senate Nanoseconds. D. Haley as volunteered to attend the College Council meetings.

In a future Senate meeting Dr. Bell will report on deans' process in developing ways to organize themselves in the new school model, including what support structures will be underneath them.

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

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

1. Senate Elections: Pattie Lynn: Nominations are officially open for Academic Senate officers for academic year 2013-14. Handouts were provided to the Senate. Copies be sent via e-mail academic Monthly. Nomination Deadline: Thursday, March 14, noon.
Announcement Corrections
Committee Names: Rita D'Amico, Gloria Horton, Patricia Lynn, Nancy Rutzen [Pat Peach is no longer a committee member]. The information at the bottom of the announcement is to be corrected to read: Deliver this form by Noon on March 14, 2013 to: The Academic Senate Elections Committee: C227: Attn: Judy
2. Academic Rank Committee Announcement: Chair Patricia Lynn encouraged all eligible faculty to apply. Concern with time line and faculty delivering of process for ballots – time line is very tight. Because of time constraints the Committee is not planning a Senate candidates' forum this year. This process can be publicized in the PULSE.
3. Parliamentary Procedure: Mark Whitworth provided a summary of parliamentary procedure and resources during discussion of the IEC policy.
4. Senate Calendar Committee: Charge: AC Panella: See Vice President's Report (R-2)
5. Campus Smoking Policy: Jo Buczko, Health and Safety Committee Co-Chair: State laws have changed and community colleges can cite smoking offenders. The students are very much behind this process. Those interested in serving as committee volunteers may e-mail or call Jo Buczko. Senate approval of smoking law enforcement will be sought from the Senate. The Health and Safety Committee is not in favor of having a 100% smoke free campus.

STANDING INFORMATION ITEMS

S1-1 **PCCFA REPORT:** Paul Jarrell: PCCFA is scheduled to meet with the state mediator in March after break.

S1-2 **FACCC REPORT:** No report.

S1-3 **ADJUNCT FACULTY REPORT:** None

IX. ANNOUNCEMENTS

1. Senate Breakfast is on **May 3**, 2013 7:30am-9:30 am in Creveling
2. Hector Tobar Talk: April 2, 2013: 12 Noon-1:30, Creveling:
3. Statewide Senate Plenary: San Francisco: April 17-20, 2013
4. May 1, 5PM senate scholarsip awards breakfast.

X. **ADJOURNMENT: MOTION** to Adjourn made by M. Hennes and K. Uyekawa. Approved.

Next Meeting: March 18, 2013 3PM – Circadian