

February 11, 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 |
| COMMUNITY EDUCATION CENTER | DANNY HAMMAN |
| COUNSELING | TOMÁS RIOJAS |
| ENGINEERING | DEBORAH BIRD |
| | JASON NORRIS (?) |
| ENGLISH | MARTHA BONILLA (Alt) |
| ENGLISH | PAT ROSE |
| ENGLISH | MARJORIE SMITH |
| HEALTH SCIENCES | KRISTIN K. HYATT |
| HEALTH SCIENCES | BLANCA RODRIGUEZ |
| KINESIOLOGY, HEALTH & ATHLETICS | TERRY STODDARD |
| LANGUAGES | MELISSA MICHELSON (Alt) |
| LANGUAGES | ANDRZEJ BORJARCZAK |
| | |
| LIBRARY | DOROTHY POTTER |
| MATHEMATICS | PAT PEACH |
| 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 |
| | TERRI HAMPTON |

OFFICERS AND MEMBERS ABSENT

| | |
|-----------------|------------------|
| HEALTH SCIENCES | KAREN SKIATHITIS |
| MATHEMATICS | KATHLEEN UYEKAWA |
| | |

GUESTS

| | |
|---------------------------------------|------------------|
| DEAN: PERFORMING & COMMUNICATION ARTS | JIM ARNWINE |
| | BOB MILLER |
| | PRESTON ROSE |
| CLASSIFIED SENATE | DEBRA CANTARERO |
| PCCFA | PAUL JARRELL |
| COURIER | ANTHONY RICHETTS |

I. CALL TO ORDER 3:07PM

II. PLEDGE OF ALLEGIANCE; INTRODUCTIONS; GUESTS:

Pledge of Allegiance: Pat Pat Peach.

Self-introduction of Senate Representatives present at today's meeting.

Debra Cantarero (Classified Senate); Preston Rose (FA Vice President); Terri Hampton (Dean, Human Resources)
Bob Miller (Sr. VP/Assistant Superintendent); Anthony Richetts (Courier); Kevin Clinton (Associated Students).

III. APPROVAL OF January 28, 2013 MINUTES

MOTION to approve the Minutes made by A.C. Panella and seconded by M. Whitworth.

Additions/Corrections: #1) E. Cairo asked for his recommendation pertaining to the By Laws Committee received at the last meeting to be revised to read: That the Academic Senate Bylaws Committee move forward under the current representational model for one year. #2) D. Milne (Social Sciences) was present.

VOTE: Motion approved unanimously.

MOTION to move forward on the agenda presentation of Policy 4071: Auditing of Classes made by T. Stoddard and seconded by M. Bonilla. **VOTE:** Unanimously approved.

IV: Public Comment

| Names | Subject/Item |
|---|---|
| Senate Agenda Request: Re: NCN Number Change | <p>Kevin Clinton (student and former Associated Students officer) requested Senate discussion on changes made to PCC's NCNs (normal closing number). The Chancellor's and District office both say there is no order requiring NCN changes or changes to student access.</p> <p>He asked for Senate discussion to express concern with the NCN numbers being changed and alert the public on the topic. He researched a memo sent to deans on 11/20 but the Chancellor's office said there was no order for student access and the district office said there was no such order. This item should be on the senate agenda for discussion. Handout provided.</p> <p>Recommendation: E. Cairo recommended this matter as a future Senate agenda item. He was asked to present a written agenda request.</p> <p>J. Igoe said this matter should be handled in conjunction with Curriculum and Instruction discussion. M. Bonilla: Added that a clear decision making processes affecting faculty and students needs to be in place.</p> <p>M. Bonilla: Senate should discuss the process by which the decision to change NCN w/o input from C & I or senate occurred and the need for a clear procedural process. Need to express that decisions are not made with faculty/student input.</p> |
| E. Cairo | <p>Plus / Minus Grading Survey: Social Sciences</p> <p>In Favor: 20; Against: 18; No Opinion: 3</p> |

| | |
|--|---|
| 2013-2014 Senate Election Timeline | M. Michelson inquired about the status of this timeline. P. Lynn will be presenting the timeline at the February 25 Senate Meeting. Elected officers terms: Begin on July 1 st and ends on June 30 th |
| Administration/FA Lunch February: 8 th . | In response to D. Hamman's inquiry about his presence at the lunch, D. Hanvey said he was invited by Dr. Rocha to attend as a representative of the Senate to attend and listen. B. Miller added this was only a lunch which included: Dr. Rocha, Dr. Bell, himself, FA representatives R. Marheine, P. Rose (D. Hamman was unable to attend) and D. Hanvey. |
| Senate priorities during the time when the Senate is not in session. | In response to M. Smith: J. Igoe said very little business is handled because most faculty is not on campus. No policies would be passed. She is working on a proposal/interim plan for handling the process of placing faculty on committees that "come forward" in the summer. Some committees do and may choose to work over the summer. <u>Recommendation:</u> The ByLaws Committee might want to consider how to address this matter in the future. |

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

Parliamentarian Review of Discussion/Update:

1. Policy Overview
2. Discussion: No time limits
3. Once a motion is received and seconded,
4. The Senate will officially engage in an "alternating debate" with alternating arguments for and against the motion. A list of speakers for and against the policy will be received. Once there are no arguments for either the side for or against, the debate is over and it will be time to "move the question."

| | | | | | |
|--|---|--|---|---|--|
| <p><u>Second Read:</u> 02-11-13 <u>Recommendation:</u> Invite Dean Olivo to 02-25-13 Meeting</p> <p><u>First Read:</u> 01-28-1 Senate Meeting.</p> <p><u>Recommendations</u> Senate representatives were asked to bring the proposed policy to their divisions for review/discussion. A copy of the policy was forwarded to all monthly faculty.</p> | <p>Institutional Effectiveness Committee Policy 2560: Revision Revisions were made for clarity. Handout: IEC FAQs</p> <p><u>Shelagh Rose: Committee Co-Chair</u> Policy 2560 is a policy of program improvement and not program discontinuance. The IEC evaluates instructional; student services and administrative programs. It was made in response to faculty who have already gone through program review to address the step-by-step review process for either a two-year cycle for CTE programs or a six-year cycle for non-CTE programs.</p> <p><u>IEC Committee Membership represents a balance</u></p> <table border="1"> <tr> <td> 1 Faculty member from each division 4 Classified staff 1 Student [numbers has recently been increased from 1 to 3] </td><td> <u>Administrators:</u> 2 Co-Chairs 2 Division Deans 1 Dean of Institutional Planning & Research 1 Business & College Services </td></tr> <tr> <td colspan="2"> <u>Ex-Officio Voting Members</u> Director of Institutional Effectiveness Dean of Career and Technical Education Dean of Student and Learning Services Dean of Faculty </td></tr> </table> <p><u>Concerns With:</u> Administrative committee member numbers will double. <u>Response:</u> They will not. IEC members are not experts in all fields. The Senate should not have an IEC Committee member added to its Board. Release time should be increased for co-chairs and made available for evaluation team members. Verify committee member numbers: reference made to Policy and FAQ sheet. Non-faculty members might be more inclined to vote in line with administrative recommendations for their areas.</p> | 1 Faculty member from each division 4 Classified staff 1 Student [numbers has recently been increased from 1 to 3] | <u>Administrators:</u> 2 Co-Chairs 2 Division Deans 1 Dean of Institutional Planning & Research 1 Business & College Services | <u>Ex-Officio Voting Members</u> Director of Institutional Effectiveness Dean of Career and Technical Education Dean of Student and Learning Services Dean of Faculty | |
| 1 Faculty member from each division 4 Classified staff 1 Student [numbers has recently been increased from 1 to 3] | <u>Administrators:</u> 2 Co-Chairs 2 Division Deans 1 Dean of Institutional Planning & Research 1 Business & College Services | | | | |
| <u>Ex-Officio Voting Members</u> Director of Institutional Effectiveness Dean of Career and Technical Education Dean of Student and Learning Services Dean of Faculty | | | | | |

| | |
|--|---|
| | <p>Ex-officio member definition is needed: Are they voting or non-voting? According to Parliamentary Procedure in Robert's Rules, ex-officio members are allowed to vote. Clarification is needed of fundamental committee charge. Both the Policy and Rubric need revision.</p> <p><u>Shelagh Rose:</u> The IEC reviews program reviews. The IEC reviews program reviews and information selected for the programs. When necessary outside data and correspondence with active experts is used. Policy language/terms can be changed: Examples: statewide term of Chief Instructional Officer, from reviewers to qualified reviewers, etc. Faculty chairs and co-chairs are voting members. Current IEC committee process brings clarity to the committee's timeline. Through accreditation clear/consistent data sets on success and retention are required for programs undergoing program review. IEC appreciates the valuable and qualitative data gathered through surveys and contact with faculty and students pertaining to reviews, challenges and recommended improvements. IEC has developed steps for program improvements to avoid program discontinuance. The Policy is a response to faculty who have gone through program review asking for more clarity on what the recommendations are.</p> <p><u>A.C. Panella</u> recently attended a state accreditation conference. Across the state, many programs were saved from being cut by having a program review and data to support them. When schools go on "show cause" or receive a warning, programs get cut sometimes by other governing bodies other than the administration. The IEC committee is a collegial and open team operating to protect and improve our programs and student success. The Senate focus is needed on serving students and how to best show off our programs through program review.</p> <p><u>Accreditation:</u> IEC Committee membership is standard across the state. Every institution has to have an IEC as part of institutional planning.</p> <p><u>Program Planning:</u> Often requests for resources (new faculty, equipment, etc.) come out of program reviews.</p> <p><u>Concerns/Responses</u> Policy language needs clarification. The proposed policy appears to be in line with college restructuring. Some areas did not have a say in development of the IEC Policy. Three issues to look at individually: 1) Restructuring of the college; 2) IEC's role and authority; 3) MOU status. FA is not tied into this process.</p> <p><u>Shelagh Rose</u> The co-chairs lead the leadership group (mixture faculty, staff, students, managers) who set the agenda. Most of the Committee time is spent on program reviews and discussion. IEC assists with documenting improvement steps within a program so it does not get referred to program discontinuance. What's missing to make this more clear? IEC has created steps to document the program review process and suggest improvements to protect programs.</p> |
|--|---|

| | |
|--|--|
| | <p>MOTION made by K. Rodriguez and seconded by D. Bird to table this discussion. Discussion: Continuance of this matter should be handled at the beginning of the next Senate meeting. S. Rose will ask Cynthia Olivo to attend the first half of the Senate Board meeting.</p> <p>VOTE: Unanimously approved.</p> <p>Recommendations: Send suggested revisions and term changes directly to Shelagh Rose [serose@pasadena.edu] or to Cynthia Olivo [cdolivo@pasadena.edu] Add IEC Committee to Academic Senate's Web site.</p> |
| First Read: Policy 4021 Auditing of Classes | <p>Presenter: Tad Carpenter: Read Policy Guidelines: Pg. 2 of handout At present, students can only take a "family of courses" four times.</p> <p><u>Comments/Concerns</u> Repeatability has been hurt in Performing and Communication Arts and Kinesiology. The rules on auditing have changed. The Educational Policies Committee has approved this policy. Auditing was not allowed for many years. Senate review and approval is being requested. Auditing cannot be isolated to particular divisions. Auditing allows for greater collaboration with professionals in the community. Auditing helps prepare the way for lifelong learners. Auditing would be difficult for areas that have larger equipment and space requirements. Policy 1.a.: Audit enrollment is allowed solely upon the discretion of the instructor. Policy 1.k: Students enrolled in ten or more units for credit during a primary semester shall not be charged a fee to audit three or fewer semester units during a primary semester. [From: Education Code]. At may universities auditing students cannot actively participate in class so that resources and time are not taken away from other students.</p> <p><u>Addition Suggestions:</u> Instructors are under no obligation to give feedback on work submitted by an auditor. List instructor duties. Instructors do not have to give feedback or grade the work submitted by an auditor.</p> |
| | <p>The Education Code stipulates an audit fee of \$15.00/unit. The extent of an auditor's participation would be at the instructor's discretion. Reword Item b: An auditor shall adhere to the same rules and regulations that govern class behavior from the performance expectations for participation in class. The extent of the auditor's participation will also be up to the discretion of the instructor.</p> <p>For cost to be determined in alignment with regular credit enrollment. Reference to the fee could be worded: "in accordance with the current Educational Code" so this fee is automatically changed when the code is updated</p> <p><u>Concerns/Comments</u> Students can benefit from auditor experience/interaction. Insurance concerns is a legal question. Auditors cannot be asked to leave for no reason. Ed. Code 76370 states the auditing fee shall not exceed \$15/unit per semester. Class auditing does not show on a student's transcript. Could include seating and enrollment options. Most of PCC's competitive colleges allow auditing.</p> <p>Senate Recommendation: Present to divisions for review and feedback for future Senate review. Changes and suggestions may be forwarded to Tad Carpenter: cmccarpenter@pasadena.edu</p> |

| | |
|--|--|
| | At this point in the meeting the Secretary's report was moved up on the agenda: VII. R-3 |
|--|--|

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS:

| | |
|---------|---|
| Item 1. | Appoint Paul Jarrell, Rita D'Amico, Phillip Ricards, Myriam Altounji, and Claudia von Corva to the Ad Hoc Committee on Scheduling. |
| Item 2. | Appoint Carrie Starbird as the Chair of the Ad Hoc Committee on Scheduling. AMENDMENT: J. Igoe: At Carrie Starbird's request, she asked for her name to be pulled from consideration for this position. She will remain on the committee. P. Jarrell was recruited and is willing to serve as Chair. Yolanda McKay said at the last Senate meeting she said she was willing to serve as chair but would have no objections if someone else (P. Jarrell) wanted to serve as chair. After Senate discussion, P. Jarrell was put forward as the recommended Chair. MOTION approving items 1 and 2 made by Y. McKay and seconded by K. Rodriguez. VOTE: Approval of items 1 and 2 unanimously approved. . |
| Item 3. | Appoint Shelagh Rose, Yolanda McKay and Bill Moore to the Hiring Committee for Human Resources: MOTION made by K. Rodriguez and seconded by T. Stoddard approving Item 3. VOTE: Unanimously approved. |
| Item 4 | Appoint one: Ballot Provided: Keith Oberlander, Silvia C. Taloac (name withdrawn); Lori Gagliardi, Anita Bobich, Lynn Wright or Terry Stoddard to the vacancy on the Facilities Committee. Platform statements submitted by L. Wright; L. Gagliardi; K. Oberlander; and T. Stoddard; A. Bobich (no statement received). Ballot Distributed: Result: Lori Gagliardi was chosen as the candidate having received the highest number of votes. |
| Item 5 | Appoint Earlie Douglas and Martha Bonilla to the Faculty Hiring Priorities Committee. MOTION made by A.C. Panella and seconded by Y. McKay. VOTE: Unanimously approved. |
| Item 6. | The Academic Senate structure will remain under the current representational model until the Bylaws Committee completes its work. MOTION to approve Item 6: made by K. Rodriguez and seconded by Pat Peach. AMENDMENT made by E. Cairo and seconded by K. Rodriguez: The Academic Senate structure will remain under the current representational model for one year or whichever comes first. VOTE: Approved by a majority. NO. 1 Motion passed |

Sent to Committee: None

VII. REPORTS FROM EXECUTIVE COMMITTEE

| | |
|-------------------------------------|--|
| R-1: President Dustin Hanvey | ByLaws Committee Membership: Division volunteer names may be forwarded to D. Hanvey. Volunteer appointments will be approved at the next Senate meeting. D. Hanvey, attended a talk by the statewide Chancellor Brice Harris. His biggest concern was bringing adult education to the community colleges. Sandy Haynes has won the Hayward Award from the Statewide Senate for Area C. She will be attending an award ceremony in March in Sacramento. Considering holding the Senate Scholarship awards ceremony at a Board of Trustees' meeting in April. |
| R-2: Vice President A.C. Panella | Recently attended the State ASC and ACCJC accreditation conference. PCC looks good in 2-3 out of 4 areas. |

| | |
|--|---|
| | <p>Many California colleges are receiving sanctions for the Board along the lines of strategic planning and shared governance. We should probably try to move through the bylaws revision process fairly quickly and also think in terms of integrated planning, program review, etc. Data was presented by Scott Thirp who has studied why so many California colleges and especially community colleges are going on warning or sanctions for reasons which include a culture of doing things like placing blame, not working well collaboratively, stopping or halting procedures, lack of accountability, strategic planning, etc.. Colleges with the best practices show more emphasis on collaboration, student focus, success and showing off their own programs.</p> <p>Recommendation: For A.C. Pannela to provide an e-copy of Thirp's paper or power-point to the Board.</p> <p>In speaking to representatives from colleges that received cuts, programs have been immediately closed and faculty let go. We have a number of processes to get in alignment before moving forward. Encouraged faculty across the discipline to apply to standards and writing committees. The application is posted on the PULSE.</p> <p>The Senate will sponsor a series of lectures entitled "Famous Last Words". This will be an opportunity for retiring faculty to give the lectures they love to give or have always wanted to give. Applications will be available later in semester.</p> <p>Recommendation: for Senate representatives to share this information within their division and urge anyone who is retiring to submit an application.</p> |
| <p>R-3: Secretary Jessica Igoe</p> | <p>J. Igoe: Invited VP Miller and Terri Hampton, Executive Director of Human Resources to addressed the hiring process used to hire the new Police Chief.</p> <p>B. Miller: Introduced T. Hampton as an administrator with a high level of experience and education in her position. He added the Chief of Police position is critical for this District. A highly specialized outside recruitment agency was used for the Police Chief position. Of the four candidates sent to Dr. Rocha, he opted for two. S. Perez and D. Yoder. S. Perez was approved. S. Perez could not continue his employment due to budget and retirement regulation changes. Followed by HR confirmation that the hiring pool could be revisited for an urgent circumstance, Dr. Yoder (second recommendation choice) was still available. He was interviewed by Dr. Rocha and VP Miller followed by a recommendation for hire to the Board of Trustees for Chief of Police. This was approved.</p> <p>T. Hampton referred to Title V Section: 53021 – Recruiting. HR is in the development of goals to implement plans, procedures and standards for effective and consistent recruitment processes. Understands that changes need to be made to the recruitment/selection process.</p> <p><u>Comments:</u> The Senate was not contacted about this process. Questioned how long a hiring committee pool could be used and that this process not set a precedent. Under shared governance, the original hiring committee could have been reconvened for input with the proposed plan. This action could result in a lawsuit by former candidates from the candidate pool. There is no reference in Title V which allows the basis for this hiring decision. A policy should be put in place addressing this issue. The current hiring policy should be amended so this does not happen again. Faculty input is needed within an organization structure</p> <p>In response as to why this position was not handled on an interim basis; VP Miller said both he and Dr. Rocha agreed this was an emergency hire situation.</p> <p>J. Igoe: The Senate Executive Committee would have preferred that the original hiring</p> |

| | |
|-----------------------------|---|
| | committee be reconvened and present a plan for whom they felt would be a good candidate. |
| Secretary: | R-3 Comments: J. Igoe has been developing Interim guidelines for filling committees during the summer, if an emergency committee process is needed. Hopes this will be on the Agenda as an Executive Committee recommendation to the Senate Board. |
| R-4: Treasurer Dan Haley | No Report |

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

1. Senate Calendar Committee: Charge

D. Hanvey has combined both his and D. Haley's Calendar Committee recommendation. This combined recommendation will be forwarded to the Senate Board for review and suggestions to be made at the next meeting.

STANDING INFORMATION ITEMS

S1-1 **PCCFA REPORT:** Paul Jarrell: February 12 is scheduled for a meeting with the mediator.

S1-2 **FACCC REPORT:** None

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

IX. ANNOUNCEMENTS

1. Senate Breakfast is on **May 3** 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. IEC: Revised Policy will be recommended at the February 25 Senate Meeting.

X. ADJOURNMENT:

Motion to Adjourn made by K. Rodriguez and seconded by T. Carpenter.

Next Meeting: February 25, 2013 3PM – Circadian