

Sept. 9, 2013

OFFICERS AND MEMBERS

SENATE PRESIDENT	EDUARDO A. CAIRÓ	Present
VICE PRESIDENT	EARLIE DOUGLAS	Absent
SECRETARY	PAT ROSE	Present
TREASURER	DAN HALEY	Present
ADJUNCT FACULTY	MARK DODGE	Present
BUSINESS & COMPUTER TECHNOLOGY	PATRICIA LYNN	Present
BUSINESS & COMPUTER TECHNOLOGY	AHNI DODGE	Present
COMMUNITY EDUCATION CENTER	DANNY HAMMAN	Present
COUNSELING	TOMÁS RIOJAS	Present
ENGINEERING	KRIS PILON	Present
ENGINEERING	JASON NORRIS (Alt)	Present
ENGLISH	ROBERT OVENTILE	Absent
ENGLISH	MANNY PEREA	Absent
ENGLISH	MARJORIE SMITH	Present
ENGLISH	GLORIA HORTON (Alt)	Present
HEALTH SCIENCES	KRISTIN K. HYATT	Present
HEALTH SCIENCES	BLANCA RODRIGUEZ	Absent
LANGUAGES	LOKNATH PERSAUD	Present
LANGUAGES	MELISSA MICHELSON	Present
LANGUAGES Present	MARY-ERIN CROOK (Alt)	Present
LIBRARY	DOROTHY POTTER	Present
MATHEMATICS	MATTHEW HENES	Present
MATHEMATICS	KATHLEEN UYEKAWA	Present
NATURAL SCIENCES (make card)	RUSSELL DI FIORI	Present
NATURAL SCIENCES	VALERIE FOSTER	Present
NATURAL SCIENCES	TERRY STODDARD	Present
PERFORMING & COMMUNICATION ARTS	MARK WHITWORTH	Present
SOCIAL SCIENCES	SHAROK BASTANI	Present
SOCIAL SCIENCES	FRANCIS NYONG	Present
SOCIAL SCIENCES	KAITZER PUGLIA (Alt)	Present
SPECIAL SERVICES	JO BUCZKO	Present
VISUAL ARTS AND MEDIA STUDIES	YOLANDA MCKAY	Present
VISUAL ARTS AND MEDIA STUDIES	ROD FOSTER	

GUESTS

INT ASSOCIATE DEAN, GENERAL EDUCATION	MATTHEW JORDAN
ACCREDITATION COORDINATOR	STEPHANIE FLEMING
BRAC COMMITTEE	KEITH OBERLANDER
PAC DIVISION / IEC COMMITTEE	A.C. PANELLA
PCCFA	ROGER MARHEINE
CLASSIFIED SENATE	JEANNIE SULLIVAN

COURIER	MATTIE MIRANDA BIANCA KRUSPODIN
PUBLIC COMMENT: Candidate: Board of Trustees –area 1	ALEX KELEDJIAN
PUBLIC COMMENT: PCC (Veteran) Student	SPENCER MAJOR

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE: Led by Jason Norris

III. APPROVAL OF MINUTES:

MOTION to approve minutes as presented made by M. Dodge and seconded by M. Whitworth. VOTE: Motion approved unanimously.

IV. PUBLIC COMMENT

E. Cairo	September, 7, 2013 Academic Senate Retreat Action: Public Comment will be limited to 15 minutes. Each speaker will have three minutes to speak. Public Comment cards will be made available. Speakers will be allowed to speak on a first-come, first-serve basis. If necessary, The Senate President may extend comment time by 15 minutes. Comment cards are available w/Senate Secretary. 1 st come 1 st serve basis.
Panella	Requested comment on Executive Committee Recommendation 4 be made before discussion on this item. Request granted
Alex Keledjian	Announced he will seek election to the Pasadena Area Community College District board of Trustees for Area 1. Area 1 includes the City of La Canada Flintridge, the Linda Vista and San Rafael neighborhoods of West Pasadena and the Western portion of Altadena. Communication is a key point and serving as a mutual governance representative would allow him to support communication between the Board and PCC campus faculty, staff and students.
Spencer Major	Veteran & PCC Student: Presented a handout presented to President Rocha, P Miller, and VP /Assistant Supt, Dr. Bell in regards to the veteran situation on campus. Dr. Bell is working on extensive discussion with administration regarding several veteran concerns resulting from the winter calendar change. Mr. Major would like to see the Senate work towards compromise for all on this campus.
M. Michelson	September 23, 2013 Senate Agenda Item Request Schedule a series of open, town hall meetings to facilitate mutual communication between the PCC Board of Trustees and faculty-staff-students. Agenda Requests are to be forwarded to Senate Office: Attn: Judy Benson.
F. Nyong	Agenda Requests: <ol style="list-style-type: none"> 1. In response to long distance travel concerns to and from campus by a number of Senate representatives, would the Senate consider rescheduling its meeting time from 3pm to 2pm. 2. For the Senate to advise administration of the need for discussions of campus changes with front line workers in response to areas such as security changes, elevator maintenance, etc. Agenda Requests are to be forwarded to the Senate Office: Attn: Judy Benson.

V. STANDING/AD HOC CAMPUS-WIDE COMMITTEE REPORTS: None.

Moved up on agenda: Information Item 1. (See VIII Information Items Below)

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Procedures for Academic Senate Meetings.
Motions & Debates – maintain present procedure.
Voting – voice vote, if indeterminate, then call roll call vote.
2. Proposal to charge the Educational Policies Committee to oversee academic program review (SLOs).
MOTION made by K. Pilon and seconded by M. Dodge to discuss this recommendation.

DISCUSSION:

Educational Policies Committee Chair, A. Dodge, said the policy has been approved by the Board of Trustees and is co-chaired by both management and faculty. It has worked well for two years. It would not be wise to change the policy so close to accreditation, and the Board of Trustees would need to approve any changes.

Lengthy discussion received in support of Recommendation:

Under 10+1 Academic Senates are in charge of program review.

Existing policy says IEC reviews the reviews and does not prepare program reviews.

Concern expressed that the committee is taking over an area that is under the Senate's charge.

Program review should not be taken out of the hands of faculty without due process. Its review should be under the Senate and not under IEC.

A Senate ad hoc committee could write a policy clarification for review by the Committee before submitting it to the Senate for general discussion.

Concerns

Parameters would need to be established to provide needed support to faculty and administration.

Clarification on the role of the proposed ad hoc committee is needed.

AMENDMENT TO MOTION made by K. Puglia for the original motion to be amended by stating the Senate is to charge the Educational Policies Committee to maintain jurisdiction over program reviews.

MOTION AND AMENDMENT WITHDRAWN.

MOTION made by D. Haley and seconded by K. Pilon that there be a statement that program review is under the purview of the Academic Senate. The Institutional Effective Committee only reviews results of the program reviews as stated in Policy #2560.

DISCUSSION/COMMENTS

This process will be established to provide consistent information on all program reviews.

Program review is already under 10+1 and Title V. The IEC can't establish a program review process.

The IEC's review of programs produces clearer and more concise reports.

Suggestion made that the Senate Board recommend a faculty representative to the IEC Committee.

Program reviews are currently handled by faculty and submitted to IEC to provide feedback.

Faculty need reassurance that the IEC will not be evaluating academic programs.

Currently the Academic Senate has nothing in place for program review; the IEC was created to address accreditation problems in the past.

The IEC Committee policy is in violation.

To fix this matter, the IEC should become a Senate sub-committee. A committee change would require Senate approval.

MOTION made by M. Henes and seconded by M. Michel to extend discussion another 10 minutes.

VOTE: MOTION CARRIES: YES: Majority.

MOTION made by A. Dodge and seconded by M. Henes to table this discussion until after the spring 2015 accreditation visit.

VOTE: MOTION FAILS: YES: 11 NO: 15

DISCUSSION/COMMENTS

Clarification showing shared governance is followed is needed.

IEC is co-chaired by faculty and the majority of its members are faculty. The IEC review teams are primarily composed of faculty members.

M. Henes/IEC Board member. The IEC e-mail sent to President Cairó did not state the IEC wants to review programs.

MOTION made by T. Stoddard and seconded by M. House to extend discussion for 10 minutes.

VOTE: MOTION PASSED by majority vote: YES: 16

DISCUSSION/COMMENTS

For clarity, policy revision should show the Senate oversees academic program review; the IEC reviews the logic/ process of the program reviews

The role of the Academic Senate is not clear and until it is, nothing should be changed until spring 2015

Collegiality is necessary on both sides.

Under 10+1, the Senate is to oversee program review.

The IEC is doing a good job and is only concerned to work with the Academic Senate to help with accreditation

The latest IEC memo from M. Jordan states that IEC is the campus body that oversees program review.

The IEC's homepage states that it oversees program review.

The English Division was uncomfortable for stakeholders, other than faculty, on the IEC evaluating program review process.

D.Haley called the question, seconded by T. Stoddard. MOTION PASSES: YES: 14 NO: 8

3. Proposal to charge the Educational Policies Committee to write policy on the length of time instructors must keep exams and class materials.

President Cairó met with Dean Arellano over the summer. He was told PCC currently does not have a policy on how long an instructor must retain final exams. However, there is a grade dispute policy. During the grievance process it may take students up to 190 days to resolve a grade dispute.

MOTION made by D. Haley and seconded by J. Aragon approving proposal to charge the Educational Policies Committee to write policy on the length of time instructors must keep exams and class materials

MOTION PASSES.

DISCUSSION:

Exams and class materials refer to whatever work an instructor has pertaining to his/her students.

There is a grade appeals policy for students student can appeal within the next semester. Time frame is approximately 190 (work) days.

Storage concerns and information stored on electronic data files should be considered.

Information on other schools' policies should be sought.

An exact number is needed in regards to exactly how many days documents must be maintained.

State and federal regulations on this matter must be looked into.

4. Vote of BRAC Committee Co-chair: Candidates Danny Hamman & Keith Oberlander.

Candidate information/handout provided.

K. Oberlander: Support expressed by:

A. C. Panella expressed support behind the current co-chair K. Oberlander who is excellent with numbers and has a good student-centered agenda. K. Oberlander has been on BRAC Committee for approximately four years.

D. Hamman: Support expressed by:

D. Haley said D. Hamman is well versed on entire budget process and is best suited to represent the faculty

M. Michelson and K. Pilon also voiced support.

E. Cairó: Information Technology has been requested to provide Senate access to database information for Hiring and Senate Committee volunteer information.

MOTION made by D. Haley and seconded by M. Whitworth for a vote on BRAC co-chair

Voting Process: The Senate representatives are to circle one name on the handout provided and to sign their name on the ballot. One person from Executive Committee will collect ballots followed by a counting of the votes.

DISCUSSION: The role of BRAC faculty co-chair was clarified: The co-chair serves primarily to disseminate information and to receive faculty feedback.

VOTE ON MOTION: Yes: D Hamman (19) K. Oberlander (7). New BRAC Committee Co-Chair: D. Hamman
Keith Oberlander was thanked for his service as co-chair.

VII: REPORTS FROM EXECUTIVE COMMITTEE

R-1: President's Report: President Cairó.

Topics discussed at the September 7, 2013 Senate Retreat:

Effective January 1, 2014 the No Smoking Policy will be in effect on campus.

Many hiring committees were formed over the summer.

Flex Day scheduled Tuesday, October 1st. Assistants: S. Fleming, M. Jordan, and C Starbird.

Flex Day topics include:

- Review of outdated courses, accreditation.
- Senate Calendar Committee volunteers may apply on line on the Senate web site.
- Volunteers will be given one week from this date to submit their names.
- The Senate Board will have one week to review the volunteer information before making a determination before voting.
- Adjunct faculty concerns discussed at the Senate retreat.
- Reviewing possible increase of Senate adjunct representation.
- Adjunct Faculty Issues Committee will work on writing a policy in regarding increasing the number of adjunct faculty to submit to the Bylaws, Rules, and Procedures for its consideration. One concern with increasing number of adjuncts serving on the Senate Board is monetary compensation for service.

R-2: Vice-President's Report: None.

R-3 Secretary's Report: None.

R-4 Treasurer's Report: Dan Haley:

A handout was presented showing the Senate's two sources of funding:

- 1) Faculty donations to the Senate's General Fund cover expenses including: Senate Breakfast expenses; miscellaneous office supplies; refreshments; linen, Breakfast awards/expenses; etc.
President Cairó agreed to meet with A. C. Panella regarding fundraising ideas.
Senate Scholarship Fund: supports and benefits students.
- 2) The Senate's PACCD Budget covers expenses such as: Classified support staff salary (J. Benson); ASCCC membership; duplicating & printing; supplies; conference expenses.

Senate Treasurer, Dan Haley, has faculty donation forms for one-time or monthly donations.

F. Nyong asked for the Senate Executive Committee members to visit the various divisions to emphasize its fundraising needs.

VIII. INFORMATION ITEMS:

1. Proposal for involvement of under-represented student groups – Beverly Tate -- Basic Skills Coordinator.

Basic skills is supported by the Chancellor's office. This program is in its fifth year, and its budget will end approximately June 2014.

Two handouts were presented for the Senate representatives to present to their divisions for instructor review and input.

1: June 2013, Senate Rostrum Article: Student Support (Re)defined. “. . . This research aims to understand how community colleges can feasibly deliver support both inside and outside the classroom to improve success for all students.

2. Basic Skills Presentation to Academic Senate: Definitions; Statistics regarding retention and persistence rates; Institutional Obstacles that Impede Students Progression: late registration dates; access to counseling; no requirements for timely completion of sequential classes; lack of a First-Year Experience for all Freshmen. Directions: Academic Senators should return to their Divisions and discuss what steps can be taken to improve success of basic skills students:

- What is your division doing to address institutional obstacles that impede students' progression in mandatory course sequences?
- What is your division doing to help under-prepared students succeed in your various course disciplines?
- How do we build a culture of support and first-year experience programs for **all students** at PCC?
- Instructors' comments are to be forwarded to Professor Tate at batate@pasadena.edu no later than **Monday, October 14**. Professor Tate will summarize all comments/suggestions to present to the Senate Board at a later date.

COMMENTS:

To address under-prepared college students, public schools are switching to the “Common Core” program that addresses critical thinking skills. Both instructors and administrators can work together to address this Basic Skills proposal.

2. Proposal on flexibility of teaching schedules:

E. Cairó commented on Trustee Mann's comments at a previous Trustee meeting about there being a lack of classrooms because more faculty taught in the day than at night. President Cairó asked the Senate for its input on supportive dialogue between faculty on the idea of entertaining the idea of class rotation in the evening during the week or maybe a weekend class. This discussion is not about adding class sections.

This matter should be statistically analyzed and presented to the deans.

Trustee Mann prefers adding more daytime classes which would provide students access to more campus resources.

Decisions on this type of request need to be pedagogically sound.

3. 78-unit cap on financial aid.

Senate President asked for input on having this matter discussed and to allow students to come to the Senate Board meetings to add their viewpoints.

J. Aragon: There is some type of miscommunication. On this matter, the Dean of Financial Aid should address the Senate Board at one of its meetings. Some students are allowed to go up to 90 units through federal funded aid programs.

More information is needed. Many students are not receiving written notice of a units cap and this information is now available through Lancer Point

An agenda request on this item may be sent to the Senate Office: Attn: Judy Benson

4. Proposal on priority registration for faculty, staff and family members.

This matter was brought to the Senate after an instructor learned his/her child was not granted priority registration as it was in the past. An ad hoc committee could be formed to ensure what is allowed is legally done. A committee's finding on the legality and parameter of this proposal would be handled along with discussions between faculty and staff.

5. BRAC: Budget, Resource and Allocation Committee. Three (tenured) faculty representatives are needed for this (2-year term) position. One opening is to replace D. Hamman, elected as BRAC co-chair at this meeting. President Cairó said a campus-wide faculty volunteer e-mail will be sent out with a Deadline of 9/16. The Academic Senate Board will have 6 days to look at the volunteer names before voting at its September 23rd meeting.

STANDING INFORMATION ITEMS

S1-1 PCCFA REPORT: R. Marheine.

- Other collective bargaining units have settled.
- Faculty negotiated through the summer. The administration sought to have the FA drop its Public Employee Relations Board (PERB) filing against the college. We refused and the PERB hearing was held August 26th. While we will not know the outcome until November, we are confident that the college will be found guilty of breaking the contractual agreement by cancelling Winter 2013.
Students do not have same access to adjunct faculty that they have with full-time faculty.
- Disturbing campus issue: Bullying.
- Next FA Meeting: Thursday, September 12, 2013, 12PM-1PM; Creveling Lounge.

S1-2 FACCC REPORT: R. Marheine

FACCC provides good representation. It is a lobbying organization.

FACCC representatives from other areas will be invited to discuss ACCJC issues at PCC.

COLA will be discussed.

S1-3 ADJUNCT FACULTY REPORT: Mark Dodge

M. Dodge has been speaking to adjunct faculty Re: senate representation. Santa Monica has 11 adjunct faculty on its Senate Board.

IX. ANNOUNCEMENTS:

X ADJOURNMENT: MOTION to adjourn made by Mark Dodge and seconded by Mark Whitworth

NEXT SENATE BOARD MEETING: SEPT. 23, 2013, 3PM -- CIRCADIAN