

September 23, 2013

Rev. October 7, 2013

OFFICERS AND MEMBERS

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

GUESTS

ACCREDITATION COORDINATOR	STEPHANIE FLEMING	
FACULTY DEVELOPMENT COMMITTEE	LYNN WRIGHT	
PAC DIVISION / IEC COMMITTEE	A.C. PANELLA	

ASSOCIATED STUDENTS: PRESIDENT	J. OROZCO	
DISTANCE EDUCATION SPECIALIST	CAROLE ROBINSON	
CLASSIFIED SENATE: PRESIDENT	DENISE ALBRIGHT	
CLASSIFIED SENATE REPRESENTATIVE	JEANNIE SULLIVAN	
COURIER	MADISON MIRANDA	
PACCD Area 1 Nominee	ALEX KELEDJIAN	

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE: Led by Dan Haley

III. APPROVAL OF SEPTEMBER 9, 2013 MINUTES:

MOTION to approve minutes as presented made by E. Douglas, seconded by D. Haley. VOTE: Unanimously approved.
MOTION TO AMEND the first MOTION made by M. Dodge and seconded by E. Douglas to approve the minutes with the following corrections. VOTE: Unanimously approved.

- pg. 4: Matthew Henes is not an IEC Member
- pg. 1: James Aragon, Counseling: Was present.

IV. PUBLIC COMMENT

D. Albright	Inquired about the Hiring Committees Process: D. Haley: The senate will generally try to find out ahead of time who the candidates are. The candidates' information would be presented to the Senate for a vote. If there is not enough notice ahead of time, the Senate Executive Committee will make an appointment and ask for ratification afterwards. E. Cairo. The Senate's web site has a drop-down menu to use in selecting membership on Senate Committees. A closing date is usually indicated. The recommendations will be forwarded to the Senate to review in preparation for a vote at the next Senate meeting.
A. Keledjian	Candidate Pasadena City College Board Area 1: Invited the Senate to attend an informational meeting in La Canada, Sunday, September 29, at 4PM to hear about his ideas and recommendations to get PCC "back on track". Questions or concerns about his event may be forwarded to his e-mail at alex@alexforpcc.com . Information about his upcoming community meeting may be accessed at his website at alexforpcc.com .
J. Orozo	Associated Students President: Organization of future town hall meetings to invite the trustees, the community and the PCC community to discuss the PCC community, transparency in shared governance and policies that have a direct effect on students, faculty, and staff, and to open up dialogue and receive suggestions. The AS is working on a Candidates' town hall meeting, inviting all Board candidates to an informational and question and answer forum Invitation to attend future Associated Student meetings as an opportunity to give an update on Academic Senate proceedings. Next meeting. Wednesday, 12PM CC212. Agenda items may be forwarded to J. Orozco.

1. Bylaws, Rules, and Procedures Committee Report: Earlie Douglas.

The Committee met September 19. The Committee voted 6-1 to add three additional adjunct faculty members to the Senate Board for a total of four to represent four academic areas. They will look into how stipends are to be paid. Another area for review will be that of qualifications of Academic Senate members (how much of a load an instructor has to teach to be eligible to serve as a senator). Committee recommendations would be forwarded to the Senate Board in the future for review and action.

2. Faculty Development Committee: Lynn Wright (not present)

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Vote on Academic Senate Calendar Committee Member(s) and Chair: Melissa Michelson Member; Krista Walter, Chair.
2. Vote on Academic Senate Scholarship Committee Chair: Angela McGaharn
3. Vote on Faculty Hiring Priorities Committee Member: Charlene Potter
4. Vote on Academic Senate Handbook Committee Member: Kate Meehan
5. Vote on Distance Education Committee Members: David Uranga and Earlie Douglas
6. Vote on IEC Representatives nominated by their Divisions: Rita d'Amico, Languages Division; Dan Raddon, Business and Computer Technology; Deborah Bird, Engineering and Technology; Myriam Altounji, Counseling
7. Vote on C & I Representatives: Daryl Taylor (Alternate – Dave Evans); Dave Cuatt (Alternate Deborah Bird)

MOTION made by M. Dodge and seconded by R. Foster to approve Items 1-7.

Discussion: President Cairo said he sent out an e-mail request for Senate Committee representative or chair volunteers. Recommended volunteer names are those who applied to serve by submitting their information on the Senate volunteer website. There are committees without representatives or a chair.

Encouraged Senate Board to encourage others to volunteer. A number of Senate Committees need to have a FUNCTION description written. Because e-mail volunteer requests have not proven to be very effective, President Cairo has been thinking of personalizing volunteer requests at various division meetings. The Senate web site also has a Committee volunteer drop-down menu feature.

VOTE: Motion unanimously approved.

8. Vote on BRAC member to replace Danny Hamman: Candidates Mary-Erin Crook and Rod Foster

Discussion: Volunteer application information was forwarded to the Senate Board.

V. Foster. At the last meeting, President Cairo said AN EMAIL REQUESTING FACULTY VOLUNTEERS would be sent out with a deadline of September 15. President Cairó said it was an error on his part in not having sent out this e-mail. He added he had sent out an email a month ago referencing the need for Committee members in general.

MOTION made by V. Foster and seconded by K. Rodriguez to table the vote on Recommendation 8 to allow President Cairó time to send an email requesting faculty to volunteer for this position.

President Cairó said he would send out an e-mail this week asking for volunteers to replace D. Hamman.

VOTE: Motion unanimously approved.

VII: REPORTS FROM EXECUTIVE COMMITTEE

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

Director of Technical Services Hiring Committee faculty volunteers. Thanked M. Dodge and M. Whitworth for their input/suggestions that the Senate Board should not vote on Executive Committee recommendations. An e-mail had been sent to the Senate Board asking for voting preferences for this committee. Following review of the HR position flyer/requirements, the Senate Executive Committee voted to select three out of the four volunteers. After the names were submitted to Human Resources, one individual notified the Senate of inability to serve and the fourth applicant is now a part of the hiring committee process. This item will be placed on the October 7 agenda for approval.

After the last Senate meeting, it was brought to President Cairó's attention that some of those at the meeting interpreted that his comments regarding Dean Arellano was that he "threw her underneath the bus." He said this interpretation could not be further from the truth. He did not mean to give this interpretation. He is working with Dean Arellano, who is very helpful and is more than willing to work with the Academic Senate.

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

R-3 Secretary's Report: None.

In response to K. Rodriguez, P. Rose said she will make efforts to reinstate the Nanoseconds.

R-4 Treasurer's Report: Dan Haley

Sent out an email to all full-time faculty asking for contributions to the Senate fund.

Extended an invitation to attend the Library's 20th Birthday celebration, Thursday, October 24, 12pm-2pm.

VIII. INFORMATION ITEMS:

1. Professional Learning Day, October 1, 2013: Eduardo A. Cairo

Theme: Accreditation.

The final Professional Learning Day agenda is almost complete. Theme: Accreditation

Program: Introductions; Accreditation Presentation (M. Jordan & S. Fleming); Course Review (C. Starbird);

faculty can attend workshops regarding course reviews or spend rest of morning (depending on division dean instructions) working with their divisions on necessary projects; lunch; continue working in divisions (working on SLOs, etc.) or attend available workshops (grant writing, basic ESL skills, and two technical workshops – (Canvas and LancerPoint).

Suggestion: That there be a minimum attendance requirement for the workshops.

Evening Adjunct Activities:

6pm-7pm: To address adjunct teaching issues only and

7pm-8PM; Designing Rubrics for SLOs for the classes

Ideas and suggestions for other options are welcome. Adjuncts are required to attend if they teach on this date.

SLO discussion concerning adjunct faculty responsibility for assessing SLOs.

E-mail information will be sent out regarding the following concern: What if an adjunct teaches at night and wants to attend one of the daily activities.

There will be a lunchtime presentation by FACCC.

Lunch time venue: Pending [There is currently no available venue for seating a large group and this issue is being worked on].

2. Accreditation Presentation for Professional Learning Day, October 1, 2013: Stephanie Fleming

Handouts: Overview

Page 1: Accreditation is a six-year cycle with four steps:

1. Self-evaluation process
2. ACCJC will send a site communication team to visit the campus
3. ACCJC takes a comprehensive look at our institution.
4. Self-Improvement Step

Mid-term report is due at three-year mark in the cycle. Report has been completed, submitted and submitted by ACCJC and is accessible at the ACCJC web site.

Page 2: ACCJC Possible Actions. Summary of actions of 27 California institutions.

Page 3: City College of San Francisco: (Show Cause, Termination, CFT complaint with DOE)

Page 4: PCC Recommendations from Previous Accreditation Visiting Teams. 1996 – 2003 – 2009

2013: Planning and Priorities Committee began serving as accreditation steering committee and standard committees were formed. Writing groups formed Fall 2013.

Writing Committee Volunteer Process: An Academic Monthly e-mail was sent out and if requested a copy can be re-sent to the Senate Board. A link will be uploaded to the PULSE to access the writing application in Fall 2012. S. Fleming was selected as Accreditation Self-Study Coordinator. Application has an area to input one's area of expertise/interest. Volunteer deadline is October 1st. There is a process whereby the writing outcomes are presented to various campus constituency groups including presentations to the Senate on a regular basis.

What is happening in San Francisco is available on the accreditation web site and is posted to the PULSE. Can also send S. Fleming an e-mail to request a copy of this information.

A newsletter was sent out to the PCC Campus regarding the ACCJC accreditation process.

Board approved additional time for this Accreditation Presentation two times (10 Minutes each time)

In regards to San Francisco, S. Fleming said she can find out how many of the 14 deficiencies involved shared governance.

R. Marheine commended S. Fleming for her clear presentation regarding ACCJC and the San Francisco situation. Added that CFT is doing a stellar job in the area of accreditation.

S. Fleming. Wants accreditation to be a college-driven process. Faculty members need to think about what we want our institution to look like when the visitation comes here in 2015, and what the Senate's role should be in the process. We need to pay close attention to previous ACCJC recommendations; ACCJC expects PCC to show consistent effort in addressing its recommendations. PCC received an accreditation deficiency in 2009. We were taken off warning and we currently have full accreditation status.

Color-Coded Grid- pg. 4:

Green: Related To Integrated planning: Relationship between program review, planning and resource allocation process.

Salmon: Relates to governance, collegiality, and campus climates.

Blue: Relates to distance education.

Peach: Student Learning Outcomes

White: Two recommendations unrelated to other trends: Course Review and staff development planning,.

We're on track with what ACCJC asked in 2009.

The campus is currently going through integrating planning process.

The Accreditation self-evaluation report is currently being written. The ACCJC will want to see areas needing improvement and the active plans that are being implemented.

S. Fleming: The ACCJC does not have to follow the site visitation team's recommendation and they will make their decision on their own. They will say what needs to be fixed. They will not say how to fix a problem.

Unanimous vote received in favor to extend the discussion by another ten minutes to take three questions.

M. Michelson inquired about data being compiled to address Integrated Planning (Program Review, Planning, and Resource Allocation). S. Fleming said challenges being addressed.

M. Michelson asked what could be recommended for the Senate to do to address the campus climate (salmon color).

S. Fleming said the accreditation steering committee is working on addressing this area and would rather have the Senate Board share its ideas with the Accreditation Committee.

F. Nyong said the problem has to be defined objectively before seeking a solution.

President Cairo said the Senate can work on figuring out what the problems are and how they can best be addressed from the top down.

3. Discussion on ways to increase communication between Board of Trustees, faculty, and staff: Melissa Michelson suggested having Town Hall meetings to facilitate mutual communication between Board of Trustees and faculty and staff. Referenced the Community College League of California Trustee Handbook as having open town hall forums. The objective would be to foster dialogue and conversation in a vehicle for engagement between the Board and faculty. The less formal town hall setting would be a venue where Board members could comment rather than only listen at their Board meetings to comments from the faculty, staff and students. Currently the Senate President only has a few minutes to speak and is sometimes is cut off from doing so.

Proposed that a committee of faculty, staff and students start to plan and coordinate a series of town hall meetings with the purpose of proactively increasing communication on campus. Asked the senators to take this information back to their areas. Volunteers and process suggestions can be forwarded back to their senators or herself at mmmichelson@pasadena.edu.

Communication about this proposed idea could be presented to the Board in regards to their participation. Melissa said she spoke to Trustee Wah who said she likes the idea of communication.

- M. Whitworth remembers that Board favors having the President being a buffer between the faculty and them.
- K. Pilon: The Board's role is to listen to both faculty and administration.
- L Rogacs. Town Hall meetings would address accreditation recommendations. If the Board does not participate the onus is on them.
- Details of this proposed process will be worked on. .
- President Cairo: suggested this ad hoc committee be added to the Senate committee's volunteer drop down menu. All Senators would go back to their divisions to request faculty to volunteer on the Senate web site. A letter can be sent to Board of Trustees asking if they would be willing to participate. This information can be reviewed at the next Senate meeting.
- F. Nyong asked for President Cairo to speak to the various divisions about their importance of involvement.

4. Change in Academic Senate Board Meeting time from 3:00pm to 2:00 or 2:30pm: Francis Nyong
Changing the senate meeting time would enhance the functionality of the senate members during the meetings and would help for those who have to travel long distances to home.

Discussion:

Rescheduling of Senate meeting time should be done mid-semester or a year in advance (Example Fall 2014). Many senators' schedules are built around the current meeting time.

D. Haley requested F. Nyong to gather starting time preference information to present back to the Senate.

The Senate cannot vote on this matter at this time.

K. Rodriguez: said a solution to not having late meetings would be to stick to a 5pm meeting, end time.

This matter will be agendized at the next meeting.

S. Fleming: The meeting calendar is already secured through the spring.

5. Formation of Ad Hoc Committee to review Policy #4020: Enrollment & Class Scheduling Priorities for possible revision to extend priority registration for faculty, staff, and family members and to send for approval to College Council and Board of Trustees. Pat Rose

P. Rose: Attended last week's Classified Senate meeting. They thought this would be a good idea.

We would need to form an ad hoc committee to research this whole issue. This is just an information item to see what interest would be gathered. M. Perea. The Senate could consult with Enrollment Management Committee which is also looking at and reviewing priority registration.

STANDING INFORMATION ITEMS

S1-1 PCCFA REPORT: R. Marheine.

Appreciates the ongoing discussions at Senate meetings.

This is the time to re-envision what we are doing in regards to accreditation process. Having town halls could be a breakthrough.

Negotiations begin again on Friday, September 27. This is seen as a new opportunity. Two part-timers have been added to the negotiating team. Wants to have a greater appreciation for the input of part-timers (Examples: SLOs, rubrics, grading, etc.).

S1-2 FACCC REPORT: R. Marheine

Hope to have a couple of people on FACCC board attend Flex Day, whose input would enrich Flex Day discussions.

Negotiations are open to public. Time: 12 PM Location: C233 or C217.

S1-3 ADJUNCT FACULTY REPORT: Mark Dodge:

Bylaws Committee voted to increase the number of part-timers on the Senate. If the Senate agrees, they would have one representative for every 250 adjunct faculty.

K. Uyekawa. Encouraged other Senators to talk to adjuncts in their areas.

M. Michelson asked if M. Dodge e-mailed all adjunct faculty.

M. Dodge said he communicates with those adjuncts he comes in contact with. Maybe it is time to blog.

There is an adjunct faculty e-mail distribution list on Outlook.

Adjunct faculty have mailboxes within their divisions.

IX. ANNOUNCEMENTS:

President Cairo: Meeting Summary

1. Send out a Senate e-mail asking for volunteers to replace D. Hamman on BRAC. Deadline: September 30.
2. After the deadline, Judy to send application information to the Senate Board for review and be ready to vote on October 7.
3. Send out a Professional Learning Day agenda via e-mail.
4. President Cairó to follow up on the issue of lunch to see what time and where we can put as many faculty together as possible to have the FACCC presentation.
5. For Senators to take back to their areas the question of what the Senate can do to change the climate to start to help out in accreditation.
6. Creation of possible Senate Ad Hoc Town Hall Committee. Those interested can contact M. Melissa and formulate questions by the next Senate meeting.
7. F. Nyong to start an informal process of gathering data to see whether or not it is viable to change the Senate Board meeting times, and if so when.
8. The Senate Executive Committee will do a better job of disseminating as much information to everyone as possible and hopefully this will limit the Senate meeting times.

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

NEXT SENATE BOARD MEETING: October 7, 2013, 3PM -- CIRCADIAN