

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	Present
COMMUNITY EDUCATION CENTER	DANNY HAMMAN	Present
COUNSELING	TOMÁS RIOJAS	Present
COUNSELING	JAMES ARAGON	Absent
ENGINEERING	KRIS PILON	Present
ENGLISH	GLORIA HORTON	Present
ENGLISH	MANNY PEREA	Present
ENGLISH	MARJORIE SMITH	Present
HEALTH SCIENCES	KRISTIN K. HYATT	Present
HEALTH SCIENCES	BLANCA RODRIGUEZ	Absent
LANGUAGES	LOKNATH PERSAUD	Present
LANGUAGES	MELISSA MICHELSON	Present
LANGUAGES	MARY-ERIN CROOK (Alt)	Present
LIBRARY	DOROTHY POTTER	Absent
MATHEMATICS	DAN GALLUP	Present
MATHEMATICS	MATTHEW HENES	Present
MATHEMATICS	KATHLEEN UYEKAWA	Present
NATURAL SCIENCES	RUSSELL DI FIORI	Present
NATURAL SCIENCES	VALERIE FOSTER	Absent
NATURAL SCIENCES	TERRY STODDARD	Present
PERFORMING & COMMUNICATION ARTS	STEPHANIE FLEMING	Present
PERFORMING & COMMUNICATION ARTS	MARK WHITWORTH	Present
SOCIAL SCIENCES	SHAROK BASTANI	Present
SOCIAL SCIENCES	FRANCIS NYONG	Present
SOCIAL SCIENCES	LAUREN ARENSEN (Alt)	Present
SPECIAL SERVICES	JO BUCZKO	Present
VISUAL ARTS AND MEDIA STUDIES	ROD FOSTER	Present

GUESTS		
ASSOCIATED STUDENTS:	FREDERICK MAJORS	Present
CEC PARENT EDUCATION	GIA BLOUNT	Present
CLASSIFIED SENATE REPRESENTATIVE	JEANNIE SULLIVAN	Present
COURIER	MADISON MIRANDA	Present

## I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE: Led by K. Uyekawa

## III. APPROVAL OF SEPTEMBER 23, 2013 MINUTES:

**MOTION** to approve the minutes (with revisions) made by M. Dodge and seconded by M. Whitworth.

**VOTE:** Approved unanimously.

Revisions	
R-1, line 2	...Thanked M. Henes and M. Whitworth for their input/suggestions...
p. 5	S. Fleming. Wants accreditation be a college- ( <del>faculty</del> ) driven process.

## IV. PUBLIC COMMENT

L. Arenson	Handout Title: Areas of concern regarding DE Policy on Hiring Designers for Model Courses. Areas of concern included: 0+1, guidelines determining factors for a "content specialist"; and the issuance of stipends. PCC can hire faculty that have never taught on line to develop model courses; L. Arenson's primary concern is that the document from DE states that the Academic Senate need not be consulted in regard to course content for Distance Education Courses. She wanted this as a discussion item with possible action next meeting.
Frederick Majors Associated Students	Opposed the recent raise in pay given to the College President. Emphasized the need for faculty, students to work together to oppose the misuse of college funding, specifically in regard to administrative salaries instead of what would benefit students.

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

1. ByLaws, Rules and Procedures Committee: Earlie Douglas

The Committee met last week: Josh Fleming volunteered to serve as chair; Erlend Weydahl volunteered to serve as co-chair. Committee will vote to affirm at next meeting.

Committee recommendations: Review, revise, or improve the Senate Bylaws (two Articles per month). Recommendations for input and approval will be brought to the Senate.

2. College Council: Pat Rose. Handout provided.

A proposal to select an independent third party consultant to improve collegiality on campus was approved by the Planning and Priorities Committee and submitted to the College Council for discussion. This proposal was in anticipation of the upcoming accreditation as college governance has been cited in recommendations during the last three accreditation visits.

Subsequent discussion raised the issues of cost, selection of consultant, and effectiveness of consultant. Suggestions also included the necessity of the Planning and Priorities Committee providing evidence whether consultants hired by colleges/community colleges have actually improved campus collegiality and whether recommendations of the consultant would be implemented and would be binding.

S. Fleming: Clarified the differences between a third party consultant and a mediator and that the committee recommends that a third party consultant, not a mediator be hired. A consultant takes a holistic look at everything and presents ideas for a short-term and a long-term plan; identifies strengths and weaknesses whereas, a mediator sits down with two sides to come to agreement on differences.

### Discussion and Comments

The recommendation to bring in a consultant was received from the Planning and Priorities Committee under co-chairs S. Fleming and M. Jordan. It is not a proposal from Dr. Rocha.

A climate survey should be made of the student body

All constituent parties including students and Classified Staff should have input in the process. There is both optimism and concern with the consultant process. Consultant data from other colleges is needed. A request for previous research should be included in the Request for Proposal. Selection of the consultant should be an open process. Because of the time frame, Planning and Priorities Committee might be the best party to handle this item.

## **VI. EXECUTIVE COMMITTEE RECOMMENDATIONS**

**MOTION REQUEST** made by President Cairó for a motion to place Information Item 2, creation of an ad hoc Town Hall Meeting Committee, as an action item on today's agenda.

**MOTION** made by M. Michelson and seconded by E. Douglas to move Information Item 2 up on the agenda for discussion and vote on the formation of an Academic Senate Ad Hoc Town Hall Committee.

**VOTE:** [Two-thirds majority (18 votes) of the body present is required YES: 23 NO: None. Motion passes.

M. Michelson: Some faculty have already volunteered to be on this committee, but the Senate web site has a drop-down menu tab for additional volunteers.

A vote on creating this committee is needed to officially start development of a Town Hall Committee process.

**MOTION** made by M. Michelson to approve herself: M. Michelson, Y. McKay, D. Cuatt and K. Pilon to the Committee to start.

**MOTION WITHDRAWN.**

**MOTION** made by M. Michelson and seconded by Kris Pilon to create an Academic Senate Ad Hoc Town Hall Committee.

**VOTE:** Yes: Majority. Motion passed.

### Discussion

Handout: DRAFT Letter to the PCC Board of Trustees.

Concern raised that having Town Hall meetings without a Trustee present is different from what was discussed at the last Senate meeting.

Presentation of information and dialogue with the community is needed. The Trustees' presence would add to the dialogue, but Trustee presence is not the only reason for proposing town hall meetings.

Committee recommendations would need Senate approval.

A Board presence would represent collegiality and be beneficial to both campus and community.

Town Hall meetings should not provide a platform to verbally attack the Trustees.

Support of Town Halls is pending from Classified Senate.

At the last Senate meeting Associated Students President, J. Orozco said the students would be having their own Town Halls and a response from the Associated Students to participate in a Senate Town Hall process is pending.

Ten-Minute Discussion Time Limit.

**MOTION** to extend discussion by 10 minutes made by M. Dodge and seconded by D. Haley. No objections.

### Discussion

Comments:

Seems that administration is being left out.

DRAFT letter read in its entirety.

Purpose of the meetings is to promote dialogue between with the Board, the campus, and the community.

Only a couple of Board members can be present to avoid Brown Act violation.

Concerns:

The Senate was previously asked to consider a vote on forming this committee but now the Senate is being asked to vote on a process that is currently active.

President Cairó: there was an error in this matter not being placed on the agenda as an action item.

A drop down tab on the Senate Committee volunteer page exists. Several volunteers have applied.

The proposed DRAFT letter should sound more like an invitation than an order.

The DRAFT letter should be taken back to various divisions for review with input to be received at next Senate meeting.

**MOTION** made by M. Michelson and seconded by E. Douglas to approve Kris Pilon, Yolanda McKay, Michelle Michelson, Dave Cuatt, and Martha House as members of the Ad Hoc Town Hall Committee.

**VOTE:** YES: Unanimous. Motion carries.

2. Senate sponsorship for proposed Basic Skills workshops – Beverly Tate

Research Handouts:

- Cohort Tracker (Basic Skills Report information sent to Chancellor's office)
- Memo to Senate: Re: Proposed Follow-Up Workshops on Persistence; Basic Skills Initiative Funding for 2012-14
- Memo to Senate: Re: Basic Skills Initiative Funding for 2012-14

PCC has an 85% retention rate, but the persistence rate is very low.

Recommendation: Two more workshops on persistence should be held in response to requests received after the Professional Learning Day workshop. Workshop Funding would be entirely paid by Basic Skills.

Academic Senate asked to be co-sponsor and help with recruitment.

Proposed Dates: Thursday, October 17<sup>th</sup>, from 5:00 to 7:00 pm in C233, President's Conference Room

Dinner will be served (Limit is 24)

Friday, October 18<sup>th</sup>, from 10:00 to 12:00 p.m. in C233, President's Conference Room

Breakfast will be served (Limit is 24)

Basic Skills funding ends in June 2014.

Listing of projects funded over the last two years and criteria used for funding these projects.

Request made for the Senate to co-sponsor the proposed Follow-Up Workshops on Persistence and assistance with recruitment at no cost to the Senate.

**MOTION** made by P. Rose and seconded by R. Foster that the Academic Senate agree to co-sponsor the two follow-up workshops on Persistence.

Discussion: No cost to the Senate. The Senate representatives would share this information within their areas and ask for faculty participation in the workshops.

**VOTE:** Yes: Unanimous. Motion carries.

## **EXECUTIVE COMMITTEE RECOMMENDATIONS**

2. Appoint Michelle Ingram to the Senate Educational Policies Committee.
3. Appoint Michelle Ingram to the College Council Technology and Academic Computing Standards Committee.
4. Ratification of Shelley Gaskin, and Sarah Barker, Carol DeLilly to the Hiring Committee for Director of Information Technology

**MOTION** made by D. Haley and seconded by Mark Dodge to approve items 2 through 4.

**VOTE:** Yes: Unanimous. Motion carries.

5. Vote on BRAC member to replace Danny Hamman: Candidates: Mary-Erin Crook and Rod Foster. Rod Foster withdrew his name from this recommendation. Supports Mary-Erin Crook as a replacement.

**MOTION** made by D. Haley and seconded by M. Dodge to approving Mary-Erin Crook as replacement for Danny Hamman.

**VOTE:** Yes: Unanimous. Motion Carries.

D. Hamman: The BRAC Committee has decided to reconstitute the Benefits Committee. Three faulty representative volunteers will be needed.

## **VII: REPORTS FROM EXECUTIVE COMMITTEE**

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

Expressed his appreciation and said thank you to all who attended and participated in the Professional Learning Day.

It was a great success.

The facilitators did a fantastic job.

Pai from Catering provided good lunches for day Faculty/Adjunct participants and for Adjunct faculty evening participants. Approximately 110 adjunct faculty attended the evening session, twice as many as expected.

Asked for the Senate representatives to reiterate the importance of faculty volunteers for the various committees.

President Cairó will be sending a letter to the division deans requesting that he be invited to division meetings to introduce himself and ask for faculty participation on committees.

**Senate Web Revision Request:** Mary Erin Crook requested an adjustment to the Senate's drop down menu to identify those committees needing members and/or chairs.

**R-2: Vice-President's Report:** No report.

**R-3 Secretary's Report:** No report.

**R-4 Treasurer's Report:** No report.

### **VIII. INFORMATION ITEMS:**

1. CEC Parent Education Speaker Program – Gia Blount

The CEC Parent Education program has been in existence since the 1950's.

Parent Education programs provide information on providing care for children including: discipline strategies, nutrition, and sleeping. Classes for the elderly are also available.

The Parent Education program gives back to the community through hiring guest speakers.

Ms. Blount may be contacted regarding presentation or guest speaker information to small or large group formats at PCC or CEC. Contact information and handouts were provided.

Facebook page address: PCCPARENTEDUCATION

This resource posts many program and community activities.

2. J. Buczko: provided information available on Flu immunization.

3. Learning Assessment Committee - Matthew Henes: The Committee's mission is to improve student outcomes by supporting teaching and learning through assessment at the course, program and general education level. The committee will serve as a resource to all stakeholders (faculty, staff, managers, and students) and communicate the relevance and results of assessment activities.

The committee coordinates outcomes assessment. Committee outcomes are: 1. Faculty will define outcomes assessment. 2. Faculty will apply effective practices in outcomes assessment. 3. Faculty will utilize the results of outcomes assessment to facilitate improvements. Approximately 70 reports (including SLOs) were received last year from different campus departments. Each report was reviewed by two or three Committee members and were reconciled after review. Feedback was sent back to the various authors before the Professional Learning Day. Feedback addressed SLO focus and measurability, alignment of assessment tools with stated outcomes, analysis of results, and recommendations for improvement. The Committee does not judge the results. It evaluates the process by which the results were acquired and what is done once the results are received.

Preliminary recommendations: Need professional development around SLO revision; rubric development; and discussion—closing the loop. Departments need time to sit down as a group, discuss the results and form recommendations. SLOs should reflect Bloom's taxonomy; and they should align with program SLOs and general education outcomes. Committee wants an efficient/effective assessment practice. When SLOs are aligned, the work being asked for will just be a by-product of what is already being done in the classrooms. Adjunct involvement is needed.

After forming recommendations, the Committee will report out to the various constituent campus groups, which include the Academic Senate, Budget and Resource Allocation Committee, Institutional Effectiveness Committee, Curriculum and

Instruction and the Hiring Priorities Committee. Want to see a clear link that ties assessment and planning to budget and resource allocation.

Analysis of results: Departments are asked to report on whether their data is reliable and actionable and give possible reasons for students' results.

This IEC evaluates program review on a six-year cycle at the program level.

The Learning Assessment Committee looked at SLOs at the course level for its first round. Looking for annual reports activities within an on-going cycle. If course SLOs are aligned to program SLOs the work being done on this level will naturally inform the program level review. The campus also has general education SLOs. Program SLOs fit in between the course level and the general education level. Wants instructors to look at class details where "the program level wants us to look at broad strokes."

General Education Outcomes formulated and decided on by representative campus committees are: communication; cognition; information literacy, social responsibility; personal development.

A General Education Outcome Assessment Report was prepared by some instructors in fall 2012.

Assessment Activities:

Last fall an assessment cycle was suggested for those areas without a cycle in place.

SLO's #1 and #5 were asked to be assessed in Fall 2012. Spring 2013: asked that SLOs #2 and #6 be assessed.

For the current Semester the Committee is asking for assessment of SLO #3 and #7(if needed) Will recommend suspending course level outcome assessment in favor of cognition general education outcome assessment in spring 2014.

General Education Outcomes [GEOs] assessment is different in scope and what is done with data from a course assessment. These competencies are expected as a product of our institution.

Work will be evaluated against a rubric developed by various departments.

Once compiled, the data can be reviewed to can look at campus effectiveness.

Recommendation to suspend the cycle for SLO #4 to allow for concentration on GEO #2.

GEO #1 was done last year.

Every course is to include critical thinking. The Committee is looking at alternating SLO and GEO assessment so these areas can be cycled through completely every few years.

The committee meets every two weeks. They had norming sessions to ensure the Committee is on same page with feedback and reconciling annual assessment reports, they develop rubrics for Annual Assessment Reports, and many members worked through the summer reviewing the reports that were submitted. The Committee is currently working on a policy and procedures document in anticipation of bringing it to the Senate next month.

What is need for Learning Outcomes assessment?

A systematic outline for response is needed.

As a motivating factor, accreditation doesn't work all the time. There is a benefit in having communication sessions with our colleagues.

Not all departments have good assessment practices.

It is hoped this faculty led, faculty populated stand-alone committee become a sub-committee under the Academic Senate.

Had representative positions for every instructional division Need representatives from English, Natural Sciences and the CEC.  
Will need Senate's help in staffing this committee.

Evaluation belongs under the Senate's purview as part of the 10+1, even if it is not called program review.

Working on forming recommendations to forward requests to various groups [Hiring Committees, BRAC, etc.]

Thinking of a name change [OAC]

Meeting Times: every other Wednesday 4pm-6pm. [not during week when Senate meetings are scheduled] Committee Formation: When Assessment Coordinator, M. Jordan asked the Senate president about formation of an assessment committee, he was told no. This committee was then formed as an informal C & I ad hoc committee, and became more affiliated with IEC and became an IEC ad hoc committee. M. Henes currently reports to the Dean of Program Review and General Education Assessment (M. Jordan who is also chair of the IEC Committee) on GEOs and not on any LAC Committee decisions.

M. Michelson expressed concern with this Committee being approved as a Senate ad hoc committee when it is already operating as a committee.

M. Henes: Said the committee "is here" and is willing to do the work. This is the first opportunity he has been able to report to the Academic Senate.

Kris Pilon: Would like to see this committee under the Academic Senate. M. Henes agreed.

#### 4. Causes of Current Campus Climate – Eduardo Cairó (15 minutes – with no time extension)

Based on discussion from last meeting. Two questions were e-mailed to Senate from President Cairó: What is the cause of the current campus climate and what can be done about it?

Answers received consisted almost entirely of complaints in regard to the college administration, Board, or Dr. Rocha.

We need solutions that will ultimately lead to increased student success.

K. Pilon: Faulty need to understand their duties and responsibilities.

D. Cuatt: Have a bad climate because there is a problem. We shouldn't concentrate on feelings.

M. Michelson: Need an understanding of what is to be done with increased communication.

P. Rose expressed concern that Senate needs to address administrative evaluation processes cited in the 2009 Accreditation Recommendation. Reference made to the evaluation process for President Rocha which was changed two weeks before the Trustees voted to eliminate the winter intersession. This new evaluation policy is no longer an internal evaluation conducted by the Dean of Human Resources and the Dean of Institutional Planning and Research who randomly select members of constituent groups to evaluate the President and whose anonymity is protected. Instead The Board and the President engage an external/independent evaluation firm or consultant to conduct the evaluation. Comments from constituent groups can only be made in person and no anonymous comments are included in the evaluation.

L. Arenson: inquired about a venue where the Senate could meet with representatives of the Chancellor's office or school representatives to seek advice.

D. Hamman: The President's evaluation process was created by the administration. The evaluation process was also changed for deans, directors, etc.

M. Henes: There are legitimate concerns. Constant fighting wears him down personally and is distracting.



We can appeal to the community in hopes of getting different Board members in place. We do answer to administration. D. Haley: The Board has legal constraints on what it can and cannot do, especially in regard to 10+1. S. Fraser: Ultimate goal is to get back to the table with administration.

5. Shared Governance Calendar Committee. K. Walter not present.

6. Senate Meeting Start Time. F. Nyong: Many instructors have had to structure their schedules around the 3PM Senate meeting time. Senate requests were received in support of having a vote on this matter before the spring semester and before the last Senate meeting date for the fall semester.

Agenda Item: A date to vote on this matter will be set on October 21 Senate Agenda.

## **STANDING INFORMATION ITEMS**

**S1-1 PCCFA REPORT:** D. Hamman: A general meeting will be held, Thursday, October 10, 12pm, Rm. R307. Discussions will be of negotiations and move on to Next meeting will be 12PM this Thursday, R307. Discussion will include negotiations and mediation.

**S1-2 FACCC REPORT:** None.

**S1-3 ADJUNCT FACULTY REPORT:** Mark Dodge: Professional Learning Day attendance was good. Many were “upset” with current conditions.

M. Smith: Said the current FACCC magazine covers a lot of discussion regarding accreditation and how it is responding to the Department of Education.

## **IX. ANNOUNCEMENTS:**

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

**NEXT SENATE BOARD MEETING: October 21, 2013, 3PM -- CIRCADIAN**