

October 21, 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
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	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
LIBRARY		
MATHEMATICS	MATTHEW HENES	Present
MATHEMATICS	KATHLEEN UYEKAWA	Present
MATHEMATICS	DAN GALLUP	Present
NATURAL SCIENCES	RUSSELL DI FIORI	Present
NATURAL SCIENCES	VALERIE FOSTER	Present
NATURAL SCIENCES	TERRY STODDARD	Present
NATURAL SCIENCES	MARTHA HOUSE	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	Present

GUESTS

ACCREDITATION COORDINATOR	STEPHANIE FLEMING	
ASSOCIATED STUDENTS: PRESIDENT	J. OROZCO	
CLASSIFIED SENATE REPRESENTATIVE	JEANNIE SULLIVAN	
COURIER	MADISON MIRANDA	
PCC COLLEGIANCE	FREDERICK MAJORS	

I. CALL TO ORDER: Meeting initially chaired by V.P. Douglas in the absence of President Cairó in the first part of the meeting.

II. PLEDGE OF ALLEGIANCE: Led by Dan Haley.

III. APPROVAL OF OCTOBER 21, 2013 MINUTES:

MOTION to approve minutes moved/seconded by M. Whitworth/D. Haley. VOTE: Approved unanimously.

IV. PUBLIC COMMENT

Faculty Hires & Budget	<p>K. Pilon -- speaking as a faculty member presented information "believed to be accurate" and not yet made public: All deans are to report to Dr. Bell. Deans will have no relationship with the Academic Senate. Faculty hire requests are to come exclusively from the faculty.</p> <p>Because of an excessive faculty instruction budget, there will be no faculty hires this year.</p> <p>Appx. 29 FT Faculty are working at full or nearly full release time assignments funded with instructional funds. When funding for instructors is not spent, it goes into the General Fund.</p> <p>Lack of FT faculty will hinder programs from achieving their goals and hurt students. Adjunct instructors are filling many faculty positions held on the budget.</p> <p><u>Comments/Concerns From the Floor:</u></p> <p>Data should be collected on how release time appointees were selected.</p> <p>Adjuncts replacing FT faculty are not provided office hours.</p> <p>FT faculty to fill out <u>Request for Full-time Faculty Positions</u></p>
Frederick Spencer Major	<p>Co-Founder of PCC Collegiance.</p> <p>PCC Collegiance advisor volunteer(s) information may be forwarded to S. Major.</p> <p>Supports the work of the Senate's Ad Hoc Town Hall Committee and the formation of an Ad Hoc Academic Senate Evaluation Committee.</p>

MOTION moved and seconded by K. Pilon and M. Henes to switch the order of agenda items V. and VI.

VOTE: Unanimously approved.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1....Vote to approve Committee Members to select Director, Institutional Effectiveness Hiring Committee: Cecile Davis-Anderson (Counseling); Frederick W. Keene (Mathematics); Katie Rodriguez (Natural Sciences)

2...Vote to approve Faculty Hiring Priorities Committee Member: Marjorie Smith (serve as replacement for Martha Bonilla – English Division)

3...Vote to approve Technology and Academic Computing Standing Committee Member: Paige Wilson (English)

4. Vote to approve Distance Education Committee Member: Jamal Ashraf (Math/CS)

MOTION moved and seconded by M. Dodge and D. Haley to approve items 1-4 Mark. **VOTE:** Unanimously approved.

5.. Vote to create Academic Senate Benefits Committee (per request of BRAC)

Clarification: Danny Hamman, BRAC co-chair, said BRAC is not requesting the development of an Academic Senate Benefits Committee, but wants to set up a campus-wide benefits committee with a make-up similar to the College Council to discuss benefits in the long-term.

Academic Senate: 3 reps

Unions: 1 rep from each of the unions

Classified Senate: 3 reps

RECOMMENDATION 5 WITHDRAWN at the request of Senate Executive Committee Officer, D. Haley.

An Academic Senate Volunteer DROP DOWN TAB for Committee volunteers will be required.

MOTION moved and seconded by M. Michelson to rearrange the order of items in Section V. Delete this / No second?

MOTION moved and seconded by D. Haley and M. Henes to move Numbers 1 And 5 to the end. Numbers 1, 2, 3 will become 2, 3 and 1.

VOTE: Approved by a majority vote.

VI. STANDING AD HOC/CAMPUS WIDE COMMITTEE REPORTS:

2. Faculty Hiring Priority Committee: Dan Haley

Handouts: Rubric and Application Form (sent out to all faculty members -- Application Deadline: October 28)

Last year's Form was outdated. The fall 2013 rubric was set up following the last ranking process.

Some of the deans are not preparing applications. Forms prepared by faculty are being accepted for consideration.

Submission of position requests will identify and document faculty hiring needs on campus

The Committee only ranks applications. Administration decides on the number of faculty or classified hires.

3. Distance Education Committee:

Lauren Arenson and Lynora Rogacs (speaking as Academic Senate Representatives)

Reference was made to the handout October 7 Senate Meeting Entitled: Areas of concern regarding DE Policy on Hiring

Designers for Model Courses. Addressed were faculty concerns over the current staffing policy for model classes and the need for faculty input. Compliments were given to DE department staff. Further inquiry required concerning the hiring of designers.

DE Committee Update: Lauren Arenson, Chair

The committee will work on maintaining the coordination of discussion/reports between faculty, campus constituency groups and Distance Education. Committee is working diligently with the divisions. Semester work includes revision of current mission statement, policy on intellectual property, and review of prior policies on office hours and class loads. L. Arenson will be reporting back to the Senate.

1. Ad Hoc Town Hall Committee – Melissa Michelson

October 11: Letter sent to the Elected PCC Board Members and signed by the Academic Senate Ad Hoc Committee for Town Hall Meeting was a modification of the letter (based on Senate discussion) presented at the October 7 Senate meeting.

This letter extended an invitation for Trustee participation with the faculty in a series of community town hall meetings between now and the end of Spring 2014 in informal but moderated settings.

Trustee Response, October 17, 2013 Letter from Trustee President, John Martin states that the The Brown Act does not permit the Board of Trustees or the Academic Senate to hold unagendized or impromptu public meetings.

DRAFT 3: Committee Response (Handout) addressed to Trustee Martin was presented and read. Clarification of the intention of the proposed Town Hall events was reviewed. "...these events are intended venues for PCC faculty, students and district constituencies to dialogue with some of its higher ed elected officials in a moderated but informal setting. The Brown Act does not apply as these events are neither Senate meetings nor Board meetings, nor did we expect the full board to be present..."

M. Michelson: The Committee would like to maintain its original charge, but will consider the Town Halls with student, staff and community conversation "as the first step in the process".

A suggested "first" Town Hall date and event format was presented.

Discussion: Comments & Concerns

There is a sense of urgency in scheduling a November Town Hall; otherwise, another meeting date probably wouldn't be available until February.

The Committee requests direction on how it should proceed.

The Committee's letter to the Elected PCC Board Members was sent without the Senate's endorsement and should have included the Board Secretary/Dr. Rocha.

MOTION moved/seconded by M. Henes and S. Fleming that the Ad Hoc Town Hall Committee inform the Trustees they acted on their own behalf and not the Academic Senate's and to apologize for the unintentional oversight of not including the college president in the process.

Discussion

Proposed Town Hall meeting attendance would include PCC faculty, staff, BOT members and their electorate. It would not necessarily include Dr. Rocha or Board designees.

Concern was received about whether or not the Trustees could actually attend and present opinion at a Town Hall.

Ten-Minute Time Extension: Moved/seconded by K. Uyekawa and M. Henes. Approved by a majority.

Discussion:

The first Committee letter presented to the Senate was not sent.

Resource information from "Senate materials" says that duties of ad hoc committee chair is to provide an update of committee proceedings to the Senate Board as requested.

The Committee or the Senate Executive Committee could develop a letter of apology for sending the letter to the BOT. The intent of the letter was to extend an invitation to interested (elected) Board members.

M. Michelson does not support apologizing for not including Dr. Rocha in mailing the letter to the Board. She was not aware that all Board communication is to go through Dr. Rocha/Board Secretary.

CALL FOR THE QUESTION: Moved/seconded by K. Pilon and James Aragon.

THE CALL FOR THE QUESTION is on the motion that the Ad Hoc Town Hall Committee inform the Trustees they acted on their own behalf and not the Academic Senate's and to apologize for the unintentional oversight of not including the President in the process.

The noes have it, and the motion is lost.

MOTION moved and seconded by K. Uyekawa and M. Henes that the Ad hoc Town Hall Committee write a letter to the Board saying they were not speaking for the whole Academic Senate Board.

Discussion:

Suggestion to write a second letter of explanation without the apology.

The Committee should be dissolved if required to write a letter of apology because it would make the Senate look divided.

All sub-committees are to report back to the Senate Board.

The Senate should stand together as a unit in sending out written communication.

Ten-Minute Time Extension: Moved/seconded by M. Dodge and M. Michelson VOTE: Ayes. Majority. No. 1

MOTION made by K. Uyekawa **WITHDRAWN**.

MOTION moved/seconded by D. Haley and G. Horton for another letter to be forwarded from the Academic Senate Board. This letter will be reviewed, edited, and voted on before sending out, explaining exactly what the Senate wants the Board of Trustees to do.

MOTION re-read: The Academic Senate, as a body, will send a new letter to the Board of Trustees. The letter, written by the Senate Executive Committee, will explain what the Senate wants the Board to do. It will be brought to the Senate Board to be reviewed, edited, and voted on at its next meeting.

VOTE: Motion carries unanimously

VII. INFORMATION ITEMS

1. Distance Education: Leslie Tirapelle, Director, Distance Education (Slide Presentation)

The Model Course Program was started in early spring 2013 and is used by many colleges/universities nationwide to support faculty, students and the institution in different ways.

An online model course is a fully developed course for online delivery that satisfies C & I curriculum requirements supporting faculty, students and the institution in various ways.

Presentation Points

Primary Benefits Explanation for Students, Faculty and the College

This is a stipended program.

Focus on High Demand/High Need DE Courses that can be taught in a fully on-line format.

Participation: Division dean can ask faculty or faculty can be approached by a dean regarding participation.

Exceptions: Names have sometimes been forwarded to S. Fleming or M. Jordan

Concern: This is a very dean-subjective program

Outcomes

Clarification Points:

New faculty have not been hired to develop courses

Faculty are nominated mainly by deans and sometimes by administrators.

If selected, adjuncts are to be able to develop content in teaching within their discipline

As this program moves forward PCC continues to improve in online success and retention rates

Ten-Minute Time Extension: Moved/seconded by R. Foster and S. Fleming. Extension approved.

At PCC model course development is handled by content specialists /instructors.

No person or faculty have been paid to take courses.

There are scenarios where adjuncts suddenly assigned an e-course or hybrid without previous experience can come in and teach off a model course along without completing a 40-hour course which provides instruction in California/Federal law for online teaching and student engagement and how to amend the course.

IPRO has been asked to provide data on which courses are needed the most, fill the most, and which ones fill the fastest.

This term all instructors assigned to on-line courses were to have an understanding of on-line courses and follow-through.

MANNY: Course assessments cannot be altered/changed. Core content is in modular format. Basic training in 508 compliance is done to assure how uploading of materials is handled. Keeping compliance intact is assurance that standards are being met.

2. Continuation of Senate Discussion to Improve College Climate

President Cairó said division review/input on this matter was requested at the last meeting.

Discussion

There is a need for review of the process and procedures for the assignment of reassigned time.

The focus should be on solutions.

M. Henes said he will continue the work he is doing and has taken steps to remove himself from the reassigned time pool.

The larger the reassigned pool means the teaching load of those in the classroom will be increased.

Concern expressed about upcoming October 23 Forum process.

The Planning and Priorities Committee is working on developing a proposal to get a third party/development expert that has had success in dealing with climate issues unique to the PCC campus and could assist at PCC

VIII: INFORMATION ITEMS: The following items will be discussed with possible action taken

MOTION moved/seconded by D. Haley and T. Stoddard to move Item No. 3 to No. 1. **VOTE:** Motion carries.

3. Distance Education Committee – Lauren Arenson/Lynora Rogacs (speaking as Academic Senate representatives)

L. Arenson acknowledged the work and assistance of J. Bettrue, Chris Weisbart, and K. Rodriguez.

Reference was made to the handout October 7 Senate Meeting Entitled: Areas of concern regarding DE Policy on Hiring Designers for Model Courses. Addressed were faculty concerns over the current staffing policy for model classes and the need for faculty input. Compliments were given to DE department staff. Further inquiry required concerning the hiring of designers.

DE Committee Update: Lauren Arenson, Chair

The committee will work on maintaining the coordination of discussion/reports between faculty, campus constituency groups and Distance Education. Committee is working diligently with the divisions. Semester work includes revision of current mission statement, policy on intellectual property, and review of prior policies on office hours and class loads.

L. Arenson will be reporting back to the Senate.

2. LAC proposal to become an operational committee of the Academic Senate – Matt Henes

HANDOUT TITLE: Learning Assessment Committee

Mission of the Committee: 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 Charge of the Committee (specific charges were listed). The Learning Assessment Committee was established last year, and is not under the purview of the Senate.

Recommendation: For the Senate to consider establishing this Committee as an operational committee of the Academic Senate. Concerns were expressed about instituting a committee whose members were already in place. At the next Senate Meeting a vote will be taken on this Committee becoming an Academic Senate operational committee and to consider accepting the Committee membership as is or open up the committee to new members.

MOTION moved and seconded by D. Gallup and M. Whitworth to accept the Learning Assessment Committee to become an operational committee of the Academic Senate.

Discussion:

This Committee meets every other Wednesday from 4pm-6pm.

A yes vote at this time would be just for the formation of the committee.

Division feedback is needed from division constituents.

Senate representatives will be able to review/discuss and make recommendations on this matter.

MOTION moved and seconded by R. Foster and T. Stoddard to TABLE THE MOTION. **VOTE:** Motion passed.

1. Formation of Ad Hoc Academic Senate Evaluation Committee of the President

MOTION moved/seconded by R. Foster and D. Haley to discuss Formation of the Ad Hoc Academic Senate Evaluation Committee of the President, and for the Committee report back to the Senate on the desirability of the survey process and utility.

Discussion:

Fifty-three percent of the faculty voted on the Vote For No Confidence; the proposed evaluation would restore the faculty's voice in evaluating the President

Over the past several weeks President Cairó has been stopped in the hallways, received emails and phone calls asking for some type of action from the Senate regarding the President based on the fact that the Board of Trustees has extended his contract and awarded him a raise without a college-wide evaluation process

Discussion

The President's evaluation has lacked a faculty component due to Board of Trustee's revision 2 years ago of Policy #1680 This committee would fall under #1 under 10+1.

Evaluation results could go to this committee for review and for the compiling of survey results.

G. Horton said the Senate Election's committee has given instruction that they would like to respectfully decline any participation in the tabulation or summary of results.

Purpose of evaluation is to identify strengths and weaknesses in order to improve performance.

CALL FOR THE QUESTION:

VOTE: Ayes: Motion passed unanimously for the formation of Ad Hoc Academic Senate Evaluation of the President Committee and for the Committee to report back to the Senate on the desirability of the survey process and utility.

4. Proposal to vote on Nov. 2 Academic Senate Meeting a change in start time for bi-weekly Senate meetings: F. Nyong not present.

IX. REPORTS FROM EXECUTIVE COMMITTEE:

R-1 President's Report

President Cairó apologized for being late to the meeting.

Gave an explanation of events that have happened over past couple of days.

Explained why the Senate Executive Committee has not been attending CAPM meetings.

- SASI monies have not been released.
- At the CAPM of 7/2/13, Dr. Rocha said he would present all three proposed campus calendars at the Board of Trustees meeting for its consideration; however, only one calendar was included on the agenda/ board packet for July 17. At the Board of Trustees meeting, information was passed out on the other two calendars; however, only the merits of the calendar that he endorsed was presented
- It was decided that the Executive Committee would not hold any CAPM meetings because the President was not being honest in conversations with the Senate Executive Committee.

President Cairó asked Trustee Martin questions regarding the Town Hall meeting and spoke of the need to hire 30 faculty to get to 2009 numbers. The number of courses has gone up, but FT faculty numbers have diminished. There was an intense verbal exchange between Dr. Rocha and President Cairó.

President Cairó sent Dr. Bell a memo on several issues On October 17 stating that he and the Chair of the Professional Development Committee would meet with him to discuss the issue of SASI funds and the issue regarding reassigned time.

Shortly after sending Dr. Bell's e-mail, an e-mail was received from Legal Counsel, Gail Cooper.

Copies of this letter were handed out. It stated that:

"Recent actions you have taken have come to the attention of the Board of Trustees. The Board has referred reports of your actions to me as General Counsel for handling."

- Violation of Board Policy 2000.60. Refusal to attend meetings of the Committee on Academic and Professional Matters (CAPM).
- Legal Counsel can arrange for training on the Brown Act.
- Under Board Policy 2000 the Senate is expected to provide recommendations to the Superintendent-President to improve support for faculty teaching effectiveness and student learning.

President Cairo asked for the Senate support to continue moving forward on behalf of all its members.

November 4 Agenda Requests

- 1 K. Pilon requested the writing of a resolution indicating the Academic Senate as a body supports Eduardo A. Cairó
- 2 Request for a vote on Executive Committee attendance at the CAPM meeting be placed on the agenda along with document this has been discussed and supported with the reasoning behind it.

The Senate is given notice of actions "after the fact".

The Senate needs to think about other solutions to help our position and ways to make the college better.

Suggested that California Aware be consulted in regards to enforcement of the Brown Act.

Panella expressed concerns regarding shared governance process involving SASI funding processes, DE, and realignment are discussed through CAPM. E. Cairó said he made a unilateral decision with the support of the Executive Committee to cease attendance at CAPM meetings. He has sought verification in writing of the SASI monies be given to the Senate. E. Cairó and Lynn Wright will be meeting with Dr. Bell on Tuesday, Oct. 22 to discuss the procedures put in place for professional development funding.

MOTION moved and seconded by D. Haley and Y. McKay to Adjourn at this time (6.20 p.m.)

- R-2 Vice-President's Report**
- R-3 Secretary's Report**
- R-4 Treasurer's Report**

X: STANDING INFORMATION ITEMS

- SI-1 PCCFA REPORT**
- SI-2 FACCC REPORT**
- SI-3 ADJUNCT FACULTY REPORT**

XI. ANNOUNCEMENTS

XII. ADJOURNMENT

NEXT SENATE BOARD MEETING: November 4, 2013, 3PM -- CIRCADIAN