

November 18, 2019

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
CTE: BUSINESS	PATRICIA LYNN	Regrets
CTE: ENGINEERING	KRIS PILON	Present
CTE: ENGINEERINGZ	JASON NORRIS	Present
COMMUNITY EDUCATION CENTER	DANNY HAMMAN	Present
COUNSELING	TOMÁS RIOJAS	Present
COUNSELING	JAMES ARAGON	Present
ENGLISH	GLORIA HORTON	Present
ENGLISH	MANNY PEREA	Present
ENGLISH	MARJORIE SMITH	Present
HEALTH SCIENCES	KRISTIN K. HYATT	Regrets
HEALTH SCIENCES	BLANCA RODRIGUEZ	Absent
LANGUAGES	LOKNATH PERSAUD	Present
LANGUAGES	MELISSA MICHELSON	Present
LIBRARY	DOROTHY POTTER	Present
MATHEMATICS	MATTHEW HENES	Present
MATHEMATICS	KATHLEEN UYEKAWA	Absent
MATHEMATICS	DAN GALLUP	Present
NATURAL SCIENCES	RUSSELL DI FIORI	Present
NATURAL SCIENCES	VALERIE FOSTER	Present
NATURAL SCIENCES/KINESIOLOGY	TERRY STODDARD	Present
NATURAL SCIENCES	MARTHA HOUSE	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 ARENSON (Alt)	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

ACADEMIC SENATE DISASTER RELIEF COMMITTEE	PAT PEACH	Present
CLASSIFIED SENATE REPRESENTATIVE	JEANNIE SULLIVAN	Present
COURIER	MADISON MIRANDA	Present

I. CALL TO ORDER:

II. PLEDGE OF ALLEGIANCE: Led by Terry Stoddard

III. APPROVAL OF NOVEMBER 4, 2013 MINUTES

Corrections:

1. Present: Jason Norris (Engineering)
2. Revise Information Item 5, page 7, line 2: The Charge recommendations B1, B2 and B3 would replace recommendations D, E, and F.
3. M. Perea's MOTION on this matter did not include the word "student".

MOTION made by K. Pilon and seconded by E. Douglas to approve the minutes as amended: **VOTE:** Unanimously approved.

Meeting Announcement: President Cairó announced that during Senate discussions, responses are to be received only when an individual is called upon by the Senate President. There is to be no dialogue. M. Whitworth: Added "cross talk" between Senators could be a violation of the rules.

IV. PUBLIC COMMENT

Pat Peach -- Disaster Relief Fund

The Senate's Disaster Relief fund balance is approximately \$600. Previous donations have been made to students or family members of students (includes victims of the Hurricane Katrina and the Japan Tsunami disaster).

The Senate was asked to consider making a donation towards disaster relief in the Philippines in the near future

Pat Rose: The next Board of Trustee meeting is Wednesday, November 20th. Senate members are urged to attend. The faculty contract is scheduled to be "sunshined" in during closed session.

R. Foster added that both the District and FA are required by law to present their basic proposals out in the open to be entered into the record of the Board of Trustees. The FA will follow by proposing its ideas for negotiations.

It appears the Board is going ahead and re-initiating negotiations for a three-year contract commencing July 1, 2013.

Jo Buczko: The Great American Smoke Out is scheduled for the week of January 1, 2014 from Monday through Thursday. The campus will be going "smoke free" and tiered violations will be given for policy violations.

The focus this week is to bring attention to the smoke free policy and to clean-up the campus.

- Opportunity drawing prizes will include gift certificates from the PCC Bookstore, Subway and Starbucks.
- A \$150 cash prize will be deposited into the T&A account of the club picking up the most cigarette butts and earning the most service hours.
- Club participants can sign-up at the Check-In Table. Gloves, masks and bags will be provided.
- Invitation: Thursday, November 21st, in the Library Rotunda: Two Human Physiology classes will be presenting poster presentations showing the effects of smoking on the body.

Matt Henes: Learning Assessment Committee membership volunteers: Matt Henes was unable to notify the LAC Committee members in time to submit their volunteer applications, a **MOTION** was made and seconded by M. Henes and S. Fleming asking the Senate for a two-thirds vote to add the names of the current LAC members to today's agenda to be voted and approved as Academic Senate LAC members. **VOTE:** Yes: Majority. No: 1 **MOTION** carries.

Melissa Michelson (Languages)

At the beginning of this semester, the Languages Department instructors were asked to create a department chair position description by the end of this semester. She requested direction from the Academic Senate and the Union. There should be a standard process to address this type of request across all departments.

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

1. Ad Hoc Academic Senate Evaluation Committee of the President: Loknath Persaud

The American Association of University Professors document entitled Faculty Evaluation of Administrators outlines the faculty role in evaluation of a college president. The Committee is seeking a

cross-section in its membership from the various divisions, such as the Sciences and Visual Arts. The AAUP document recommends there be dialogue with both the Senate and the President before the start of a survey process.

D. Gallup: Is concerned about the formation of this committee and submitting his name as a volunteer. In terms of Board policy, this committee would have no legal standing and its actions could reflect negatively on the Senate.

Discussion:

- The School's letter from its Legal Counsel to E. Cairó ASSUMES that the Committee IS going to find something wrong. Both the President's strength and weaknesses would be revealed through a legitimate evaluation process and would be a vehicle for improvement.
- The Senate IS an advisory committee and its processes are advisory.
- The Senate APPROVED the formation of the Evaluation Committee to prepare an evaluation template for review by the Senate before starting this process.
- There are concerns that Committee's process feels more reactive to the President
- AAUP RECOMMENDS THAT: after the survey the Senate should apprise the president of the results and he should be given the opportunity to respond to criticism before the document is made public."

2. Faculty Hiring Priorities Committee: Eduardo A. Cairó

The FHPC met last week. Many positions are being requested.

The Rankings should be completed by Tuesday, NOVEMBER 26, and will be sent to the administration.

Last week the deans were instructed to not participate in this process, and to create their own rankings for submission to the administration.

This type of request is outside of policy and proof of written documentation (not yet received) would show a violation of shared governance. The Full Time Faculty Hiring Policy mentions the FHPC, but there is no mention of a deans' committee developing priorities.

It is not known if the full-time hiring requirements will impact the Board's decision in regards to new full-time faculty hires.

3. Bylaws, Rules and Procedures Committee Report: Josh Fleming was unable to attend today's meeting and a report will be scheduled for the next Senate meeting.

4. Ad Hoc Town Hall Committee: Melissa Michelson

Town Hall Date: Tuesday, November 19, 7PM-8:30PM, Altadena Library

Format:

- Opening Introductions
- Meet Panelists
- New Directions for Student Success
- Questions and Answers
- Closing Remarks
- Refreshments will be provided

Advertisement of this event was made all around Altadena, ads were placed in the Courier, the Pasadena Weekly emails and flyers were sent to all faculty.

At the start of this process the Classified Senate, Associated Students and the Trustees were asked to participate. The students said they would have their own process. The Classified Senate chose not to participate. It was noted that no response had been received from Berlinda Brown.

Senate Board representatives were encouraged to attend this event and to invite others.

This forum will provide an opportunity to share faculty, student and community perspectives and feedback.

A. Duran added that prior town hall meetings have been initiated through the President's Latino Advisory Committee as well as the African American Advisory Committee.
There will be a Transfer Outreach table.

Matt Henes: Re: Item VI -- Executive Committee Recommendations

M. Henes said he did not tell the current LAC Committee members in time to submit their committee volunteer applications on the Senate web site.

MOTION made and seconded by M. Dodge and E. Douglas to approve all members on agenda with the additional volunteer names presented and read by President E. Cairó:

To: Ad Hoc Senate Evaluation Committee: Daniel Gallup (Math); Daryl Taylor (Business)

To: Distance Education Committee: Melissa Michelson (Languages); Kirsten Ogden (English)

To: Learning Assessment Committee Barbara Naylor (PCAD); Derek Milne (Social Sciences); Matt Henes/Chair (Math); Tracy Sachtjen (Social Sciences); Armando Duran (Counseling)

Discussion

Committee members are to be on campus and not on sabbatical.

The Bylaws Committee will be asked: to review committee member term limit and the limit on the number of faulty per committee; to address what should be done in regard to non-participation; to address faculty members with a high percentage of release time serving on committees.

Prior Senate concern was expressed that Committee members were appointed by the deans and not the division members.

Divisions should be given the opportunity to elect who they would like to be on the committee.

- A full-time faulty e-mail was distributed followed by the submission of one name: Paul Jarrell.
- The additional names presented for Senate approval at today's meeting are volunteers and are those of current committee members who had not yet filled in the drop-down tab for committee volunteer information requirement.
- Senate representatives need to forward volunteer information within their divisions.
- Numerous comments were received to not vote on the additional member names at this meeting.
- There is nothing precluding additional volunteer requests

MOTION WITHDRAWN: M. Henes

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Vote to approve Distance Education Committee member: Melissa Michelson (Languages), Kirsten Ogden (English)
2. Vote to approve Learning Assessment Committee member: Paul Jarrell (Natural Sciences)
3. Vote to approve Planning & Priorities Committee members: Thomas P. Neiderer (Health Services)
4. Vote to approve Faculty Volunteers needed to serve on Hiring Committee for Director of Fiscal Services: Eduardo A. Cairó (Social Sciences)
5. Vote to approve Three Faculty Volunteers to serve on Hiring Committee for Ombudsperson: Cheryl Banks-Smith (Performing & Communication Arts); Ana Ogaz (Counseling); Patricia Rose (English)

MOTION made and seconded by M. Dodge and M. Whitworth approve the names on the Agenda, VI, 1-5.

Discussion

At this time the committee can meet but cannot hold an “official” meeting.

CALL FOR THE QUESTION received and seconded by M. Dodge and M. Michelson.

VOTE: Motion carries -- unanimously approved.

The additional names mentioned above will be added to the December 2nd agenda. Current LAC Committee members along with new committee volunteers need to apply on the Senate Committee Volunteer Page soon.

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

1....Professional Learning Day, Adjunct Faculty, and SLOs – Compensation

E. Cairo: This item was added in response to numerous inquiries/conversations about whether or not adjunct faculty should or should not be compensated for PLD activities.

Discussion/Comments

- Anyone should be compensated for any work they do.
- It is not under the Senate’s purview to discuss compensation because it is a contract issue and does not fall with 10+1.
- 10+1, Item 7 supports that this process falls under purview of this committee.
- It is not ethical or legal to be asked to work outside of assigned work hours.
- Assessing SLOs is a faculty responsibility should be discussed/decided.
- CTF is challenging the whole idea of SLOs.
- Equity needs to be discussed.
- Certain duties are part of the job.
- The Senate’s should first determine what the nature of the adjunct role is in regards to compensation.
- The union is aware of this matter and is pursuing a means to effectuating an outcome.

At last week’s ASCCC Fall Plenary Session the excessive documentation required by the ACCJC was questioned. The ACCJC is trying to implement their vision of what the best teaching practices are. E-Lumen is a long and extensive process. There is meaning to collecting SLO data and discussing the outcome and how their decisions impact their students, along with decision on how improvements should be made.

Knowledge of SLOs data is an instrumental tool that can empower educators in the classroom.

This matter will be placed on the next agenda as an Information item for possible action.

2.....Task Team #3’s Policy Document for Faculty Organizational Structure – V. Foster.

Anticipated first read with a second read before the semester ends.

Power Point Presentation: Timeline, Function Chart (as of 2013/14 Academic Year) & (DRAFT) Faculty Organization Structure

- Fall 2010, president announce plans to realign the college
- Spring 2011: Task Teams 1 and 2 perform research.
- 2012: Task Team 3 drafts proposal is now on this team. The proposal is today’s document handout. Proposal primarily developed by Task Team 2.
- Fall 2012: Task Team 3 visits Senate and divisions for proposal feedback. Some divisions were not allowed to have discussions. Feedback was collected and document was revised based on feedback. Involved changing language which betrayed their intentions.
- Spring 2013: Task Team 3 revises document (and plans 1st read to Senate). Matter was tabled. There is now a context for this document.
- Fall 2013: Proposal for 1st read by Task Team 3.

Document Objective:

- Defines guidelines which describe a process for creating flexible faculty organization structures below the dean level.

Faculty Concerns & Responses:

- This document is responding to changes that the administration is making to the dean structure. Academic affairs has provided the current structure.

Function Chart. Entitled PCC, Academic Affairs, of 213/14 Academic Year Function Chart.

- At most universities, faculty hold chair positions.
- Document language has been revised to deemphasize membership in distributed leadership groups.
- Language specifying group size has been removed.
- A clause has been added to include Special Services.
- Current language defines the role of faculty as an advisor.
- Language has been added to exclude the handling of complaints involving sensitive information.
- Reassigned time is to be negotiated with the Union.
- R. Marheine supports any document coming out from the shared governance process.
- The committee does not want to overhaul this document.
- Approval of this process will provide timely conversation and serve as a tool to assist deans to decide what to do.

Discussion

Many do not know more of what is going on than before.

The explanation of defining a chair does not fit with all divisions.

The Function Chart does not show where a group of faculty can do something or how faculty would be compensated.

It would have been best for the Senate to have reviewed this structure presentation in the spring.

Additional time is needed for review by the Senate representatives and their divisions.

Duplication of responsibilities and effort by faculty groups and shared governance committees.

Language Recommendations: Revision Recommendations to Faculty Organization and Leadership Options

- Section 2.a. should be suspended until the Senate has had a chance to have discussion.
- Section 3.a.(1) should be SLO specific.

Request received to provide this Power Point presentation for distribution and review within the divisions.

Essential criteria on the restructuring of the college is needed.

MOTION made and seconded by M. House and J. Aragon to extend discussion by 5 minutes.

VOTE: Aye: 13 No: 9 Motion Approved.

Discussion

Support received for the original recommendation from Task Team 1 and 2 to retain the dean structure. This recommendation was rejected by administration and chose to move ahead with the realignment.

Is the task force working in cooperation with administration to set up a structure?

Three options were mentioned but were not all given the Senate.

Would approval by the Senate be a recommendation to the administration?

Confusion about what people want: Flexibility versus standardization.

Need to read, review and present this document back to the various divisions for review and input.

Panella: The proposed document was based on the diversity perspective around departments, divisions, collaborations, etc. – about forming a process that supported faculty. It allows for options. Senate adoption would be negotiated through the Senate at CAPM. If a document is supported in the process then the Senate is being proactive in terms of protecting what we see happening at our faculty level. This document does not mandate chairs but allows more collaborations to decide what's best.

The Task Team is seeking friendly amendments, and does not seek an extensive revision process.

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

1...Distance Education Committee Mission Statement: Lauren Arenson

This DEC approved document was revised at the last Senate meeting and is being presented for approval.

Goal: Take the original mission statement and amend it to address campus changes.

Many revisions deal with Union contract issues.

Suggested revision to the first sentence in Paragraph 2:

~~With the understanding that~~ Pasadena City College faculty should have the primary responsibility for developing policies. This Committee will support a learner-centered program.

MOTION made and seconded by D. Haley and G. Horton to accept the Mission Statement, DE Committee with the friendly amendment. **VOTE:** Aye: Majority. No. 2: Motion carries.

2. Creation of Policy on Reassigned Time: Manny Perea

M. Perea shared his experience with reassigned time with the Senate.

- A reassigned time policy would work towards improving campus climate and to make this matter more transparent.
- It would be appropriate for every area that loses a full-time instructor or equivalent to reassigned time, to be granted a one-year temporary, non-tenure track position to replace faculty lost to reassignment.
- A reassigned time policy should be addressed by the Senate by an ad hoc committee because of its effect on students.
- Comments in support for a clear policy were received.

MOTION made and seconded by F. Nyong and M. Perea to forward this policy request to the Senate Bylaws, Rules and Procedures Committee.

Discussion

E. Cairó said this task could be assigned or an ad hoc committee could be created to address this issue.

This would be a new school policy. It would be a separate issue from the Senate's Bylaws, Rules and Procedures Committee.

MOTION made and seconded by and F. Nyong and G. Horton to create an Academic Senate Ad Hoc Committee on reassigned time.

Discussion

Would Education Policies Committee have anything to do with? Have to create a new committee?

Discussion received to assign this task to the Educational Policies Committee.

VOTE on Motion: Motion fails by a majority.

MOTION made and seconded by K. Pilon and T. Stoddard to refer this issue to the responsibility of the Educational Policies Committee.

Discussion

Based on the Committee's function, reassigned time is not under the purview of the Educational Policies Committee.

The Committee does not have a chair and no new chair has been assigned.

An ad hoc committee could review this item and it could be forwarded to the Educational Policies Committee once it becomes active and has a chair.

MOTION made by L. Arenson to move forward with an ad hoc committee on reassigned time. This matter was already voted down – Motion stricken. Added that she would like to have an ad hoc committee created within the Educational Policies Committee to review this item.

CALL FOR THE VOTE made and seconded by K. Pilon and P. Rose.

VOTE: Aye: 0 No: Unanimous.

MOTION made and seconded by D. Haley and M. Henes to postpone this discussion until the next Senate meeting for consideration of an ad hoc committee.

VOTE: In favor: Unanimously approved.

3. Vote on changing start time of Academic Senate Meetings beginning Fall 2014: Francis Nyong

MOTION made and seconded by F. Nyong and E. Douglas for the Academic Senate meetings' start time to be changed to 2PM beginning Fall 2014.

Discussion:

The Senate Executive Committee needs the hour before the Senate meeting to prepare for these meetings.

A number of faculty could find it difficult to rearrange their teaching schedules.

Inquiry received as to what are the other implications on campus and members of this Senate if time were changed.

Having an earlier schedule could result in missing two versus 1 class.
A time change would cut out a number of math instructors.
CALL FOR THE QUESTION made and seconded by P. Rose and M. Henes.
AYE: 5 NO: Majority. Motion Fails.

4. LAC Revised Mission Statement: Matt Henes
Revisions have been made from recommendations received at the last Senate meeting.

MOTION made and seconded by M. Henes and J. Aragon to approve the Statement.

Discussion:

LAC Committee recommendations should first be forwarded to the Senate before being forwarded to other committees: BRAC, Faculty Hiring and Priorities Committee, etc.

FRIENDLY AMENDMENT made and seconded by S. Fleming and Y. McKay that the Committee prepare an annual summary with recommendations to the Academic Senate Board, based on Learning Outcome Assessment activities and that the Academic Senate forwards the LAC recommendations to those particular committees listed.

Discussion

Having the Senate Executive Committee as a middle-man would be a monumental task.

General consensus that Committee recommendations to be forwarded to the Senate first for review before being relayed to the other groups.

The proposed Mission and Charge is an attempt to not have SLO assessment "sit on the shelf".

Senate should retain its purview over academic and professional matters under 10+1.

Annual SLO assessments go into an ACCJC document.

AMENDMENT TO FRIENDLY AMENDMENT: M. Henes: proposes revisions to the wording in b to read:

b. Prepare an annual summary with recommendations to the Academic Senate Board based on learning outcome assessment activities **and upon Academic Senate** approval the Academic Senate Executive Committee will forward the information to the following committees.

1. Forward LAC recommendations to the college's Curriculum and Instruction (C&I) Committee
2. Forward LAC recommendations to the Hiring Priorities Committee
3. Forward LAC recommendations to the Office of Academic Affairs and Office of Student Affairs, as appropriate.
4. Add wording of part c here. (there will now be no part c.)

CALL FOR THE QUESTION ON THE FRIENDLY AMENDMENT made and seconded by M. Henes and M. Whitworth.

b. Prepare an annual summary with recommendations to the Academic Senate Board based on learning outcome assessment activities **and upon Academic Senate approval** the Academic Senate Executive Committee will forward the recommendations 1, 2, 3 and 4.

AYE: Majority approval. Motion carries.

Discussion

Concern received as to why SLOs would go to the FHAP Committee.

Would recommendations for funding be based on SLOs.

CALL FOR THE QUESTION: M. Whitworth and R. Foster.

MOTION in favor of accepting the Mission Statement with the friendly amendment as it stands.

VOTE: AYE: Majority. Motion carries.

IX. REPORTS FROM EXECUTIVE COMMITTEE:

R-1 President's Report: President Cairó

The Executive Committee will be creating some guidelines for review by the Senate listing Dos and Don'ts for Senate Committees.

Committee volunteers are needed (i.e., Learning Assessment Committee).

R-2 Vice-President's Report: Vice-President E. Douglas

At ASCCC Plenary Session attended by the entire Senate Executive Committee, there were several breakout sessions. One was on creating equity and student success through communication. One college having problems similar to PCC had a retreat for communication between the Senate and the Board of Trustees. Dialogue improved.

Last Friday E. Douglas attended the integrated planning session. Dialog and work on a document which covered how to institute a planning cooperative amongst committees. Some recommendations were developed. Study notes from this session can be forward to Judy Benson for sharing.

R-3 Secretary's Report: P. Rose

The Planning & Priorities Committee will accept suggestions for revisions to the EMP until Nov. 27 at 5PM. These suggestions can be forwarded to either Matt Jordan or Stephanie Fleming who will compile and present them to the P&P Committee before forwarding the revised EMP to the College Council.

R-4 Treasurer's Report: D. Haley.

At the ASCCC Fall Plenary, there was much discussion regarding the ACCJC Accreditation process.

E. Cairo: town hall meeting Tuesday, please attend

Weds: BOT meeting. Please attend. Will have various legislative representatives present. Urged senate reps to attend.

X: STANDING INFORMATION ITEMS

SI-1 PCCFA REPORT: No Report.

SI-2 FACCC REPORT: No Report.

SI-3 ADJUNCT FACULTY REPORT: No Report.

XI. ANNOUNCEMENTS: Academic Senate Town Hall Meeting, 7PM, Altadena Library.

XII. ADJOURNMENT: MOTION to adjourn made and seconded by.: Mark/2nd by Earlie.

NEXT SENATE BOARD MEETING: December 2, 2013, 3PM -- CIRCADIAN