

December 2, 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
CTE: BUSINESS	PATRICIA LYNN	Regrets
CTE: ENGINEERING	KRIS PILON	Present
CTE: ENGINEERINGZ	JASON NORRIS	Absent
COMMUNITY EDUCATION CENTER	DANNY HAMMAN	Present
COUNSELING	TOMÁS RIOJAS	Present
COUNSELING	JAMES ARAGON	Absent
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
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	Absent
SOCIAL SCIENCES	SHAROK BASTANI	Absent
SOCIAL SCIENCES	FRANCIS NYONG	Present
SOCIAL SCIENCES	LYNORA ROGACS (Alt)	Present
SOCIAL SCIENCES	KAITER PUGLIA (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
ASSOCIATED STUDENTS	JORDAN OROZCO	Present
C & I COMMITTEE	CARRIE STARBIRD	Present

CLASSIFIED SENATE REPRESENTATIVE	CAROLE ROBINSON	Present
COURIER	MADISON MIRANDA	Present
STUDENT TRUSTEE	JASON FLEMING	Present

I. CALL TO ORDER:

II. PLEDGE OF ALLEGIANCE: Led by Earlie Douglas

III. APPROVAL OF NOVEMBER 18, 2013 MINUTES AS PRESENTED:

MOTION made and seconded by M. Dodge and Gloria Horton. **VOTE:** Motion approved unanimously.

MOTION made and seconded by R. Foster and E. Douglas for Agenda Item V., 6. to be moved forward on the agenda.

VOTE: Motion approved unanimously.

IV. PUBLIC COMMENT

R. Marheine:

FA Meeting: December 5, 12:00 PM: Room--Circadian. The FA attorney will be present. Items of interest include the Public Employee Relations Board's (PERB) decision on the FA's complaint filed in August regarding the winter intersession.

Announcements:

1. Professor Warren Swil has been reinstated. His first day back on campus will be January 13, 2014. It is not known what his official duties will be or if he will be reinstated as Courier advisor.
2. The latest Pasadena Weekly strongly critiqued PCC's President, PCC's cancellation of winter intersession, and its effect upon students and the action taken regarding Professor Swil.
3. The FA will continue to fight the case of Professor Mark McQueen, recently placed on administrative leave. An online petition has received 1660 signatures in support of Professor McQueen.
4. The FA feels vindicated by the Public Employee Relations Board's decision that cancellation of the winter intersession was illegal. One recommendation is for compensation to faculty who would have taught during that time.

Jordan Orozco: President-Associated Students

Associated Students response to the 2013/14 Faculty Organizational Restructure

- Approve: 3b [Student services: Advisement recommendations]
- Disapprove: EMP E4
- The Senate was asked to review the Associated Students' recommendations.

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

1 Bylaws, Rules and Procedures Committee Report: Josh Fleming

The Committee has reviewed both the Academic Senate and the State Senate (ASCCC) bylaws.

Articles 1 and 2 of the Senate Bylaws will be reviewed at the next meeting:

Dec. 5, 12PM, Library Terrace Room.

Meetings are scheduled the first Thursday of each month (Library Terrace Room).

- This is a Brown Act Committee.
- A recommendations/modification form has been developed.
- All proposals will be presented to the Senate Board for review and recommendation.
- Maintaining a quorum (8 members) has been problematic.
- Both the chair and co-chair need to be officially "voted in".
- Absent members will be contacted in regards to their participation and the possible need for alternate or replacement members.
- J. Fleming may be contacted at jrfleming@pasadena.edu regarding volunteer information.

REMINDER: President Cairó will only call on those whose “hands are raised” for comments/discussion.

2. Faculty Hiring Priorities Committee. E. Cairo

The Faculty hiring requests have been ranked and the names of the top 15 are listed below.
It was the consensus of the Committee that more full-time faculty are needed.

Fourteen of the top 15 ranked positions are replacement positions with one growth position from the Library. The DSPS position is a state funded position and will be listed separately.

FHPC Recommendations – Top 15

	Division	Position	
1	English	English Instructor	Replacement
2	Counseling	Replacement position of Non Credit Counseling – vacancy due to retirement	Replacement
3	Counseling	Replacement position of General Counselor – vacancy due to resignation	Replacement
4	English	English Instructor (Composition and Literature)	Replacement
5	Social Sciences	FT Psychology position with an emphasis in biopsychology	Replacement
6	Health Sciences	FT Tenured Instructor: Dental Laboratory Technology Department	Replacement
7	Languages	ESL Instructor	Replacement
8	Social Sciences	Philosophy and Religious Studies Instructor	Replacement
9	Languages	Spanish Instructor	Replacement
10	Social Sciences	History Professor	Replacement
11	DSPS * SEPARATE	Teacher-Specialist/Disabilities (pre-funded)	Replacement: Salary is paid by state/Benefits by the District
12	CEC	Non-Credit division: English Teacher/coordinator Adult HS Program	Replacement
13	CEC	Non-Credit Division: Social Science Teacher – Adult HS Program	Replacement
14	P&CA	Music Piano Instructor	Replacement
15	Library	Outreach & Student Engagement Librarian	Growth

These recommendations will be submitted to Dr. Rocha, the Board of Trustees, and the administration. Under Board Policy and in compliance with shared governance. The President is required to respond to the Committee regarding its recommendations.

The administration requested recommendations for full-time hires from the Deans. Their top 10 recommendations are very different from those of the Faculty Hiring & Priorities Committee.

College Council will have general Q&A and consultation, Thursday, Dec. 5, 12PM-1:30PM.

<p>3. Ad Hoc Town Hall Committee: Melissa Michelson The November 19th Town Hall was a successful first attempt and was well attended. Attendees: faculty members, several Senate and community members, students and former VP Dr. Jacobs. No Trustees or deans attended. Pictures of the event were presented. A listing of some questions and comments may be requested from M. Michelson. The Committee will meet next year to reassess this process.</p>
<p>5. Distance Education: No Report.</p>
<p>6. C & I Committee Semester Report: Carrie Starbird A series of trainings for committee members and other campus community members were well attended. Review of legislative updates. Changes made to the C & I form will allow for more faculty involvement. The Committee is regulated by SB 1440 to have 22 Associate Degrees for transfer in our catalog by summer 2014. Currently 13 Associate Degrees for transfer have been completed and the final five Degrees are in the process of being completed this week. The courses that are part of this transfer degree have to be approved by a CID descriptor and match curriculum that has been approved and gone through many channels that are inter-segmental with CSUs, UCs and Community Colleges. Many courses have been brought into alignment with the CID descriptors. 150 courses have been reviewed for modifications, new courses, or deletions. This Thursday the Committee anticipates deleting 25 courses that haven't been offered in 15-25 years. About 50 new non-credit courses will be added (35 are in the High School diploma program). Close to 100 course modifications (due to CID alignment) this semester. One new High School Diploma program. Nine new modifications to other programs.</p> <p>Carrie Starbird was commended by the Senate Board for her work on the C&I Committee.</p>

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Vote to approve Ad Hoc Senate Evaluation of the President Committee member: Daryl Taylor (CTE: Business)
2. Vote to approve Learning Assessment Committee members: Matt Henes, Chair (Math); Armando Duran (Counseling); Derek Milne (Social Sciences); Barbara Naylor (PCAD); Tracy Sachtjen (Social Sciences), Melanie Willhide (VAMS).
3. Vote to approve Hiring Committee member for Director of Fiscal Services – Susan Briggs (CEC)
4. Vote to approve to Adjunct Faculty Issues Committee: Melissa Michelson (Languages)
5. Vote to approve Rikki Magee (PCAD) to the Bylaws, Rules and Procedures Committee

MOTION made and seconded by D. Harley and E. Douglas approving Items 1-5. **VOTE:** Motion carries unanimously.

6. Vote to approve change of rank: **Professor:** Andrzej Bojarczak; **Associate Professor:** Yu Chung Chang; Stephanie Fleming, Dr. Jeong O.; Stephanie Schmidt; **Assistant Professor:** Dr. Susan Briggs; Joshua Fleming; Hollie Luttrell; Angela McGaharn; Dr. Christopher Jimenez y west; Melanie Willhide; **Adjunct Assistant Professor:** Jeffrey Chang; Laura Godio; Stephen Jones; Janet Mitchell-Wagner; Dr. Philip K. Spradling; Charles L. Vorsanger; **Professor Emeritus:** Dr. Gary Woods

Presentation of Committee recommendations: Patricia Lynn, Chair, Academic Senate Rank Committee
Letters will be sent to all applicants regarding approval or the necessary requirements to re-apply.

MOTION made and seconded by P. Lynn and E. Douglas to approve the Fall 2013 Change of Rank Recommendations in Recommendation 6. **VOTE:** Motion carries unanimously.

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

1. Academic Senate Policy Statement on Adjunct Faculty Participation in Professional Development and Academic Work Activities: President Cairó / P. Rose

Position Statement:

To promote inclusiveness and equity so that the teaching mission of the college may be effectively attained, we, the Academic Senate, resolve that the college should develop policies for adjunct faculty to participate in shared governance and professional development activities. (See <http://asccc.org/content/effective-practices-part-time-faculty-and-local-academic-senates>)

Discussion

- Final recommendations would be submitted to administration.
- Comment received regarding the wording "...the college should develop policies..."
There is an ASCCC information sheet on the ASCCC website (ASCCC.org)
The wording on the website is very precise. We do not want a too broadly worded document
- Parliamentarian M. Dodge said motions are not necessary to approve or place this matter on the next agenda.
Motion to approve the statement: M. Michelson
Motion to take back to divisions for review: K. Pilon
- Senate Directive: This is a working document for the Board. The representatives are asked to share it with their divisions for review and recommendations to be discussed in January.

- 2....Disaster Relief Committee : Pat Peach
Senate donation for disaster relief in the Philippines
Disaster Relief Fund Balance: \$898

MOTION made and seconded by P. Lynn and Panella to approve a Senate donation of \$400.

FRIENDLY AMENDMENT made and seconded by F. Nyong and Y. McKay to increase the donation to \$500.

VOTE on the Friendly Amendment: Approved unanimously

VOTE on AMENDED MOTION: Motion carries unanimously

It was the consensus of the Senate Board that the Committee be given the authority to decide which organization should receive the donation.

3. Creation of Ad Hoc Senate Committee on Reassigned Time Policy

MOTION made and seconded by M. Perea and K. Pilon approving the creation of an Ad Hoc Senate Committee on Reassigned Time. **VOTE:** Motion carries unanimously.

- 4.Task Team #3's Faculty Organizational Structure: V. Foster

Handouts: Draft Policy Faculty Organizational Structure; Organizational Chart

Questions relating to Faculty Organizational Structure Proposal

Most comments received about this process were regarding general realignment concerns or skepticism about the shared governance part in this process. The proposed document was created from a legitimate shared governance process, research from other institutional organizations, literature, and the needs of the constituents involved along with a significant student voice. No other administrators other than the Task Team have had input into this document. Today is an opportunity to receive language on how to best revise the document.

Deans will soon be in charge of two to three divisions.

The policy outlines the Committee's recommendations for a chair or equivalent position and it does fall within 10+1 because these positions will be occupied by faculty members. Without document approval, the Deans could decide on a process particular to their area and independent of Senate input.

Discussion

- Document comments deal only with the content of the policy and there are many confidentiality issues.
- Concerns received about faculty performing responsibilities listed under Item 3 on page 2, especially without access to student information. Response: The Committee is working with Counseling to arrange for training and to inform faculty about their new roles and responsibilities.
- English Division does not support this document.
- A number of Natural Sciences faculty support the various options.
- PCA Division supports the advising component and release time for compensation.
- More counselors are needed to best serve the students.
- Additional SLOs and assessments will need to be written.
- Faculty will perform its duties in an advisory role to give discipline-specific information.
- Faculty will be asked to perform more work on release/reassigned time.
- This document advocates on behalf of faculty who want release/reassigned time, which will benefit the programs, goals, and student outcomes. This document provides a plan that specifies goals for departments.

Recommendations/Amendments:

Definition needed of when instructors should send students to Counseling.

M. House Define: the terminology for chairs/coordinators, what areas are represented on the Shared Governance Committee, and how release time will be allotted. Advisement should not be a specialized item in this document.

MOTION made by M. Dodge and seconded by T. Stoddard to extend discussion by 10 Minutes. **VOTE:** Motion Carries.

K. Puglia: 1) "...faculty have in regards to structure of acceptance and can this be . . . (NOT CLEAR)

Page 3: d(1) Need specific clarification as to what specifies student success outcomes (using course completion data, retention, grade distribution?)

e(1) Regarding the complaint and dispute area, clarification is needed as to what constitutes 'sensitive' information; specific definitions and clear guidelines are needed.

f(1) ok

Faculty Group Application: ok as typed.

Page 4: Item 1 Needs clarification

- Administration was met with continuously, but they did not provide specific input into this document.
- The Committee's recommendations may be considered by administration or ignored.
- Tomás Riojas will provide F. Nyong clarification regarding the definition of advisement and counseling.

MOTION made and seconded by M. Michelson and K. Pilon to Call For the Question to make a motion to accept the document.

VOTE: Aye: Motion carries to Vote on the proposed document as it stands.

VOTE on MOTION: Ayes: Several Votes. **No:** Majority votes for No. One Abstention:

Motion fails: No recommendations will be forwarded in support of the Faculty Organizational Structure

President Cairó: The Committee can choose to revise or not to revise the document.

5.....President Evaluation Committee – Loknath Persaud

Handout Presented for Review and Revision: Evaluation of Superintendent/President

The committee is seeking a way to develop a better relationship with the President.

Discussion

Forwarded recommendations may or may not be accepted.

Chair: Evaluation results would be forwarded to the College President.

A shared governance survey would go to faculty, staff, administrators, classified and students.

A faculty survey would only go to faculty.

Adjunct faculty should be asked whether they want to participate in this process.

Request made for a finished document for review by the Senators and their divisions and for the new information provided on the President's Goals.

Inquiry made concerning how this academic process would fit into the larger picture of what the college is doing regarding accreditation.

MOTION made by D. Haley and seconded by M. House to table this discussion and for the Senators to take this matter back to their divisions. **VOTE:** Unanimously approved. The Committee is to provide a finished/revised document

Recommendations

Changes from Committee Chair are in **Bold**

	Scantron will be used. Eliminate Question 5 A cover letter will be prepared Resource Publication: Professional Learning Committees At Work, Best Practices In Student Achievement
Page	
1	Last line: Promotes effective participation by all groups . . .
2	President's Goals for 2007-2008 VP Miller forwarded updated information to L. Persaud today and will be reviewed by the Committee
	Budget & Fiscal Management Maintains an appropriate and prudent reserve for the college
	Board of Trustees Relations Provides accurate and complete information on college operations and programs from a neutral party/ from a neutral position
2	Comments: How can it be fixed? MOTION and FRIENDLY AMENDMENT to replace the word Comments on page 2 with, "What are your suggestions for a positive Change?" was made by M. Michelson and seconded by K. Pilon.

Committee and Senate representative modification recommendations were received.

L. Persaud received comments and recommendations to modify the wording of various sections of the form.
The Comments section on page 2 could be changed to "What are your suggestions for a positive change?"

The Committee is seeking a way to encourage a better relationship with the President.

Resource Reference: Book Title: Professional Learning Committees at Work...

Shared governance committee recommendations may or may not be accepted by administration.

The final evaluation will first be submitted to the President.

An evaluation should be distributed as a Senate document and given to full-time faculty.

If this is a shared governance document it should go to FT/Adjunct faculty, management, students and classified staff.

The President Evaluation Committee is directed to revise the evaluation form/position statement and distribute it to the Senate Board members to take to their divisions for review and recommendations. It will be reconsidered at one of the Senate's January meetings.

Discussion:

The general consensus of the Senate is that the Committee provide a "finished document" for Senators to take to their divisions for review.

L. Persaud will relay information received on new information of the President's role.

Adjunct faculty should be given the opportunity to participate in the evaluation.

Shared governance groups have been working on bringing in a third-party consultant to address general campus climate issues.

Question: How would this Academic Senate Process fit into the larger picture of the college's accreditation process?

MOTION made and seconded by D. Haley and seconded by T. Stoddard to table this discussion

VOTE: Aye: Unanimous. Motion carries.

IX. REPORTS FROM EXECUTIVE COMMITTEE:

R-1 President's Report: President Cairó

President's Report: Guidelines for Senate and Ad Hoc Committees

1. All committee communications sent outside of the Academic Senate board must be reviewed and approved by the Senate and/or the Executive Committee before posting.
2. All requests for items to be placed on the Agenda must be turned in by 12:00, noon, one week in advance of Senate meeting.
3. Committee reports by either the Committee Chair and/or a Committee Representative must be periodically presented to the Senate Board.

There may be correspondence between people not on the Senate with other Committees **or** between people who are not on any committee.

Concern expressed about Ad Hoc Senate Committee dialogue with other groups (Example: Task Team 3 and Associated Students)

- Committee can make announcements at division meetings. Any postings must be reviewed and approved by the Senate and/or the Executive Committee before posting.
- Question: Is Task Team 3 a Senate or shared governance committee?
- Task Team 3 became a Senate Ad Hoc Committee when its role was to address faculty organizational structures (10+1). It was still populated by students, classified and managers to gain a holistic perspective. It is a faculty driven group. Its structure was voted on at CAPM. Membership is originally from Task Teams 1 and 2, primarily under Planning & Priorities which is under the College Council.
- Task Team 3 was created at the Senate's September 2012 meeting. V. Foster was unanimously voted as chair. Planning and Priorities addressed this matter in May 2012. President Cairó asked A. C. Panella to provide a chronology of documentation pertaining to Task Team 3.

Concerns expressed whether Senate Ad Hoc Committees can address other bodies.

Senators are tasked to take information presented at the Senate meetings back to their division.

Committees' responsibilities will be reviewed by the Bylaws Committee

If this matter is not addressed in current Bylaws, a charge will be given to the Bylaws Committee to address this issue.

The Senate Executive committee will re-review this question.

Charge will be given to Bylaws Committee to address this issue.

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

R-3 Secretary's Report: P. Rose

A two-hour ASCCC / and Community College League of California information presentation will probably be scheduled for the Senate's January 13 meeting to present an overview of state law, regulations and guidelines concerning shared governance and Title 5 regulations. There will be time for questions and answers.

R-4 Treasurer's Report: None.

X: STANDING INFORMATION ITEMS

SI-1 PCCFA REPORT: R. Foster

The Public Employee Relations Board (PERB) of the State of California has found in favor of the PCC Faculty Association's Unfair Practice Charge over the change to the 2012-2013 academic calendar.

PERB found that the District violated the Educational Employment Relations Act (EERA) for the following reasons:

- 1) implementing the calendar change altered its own established past practice;
- 2) change was implemented without fulfilling its duty to negotiate;
- 3) the implemented change was not only a breach of contract, but also a change in policy;
- 4) said change in policy affected the union's scope of representation.

PERB Orders to the District include:

- 1) *Cease and desist from:*

- a) unilaterally changing the calendar without notice or opportunity to bargain;
 - b) denying the PCCFA the right to represent bargaining units in their employment with the District;
 - c) interfering with the right of bargaining unit employees to be represented by their employee organization.
- 2) Rescind the implementation of a trimester calendar... and restore a semester calendar.
- 3) Compensate affected employees for any losses suffered... including interest at the rate of 7 percent per annum.
- 4) and Post in all work locations in the District a notice that the PCC administration violated the law and the remedies ordered by PERB.

PERB Information will be made available on the college website and other locations where employee notifications are posted.

The PERB Proposed Decision on Unfair Practice Change (Nov. 27, 2013) link is: <https://docs.google.com/file/d/0B1vecM4OAFy7bE9fLUIGalhFcWs/edit>

The PERB decision « turned the clock back two years when the Calendar Committee was preparing its recommendations for the 2012-2013 Calendar. »

SI-2 FACCC REPORT: No Report.

SI-3 ADJUNCT FACULTY REPORT: M. Dodge

Volunteers are welcomed to join the Adjunct Faculty Committee.

XI. ANNOUNCEMENTS:

Student Trustee, S. Fraser commented on how vital involvement in the accreditation process is. Encouraged all to participate in the process to identify the problems, show where we're doing well and to create a plan to further the goals of the college.

Y. McKay inquired about why students feel that groups of faculty are not willing to participate in accreditation.

M. Michelson: Is concerned about faculty feeling pressured to collect and assess data. Last week she requested some data to support "what we're doing". Was told by administrator there is no pressure on faculty to collect/assess data.

MEETING SUMMARY: President Cairó

- Senate Executive Committee will review the bylaws in regards to questions presented at today's meeting. If answers are not found the Bylaws Committee will be charged to address these areas.
- Disaster Relief Committee will decide as to which organization will receive relief funding for the Philippines. Faculty may volunteer to be on the committee to be part of the input process.
- A drop down menu tab will be added to the Senate Web Site for volunteers to apply to serve on the Ad Hoc Academic Senate Reassign Time Committee.
- The President Evaluation Committee will revise the evaluation form/position statement and forward it to the Senate Board to take to their divisions for review and recommendations to hopefully be prepared for input at one of the Senate's January meetings. The point is to not rush the process but to do it right.
- The Senate Board was thanked for its work and for moving forward

XII. ADJOURNMENT: MOTION to adjourn made and seconded by M. Henes and E. Douglas. Motion carries.

NEXT SENATE BOARD MEETING: January 13, 2014, 3PM -- CIRCADIAN