

February 10, 2014

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	AHNI DODGE	Present
CTE: ENGINEERING	KRIS PILON	Present
COMMUNITY EDUCATION CENTER	DANNY HAMMAN	Present
COUNSELING	TOMÁS RIOJAS	Present
COUNSELING	JAMES ARAGON	Present
ENGLISH	GLORIA HORTON	Present
ENGLISH	MANNY PEREA	--
ENGLISH	KRISTA WALTER	Present
HEALTH SCIENCES	KRISTIN K. HYATT	Present
HEALTH SCIENCES	BLANCA RODRIGUEZ	Present
LANGUAGES	LOKNATH PERSAUD	Present
LANGUAGES	MELISSA MICHELSON	Present
LIBRARY	DOROTHY POTTER	Present
MATHEMATICS	MATTHEW HENES	Present
MATHEMATICS	KATHLEEN UYEKAWA	Present
MATHEMATICS	DAN GALLUP	--
NATURAL SCIENCES	RUSSELL DI FIORI	Present
NATURAL SCIENCES	VALERIE FOSTER	--
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	KAITZER 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

DIRECTOR OF NURSING	DIANNE S. MOORE	Present
SHARED GOVERNANCE CALENDAR COMMITTEE	KRISTA WALKER	Present
COURIER	CONNIE GONZALEZ	Present
COURIER	PHILIP McCORMICK	Present

I. CALL TO ORDER:

II. PLEDGE OF ALLEGIANCE led by Ahni Dodge

III. APPROVAL OF JANUARY 27, 2014 MINUTES

MOTION made and seconded by D. Haley and E. Douglas approving the Minutes for January 27, 2014.

VOTE on the MOTION: Motion unanimously approved.

IV. PUBLIC COMMENT:

M. Michelson thanked K. Pilon for her comments about the importance of transparency and reassign time assignment at the last Trustee meeting.

V. REPORTS FROM EXECUTIVE COMMITTEE:

R-1 President's Report

CAPM: In response to the Senate's suggestions to Dr. Rocha (cc to Board of Trustees) for CAPM meetings to be open, recorded and agendized, Trustee President, Dr. Fellows says "No" and CAPM should be held without conditions. D. Haley said CAPM meetings include discussion regarding campus policy and, therefore, should be held in accordance with the Brown Act. CAPM History: meetings have been used by President Rocha for informal discussion and agreements reached between the President, the two Vice Presidents, the Senate Executive Committee, and sometimes Matt Jordan. The Senate previously voted in agreement that CAPM meetings would resume if the meetings could be recorded. The Senate Executive Committee continues to meet with College Council which is comprised of a large representation of all campus constituents. Following discussion and being provided with an example of a discrepancy between what was said in CAPM and presented to the Trustees, the Senate representatives were asked to relay this information for review and input by their constituents for feedback and/or solutions. This matter will be on the next Senate agenda.

President's Evaluation process has started. Concerns regarding this process will help with the upcoming Senate election process. Should faculty who are on sabbatical, maternity, disability, or catastrophic leave receive ballots for upcoming Senate elections?

Representatives were asked to obtain input on this matter from their divisions. One letter was received in disagreement with the process.

Senate Representation: Suggestions needed for 2014-15 Senate Board representation.

Remain status quo? Make changes – How?

This matter will be agendized for the next Senate meeting

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

R-3 Secretary's Report: No report.

R-4 Treasurer's Report:

President's Evaluation Expenses: Approximately \$220.00

Annual Senate Breakfast: Asked for Senate opinion regarding support for having an Annual Senate Breakfast on the day of commencement. Expenses of Appx. \$1500+ are covered by ticket sales and from monies from the Senate's own budget. This matter will be on the next agenda.

Associated Students Meeting: Discussion whether students should serve on faculty hiring and evaluation committees.

Board of Trustees Meeting: Fourteen sabbatical applications were approved.
\$10,000 of SASI funding approved for on-campus events (involving training).

President Cairo requested a procedure by which applicants can apply for some of this funding.

President Cairó brought up the need for a one-year, guaranteed temp replacement for faculty on sabbatical leave. The Trustees were told the block scheduling proposal was not presented to the Academic Senate.

VI. STANDING AD HOC/CAMPUS-WIDE COMMITTEE REPORTS:

1. Ad Hoc Town Hall Committee: Melissa Michelson

Handouts: 1) Draft Letter to Dr. Rocha and PCC Board of Trustees and 2) 4pg document entitled Spring 2014 Town Hall #2
The committee has developed a two-part town hall. The first part would be a campus climate survey, which would piggy-back on topics discussed last semester regarding campus climate problems.

Spring 2014 Town Hall #2

The next part would be to develop a variety of creative solutions for problems identified in the survey at the Town Hall. Seeking Classified Senate support, discussing survey results in a town hall format. The development phase of this format was shared with the Senate for review and feedback. The committee requests a vote at the next meeting on the revised survey questions and on the letter to the Board of Trustees.

The Handouts and details on approving the Town Hall process and letter were presented to the Senate Board.

Comments:

- Lack of attendance at the Town Hall.
- Survey looks well thought out.
- Part 2 should include an introductory paragraph and questions should be “very neutral”. Provide the option for writing of personal expressions in this section.
- To avoid inserting the values of the author into the survey, simple guidelines are available for writing objectively and in understanding what terms should or should not be used.
- Changes to the wording of the questions are to be forwarded to the committee to assist with revising this document before the next Senate meeting.

2.....Nominations and Election Committee: Gloria Horton

Nomination Form Timeline.

Nomination Forms/Availability	Tuesday, February 11
Nomination deadline	Friday, February 21 3PM, Academic Senate Office, Rm. C227
Nominee announcement	Monday, February 24 Senate meeting. Nominations may be received from the floor
Platform Statements due	Friday, March 8 12PM, Academic Senate meeting Rm. C227
Platform Statement distribution to FT Faculty	Tuesday, March 11
Ballot and platform statement distribution	Tuesday, March 18
Ballot Deadline	Monday, March 24 4PM, Office Services Mail Room - C129
Ballot Count	Date: _____ [Pending] Committee chair to notify the Senate President of the ballot results who will personally contact the election winners. Faculty will be notified by email.

3.....Faculty Hiring and Priorities Committee: Update

Committee Chair, E. Cairó presented a summary of the Committee's last meeting with Dr. Rocha for review. A vote will be taken to approve this document at the next Senate meeting.

VII. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Vote to approve Learning Assessment Committee Member: Lindsey Pilgreen (Languages)
2. Vote to approve Ad Hoc Academic Senate Reassign Time Policy Committee Members:
Mary-Erin Crook (Languages): Marjorie Smith (English), Kris Pilon (CTE)
3. Manager, Academic Services-Academic Affairs Hiring Committee Members: Derek Milne (Social Sciences;
Earlie B. Douglas (Business))

MOTION made and seconded by D. Haley and E. Douglas approving items 1, 2 and 3.

VOTE: Motion carries.

Sent To Committee: None

VIII: **INFORMATION ITEMS:** the following items will be discussed (no action taken)

PCC Policy #4020 (now Policy #: 5055) Review of revised Enrollment and Class Scheduling Priorities: Pat Rose – suggested revisions to be sent by CC members to Dr. Arellano/Dr. Olivo for next College Council meeting, 2/27/14
Revision granting priority registration to faculty/staff and their families will be forwarded to the College Council as requested in prior Senate Board meetings. Senate approval of Policy #5055 is necessary because the policy affects academic programs. Other suggested revisions may be forwarded to P. Rose.

Block Scheduling Update: Earlie Douglas

The block schedule was presented at last College Council meeting.

To address questions and concerns, the Senate Executive Committee met with Dr. Arellano, Matt Jordan and Paul Jarrell. They were told that the purpose for the schedule change was a directive from the Board of Trustees.

A Senate Ad Hoc Committee was formed in January 2013 to review block scheduling. Paul Jarrell (co-chair with Dr. Arellano) said he thought there was no need to bring this document back for Senate review because faculty members served on the Ad Hoc Senate Committee on Scheduling. Dr. Arellano said she will postpone implementing the block scheduling until she meets with the deans. The deans decided Senate approval was not necessary and voted to go ahead with block scheduling in the summer.

Ad Hoc Committee member Y. McKay said she never received a final copy of the block schedule for review and no recommendation had been forwarded to the Senate. P. Rose said P. Jarrell last reported to the Senate Board at the February 25, 2013 meeting that Committee Co-Chair Dr. Arellano was preparing a draft of the block schedule proposal to present to the deans. This proposal was never presented to the Senate.

Other comments from Committee Co-Chair Paul Jarrell at 2/3/14 meeting include:

- Block Scheduling Proposal was not brought back to the Senate because Senators were sitting on the Committee.
- Most faculty chose not to take the opportunity to volunteer as a committee member.
- It would be easier to address any problems with block scheduling implementation in the summer with its limited number of classes than in the fall.

Discussion topics include:

Does this matter fall under Senate purview and what should the Senate do?

This matter to be placed on next Senate agenda.

- Senate input is needed for a well-planned and pedagogically sound schedule.
- A separate discussion is needed on the advantages/disadvantages of block scheduling.
- A Senate Resolution may be needed to address the Committee process, the faculty role in class scheduling, and on a course of action.
- Where is the 10+1 responsibility?
- Administration should be asked not to proceed until the Senate can review this matter.
- Working conditions and the schedule's effects on students should be a part of this process.
- This matter appropriately belongs at the bargaining table.

- The Senate formed an ad hoc Scheduling Committee as a venue to discuss pedagogical issues. Concerns from both faculty and the Senators were compiled and sent to Dr. Arellano from President Cairó. By e-mail Dr. Arellano replied that she and D. Colley would review this information and try to find workable solutions.

Accreditation Updates: Stephanie Fleming

Power-point: Updates on “where we are in the accreditation cycle” and work being done.

- Focus on Campus-Wide Communication
 - Update of Accreditation Website
 - Library of current and archived reports relating to accreditation
 - Resource links
- The 5th edition of the Accreditation Newsletter will be sent out this month.
- Working closely with ACCJC so we are up-to-date on all pertinent information.
- It is important to have more faculty volunteers online at the ACCJC website as site visitation team volunteers.
- PCC’s accreditation team has attended a number of conferences. Anyone interested in accreditation should attend next year’s state-wide Academic Senate’s accreditation conference. Nine faculty PCC faculty, staff and managers have previously attended this training.
- Handout -- ASCCC Statement on Accreditation
- Focus on Previous Recommendations pertaining to:
 - integrated planning, evaluation of our planning process, SLO Assessment Requirements, SLO implementation, provide college-wide resources and training; working on third-party (objective) consultant that can provide both long term and short term recommendations; development of campus climate surveys and collegiality.

In response to a question asking if the proposed survey could be dove-tailed with other campus surveys, it was noted that the campus climate survey is not specifically tied to PCC.

The Great Colleges website is a good resource for samples of questions banks.

Note: Michelle Hilleman Grimes (ASCCC Representative-at-large) was invited by the Senate Executive Committee to speak to the Senate.

Impact of Reorganization: Dan Haley

Numerous concerns have been received from various schools/divisions that faculty are being asked to fill in as chairs. The FA can be asked to negotiate an equitable amount of release time. Possible there could be a joint resolution between the Senate and the Union. This is not an action item for today. The Senate may forward concerns to Dr. Haley for the next Senate Agenda as an action item.

Role of Faculty Development Committee: Eduardo A. Cairó

Handout From Lynn Wright: A list of questions for the Senate to answer as we move forward in starting the process with getting the committee prepared to proceed once the funds are released. Following Senate review, input (questions, answers and/or solutions) may be forwarded to President Cairó for presentation at the next Senate meeting.

IX: INFORMATION ITEMS: the following items will be discussed (with possible action taken)

Senate Resolution Requesting Calendar Committee to Convene: Dan Haley

Resolution was presented and read.

MOTION made and seconded approving this resolution by D. Haley and M. Henes.

Discussion: Vice President Bell has been non-responsive on this matter.

VOTE: Motion passes.

Distance Education Intellectual Property Policy: Lauren Arenson

This is first Intellectual Property Policy written for PCC written by faculty and directly relates to Title 5 and it was written in 2001 and again in 2008.

Addressed questions raised why this policy addresses on-line and not all courses

Goal is not to leave anyone out.

DE Committee’s first charge is to take this policy to the Educational Policy Committee for more expertise to work with issues related to face-to-face questions.

At the end it is anticipated to have a second all inclusive Intellectual Property Policy

The original charge was to develop a policy directly related to Title 5.

Discussion

Within the next few months a number of grants addressing Title 5 will be made available for application

There is a campus sample/model policy.

L. Arenson: The Committee was never given information about the model policy. The model policy group needs to work within the confines of what the DE Committee has written.

A vote should be taken on the policy presented.

Developing a more comprehensive policy to address all intellectual property rights, including Distance Education would protect faculty rights.

MOTION made and seconded by S. Fleming and K. Uyekawa

1. That the Academic Senate create an ad hoc committee to develop a comprehensive intellectual property rights policy and
2. To table a Distance-Education-only Intellectual Property Policy until this committee can negotiate what is going on with both of these.

Discussion

Development of a comprehensive policy goes beyond the charge of the Committee and does not fall under the Educational Committee; need a DE policy in place; the comprehensive factor needs to be addressed. To vote for a committee and not have volunteers defeats the purpose. The ad hoc committee falls under the purview of the Academic Senate.

VOTE on **MOTION 1**: Aye: 11 No. 5 **MOTION** passes.

MOTION made and seconded by K. Uyekawa and E. Douglas to approve the Distance Education Property Policy.

VOTE: Motion carries.

MOTION 2 withdrawn.

Adjunct Faculty Issues Committee: Mark Dodge

Presented for Approval

1. Position Statement 2: To promote inclusiveness and equity so that the teaching mission of the college may be effectively attained, we've the Academic Senate of Pasadena City College resolve at the college should develop policies for adjunct faculty to participate in shared governance and professional development activities, with compensation.

MOTION to accept Position Statement made and seconded by M. Dodge and K. Pilon.

FRIENDLY AMENDMENT: D. Haley

1. To promote inclusiveness and equity so that the teaching mission of the college may be effectively attained, **we** the Academic Senate of Pasadena City College resolve **that** the college should develop policies for adjunct faculty to participate in shared governance and professional development activities, with **possible** compensation.

CALL FOR THE QUESTION: M. Michelson and D. Haley **VOTE**: Unanimously approved.

MOTION to accept the Position Statement with friendly amendments as read by Dan Haley:

VOTE on the **MOTION**: Motion carries

M. Dodge: Might want to change the wording to read: Academic Senate ~~of~~ **for** Pasadena City College.

2. Draft Resolution Integrating Adjunct Faculty Into Shared-Governance and Equitable Access To College Resources

Discussion

Case law governs what is a bargaining and Senate issue. Clarification was requested.

Support of Adjunct faculty supports students.

The proposed resolution general policy statement.

CALL FOR THE QUESTION made and seconded by Y. McKay.

VOTE [No motion] to accept the resolution with minor grammatical adjustments. Motion Carries.

New Senate Meeting Schedule: Eduardo A. Cairó

Our current schedule of meetings are as follows:

1. February 10, 2014
2. February 24, 2014
3. March 17, 2014
4. April 14, 2014 -> Last Meeting

We propose the following dates:

1. February 10, 2014
2. February 24, 2014
3. March 17, 2014
4. March 24, 2014
5. April 7, 2014
6. April 21, 2014 -> Last Meeting

MOTION made and seconded by R. Foster and d. Haley to approve the New Senate Meeting Schedule.

VOTE: Motion Carries.

X: PRESENTATIONS

BSN Degrees/Health Sciences: Dr. Dianne S. Moore / Director of Nursing

Power Point Presentation -- Handout Copy Provided

This presentation outlined the various reasons for having B.S.N. Nursing program at PCC.

Requested: Academic Senate vote in favor of offering the B.S.N. at PCC.

The national licensing organization exam is harder (NCLEX).

PCC's students need more in-depth courses to keep up.

Health care is dramatically changing.

Approval Needed by the Academic Senate Approval, Board of Trustees for upgrades to curriculum, technology and dedicated space. There would be a need for hiring new doctoral prepared faculty, a new administration process; a new admission process; BRN approval; ACEN accreditation for BSN.

Every effort will be made to support student language and fluency comprehension skills.

The Cal States and UCs are unable to meet the demands for nursing students.

Fiscal support would be available from the state.

Request made for a proposed timeline and information on student success.

Approval of this process would enable PCC to be competitive in the nursing field.

J. Buczko, Student Health Services, fully supports this proposal.

Service-Learning – Daryl Taylor

Handout: Faculty Toolkit for Service-Learning in Higher Education

Discussion

Volunteer and intern programs could easily be transitioned into service-learning activities.

There would be administrative support and support from Dr. Bell in program development.

This is an opportunity for learning and giving back to the community.

The names of K. Walter and C. Afuso were received as possible contacts for questions.

Questions and comments may be forwarded to the Senate Executive Committee.

The BSN program would open the door potentially for bachelor degrees in other subjects in the future.

The number of students the faculty could support would depend on available resources.

This item will be on the next Senate discussion for discussion and

XI: STANDING INFORMATION ITEMS

SI-1 PCCFA REPORT: Rod Foster

Sunshined in the first step at the last Board of Trustee meeting. Will probably be at the bargaining table through March or after spring break. Paul Jarrell has not been replaced on the negotiating committee.
The faculty surveys results will be made public.

S1-2 FACCC REPORT

S1-3 ADJUNCT FACULTY REPORT: Mark Dodge

The Adjunct Faculty Issues Committee started a new parliamentary procedure to begin two-part meetings, between two days to address quorum concerns. The agenda will be the same for both meeting. A vote will be taken at the first and second meeting from which a full vote count would be available from those present at both meetings. More information will be available next time.

February 24 Meeting Agenda Items

Vote on Bachelor of Science, Nursing.

Agreement of a meeting between the Union and the Senate regarding the resolution.

Discussion on the Senate reconfiguration

Question of who can or cannot vote (sabbatical, maternity leave, etc.) Other instances may be forwarded to E. Cairó.

Inserting objective language in the Town Hall Survey

Issue of block schedule: What to do? Is it in our purview?

An Ad Hoc Committee drop down menu will be created

for faculty to serve on committee to create an all-inclusive intellectual property policy.

Senate will review Adjunct Faculty Issues Committee position statement.

The college is in process of hiring a large number of management. Within the next two-three weeks faculty will have to fill in approximately 36 positions to serve on hiring committees. Faculty need to take advantage of participating on the hiring committees. Senators were asked to urge their division faculty to volunteer. Only tenured faculty can apply.

Volunteer Process: available on the academic senate web site.

Senate will arrange a meeting with union to discuss the delineation of jurisdiction between the FA and Senate.

X. ANNOUNCEMENTS:

XII. ADJOURNMENT: MOTION and seconded by Y. McKay and M. Dodge.

NEXT SENATE BOARD MEETING: February 24, 2014, 3PM -- CIRCADIAN