

8 September 2014

OFFICERS AND MEMBERS

SENATE PRESIDENT	EDUARDO A. CAIRÓ	Present
VICE PRESIDENT	KRIS PILON	Present
SECRETARY	PAT ROSE	Present
TREASURER	MANNY PEREA	Present
		Present
ADJUNCT FACULTY	MARK DODGE	Present
CTE: BUSINESS	PATRICIA LYNN	Present
CTE: ENGINEERING	DAVE CUATT	Present
CTE: ENGINEERING	JASON NORRIS	Absent
COMMUNITY EDUCATION CENTER	DANNY HAMMAN	Absent
COUNSELING	SARA MIRANDA	Present
COUNSELING	JAMES ARAGON	Present
ENGLISH	GLORIA HORTON	Present
ENGLISH	TIM MELNARIK	Present
ENGLISH	MARJORIE SMITH	Present
HEALTH SCIENCES	KRISTIN K. HYATT	Present
HEALTH SCIENCES	BLANCA RODRIGUEZ	Absent
LANGUAGES	LOKNATH PERSAUD	Present
LANGUAGES	MELISSA MICHELSON	Present
LANGUAGES	MARY ERIN CROOK (Alt)	Present
LIBRARY	DOROTHY POTTER	Present
MATHEMATICS	ANN DAVIS	Present
MATHEMATICS	KATHLEEN UYEKAWA	Present
MATHEMATICS	DAN GALLUP	Present
NATURAL SCIENCES	RUSSELL DI FIORI	Present
NATURAL SCIENCES/KINESIOLOGY	TERRY STODDARD	Present
NATURAL SCIENCES	MARTHA HOUSE	Present
VISION & PERFORMING ARTS	MARK WHITWORTH	Present
VISION & PERFORMING ARTS	ROD FOSTER	Present
VISION & PERFORMING ARTS	YOLANDA MCKAY	Present
SOCIAL SCIENCES	SHAROK BASTANI	Absent
SOCIAL SCIENCES	FRANCIS NYONG	Present
SOCIAL SCIENCES	KAITZER PUGLIA	Present
	LYNORA ROGACS	Present

GUESTS

C & I CO-CHAIRS	JANIS DWYER LYMAN CHAFFEE	Present Present
INTERIM SUPERINTENDENT/PRESIDENT	BOB MILLER	Present
VICE PRESIDENT, ACADEMIC AFFAIRS	KATHY SCOTT	Present

ASSOCIATE VICE PRESIDENT, STRATEGIC PLANNING AND INNOVATION	RYAN CORNNER	Present
COURIER		
BASIC SKILLS Initiative	BEVERLY TATE	Present
APL	SHELAGH ROSE	Present
	VALERIE FOSTER	Present
	CECILIA MEDINA	Present
PCCFA	JULIE KIOTAS	Present

#### I. CALL TO ORDER:

#### II. PLEDGE OF ALLEGIANCE: Pledge of allegiance led by: Mark Whitworth

Guest Speaker: Interim Superintendent/President Bob Miller acknowledged the importance of the Academic Senate Board's role in academic and professional matters and anticipated future opportunities for and progress through communication both formally and informally between the Senate and the administration.

Introductions: Kathy Scott, Associate Vice President, Academic Affairs; Ryan Cornner, Associate Vice President of Strategic Planning and Innovation; Professor Julie Kiotas, President, PCCFA

#### III. APPROVAL OF 23 JUNE 2014 MINUTES:

MOTION made and seconded by M. Dodge and K. Uyekawa to approve the minutes as submitted.

VOTE: Minutes approved by a majority vote.

#### IV. PUBLIC COMMENT: None

Public Comment Instructions: P. Rose

- Public comment cards will be available in the Senate Office, C227, until 2:00 on the date of Academic Senate Board meetings. Public comment cards will also be available at Senate Board meetings but must be filled out and returned to the Senate Board Secretary by 3:00.
- Speakers will indicate on the cards whether they will be addressing an Agenda Item or non-Agenda item
- Individual comments are limited to 3 minutes; total time allotted to Public Comments is 10 minutes.

#### V. REPORTS FROM EXECUTIVE COMMITTEE

R1 President Cairo	<p><u>Summary of 6 September 2014 Academic Senate Retreat Discussion:</u></p> <ul style="list-style-type: none"> <li>• Senate Meetings will begin at 3PM and end at 5PM, unless the meeting time is extended due to special circumstances.</li> <li>• Senators are to be concise with their comments and stay on the topic.</li> </ul> <p><u>College Council:</u> It was announced that all PCC employees will soon receive an IT information requesting that campus internet passwords be changed and that they must be at least 8 characters.</p> <p>The <u>Educational Master Plan (EMP) Report</u> in today's Senate Handouts is to be carefully read and discussed within each Senator's area in preparation for a vote at the September 22 Senate meeting. Questions may be forwarded to Associate Vice President Ryan Cornner who will be invited to address questions.</p> <p>October 1 FLEX DAY: There will be an EOP Training Session offered. This session will accommodate 60-70 attendees. This training is mandatory to be eligible to serve on hiring committees. Human Resources has said they will not likely have an additional training session until next spring.</p>
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	<p>Catastrophic Leave donation request was sent to all employees today by Human Resources.</p> <p>APL Presentation: Today's presentation will address what activities have been planned for faculty. The Executive Committee had meet with both APL and administration -- resulting in today's presentation</p>
R2 Vice President Kris Pilon	The college is moving towards a final draft accreditation report. It will go out soon to the entire campus for review/feedback.
R3 Secretary Pat Rose	<p>Fall 2014 Instructions for Applying for Academic Senate Conference Travel Funds were made available today and will be posted to the Senate Web Site by Tuesday, September 9<sup>th</sup>.</p> <p>FLEX Day: Several ASCCC guest speakers will be present, including the President of the ASCCC. Questions may be forwarded to Dr. Lynn Wright, Chair of Faculty Development Committee.</p>
R4 Treasurer Manny Perea	\$237.00 was "well spent" for refreshments for the 6 September 2014 Academic Senate Retreat.

## VI. STANDING INFORMTION ITEMS

S1-1 PCCFA	PCCFA President, Julie Kiotas said the PCCFA has been busy all summer: They should be going back to the table soon and are hopeful for a fair contract this year.
S1-2 FACCC	No Report
S1-3 ADJUNCT FACULTY: Mark Dodge	<p>This summer the Admin authorized 5 adjunct Senators. Bylaws Committee are silent on this matter.</p> <p>Adjunct Faculty Issues Committee will gather a list of 5 volunteers for presentation to Senate President.</p> <p>E. Cairo: Admin has agreed to this representation and have agreed to pay the salaries of Adjunct Faculty serving on the Academic Senate Board.</p>
CLASSIFIED STAFF	No Report

## VII. STANDING/AD HOC/CAMPUS-WIDE COMMITTEE REPORTS: None

## VII. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Vote to approve Carla Christenson to the Academic Senate Learning Assessment Committee.
2. Vote to approve one faculty committee member to the Student Affairs Advisor Hiring Committee: Volunteers: Dr. Cecilia D. Medina Adamo (Counseling); James J. Aragon (Counseling/Career Services); Sara Miranda (Counseling); Tomás S. Riojas (Counseling)
3. Vote to ratify appointment of Melissa Michelson (Languages) to the Adjunct Faculty Issues Committee.
4. Vote to ratify appointment of Mark Whitworth (VAMS) to the Distance Education Committee.
5. Vote to ratify appointment of Michelle Ireland-Galman (Social Sciences) to the Equivalency Committee.
6. Vote to ratify appointment of Mark Sakata (DSPS) and Yoshi Yamato (Math) to the Space Planning Manager of Facilities Design and Construction Committee.
7. Vote to ratify appointment of Karen Carlisi (Languages); Mary-Erin Crook (Languages); Patricia D'Orange-Martin (Student Services); Shelley Gaskin (Business/CTE); Gena Lopez (Counseling); Kris Pilon (CTE); Kaitzer P. Puglia

- (Social Sciences); Elsie Rivas Gomez (Humanities); Beverly Tate (Basic Skills and College Diversity Coordinator); and Bianca Richards (DSPS); to the Student Success and Equity Committee.
8. Vote to ratify appointment of Dave Evans (CTE) and Eduardo A. Cairó (Social Sciences) to the Coordinator, Upward Bound Hiring Committee.
  9. Vote to ratify appointment of Eduardo A. Cairó (Social Sciences); Kris Pilon (CTE); and Karyn L. Skiathitis to the Director, Rosemead Site Hiring Committee.

### **Executive Committee Recommendation**

Recommendation 2 will be handled by a "separate vote"

Recommendation 6: Coleman Griffith was approved by the Senate Executive Committee but forgot to add his name.

Recommendation 7: Line 1: Remove K. Carlisi's name; a replacement name will be provided at the next Senate meeting.

**MOTION** made and seconded by K. Uyekawa and seconded by P. Lynn ratifying Recommendations 1, 3, 4, 5, 6, 7, 8 and 9 with changes made with recommended changes (referenced above).

**VOTE:** Motion passed unanimously.

### **VOTE ON RECOMMENDATION 2:**

- Clarification: Voting will approve two (not one) faculty volunteers.
- The Senators were asked to write down two out of the four recommended names.
- VOTES WERE TALLIED by the Senate Secretary.
- Recommended Names: James Aragon and Tomás Riojas.

### **IX: INFORMATION ITEMS (with possible action taken):**

1. Draft: Curriculum and Instruction Policy 3200: J. Dwyer and L. Chaffee

A revised draft was presented to Senate Board at today's meeting.

**MOTION** to approve the revised policy with the recommended changes was made and seconded by M. Whitworth and R. DiFiori:

**VOTE:** The Motion passed by a majority vote

A summary of the changes we proposed to the C+I policies and procedures

- The amount of reassigned time for the C+I chair(s)
- Small changes in the language in an attempt (not perfect) to avoid any implicit support of any particular administrative structure at PCC
- The C & I Committee will be composed of faculty representation by division to general (unilateral) faculty representation by senate appointment. That is, we are picturing the representatives as representing the whole faculty, not just their own discipline. Ideally a faculty author would be assisted by a representative from a related discipline, but it has certainly been the case in the past and will continue to be the case in the future that faculty in discipline X are assisted by representatives in discipline Y. Since C+I is primarily here to HELP implement new/modified curriculum, not to WRITE it, any rep can (in theory) help any author.

Proposed Senate Board Changes Received 09/08/14

- In the revised policy addendum to Page 3, Section 3c: "Councilor": will be changed to "Counselor"; "school" will be changed to "College."

Vote: Majority approved changes; 5 opposed

PULLED FROM AGENDA: Information Item No. 2

### **VIII INFORMATION ITEMS (no action taken)**

1....Basic Skills Initiative: B. Tate

Handout provided information concerning funding for Basic Skills; Basic Skills' Project Now Funded by the District; Projects Currently Funded by Basic Skills; BSI Goal for 2014-15: Continue addressing/researching institutional barriers  
Recommendation: Academic Senate needs a committee that will conduct/research/collect data and find ways to address "institutional barriers."

2. APL: Valerie Foster, Shelagh Rose, and Cecilia Medina.

PowerPoint Presentation included APL's Mission Statement and its

2014/15 Planned Events available to Faculty

- Mission Statement
- Safe Zones
- Mindfulness Series
- Advanced Canvas Pedagogy Series
- Underrepresented Student Population Series
- Lancerpoint Trainings
- Mental Health First Aid Training
- Veteran Ally Training

A copy of the Power Point presentation will be made available to the Academic Senate.

The Senators were encouraged to share this information within their areas for review/feedback in preparation for a vote on this matter at the next Senate Board meeting

3. Rosemead Substantive Report Dr. Ryan Cornner, Associate VP, Strategic Planning and Innovation

This report presented for Senate review and discussion at the next Senate meeting is in response to an accreditation rule requiring that "substantive change report" be submitted to ACCJC regarding the Rosemead Site. Such a report is to be submitted pending 50% of student enrollment.

Future processes requiring significant campus change will be presented to the Senate prior to implementation.

Dr. Cornner said the report will list all services provided. The Rosemead Faculty Committee will be open to discussing the needs of DSPS.

4. 2013-2014 EMP Update:

President Cairó instructed Senators to review and share this report within their areas in preparation for discussion at the next Senate Board meeting.

## **XII. ANNOUNCEMENTS:**

1. Professional Learning Day (FLEX Day): October 1, 2014

Morning: 1<sup>st</sup> Hour: Modern Think Presentation; 2<sup>nd</sup> Hour: Q/A with presenters, followed by presentation from Interim Superintendent/President Robert Miller; Ass't Superintendent/SR Vice President Academic and Student Affairs Robert Bell; PCC's three Associate Vice Presidents; Q&A; Lunch

Concern: EOP training is 4 hours. This time frame could be an inconvenience for many who wish to attend. President Cairó said he would appeal to administration for alternate options.

### Introduction of new Academic Senate Senators:

DSPS/Special Services:	Bianca Richards
English:	Tim Melnarik, Marjorie Smith
Math:	Ann Davis
Visual Arts and Media Studies:	Sara Barker & Alexis Moore [Adjunct]

**XIII. ADJOURNMENT:** MOTION made and seconded by M. Dodge and M. Perea.

**NEXT SENATE BOARD MEETING: 22 SEPTEMBER 2014**