

22 September 2014

OFFICERS AND MEMBERS

SENATE PRESIDENT	EDUARDO A. CAIRÓ	Present
VICE PRESIDENT	KRIS PILON	Present
SECRETARY	PAT ROSE	Regrets
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	SARAH BARKER	Present
VISION & PERFORMING ARTS	MARK WHITWORTH	Present
VISION & PERFORMING ARTS	ROD FOSTER	Absent
VISION & PERFORMING ARTS	YOLANDA MCKAY	Absent
SOCIAL SCIENCES	LAUREN ARENSEN	Present
SOCIAL SCIENCES	SHAROK BASTANI	Absent
SOCIAL SCIENCES	FRANCIS NYONG	Present
SOCIAL SCIENCES	CHERYL BEARD	Present
SOCIAL SCIENCES	LYNORA ROGACS	Present
SOCIAL SCIENCES	KAITZER PUGLIA	Present

GUESTS

INTERIM SUPERINTENDENT/PRESIDENT	BOB MILLER	Present

VICE PRESIDENT, ACADEMIC AFFAIRS	KATHY SCOTT	Present
ASSOCIATE VICE PRESIDENT, STRATEGIC PLANNING AND INNOVATION	RYAN CORNNER	Present
BASIC SKILLS	BEVERLY TATE	Present
CLASSIFIED SENATE	DENISE ALBRIGHT	Present
COURIER	REPRESENTATIVE	Present
INTELLECTUAL PROPERTY COMMITTEE	DAN HALEY	Present
PCCFA	JULIE KIOTAS	Present

I. CALL TO ORDER:

II. PLEDGE OF ALLEGIANCE: Pledge of allegiance led by: Gloria Horton

Introductions: Dr. Kathy Scott, Associate VP, Academic Affairs;

Reminder from President Cairó:

Questions and/or follow-up inquiries to a particular speaker should be straight to the point, allowing others to have the opportunity to speak. The president may have to make a call to move forward on the agenda to keep the meeting flowing in a timely manner.

III. APPROVAL OF 08 SEPT 2014 MINUTES

MOTION to approve minutes as submitted made and seconded by M. Dodge and D. Cuatt.

VOTE: Motion passed unanimously.

IV. PUBLIC COMMENT:

Written Statement From Melissa Michelson read by Kris Pilon	Re: Rosemead Site Courier article. There is a rise in numbers. Expressed concern with number of Rosemead section cancellations and asked for the Senate to carefully consider today's information to be presented by VP Cornner.
M. Whitworth E. Cairó	Shared Governance Calendar Committee Inquiry: Who are the current members of the shared governance Calendar Committee. Dr. Bell's office was to send out an email of the next meeting. Five faculty members are needed on this committee. E. Cairó: K. Walter is no longer a member. He will find out the membership information and forward to all the Senators.

V. STANDING/AD OC/CAMPUS-WIDE COMMITTEE REPORTS: None

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Vote to approve Dan Haley (Library) and Pat Rose (English) to the Bylaws, Rules and Procedures Committee.
2. Vote to approve Valerie C. de Carvalho (Languages) Ken Cheney (Physics) and Danny Hamman (Social Sciences) to the Distance Education Committee.
3. Vote to approve Krista Goguen (Library) to the Learning Assessment Committee.
4. Vote to approve Maria Pehlivanova (Languages) to the Scholarship Committee.
5. Vote to approve Krista Goguen (Library) to the Student Equity Committee.
6. Vote to approve James Aragon (Counseling) to Coordinator, Upward Bound Hiring Committee.
7. Vote to approve Cecilia Medina Adamo (Counseling) Student Affairs Hiring Committee.

MOTION made and seconded by M. Dodge and M. Perea to approve Items 1-7.

VOTE: Motion passed unanimously.

VII: INFORMATION ITEMS: The following items will be discussed (with possible action taken): 10 minute limit

1. Dr. Ryan Cornner: Rosemead Substantive Report and Substantive Change Proposal/Health Science Programs. [attachment] [15 min]

Discussion/Motions

- A rationale has been provided for why the Rosemead Center went forward, based on the Educational Master Plan documents and what was available in the Board documents. No new rationale was developed. It was noted that the initiation of the original process did not have Academic Senate review and is seeking Senate approval for the record to enhance shared governance. Senate approval is not required for accreditation purposes.
- There is currently a hiring committee in place to appoint a permanent site director.
- More time is needed to review the proposed documents before the Senate gives approval.

MOTION made and seconded by K. Pilon and L. Arenson to table consideration until the next Senate Meeting.

PARLIAMENTARIAN M. Dodge: Suggested revising the motion to reference there be a delay in consideration until the next meeting so it doesn't have to be re-agendized.

REVISED MOTION: made and seconded by K. Pilon and G. Horton to delay consideration of Information Item 1 until the next Senate meeting.

Point of Information: In order to have these documents presented at the Accreditation Commission's November 5th meeting, they need to be in their hands, postmarked by October 5th. Dr. Cornner apologized for the "quickness in which they (the documents) were coming". If they do not get reviewed and PCC is put on sanction, they cannot be submitted until off sanction. For clarification: There is nothing statutory that requires a Senate vote on substantive change. For the record would like to have Senate input and approval (through shared governance) of the reports' explanation.

Discussion/Questions

Many of the Senators need more time to review these documents for proper input and action.

Question: what is shared governance as defined by the presenters of these documents?

MOTION WITHDRAWN by K. Pilon

DSPS concerns include: the difficulty of sign language interpreters having to go off site and the need for a high speed scanner to better address student support services.

VP Cornner : "I want to clarify here that no vote taking place here is an approval of Rosemead as a center since that already took place with the Board and no vote here would be an approval of the nursing center at the Community Education Center which has already taken place."

MOTION made and seconded by E. Cairó and M. Dodge approving Information Item 1.

M. House pointed out that in the section on appropriate approvals (in the Report on Rosemead) that the school had not actually gone through the governance approval process.

B. Richards said that on page 14, reference should be made regarding the need for more adequate student support services. Concern expressed with the difficulty of sign-language interpreters having to travel to off site and support for test accommodations.

Reference to the word certification means the report would be approved.

Additional questions or revisions may be forwarded to Ryan Cornner.

CALL FOR VOTE: K. Pilon

ROLL CALL VOTE: MOTION FAILED by a majority vote.

R. Cornner thanked the Senate for its time and hopes to continue working together with the Senate on these documents.

Dr. Miller: said these documents should have been brought to the Senate for a “first reading” and asked that comments be forwarded for the appropriate adjustments be made in order for it to pass the Senate and thanked Dr. Cornner for his work on this item.

Parliamentarian/M. Dodge: Because the Senate is a deliberative [and not a legislative] body, and because Adjuncts have no defense in regards to their views/voting on political matters they will usually indicate a non-vote or/abstain on these type of matters. [Reference made to SB751]

2.. Eduardo A. Cairó: EMP Report [10 min]

Discussion

MOTION made and seconded by M. Michelson and J. Aragon to delay consideration on this item until the next Senate meeting.

VOTE: Motion passes by a majority vote. No: D. Potter, K. Uyekawa, R. Di Fiori, B. Richards

3...APL Workshops [10 min]

Discussion:

Attendance is up to the faculty.

A “Yes” vote will sanction the workshops that were described at the last Senate meeting.

Additional questions may be answered by the Professional Development Committee.

MOTION made and seconded by M. Michelson and S. Miranda to review and vote on the workshops individually.

Discussion:

The time for discussion on the workshops has passed. Discussion on each individual workshop activity would be problematic.

APL processes are reviewed by the Faculty Development standing committee.

Workshop review would address faculty concerns.

MOTION made and seconded to withdraw the MOTION by M. Michaelson and M. House.

MOTION made and seconded by K. Uyekawa and J. Aragon to accept the block of workshops presented by APL.

Discussion

J. Aragon has benefited from attending a few of the workshops and supports “our faculty colleagues” putting the workshops together.

Alternate Academic Senators may make comments.

APL has qualified staff to organize the workshops and to collect and analyze pertinent quantitative data.

M. Michelson said her document request for raw data on the workshop process has not been answered.

VOTE ON THE MOTION: MOTION PASSED by a majority vote.

4...Lauren Arenson: Statement on Diversity [attachment]

- This item was brought forward to the Senate at the end of last year. An official vote was not taken. Request made to follow through on what was started last year, and for this item to be voted on at the next Senate meeting. Options include revision, etc.
- Previous discussion included whether or not the term “inclusion” should be used.
- This matter as addressed by the Senate in March 2010, under Academic Senate Jim Bickley.
- At this point reference to “committee” pertains to an inactive committee (on paper) and the charge of re-establish or create a new diversity committee would probably be under the umbrella of the Academic Senate. The last sentence in the statement referencing committee could be removed.

Discussion

Statement read by President Cairó.

Concern expressed about the powers and direction this statement could take.

Concern that diversity to exactly what is referenced and not refer to inclusivity.

Not known if there is an active campus diversity committee.

Creating another committee with current Safe Zones already in place would be redundant.

Suggested the senate decide if a diversity committee is needed or at another time look at this statement under the context of the Senates purview.

MOTION made and seconded by M. Dodge and S. Barker to accept the Statement of Purpose on Diversity. **FRIENDLY AMENDMENT** proposed and accepted by R. Di Fiori/M. Dodge to remove the word “committee” and add the words Faculty Academic Senate in the last sentence. [Revision: The PCC Academic Senate will work collaboratively. . . “]

MOTION RESTATED and seconded: E. Cairó & M. Michelson.

- Pasadena Academic Senate Statement of Purpose on Diversity
- The last sentence: remove the words “committee” and add the words The Academic Senate will work collaboratively . . .”

VOTE: MOTION PASSED unanimously.

VIII INFORMATION ITEMS (no action taken)

1...Mark Dodge: Parliamentary Procedures

- Senate’s official procedure manual is Robert’s Rules of Order.
- Most legislative bodies use meeting shortcuts.
- Routine Appointment Language recommendation:
 - I’d like to remove all the Executive Committee recommendations w/o objections. If procedural, a second is not necessary.
 - A vote would be taken if there is an objection.
- Trust and reliance on the Senate President/presiding officer allows the meeting process to move faster.
- Before each meeting the Academic Senators are to have read and reviewed the meeting agenda/handouts
- Suggestion made to provide an Academic Senate “Google Doc” to share meeting handouts.
- Takes two-thirds vote or majority present to take an item off the table.
- Delaying consideration until the next meeting does not require further action.

- Calling a question requires a Senator to be recognized followed by a vote on calling the question. Would be easier to say can we vote now, or the President could balance the two discussions to determine when it's time to vote.
- When there is discussion on something controversial the President will listen to submitted opinions then ask if there are other opinions. If agree with what is stated a Senator may raise his/her hand to say "I concur".
- The parliamentarian does not tell the president what to do but to protect minority rights.
- It's a violation of basic parliamentary procedure to not protect minority votes. Senate Bill 251 doesn't recognize this.
- For this reason, adjuncts usually choose not to vote.
- When voting, a no and abstention is the same as a No vote and it's put on the record.

Discussion

Having a google-docs folder was recommended.

All handouts are sent to the Senate before the meetings.

2. Dan Haley: Intellectual Property Committee Policy Draft

The documents are being reintroduced for review, suggestions and corrections that can be made. After review a full draft will be presented for Senate approval. The proposed policy covers, faculty staff and students and will need to be brought before the various constituent groups. It would then go before the College Council and finally to the Board of Trustees.

Handouts: Notes for Senate Meeting of Monday, September 22, 2014

Board Policy: BP3715: This is the latest revised handout distributed at the Senate Meeting:

Administrative Procedure: AP3715

- An Intellectual Committee is needed to handle Intellectual Property issues. It needs to be determined if the Committee is going to: stand alone, be an ad hoc, BRAC committee, etc.
- The policy addresses to whom intellectual property belongs.
- Discussion: D. Haley responded to Intellectual Property (IP) questions such as working on intellectual property process using substantial school resources, how a sabbatical would affect entering into an IP agreement, creating master courses by stipended faculty, etc.
- D. Haley offered to present the proposed policy to the other constituent groups.

3. Kris Pilon: Accreditation Self-Study. Handout provided.

- K. Pilon encouraged the Senators to review this document and particularly the areas that relate to their discipline and areas that reflect college concerns.
- K. Pilon expressed concern that certain areas within Standard IV were not included. Added that Administration (Dr. Scott, Dr. Bell, Dr. Miller) is working closely with correcting this and including more of the history what has happened over the past few years.
- Senators were encouraged to add their contributions in to this document.
- Matt Jordan would have to be contacted regarding the deadline for receiving feedback for input.
- President Miller said input review and consideration of feedback will be handled in a respectful manner.
- The Senate will be presented with the final revise for review and approval.
- VP R. Cornner: Input is due by October 13. A final document is anticipated the first week of November.
- Email was sent to all faculty to respond.
- Revisions need to show what page/standard is being referenced so changes may be made as quickly as possible. Accreditation Liaison Officer M. Jordan and Accreditation Faculty Chair: S. Fleming will bring all changes together then go back to Planning & Priorities Committee to show the responses that came back and how they were responded to in the document. Some changes may be more appropriate to be included in one standard than another.
- In response to inquiry about the meaning of "President as the sole employee of the Board of Trustees", President Miller Said the two major responsibilities of an elected Board of Trustees to hire and fire the Chief Executive Officer and to establish and set policy for the District. All District employees report up through the various structures to the Superintendent/President and not to the Board. This is the difference between operations and policy process.
- Recommendation received to remove the paragraph about Dr. Rocha in Section IV.

- Additional concerns may be forwarded to the Senate Executive Committee.
- President Cairó said the process is moving forward. He will not sign the report if it is not the will of the Senate.
- Process is moving forward.

4. Eduardo A. Cairó: Hiring Policies Membership [Handouts Provided]

President Cairó said that since he has been on campus, he has been under the impression that non-tenured faculty do not serve on hiring committees. The policy does say non-tenured faculty can serve.

President Cairó recommends for consideration:

- Changing the wording to state that only tenured faculty should serve on hiring committees.
- Would like to strike out the wording saying Committee chairs have the right to add members once the committee has been formed.

Discussion

- Some of the smaller areas on campus do not have tenured faculty.
- Non-tenured faculty should not be left out of the hiring committee process.
- Other community colleges allow adjunct faculty on hiring committees.
- Definition of non-tenured and tenured track is needed.
- Adjunct and/or non-tenured/tenure track faculty might be hesitant to vote if their supervisor is present during a hiring committee process.
- Not all tenured faculty understand the pedagogy pertaining to certain positions.
- Hiring Policy concerns and recommendations should be reviewed by the Shared Governance Committee before review by the Senate.
- Currently have a Shared Governance Committee without a chair. President Cairó will ask the current Committee members if any of them are interested in becoming chair.

5. Board Policies and Administrative Procedures Review

- Current policies are being updated by the Board of Trustees.
- The policies will be approved as they stand without input.
- Senate recommendations may be forwarded to the Senate Executive Committee.
- President Cairó will ask C. Kollross regarding the timeline for input.
- Approved recommendations would be forwarded to the College Council.

6. Discussion To Create Ad Hoc Committee on Summer Faculty Compensation

Faculty serving on hiring committees during the summer may be reimbursed only for the time the committee meets -- not for the time reviewing applications.

Suggestions/Recommendations

- In consultation with Dr. Bell, it was determined that administration will look at determining how many applications could be reviewed by faculty in an hour.
- From the Senate's perspective the Senate should make this determination.
- The Senate will need to create an ad hoc committee to address this matter of how many applications could be screened in an hour.
- A determining factor would include the type of job being flown,
- President Cairó said the Senate will add a DROP DOWN VOLUNTEER TAB for this Committee before sending out a volunteer request.

7....Star News Editorial:

Forwarded to Senate: Responses may be forwarded to Academic Senate Executive Committee.

Senators may respond individually or collectively. M. Michelson said she would be willing to work on a collective response.

IX. REPORTS FROM EXECUTIVE COMMITTEE

R1: President Cairó	<p>Flex Day Agendas have been distributed.</p> <p>President Miller has approved that faculty may participate in a self-accreditation study retreat Administration will allow Senate member participation to review, read and focus on the Accreditation Report. Instructor substitutes will be provided. Information from those interested in attending may be forwarded to the Academic Senate office.</p> <p>Once determined the best days to attend, this information will be passed along Information Note:</p> <p>Retreat Dates Scheduled after the Sept. 22 meeting: October 2nd and 3rd .</p>
R2 Vice President: Kris Pilon	No Report
R3 Secretary: Pat Rose (Absent)	No Report
R4 Treasurer: Manny Perea	No Report

X. STANDING INFORMATION ITEMS

S1-1 PCCFA	Julie Kiotas: PCCFA is looking forward to an administrative offer in two weeks. A report will be made immediately thereafter.
S1-3 ADJUNCT FACULTY:	Mark Dodge: Adjunct faculty will be participation in FLEX Day. Two presentations are being offered.
CLASSIFIED STAFF	Denise Albright: No Report

XI. ANNOUNCEMENTS:

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

XII. ADJOURNMENT: MOTION made and seconded by M. Dodge and M. Perea.

NEXT SENATE BOARD MEETING: 6 OCTOBER 2014