

Oct. 6 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	Regrets
CTE: ENGINEERING	DAVE CUATT	Present
CTE: ENGINEERING	JASON NORRIS	Absent
COMMUNITY EDUCATION CENTER	DANNY HAMMAN	Absent
COUNSELING	SARA MIRANDA	Absent
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	Present
LANGUAGES	LOKNATH PERSAUD	Present
LANGUAGES	MELISSA MICHELSON	Present
LIBRARY	DOROTHY POTTER	Present
LIBRARY	DAN HALEY	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
VISION & PERFORMING ARTS	SARAH BARKER	Present
SOCIAL SCIENCES	SHAROK BASTANI	Present
SOCIAL SCIENCES	FRANCIS NYONG	Present
SOCIAL SCIENCES	KAITZER PUGLIA	Present
	LYNORA ROGACS	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

COURIER		
BASIC SKILLS	BEVERLY TATE	Present
APL	SHELAGH ROSE	Present
	VALERIE FOSTER	Present
	CECILIA MEDINA	Present
FACULTY ASSOCIATION	JULIE KIOTAS	Absent

I. CALL TO ORDER:

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

III. APPROVAL OF SEPT 22 MINUTES:

MOTION made and seconded by M. Dodge and R Foster to approve the minutes as submitted. **VOTE:** Approved unanimously.

IV. PUBLIC COMMENT:

Several public comment items will be heard under Information Items – No Action Taken.

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

1	<p>Reassign Time Committee: M. Perea</p> <p>Committee presentation was made to Dr. Bell of a preliminary draft policy and procedures for reassign time. <u>Policy and Procedures Data Includes:</u></p> <p>1) Classification of reassign time positions identified as institutional, elected, ad hoc/terminal, and outside grants (address how positions will be offered and filled in the future)</p> <p>2) Statement about distribution of opportunities so faculty on reassignment might not have opportunities for stipends to be granted for work similar to concurrent work;</p> <p>3) Address how reassignment might affect FT faculty offerings made each year;</p> <p>4) Operational Procedure for hiring ad hoc/terminal reassigned time positions. Will include Needs Assessment report to be approved by Senate and College presidents, Job Description distributed across campus, Letter of Interest to be submitted by interested parties, screening by a Selection Committee of manager and faculty representatives, selection by the Selection Committee.</p> <p>The Committee will work with Dr. Bell on working towards a draft that it feels comfortable in presenting to the Academic Senate with an anticipated goal of having an operational procedure in place by January 2015.</p> <p>There is a difference between reassign time and non-instructional assignments or non-instructional parts of one's contract. There might be some reassign time positions that could be described as institutional and others could be elected positions.</p>
2	<p>BRAC: Rod Foster</p> <p>BRAC meet "a week or so ago" to discuss institutional planning, in response to Accreditation. The idea is to institutionalize planning in much the same way similar to that of the student record's system.</p> <p>The next meeting will address the 50% block and review of PCC's compliance.</p>

VII. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Vote to ratify Sandy Haynes to the Educational Policies Committee
2. Vote to ratify appointment of Alexis Moore as Adjunct Senate Representative.
3. Vote to Approve Debra Folsom (School of Sciences & Math) to the Academic Senate Calendar Committee.
4. Vote to approve Lynell Wiggins (Counseling) and Melissa Harman (Science and Math) to the Learning Assessment Committee.

APPROVAL: Recommendations 1-4 approved unanimously with no objections.

IX: INFORMATION ITEMS (with possible action taken):

1.	<p>Vote of No Confidence of Pasadena City College Board of Trustees. This item was brought forth and discussed in June before the Senate Board. <u>Recommendations In Support of Vote</u></p> <ul style="list-style-type: none">• The structures and policies of the former president are still in place, are being implemented, and supported by the Board of Trustees. (For example, the Board's Policy #1680 that now only allows faculty, staff, students, and administration to evaluate the President every four years and requires that all comments be delivered in person to an external, independent evaluation firm or consultant selected by the President and the Board.)• The Board of Trustees has fostered an atmosphere of secrecy.• The Senate desires direct access to the Board of Trustees. <p><u>Recommendations not in support of a vote:</u> Reluctance to vote expressed by a number of the senators before allowing more time to develop a positive relationship with the new president and administration.</p> <ul style="list-style-type: none">• A Vote of No Confidence would end future options of voicing discontent.• Need to ask the Board if it is interested in communicating with the Senate.• Not all Trustees decline on communication with the Senate and faculty.• Need to determine how much time to give Board to develop a positive relationship.• Need to identify what other tools/options the Senate could use to address concerns besides a vote of No Confidence. <p>Based on the recommendations received above, President Cairó ended discussion on this item.</p>
2.	<p>Creation of sub-committee to review EMP Report. Eduardo A. Cairó MOTION made and seconded by M. Dodge and P. Rose approving Recommendation No. 2.</p> <p><u>Discussion:</u> The Committee is in need of more members -- ideally, one from each school. The proposed Committee would review and make recommendations to the EMP Draft and to address future procedures. .</p> <p>Dr. Cornner said review is of the EMP update and not a review of the self-evaluation. He is open to the Senate looking at finding a realistic time to give positive attention and hopefully have this process done by end of the semester. The Educational Master Plan already exists. Annual updates need to be addressed. Planning and Priorities is open to changes in the plan and process. It is not looking to add new items now because this is a different process. Planning & Priorities is open to figuring out what this process would be.</p> <p>CALL FOR THE QUESTION: M. Michelson: Unanimous. VOTE: Motion carries unanimously.</p>
3.	<p>Creation of drop-down menu tab entitled Ad Hoc Committee on Hiring Issues and Procedures. Discussed last week by the Executive Committee.</p> <ul style="list-style-type: none">• Option 1: This Ad Hoc Committee would determine the number of applications an instructor can review in an hour (for summer hiring committees). This process would have to go through managers, administrators, staff and students if it were to go through a shared governance process.• The committee would review existing policies.• Administration will move forward with the recommendation if we do nothing.• Once assigned task is done, the committee's work would be done. An Ad Hoc Committee would be focused more on task it is charged with.• Option 2: Task the Bylaws Committee to review, update, modify, and change the procedures regarding hiring.

	<p>MOTION made and seconded by M. Michelson and K. Hyatt approving recommendation 3.</p> <p>Discussion/Suggestions This is a good idea. This Committee's work would need to be extended beyond summer hiring policies and procedures, such as addressing the upcoming revision of current HR hiring procedures. The Academic Senate Shared Governance Committee provides input into all hiring policies and could address this matter; however this committee doesn't have a chair and hasn't met in over a year.</p> <p>A new committee with expanded roles would make its work more substantial. Concern expressed with creating a lot of committees that are hard to staff and the Senate could rely on pre-existing committees.</p> <p>CALL FOR THE QUESTION: M. Michelson. VOTE: MOTION carries by a majority vote to create an Ad Hoc Committee On Hiring Issues and Procedures No. (1) Abstentions (1)</p>
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VIII INFORMATION ITEMS (no action taken)

1.	<p>C. Kollross: Board Policies and Administrative Procedures Review. A statement of clarification was read addressing this review. C. Kollross only coordinates the process for policies, procedures, and bylaws.</p> <p>Anticipated Timeline for Review to be ready for placement on the December Board of Trustee agenda. Five Board policies were needed to accompany the college's EEO plan submitted to the Chancellor's office. All were vetted in an open Board meeting as well as the EEO plan. The administrative procedures for these policies will go through the shared governance process. Reference made to 6 policies and 7 administrative procedures forwarded to the Senate Executive Board. They have not been reviewed in last 6 years.</p> <p><u>Discussion</u> Past practice and recently made official policies addressing the Board is a bylaw. Anything that is a policy has more to do with the District.</p> <p>Last Wednesday the Board voted on the matter that anything that had an administrative procedure will now be included in the actual body of the bylaws. There are now only two that need adjustment.</p> <p>Timeline: will ask that these items be placed on BOT agenda in Dec. May just need a read-through with an OK on most of the items presented.</p> <p>Areas in red will say if language is legally required or legally advised (recommended) language. (up to the Board or the Academic Senate.) The difference is distinguished in Ed Code and Title 5</p>
	<p>PUBLIC COMMENT: New Faculty Orientation Seminar: B. Tate. Handout Presented and Summarized was that of the 2007 New Faculty Seminar Outline of a general orientation and seminars listing items that include learning goals, assignments, strategies, reading and research processes. Purpose: emphasize the benefit of faculty applying these processes to their classroom practices. This was a successful professional learning process that was well researched through the professional learning process.</p> <p>Encouraged support of APL based on their dedication in developing and implementing successful professional learning processes. APL is a beneficial advisory group to the Senate.</p>

PUBLIC COMMENT: Shelagh Rose

Read a brief statement to address the Academy of Professional Learning (APL).

APL desires to work closely with the Academic Senate on professional learning for faculty.

From the very start, Senate feedback was sought on its 2013 Professional Needs Assessment Survey.

Proof of document on this communication was circulated.

To recognize a more formal way to collaborate with the Senate, V.P. K. Scott was asked to reconvene the Shared Governance Professional Development Standing Committee, which met for the first time last Friday.

It is hoped that an invitation to join the Committee would be sent out to all faculty to serve on the committee and apply through the established committee volunteer process.

Manny Perea noted that Shelagh Rose's comments misrepresented what actually took place. He noted that the request to reconvene the shared governance Professional Development Standing committee came not from APL but from the Academic Senate Executive Committee. AS Exec and the Administration agreed that the Professional Development committee would reform and guide APL activities henceforth

Discussion

A distinction is needed between the Academic Senate Faculty Development Committee and the Professional Development Committee, one of the nine standing shared governance committees of the College Council.

The Professional Development Standing Committee was reconvened at the request from M. Perea and the Executive committee in a meeting with President Miller, K. Scott, B. Klein, and C. Olivo and R. Cornner.

It is anticipated this committee would be a type of "hub" for all campus constituent groups. Only a one –page policy has been approved.

Concern was expressed that a campus-wide committee chart is needed so there won't be confusion in regards to the various committees and their duties.

There is a web site for both College Council and Academic Senate committees.

During last week's Senate Accreditation Self-Study retreat a review of a College Council Committee chart showed that half of its Standing Committees had not meet in a considerable length of time.

Standing Committee appointments would be made by the Academic Senate president and not through the drop-down menu process.

Concern expressed with large amount of square footage space APL has received. Suggested that this area might be better used for instructional purposes. It would be good for the proposed committee to assess needs, space, etc.

It was noted that there are other College Council committee volunteer tabs on the Senate's pull-down menu (i.e., Planning and Priorities). If they no longer appear on the menu, it means that there are no available positions to be filled.

2.

Shared Governance Professional Development Committee: Mission Statement Policy #6030 - Pat Rose
Policy #6030 is the mission statement for one of the College Council's Standing Committees – the Professional Development Committee which met for the first time two weeks ago. This committee is charged with the oversight, review, and approval of the College's professional development activities. This committee was reconvened to develop a policy and procedures to implement Policy #6030. This policy should be reviewed by the Senate Board's constituents for feedback and review before presentation to the Academic Senate.

	<p>Clarification: The Professional Development Committee is a shared governance committee and part of the College Council. Policy #6030 was previously reviewed by the College Council in various meetings in 2012, passed by the Academic Senate in April 2012, but never forwarded to the Board of Trustees for approval. This policy was also reported to the Senate last spring by Lynn Wright. It's role is defined in the <u>EMP[MP1]</u> as well as an oversight committee.</p> <p>This policy needs to be reviewed by the constituents of the Senate representatives for as much review and input as possible. It will ultimately impact the entire campus. Any policy and procedures the Committee develops would be brought to the Academic Senate.</p>
3.	<p>Bylaws Committee Presentation of Article 3: E. Cairó - Temporary Chair.</p> <p>Revisions were started last spring.</p> <p>At the last Committee meeting, changes to Article 3 regarding membership were finished.</p> <ul style="list-style-type: none"> • <u>Discussion</u> • Exceptions to 3.1. A.1 addresses regular load exceptions. • Article 3.2.B should be under a title referencing senators and not the Executive Committee. • Concern received that the second point under 1.A. faculty having to work by a faculty pay schedule might not be considered regular faculty. • Clarification needed about whether faculty with reassigned time would be considered regular faculty. • Concern with putting restrictions on what load adjunct faculty should have to participate in academic activities. Regular faculty is being held to a different bar. • 66% load requirement for FT faculty could deny rights to a faculty member whose contract stipulates they are regular faculty. • The Senate Board should also so represent every adjunct faculty member. • The justification for article change in regards to 66% requirement is not clear. • Everything in the updated policy is based on what is already pre-existing. • Current article 3 in the bylaws says regular faculty percentage work load is 75%. • Definition of adjunct faculty doesn't include retirees. • Concern expressed that change in 3.A. could exclude many people whose voice is needed in Senate elections and committees. • Request for clarification on exclusion of regular faculty from union members, Senate Board, and future chairs. • The honorary members section should be included to have access to institutional memory. • Concern that if approved by the Senate, a prospective senator would not be considered regular faculty and would lose voting rights. <p>MOTION to extend discussion by 5 minutes made and seconded by V. Foster and J. Aragon.</p> <p>VOTE: Motion carries by a majority vote.</p> <p><u>Discussion</u></p> <p>The 75% figure – this was assignment for FT faculty versus adjunct faculty. It was not in reference to reassignment. The State Senate bylaws are being revised and we need to keep an eye on them. Maybe the Committee could look at institutions that have chairs precluded from serving in the Academic Senate and how this is stipulated in their bylaws.</p> <p>3.3.A should be referenced under Executive Committee.</p> <p>Reference to 66% means an instructor is in the classroom 66% of the time.</p> <p>It should not be the intent of the committee to exclude individuals such as R. Lee, Director of the Writing Center who does not have a 66% teaching assignment.</p>
4.	<p>Review of Faculty Technology Committee: Manny Perea</p> <p>At College Committee Mark Gutierrez mentioned he would like to form a Lancerpoint advisory committee that would provide direction on prioritizing tasks in Lancerpoint. L. Tirapelle reported on the history of campus technology</p>

	<p>committees in recent years. Recommended to reconvene the Faculty Technology Committee and have these Committee members serve on the Lancerpoint Advisory Committee. Its job would be to prioritize tasks in Lancerpoint and provide guidance for updating Lancerpoint to better serve faculty and students.</p> <p>S. Barker: was a former FTC member. Committee's former work dealt mainly with hardware versus software issues. A new committee would need guidance.</p> <p>A school-wide committee organizational chart and plan is needed. It would be helpful to have posted on a committee website its meeting dates and times. Currently software issues need to be addressed. Committee goals would need to be revised.</p> <p>Current committee should be dissolved and a new committee created.</p>
5	<p>Refer Revised Realignment Plan to Shared Governance Committee.</p> <p>R. Foster: Current realignment plan has not been through the shared governance review process. Need an understanding of what alignment and plan is and to have the opportunity to voice our opinions. This process needs shared governance review.</p>
6	<p>Discussion of Online Office Hours: E. Cairó</p> <p>Not long ago the DE Committee sent out an all faculty email regarding the need for online office hours. Majority of the responses were yes to the need for Online Office Hours.</p> <p>Concern: what percentage could office hours be established for faculty (adjunct and full-time faculty) who do not teach online. The DE Committee has approved the on-line office hours' issue. The task of assigning the percentage amount will be taken up by the Educational Policies Committee.</p>

V. REPORTS FROM EXECUTIVE COMMITTEE

R1 President Cairo	<p>ASCCC Fall Plenary Session is scheduled in November in Irvine.</p> <p>Handout: Workshop Agenda</p> <p>Advanced registration for individual workshops is not required.</p> <p>SASI applications may be used to apply for attendance. Funding to stay overnight requires a travel distance of a 50+ miles mile radius to the workshop from the traveler's home address or PCC, whichever is less.</p> <p>President Cairó requested that attendance interests be forwarded to him before the next Senate meeting so the requests can be compiled and passed along to the Senate Board.</p>
R2 Vice President Kris Pilon	<p>Sixteen-Seventeen faculty from various campus groups worked very hard at last week's Self Accreditation Study to review most of the standards.</p> <p>Action items were established and this was a good process for growth in review and communication between the various groups. There needs to be documentation of follow-through of what happened within various campus groups. Easy access to data would benefit future accreditation processes.</p>
R3 Secretary Pat Rose	<p>Academic Senate Faculty Development Committee: FLEX Day concerns may be forwarded to Committee members: T. N. Silva, S. Bower, P. Rose and L. Wright.</p> <p>One concern was the difficulty faced by adjunct faculty required to attend FLEX day activities to receive FLEX Day Credit while also teaching at other campuses. The College should provide other ways during the semester that Adjunct Faculty can fulfill their Flex Day requirements other than attending Flex Day activities.</p> <p><u>Comments on FLEX Day</u></p> <p>G. Horton thanked the committee for their work on this process.</p> <p>F. Nyong expressed concern for more understanding of the question asked regarding the philosophy and approach of the new management.</p>

R4 Treasurer Manny Perea	A scheduled meeting with Dr. Cornner to review substantive reports was cancelled because an extension was received to allow the reports to go through the shared governance process. Concerns will be taken into consideration.
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VI. STANDING INFORMATION ITEMS

PCCFA	R. Foster: Looking forward to getting back to the bargaining table. Question Response: Process of educating the Board began last Wednesday.
Adjunct Faculty:	Adjunct representation on the Senate has been expanded by 100%
Classified:	No Report

XII. ANNOUNCEMENTS:

Mark Whitworth: The Shared Governance Calendar Committee had its first meeting last week. There was no quorum. Two members were present. Response: M. Michelson, L. Persaud added they are members but were not notified

Handout from C. Olivo: Join Project LEAP! Flier: What is Project LEAP? A mentoring program developed in cooperation with the PCC College Partnership for Excellence designed to increase the retention rate of probationary and/or under-represented students to be successful in college.

Fall ASCCC Plenary: November 13-15 – Irvine Marriott

First CAPM Meeting Date: Oct. 15th.

President Cairó:

Seats at the Senate Table to Include: Classified Senate, Student and FA representatives to participate in discussions but will not have a vote.

M. Whitworth asked that the Bylaws be reviewed to allow this process.

XIII. ADJOURNMENT: MOTION made and seconded by M. Whitworth and M. Dodge.

NEXT SENATE BOARD MEETING: 20 OCTOBER 2014