

November 3, 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	AHNI DODGE	Present
CTE: ENGINEERING	DAVE CUATT	Present
CTE: ENGINEERING	JASON NORRIS	Absent
COUNSELING	SARA MIRANDA	Absent
COUNSELING	JAMES ARAGON	Present
ENGLISH	GLORIA HORTON	Present
ENGLISH	TIM MELNARIK	Present
ENGLISH	MARJORIE SMITH	Absent
HEALTH SCIENCES	KRISTIN K. HYATT	Absent
HEALTH SCIENCES	BLANCA RODRIGUEZ	Absent
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	Absent
SOCIAL SCIENCES	SHAROK BASTANI	Present
SOCIAL SCIENCES	LYNORA ROGACS	Present
SOCIAL SCIENCES	FRANCIS NYONG	Present
SOCIAL SCIENCES	LAUREN ARENSEN	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	DANIEL JOHNSON	Present
COURIER	PHILIP MCCORMICK	Present
ENGLISH	BEVERLY TATE	Present
PLANNING & PRIORITIES COMMITTEE	STEPHANIE FLEMING	Present
PLANNING & PRIORITIES	MATT JORDAN	Present
PLANNING & PRIORITIES	SHELAGH ROSE	Present
PCC FACULTY ASSOCIATION	JULIE KIOTAS	Present
ASSOCIATED STUDENTS PRESIDENT	JORDYN OROZCO	Present

I. CALL TO ORDER:

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

III. APPROVAL OF OCT 6 MINUTES: The Minutes stand approved as amended -- Present: **Katie Rodriguez & Julie Kiotas.**

IV. PUBLIC COMMENT:

P. Rose	Public Comment cards may be filled out for non-Agenda items. Public Comment cards are to be filled out for comments on agenda items. Comments will be received when these items are addressed on the Agenda.
C. Davis Anderson S. Rose	Announced that Nov. 13 is the 4 th Annual Poster conference and research project presentations for College 1 students. Funding is through the college fund. Seventeen hundred students are expected to participate this year. Presentation Cycles: 10AM, 12PM, and 3PM. Flyer was presented and a request was made for faculty to judge the presentations. S. Rose may be contacted in regards to students who wish to attend but are scheduled in other classes. D. Potter: Library is excited about its collaboration with this project and will have workshops for 1000 of the students.
R. Cornner	CAPM Follow-Up: There have been discussions on creating a task force regarding school functions and discussion about underlying issues and changes needed for the school to function better. R. Cornner may be contacted (rcornner@pasadena.edu) by volunteers interested in assisting with developing the duties of a task force. This recommendation would be presented to the Senate for review and discussion.
K. Uyekawa:	At the last Senate meeting it was announced that because of an ongoing investigation, no faculty names would be forwarded to Human Resources for the Dean of Instructional Services Hiring Committee. K. Uyekawa asked for Senate discussion on whether this type of decision is something for the Senate Board to decide on or is it solely in the hands of the Executive Committee.
M. Michelson	Curious about the progress of the Accreditation Report – Self Study. Suggestions received include input from Senate Editing and the public. Clarification requested about: <ul style="list-style-type: none"> • Planning and Priorities Committee standard review process and the review/input of public suggestions. • Is P & P a Brown Act Committee? • Who are its voting members? • The Committee's website states the Accreditation Steering Committee and the Planning and Priorities Committee are one in the same. • Committee membership is not clear in regards to Policy No. 2120. • Adequate time to review the Self-Study is needed for due diligence.

V. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Vote to approve as member to the Distance Education Committee, Asher Shaman (Mathematics)
2. Vote to ratify to the Shared Governance Planning and Priorities Committee: Melissa Michelson,

Languages.

3. Vote to approve to the Educational Master Plan Committee, Kris Pilon, CTE: E&T.
4. Vote to approve (one member) to the Shared Governance Calendar Committee: Cara Burre-Jones, Science & Mathematics; Diana Francisco, English; Elizabeth Kaiama, Counseling; Roger Marheine, English; Melissa Michelson, Languages; Warren Swil, VAMS; Claudia Van Corva, Natural Sciences,
5. Vote to approve to the Shared Governance Enrollment Management Committee:
Rod Foster, VAMS; Lynn Wright, English.

MOTION made and seconded by A. Dodge and M. Perea approving Recommendations, 1, 2, 3 and 5.

VOTE: Motion passed unanimously.

Note: The Distance Education Committee is an Academic Senate Standing Committee.

Written Vote Received on Recommendation 4:

- M. Michelson's name was withdrawn.
- Roger Marheine approved as member to the Shared Governance Calendar Committee.
- President Cairó will send an email to the other volunteers asking if they would be interested in serving as an alternate.

VI. INFORMATION ITEMS (no action taken)

1.	<p>Clarification of Hiring Numbers – Manny Perea (20 min)</p> <p>Request from the Senate Executive Committee and from other Senators at today's meeting that the administration clarify when and from whom President Miller received state information resulting in a revision to the minimum Fall 2015 FT Faculty Hire recommendation of 5-10 first made at the Oct 15 CAPM. In response to this information, the Senate Executive Committee recommended that faculty pursue a minimum of shared governance hours in response to administration proposing a minimum number of FT faculty hires. After this Executive Committee recommendation was announced, President Miller stated a mistake had been made in reporting the first FT faculty hire numbers (5-10) and after receiving an additional state report, the correct/revised number would be 11–24. Dr. Cornner stated at the last meeting this revised figure was based on a report just received. An information request by an Academic Senator showed this report was dated September 4, 2014. The Executive Committee asks why the college is saying it did not receive the state document dated September 4, until after the Oct. 15 CAPM meeting when it had previously been downloaded and distributed by Dr. Bell.</p> <p>President. Miller: At the last Senate meeting and at today's meeting President Miller apologized and said he takes total responsibility for not originally reporting the correct FT Faculty Hire number at the October 15 CAPM meeting. He did not receive the additional state information (referenced above) until after the last CAPM meeting. His office may be contacted by those interested in reviewing the administrative documents (including comparison data) and the calculation process. President Miller added he was doing his best to be transparent and open and steps will be taken so this does not happen again.</p> <p><u>Additional comments and questions:</u></p> <ul style="list-style-type: none">• Who gave the new state information to Dr. Miller and when was this done?• Steps need to be taken so this does not happen again.• President Cairó requested a FT Faculty hire number of 52 at the last Trustee meeting.• Factors such as sabbaticals, release time, retirement, etc. affect FT Faculty Hire recalculations.• In the future FON numbers should be provided earlier.
2	<p>Distance Education Committee– Lauren Arenson (10 min)</p> <p>Proposed Committee Policy Revisions include:</p> <p>Revision of online faculty office hours</p>

	<p>Addition of more office hours to be completed online for FT (not adjunct) faculty currently working on course loads Adjunct course load is 100%. There is no state mandated number for FT faculty course loads. An evaluation tool was sent out today by K. Datko to instructors teaching hybrid/online courses Many faculty need additional assistance. The concern of many faculty in favor of having a percentage of online office hours was forwarded to the Educational Policies Committee.</p> <p><u>Canvas:</u> Not showing all student grades. Much information has to be obtained online. A Google doc has been created to list/identify various problems. PCC is a test case for Canvas.</p> <p>Additional information may be shared with L. Arenson (ljarensen@pasadena.edu) for posting.</p> <p><u>Educational Policies Committee</u> Reviewing a process that would be under faculty direction regarding online office hours. Looking at potentially having 2.5 faculty hours on line for flexibility in working with students. Reviewing grade appeal process. Note: All paperwork not returned to the student is to be kept a minimum of 2 yrs. Training is not currently required for faculty wishing to hold on-line conference hours.</p>
3	<p>Argument for each school/division to have its own Assessment Coordinator: Katie Rodriguez (15 min) Power Point Presentation Points: <u>E Lumen: Current Challenges:</u> Goals; Job Description; Duties and Next Steps</p> <p><u>Additional Comments and Concerns</u> <u>Outcome:</u> Enhance the academic program and learning assessment process Future Meeting Discussion Topics would include discussions on:</p> <ul style="list-style-type: none"> • Faculty discussions on planning and assessment and assessment results and reassign time • Additional technology training • This is a good idea • It's possible a past vetted chair could be a co-chair • Pilot levels would have to be worked out. • Contact persons would be area peers and colleagues. • By direction of Senate Board, Executive Committee could advocate for assessment coordinators through the CAPM process. • Advocate for a spring 2015 pilot with possible stipend process. • Future input from Reassign Time Committee. <p><u>Questions/Feedback</u> The proposed process is a good idea. Chair: A past-vetted chair could possibly be a co-chair On the back end -- the primary role of the Learning Assessment Committee is to take the annual assessment report for review and feedback. What is being proposed is on the front end. Some overlap is possible with the LAC but the roles would be somewhat different. What is being proposed is on a smaller scale and not campus-wide. The next step would be for the Executive Committee to discuss this item in CAPM.</p>

	<ul style="list-style-type: none"> • Y McKay: One task is evaluative at the end with a specific response to respond to. The other process is to help write the response and figure out the nuts and bolts. • K. Uyekawa. What is being proposed is in addition to the administrative roles. <p>Assessments would be more meaningful. J Kiotas: favors a discipline-specific release time more than a stipend. In response to M. Michelson's request for a clarification to the word compliance, K. Rodriguez will forward documentation.</p>
4.	<p>Section B Certificate Proposal: Jim Arnwine (10 min) VMPA faculty have been diligently working on catching up on course review, course modification, and inactivating courses that have been offered for some time. Faculty feel strongly it is time to deactivate/discontinue Journalism-Public Relations. The handout shows an abridged version of deactivating a course.</p> <ul style="list-style-type: none"> • This course would go into the next catalog • Two other journalism courses are being taught • Rod Foster: Supports this process. Basic journalism courses are best taught at this level. Public relations is a specialty that flows out of journalism and is best handled at upper division process. • Almost half of journalism employers require a Master's Degree. <p>This item will be presented for a vote on the next Senate Agenda.</p>
5.	<p>Addition of Diversity Question In Faculties Evaluation – Beverly Tate (10 minimum) Handout provided on the rationale for adding a diversity question.</p> <ul style="list-style-type: none"> • The various areas of diversity include areas of academics, socioeconomic cultural, disability, and ethnic backgrounds. • Formation of a Senate committee could address wording of self-evaluation questions. • Proposed Solution: For the College Diversity Initiative Committee to strongly encourage PCC to include a question on the self-evaluation form for faculty to reflect on how instructors are infusing their courses with readings, assignments, and/or activities on issues of diversity. The Committee hopes that this question will encourage conversations regarding diversity with the faculty member's peer evaluators and his/her Dean. <p><u>Discussion</u> It is anticipated that there would be incorporation and infusion of dialogue into faculty curriculum through self-evaluation (not performance evaluation). R. Foster supports this recommendation and the self-evaluation process. The union also supports this recommendation. Concern received of being hesitant in certain questions, such as 1-8 on page 3, within a professional evaluation. Reference made to page 1 of Handout.</p> <ul style="list-style-type: none"> • General Education Outcome Competency 4.1 • PCC's Literature on Diversity <p>The current diversity question could be altered to include revised wording.</p> <p>Possible CDI or Educational Policies Committee review will be addressed at a future Senate meeting.</p>
6.	<p>6. BA Health Sciences Information – (10 min) Faculty not present to provide report.</p>

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

1.	<p>Student Equity Committee Report – Bianca Richards</p> <p>At its last meeting an Equity Committee group reviewed a lot of data addressing areas of equity gaps in basic skills for Math and English and transfer for Latinos and African American students.</p> <p>The <u>Definition of Equity</u> was described as ensuring that all students have access to the resources, opportunities, power and responsibilities needed to reach their full potential as well as making the necessary changes to address any unfair differences.</p> <p>The October 20, 2014 Academic Senate Rostrum featured an article on the challenges of the Student Equity Plan.</p> <p>J. Orozco: Senate support would greatly assist moving forward for student access and equity benefits. Students need basic resources (access to full time counselors as well as full time faculty).</p>
2.	<p>Accrediting Steering Committee Update: Co Chairs: S. Fleming and M. Jordan</p> <p>Clarification: S. Fleming announcement at the October 20 Senate meeting of an approved November 10 timeline to submit the Accreditation Self-Evaluation to the Board of Trustees by November 10 (so it could be signed by December 10) had been approved by the Planning and Priorities Committee at its October 20 morning meeting before the Academic Senate Board had met.</p> <p>Committee Focus:</p> <p>Based on feedback from the public and all the constituency groups each of the standards and introductory portions are being revised. Standards 1A, 1B, 4A, 4B and two of the introductory sections have been approved. The online grid is being worked on.</p> <p>M. Jordan thanked the Academic Senate and college faculty members who participated in the accreditation process. The accreditation process began in 2012 with the selection of a Self-Study Coordinator by the College and Academic Senate Presidents; faculty membership (22) serving on the standards committees; Associate Student review, feedback and discussion; standard review and feedback from an Academic Senate Retreat process by selected faculty members. VP K. Pilon has worked with this Committee, the Associate VP of Strategic Planning and Innovation and Associate VP of Academic Affairs numerous days to review each comment received from this retreat for incorporation into campus group perspectives. The entire campus was provided the document on September 15 for review and revisions which are available through a tracked-changes version of the document.</p> <p>The Planning and Priorities Committee is not a Brown Act Committee.</p> <p>Legal opinion documentation: October 26 College Council meeting.</p> <p>Policy 2120 reference guidelines for voting members: The Accreditation Steering Committee membership shall be in accordance with the membership of the College Council Planning and Priorities Standing Committee. <u>The memberships are equal.</u> Slight membership changes were presented to College Council.</p> <p><u>Discussions</u></p> <p>Having two committees which are one in the same represent a lack of transparency and clarity</p> <p>Membership issues are not clear.</p> <p>Suggested revision made by a student to Policy 2120 was presented to Planning and Priorities and incorporated to have a standing Steering Committee for Accreditation rather than an ad hoc committee to make sure that accreditation is institutionalized because it is constantly addressed. This recommendation was approved by both the Senate and the Board of Trustees.</p> <p>ACCJC says all colleges must have an accreditation and steering committee to guide “this process”. The Committee names/terms are synonymous with exactly the same membership. After the cycle is complete the procedures can be reviewed for clarity in language.</p>

Concerns received

The committee has reviewed each of the outlines, evidence, drafts along with lengthy discussion/dialogue. Policy 2120 is not in the minutes or on the agenda.

Committee membership has fluctuated. Faculty are a minority on this committee.

Response: :

Membership Numbers: 7 administrators; 6 faculty; 5 classified, 4 students. Currently 2 vacancies.

Membership is updated on the web site and will be referenced at tomorrow's College Council meeting.

Many of the college council standing committees do not have a membership policy.

Because the report was not received until September, review has been rushed.

Due process is needed and comments need to be aired publicly.

Dr. Miller:

- Having Planning and Priorities the same as the Accreditation Steering Committee will allow it to be in place for planning for the next accreditation process.
- K Pilon was thanked publicly for her efforts within the process.
- Tied to Student Equity is a 2.9 Million Plan which has been presented for review and approval before submission to the Chancellor's office. A final signature from the Academic Senate President's signature is needed. President Cairó has opted not to sign the proposed Plan pending adequate time for review and input.
- Any questions by the Senate Board of Executive Committee may be forwarded directly to Drs. Miller and Olivo.

Discussion

It is not fair to blame one Senate Member for this document having not yet been signed.

Clarification of the differences between the two committees was required.

S. Fleming: brought forward a revision to the accreditation policy. A student recommended suggestion was incorporated to have a standing (rather than an ad hoc committee) committee on accreditation. This change was designated through Policy 2120.

The ACCJC states all colleges must have an ASC to guide the accreditation process. Clarification in committee names can be reviewed.

Duplicate work is being done.

Membership duties are not outlined.

The work load is very rushed.

MOTION made and seconded by M. Michelson and D. Cuatt to extend discussion for 5 minutes

Vote: In Favor: 14 No: 12. Motion passes.

College Council can discuss committee membership for this and other College standing committees.

Committee members voted on a time frame to review and discuss comments before continuing and move for a vote.

Committee member R. Foster said preparing for accreditation is important and is willing to set aside time for priorities pertaining to accreditation.

Because of the time crunch there was not a full hearing on one of the standards. Hope this matter can be reopened at the next meeting so K. Pilon can be heard fully.

Thorough review will result in a stronger document.

The Executive Committee does not feel the self-evaluation describes the problems the college has had over the past four years.

Question: Policy 2120 states there should only be 12 members on each of the referenced committees. For clarification identification is needed on who is and is not a voting member.

M Jordan will provide a link to access Policy 2120 [Rev. Dec. 2012] which states ASC membership shall be in accordance with College Council, Planning and Priorities Standing Committee.

	<p>Revised documents have been posted and will be reviewed to make sure they are all current. A link to the committee's web page will be emailed to President Cairó for distribution.</p> <p>Faculty review and feedback was not received on the final version of Standards 4A and 4B following their previous review and input.</p> <p>Concerns received that faculty review of the final document was not forwarded to faculty for review.</p> <p>The Committee is unable to do a continuous cycle of feedback.</p> <p>Not all the comments provided by the Senate are in the final version.</p> <p>R. Cornner said approximately 80-90 percent of suggestions were included.</p> <p>E. Cairó said his comments at today's Planning and Priorities Committee meeting were that two weeks ago it was announced the Committee would not accept any changes once it makes its approval. The problem was the Committee had not yet made an approval until a MOTION was presented to the committee a week later. President Cairó was concerned the Committee co-chair was saying something that was not true at the time. The Committee is looking at standards that have not undergone the process. President Cairó is concerned with being asked to sign something if he is not allowed time to make changes.</p>
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VIII: INFORMATION ITEMS (with possible action taken):

1.	<p>To be moved to Nov. 17 Senate Agenda</p> <p>Academic Senate Committee Housecleaning:</p> <p>Handout: Committees with New and Current Mission Statements</p> <p>Handout: Committees without Mission Statements</p>
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IX. REPORTS FROM EXECUTIVE COMMITTEE

R1 President Cairo	<p>Administration and the Executive Committee have agreed to an exhibit by Jaime Escalante in the Circadian between set dates in Spring of 2015. During this time the Senate meetings will be held in Creveling.</p> <p>At the CAPM meeting President Cairó was asked to sign the SSSP document. He was not able to sign this document due to a lack of time to review the need for clarification and resolution of problems with parts of this document. The document inaccurately states that the Senate President participated in its creation. He met with Dr. Olivo last week and told her he would not sign the document.</p> <p>Discussion:</p> <p>Request received from the Senate floor for a special meeting to review and discuss the SSSP document. President Cairó was initially given 24 hours to review this document before signing. Dean Olivo said due diligence has been followed.</p> <p>An extension on submitting this report was received.</p> <p>FT faculty tenured counselor signatures were received but these signatures could not be received in lieu of the signature of the Academic Senate President.</p> <p>The state's required matching funds of three times 2.9 million could be allowed through three Title V grants.</p> <p>The Executive Committee is now working "to contract" with the minimum number of hours.</p> <p>MOTION made and seconded by Mark Dodge and J. Aragon in support of having a special meeting next week, in the Circadian, Monday, November 10, 3PM-4PM to address today's unfinished business. A new agenda will need to be published.</p>
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	<p>President Cairó said he would respect the will of the Senate. The proposed document will be forwarded to the Senate Board for review.</p> <p>The Senate president should not be coerced or rushed into rubber-stamping the referenced document.</p> <p>Dr. Miller: acknowledged the process has failed and urges moving forward in allowing the Senate to see the logic in what is being asked.</p> <p>Recommendation received that only the proposed document (and not the Senate President's recommendations) be forwarded for review.</p> <p>G. Horton: Reminder to the Senate E. Cairó was elected Senate President. Wants to be able to read the document, digest it, and have time for input</p> <p>VOTE ON MOTION: Yes: Majority. No. 2</p>
R2 Vice President Kris Pilon	To be forwarded to next Senate agenda.
R3 Secretary Pat Rose	To be forwarded to next Senate agenda.
R4 Treasurer Manny Perea	To be forwarded to next Senate agenda.

X. STANDING INFORMATION ITEMS

PCCFA	To be forwarded to next Senate agenda.
Adjunct Faculty:	To be forwarded to next Senate agenda.
Classified Senate:	To be forwarded to next Senate agenda.

XI. ANNOUNCEMENTS:

Fall ASCCC Plenary: November 13-15 – Irvine Marriott

XII. ADJOURNMENT: MOTION made and seconded by M. Dodge and J. Aragon.

NEXT SENATE BOARD MEETING: 17 NOVEMBER 2014