

20 April 2015

OFFICERS AND MEMBERSSENATE	EDUARDO A. CAIRO	Present
VICE PRESIDENT	KRIS PILON	Present
SECRETARY	PAT ROSE	Present
TREASURER	MANNY PEREA	Present
ADJUNCT FACULTY	MARK DODGE	Present
ADJUNCT FACULTY	RUDY AGUILAR	Present
ADJUNCT FACULTY	JANE HALLINGER	Present
ADJUNCT FACULTY	ALEXIS MOORE	Present
ADJUNCT FACULTY	ERIKA RUVEL	Present
CTE: BUSIENSS	PATTIE LYNN	Present
BET: ENGINEERING	DAVE CUATT	Present
BET: ENGINEERING	JASON NORRIS	Absent
CEC	DANNY HAMMAN	Present
COUNSELING	JAMES ARAGON	Present
COUNSELING	SARA MIRANDA	Absent
DSPS	BIANCA RICHARDS	Absent
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
LIBRARY	DOROTHY POTTER	Present
LIBRARY	DAN HALEY (Alt)	Present
MATHEMATICS	KATHLEEN HOGUE	Present
MATHEMATICS	CHARLES HOGUE	Present
MATHEMATICS	DAN GALLUP	Present
MATHEMATICS	JAY CHO (Alt)	Present
NATURAL SCIENCES	RUSSELL DI FIORI	Present
NATURAL SCIENCES/KINESIOLOGY	TERRY STODDARD	Present
NATURAL SCIENCES	MARTHA HOUSE	Present
NATURAL SCIENCES	PETER CASTRO	Present
SOCIAL SCIENCES	FRANCIS NYONG	Present
SOCIAL SCIENCES	C. BEARD (rotates with K. Puglia)	Absent
SOCIAL SCIENCES	SHAROK BASTANI (rotates with I. Rogacs)	Present
SOCIAL SCIENCES	LYNORA ROGACS (rotates with S. Bastani)	Absent
SOCIAL SCIENCES	KATIZER PUGLIGA (rotates with C. Beard)	Absent
SOCIAL SCIENCES	LAUREN ARENSON	Present
VISUAL, MEDIA & PERFORMING ARTS	MARK WHITWORTH	Present
VISUAL, MEDIA & PERFORMING ARTS	ROD FOSTER	Present
VISUAL, MEDIA & PERFORMING ARTS	YOLANDA MCKAY	Present

## GUESTS

ASSOCIATE VP, ACADEMIC AFFAIRS	KATHY SCOTT	Present
ASSOCIATE VP STRATEGIC PLANNING AND INNOVATION	RYAN CORNNER	Present
CONTRACT EDUCATIONAL OPPORTUNITY	DAN RADDON CATHY WEI	Present Present
PCCFA	JULIE KIOTAS	Present
CLASSIFIED SENATE	ROSIE ROBERSON	Absent

### I. CALL TO ORDER:

### II. PLEDGE OF ALLEGIANCE Led by P. Lynn

### III. APPROVAL OF APRIL 6, 2015 MINUTES: The minutes stand approved as submitted.

### IV: PUBLIC COMMENT:

Y. McKay	Announcement: Citizens Oversight Committee for Measure P meeting. April 22, 6PM, C233 – President’s Conference Room. Expressed ongoing concerns and needs in the areas of sculpture, ceramics and print-making projects.
M. Michelson	Announcement: ESL Workshop: Understanding and Knowing Your ESL Students April 23, 12pm-1pm.; ESL Center -- D306

### V. STANDING/AD HOC/CAMPUS-WIDE COMMITTEE REPORTS:

1	Breakfast Committee Update given by E.A. Cairó for S. Miranda. Academic Senate Annual Celebration Announcement: Friday, May 1, 6pm, at Mijares Restaurant in Pasadena. Menu – Buffet Dinner. Ticket Cost: \$35.00. Tickets are available for sale at the College Bank B203. There are 32 full time faculty retirees.
2.	Educational Policies Committee Policy on Papers and Exams: L. Arenson Following research and looking at various schools, the Committee recommends that instructors hold onto student papers for two years. The proposed policy was provided for review. Instructors must “request” for access to papers turned into <b>Canvas</b> .
	<b>Item 3 will be presented following presentation of Recommendations 4 &amp; 5.</b>
4	Bylaws Committee Article 2.1b; Article 5.2 and a definition that will be included in a new action titled “Definitions”  Recommended changes/additions were presented and changes may be viewed by clicking on “View” when looking at the document(s) online.  Article 3 (read) Article 5.2: Academic Senate Appointments (read) Recommendations will be sent to the Committee for review/revision. <ul style="list-style-type: none"><li>• Concern expressed regarding current need for Faculty Staff Development Officer</li><li>• Clarification recommended for 5.2 F: Terms and Removal.</li><li>• Revision in wording needed regarding faculty, college-wide committee reports presented to the Senate Board.</li></ul> <b>MOTION</b> made by M. Perea to 5.2 F to amend final sentence to read, “After the completion of a two-year term, the president may recommend an appointee for another term.

	<p>Discussion</p> <ul style="list-style-type: none"> <li>• 5.2 F could allow an appointee to remain in a position with no term limits.</li> <li>• Recommendation: remove 5.2 C. and keep D.</li> <li>• The proposed recommendations will be sent to the committee for review and for presentation to be given at the next senate meeting.</li> </ul>
5	<p>LAC Annual Report: Handout Recommendations read by E.A. Cairó Recommendation: Inform faculty of their professional responsibility regarding assessment.</p>
3	<p>M. Michelson: Ad Hoc Committee on Hiring Issues Handouts: Report to Academic Senate &amp; Hiring committee Request Procedure / Hiring Committee Faculty Request Form.</p> <ul style="list-style-type: none"> <li>• Pending: Response from Director of HR in response to Committee request.</li> <li>• Senate Board asked for direction in response to the handouts.</li> </ul> <p><u>Discussion on Hiring Committee Request Procedure</u> Senate vote requested on the proposed Hiring Committee Request Procedure. Clarity in wording requested: Procedure (Bullet 2). EOP training should be referenced. What would be acceptable grounds for not responding/serving? Feedback needed from the Dean of HR and HR regarding the existing policy.</p>

## VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1	<p>Approval of Jane Hallinger (English) as an Academic Senate adjunct faculty representative. MOTION made by M. Perea and seconded by P. Rose approving Recommendation 1. VOTE: Motion approved unanimously.</p>
2	<p>Approval of Susan L. Bower (Natural Sciences) as chair of the Faculty Development Committee. E.A.Cairó: explained that Jay Cho (Math) had applied as chair of the Committee of Committees and was not recommended based on the Senate President's authority from the Senate Bylaws to be able to recommend a chair appointment for vote by the Senate. Clarification of this process revealed that a Senate vote for approval of this committee chair would need to be voted on by the entire faculty. Jay Cho (Mathematics) had originally applied as chair and was not recommended. With a clearer understanding of the Bylaws requests that J. Cho be considered. <b>MOTION</b> made and seconded by P. Rose and L. Arenson approving S.L. Bower as Chair of the Faculty Development Committee. <b>VOTE:</b> Motion passes.</p>
3	<p>Approval of Kristin F. Pilon (BET) as chair of the Planning &amp; Priorities Committee. ITEM PULLED Reason: E.A.Cairó said this position can only be recommended following consultation between the Senate President and the president of the college. E.A. Cairó will meeting with Dr. Miller and if agreed this item will be placed on the next agenda.</p>

4	<p>Approval of Jay Cho (Mathematics) (as chair) and Rob Lee (English) to the Committee of Committees.</p> <p><b>MOTION</b> made and seconded by M. Dodge and D. Cuatt approving Recommendation 4.  <b>VOTE:</b> Motion passed unanimously.</p> <p>E.A. Cairó asked J. Cho to contact former committee chair: S. Barker</p>
5	<p>Approval of Susan Hunkins (CEC); Melissa Michelson (Languages) and Katherine Marsh (Natural Sciences) to Learning Assessment Committee.  Correction Noted: Name Melissa Michelson should be Melissa Anderson.</p> <p><b>MOTION</b> made and seconded by K. Pilon and M. Michelson approving Recommendation 5 MSP  <b>VOTE:</b> MOTION Unanimously approved.</p> <p><b>Discussion</b>  A committee chair is needed. The amount of reassign time for this position will be determined. Members of the Committee and administration will review applications for chair and make a decision.</p>
6	<p>Approval of Melissa Michelson (Languages) and Julie Kiotas (FA) to Realignment Task Force.</p> <p><b>MOTION</b> made and seconded by R. Foster and M. Perea approving Recommendation 6.  <b>VOTE:</b> Motion passed unanimously.</p>
7	<p>Approval of three full-time faculty volunteers for Dean, Instructional Support Hiring. Committee: David Cuatt (BET); <del>Kathleen Uyekawa Hogue (Math)</del>; Gloria Horton (English); Shannon Johnson (Economic &amp; Workforce Development); Tammy Knott-Silva (Kinesiology); Yolanda McKay (VMPA); Derek Milne (Social Sciences); Kris Pilon (BET); Yoshi Yamato (Math).</p> <p><b>Discussion:</b>  K. Hogue requested her name be removed.  S. Johnson: HR said S. Johnson is not an instructor. Information received that S. Johnson is listed on the school web site as an instructor. Senate Board requested S. Johnson's name remain as a recommendation.  D. Cuatt: was a former member of the first hiring committee for this position in the fall. Following an HR investigation a letter was sent out from HR stating that every single member that participated on the first committee could not serve on a future committee.</p> <p><b>MOTION</b> made and seconded by R. Foster and M. Dodge that if D. Cuatt is not able to serve, the volunteer with the fourth highest vote would be allowed serve.  <b>VOTE:</b> Motion passed unanimously.</p> <p><b>BALLOT RESULTS:</b> K. Pilon, G. Horton, D. Cuatt  Y. Yamato: Fourth highest nominee</p>

**VII: INFORMATION ITEMS (with possible action taken):**

1	<p>BA on Research: R. Cornner Information received at the April 6 Senate meeting.</p> <p><b>MOTION</b> made and seconded by M. Dodge and L. Arenson approving the Proposal for a Baccalaureate Degree: Applied Research and Data Analytics.</p> <p><u>Discussion:</u> This proposal is not fully fleshed out. PCC is one of 72 schools presenting a Baccalaureate Degree proposal. Only 15 schools across the state will receive approval. Two-year degree programs will be developed first. Companies need researchers. This type of program would open the door for internships with various companies and non-profits. Seattle college is offering an applied degree in behavioral sciences. L. Arenson: has been in contact with a non-profit agency that would keep its doors open for visitor students and animal research behavioral projects.</p> <p><b>VOTE:</b> Motion was unanimously approved.</p>
2	<p>New Faculty Orientation Curriculum: E.A. Cairó Handout presented at April 6 meeting.</p> <p><u>Recommendations</u> Orientation: What do we want faculty to know Day 1 and throughout the semester? According to the Contract there are 2 days prior to the beginning of the fall semester for new faculty orientation.</p> <p>Faculty needs:</p> <ul style="list-style-type: none"><li>• An office; a computer, key(s); parking permit; and school ID</li><li>• Basic knowledge of: Canvas, LancerPoint; ELumen, Add and Drop Policy, library services</li></ul> <p>Needs throughout the semester:</p> <ul style="list-style-type: none"><li>• syllabus prep, course outline, information needed by the deans, ESL needs, multi-lingual writers and speakers, first and second-year faculty pathways.</li><li>• Ask divisions what they already have in place to avoid duplication.</li><li>• Shared governance training (include attendance at Senate, BOT and committee meetings)</li><li>• Internal / informal mentoring.</li><li>• Numerous areas will need to be presented at a very basic level followed by review of this process after one year.</li><li>• Allow for volunteer participation with training in skill based areas</li><li>• ADA compliance is needed.</li></ul> <p><u>Program Coordinators</u> Based upon amount of work and time required, one to two coordinator positions (with reassign time) will be created. The coordinator(s) would probably be working with the College Council Professional Development Oversight Committee.</p> <p>A <b>summary of recommendations</b> will be forwarded to the Senate Board for review and recommendation for the April 27 Senate meeting.</p> <p>New faculty might feel more comfortable with providing <u>anonymous</u> feedback. Senate asked to consider what questions should be asked of new faculty. Inquiry: Could data from previous new faculty surveys be accessed and reviewed?</p>

3	<p>Health Sciences Substantive Report: R. Cornner Summary provided following revision request by Dr. Freund's changes on p. 15:</p> <ul style="list-style-type: none"> <li>• Adequate and accessible student support services.</li> </ul> <p>Feedback Numerous nursing and other Health Sciences faculty disagree with inaccuracies referenced in the proposal as far as the planning phase. Suggestion received for Dr. Cornner to meet with the nursing faculty.</p> <p>R. Cornner</p> <ul style="list-style-type: none"> <li>• K. Hyatt requested that Dr. Cornner meet with Nursing and Health Science faculty.</li> <li>• Asked for Nursing and Health Science faculty and other comments to be forwarded to him for presentation at the next Senate meeting to make sure the document is as accurate as possible. This document is about describing what happened and what exists.</li> </ul>
4	<p>Policies and Procedures on Sexual and Other Assaults on campus BP3540 and AP3540: P. Rose Recommended that this item be sent back to Board of Trustees to be rewritten. The policy is outdated and needs to reflect recent legislation: SB-967 and its amendments to CA Ed Code Section 67386 The template for this policy was received last year and a revised template could be requested. This information could be included in new faculty orientation.</p> <p><b>MOTION</b> made and seconded by Y. McKay and L. Arenson rejecting the proposed policy, to send it back to the Board of Trustees for review with the Senate's recommendations. <u>Point of Clarity:</u> Administrative Procedures would only be sent to College Council. <u>Discussion:</u> The proposed policy should reflect recent legislation <b>MOTION</b> withdrawn. <b>MOTION</b> made M. Perea to approve this policy (with anticipation of rejection -- no second) <b>MOTION</b> made and seconded by R. Foster and M. Perea to remand the policy and procedures and to send back to the respective institutional bodies (Board of Trustees and College Council) <b>FINAL VOTE:</b> Motion approved unanimously.</p>
5	<p>Intellectual Property Policy: D. Haley, Intellectual Property Committee Chair Policy is being recommended for approval. Recap:</p> <p><u>What belongs to Faculty:</u> Anything faculty create on their own time, using their own resources that belongs to them personally and not the District. Any academic work that faculty does belongs to faculty.</p> <p><u>Belongs To The District:</u> Performance of job-related, non-academic work for which the instructor is paid.</p> <p><u>Belongs To The Students:</u> Any work that students do, unless they become college employees. Committee Recommendation: Request to add a sentence which reads: "Faculty may not use a student's work as samples or examples without first obtaining permission from the student."</p> <p><u>Commissioned Work:</u> Written agreement entered into between the District/Employee for work commissioned with compensation.</p>

	<p><u>Discussion / Recommendations</u></p> <p>Reference the sharing or showing of student work in the syllabus. Request a signature of acknowledgement for use of “creative work.” Could provide an “opt out” form.</p> <p>E.A. Cairó recommended placement of the new college-wide Intellectual Property Standing Committee be under the College Council.</p> <p><b>MOTION</b> made and seconded by R. Foster and M. Whitworth approving Information Item 7. <b>VOTE:</b> Motion passes unanimously</p>
	<b>Recommendations VII. 6, VII. 7 and VIII. 1 will be moved to the April 27 Senate Agenda</b>

## VIII INFORMATION ITEMS (no action taken)

2	<p>Contract Educational Opportunity: Dan Raddon &amp; Cathy Wei</p> <p>Informational presentation and to explore the opportunity for PCC to approve a Chinese study abroad program at a Shanghai University. Free use of campus facilities is being offered to attract international students and companies. Both PCC Study Abroad and local Chinese students could take PCC classes. Costs would be reduced in comparison to other Chinese Study Abroad programs. Other universities working through this Shanghai University include the University of Michigan, USC, MIT and Columbia. Using the idea of the American corporate complex, many corporations such as Coca Cola; Microsoft, Intel, Chrysler are working in Shanghai and there would be many opportunities for student internships.</p> <p>Having an intellectual connection is important. Data is not yet available for minimum/maximum number of students needed for a viable program.</p>
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## IX. REPORTS FROM EXECUTIVE COMMITTEE:

R-1 President's Report: E.A. Cairó

Brown Act Training will be held Tuesday, April 21, 11-1 and 3-5.

Announcement of the new PCC President: Dr. Rajen Vurdien.

The Senate Board was asked to think of dates in May/June for new faculty orientation.

E.A.Cairó; Kris Pilon and Pat Rose attended the ASCCC Spring Plenary last week.

One of the resolutions passed requested Title V (or 5) regulation amendment 55040 to allow students up to a total of four successful semesters, or six successful quarter enrollments within a group of courses related in content while still acknowledging all of their current limitations on course repetition in Title 5.

The vote requested the word successful be included.

R-2 Vice President's Report: The Board was asked to pick up from the handout table a copy of the Vote of No Confidence in the Board of Trustees Resolution for review before the next Senate's meeting.

R-3 Secretary's Report: P. Rose: None

R-4 Treasurer's Report: None

**X. STANDING INFORMATION ITEMS**

SI-1 PCCFA Report: J. Kiotas:

Announcement of the first FA faculty award given to Dan Haley in honor of his tireless involvement in faculty issues for many years.

S1-2 MANAGEMENT Report:

S1-3 ADJUNCT FACULTY Report. M. Dodge: The Adjunct faculty now have a full-slate of representation on the Academic Senate.

S1-4 CLASSIFIED SENATE: No Report

S1-5 ASSOCIATED STUDENT Report

**XII. ANNOUNCEMENTS:**

Academic Senate Annual Celebration is Friday, May 1, 6PM, Mijares Restaurant.

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

**NEXT SENATE BOARD MEETING – IN CREVELING LOUNGE-- 20 APRIL 2015**