

27 April 2015

Revised 5/18/15

PRESIDENT	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
CTE: BUSIENSS	AHNI DODGE	Present
BET: ENGINEERING	DAVE CUATT	Present
BET: ENGINEERING	JASON NORRIS	Absent
CEC	DANNY HAMMAN	Present
COUNSELING	JAMES ARAGON	Present
COUNSELING	SARA MIRANDA	Present
DSPS	BIANCA RICHARDS	Present
ENGLISH	GLORIA HORTON	Present
ENGLISH	TIM MELNARIK	Present
ENGLISH	MARJORIE SMITH	Present
HEALTH SCIENCES	KRISTIN K. HYATT	Present
HEALTH SCIENCES	BLANCA RODRIGUEZ	Absent
HEALTH SCIENCES	KAREN SKIATHITIS (Alt)	Present
LANGUAGES	LOKNATH PERSAUD	Absent
LANGUAGES	MELISSA MICHELSON	Present
LANGUAGES	CHARLENE POTTER	Present
LIBRARY	DOROTHY POTTER	Present
LIBRARY	DAN HALEY (Alt)	Present
MATHEMATICS	KATHLEEN HOGUE	Present
MATHEMATICS	CHARLES HOGUE	Present
MATHEMATICS	DAN GALLUP	Present
NATURAL SCIENCES	RUSSELL DI FIORI	Present
NATURAL SCIENCES/KINESIOLOGY	TERRY STODDARD	Absent
NATURAL SCIENCES	MARTHA HOUSE	Present
NATURAL SCIENCES	PETER CASTRO	Present
NATURAL SCIENCES	JESSICA IGOE	Absent
SOCIAL SCIENCES	FRANCIS NYONG	Absent
SOCIAL SCIENCES	C. BEARD (rotates with K. Puglia)	Present
SOCIAL SCIENCES	SHAROK BASTANI (rotates with I. Rogacs)	Absent
SOCIAL SCIENCES	LYNORA ROGACS (rotates with S. Bastani)	Absent
SOCIAL SCIENCES	KAITZER PUGLIA (rotates with C. Beard)	Present
VISUAL, MEDIA & PERFORMING ARTS	MARK WHITWORTH	Present

VISUAL, MEDIA & PERFORMING ARTS	ROD FOSTER	Present
VISUAL, MEDIA & PERFORMING ARTS	YOLANDA MCKAY	Present

GUESTS

INTERIM SUPERINTENDENT/PRESIDENT	BOB MILLER	Present
ASSOCIATE VP, ACADEMIC AFFAIRS	KATHY SCOTT	Present
ASSOCIATE VP, STRATEGIC PLANNING AND INNOVATION	RYAN CORNNER	Present
LANGUAGES	SHELAGH ROSE	Present
PCCFA	JULIE KIOTAS	Present
CLASSIFIED SENATE	ROSIE ROBERSON	Regrets

I. CALL TO ORDER:

II. PLEDGE OF ALLEGIANCE

Led by Dan Gallup

III. APPROVAL OF APRIL 20, 2015 MINUTES: Stand approved as submitted.

IV. PUBLIC COMMENT:

Dr. Dan Haley Dr. Robert Miller	<p>Presentation and reading of Resolution of Appreciation to the 2014-2015 commending the Academic Senate Executive Committee for their service , accomplishments, dedication and guidance to shared governance, equity and student success at Pasadena City College.</p> <p>Presentation of gift of appreciation from the Senate Board to Senate's Administrative Assistant Judy Benson.</p>
Lynn R. Lawrence	<p>Local businessman and beauty salon owner, Lynn R. Lawrence hires most of his employees from the PCC Cosmetology program. He expressed concern with a "slow down/reduction" of available PCC cosmetology students to hire and rumors of a possible program closure. Cosmetology is a multi-million dollar industry pertinent to California and the entertainment industry and can enable students to make six figure incomes within 2-3 years. Consideration needs to be given to the impact on local business and the community if there will be a program closure.</p>
Rossi Petrova Adjunct Cosmetology Instructor	<p>Comment was received as an Information item and a request for help: Several years ago, Dean Davila requested the Cosmetology program curriculum be reorganized and rewritten to bring it into compliance. The revisions were approved by C&I in the fall and Ms. Petrova and several other instructors have been working on class curriculum. "On Thursday morning the Cosmetology faculty received an email stating they're suspending the Cosmetology program until further notice." There has been high demand for this program by students, businesses and local clientele and neighboring communities since the 1930's. It will not be offered in fall 2015.</p>

Recognition of Academic Senate Dean's Honors Scholarship Awardees: Peter Castro

Awardees: Aqsa Altaf; Ryan Liu, Vivian Lo, Timothy Schaaff, Free Trip, Yuna Kim and Kiran Sinjali

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

Academic Rank Committee: P. Lynn

Committee recommendations for spring 2015 advancement in rank were unanimously approved as submitted.

Professor Emeritus	Associate Professor	Assistant Professor	Adjunct Assistant Professor
Judith Branzburg	James Aragon	Otilio Perales	Annalee Andres
Donald L. Brinegar	Amy Cheung	Katie Rodriguez	Sheng-Qi (Shelley) Dai
Michael Finkenbinder	Susan Hunkins		Eric Kawakami
Daniel J. Haley	Melissa Michelson		Marie e. Mayer
Robert McLean			Winston S. Uchiyama
Jill O'Hora			

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

E.A. Cairó	Recent Brown training information requires every vote be recorded. The Senate will be looking into finding a different system of recording votes.
1	PULLED: Approval of Kristin F. Pilon (BET) as chair of the Planning and Priorities Committee Discussion: Item pulled pending conversation between E.A. Cairó and Dr. Bell.
2	Approval of one Full-Time faculty volunteer for Dean, Distance Education Hiring Committee: Katherine Marsh (Natural Sciences); Melissa Michelson (Languages); Rhea Presiado (Science and Math); Mark Sakata (DSPS); and David Uranga (Social Sciences). Vote By "Raising of Hands" <u>Discussion:</u> To charge the Ad Hoc Hiring Issues Committee to address how hiring committee volunteers are voted in and for the Senators to read/review the volunteer credentials. K. Marsh: 2 Votes M. Michelson: 13 Votes Most Votes: Name will be forwarded to HR R. Presiado 7 Votes M. Sakata 2 Votes D. Uranga 4 Votes
3	Approval of Rod Foster (VAMS) and Mary Erin Crook (Languages Alternate) to the Realignment Task Force. Stands APPROVED as submitted. Discussion: One representative per division. There can be an alternate.

VII: INFORMATION ITEMS (with possible action taken):

1	New Faculty Orientation Curriculum: E.A. Cairó (20 minutes) <u>Discussion</u> As of now there will be one Faculty Coordinator position. Depending on curriculum created, and the type of work required, there might be two positions.
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	<p><u>Day 1:</u> Obtain parking permits and office keys, verify computer is in office; meeting with respective deans to receive pertinent faculty information; having deans assign a member, campus walk-through, Lunch, syllabus prep, homework then training on Lancer Point and Library Services.</p> <p><u>Day 2:</u> Bring completed syllabus, have campus training, lunch and Elumen training</p> <p>Recommendations: Day 2: How to obtain course outline of record Place Kronos training under professional development</p> <p>The second portion consists of participation in six workshops designed to give more in-depth training and orientation to college culture and policies. Information on Weeks One – Six presented.</p> <p>Presentation Recommendations: Presentation of Q/A hiring committee booklet before faculty receive tenure. SLO Assessment. For FA to look into training to be held in place of one of the instructor's classes. Do not put new, untenured faculty in positions where they would be "at risk." Many new faculty are experienced adjunct faculty.</p> <p>Provide:</p> <ul style="list-style-type: none"> • "Flex" credits with a more comprehensive program. • HR instructions on scale and rank advancement and how to read paychecks. • A curriculum process during weeks 4 through 6. • Release time. • Credit incentives. • Add a Student Affairs component. • Concept of equity versus diversity, the culture of PCC. • Provide faculty a school organization chart. • Information on how to identify DSPS students. • Emergency procedures. • <p>E.A. Cairó: To inform (not email) the Senators the proposed suggestions and make necessary changes. Pending decision on having the SLO assessment, Faculty coordinator position details will be determined.</p> <p><u>Discussion</u> Pedagogy and teaching; development of assignments followed by discussion and feedback should be included.</p> <p>Faculty needs more discussion and dialogue from all perspectives. Having 36 could necessitate two faculty cohorts. A yearly faculty review/modification process is needed.</p>
2	<p>Health Sciences Substantive Report: R. Cornner Item PULLED until Dr. Cornner has met with Nursing to receive recommendations to incorporate.</p>
3	<p>Resolution on Board of Trustees VNC (20 minutes) MOTION made and seconded approving Recommendation 3 made by M. Dodge and L. Arenson.</p> <p><u>Discussion:</u> No opposition to the motion.</p>

	<p>Lengthy discussion focused on the Board not representing the will of campus constituencies and its selection of Presidents over the past three years.</p> <p>CALL FOR QUESTION. K. Hogue. Vote: Unanimous AMENDMENT: M. Dodge. Amending the Motion approving the Vote of No Confidence with the date being amended to April 27, 2015. VOTE ON MOTION: Motion approved by majority vote with two abstentions: (P. Castro, G. Horton)</p> <p>The Resolution will be read at the May 6 Board of Trustee meeting under Shared Governance Reports. Meeting Time: 7:00PM. Senate Board was asked to attend the meeting to show its support</p>
4	<p>Educational Policies Committee Policy on Student Papers and Exams: L. Arenson Policy recommends holding on to student papers for two years or pass them back to student. Students have one year to begin the process of challenging a grade.</p> <p>MOTION made and seconded by: _____(did not hear this on recording) MOTION made by Y. McKay amending the time to hold student papers from two years to 18 months.. Motion not seconded. VOTE: Motion approved by majority vote. No: 1: M. Whitworth Recording point: (1:07.23)</p>
5	<p>Faculty Hiring Issues Committee: M. Michelson</p> <p><u>Discussion:</u> The committee will review procedures for picking faculty for “left over” seats. Faculty payment for summer review of hiring applications. FA: Suggested reading average of 5-10/hr. The FA would bargain for an increased rate. The Senate should establish the “rate of reading” and this number would be negotiated with administration.</p> <p>MOTION made to extend discussion by 5 minutes. R. DiFiori (no second). VOTE: Approved unanimously</p> <p><u>Discussion:</u> FA could meet with administration to develop a reasonable average/approach. There needs to be flexibility to bargain for this. Request received for FA to ask for \$75/hr.</p> <p>MOTION made and seconded by M. Michelson and R. Foster to each committee to read applications and to submit time for review to the chair of the hiring committee. The chair will average the total time and submit this information to FA in order to obtain a rate agreed upon by FA.</p> <p><u>Discussion:</u> Recommended to include the word “average” in the motion. There are many reading variables that would affect reading average. Should start out with a flat/across the board pay rate to be assessed after one year.</p> <p>CALLING THE QUESTION: Y. McKay VOTE: Majority: No <u>Discussion:</u> It would be helpful to have committee averaging. MOTION made and seconded by M. Michelson and P. Lynn to extend discussion five minutes.</p>

	<p>MOTION withdrawn.</p> <p>AMENDMENT TO MOTION made by M. Michelson to approve the Motion with the amendment that the averages be forwarded to appropriate entity.</p> <p>AMENDMENT TO AMENDMENT made by M. Perea that the language be revised from “time and times “hour and hours”</p> <p>MOTION Reread: Each committee member submits the hours it took to read applications to the chair of the hiring committee. The chair will average the total hours and then submit to the appropriate entity this information in order to obtain a rate agreed upon by the FA.</p> <p>MOTION approving the reworded motion made and seconded by G. Horton and C. Hogue.</p> <p>VOTE: Aye: Majority No: 1</p>
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VIII INFORMATION ITEMS (no action taken)

1	<p>PCC Northwest Draft: R. Cornner</p> <p>Information presented on PCC Northwest Draft for context.</p> <p>PUSD contacted PCC about underutilized facilities where Muir High School space was offered for the teaching of college courses, resulting in developing a concept paper for review by both Boards. If approved by the Board, work would begin between all the shared governance groups to figure out what this process would look like. Proposed ideas would be to utilize the facility to offer high-demand college, general education, CCE courses, to expand dual enrollment and to offer some of the new non-credit programs that cannot be offered at CEC because of space concerns. Long-term plan is to engage both the community to meet its underserved needs and for shared governance groups to develop the most effective programming in terms of a long-term presence and without having to work with other entities. This process aligns with two Educational Master Plan themes.</p> <p>Discussion:</p> <p>There would be problematic, infrastructure (water, electrical, etc.) concerns with trying to incorporate a cosmetology program within the Muir facilities.</p> <p>Onsite and PCC campus contacts and concerns would be need to be identified.</p> <p>Shuttle costs will be examined.</p> <p>PCC would have full program control.</p> <ul style="list-style-type: none"> • First step is to receive Board approval followed by presentation of a business plan that would show project costs. • PUSD prefers the option of having a proposal that benefits their students at Muir high school (having a college on their campus) rather than the establishment of a charter school. To have a satellite campus in the northwest region that would serve the students who are being underserved has been in the Educational Master Plan for the past five years. Cost per square foot will be cost effective
2	<p>Request for Removal of Blanket Waiver for ESL – E.A. Cairó</p> <p>Currently have three different ways to each ESL:</p> <p>Have a degree in ESL</p> <p>Have a Masters + Certificate.</p> <p>Information on being grandfathered in is not available for this meeting.</p> <p>This proposal will require Master’s degree to teach non-credit ESL at CEC.</p> <p>Comment: Asking instructors to not teach after teaching for 20+ years because they don’t have a</p>

	<p>masters would be unfair.</p> <p>MOTION TO TABLE discussion made and seconded by M. Whitworth and J. Aragon to table this recommendation pending explanation by Dr. Arellano.</p> <p>PARLIAMENTARIAN POINT OF ORDER: To Continue this item on the next agenda.</p>
3	<p>Brown Act Training Report – E. Cairó</p> <p>Senate Input:</p> <p>No paper votes. The Senate will implement a more efficient voting process.</p> <p>Public Comment: Senators are a part of the “Senate” and not part of the “public”.</p> <ol style="list-style-type: none"> 1. Statements of interest can be placed on the agenda. 2. Statements can be made within Announcements at the end of the agenda. <p><u>Discussion:</u></p> <p>Best Practice Recommendation: There are practices where board members can make public comment.</p> <p>Information could be obtained from the State Academic Senate.</p> <p>Senators can place items on the agenda or get a proxy to read a statement.</p>
4	<p>Procedures To Change Bylaws: E. Cairó</p> <p>To go into effect, Senate approved Bylaws recommendations must to be voted on by the entire faculty.</p> <p>Bylaw 7 Recommended Change:</p> <p>Step 1: Approved by the Senate Board.</p> <p>Step 2: Have to inform faculty of all the changes: [faculty would have 30 days to compare the proposed and current bylaws. Senate to determine when to send changes to faculty then to hold a vote. A two-thirds faculty vote of the regular faculty who voted.]</p> <p>Discussion</p> <p>Recommendation received for faculty to receive a complete, revised bylaws packet.</p> <p>Many bylaws are inter-connected.</p> <p>Faculty could review bylaws separately, with a copy of the entire Bylaws attached for comparison.</p>
5	<p>Additional Senate Meetings: E. Cairó</p> <p>Two to three more Senate Board meetings will be scheduled.</p> <p>Approved Recommendation: Monday May 4 [Room: pending]</p> <p><u>Discussion</u></p> <p>May 4 Agenda Item: Request that Cosmetology Adjuncts be asked to present a resolution opposing the proposed hiatus of the Cosmetology program at the May 4 Senate meeting and to present idea of maybe having a smaller program that could be kept in-tact.</p> <p>The Cosmetology program will continue through the end of the semester and be temporarily placed on hiatus to open up space to enable nursing to pass their accreditation. From this point the college will look for a site to re-open Cosmetology.</p>

ADJOURNMENT: MOTION made and seconded by M. Dodge and R. DiFiori. **VOTE:** Approved

IX. REPORTS FROM EXECUTIVE COMMITTEE:

R-1 President's Report

R-2 Vice President's Report:

R-3 Secretary's Report: None

R-4 Treasurer's Report: None

X. STANDING INFORMATION ITEMS

SI-1 PCCFA Report: J. Kiotas:

S1-2 MANAGEMENT Report:

S1-3 ADJUNCT FACULTY Report. Have a full slate of Adjunct faculty senate reps now.

S1-4 CLASSIFIED SENATE Report: No Report

S1-5 ASSOCIATED STUDENT Report

XII. ANNOUNCEMENTS:

- Academic Senate Annual Celebration is Friday, May 1, 6PM, Mijares Restaurant.
- Dinner is set for May 1:

XIII. ADJOURNMENT: MOTION made and seconded by M. Dodge and R. DiFiori. **VOTE:** Approved

NEXT SENATE BOARD MEETING –4 MAY 2015 – C233