

September 14, 2015

Final Revised 9/28/15

PRESIDENT	VALERIE S. FOSTER	Present
VICE PRESIDENT	SHELAGH E. ROSE	Present
SECRETARY	STEPHANIE L. FLEMING	Present
TREASURER	JAY CHO	Present
ADJUNCT FACULTY: Social Sciences	MARK DODGE	Present
ADJUNCT FACULTY: English/P&CA	JANE HALLINGER	Present
ADJUNCT FACULTY: VAMS	ALEXIS MOORE	Present
ADJUNCT FACULTY: Eng and Tech	ERIKA RUVEL	Present
BUSINESS	AHNI DODGE	Present
CEC	DANNY HAMMAN	Present
COUNSELING	JAMES ARAGON	Present
COUNSELING	SARA MIRANDA	Present
DSPS	BIANCA RICHARDS	Present
ENGINEERING and TECHNOLOGY	DAVE CUATT	Present
ENGLISH	GLORIA HORTON	Present
ENGLISH	TIM MELNARIK	Present
ENGLISH (Alt)	MARJORIE SMITH	Present
HEALTH SERVICES	JO BUCZKO	Present
HEALTH SCIENCES	KRISTIN K. HYATT	Regrets
HEALTH SCIENCES	BLANCA RODRIGUEZ	Absent
KINESIOLOGY	TERRY STODDARD	Present
KINESIOLOGY (Alt)	TAMARA KNOTT-SILVA	Absent
LANGUAGES	LOKNATH PERSAUD	Present
LANGUAGES	MELISSA MICHELSON	Present
LANGUAGES (Alt)	MARY ERIN CROOK	Present
LANGUAGES (Alt)	CHARLENE POTTER	Present
LIBRARY	DOROTHY POTTER	Present
MATHEMATICS	DAN GALLUP	Present
MATHEMATICS	KATHLEEN HOGUE	Present
MATHEMATICS	CHARLES HOGUE	Present
NATURAL SCIENCES	RUSSELL DI FIORI	Present
NATURAL SCIENCES	MARTHA HOUSE	Present
NATURAL SCIENCES	PETER CASTRO	Present
NATURAL SCIENCES (Alt)	KATIE RODRIGUEZ	Present
PERFORMING/COMMUNICATION ARTS	RITA GONZALES	Present
PERFORMING/COMMUNICATION ARTS	RIKKI MAGEE	Present
SOCIAL SCIENCES	LAUREN ARENSEN	Absent
SOCIAL SCIENCES	EDUARDO A. CAIRÓ	Present
SOCIAL SCIENCES	KAITZER PUGLIA	Present
SOCIAL SCIENCES	LYNORA ROGACS (Alt for L. Arenson)	Present
VISUAL, MEDIA & PERFORMING ARTS	YOLANDA MCKAY	Present
VISUAL, MEDIA & PERFORMING ARTS	ROD FOSTER	Present

## GUESTS

SUPERINTENDENT PRESIDENT	RAJEN VURDIEN	Present
ASSISTANT SUPT./SR. V.P.	ROBERT MILLER	Present
ASSOCIATE VP, STRATEGIC PLANNING & INNOVATION	RYAN CORNNER	Present
PCCFA	JULIE KIOTAS	Present
ASSOCIATED STUDENTS: PRESEIDENT	IRVING MORALES	Present
CLASSIFIED SENATE	ROSIE ROBERSON	Present

**A. CALL TO ORDER:**

**B. PLEDGE OF ALLEGIANCE** led by Russ Di Fiori

**C. APPROVAL OF MINUTES:** June 15, 2015 Minutes stand approved as submitted.

**D. PUBLIC COMMENT:**

Kris Pilon: Requested the Academic Senate remain an independent decision making body. Reference made to most recent Senate division representative election process that involved division deans.

**E. GUESTS**

Superintendent/President: Rajen Vurdien

The Senate Board was thanked for the opportunity to address them. On an encouraging note, Pasadena City College is a leader in both California and the Nation. Encouraging statistics were shared regarding degrees conferred on minority, Asian and Latino students.

Areas of concern include:

The Accrediting Commission for Community and Junior Colleges. Faculty has placed PCC on academic probation and recently enhanced monitoring for SLO assessment. Faculty, staff and management are encouraged to work together in a harmonious and respectful manner in its processes to address and meet-the accreditation timeline established by the accreditation team by the end of spring 2016. This includes approval of an Integrated Planning and Budget Model and to increase SLO numbers. Failure to address these areas may mean that PCC will remain on probation.

Director Op/Foundation: Kris McPeak: kmmcpeak@pasadena.edu / C241

A presentation (handout provided) was provided describing the revised PCC Foundation Grants Application Process and Timeline. The application process and monies rewarded now will be handled in the same semester. The Foundation wants to fund projects that are strategic.

Application Timeline: Process opened Friday, September 11. Due Date: Friday, September 25.

Funding: Up to \$5,000 or up to \$10,000 for inter-disciplinary grant requests.

## EMERGENCY AGENDA ITEM REQUEST ACADEMIC SENATE ADJUNCT REPRESENTATION

Request agendized with no objections.

Request made by E.A. Cairó in response to the Senate Executive Committee's decision to override a previous Senate Board vote approving adjunct Academic Senate representatives. He added that Administration's comments that adjunct representation on the Senate Board was temporary is not true.

**MOTION** made E.A. Cairó: That the Senate Board does not accept the Senate's Executive Committee to remove the four adjuncts from the Senate and that they do not have the authority to override any Senate Board's decisions.

**FRIENDLY AMENDMENT** by S. Fleming: That the Senate Board approve the additional four adjunct representatives and allows them to vote before the Bylaws are officially amended.

**Response:** Not accepted by E.A. Cairó

**AMENDMENT TO MOTION** by D. Cuatt: That the Senate Board recognizes that a Senate Board vote is valid and binding until or unless the Senate Board votes otherwise

Discussion:

Two issues are being discussed: The Senate Executive Committee's authority and the adjunct senators.

**AMENDMENT TO MOTION:** D. Cuatt: We recognize that a Senate Board vote is valid and binding until or unless the Senate Board votes otherwise.

**Response:** Accepted by E.A. Cairó.

**FRIENDLY AMENDMENT** by R. Foster: That the previous vote taken by the Senate Board to seat additional adjunct faculty be recognized and that the faculty ...

**Not accepted** by E.A. Cairó

**MOTION READ** by D. Cuatt: The Senate recognizes that a Senate Board vote is valid and binding until or unless the Senate Board votes otherwise;

**ADDITIONAL WORDING** by R. Foster: Therefore, the four adjunct faculty members representing adjunct faculty other than Mark Dodge should be seated,

**ADDITION WORDING** by E.A. Cairó: and all other actions shall remain in place.

**REVISED MOTION** read by S. Fleming:

**Highlighted inserts and cross-outs** by E.A. Cairó:

The Senate recognizes that a Senate Board vote is valid and binding until or unless the Senate Board votes otherwise; Therefore, the **additional four five** adjunct representatives will remain seated and all other actions **by the Senate** shall remain in place.

**MOTION** made and seconded by E.A. Cairo and G. Horton approving the revised motion.

Discussion:

President Foster: The Senate's bylaws are being violated if adjunct senators are allowed to vote and the bylaws say in order to change this the full faculty need to vote or the full faculty would be disenfranchised. President Foster is not against adjunct representation and agrees their voice is very important. It is her understanding the bylaws article pertaining to adjuncts has been rewritten but has not been fully approved the Senate Board and has not been approved by the faculty at large. The Bylaws Committee chair has been asked to bring Article 3.1 to the Senate right away. She referenced an email from David Morse, President of the Academic Senate for California Community Colleges, which states if the Senate's bylaws do not include adjunct membership then the adjuncts should probably not vote as it would violate its bylaws. In response to the representatives not reflecting the current school structure, President Foster added the Senate never fully accepted the schools realignment structure.

Senate Treasurer Jay Cho said he could not vote on this motion because changes to the bylaws requires a two-thirds vote of all the faculty.

D. Cuatt: One cannot hide behind the Bylaws.

Y. McKay: We would not be breaking our bylaws as long as there is a custom in place.

E.A. Cairó: There are other Senate Bylaws violations. Before following administrative direction in this matter, the current Executive Committee **should have discussed** this matter with fellow faculty members

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and/or the former Senate President. There is available funding for adjunct senator stipends.

A request was made for the Senate to provide the details for both the Professional Development and the Curriculum and Instruction Committee having two-co-chairs.

Senate Parliamentarian/Mark Dodge: Former Executive Committee members are not allowed to talk to the new Executive Committee unless it is an open meeting.

Additional Comments From the floor:

Gloria Horton: Dr. Vurdien said adjunct senator compensation may be requested by the Senate. President Foster said this information was contrary to the information relayed to the Executive Committee at the last CAPM meeting. The Senate's bylaws need to be revised before moving forward. Support was received for there to be a full faculty vote on this matter.

Senate Parliamentarian Mark Dodge: Past practice is an indicator of what is or is not acceptable. If the Senate agrees by a two-thirds vote to suspend the rules a vote can be taken. A motion cannot be passed without a first and second reading unless it is very compelling.

Request received to vote on motion on the floor and then tackle the bylaws amendment at the next Senate Board meeting.

**CALL FOR THE QUESTION:** J. Aragon and seconded by R. DiFiori

**VOTE:** Majority –Ayes No: T. Stoddard, E.A. Cairó

**MOTION** read by S. Fleming: The Senate recognizes that a Senate Board vote is valid and binding until and unless the Senate Board votes otherwise. Therefore the five adjunct reps will remain seated and all other votes by the Senate shall remain in place.

**VOTE: MOTION PASSED:**

Aye: Majority

Nos: S. Rose, J. Cho, S. Fleming, T. Stoddard, B. Richards, R. Magee, M. House, K. Uyekawa, P. Castro, R. DiFiori

Requests/Comments

For the Senate to move forward with review of revised Senate Bylaws Article 3.1 for the next agenda. Senate Bylaws changes have not been approved or taken to the full faculty.

**F. EXECUTIVE COMMITTEE RECOMMENDATIONS** (with possible actions to follow each item)

1. Approval of Saeed Abedzadeh, Chair of Rank Committee
2. Approval of Ali Amouzegar, member of Rank Committee
3. Approval of Christopher Jimenez y West, member of EEO Committee
4. Approval of Tracy Sachtjen, member of Shared Governance Calendar Committee
5. Approval of Harry Bloodgood, Hillina Jarso, James Aragon, & Amy Cheung to the Dean, Counseling and Student Success Services Hiring Committee
6. Approval of Shelly Gaskin & Stephanie Schmidt, members of Bookstore Committee
7. Approval of Steve Gates & Stephanie Schmidt, members of Food Service Advisory Committee
8. Approval of Teri Trendler & Saeed Abedzadeh, members of Parking Committee
9. Approval of Ivette Rosas, member of Lobby Fee Fund Committee
10. Approval of Judy Ohye, member of Student Services Fund Board

**MOTION** made by E.A.Cairó that with the exception of the shared governance committees a vote be taken and for the shared governance committee recommendations to be placed on the next agenda.

Discussion: President Foster said the Senate and Hiring drop-down menu was temporarily inactivated after the above volunteer recommendations were received.

**REVISED MOTION**: made and seconded by E.A.Cairó and M. Dodge: If there is room for one more Shared Governance faculty volunteer that the Senate approve the name recommended today and if it turns out there is room for another person, that this vote now be counted and re-opened for another two weeks.

No objection received for approval of Recommendations 1-10.

**VOTE**: Motion carries unanimously.

## **G. INFORMATION**

2015 Probationary Status and Faculty Role in Accreditation (15 minutes)

S. Fleming: Presented a brief power-point introduction in regards to accreditation as the year moves forward:

During its last self-evaluation, PCC is being evaluated on the old (not the new) ACCJC standards.

- Institutional Mission and Effectiveness
- Student Learning and programs and services
- Resources
- Leadership and Governance

K. Pilon will be conducting training on new standards

S. Fleming added that for now focus is on the old standards.

Note: The Follow-Up report is based on old standards.

When ACCJC makes an accreditation standing determination it can make of the following types of decisions: Can fully affirm our accreditation; chose to issue a warning; impose probation; order to show cause or can terminate accreditation. On June 20, 2015 the Committee chose to impose probation on PCC and require turn in of a follow-up report in October 2015.

The Handout describes two different types of recommendations and commendations.

Recommendations for improvement and recommendations due to a deficiency.

Responses to all recommendations are to be documented in the follow-up report, the midterm report and in the next self-evaluation.

Recommendations for improvement: We meet the standard and could do better.

Recommendation for a deficiency: This is a recommendation where a standard has not been met.

Federal Two-Year Rule applies when a standard is not met or there is a deficiency. The U.S. federal government tells regional creditors that they have to put schools with deficiencies on a two year timeline and the deficiency must be met within two years.

K. Scott may be contacted to answer ethics questions in more detail.

Faculty accreditation forums will be scheduled in the future.

Senate Board meeting time will be dedicated to the various recommendations.

K. Pilon and S. Fleming will be available to explain / provide accreditation information upon request.

Resource: PCC Accreditation Link: <http://www.pasadena.edu/accreditation/>

## **H. OLD BUSINESS (with possible actions to follow each item)**

Approval of BP and AP 3540: (second read) (10 minutes)

MOTION made and seconded by R. Foster and Y. McKay approving this item to begin discussion.

- April 20, 2015: First Read / Approval by Academic Senate Board to remand back to the appropriate body to include the current legislative language.
- May 28, 2015: First Read: College Council with new language, including affirmative consent. Senate approval needed to be forward forwarded back to College Council for approval
- July 1, 2015: Deadline to comply with state and federal policy. We are out of compliance. This can be serious, if audited students could lose their financial aid.

#### Discussion

If the school is out of compliance this matter should be passed now and administrative procedures can be changed/updated at a later date.

Reference is needed about how the students are to be protected.

**VOTE:** Motion passed unanimously.

#### **I NEW BUSINESS (with possible actions to follow each item)**

##### 1. Approval of 2015-16 Academic Senate Goals:

**MOTION** made and seconded by M. Dodge and T. Stoddard for this item to be continued to the next agenda.

**VOTE:** Unanimously approved. Handout provided for review before next Senate meeting.

##### 2. Approval of Integrated Planning Model (first read) 20 Minutes

**MOTION** made and seconded by T. Stoddard and R. Foster to approve Item 2 and to open this item up for discussion.

Presenter: R. Cornner:

- This is an accreditation recommendation.
- A handout was provided detailing a brief and concise plan program and resource notes.
- A final draft of this item was approved over the summer for vetting.
- Recommendations have already been received through the on-line format.
- The PCC Integrated Planning Model has been a recommendation since 1986.
- Final approval of this item would empower staff and their individual programs to express their needs and provide a process to see how things are prioritized on campus.
- A short annual update process would be maintained. It is the responsibility of the deans to look at responsibilities across the different programs.
- It was requested and noted that Deans are to work jointly with faculty regarding prioritizing discussion is needed about how we prioritize and what is the most emergent need at that point.
- A timeline has been created.
- Concerns regarding the need for a dedicated process for underrepresented groups may be forwarded to the President.
- If the proposed plan does not work at least 80% it would have to be re-reviewed.

#### Comments From Floor:

The new faculty MOU is to be signed 9/15/15.

Adjuncts are to receive a written request from their dean regarding compensation to write SLOs.

There is no requirement mandating that adjuncts have to comply.

**MOTION** to extend discussion by 5 minutes made and seconded by E.A. Cairó and R. Foster

**VOTE:** Approved by majority. Nos: 1

#### R. Cornner:

- In future every single department/program will require an annual update request to go through the entire prioritization process and resource allocation.

- Public review/response is addressed in the gray boxes.
- There has been a process in place in regards to training and showing of best practices.
- Faculty have a right to participate in this process to have their voices heard. Right now the deans have been asked about who will be assigned to work on various projects.
- R. Cornner will make it an expectation that deans reach out to their faculty members, but cannot control how individual program members develop the final product.
- Program Review Components: Review Process; Planning Process; and Resource Request Process.

**MOTION** made and seconded by E.A. Cairó and R. Foster to extend discussion by 5 minutes.

**VOTE:** approved by a majority vote. No: 6.

R. Cornner:

- The current plan does not represent department chairs.
- All information is available on the web site.
- Discussion with division deans will help to resolve concerns about impact on other areas.
- The grey boxes would address public review/feedback
- If there are issues, either the timeline or the process will have to be adjusted.
- R. Cornner requested for all responses/feedback to be emailed to him [rcornner@pasadena.edu].

Recommendation: Upload both the current and previous chart to the web site.

**3. Approval of 2015-2018 Strategic Plan (first read)**

**MOTION** made and seconded by R. Foster and J. Aragon to begin discussion.

**VOTE:** Approved unanimously.

R. Cornner

PCC does not have and needs a document outlining our institution's priorities.

A draft of a three-year strategic plan was handed out for review/input.

Strategic Goals:

- 3 goals related to student success, access and equity.
- 1 goal related to institutional effectiveness --hits all points in the accreditations recommendations.
- 1 goal on community engagement.

Information is available on the Integrated Planning website.

Faculty will be able to goals for how to achieve strategic plans within their own program

Comments and Suggestions

Social Justice is addressed I.B.

Program expansion would be advised if it is shown student outcomes have been achieved.

Area A need to be re-written for clarity and to address program completions.

Area I.B. addresses outreach and equity

Area C addresses outreach to local community / district students.

Word change request: P. 2, II.A. , line 2: Replace the word "levied" with "described"

**All comments, word changes, draft revisions are to be forwarded to R. Cornner.**

**4. Discussion of the College Organization Structure**

**MOTION** made and seconded by R. Foster and James Aragon to continue this item to the next meeting.

**J....COMMITTEE REPORTS: None**

## **K.....CONSTITUENCY REPORTS**

1. PCCFA Report: J. Kiotas.
  - The FA won an arbitration verdict in support of moving Social Sciences closing numbers from 45 back to 35. PCCFA is negotiating these numbers.
  - The PERB decision was upheld on appeal -- winter intersession is coming.
  - There is a PCCFA membership meeting at 12PM, Thursday, September 18<sup>th</sup>.
2. Adjunct Faculty Report: M. Dodge  
The Academic Senate Board's adjunct faculty members request:
  - The Senate Executive Committee to request the President to fund the positions that have been reinstated.
  - Present this problem to the state academic senate (ASCCC) to sponsor a session to figure out what the proportion should be of faculty to senators
3. Classified Senate: No Report.
4. Associated Students: On behalf of AS President, Irving Morales, an Associated Students' representative extended a welcome to the Senate for the new year.
5. Administrative/Management Association: None.

## **L.....SPECIAL REPORTS**

Past President's Report

**MOTION** made and seconded by M. Dodge and R. DiFiori to move this item to the next meeting.

**VOTE:** Motion approved unanimously.

## **M.....ACADEMIC SENATE OFFICER'S REPORTS**

1. President's Report: V. Foster:
  - Thanked the Senators who attended for their support and participation.
  - SLO Update: PCC is now on enhanced monitoring. Working is ongoing with the Assessment coordinator and Academic Affairs to develop a two-tiered plan for faculty so they can complete their course SLOs for the accreditation recommendation.
  - Working with Paul Jarrell to realize the Assessment Leads Plan presented by K. Rodriguez last year and favorably received by the Senate Board. The plan will provide stipends for a lead in each of the divisions so they can concentrate on helping their faculty with SLO assessment. Melissa Anderson is chair of the Learning Assessment Committee (LAC) and is developing a more meaningful plan for ongoing assessment. Details will be emailed to faculty.
  - PD Coordinator Position: This position was in administrative procedures for what is formally known as Policy 6030 (the number has changed). This position would cost nearly \$200K which is more than 60% of the PD budget for the entire campus. This position was put on hold. V.P. Scott has decided to bring in Leslie Tirapelle (Dean of Library) to work on the Shared Governance Committee for professional development.
2. Vice President's Report: None
3. Secretary's Report: None
4. Treasurer's Report: None

### Concern

Concern expressed by E.A. Cairó that administration violated policy procedure by assigning the approved PD Coordinator tasks to an administrator without flying the position, which was outlined in the Professional Development Policy.

- J. **ANNOUNCEMENTS:** None
- K. **ADJOURN:** Meeting Adjourned

**Next Senate Board Meeting: September 28, 2015 – Circadian**