

Revisions from 102615_SF Posted 11/6/15 AM

October 12, 2015

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	
BUSINESS	AHNI DODGE	Present
CEC	DANNY HAMMAN	Present
COUNSELING	JAMES ARAGON	Present
COUNSELING	SARA MIRANDA	Present
COUNSELNG (Alt)	MYRIAM ALTOUNJI	Absent
COUNSELNG (Alt)	CECELIA MEDINA	Absent
DSPS	BIANCA RICHARDS	Present
ENGINEERING and TECHNOLOGY	DAVE CUATT	Present
ENGINEERING and TECHNOLOGY (Alt)	JASON NORRIS	Absent
ENGLISH	GLORIA HORTON	Absent
ENGLISH	TIM MELNARIK	Present
ENGLISH (Alt)	MARJORIE SMITH	Present
HEALTH SERVICES	JO BUCZKO	Present
HEALTH SCIENCES	KRISTIN K. HYATT	Absent
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	Absent
LANGUAGES (Alt)	CHARLENE POTTER	Present
LIBRARY	DOROTHY POTTER	Present
MATHEMATICS	DAN GALLUP	Present
MATHEMATICS	KATHLEEN HOGUE	Present
MATHEMATICS	CHARLES HOGUE	Present
MATHEMATICS (Alt)	GRAYR ANDREASYAN	Absent
MATHEMATIACS (Alt)	DONNA NORDSTROM	Absent
NATURAL SCIENCES	RUSSELL DI FIORI	Present
NATURAL SCIENCES	MARTHA HOUSE	Present
NATURAL SCIENCES	PETER CASTRO	Present
NATURAL SCIENCES (Alt)	KATIE RODRIGUEZ	Absent
PERFORMING/COMMUNICATION ARTS	RITA GONZALES	Present
PERFORMING/COMMUNICATION ARTS	RIKKI MAGEE	Present
SOCIAL SCIENCES	LAUREN ARENSON	Absent

SOCIAL SCIENCES	EDUARDO A. CAIRÓ	Present
SOCIAL SCIENCES	KAITZER PUGLIA	Present
SOCIAL SCIENCES (Alt)	CHERYL BEARD	Absent
SOCIAL SCIENCES (Alt)	LYNORA ROGACS	Present
VISUAL, MEDIA & PERFORMING ARTS	YOLANDA MCKAY	Absent
VISUAL, MEDIA & PERFORMING ARTS	ROD FOSTER	Present

GUESTS

NEW FACULTY ORIENTATION COORDINATORS	SHANNON JOHNSON BOGLARKA KISS SHELAGH ROSE	Present
ASSOCIATE DEAN, SCHOOL OF VMFA	JOSEPH FUTTNER	Present
PCCFA	JULIE KIOTAS	Absent
ACADEMIC AFFAIRS, VICE PRESIDENT	GILBERT LUI	Present
CLASSIFIED SENATE	ROSIE ROBERSON	Absent

A. CALL TO ORDER: 3:03 PM

B. PLEDGE OF ALLEGIANCE led by Kathleen Hogue

C. APPROVAL OF MINUTES:

MOTION made and seconded by E.A.Cairó and R. DiFiori to approve the September 28, 2015 minutes.

E.A.Cairó's Revisions: bottom of p.4	<p><u>Revised Wording</u> Under E.A.Cairó "...on this item, he made an error by not <u>giving</u> the approved ..." and "...directly to the three coordinators but <u>Dr. Scott did give them the curriculum.</u></p> <p>Secretarial Point: The coordinators and Dr. Scott informed Valerie Foster that they did not receive the approved list. V. Foster requested but has not received an email from E.A. Cairo confirming that he had communicated the list to either Dr. Scott or the Coordinators.</p> <p>E.A.Cairó spoke to Dr. K. Scott and informed her about the information (Re: Faculty Orientation) which was presented at the CAPM meeting where E.A. Cairo, K. Scott and B. Miller were present.</p>
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VOTE: The minutes were approved with the referenced revisions.

D. PUBLIC COMMENT

Kris Pilon	Request made for clarification of the Senate's agenda request process and the reference to Senate Goals within the Agenda Request Rubric. Request to reinstate/provide committee volunteer statements
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E. PARLIAMENTARY RULES

The handout provides rules adopted by Roberts Rules of Order.

MOTION made and seconded by J. Buczko and P. Castro to limit individual discussion time from 10 to 3 minutes.

Discussion:

A three time limit would provide for more diverse perspectives.

Should allow for 5 minutes to speak with option of continuing discussion for another 3 minutes.

VOTE: Motion Passes: Yes: 15 No: 13

F. EXECUTIVE COMMITTEE RECOMMENDATIONS (hiring committee members)

In agreement with a request from the floor, Senate President V.Foster, will provide drop-down menu volunteer information to the Senate Board for future Academic Senate sub-committee appointments.

1. Approve Jo Buczko, Richard Beyer, Rosemarie Cervantes & Ricardo Castillo to Dean, Special Services hiring committee.
2. Approve James Aragon (Counseling) and Christopher Jimenez y West (Social Sciences) to Police Chief hiring committee.

APPROVAL of RECOMMENDATIONS 1 and 2 as submitted was received by a majority vote.
Abstention(s): 1

G. EXECUTIVE COMMITTEE RECOMMENDATIONS (hiring committee members)

Discussion:

Multiple committee chairs have been chosen in the past.

MOTION made and seconded by M.Dodge and R.DiFiori approving Recommendations 1-6 – 8,9.

VOTE: Motion passed by a majority vote. Abstain: 2

1. Approve Walter Butler (Library) to Learning Assessment Committee
2. Approve Mark Dodge (Social Sciences) and Jay Cho (Mathematics) to Bylaws Committee.
Recommendation 2: Jay Cho withdrew his name.
3. Approve Ken Simon (Library) to Faculty Development Committee
4. Approve Deena Capparelli (VAMs), Michelle Ingram (Mathematics) and Andrea Lane (Counseling) to Faculty Hiring Priorities Committee.
5. Approve Xiaodan Leng (mathematics) as chair of Scholarship Committee (replacing Angela McGaharn who is stepping down)
6. Approve Lynell Wiggins (Counseling) as chair of CTE Committee
8. Approve Maria Faccuseh (Mathematics) & Katie Datko (DE) to DE Committee
9. Approve Dwayne Christensen to Adjunct Issues Committee and School of Sciences and Mathematics adjunct senator representative.

MOTION made and seconded by M. Dodge and P. Castro approving Recommendation 7.

7. Approve Rhea Presiado, Sharon Bober and Asher Shamam as co-chairs to the Distance Education Committee (replacing chair Lauren Arenson who is stepping down)

Discussion:

E,A.Cairó asked for the Executive Committee to ask administration why the committee chair's responsibilities no longer merit reassigned time.

President V. Foster would advertise the chair position if none of the committee members wish to serve. V. Foster stated that it is her preference to first contact the existing members of the committee when a chair position is available before she advertises it.

VOTE: Motion passes approved by a majority vote.

H. EXECUTIVE COMMITTEE RECOMMENDATIONS (shared governance committee members)

MOTION made and seconded by M. House and J. Aragon approving Recommendation 1.

1. Approve Erika Catanese (Biology) to Shared Governance Calendar Committee

Discussion

- Representation concerns were received by the Senate Executive Committee.
- Senate Parliamentarian requested the motion be withdrawn until this item is figured out.

MOTION WITHDRAWN by M. House and action was suspended until the next Senate Agenda.

Discussion

- There was a request to include the current committee membership with new committee appointments before a vote is taken.
- V. Foster has worked with IT to develop an app for the Academic Senate web site. The app will provide archived data of former, present and interested committee volunteer names.

MOTION made and seconded by K. Hogue and Martha House approving Recommendation 2.

2. Approve Lola Marie McClendon (Mathematics) as co-chair Shared Governance Enrollment Management Committee

E.A. Cairo referred to President Foster's statement that she would contact existing members when a chair vacancy occurred. His name was not placed on the agenda and he was not informed about this matter until later.

V. Foster explained that, based on the context of this conversation, she emailed E.A.Cairó after the 10/12/15 meeting to say she because the Enrollment Management Committee is a shared governance committee, she has the right of appointment. V. Foster also referred to E.A.Cairó's previous statement that the Senate President has the right of appointment to shared governance committees had the right of appointment.

Following request for an additional committee member name to be added, the Parliamentarian requested the MOTION be suspended.

I. EXECUTIVE COMMITTEE RECOMMENDATIONS

(Shared Governance Committee Members-Special Case)

1. Approve 1 faculty to Sabbatical Leave Committee (Jorge Encinas (Mathematics), Kaitzer Puglia (Social Sciences), James Aragon (Counseling)).

Discussion

- Concern received from J. Encinas that his committee membership volunteer requests were not addressed by former Senate President and another individual (K. Puglia) was recommended and approved.
- E.A.Cairó said the Senate President has the authority to make Shared Governance committee member recommendations for Senate approval. Math already has a representative on this committee.
- V. Foster stated that the current Senate Executive Committee supports a fair and transparent compromise by having a vote to include the names of those interested in serving.
- Names Submitted: James Aragon, Kaitzer Puglia and Jorge Encinas plus two additional names received from the floor: Kris Pilon & Rikki Magee
- S. Fleming stated that the Executive Committee is asking the Senate Board for guidance on this issue.
- Unless action is taken K. Puglia will continue to attend future Sabbatical Leave Committee meetings.
- V. Foster stated that the Sabbatical Committee is stipulated by the FA contract and run by Human Resources.
- In the interest of time, the Board moved on to the next agenda item.

J. COMMITTEE REPORTS

1. Learning Assessment Committee: Melissa Anderson

The Committee is currently working on review and revision of the annual assessment process for faculty support. The LAC is organizing and developing training materials and templates for assessment planning and recording (**include at minimum updating of web page and creating a**

revised handbook for faculty). The Committee is interested in collaboration with both Curriculum and Instruction Committee and the Institutional and Effectiveness Committee.

Discussion

The Committee would like to have a discussion regarding annual assessment in the annual program review update process.

SLO Coordinator information will be provided to the Senate.

Concern: 1) the lack of using course level assessment data in the program review annual update, and 2) there is no Science/Math facilitator.

K. OLD BUSINESS

1. Approval of Faculty Travel Request Application and Process (second read): Susan Bower
MOTION made and seconded by J. Aragon and S. Mirada approving three handouts provided for the Faculty Travel Request Application and Process.

Discussion

Revisions requests received include:

- Request for Fiscal Services to verify mileage requirements from home and/or school.
- Request received to attach/provide the policy reference compensation.
- Per Diem Amount is \$41/day

A "check list" will be provided once funding is approved.

Travel fund cap: \$1500. Last year's cap per trip was \$5,000. Estimated travel amounts are to be provided in U.S. dollar amounts. (because of the increased cost of travel the College's policy has been revised so that only travel exceeding \$2500 must be presented to the Board of Trustees)

VOTE: MOTION unanimously approved.

2. Approval of BSI report (second read) Linda Hintzman
MOTION made and seconded by M. Dodge and S. Rose to approve the BSI report.
The BSI Report was due to the Chancellor's Office on Oct 1 and an extension was granted until October 15th.
Some modifications made to previous draft.
VOTE: Motion approved by a majority vote: 1 Abstention.

L. NEW BUSINESS

1. Management Evaluation Board Policy 7150 (Information Item): Joe Futtner
Discussion: Handout provided and presented.
This is an information item and a Senate vote is not required.
Faculty have been added to the management evaluation process.
Both the policy and evaluation form will be provided to the Senate.
MOTION made and seconded by M. Dodge and J. Buczko for a 5 minute extension for discussion.
VOTE: Motion approved unanimously.
2. Credit SSSP Plan (1st Read): A. Duran
Motion made and seconded by S. Miranda and S. Rose to approve SSSP Plan.
The difference between this plan and the previous plan is accountability.
Numbers have to be demonstrated to receive the necessary monies for matriculation services.
Second reading date: October 26, 2015
Chancellor's office deadline: October 30.
Comments and concerns were received. They may also be forwarded to cdolivo@pasadena.edu or axduran@pasadena.edu.
3. Non-credit SSSP Plan (1st read): Alice Mecom was unable to present on this date.
This item will be agendaized on a future agenda.

4. 2016/2017 Calendar (1st read): Loknath Persaud

MOTION made and seconded by R. Foster and J. Aragon to approve the 2016/2017 Calendar.
Winter Intersession is included
Flex Day(s) are to be added.
Additional concerns and suggestions may be forwarded to lpersaud@pasadena.edu.

MOTION made and seconded by M. Dodge and M. House to extend discussion by 5 minutes.

VOTE: No objection

- Additional recommendations included looking at the option of having Flex Hours in the form of a flexible calendar instead of Flex Days and to have future discussion of revamping the Academic Senate Calendar Committee.

MOTION made and seconded by K. Hogue and D. Gallup to extend discussion by 5 min.

VOTE: motion passed by majority

R. Foster: The Public Employee Relations Board made its decision in the appeal of their earlier decision in directing the District to return to the Winter calendar by 2017.

5. New Faculty Orientation: Boglarka Kiss, Shannon Johnson, Shelagh Rose
Power Point Presentation included information on Coordinator Position and job description; their syllabus, agenda, resources and materials, FT and ADJ faculty needs and outcomes, and spring seminar plans.

Discussion:

- E.A. Cairo explained that the Senate-approved New Faculty Orientation curriculum, voted on May 5, 2015. There was disagreement if the coordinators were limited to this list. Comments relayed directly/indirectly to the coordinators caused concern and confusion.
- M. House apologized for a statement that she had made at a previous Senate meeting. She has stated that she was told that E.A. Cairo had directly contacted new faculty when he did not.

The following point from the Senate's May 5, 2015 Recommendations reads as follows:

- Recommendation received for the Senate to provide a list of recommended items to be presented as a template to the Faculty Coordinator(s) to develop The New Faculty Orientation Curriculum.

MOTION made and seconded by M. Dodge and J. Aragon to extend discussion by 5 minutes.

VOTE: No objection.

Discussion

- L. Rogacs stated that faculty are not mandated to attend New Faculty Orientation.
- M. Smith requested participant feedback.

MOTION made and seconded by M. Dodge and C. Potter to extend discussion by 5 minutes.

VOTE: No objection.

FRIENDLY AMENDMENT made by E.A.Cairó to extend discussion by 10 minutes.

Parliamentarian M. Dodge accepts extension of current motion by another 5 minutes.

Discussion

- The coordinators positions were approved for a 1-2 semester process.
Based on content, two semesters are needed.
- D.Hamman: not aware of a contractual requirement mandating orientation attendance.
- Fall Orientation feedback is anonymous.
- The Coordinators have done a good job.

MOTION made and seconded by M. Dodge and E.A.Cairó to extend discussion by 5 minutes.

VOTE: Motion approved by a majority.

Discussion

- New hiring training sessions should be manageable size.
- The Coordinators were thanked for their work and it was added they should be trusted as professionals.
- The Senate's recommendations were provided by K. Scott in draft form and were therefore considered more of an advisory list.
- E. A.Cairó stated that he gave Dr. Scott the recommendations.
- S. Bower stated that K. Scott did not receive the final version of the recommendations.

MOTION made and seconded by E.A.Cairó and D.Cuatt for a 2-minute extension.

VOTE: Motion passed by a majority vote.

Discussion

- E. A. Cairo stated that the Senate had no input with the Coordinators' job description.
- Confusion with the orientation process was related to a coordinator's email and not an individual faculty member.
- E. A. Cairo stated that confusion with new faculty was related to a coordinator's email and not to him.
- New faculty curriculum falls under 10+1.
- E. A. Cairo stated that the Curriculum was approved by the (Academic Senate) Board and the purpose of bringing this topic to the table was to ensure that the Senate approved curriculum is the curriculum the coordinators needed to follow. This statement is provided in the 05/0/15 Nanoseconds that state "Motion approved recognizing that only the information listed in the curriculum will be provided with the condition that faculty coordinators will determine in which order the approved curriculum will be delivered."
- S. Rose stated that the nanoseconds differ from the official minutes that read: "MOTION made and seconded by R. Foster and M. Dodge to have Senate approve this info as listed with the condition that it be given to the faculty coordinators to determine when and how it will be delivered."
- K. Hogue thanked the Coordinators for their work.

MOTION made and seconded by E.A.Cairó and D.Cuatt to place this item on the October 26, 2015 agenda.

VOTE: Approved by a majority vote.

ADJOURN: made and seconded by M. Dodge and R.DiFiori. No objection

- M. CONSTITUENCY REPORTS**
- N. SPECIAL REPORTS:**
- O. ACADEMIC SENATE OFFICER'S REPORTS**
- P. ANNOUNCEMENTS**

Next Senate Board Meeting: October 26, 2015 – Circadian