

November 9, 2015

PRESIDENT	VALERIE S. FOSTER	Present
VICE PRESIDENT	SHELAGH E. ROSE	Present
SECRETARY	STEPHANIE L. FLEMING	Present
TREASURER	JAY CHO	Present
ADJUNCT FACULTY: Mathematics	DWANE C. HRISTENSEN	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
COUNSELNG (Alt)	MYRIAM ALTOUNJI	Absent
COUNSELNG (Alt)	CECILIA MEDINA	Absent
DSPS	BIANCA RICHARDS	Present
ENGINEERING and TECHNOLOGY	DAVE CUATT	Present
ENGINEERING and TECHNOLOGY (Alt)	JASON NORRIS	Absent
ENGLISH	GLORIA HORTON	Present
ENGLISH	TIM MELNARIK	Present
ENGLISH (Alt)	MARJORIE SMITH	Absent
HEALTH SERVICES	JO BUCZKO	Present
HEALTH SCIENCES	KRISTIN K. HYATT	Present
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	Absent
LIBRARY	DOROTHY POTTER	Present
MATHEMATICS	DAN GALLUP	Present
MATHEMATICS	KATHLEEN HOGUE	Absent
MATHEMATICS (Alt)	YOSHI YAMATO	Present
MATHEMATICS	CHARLES HOGUE	Absent
MATHEMATICS (Alt)	GRAYR ANDREASYAN	Present
MATHEMATICS (Alt)	DONNA NORDSTROM	Absent
NATURAL SCIENCES	RUSSELL DI FIORI	Present
NATURAL SCIENCES	MARTHA HOUSE	Absent
NATURAL SCIENCES	PETER CASTRO	Present
NATURAL SCIENCES (Alt)	VERONICA JARAMILLO	Present
NATURAL SCIENCES (Alt)	KATIE RODRIGUEZ	Present
PERFORMING/COMMUNICATION ARTS	RITA GONZALES	Present
PERFORMING/COMMUNICATION ARTS	RIKKI MAGEE	Present

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

#### GUESTS

Associate VP, Student Affairs	CYNTHIA OLIVO	Present
	ALICE MECOM	Present
CLASSIFIED SENATE	ROSIE ROBERSON	Present
ASSOCIATE STUDENTS VP/ACADEMIC AFFAIRS	GILBERT LUI	Present

#### A. CALL TO ORDER: 3:02 PM

#### B. PLEDGE OF ALLEGIANCE led by Terry Stoddard

#### C. APPROVAL OF MINUTES: October 26, 2015

MOTION made and seconded by M. Dodge and J. Aragon for approval.

Amendments: E.A.Cairó

p. 6	Statement under point 4 add revisions in red. 4. Associated Students: No Report E. A. Cairó requested the Associated Students create a survey of all students asking why they dropped classes. This data could be used to assist with student retention. A. Duran replied that he had funds and could help other students
p. 6	Correction in red: S. Fleming: The Bylaws would only be violated if # they specifically stated alternates were not allowed.
p. ??	" . . . no <del>not</del> -opening
p. 8	Line 2 under K. Hogue: Should wording be "she choose" or "she chose" to talk to . . . .

**MOTION** to approve minutes as revised made and seconded by R. Foster and J. Aragon.

VOTE: Approved.

#### D. PUBLIC COMMENT

K.Pilon	Response regarding President V. Foster's 102815 Senate email The core of shared governance is to allow everyone to air an opinion. Restriction of discussion is against shared governance.
E.A.Cairó	First comment was of concern regarding President V. Foster's 102815 Senate email. Requested: <ul style="list-style-type: none"> <li>The purpose of the email.</li> <li>To see a recommendation in response to the concerns.</li> <li>Identification of those individuals said to not like or trust President Foster.</li> <li>Resolution of this matter would be within collegial conversation.</li> </ul> Second comment: Request made for status of his two previous agenda requests.
M.Michelson	Comments of concern received about President Foster's 102815 Senate email A transparent and consistent process is needed to agendize new items and to avoid extra meetings to save valuable meeting time. Concerned with the exclusion of adjunct Senators at the beginning of the fall semester. Scrutinizing Senate procedures should not be taken personally. Senate dialogue is about helping students.

#### E. CONSTITUENCY REPORTS

1. PCCFA Report: R. Foster: The FA recently developed two MOUs and they are now working on a final draft.  
Alexis Moore read an email forwarded by FA President J. Kiotas from newly elected Trustee Hoyt Hillsman expressing his gratitude for the FA's efforts and support of his campaign and is looking forward to a positive and inclusive vision of change for the college's future. In response to E.A.Cairó, President Foster said she would look into inviting the new Trustees to a Senate Board meeting for discussion and dialogue.
2. Adjunct Faculty Report: M. Dodge: At its first Adjunct Faculty Issues meeting of the semester, a number of items were discussed for review before a vote to be taken at its next meeting.
3. Classified Senate: No report
4. Associated Students: G. Lui: Senators were encouraged to ask their students to join the Academic Commission for a stronger student voice. Student Survey questions may be forwarded to him.

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

1. President's Report: President V. Foster  
ASCCC Fall Plenary Session Update:  
College presidents discussed, amended and voted on various resolutions. President Foster forwarded the resolutions in a college-wide email for feedback to send to the state level.
  - Adopted: Paper of Effective Passages and Accreditation
  - Support of Inclusion of California in Reciprocity Agreement for DE Classes
  - ASCCC will hold a spring breakout session regarding economic workforce development program funding and evaluation.
  - ASCCC will define parameters for California Community College baccalaureate degree program in Title V.
  - Resolution 9.15 F15 was in support of credit ESL. 1<sup>st</sup> and 3<sup>rd</sup> resolves passed. 2<sup>nd</sup> resolve failed unanimously.
  - ASCCC urges colleges to include CIDs on catalogue and student transcripts to facilitate conversations or clarification between Cal States.
2. Vice President's Report: S. Rose attended the ASCCC Plenary.  
Attended an ASCCC Plenary session focusing on curriculum.  
New transfer model curriculums allow for student transfer from CCs to CSU system with an Associate Degree for Transfer with Guaranteed Admission.
  - Approved model curriculums: Public Health Science and Child and Adolescent Development.
  - Under development: Environmental Science, Graphic Design and Hospitality Management.
  - Chem and Bio. Chem is problematic with a limit of 36 units.
 Under SB 440 students can have an area of emphasis instead of a major. Two approved areas are Social Justice Studies and Global Studies/International Relations.
3. Secretary's Report: S. Fleming: Accreditation and ACCJC was a focus at Fall Plenary. The ASCCC voted to support the Chancellor's Office's Task Force recommendations. The Chief Executive Officers and the Chief Instructional Officers recently voted in favor of endorsing this report. There are also conversations about possible oversight of the regional accreditor. S. Fleming will work with K. Pilon and Dr. Scott to inform the college community about these items.
4. Treasurer's Report: J. Cho: Due to numerous retirements Senate faculty contributions have been reduced. Senate General Fund contributions forms were provided for donations.

#### **G. COMMITTEE REPORTS**

President Foster: In response to M. Michelson's request for a report on ethics and reassignment: Ethics Committee chair (D. Gallup) suggests waiting for the accreditation work group on ethics to

continue their work and report out once they have made substantial gains. A response from the Reassignment Committee chair (M. Perea) is pending.

1. Committee on Committees Report Items: Jay Cho

Committee Recommendations to the Senate Board: Revision to the Mission Statement; creation of an online Canvas Module for Brown Act compliance and web page training for (all) Committee Chairs; Developing a clear definition of the committee chair duties (from either the Senate Board or the Bylaws Committee); committee web page template.

S.Fleming: The Shared Governance working group is working on a deadline process for committee goals.

J. Cho: In regards to Senate Bylaw Article 5.1, Academic Senate Committees, not all committees are listed and some that are listed do not currently exist. The Committee recommends that the Bylaws designate the Senate Vice President to maintain an active committee list.

R. Foster: We should define the difference between Ad Hoc and Standing Senate Committees. Standing Senate Committees would be listed in the bylaws and Ad Hoc Committee not.

J. Cho: Provided definitions and similarities between the standing and operational committees. The Senate website would list the Senate archived committees and documents.

L. Arenson: Archived committees would have to be “brought back” for a complete record review before archiving. All committee chairs should have web page access to help each other. Under handout item 6.f. the pull down volunteer menu should not list volunteer choice for either committee or chair member.

**MOTION** to extend discussion by five minutes made and seconded by D. Gallup and T. Stoddard.

**VOTE:** Motion approved.

J. Cho: Handout item 6.A: There is no current membership procedure now.

E.A.Cairó: All committees should have a membership limits.

J. Hallinger: Need to make sure there is no replication when listing the committees.

## H. EXECUTIVE COMMITTEE RECOMMENDATIONS

**MOTION** to approve Recommendations 1-3 made and seconded by A. Dodge and R. Di Fiori.

1. Approve Mariela Baldo as the Non-credit Division representative and Susan Hunkins as the Non-credit Division Alternate to the Curriculum and Instruction Committee.
2. Approve Cecilia Medina (Counseling) to the EEO Committee.
3. Approve Manny Perea (English) and Shelagh Rose (ESL) to the ad hoc HR process for reassignment positions committee. (All reassignment positions that have not been vetted through a process will be advertised this fall. Since no procedures exist for reassignment positions, HR must meet immediately with faculty and administration to create one.)

**VOTE:** Unanimously approved.

Parliamentarian M. Dodge: In response to E.A.Cairó regarding dealing with last year's topics from last year's Senate meetings it was said: “No action is required if there was no vote.”

S. Fleming: Development of a position for a liaison to report on State legislative matters is pending.

## I. OLD BUSINESS

1. Approval of Equity plan (second read) Cynthia Olivo:

**MOTION** to approve Recommendation 1 made and seconded by R. DiFiori and L. Persaud.

Handout: The Chancellor's office has requested data going back to 2008 to help the college identify where the gaps are, which students are impacted and what the college can do to close the gaps. The basis of the Plan is to utilize the allocation to help students complete their education goals.

**MOTION** to extend discussion by 5 minutes made and seconded by M. Michelson and L. Arenson  
VOTE: Approved

For clarification and in response to concerns from E.A.Cairó, Dr. Olivo said:

The Plan was first presented to the Senate earlier in the semester. Unlike this year, last year a Request for Proposal process was requested and the data from last year's process is represented in the current Plan. The Senators were encouraged the November 17<sup>th</sup> Equity Summit (11AM-1PM) to hear from the nine managers to see how much in percentage points each director will recommend in closing achievement gaps. Presentations were also given at Flex Day. The Chancellor's office has stated the RFP process is not the best way to address achievement gaps. Each project is being evaluated by the college's institutional researcher.

Last year's position Social Work Services Coordinator recommendation is still listed as a position to be hired. Allocation funding is available through December 2016

**MOTION** to extend discussion by 5 minutes made and seconded by T. Stoddard and J. Aragon  
Vote: Motion approved.

In response to concerns M. Michelson, Dr. Olivo said the Senate is being requested to vote on all projects listed in the Plan. The intention of discussion with the Senate was to be open and transparent in her presentation of the drafts presented for Senate suggestions and feedback before the December 18 deadline.

President Foster: The Plan has been on the Senate website for a month. Faculty have been encouraged to provide feedback so that Dr. Olivo could present the most updated draft.

Jo Buczko supported presentation of the handout format provided at this meeting and for future presentation.

In response to E.A.Cairó's reference to a request for duties and details for a campus social worker, Dr. Olivo said there are faculty members currently in the process of creating services details for the low income, at-risk student group. Once developed the committee will share the details with faculty.

**MOTION** to withdraw the motion made and seconded by R. DiFiori and L. Persaud.

This item will be agendized for November 23<sup>rd</sup> Senate meeting for a third read. All feedback is to be forwarded to Dr. Olivo before the next meeting.

2. Approval of Ralph Story Award for adjuncts: L. Rogacs (on behalf of Michelle Ireland-Galman)

**MOTION** to approve made and seconded by M Dodge and J. Hallinger approving  
Recommendation 2. VOTE: Motion approved

Discussion:

This will be a faculty-driven award process for one award to nominate adjunct colleagues and recognize their services to the college and community. The Ralph Story award process is through the Senate. Risser award process is through the Foundation.

**VOTE:** Motion passed unanimously.

3. Approval of Resolution on College Organizational Structure: Valerie Foster -- 2<sup>nd</sup> read

**MOTION** to approve Recommendation 3 made and seconded by R. Foster and A. Dodge.

**Senate Comments/Recommendations received 110915:**

The resolution will be used to communicate the Senate's recommendations for administrative review.

S. Fleming: Performing Arts should be Performing and Communication Arts. The proposed list of divisions is based on Senators' recommendations.

President Foster: for clarification Kinesiology, Health & Nutrition are included in Natural Sciences.

Jo Buczko: Under old structure, her area of Health Services is now under Health and Wellness Services. Would have to abstain on a vote on this resolution because of a grey area in regards to the impact on her area.

Add: DSPS

MOTION made and seconded to extend discussion by five minutes by T. Stoddard and J. Aragon.  
VOTE: Motion approved.

R. Foster: Expressed concerns with having two administrators evaluate one instructor (D. Milne is a Social Sciences Instructor and Honors Manager and would be being evaluated by Social Sciences and English.

S. Fleming: suggested and it was agreed by R. Foster that special programs like **Honors** be **placed under Instructional Support** to ensure that a clear manager oversees this position and program.

E.A.Cairó: Requested to separate Social Sciences and Humanities to allow Social Sciences to have a discussion on the proposed resolution. In response, President Foster said that she sent a campus-wide email asking for responses on this matter and no complaints were received from Social Sciences. L. Rogacs: Expressed concern that Humanities, which voted on the name, has been housed under Social Sciences for many years.

**MOTION** to extend discussion by five minutes made and seconded by T. Stoddard and D. Gallup.  
VOTE: Motion approved.

S. Miranda: Add Career Services to Counseling

R. Foster: Divisions are a body or program that has a dean.

S. Fleming: Following Senate presentation of the revised resolution, Administration may come back to say what areas they feel should be grouped together but they should provide a justification.

## **ROLL CALL VOTE**

VOTE: Motion passed by majority vote. AYE: 25 No: 8 Abstention: 1

**FOR RECORD – Explanation of No Vote:** J. Buczko: There is a current hiring process for an Associate Dean of Special Services. Formerly special services was represented by Psych Services, Health Services and DSPS. With the new plan Veterans Resource Center will be added and this group is not represented on the proposed list.

Social Sciences may want to change their name to Social Sciences and Humanities to provide clarity for Students.

President Foster: Will forward the proposed recommendations to CAPM.

## **REVISED RESOLUTION: 10915**

### Academic Senate Resolution on the Organizational Structure of the College

Whereas, During the tenure of former President Mark Rocha, the administration imposed the current “school” organizational structure on the college;

Whereas, The input of the faculty through the shared governance process was ignored in making this decision;

Whereas, The “school” organizational structure was never fully supported across all areas of the college;

Whereas, There is no documented financial benefit or compelling reason to adhere to the “school” structure;

Resolved, That the Academic Senate recommends to the Board of Trustees that Pasadena City College returns to the **former** “division” organizational structure with the following divisions in place:

- Athletics
- Business and Computer Technology
- **Counseling and Career Services**
- **DSPS**
- Engineering and Technology
- English and Honors
- ESL/Languages
- **Health and Wellness**
- Health Sciences
- **Humanities**
- **Kinesiology**
- Library, Learning Resources, and Distance Education
- Mathematics and Computer Science
- Natural Sciences (this division will include Kinesiology, Heath & Nutrition)
- Non-credit
- Performing **and Communication Arts**
- **Social Sciences**
- Visual Arts and Media Studies

4. Discussion of BP 30000 and AP 3001, Faculty Role in Shared Governance: Lynora Rogacs  
Asked for Senate discussion and direction on this matter. Should the college keep policies the same (Current AP 3001 or start to initiate a process to change it?

AP3001: Faculty Role in Shared Governance: Senate Recommendations from her last presentation was to add language that references what happens in the event the Board disagrees with recommendation made by the Academic Senate. Speaking to D. Gallup’s concern from the last Senate meeting, L. Rogacs referred to a handout from College of the Canyons which had sample language of a required written response from the Board in these situations. The +1 is very vague.

S. Fleming: PCC is a 100% mutually agree campus and College of the Canyons is split like most colleges.

**MOTION** to expend discussion by five minutes. D. Gallup and T. Stoddard.

VOTE: Motion approved.

S. Fleming: We should look specifically at language appropriate for a mutually agreed upon. “If we want to have a conversation about doing something to rely primarily on, we would have to go through an extensive process to address this”.

President Foster: Almost all of colleges have a hybrid. To her knowledge, PCC is the only California campus that is solely mutually agree.

Concerns/questions:

L. Arenson: The Senate goes to the President who goes to the Board of Trustees.

The role of the President has to be very clear if this process is continued. The Senate's history should be included.

S. Fleming: There are Accreditation and Ed Code regulations in regards to this process. Disregarding a shared governance recommendation would have to be justified. Adding a clause about a written statement would give the Senate a written opportunity to have direct and specific dialogue back and forth about disagreement that was definitely missing in past decisions.

E.A.Cairó: Recommended if the Board has the opportunity to communicate with the Senate by letter for reconsideration the Senate should have the opportunity to send a letter of explanation "in a different manner" explaining its recommendation.

L. Rogacs will take back the Senate recommendations to the Accreditation Work Group for revision before another Senate review and approval on any policy or procedure changes.

**MOTION** to extend discussion by five minutes: E.A.Cairó and M. Michelson

VOTE: Motion passed

R. Foster: Should keep what is in place for the sake of memory and the power of having mutually agreed upon policy language. The policy can only be changed for legal, fiscal or organizational reasons.

S. Fleming: Agreed with R. Foster that we should maintain mutual agreement for all of the 10+ items. Language defining dialogue would have to be compliant with Education Code and Title V.

L. Rogacs: Will take back to the Committee the directive for Board decision / determination with its rationale communicated to the Senate in writing if the Board decides there is a compelling legal, fiscal or organizational reason to have to communicate back to the Senate.

E.A.Cairó: Recommends the following wording: "That the Senate will send a written communication to the Board to consider its recommendation."

Revisions will be made for future review by the Senate.

**5. Approval of 10+1 awards: Valerie Foster**

Description of awards process was provided as a handout.

The Academic Senate serves as the official vote of the faculty in academic and professional matters. Establishment of this non-monetary award would bring about more understanding of shared governance along with the benefit of recognition.

**MOTION** made and seconded by E.A.Cairó and S. Rose approving Recommendation 5.

Concerns / Recommendations

In response to M. Michelson, President Foster stated this item was on the agenda because it is an accreditation issue under shared governance and collegiality.

E.A.Cairó:

- Third Paragraph: eliminate "could potentially" and say "will be nominated."
- Only faculty will be participating in the nomination process

In response to concerns by J. Hallinger, S. Rose said outside resource positions could fall under Section 5.



**VOTE:** motion approved unanimously.

**J. NEW BUSINESS**

1. Approval of Non-Credit SSSP Plan (1<sup>st</sup> Read): Alice Mecom – Handout provided  
Chancellor's Office submission deadline is November 20<sup>th</sup>  
Faculty on both sides – Credit and Non Credit – would need to come together to create better awareness and address communication gaps.  
Students make decisions to select non-credit or credit programs.  
Students are guided through orientation.  
The Senate Board is being asked to approve on a first read because an extension on the submission deadline was not granted by the Chancellor's Office.  
**MOTION** to approve Recommendation 1 made and seconded by D. Hamman and A. Dodge.  
VOTE: Motion passed.
2. Approval of Senate Goals (1<sup>st</sup> read): Shelagh Rose – Handout provided for review and feedback.  
E.A.Cairó:  
Add address the college work towards getting off of accreditation probation. S. Rose added that accreditation is covered in the first goal under 10+1. R. Foster: Should INCLUDE a goal stating the Senate should do its best to enable the college to get off of probation.

A goal that the Executive Committee would model collegiality should be added as a goal.

S. Fleming agreed that collegiality is a concern and that the collegiality amongst everyone in the Senate could be added as Goal #6.

R. DiFiori: Collegiality should be defined.

Specific wording could be added to read: "A step to achieve Goal #\_\_\_ is to . . . "

B. Richards: Goal #3: Identify multiple ways to have common understanding instead of saying "a common understanding."

T. Melnarik: Goal #1: asked for 10+1 cards to be provided to all faculty.

President Foster asked for additional suggestions to be emailed to her. This item will be placed on the next agenda.

3. Approval of BP 4102, AP 4102 & AP 4103 (1<sup>st</sup> read): Not addressed because S. Davila was unavailable.

**K. ANNOUNCEMENTS**

Academic Commencement Speaker Committee member, J. Aragon, may be forwarded recommendations for the next commencement speaker.

K. Hyatt announced the grand opening of the new state-of-the-art STEM lab.

Expressed appreciation for the work of Dr. Bailey and Reuben Smith, Executive Director – Facilities Services.

- L. ADJOURN:** **MOTION** to adjourn made and seconded by M. Dodge and Peter Cross.