

DECEMBER 7, 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	Regrets
ADJUNCT FACULTY: Eng and Tech	ERIKA RUVEL	Present
BUSINESS	AHNI DODGE	Absent
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	Present
ENGLISH	TIM MELNARIK	Present
ENGLISH (Alt)	MARJORIE SMITH	Absent
HEALTH SERVICES	JO BUCZKO	Present
HEALTH SCIENCES	KRISTIN K. HYATT	Absent
HEALTH SCIENCES	BLANCA RODRIGUEZ	Absent
HEALTH SCIENCES	KAREN SKIATHITIS	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	Absent
MATHEMATICS	KATHLEEN HOGUE	Present
MATHEMATICS	CHARLIE HOGUE	Present
MATH	DWANE CHRISTENSEN	Present
MATH (Alt)	YOSHI YAMATO	Absent
MATHEMATICS (Alt)	GRAYR ANDREASYAN	Present
MATHEMATIACS (Alt)	DONNA NORDSTROM	Absent
NATURAL SCIENCES	RUSSELL DI FIORI	Present
NATURAL SCIENCES	MARTHA HOUSE	Absent
NATURAL SCIENCES	PETER CASTRO	Present
NATURAL SCIENCES	ERIKA CATANESE	Present
NATURAL SCIENCES (Alt)	VERONICA JARAMILLO	Absent
NATURAL SCIENCES (Alt)	KATIE RODRIGUEZ	Absent
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	Absent
SOCIAL SCIENCES (Alt)	LYNORA ROGACS	Present
VISUAL, MEDIA & PERFORMING ARTS	ROD FOSTER	Present

GUESTS

	SUSAN BOWER	Present
DEAN, ECONOMIC & WORKFORCE DEVELOPMENT	SALOMON DAVILA	Present
		Present
CLASSIFIED SENATE	ROSIE ROBERSON	Present
ASSOCIATE VP/ACADEMIC AFFAIRS	GILBERT LUI	Present
ENGINEERING	KRIS PILON	Present

A. CALL TO ORDER:

B. PLEDGE OF ALLEGIANCE led by T. Stoddard

C. APPROVAL OF MINUTES: November 23, 2015 approved with corrections.

	Corrections
P. 1	Present: Dwane Christensen
P. 5	<p><u>Under: Faculty Hiring and Priorities Committee Process</u></p> <p>.... V. Foster was pleased to state the Committee received 42-43 of its top picks.</p> <p>President Foster asked for Senate input on a suggestion from J. Benson for the Senate to use some of its Disaster Relief or General Senate funds to buy gift certificates in denominations of \$25-\$50 to local eateries for homeless PCC students in need.</p>

D. PUBLIC COMMENT: None

E. COMMITTEE REPORTS

Janis Dwyer Lyman Chafee	<p>Curriculum and Instruction Update: Update presented.</p> <p>The Committee addressed a total of 458 actions involving course additions, modifications and archiving. All faculty are welcome to attend their 2 ½ hour tutoring sessions. Both J. Dwyer and L. Chaffee attended the State Summer Institute and the Fall Regional meeting. More ADTs (Associate Degrees for Transfer) are on the horizon. Under the UC Transfer pathways process, all aspects of student applications will be considered.</p> <p>The Committee has placed emphasis on archiving programs which haven't been taught in the past 4-5 years. Archiving does not mean the courses are "gone"; just not published in the course catalog.</p> <p>President Foster said there is a state resolution addressing hour/unit correlation. Discussion of NCNs will be discussed by the Senate in the spring.</p>
Susan Bower Chair: Faculty Development Committee Co-Chair: Professional Development and	<p>FLEX Advisory Committee</p> <p>744 individuals participated in the Fall 2015 Flex Day. The day was planned by the Flex Advisory Committee, a committee detailed by the Chancellor's Office.</p> <p>The Committee seeks to create a professional development experience with focus</p>

<p>Standing Committee</p> <p>V. Foster</p>	<p>on experience that would be broadly applicable. Committee information is available on the Committee's website.</p> <p><u>Presentation Topics</u> Compliance/Certification Form Chancellor's Office Due Date: June 1, 2016. Chancellor's office FLEX guidelines; Planning: Objectives – Meeting Dates; 2015 Agenda; Workshop and Presenters List; Flex Day Attendance; Flex Day Evaluations; Breakdown of individual workshops; Flex Day Expenses: Total Cost for Flex 2015 was \$20,415.11. Majority of funding was through Equity because of the relationship between Growth Mindset and equity. The committee discussed several themes which were applicable to all campus groups.</p> <p>For next year</p> <ul style="list-style-type: none"> • Flex Days in both Fall 2016 and Spring 2017 • Campus assessment for useful input in developing a theme and activities • Discuss regarding Implementation of a flexible calendar where individuals could meeting FLEX requires in a variety of different ways. <p>Changes to the structure of the Flex calendar would first be discussed by the Faculty Development Committee followed by Senate approval, and negotiation with the Faculty Association and Professional Development and Standing Committee.</p> <p>MOTION made and seconded by R. Foster and J. Buczko to extend discussion by 5 minutes: VOTE: Motion approved.</p> <p><u>President Foster addressed Flex committee membership concerns:</u> Current membership was based on the previous year's process and form submitted to the Chancellor's Office. The Chancellor's office recommendation for membership continuity, membership process will be re-evaluated.</p> <p>In response to E.A.Cairó, the recommendation of establishing a membership procedure will be brought to the Committee. This committee is different because its framework is dictated by the Chancellor's office. It is not a Brown Act committee.</p> <p>Evaluation responses are available online.</p> <p>MOTION made and seconded by M. Michelson and E.A.Cairó to extend discussion 5 minutes. VOTE: Motion passed by majority vote.</p> <p>All workshops were full. None were cancelled. It is possible the FLEX Advisory committee could become larger.</p>
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F. CONSTITUENCY REPORTS

1.	PCCFA Report: R. Foster Still discussing the PERB decision with the District's team. Next item for discussion will be the future contract.
2.	Adjunct Faculty Report: M. Dodge: Looking forward to Senate approval of Bylaw Article 3.1.
3.	Classified Senate: No Report.
4.	Associated Students: Gilbert Lui

	<p>Asked Senators to remind their students that after taking finals they can participate in campus relaxation activities.</p> <p>Item of concern and a request for possible Senate help to discourage participation proposed by a student group to desecrate the ISIS flag at PCC next week.</p> <p>L. Rogacs: Lawyers are discussing this matter and urged the Senate to not get involved in this free speech issue.</p>
5.	Administration/Management Association Report: None

Special Note: Filming of Meeting

President Foster was advised by the parliamentarian and informed the senators they were being filmed.

G. ACADEMIC SENATE OFFICERS REPORTS

1.	<p>President's Report: President V. Foster</p> <p>The Senate has purchased twenty \$20 Subway gift certificates to give to L. Rogacs to place in the backpacks for students in need.</p> <p>The AP/BP reviews will be a substantial part of the Senate's work in the spring. The review of several policies and procedure assignments were assigned a year ago by former Senate President E.A. Cairó.</p> <p>If no feedback is received December 14, President Foster will assume no changes are suggested and will schedule these items for full Senate review in the spring. Additional BPs and APs have been assigned this semester with a later due date.</p> <p>Organizational structure for Instruction is in place and a process for selection of chairs and their duties is pending.</p> <p>Natural Sciences Manager, D. Douglas, is bringing current coordinators together for discussion. Both J. Kiotas and President Foster will attend this meeting for input followed by development of a joint union/senate leadership team to draft a document to outline the duties of the chairs for a first Senate read on February 8th.</p> <p><u>Accreditation and Planning and Priorities Committee</u></p> <p>In spring 2015, K. Pilon was elected by the Senate as a Co-Co-Chair of the Accreditation and P & P Committee. There is a policy and procedures outlining how the chair is chosen. This vote for K. Pilon as a co-co chair technically violates the policy and procedures as written. S. Fleming agreed to step down so there would be no violation of this policy and procedure, but agreed to stay on for a fall transition. Now K. Pilon only wishes to continue as P & P Chair. P & P recently voted to separate into two committees: one to address planning and one to address accreditation. As of now the procedure has not changed. Pending Senate direction K. Pilon will continue serving as P & P chair, and a replacement will be needed to take over the accreditation part to move forward. This position, which will include reassigned time, will be need to be advertised using the new process for choosing faculty for reassigned time positions.</p> <p>AP 3200 outlines the process for choosing P & P and Accreditation co-chair positions and the length of time to serve. The Senate bylaws do not refer to P & P and Accreditation.</p> <p>K. Pilon: There is confusion based on the joining of Accreditation and P & P in 2012. Cannot work on two processes at one time.</p> <p>S. Fleming: Policy and Procedure 3200 says the Self-Evaluation Coordinator is the co-chair of P & P. In future the Two committees need to be split and the concern is this hasn't been done so we are now in violation of the procedures as written.</p>
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	<p>E. A. Cairo: The current process was developed following consultation with VP Miller. The Senate's Bylaws should be in line with the policy procedures. Does not agree with use of the word violation.</p> <p>President Foster: Accreditation cannot be led without a faculty rep and someone else will need to be hired to take over the accreditation role. This would also violate the current procedures. K. Pilon does not wish to continue with the accreditation part.</p> <p>S. Fleming: The policy and procedures states the co-chair would be chose two years prior to the self-evaluation, followed by how this individual would transition to training. In a six-year cycle the term of a chair's position would be every four years.</p>
2.	Vice President's Report: None
3.	Secretary's Report: None
4.	Treasurer's Report: None

- H. EXECUTIVE COMMITTEE RECOMMENDATIONS** (with possible actions to follow
Approval of fall 2015 Academic Rank Recommendations
MOTION made and seconded by M. Dodge/J. Aragon: **VOTE:** Unanimously approved.

- I. EXECUTIVE COMMITTEE RECOMMENDATIONS** (sub-committee members):
Approval of Shelagh Rose (ESL) to the Committee on Committees
- MOTION** made and seconded for approval by J. Cho and S. Miranda approving this recommendation.
Discussion:
Jay Cho: This recommendation is a formal request from the Committee on Committees for this position (Senate Vice President).

E.A.Cairó requested that all committee volunteers follow the established drop-down menu procedure. President Foster said that although the Senate knows S. Rose, an elected member of the executive committee, in the future she would include information on all committee volunteers.

S. Fleming said the requested appointment is for the position of the Vice President and not a specific person being on the committee

Both M. Michelson and E.A.Cairó asked for the Senate to vote on one item only: to approve S. Rose.

MOTION made and seconded by E.A.Cairó and G Horton to extend discussion by five minutes.
VOTE: Motion approved by majority vote.

CALL THE QUESTION: K. Hogue and T. Stoddard.

POINT of Clarification: E.A.Cairó

President Foster: Vote is to Approve VP of the Academic Senate Exec Committee (currently Shelagh Rose) to serve on the Committee.

VOTE: Calling the question passed by majority vote.

Point of Order: E.A.Cairó Concern with recommendation asking for two items: 1) to approve S. Rose and 2) to have the Academic Senate Vice President serve as a permanent position.

President Foster stated the vote would be to approve S. Rose to the Committee on Committees.

VOTE: Motion passed to approve S. Rose to the Committee on Committees.

Point of Clarification: M. Michelson would love for S. Rose to be on the Committee, but would have preferred the process be followed and something written on it.

J. EXECUTIVE COMMITTEE RECOMMENDATIONS (hiring Committee Members)

President Foster: Request to add an additional recommendation.

The following recommendations are for hiring committees for reassignment positions.

M. Perea gave a report at the last Senate meeting on an information process for reassignment time interview committee process. The interview committees consist of two faculty recommended by their cost center manager in charge of these positions and also they will get two administrators.

MOTION made and seconded by M. Dodge and D. Cuatt to add an additional Recommendation 8 recommending R. Foster and S. Fleming to the Faculty Self-Evaluation Coordinator Hiring Committee.

VOTE: Motion passed by majority vote.

Discussion:

This position is currently handled by S. Fleming. K. Pilon has requested to only work on Planning and Priorities.

M. Perea reported to the Senate on a Policy and Procedure he has been working on since last year. V. Foster, S. Rose, M. Perea met with the HR Director, Dr. K. Scott and Dr. Bell to discuss how to begin implementing the process that was developed by the committee last year. All relevant campus-wide reassignment positions that did not go through a fair/open process are now being advertised in an open process so we will need to follow this process for someone who is willing to work on accreditation.

MOTION to extend discussion by five minutes made and seconded by M. Michelson and J. Aragon.

VOTE: Motion passed. Passed.

MOTION to approve items 1-8 made and seconded by R. Di Fiori and E. Catanese.

Discussion:

E.A.Cairó: Uncomfortable with allowing managers to select faculty for hiring committees.

President Foster: This recommendation process is informal and fundamentally different where administration recommended faculty with specific expertise to serve on the various committees.

In response to J. Aragon, there can be discussion about additional concerns in the future.

S. Miranda expressed concern that no flyer has been sent out for the positions under Recommendations 5 and 7.

MOTION to extend discussion by five minutes made and seconded by J. Aragon and T. Stoddard.

VOTE: Approved by majority vote.

Discussion

M. Michelson: Requested future reference to note if a hiring committee process is following reassigned time policy.

R. Magee and G. Horton: Concerned that other faculty possessing expertise for the various positions may not or would not be considered for recommendation by the managers.

President Foster: Existing processes for choosing faculty for hiring committees do not suit these situations. A cost center manager's justification was provided for each recommendation. S. Rose: This recommendation process was presented at the last Senate meeting and a lot of today's comments are about the process and not the individuals.

VOTE on the MOTION approving Recommendations 1-8: Passed by majority vote.

Concerns and comments may be forwarded to President Foster to forward to M. Perea.

1.	Approve Alicia Vargas (Business) and Sonia Wurst (Business) to the American Bar Association Program Director/PLGL Program Coordinator Hiring Committee
2.	Approve Carol Curtis (ESL) and Rita Gonzales (Communications & performing Arts) to the Pathways Faculty Lead Hiring Committee
3.	Approve Derek Milne (Social Sciences) to the Anthropology Lab Coordinator Hiring Committee
4.	Approve Jenni Kim (Social Sciences) to the Social Sciences Learning Center Coordinator Lead Hiring Committee
5.	Approve Cecilia Medina (Counseling) and Tomas Riojas (Counseling) to Pathways Counselor Lead Hiring Committee
6.	Approve Silvia Talaoc (Mathematics) and Marie McClendon (Mathematics) to the Math Resource Center Director Hiring Committee
7.	Approve Robert Oventile (English) and Harry Bloodgood (Counseling) to the Honors Coordinator Hiring Committee
8.	Approve R. Foster and S. Fleming to faculty self-evaluation coordinator hiring committee.

K. OLD BUSINESS (with possible actions to follow each item)

1.	<p>Approval of BP 3000 & AP 3001: 2nd read — L Rogacs Accreditation Work Group on Governance has agreed to the revised language which includes Senate recommendations. <u>Recommendation 4.</u> This procedure governs the Board of Trustee's behavior and the Committee did not see a need to add language requiring the Senate to write a response because the procedure should only direct the actions of the Board and not the Academic Senate. If desired, the Senate could write a response at any time but should not be required to do so. <u>Recommendation 5.</u> In response to E.A.Cairó's concern with wording, the Senators agreed with S. Fleming's revision to read: <u>"The appointment of faculty members to serve on College committees, task forces, or other groups dealing with academic and professional matters shall be made by the Academic Senate."</u></p> <p>The revisions will be presented to the Work Group. If there are no changes it will be moved forward to the College Council.</p> <p>MOTION made and seconded by G. Horton and R. Di Fiori approving BP 3000 & AP3001. VOTE: Motion approved unanimously.</p>
2.	<p>Item 2 stricken from this agenda. The Bylaws Committee did not have a quorum at its last meeting to address Article 3.1. (on the number of adjunct senators). This item is anticipated to be presented for a full faculty vote in the spring Approval of Bylaw Article 3.1 (2nd read – D. Cuatt)</p>
3.	<p>Approval of Senate Goals (3rd read – S. Rose): Handout provided Based on feedback from the November 23rd Senate meeting, changes were made to Goal #2 to make it more measurable.</p> <p>MOTION to approve the Senate Goals is on floor from the November 23 meeting. <u>Goal #2: Discussion</u> Model a collegial environment for both senators and guests to the academic senate through adherence to rules and opportunities for training on effective and inclusive meeting practices.</p> <ul style="list-style-type: none"> • Requests received from E.A.Cairó and M. Michelson for definition of collegiality. • J. Hallinger: <u>Remove</u> the word "guests" because guests would not require training.

	<ul style="list-style-type: none"> • S. Fleming: In response to E.A. Cairó, rules may be provided upon request. A common definition for collegiality could be discussed on a future agenda. • R. Di Fiori: Defining collegiality could be handled with every term as a progressive item. <p>FRIENDLY AMENDMENT: to approve all goals with the exception of Recommendation #2 made by M. Michelson / seconded by Dave Cuatt.</p> <ul style="list-style-type: none"> • L. Rogacs supports having training made available for effective and inclusive meeting practices. • T. Stoddard defines collegiality as a process that colleagues who agree, trust and respect working toward a common purpose and added it is time to move on with this item. <p>RE-READING OF GOAL #2: S. Fleming Model a collegial environment through adherence to rules and opportunities for training on effective and inclusive meeting practices.</p> <p>WITHDRAWAL of FRIENDLY AMENDMENT: By M. Michelson & D. Cuatt</p> <p>VOTE on approving the Senate Goals: Motion passed by a majority vote.</p>
4.	<p>Approval of BP 4102 (2nd read – S. Davila)</p> <p>BP4102 Career and Technical Education Programs: References: Title 5 Sections 55600 et sq.</p> <ul style="list-style-type: none"> • There are currently approximately 35 programs with over 70 certificates (www.pasadena.edu/cte) • There are approximately 35 advisory committees. • In response to E.A. Cairó, S. Davila said Committee minutes and other documents are available upon request. CTE is working toward redesigning its website to make all committee information public. • Typo Correction to BP4102: The District will ensure insure that each career. . . • S. Davila: not sure if reference information will be provided on the final policy. These references help the Board members understand where the Policy comes from. <p>AP4102: Career and Technical Education Programs</p> <ul style="list-style-type: none"> • Slight revision to an already existing policy. Revisions in bold • Dates have been provided for advisory committees next spring. • In response to D. Cuatt's concern with language in Item 1 (Each representative may serve for two (2) two-year terms) S. Davila said the wording was from the previous policy and was not changed. S. Fleming suggested rewording this sentence to read: "Each representative may serve for two (2) consecutive two year terms." to have continuity plus the opportunity to run again. <p>MOTION to extend discussion by five minutes made and seconded by M. Dodge and E.A.Cairó. VOTE: Motion passed.</p>
	<p>In response to M. Michelson's request for number of student, teachers, and administrative representatives should be referenced in Item 1, S. Davila said this wording is written (without specific numbers) to because there are various size programs which would make it easier or difficult to address this request.</p> <p>Item 3 "Each career or technical education program shall hold at least one advisory committee meeting between September 1 and March 30 each year. ..."</p> <ul style="list-style-type: none"> • The suggested March 30 deadline will allow CTE faculty to secure their minutes from advisory sources in applying for grant funding proposal development and collaboration with fellow colleagues and the deans in developing the proposals.

	<p>Item 4: “. . . Every fulltime faculty member in the program should attending the meeting,…”</p> <ul style="list-style-type: none"> • S. Davila said there is no contractual obligation for faculty to attend the meetings. • M. Michelson would be unable to vote on this agenda item without reference to program representation numbers. <p>Item 5: Revision From E.A.Cairó: Official minutes of the meetings of each advisory committee, including a record of any actions taken, shall be sent electronically to the Office of Career and Technical Education Economic and Workforce Development. …”</p>
	<p>AP 4103: WORK EXPERIENCE: S. Davila This is a new policy which develops a plan that will help centralize some of this process so students can begin accruing units, being prepared for engaging with employers. Faculty can be of assistance if they have employers needing particular help in addressing and shaping internships for students to meeting their educational items.</p> <p>MOTION to extend discussion five minutes made and seconded by E.A.Cairó and M. Dodge. VOTE: motion approved.</p> <p><u>Page 1/Reference to Cooperative work Experience</u></p> <ul style="list-style-type: none"> • Examples of work experience courses are being prepared. Sample course information may be provided – will be sent to E.A.Cairó. <p><u>Page 2/Records: Cooperative Work Experience records are maintained by the Office of Economic and Workforce Development for seven years after the completion of the work experience. . . .”</u></p> <ul style="list-style-type: none"> • There is a school policy that references destruction of institutional records • Senators were encouraged to bring this information to their faculty and upon request, information samples may be forwarded. <p>MOTION made and seconded by R. Di Fiori and T. Stoddard approving AP4102, BP4102, AP4103 and AP3006 with proposed amendments. VOTE: Majority passed by a majority vote.</p> <p>Remaining Agenda Items will be placed on the January 11 Agenda (President Foster)</p> <p>Point of Clarification: T. Stoddard: Request for M. Perea to return to the Senate to address the reassign time process. President Foster asked for comments to be sent to her to forward to M. Perea. Request for Senate Goal #2 to be addressed on a future agenda.</p>

ADJOURN: MOTION to adjourn made and seconded by M. Dodge and R Di Fiori.