

JANUARY 11, 2016

PRESIDENT	VALERIE S. FOSTER	Present
VICE PRESIDENT	SHELAGH E. ROSE	Present
SECRETARY	STEPHANIE L. FLEMING	Present
TREASURER	JAY CHO	Present
ADJUNCT FACULTY: Mathematics	DWANE CHRISTENSEN	Present
ADJUNCT FACULTY: Social Sciences	MARK DODGE	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	Absent
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
HEALTH SCIENCES	KAREN SKIATHITIS	Absent
KINESIOLOGY	TERRY STODDARD	Present
KINESIOLOGY (Alt)	TAMARA KNOTT-SILVA	Absent
LANGUAGES	LOKNATH PERSAUD	Absent
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	Absent
MATHEMATIACS (Alt)	DONNA NORDSTROM	Absent
NATURAL SCIENCES	RUSSELL DI FIORI	Absent
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	Absent

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

## GUESTS

BOARD OF TRUSTEES	JIM OSTERLING	Present
BOARD OF TRUSTEES	HOYT HILLSMAN	Present
SUPERINTENDENT/PRESIDENT	RAJEN VURDIEN	Present
ASSOCIATE VP, ACADEMIC AFFAIRS	KATHLEEN SCOTT	Present
AD HOC REASSIGN TIME COMMITTEE	MANNY PEREA	Present
COUNSELING	LYNELL WIGGINS	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 Melissa Michelson

Senate President, Dr. Valerie Foster, acknowledged a slight order and categorical error on the agenda. The two Bylaws agenda items are technically Old Business because they were previously discussed last semester and last year by the Senate Board and everything else is New Business. She presented an amended version of the agenda and explained that nothing has been added or deleted, just reordered and recategorized.

MOTION made by M. Dodge and seconded by E. Catanese approving substituting the revised agenda for the old agenda. **VOTE:** Motion approved unanimously.

## C. APPROVAL OF MINUTES: December 7, 2015: Hearing no objections, the minutes were approved as submitted.

## D. PUBLIC COMMENT:

K. Pilon: At the last Senate meeting a copy of a proposed campus ethics statement was presented for review. The Senators were reminded to share this information with their constituents for review and feedback to K. Pilon ([kfpilon@pasadena.edu](mailto:kfpilon@pasadena.edu)) before the next Planning & Priorities Committee meeting scheduled for next week.

K. Pilon will send an electronic copy to all senators.

M. Michelson: There is a need for the Senate to be diligent in following Senate policies and procedures and maintain transparency. Concern was expressed with the removal of the drop-down menu process for the faculty listed for approval on that day's agenda.

President Foster addressed this concern during the Executive Committee recommendations.

L. Rogacs: The Senators were asked to notify their division members of a faculty survey to be sent to all faculty in approximately a week asking for professional development opportunities suggestions on campus. Survey responses will drive professional development opportunities offered through the remainder of the spring and maybe into next year.

V. Foster and the senators congratulated L. Rogacs on her position as accreditation coordinator.

President/Superintendent, R Vurdien, wished the Senate a Happy New Year and thanked them for their hard work and dedication to the college and our students. This semester will be a busy one and he feels the college is going in the right direction in addressing the college's probation standing.

## **E. SPECIAL GUESTS**

1.	Recently Elected Board of Trustees Member: Jim Osterling Represents Seat Number 2 (previously held by Dr. J. Mann). Area 2 includes east Altadena, all of Sierra Madre and northeast Pasadena. Background: Adjunct professor at USC teaching in urban planning and real estate development. Works part-time in real estate and full time in urban planning. He is looking forward to working with the faculty and Senate leadership.
2.	Recently Elected Board of Trustees Member: Hoyt Hilsman Represents Area 4 (previously held by B. Thomson). Area 4 includes PCC campus, areas in western, southern and eastern Pasadena (basically south of the freeway) and parts of Arcadia and San Gabriel. Background is in media as a journalist and works in film and television. Has taught at both PCC and UCLA. Lives in Pasadena. Heart of a successful accreditation standing is having a campus climate where all work together collegially and within a pro-active shared governance process. Extended a thank you to those who supported him in the election.

## **F. COMMITTEE REPORTS**

1.	<p>Ad Hoc Reassign Time Policy Committee: Manny Perea The Senators were asked for "specific reasons" why they wanted to revisit this previously approved agenda item.</p> <p>M. Perea: Unlike the drop-down menu volunteer process, the current process is concise and streamlined to ensure the selection of experienced and knowledgeable faculty on the committees. It was approved several months ago by the Senate and the process has moved forward. There has been little interest in the reassign time positions.</p> <p>In response to a question regarding how the faculty members on the hiring committees are chosen, M. Perea explained that recommendation 6 states that faculty serving on the selection committee are recommended by the cost center manager based on applicable background and expertise for the position being advertised and approved by the Associate Vice President. A faculty member could ask the cost center manager for consideration of being appointed. The managers will put the names forward to the Senate for approval.</p> <p><u>Position Exceptions from this Process</u></p> <ul style="list-style-type: none"><li>• Elected Faculty Association and Academic Senate reassign time positions</li><li>• Any other position from which there is a procedure or bylaws</li><li>• Chairs (No process has been written for the possible chair positions)</li><li>• Health Science Coordinator</li></ul> <p><u>Concerns</u></p> <p>R. Magee: expressed concerns with the selection of Hiring Committee recommendations. G. Horton: feels the selection process is "vague" K. Puglia: clarity in wording is needed for Recommendation 6. D. Hamman: There needs to be openness with providing the opportunity of having other interested faculty considered for recommendation.</p>
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	<p><b>MOTION</b> made and seconded by M. Dodge and J. Buczko to extend discussion by two and one-half minutes. <b>VOTE:</b> Motion approved unanimously.</p> <p>M. Perea supports having a process that is streamlined and efficient. Approval of the current approved process was supported by Dr. Bell and Dr. Scott because they did not want “stacked committees”. Dr. Scott has the “final say” on what names go forward to the Senate. If the Senate has a problem with the present process then a different process needs to be presented.</p> <p>President Foster would support a recommendation for the Senate to be able to recommend an additional committee member instead of voting “no” to presented recommendations.</p> <p>M. Perea: Recommended that if the Senate does not approve committee recommendations then the Senate would put forward a name. The Senate would work out its own process for putting forward the names. Changes can be made and this process can be revisited and voted on later in the semester. M. Perea expressed concern over a process that is more critical of the members of the hiring committee that the individuals actually applying for the reassigned time position.</p>
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#### **G. CONSTITUENCY REPORTS**

1.	<p>PCCFA Report: J. Kiotas Statewide Speaker Presentations January 21, 2016 12PM Creveling Speaker: Jonathan Lightman, Executive Director of FACC Presentation / Question and Answer</p> <p>April 28, 2016 12PM Guest Speaker: Rich Hanson, President of Foothill De Anza Faculty Association and President, of California College Independent (group of independent unions PCC Faculty is a part of) Presentation / Question and Answer</p>
2.	<p>Adjunct Faculty Report: M. Dodge: With the hiring of 50 new faculty, approximately 250 adjunct positions may disappear. Reminded Senators there are good reasons to hire adjunct faculty, especially in specializations that are not covered by regular faculty.</p>
3.	Classified Senate: No report
4.	Associated Students: No report
5.	Administration/Management Association Report: No report

#### **H. ACADEMIC SENATE OFFICERS REPORTS**

1.	<p>President's Report: President V. Foster Upcoming Semester overview.</p> <p>Last CAPM: Before the last CAPM meeting, administration sent out an email (dated 12/10/15) announcing the organizational structure of the college pertaining to Student Services and to the executive levels. The college organizational structure falls under the purview of administration. At CAPM the Senate Executive Committee expressed its dissatisfaction with the lack of process and transparency with what was perceived to be last minute notification of these changes. President Foster asked for any recommendations from the Senators and their faculty to address these issues. She would like to have seen both the Senate and Classified contacted about input.</p> <p>There are several items that the Senate will be working on this semester:</p>
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	<p>The Senate will review majority of BPs and APs falling under Senate purview.</p> <p>An equity retreat is being planned. Funding will be through provided through the President's office. Date: Pending – will be a Friday. The retreat will provide an opportunity to be creative and discuss ways to help disadvantaged students on campus and link into some other equity projects on campus.</p> <p>Professional Development and FLEX will be a major issue this semester. Need to talk about Senate's professional development needs and to start planning FLEX for next year. The Senators were encouraged to remind their faculty to submit their responses to the survey in preparation for next year.</p> <p>The Executive Committee has been working with the PCCFA to figure out the chair situation and changing faculty evaluation process.</p> <p>The Senate will review accreditation follow-up reports and there will be a budget retreat in February.</p>
2.	Vice President: No Report
3.	Secretary: No Report
4.	Treasurer: No Report

**MOTION** made and seconded by M. Michelson and M. Dodge to move agenda item from L.3 position to L.1  
**VOTE:** Approved unanimously.

#### **I. EXECUTIVE COMMITTEE RECOMMENDATIONS** (hiring committee members)

**For clarification** President Foster reminded the group about the process for selecting different hiring committees and why the drop down menu did not apply to the hiring committees on today's agenda. Last Spring, the Senate agreed to default to the "draft process" for selecting members for this hiring committee last spring.

Shortly after the agenda for this meeting was distributed Michael McClellan emailed President Foster, apologizing for his late request to be on the committee.

**MOTION** made and seconded by E. Catanese and A. Dodge approving the adding of M. McClellan's name to Recommendation 1. **VOTE:** Unanimously approved.

1. Approve Silvia Talaoc (Mathematics) Valerie Foster (Natural Sciences) and Michael McClellan (Counseling) to the VP of Human Resources Hiring Committee.
2. Approve Tomas Riojas (Counseling), Myriam Altounji (Counseling), and Gena Lopez (Counseling) to the Director, EOPS/CARE & Foster Youth Hiring Committee.

**MOTION** made by M. Dodge and seconded by E. Catanese approving Recommendations 1 and 2.

#### Discussion:

M. Michelson expressed concern over V. Foster being placed on the VP of Human Resources Hiring Committee. V. Foster explained that she contacted 50 faculty members according to the "draft" process and only 2 replied. The committee needs 3 faculty members.

S. Fleming said HR will move forward with this hiring committee and it is in the Senate's best interest to approve the recommended names.

**CALL THE QUESTION:** S. Fleming

**VOTE:** Motion passed by a majority vote.

**POINT OF ORDER:** M. Michelson said one of the recommended committee members (providing a name would be irrelevant) did not know he/she was on the committee.

**VOTE:** Motion passed by majority vote. No: 3 votes.

**J. EXECUTIVE COMMITTEE RECOMMENDATIONS** (sub-committee members):

1. Create a permanent position for the AS Vice President on the Committee on Committees (the VP will be responsible for obtaining committee information and maintaining it on the AS website).

**MOTION** made and seconded by K. Hogue and A. Dodge to create a permanent position for the Academic Senate Vice President on the Committee of Committees.

Discussion:

Jay Cho: Additional web site work will be required once the new on-line system is in place.

In response to D. Cuatt's question regarding the charge of the Committee on Committees, S. Fleming explained that on January 26, 2015 the Senate approved the Committee on Committees as a standing committee, whose role would be to make ongoing recommendations to the Senate.

**CALL THE QUESTION:** P. Castro

**VOTE ON MOTION:** Motion approved by a majority vote.

**K. OLD BUSINESS**

1. **Bylaws Article 3.1B:** David Cuatt

3.1B Definitions: Adjunct Faculty

D. Cuatt: A vote on just this definition would be symbolic without a faculty vote on the entire bylaws.

Discussion:

M. Dodge: It would be "tricky" for faculty to elect adjunct faculty senators. The revised bylaws leaves this process up to the Adjunct Faculty Issues Committee. Currently, Adjunct Senator recommendations are forwarded to the Senate President for Senate approval. A Canvas forum was initiated last year for conversation among the adjuncts but not all adjuncts use Canvas and there is not enough staff to input adjunct information into Canvas to ensure a campus-/wide dialogue.

President Foster: Most adjunct faculty are not aware of adjunct representation on the Senate or there being an opportunity to serve.

L. Rogacs: Many adjuncts do not check their campus emails and would not see Academic Senate notices.

Article 3.1B allows for five adjunct representatives, yet there are more than five divisions on campus.

S. Fleming: Suggested revising bylaws language to read adjunct senator positions are at-large positions and to encourage support through more and diverse advertisement in regards to the selection process.

S. Rose: In response to G. Horton, if shared governance is not referenced in the recently revised adjunct faculty handbook (available on line), this item can be added.

M. Michelson supports having representatives for each division.

President Foster: At CAPM, administration said it would not fund 11 adjunct representatives.

At its last meeting, the Bylaws Committee voted to have an adjunct representative number of 5 and provided several reasons for the recommendation.

**MOTION** made and seconded by J. Buczko and M. Michelson to extend discussion by 5 minutes.

**VOTE:** Motion approved unanimously.

Reference to an adjunct senator election would necessitate future discussion on process and procedure.

**MOTION** made and seconded by J. Buczko and D. Christenson approving the proposed amendment to Article 3.1B Adjunct Faculty Definition (first sentence):

**Adjunct Faculty are:** Faculty who are not currently tenured or on tenure-track. Adjunct faculty shall have the right to elect up to 5 at large voting members . . .

**VOTE:** Motion passed unanimously.

**MOTION** made and seconded by L. Rogacs and T. Stoddard approving Article 3.1B: Definitions: Adjunct Faculty

**Adjunct Faculty are:** Faculty who are not currently tenured or on tenure track. Adjunct faculty have the right to elected up to 5 at large voting members to the Academic Senate Board through the Adjunct Faculty Issues Committee. These members should preferably represent the diverse disciplines of the College and are elected for a period of one academic year. Adjunct faculty must have an assignment for one semester during the academic year for which they are elected.

**VOTE:** Motion passed by a unanimous vote.

## **2. Discussion: 3.1 B & C : Definitions: Regular Faculty**

D. Cuatt: The proposed definitions were created through serious discussion.

Agreement was not unanimous.

### Current Definition:

**Regular Faculty are:** full-time tenured and tenure-track faculty and temporary full-time faculty who are not classified as supervisory or as management, have an assignment equivalent to 75 percent, or who have entered into a written agreement with the District for a reduced workload that may be less than 75%. Only regular faculty shall have the right to vote, except as noted in 3.1B.

### Proposed Definition:

**Regular Faculty** are full-time tenured and tenure-track faculty, temporary full-time faculty who

1. Are not classified as supervisory or management\*
2. Have the minimum qualifications for hire as specified by the Board of Governors of the California Community Colleges
3. If teaching, have an assignment of 66% or more in the class schedule, or have reassigned positions approved by Academic Senate, or mutually agreed on by the Academic Senate and the Administration.

*\*According to Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title I of the California Government Code.*

**Proposed: C. Exceptions to 3.1B:** Faculty serving in the following positions are exceptions to Article 3.1B:

1. Curriculum & Instruction Chair(s);
2. Senate Executive Committee;
3. Faculty Union Directors/Executive Committee;
4. Faculty who have entered into written temporary agreements with the District for reduced workloads according to the Faculty Union Agreement.

**MOTION** made and seconded by T. Melnarik and L. Rogacs approving the rest of Article 3 as written

**VOTE:** No objection

### Discussion:

In response to D. Cuatt's statement that this change is inclusive, S. Fleming stated the proposed definition is the antithesis of inclusion and would take away faculty rights. Faculty members have the right to participate in other arenas on campus requiring faculty participation and their choices should not be limited. This change would discourage faculty from serving and may violate the faculty contract.

- M. Michelson: Suggested to send this matter back to the Bylaws Committee to check if the wording is in conflict with the Union Contract. Asked for suggestions in regards to revising the term "Regular" Faculty.

**MOTION** made and seconded by L. Rogacs and S. Miranda to extend discussion by five minutes

**VOTE:** Motion passed by a majority vote.

P. Castro / Committee member: Faculty should be defined by the contract and not assignment numbers. Supports this matter being referred back to the committee so that the "numbers" can be removed.

B. Richards: Suggested the term Regular Faculty be replaced with full time faculty.

D. Potter/ Committee member does not support the proposed wording and encourages a no vote.

President Foster asked the Committee members present if there was anything else changed in Article 3 besides the definition of Regular Faculty or could the current Article be defaulted to, etc.

M. Michelson recommends a “Yes” vote on the revised article as presented.

**VOTE ON MOTION:** Motion denied.

The current Article 3 will be defaulted to with the exception of Adjunct Faculty.

**Bylaws Committee Recommendation:**

President Foster made a strong recommendation for the Committee to focus on the remaining articles in the bylaws. She noted that the Committee has been working on revising the articles for over 3 years, these same article 3 revisions were first discussed on 10/06/14, and only Article 5.1 has been approved by the Senate Board. She has made requests for a timeline and asked the committee to submit a timeline and supporting documents to her by next week so that the remaining articles and revisions can be placed on future Senate agendas.

**NEW BUSINESS**

REQUEST TO MOVE UP ON THE AGENDA AP 3006 as the first order of New Business received from President Foster. No Objections

1.	<p>Approval of AP 3006 The Role of the Council on Academic &amp; Professional Matters: Dr. Kathy Scott Handout provided Reference #3 Revision: Revised handout submitted at today’s meeting. Membership of the Council on Academic and Professional Matters shall be as follows:</p> <ul style="list-style-type: none"><li>a. 1-Designee of the Board of Trustees</li><li>b. 3-Administrative representatives – <b>appointed by the Superintendent-President with at least</b></li><li>c. <b>4-representatives of the</b> Academic Senate</li><li>d. <del>Academic Senate representative</del></li><li>e. <del>Academic Senate representative.</del></li></ul> <p><b>MOTION</b> to approve AP3006 with the revisions made and seconded by T. Stoddard and M. Dodge. <b>VOTE:</b> Approved unanimously.</p> <p><b>FRIENDLY AMENDMENT made by S. Fleming – Accepted by K. Scott:</b> for one of the Administrative Representatives to be from Academic Affairs.</p> <p>The President/Superintendent is the Designee of the Board of Trustees. 10+1 pertains to mutual agreement items shown under Reference 1.</p> <p><b>MOTION</b> made and seconded by T. Stoddard and J. Buczko to extend discussion by 2 ½ minutes. <b>VOTE:</b> Approved by majority vote.</p> <p>S. Rose: Reference 3. B. Clarification: 4 Representatives of the Academic Senate <b>Executive Committee</b> of the Academic Senate.</p> <p><b>VOTE:</b> Motion approved unanimously.</p>
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**MOTION** made and seconded by C. Hogue and A. Dodge to move agenda item 5 to the next order of business  
**VOTE:** Motion passed by majority vote.

**BP/AP 4051 College Credit for High School Classes:** Lynell Wiggins: CTE Counselor

Handouts Provided: This policy was originally approved 7-8 years ago. There are various elements within administrative procedure that need slight updates to better clarify and streamline the process of students coming into PCC selecting a particular CTE pathway.

PCC faculty would engage high school faculty to determine if the courses taught are consistent in terms of content. The alignment occurs within this relationship over time. The statewide career pathways program established templates with intersegmental engagement within each discipline for high school, CSU, UC and community college instructors. This is basically high school articulation and is not dual enrollment.  
Reference: Title 5 Section 53021.

#### Discussion on Pass/No Pass Courses

Units and not grades are earned (nothing is calculated into grade point calculation).

Financial aid status is not affected by those who do not finish a course.

Any courses can be designated as pass/no pass and they can count towards a degree or certificate.

Additional questions or comments may be forwarded to L. Wiggins [lrwiggins@pasadena.edu] before the January 25 meeting.

**ADJOURN:** MOTION to Adjourn, made and seconded by M. Dodge/ Bianca R. VOTE: Approved.  
Adjourned 5:10 pm