

MARCH 14, 2016

PRESIDENT	VALERIE S. FOSTER	Present
VICE PRESIDENT	SHELAGH E. ROSE	Present
SECRETARY	STEPHANIE L. FLEMING	Present
TREASURER	JAY CHO	Present
ADJUNCT FACULTY: Natural Sciences	BEVILLE CONSTANTINE	Present
ADJUNCT FACULTY: Natural Sciences	NICK HATCH	Absent
ADJUNCT FACULTY: Social Sciences	MARK DODGE	Present
ADJUNCT FACULTY: VAMS	ALEXIS MOORE	Present
ADJUNCT FACULTY: Eng and Tech	ERIKA RUVEL	Present
BUSINESS	AHNI DODGE	Absent
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	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	Absent
LANGUAGES (Alt)	MARY ERIN CROOK	Absent
LANGUAGES (Alt)	CHARLENE POTTER	Present
LIBRARY	DOROTHY POTTER	Absent
MATHEMATICS	DAN GALLUP	Present
MATHEMATICS	KATHLEEN HOGUE	Absent
MATHEMATICS	CHARLIE HOGUE	Absent
MATH (Alt)	YOSHI YAMATO	Absent
MATHEMATICS (Alt)	GRAYR ANDREASYAN	Absent
MATHEMATIACS (Alt)	DONNA NORDSTROM	Absent
NATURAL SCIENCES	RUSSELL DI FIORI	Present
NATURAL SCIENCES	MARTHA HOUSE	Absent
NATURAL SCIENCES	PETER CASTRO	Absent
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	LYNORA ROGACS	Present
SOCIAL SCIENCES	EDUARDO A. CAIRÓ	Present
SOCIAL SCIENCES	KAITZER PUGLIA	Present
SOCIAL SCIENCES (Alt)	CHERYL BEARD	Absent
SOCIAL SCIENCES (Alt)	CHRISTOPHER JIMENEZ Y WEST	Present
VISUAL, MEDIA & PERFORMING ARTS	ROD FOSTER	Present

GUESTS

SCHOLARSHIP COMMITTEE	XIAODAN LENG	Present
CLASSIFIED SENATE	ROSIE ROBERSON	Present
ASSOCIATE VP/ACADEMIC AFFAIRS	GILBERT LUI	Present
ENGINEERING	KRIS PILON	Present
COUNSELING	TAMEKA ALEXANDER	Present
TRANSFER ADVISOR	GREG WONTOREK	Present

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE led by R. Foster.

Introduction: B. Constantine from Speech Communication (in place of D. Christensen)

C. APPROVAL OF MINUTES for February 22, 2016.

The minutes were approved as submitted with one minor correction. S. Rose was absent.

D. PUBLIC COMMENT:

T. Alexander G. Wontorek	<p>Joint Presentation: T. Alexander: Interim Director of Outreach and Transfer Services and transfer advisor Greg Wontorek</p> <p>Transfer advisors are hired professionals currently working with or retired from the Cal State or UC system.</p> <p>In April the Transfer Center is providing classroom transfer presentations for interested faculty. Time Frame: 10 minutes – 30 minutes for more in depth discussion of transfer/admission guarantee, course articulation, etc.</p> <p>Students are given fine details of both being successful and for transfers. It is important for students to see both counselors and the transfer advisors. Student transfer advisors appointments are on a walk-in basis.</p> <p>Senators were asked to share this information with their area faculty. Faculty/Students may contact the Transfer Center or an email to tmalexander@pasadena.edu</p>
-----------------------------	--

E. COMMITTEE REPORTS

1.	<p>Scholarship Committee: Committee Chair Xiaodan Leng presented two items:</p> <p>First: Keith Miller will move the Keith Miller Educational Scholarship from the Academic Senate to a place where he could have more control over its process.</p> <p>Second: Request to move the Dean's Honors Scholarship process to fall which would allow for a larger participation ceremony for the awardees and could accommodate more family attendance.</p>
----	--

	<p>No objections received to Suspend the Rules to address the requested motion: MOTION made and seconded by R. DiFiori and E.A. Cairó approving the second recommendation. VOTE: Motion passed unanimously.</p>
2.	<p>Shared Governance Calendar Committee Recommendations: Loknath Persaud presented three Committee Recommendations:</p> <ul style="list-style-type: none"> • To have a Flex Day for 2017-18 • For finals to be scheduled by faculty on the days of their choice versus having a designated finals week (non-finals, finals week). • To schedule a convocation before the semester starts. <p><u>Designation of a non-finals, finals week</u> Adjuncts have a difficult time with current finals schedule. Room scheduling is a greater challenge for the current finals week schedule. Having faculty proctor their own exams would take a burden off of DSPS. This proposal can be shared with the representatives' divisions/areas. The proposed recommendation would have to be negotiated. No information was provided in regards to state legality. This item was a student success driven discussion by the committee. L. Persaud will report back to the committee on the recommendations.</p> <p>MOTION made and seconded by M. Dodge and K. Puglia to extend discussion by 5 minutes. VOTE: motion approved by a majority vote.</p> <p><u>Request to schedule a convocation before the start of the semester.</u> This item would be a negotiated item</p>

F. CONSTITUENCY REPORTS

1.	<p>PCCFA: R. Foster:</p> <ul style="list-style-type: none"> • J. Lightman, independent colleges' lobbyist, will make a guest appearance at Thursday's PCCFA general meeting. Will talk about legislative activities. • The Board will take up issue of PERB settlement with news to follow probably next week. PCCFA will announce their readiness to enter into negotiations on the next contract (Reference Term: "sunshine").
2.	<p>Adjunct Faculty Report: M. Dodge: The Adjunct Faculty Issues Committee is regularly meeting at 2PM before every regular Senate meeting. The committee has expressed a desire to vet new candidates for new senators until this process is added to the Bylaws.</p>
3.	Classified Senate: No Report.
4.	Associated Students: No Report.
5.	Administration/Management Association: No Report.

G. ACADEMIC SENATE OFFICERS REPORTS

1.	<p>President's Report: President V. Foster Dr. Olivo rescheduled the Senate Equity retreat to Friday, March 25th because the scheduled presenter was unable to attend this Friday. In response to a Senator's request C. Olivo said a replacement presenter for this Friday was unavailable. This event will assist with learning about students and their equity issues and start a cycle of inquiry. Senators were encouraged to RSVP through Eventbrite. C. Jimenez y West sent out an email regarding faculty hiring committee training for cultural competency on March 18th. This is an equity-themed event.</p>
----	---

	<p>Academic Senate Valentine Mixer Costs: Total Event Costs: \$2,940.05 (includes table rentals, student musicians, food and decorations). Guests: Between 250-350 (Cost: Approximately \$10-\$11 per person).</p> <p>College Council: The Committee has voted to cease being a Brown Act committee. At the last meeting the president asked for video-taping to cease. Secretary Fleming voiced faculty concern and proposed that videotaping continue. The meetings will continue to be videotaped and agendas will be posted.</p>
2.	Vice President: No report.
3.	Secretary: No report.
4.	Treasurer: No report.

H. EXECUTIVE COMMITTEE RECOMMENDATIONS (hiring committee members)

1.	Approve sending Bylaws 3.1 to full faculty for vote of approval. (The administration agreed to pay stipends for 5 adjunct faculty on an annual basis if those positions were codified in the bylaws.)
2.	Approve Beville Constantine (Performing and Communication Arts) as at-large adjunct faculty senator to replace Dwane Christensen.

President Foster: Re Item 1: Would like to see bylaws 3.1 addressing adjunct faculty representation go to a vote. Administrative has agreed to continue paying for the adjunct positions if they are codified in the Senate's Bylaws.

MOTION made and seconded by M. Dodge and R. DiFiori approving Items 1 and 2.

Recommendation 1 Discussion

E.A. Cairó: Asked for approval of all bylaws forwarded by the Bylaws committee.

S. Fleming: Only Article 5.1 was previously approved by the Senate and is being brought back to the Senate for further discussion. At CAPM, the administration requested that the adjunct senator positions be codified in the Senate's bylaws to assure payment.

M. Dodge: Supports approval of Bylaws 3.1 as being clear and focused.

J. Cho: Because the end of the school year is close, this item should be approved.

J. Benson: Pending Board of Trustees approval of funding for the stipends, the proper forms will be prepared for payment.

MOTION to extend discussion by 5 minutes made and seconded by T. Stoddard and E.A.Cairó.

VOTE: Motion passed by a majority vote.

Discussion:

V. Foster: Approval of 3.1 is needed to provide payment to the adjuncts. Discussion of other amendments could constrain the approval. Only 5.1 has been formally approved by the Senate (Jan 12, 2015).

Danny H: Supports a vote on moving 3.1 forward. Requests the remaining bylaws to be approved together because of "cross-over" effects.

In response to E.A.Cairó President Foster Valerie said:

- It was not her decision to bring Bylaws 5.1 back to the Senate Board. Concern could be forwarded to the Committee Chair (See Agenda Item J.1).

- Will not need to send an email requesting verification of the information relayed by Dr. Vurdien last semester about adjunct faculty stipends because she has already discussed the item.

VOTE ON MOTION: Motion approved by majority vote. No: 3 Abstentions: 1

I. EXECUTIVE COMMITTEE RECOMMENDATIONS (Hiring Committees)

1.	<p>Approve Stephanie Fleming (Performing and Communication Arts) to the Learning Assistance Center Assistant II hiring committee.</p> <p>This is a classified hiring committee. The Committee chair has requested the service of a faculty member and S. Fleming has experience with this area.</p> <p>MOTION made and seconded by T. Stoddard and B. Richards approving Recommendation 1. VOTE: Motion passed by a majority vote. Abstentions: 1</p>
----	--

J. EXECUTIVE COMMITTEE RECOMMENDATIONS (Shared governance committees)

1.	<p>Approve 1 chair to the Bylaws, Rules and Regulations Committee: David Cuatt (E & T) or Peter Castro (Natural Sciences).</p>
----	---

MOTION made and seconded by M. Dodge and T. Stoddard to approve Item 1.

Discussion:

J. Cho responded to E.A. Cairó by stating that Senate Bylaws require Senate approval of all committee chairs.

R. Foster: Expressed dissatisfaction about the critical critique of the committee by P. Castro at the last Senate meeting and will support approval of D. Cuatt.

In response to C. Potter, President Foster said she should have reached out to the committee more about this matter. The current process for approval of a committee chair is through Senate approval. There are currently no terms for chairs.

E.A.Cairó: All bylaws should be followed.

D. Cuatt: Supports Senate approval.

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

VOTE: Motion passed by majority vote:

CALL FOR THE QUESTION: T. Stoddard

VOTE ON MOTION: Roll Call: Majority vote received in favor of D. Cuatt.

2	Approve Adrine Reganian (Health Sciences) to the Learning Assessment Committee
3	Approve Martha House (Natural Sciences) to the Faculty Development Committee

MOTION made and seconded by R. Foster and T. Stoddard approving Items 2 and 3.

VOTE: Motion approved unanimously.

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

1.	<p>Approval of Bylaw 5.1 (2nd read)</p> <p>A copy of 5.1 passed last year was provided to the Senators. J. Cho: Expressed concern with the need to separate standing and operational committees.</p>
----	--

	R. Foster: Standing Committees tend to mirror the shared governance structure of the college. Operational committees might not have to meet as often. The 10+1 concept was incorporated into the standing committees.
	<p>In response to a request to see a document showing the changes, D. Hamman stated that the committee members did not know how to create the tracked changes version. S. Fleming volunteered to help instruct D. Cuatt on how to create a tracked-changes copy of 5.1 for presentation to the Senate at its next meeting to enable a more informed conversation.</p> <p>MOTION made and seconded by S. Fleming and R. Foster to commit Bylaw 5.1 back to the committee to prepare the tracked changes version.</p> <p>VOTE: Motion was Unanimously approved.</p>

L. NEW BUSINESS

1.	<p>Approval of BP/AP 4021 Program Discontinuance: Rod Foster</p> <p><u>Discussion</u></p> <p>The Board policy is well-written and concise but needs to be followed.</p> <p>R. Foster: Procedure Recommendation:</p> <p>Revise Section 1, paragraph 1, line 5 to read: “. . . In the formal notice, the Vice President shall provide appropriate supporting evidence for the notice of program identification. The Assistant Superintendent/Vice President of Instruction shall provide appropriate supporting evidence as set forth in 4. a-p below.”</p> <p>S. Fleming: The change will be inserted and forwarded to R. Foster for review.</p> <p>MOTION made and seconded by C. Jiminez y West and E. Catanese approving Item 1.</p> <p>VOTE: Unanimously approved.</p>
2.	<p>Approval of AP 7212 Part-Time Faculty Hiring: Lynora Rogacs</p> <p>Needs the Senate to develop better language for 1.b.</p> <p>Recommendation to use the term program for areas that are not divisions or disciplines.</p> <p>S. Fleming’s recommended the addition of the following wording: <u>Preference will be given to faculty in the discipline with discipline or area of expertise.</u></p> <p>Could substitute the word “Preference” with only if . . . (to be filled in)</p> <p>MOTION to extend discussion by five minutes made and seconded by T. Stoddard and E.A.Cairó.</p> <p>VOTE: Motion approved unanimously.</p> <p>J. Buczko: For her area the wording area of expertise could be changed to special area.</p> <p>EACairó: Suggested adding wording to reflect what divisions/areas would have exceptions.</p> <p>President Foster: The areas without issues are in the minority.</p> <p>Page 2. 2. Contingency Situations</p> <p>2.c. is an existing policy.</p> <p>D. Hamman: Emergency situation should be documented and have a timeline for better control.</p> <p>MOTION made and seconded by E.A.Cairó and Stoddard to extend discussion by 5 minutes.</p> <p>VOTE: motion approved unanimously.</p> <p>B. Richards: Word changes need to be consistent throughout the document.</p> <p>C. Jiminez y. West: Revise 1 (5) showing the hiring pool to be officially depleted by the division and for a new pool to be developed (language can be filled in).</p>

	<p>R. Foster: Review/repair of wording in 2. C.</p> <p>S. Rose: Has had recent experience with emergency adjunct hiring. HR has stated this is for only one semester and a formal HR hiring process was required.</p> <p>President Foster recommended language to reflect that emergency hiring committees be formed within one to two weeks.</p> <p>MOTION made and seconded by E.A.Cairó and B. Richards extending discussion by five minutes. VOTE: Motion approved unanimously.</p> <p>S. Fleming agreed with E. Catanese's concern that timelines not be too stringent because it could lead to class cancellations.</p> <p>L. Persaud: asked for more flexibility in regards to hiring committees.</p> <p>EACairó: Item 1. (5): The hiring pool needs to be approved by HR.</p> <p>C. Jimenez y West: Setting up a routine hiring process should alleviate emergency situations.</p> <p>L.Rogacs to incorporate the recommendations before a second read.</p>
3.	<p>Approval of AP/BP 4050 Articulation: Ana Ramos (Articulation Officer)</p> <p>Last update: 2010</p> <p>Significant changes have occurred following the passage of SB 1440 (creation of Associate Degrees for transfer to CSU's)</p> <p>Recommendation addition: Include the development of associate degrees for transfer and for participation in the state's common course numbering system.</p> <p><u>Recommended add-in on AP 4050/Item 1.d.</u></p> <p>4) The Associate Degrees for Transfer (AD-T)</p> <p>5) The course Identification Numbering System (C-Id)</p> <p>In Response to S. Fleming: reference to policy 4447 on page 2 under 2.a., President Foster will check to see if this is a reference to an old policy number.</p> <p>MOTION to approve Recommendation 3 made and seconded by R. Foster and B. Richards. VOTE: Motion unanimously approved.</p>
4	<p>Approval of CTE Liaison Position: Stephanie Fleming</p> <p>President Foster worked with L. Wiggins who has been working with state CTE committee.</p> <p>The state-wide Academic Senate had recommended a legislative position (already passed by the Senate) and the second recommendation was for a CTE liaison. L. Wiggins used the format we had for the legislative liaison. S. Fleming suggested the opening statement for the CTE position be changed to mirror what was approved for the legislative liaison position.</p> <p>INSERT Opening Statement Language:</p> <p>The Academic Senate President will send a campus-wide email announcing the Legislative Liaison position. Interested faculty members will be encouraged to respond via the "drop-down" menu and will have a minimum of 10 days from the time of the email to volunteer. The Academic Senate Executive Committee will recommend a faculty member to the Academic Senate Board for approval. During the two-year term, the Legislative Liaison will:</p> <p>This position should not go beyond 5.5 hrs. If it does, this item would be presented to the Senate in regards to the need for reassigned time.</p>

	J. Buczko: requested the reference to CTE at the bottom of the document be spelled out.
--	---

MOTION made and seconded by D. Cuatt and B. Richards approving Recommendation 4.

VOTE: Motion approved unanimously.

M. ANNOUNCEMENTS

N. MOTION to ADJOURN made and seconded by M. Dodge and S. Fleming.

VOTE: Motion approved unanimously.