March 26, 2007

OFFICERS AND MEMBERS PRESENT

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<thead>
<tr>
<th>OFFICER/DEPARTMENT</th>
<th>NAME</th>
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<tr>
<td>ACADEMIC SENATE PRESIDENT</td>
<td>KAY DABELOW</td>
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<td>VICE PRESIDENT</td>
<td>JIM BICKLEY</td>
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<td>SECRETARY</td>
<td>EDWARD MARTINEZ</td>
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<td>TREASURER</td>
<td>AHNI ARMSTRONG</td>
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<td>ADJUNCT FACULTY</td>
<td>MARK DODGE</td>
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<tr>
<td>BUSINESS AND COMPUTER TECHNOLOGY</td>
<td>PATRICIA LYNN</td>
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<tr>
<td>CEC</td>
<td>NADEGE WILLIAMS</td>
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<td>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
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<td>ENGLISH</td>
<td>TOOK TOK THONGTHIRAJ</td>
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<td>HEALTH SCIENCES</td>
<td>LORRAINE GAGLIARDI</td>
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<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
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<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</td>
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<td>LANGUAGES</td>
<td>LOKNATH PERSAUD</td>
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<td>LIBRARY</td>
<td>DOROTHY POTTER</td>
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<td>JUDY OHYE</td>
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<td>MATHEMATICS</td>
<td>FRED KEENE</td>
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<td>PAT PEACH</td>
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<td>NATURAL SCIENCES</td>
<td>JOE CONNER</td>
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<td>PERFORMING &amp; COMMUNICATION ARTS</td>
<td>RITA GONZALES</td>
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<td>PERFORMING &amp; COMMUNICATION ARTS</td>
<td>TAD CARPENTER</td>
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<td>PHYSICAL EDUCATION</td>
<td>JESSIE MOORE</td>
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<td>SOCIAL SCIENCES</td>
<td>HUGO SCHWYZER</td>
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<td>SPECIAL SERVICES</td>
<td>JO BUCZKO</td>
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<tr>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>REBECCA MORRIS</td>
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OFFICERS AND MEMBERS ABSENT

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<th>OFFICER/DEPARTMENT</th>
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<tr>
<td>ENGINEERING</td>
<td>JASON NORRIS</td>
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<td>NATURAL SCIENCES</td>
<td>MARTHA HOUSE</td>
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<td>SUSIE LING</td>
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<td>SOCIAL SCIENCES</td>
<td>DAVID URANGA</td>
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<td>VISUAL ARTS</td>
<td>ROLAND PERCEY</td>
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I. CALL TO ORDER

The meeting was called to order by President Dabelow at 3:10 pm.

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

The Pledge of Allegiance was led by Tad Carpenter.

Guests/Introductions: Committee Chairs: Shelley Gaskin, Chuck Ward, Alicia Vargas, Carol Curtis and Dorothy Potter and Bob Miller, Dean of Academic Support.

On behalf of the Senate Board, President Dabelow extended a warm welcome to Pat Peach with extended sympathies.

III. APPROVAL OF MINUTES

The March 12, 2007 minutes were reviewed. Comments/Corrections:
Joe Conner’s comments about additional server space are in the March 12 minutes under the discussion regarding internet monitoring.
The Draft Calendar vote from Special Services should read: 1: In Favor of Draft 1; 1: In Favor of Draft 2; and 1 for neither draft.

MOTION approving the minutes as corrected made by Mark Dodge and seconded by Pat Peach. Motion passed unanimously.
IV. PUBLIC COMMENT:

On behalf of himself, the current and interim/acting deans of English and all seven of the creative writing instructors, instructor Chris McCabe voiced strong opposition to the creation of a creative writing discipline. Concerns and comments include four major issues. 1) confusion between the goals and mission of the community colleges and those of senior colleges and universities. Senior colleges and universities hire specialists who often do research. Community colleges usually hire generalists who have skills and experience in teaching composition. 2) The proposed discipline will require that creative writing courses be taught by instructors with an MFA or MA degree with a specialty in creative writing. 3) Instructors with MA and Ph.D. degrees in literature composition studies should also have the opportunity to teach creative writing. 4) The best creative writing teachers are those who have experience as writers. Mr. McCabe asked the Senate Board for their support in opposing this proposed discipline.

President Dabelow said she would like to see this matter put on the next Senate Board meeting to obtain a vote of support in the form of a resolution before the ASCCC Spring Plenary Session.

V. STANDING/ AD HOC/ CAMPUS-WIDE COMMITTEE REPORTS

1. Vocational Education Committee: Shelley Gaskin:
Shelley Gaskin gave information on two proposals:
Proposal 1: Based on a statewide senate recommendation – development of a policy for program reduction.
Proposal 2: Gather information on how certificate awards are made to vocational students:
   a) How they apply for certificates and how they receive the certificates.
   b) What kind of faculty tools help student succeed.
   c) Fact-finding on how the college tracks vocational certificate completers. This process is handled individually by each division and this process is not clear from one division to another. Ms. Gaskin said this fact-finding process would include all certificates, including certificates of achievements.

MOTION made by Cecile Davis Anderson and seconded by Fred Keene to approve the proposed Vocational Education Committee goals.

Discussion:
Comment was made that there are programs in place that are relevant to the marketplace and sought by the community. Ms. Gaskin said there is not a good tracking process for
certificated students after leaving the campus. President Dabelow said this item is more of a curriculum and strategic directions matter.

Lori Gagliardi said there are a number of three-unit, 20-hour dental courses that cannot be counted into the “certificate process” because they are under 18 units. Ms. Gaskin said the committee is looking into how faculty can help the student success rate. President Dabelow said this issue was brought up at last year’s statewide vocational institute. President Dabelow said she could work with Lori Gagliardi and Shelly Gaskin to prepare a resolution for presentation before the Statewide Senate

**VOTE ON MOTION** to approve the Vocational Education Committee goals.
Ayes: Unanimously approved.

2. Faculty Development Committee Chair, Chuck Ward, provided a handout of four spring workshops: Using Rubrics 3/29, A Curriculum Refresher 4/10, SLO Assessment 5/3, and Online Instruction 5/15. Announcements have been posted. Bring your lunch; beverages and dessert are provided. A free On Course Workshop is scheduled for April 26-28 at the Altadena County Club at no cost to instructors. For more information contact Chuck at Ext 7012.

3. Calendar Committee Chair, Dorothy Potter, thanked Phil Ricards for his help with the Committee. Ms. Potter presented a Compressed Calendar Survey Report with observations and recommendations by the Committee. The majority of faculty believes that the compressed calendar is accomplishing what it intended (52.1%) and is satisfied with the new calendar (54.4%). A significant minority holds contrary opinions (23-25%). The survey (available in the Senate office) provides a list of general observations and comments by faculty members. The major recommendation made by the committee called for more consistent scheduling of classes in terms of start and end times. CTA may conduct survey again because it is a negotiable item. A URL was provided to view survey results: [http://www.paccc.cc.ca.us/library/resultssummary.htm](http://www.paccc.cc.ca.us/library/resultssummary.htm).

A motion asking the Executive Committee to bring this matter to CAPM as an issue of discussion (share the report, including recommendations) was made by Mark Dodge and seconded by Joe Conner. VOTE: Unanimously approved.

4. Distance Education Committee chair, Alicia Vargas, presented the Proposed Distance Education Delivery Modalities approved by the Distance Education Committee on March 6, 2007. This information was first presented at the March 12 Senate Board meeting. 

**MOTION** to approve these definitions as presented was made by Mark Dodge, and seconded by Pat Peach.

**Discussion/Comments:**
The Turn-It-In program can be used but is not an actual learning management system.
These definitions should be in the Student and/or Faculty Handbook and the College Catalog.

VOTE ON THE MOTION:  Ayes:  Majority vote.  Abstention:  1

On behalf of the Educational Policies Committee Chair, President Dabelow said discussion on proposed academic dishonesty definitions will be on the next agenda for discussion and formal adoption after Senate representatives have presented this information to their divisions for review and feedback. Classified has suggested having a more general report form that could be used by those other than faculty.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Annual Breakfast Costs: Senate Treasurer Ahni Armstrong said the current breakfast ticket cost is $10 and recommends increasing the ticket price to $15.00 to cover the cost of this retirement celebration. About ½ of the tickets distributed are “comp” tickets which include the Board of Trustees, Division Deans, and Risser nominees. President Dabelow said the breakfast has been treated as a celebration rather than a fundraising event.

MOTION made by Dr. Armstrong and seconded by Dr. Conner to increase the cost of the Senate Annual Breakfast ticket to $15 per person and that any monies beyond the cost of the breakfast be put into the General Operating Fund.

Discussion/Comments:
- An increase in the ticket price would keep breakfast expenses from being taken out of the operational fund. Dr. Conner offered to address the Senate Board regarding fundraising strategies.
- A price increase could make attendance difficult for a number of campus groups. Breakfast expenses are taken out of the General and not the Scholarship Fund.
- The Executive Committee is concerned with an increase in General Fund deficit spending over the past several years. These expenses include: the Senate Breakfast; Scholarship Reception; Faculty Lecturer/Performer Award; and the Academic.
- Scholarship funds are deposited into two accounts: A principal account from which the funds are withdrawn and a second account that earns interest. Dr. Armstrong said this interest fund could cover future breakfast expenses.

VOTE ON THE MOTION:  Ayes: majority.  No:  1  Abstentions:  0

2. 100% participation by Senate Board in Contributions:

To show support of the Senate Board, Dr. Armstrong recommended 100% participation by the Academic Senate Board in their contributions to 1) the General Fund, 2) the Scholarship fund, or 3) both funds. She indicated that 65% of the Senate Board currently make contributions.
Discussion/Comments:

A contribution letter was mailed to all faculty.
It was suggested that the contribution letter should be more strongly worded.
Every faculty member is automatically a member of the Academic Senate.
Academic Senate dues are not mandatory.
Contributions to the General Fund and/or Scholarship Fund show support for the work of the
Academic Senate. The minimum amount is $3.00. Cash or checks are accepted.
Future questions may be forwarded to Dr. Armstrong.
Contributions are tax deductible.

MOTION made by Jo Buczko and seconded by Pat Peach asking the Senate Board to
contribute 100% to one or both Academic Senate Funds.
Vote: Ayes: Motion unanimously approved.

2. Approve Patricia Lynn to Ad Hoc Reassigned Time Committee. Approved
3. Creation of Ad Hoc Academic Senate SLO Committee. President Dabelow said a Senate
   SLO Committee is needed and would presumably evolve into an assessment committee so
   that the issue of SLO assessment is kept in the hands of faculty and benefits both the
   Academic Senate and faculty.

MOTION approve Executive Committee Recommendations 2, 5, 7 and 8 as a whole made by
Mark Dodge and seconded by Jo Buczko. Vote: Unanimously approved.

Discussion:
SLO information should be moved up on the Senate agenda.
VOTE ON THE MOTION: Ayes: Unanimously approved.

5. Approve appointment of Carol Curtis to Accreditation Steering Committee: Approved.

6. Disciplines List/Forward to Board: President Dabelow has forwarded the changes to the
   proposed disciplines list changes to the division deans.

   E-Mail: President Dabelow will forward a copy of the disciplines list to the Board.

   Recommendations can be incorporated into discussion on this matter at the next Senate
   meeting on April 21.

7. Approve appointment of Yu-Chung Chang, Joe Conner, Janis Dwyer, Michele Ingram, Mike
   McClellan, Chuck Ward and Yoshi Yamato to the Matriculation Committee. Approved.

8. Approve appointment of Wayne Houlihan to the hiring committee for the laboratory aide in
   Auto Technology. Approved, see motion above. Approved.
VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1  President's Report: President Dabelow has received proposed (draft) changes in Title V, which include language change that would allow a student to have two repeat class. The second repeat opportunity would be the grade that would be counted. All the grades would show but the last one would be incorporated into the students GPA. The statewide Academic Senate has been diligently working on this. President Dabelow thanked Mr. Martinez for being a driving force on this issue.

Additional Comments: See Vice President’s Report

R-2  Vice-President’s Report given by President Dabelow on behalf of Dr. Bickley. College Coordinating Council:
The issue of plagiarism definitions were presented to the Council with a request for input. Presentation made on SLO charts and guidelines. Faculty received these guidelines on Flex Day. Feedback and or changes may be forwarded to the Senate Executive Committee.

CAPM: President Dabelow said Dr. Kossler shared with the Executive Committee a letter being written to the ASCCC, incorporating the “new and corrected figures” that will be sent to the system office from which ASCCC formulates our dues. This letter and a check for almost $1,000 will be sent to pay the balance for 2005-2006 dues. Future dues to ASCCC will be in the range of $3,800. In the past, the Senate’s membership/dues budget has been only $2,000 even though the amount of dues has increased yearly.

Dr. Kossler agreed that funding for payment to the Academic Senate Adjunct Faculty Representative should be part of the college operating expenses at a $50/per meeting rate. This amount should be added to the College’s general operating funds.

R-3  Secretary’s Report: Mr. Martinez said the Release Time Committee has reformed and will meet on April 5, Noon, to review examples of release time from various community colleges.

R-4  Treasurer’s Report: None
VIII. INFORMATION ITEMS

Mr. Martinez presented a copy of a letter from the Chancellor’s office which referenced student assessment or placement testing in English and math. The following quote was taken from this letter that read, “…There is a consensus among members of the Board of Governors that some changes to existing policies may be necessary” and “The Chancellor is directed to begin the process of evaluating the implementation of a system-wide uniform, common assessment with multiple measures of all community college students”. If this proposal goes forward there will be a statewide assessment tool for use by all community colleges for initial placement in English and math. It is not known where cut-off scores would be set or who would set them.

Discussion:
A statewide assessment tool should not have to be used by all community colleges in the same way. We should be careful.
Mr. Martinez said there is anecdotal evidence that students go from school to school to test and to see where they score best.
Fred Keene observed that while certain courses have the same name they do not have the same content. There are schools whose courses bear little resemblance to PCC. President Dabelow said a resolution on the issue had been drafted by the ASCCC Executive Committee to be voted on during Spring Plenary Session.

E-Mail to the Senate Board: President Dabelow offered to send all the resolutions presented by the Executive Committee to the Senate Board. There will be others that will come out of the area meetings.

2. Accreditation: President Dabelow had sent to the Senate Board by e-mail a request for involvement on the eleven accreditation committees. Six or seven volunteers have responded. More are needed. Senate representatives were asked to encourage the faculty in their divisions to participation in the accreditation process so faculty interests are heard. The standards changed in 2002 and SLOs are an inherent part of all the standards. Each writing group is supposed to have a minimum of one and a maximum of three from each of the constituent shared governance groups. There would be approximately 12 members to writing committee.

STANDING INFORMATION ITEMS
S1-1: CTA: No report.

S1-2: FACCC Report: Joe Conner reported that the president of FACCC will be a guest on his March 27 television program. Those who wish to speak with his guest may contact Dr. Conner.
S1-3: **ADJUNCT FACULTY REPORT**: None.

S1-4: **CURRICULUM COMMITTEE REPORT**: SLO coordinator, Carol Curtis, said there are approximately three more C & I committee meetings. The Committee will meet and talk about Distance Education on April 5th.

The C&I Committee is currently looking into a revision of the Web CMS form for development of course outlines so that it is more user-friendly and appears as a quality document.

Post SLO Surveys: Carol has been tallying up the response sheets. There was positive feedback on the discussion. Most feel happy to have met with their faculty. The Committee will discuss ways to help facilitate this type of conversation.

IX. **ANNOUNCEMENTS**

ASCCC Area C Meeting, April 7, East Los Angeles College.

ASCCC Spring Plenary Session, April 19-21, San Francisco.
Attendees: President Dabelow, Rita Gonzales and Mark Dodge.

ASCCC Faculty Leadership Institute, June 14-15, San Jose.
Dr. Bickley attended this institute last year and found it very helpful.

Intellectual Property Rights Workshop: Host: Joe Conner
April 29, 5PM – 7PM, Pasadena Hilton

**ADJOURNMENT**

Meeting adjourned at 4:30 PM.

NEXT MEETING: Monday, April 9, 2007.