# April 30, 2007

## OFFICERS AND MEMBERS PRESENT

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Academic Senate President</td>
<td>Kay Dabelew</td>
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<tr>
<td>Vice President</td>
<td>Jim Bickley</td>
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<tr>
<td>Secretary</td>
<td>Edward Martinez</td>
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<td>Treasurer</td>
<td>Ahni Armstrong</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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<tr>
<td>Counseling</td>
<td>Cecile Davis Anderson</td>
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<tr>
<td>Health Sciences</td>
<td>Tom Neiderer</td>
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<tr>
<td>Languages</td>
<td>Andrzej Bojarczak</td>
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<td>Languages</td>
<td>Loknath Persaud</td>
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<tr>
<td>Mathematics</td>
<td>Fred Keene</td>
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<td>Mathematics</td>
<td>Pat Peach</td>
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<td>Natural Sciences</td>
<td>Joe Conner</td>
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<tr>
<td>Performing &amp; Communication Arts</td>
<td>Rita Gonzales</td>
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<tr>
<td>Physical Education</td>
<td>Jessie Moore</td>
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<tr>
<td>Social Sciences</td>
<td>Susie Ling</td>
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<td>Social Sciences</td>
<td>Hugo Schwyzter</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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<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Adjunct Faculty</td>
<td>Mark Dodge</td>
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<tr>
<td>Engineering</td>
<td>Jason Norris</td>
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<tr>
<td>English</td>
<td>Took Took Thongthiraj</td>
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<tr>
<td>English</td>
<td>Ruoyi Wu</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Lee Hassija</td>
</tr>
<tr>
<td>Library</td>
<td>Dorothy Potter</td>
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<tr>
<td>Library</td>
<td>Judy Ohye</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Martha House</td>
</tr>
<tr>
<td>Performing &amp; Communication Arts</td>
<td>Tad Carpenter</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>David Uranga</td>
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The meeting was called to order by President Dabelow at 3:05 pm.

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

The Pledge of Allegiance was led by Tom Neiderer.

III. APPROVAL OF MINUTES

The April 9, 2007 minutes were reviewed and accepted as presented.

IV. PUBLIC COMMENT

Physical Education Division Dean Flyer: Individual Comments
Instructor, Terry Stoddard thanked President Dabelow for the bridge of communication between the Senate office and Physical Education. He said Physical Education instructors have strong concerns about the Division Dean flyer flown during spring break with a May 18 deadline. As a part of shared governance and student success both the Academic Senate and the division should have been consulted. The job description is not in line with the division’s unit plan, its educational motto and does not represent what the division has discussed about shared governance. This process should be “slowed down” and sent back to the division to provide an opportunity for input.
President Dabelow said the hiring policy for division deans requires the College President to develop and mutually agree upon a “common job description.” It does not demand that the members of the division be consulted. If consulted, the Academic Senate would consult with the division.

Instructor / PE Health Coordinator -- Bob Owens: P.E. has a large number of students enrolled in classes required for graduation. The referenced job description lacks reference to experience in health.

Associate Professor Greg Smith: Said most P.E. instructors feel this process is unfair and noted how other divisions have gone without a dean for one and a half to two years. He thanked the Academic Senate for its support in looking into this important matter.

Academic Senate Representative for Physical Education: Jessie Moore
There are currently a large number of positions being filled on campus and this process needs to be “protected” because this type of situation has and could happen to other divisions.

Jane Hallinger: There should be an Academic Senate resolution in opposition to administrative moving forward on job descriptions without input from the Academic Senate because this type of illegal action would invalidate the process.

President Dabelow said this matter could be added to the May 14th agenda as a request for approval of a “generic resolution” outlining a shared governance input needed for administrative positions. This action would be in time for the May 16th Board of Trustees meeting. Susie Ling said Dr. Kossler should know this matter is of great concern. President Dabelow said the Senate Executive Committee had expressed its concern at the last CAPM meeting, and Dr. Kossler profusely apologized if there had been a violation of procedures.

MOTION made by Fred Keene and seconded by Jo Buczko to refer the issue of maintaining the integrity of the hiring policy and procedures with particular reference to the Physical Education Division. Vote: Ayes: Motion unanimously approved.

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

1. Academic Senate Rank Committee Chair Ted James addressed the following.

The Rank Committee requests Senate approval of its spring 2007 change of rank recommendations. Assistant Professor: Jorge A. Encinas, William “Rod” Foster, Christopher McCabe, Ruoyi Wu. Associate Professor: Cathy Johnson, Kate Meehan. Professor: Laurie Burruss, Daniel Hamman. Professor Emeritus: Gregory K. Lee, Robert L. Wright, Robert
Navarro [approved 9/11/06]. Adjunct Assistant Professor: Virginia Berrettini, Cynthia Hsinmei Hsian, Iris Fiorito, Siv Meng Si Darlene Burton (retroactive from 2004)

MOTION to approve the Rank Committee’s recommendations for advancement in rank made by Joe Conner and seconded by Tom Neiderer. Ayes: Motion unanimously approved.

A “draft” Rank Committee memo/handout entitled “Proposal for Rank Change for Career and technical (Vocational) Instructors” addressing career and technical instructors currently ineligible for rank advancement was presented for Senate Board review and feedback to Mr. James to assist the Committee with making decisions in this area. The Sacramento office of VATEA is conducting a statewide community college search on how other colleges address rank for the career and technical educational instructors.

Senate Board input is requested about how to handle the submittal of a Professor Emeritus nomination for an instructor not currently at the required rank of Professor [Mikki Bolliger, Visual Arts and Media Studies]. Academic Senate records indicate Ms. Bolliger’s last change of rank was in Fall 1990 to Associate Professor.

There was discussion about whether the Senate Board should support the Committee’s decision, override the decision, or whether suggestions should be made to the Rank Committee about its guidelines. In the past, this type of nomination has been denied. There is no policy supporting rank advancements based upon individual accomplishments. President Dabelow said this matter is separate from the Career and Technical Education Instructor matter.

MOTION was made by Tom Neiderer and seconded by Fred Keene to support the decision of the Rank Committee to do what they feel is best for the college, and in this instance to deny the application for nominating Mikki Bolliger to the rank of Professor Emeritus for the next change of rank process (Fall 2007).

Mr. James said that Mikki Bolliger could apply for the rank of Professor. If approved, Ms. Bolliger could be nominated for Professor Emeritus up to six months after her retirement (June 2007).

VOTE ON MOTION: Ayes: Majority. No. 1 Absentions: 2

2. Curriculum and Instruction Committee chair Carol Curtis distributed a Resource Center Workshop flyer:
   Friday - May 11: 1PM-3PM, Teaching and Learning Center (V103)
   Rubrics: Hands on opportunity to work with colleagues on writing rubrics for courses.
   This workshop is in response to the Faculty Flex Day Survey responses addressing the
need for continued dialog.

Friday - June 1: 1PM-3PM, Teaching and Learning Center (V103)

Program SLOs and Assessment: Work with colleagues on writing program level SLOs (uploading SLOs to WebCMS) and rubrics to assess them. Most of the program SLOs were written for division unit plans.

Upon request, Ms. Curtis can provide assistance to divisions, small groups or individuals.

3. The SLO Steering Committee: Ms. Curtis said the Committee will hold its next meeting on Wednesday, May 2.

4. Ad Hoc Reassigned Time Committee: No report at this time. Edward Martinez said the Committee will meet Thursday, May 3.

5. Educational Policies Committee chair Jim Bickley presented two documents:
   Draft 5 of the Pasadena City College types and Definitions of Academic Dishonesty. The only change to this draft is item #4 which was shortened with the removal of some of the ambiguous material. The previous edition was submitted to the College Coordinating Council. The division deans have not seen these changes.

   The Report of Alleged Violation of Student Code of Conduct was changed to a “generic form” which can be used by both faculty and staff. Dr. Bickley said it would be at the discretion of the individual recognizing a violation on how a report would go forward. The Committee recommends a report be forwarded to a central coordinating point of reference such as the Office of Student and Learning Services. There was also a request that the Committee to provide an instruction sheet on the Report form.

Discussion/Comments:
- The two forms should be copied on colored paper that is easy to flag.
- Copies of the Report form should be made available within all division offices.
- Completed forms are to be forwarded to the Vice President of Student and Learning Services.
- The Committee recommends forwarding the forms so a violation record is maintained with a central coordinating point.
- The Student Code of Conduct mentions dishonesty, but it does not define it. The proposed definition would fit into the Student Code of Conduct.
- AS President, Natalie Courtey, suggests that the two forms be handed out to all students on their first day of class with the syllabus.
- There should also be web site access to the forms.
- Additional suggestions should be forwarded to Dr. Bickley for Committee review before a proposed vote at the next Senate meeting on May 14th.
6. CAFPE: Jim Bickley. Time, Place and Manner Policy. The Committee has been reviewing this policy. The latest draft was e-mailed to the Senate Board. Dr. Kossler has suggested he will go to the Board of Trustees on this matter even without the Senate’s support. Normally policy proposals are approved by shared governance groups through the College Coordinating Council. The Senate is the only group that has not signed off on this policy. The Committee is not ready to support this document because it feels it is too prohibitive and restrictive; the Committee would like to see a more open consultative committee approach to addressing this matter if the Senate is going to go forward with something similar to this document. The Committee needs more information pertaining to the proposed policy’s deficiencies. CTA and collective bargaining concerns relate more to working conditions. CAFPE will meet on Thursday, May 10th, 12PM. Dr. Bickley will present a summary of the first three committee meetings and ask the Committee to make its recommendation to the Senate Board. President Dabelow asked the Senate Board to be prepared to vote at the May 14th meeting on the forthcoming CAFPE recommendation.

7. Distance Education Committee: Alicia Vargas was unable to attend this meeting, so this issue will be delayed until the May 14th meeting. Handouts from the last Senate meeting included forms regarding online faculty evaluations. Feedback and suggestions may be forwarded to Alicia Vargas.

8. Vocational Education Committee: On behalf of Shelley Gaskin, President Dabelow presented two Committee proposals: 1) Change then name of the Vocational Education Committee to the Career and Technical Education Committee and 2) Adopt the attached policy regarding Advisory Committees.

MOTION made by Fred Keene and seconded by Pat Peach accepting the proposal to change the name of the Vocational Education Committee to the Career and Technical Education Committee.

Vote: Ayes: Unanimous.

MOTION made by Ahni Armstrong and seconded by Pat Peach to adopt the proposed Policy No. 3600: Advisory Committees for Career and Technical Education Programs.

Discussion: Community/advisory representatives are not always willing or able to chair the Committee. Usually the program director, who basically facilitates the meeting, is there by name only. Dependable faculty backup is needed. Comment was received that the advisory committees are comprised of members from the community, but they are not able to chair the committees effectively. The two-year term seems to be unnecessarily restrictive.
VOTE:  Ayes:  1     Oppose: Majority.   Abstentions:  2

MOTION made by Tom Neiderer and seconded by Ahni Armstrong.  Recommend that this matter be sent back to Committee to address the issues of 1) the two-year term limit and 2) faculty being able to serve as Committee chairs.  Approval by consensus.

Additional suggestions and concerns may be forwarded to co-chairs Shelley Gaskin or to Sandy Whitcomb.

VI.  EXECUTIVE COMMITTEE RECOMMENDATIONS

1.  MOTION made by Patti Lynn and seconded by Hugo Schwyzer to approve appointments to Accreditation Writing Groups.
  Vote:  Motion unanimously approved.

   Accreditation Writing Groups:  President Dabelow announced that in the Human Resources and the Facilities writing groups each need one more faculty member to make a total number of three faculty members for each group.  Interested faculty may contact President Dabelow.

   MOTION to approve Items 2, 3 4 under Executive Committee Recommendations made by Fred Keene and seconded by Joe Conner.
   Vote:  Unanimously approved.

   Item 5.  Recommendation to send a letter of sympathy to Virginia Tech.
   Joe Conner said his former education advisor for the Math and Science Upward Bound program (Jessica Ross), and her husband, are both Virginia Tech staff members.  MOTION made by Joe Conner and seconded by Tom Neiderer in support of this recommendation.  Vote:  Unanimously approved.

   6.  Investment Policy 5650:  This policy has been presented at College Council.  Such a policy is required by law in terms of college investments.  A copy of this document will be made available to the Senate on May 14 and will also be provided ahead of time.

   8.  Scholarship Reception: Proposed date and time: June 4: 5:00 PM – 5:45 PM.
   Last year the Senate recognized scholarship award winners at a reception prior to the Board’s last meeting of the academic year. The cost for refreshments last year was $155, and it has been suggested to have approved a budget of $200 for the June 4 reception.
MOTION made by Tom Neiderer and seconded by Patty Lynn in support of the expenditure of $200 for light refreshments. The Senate Board voted on having the reception from 2:30 – 3:00 PM.

Vote: Ayes: Majority. 2:30PM – 3:00PM: 9 votes 5:00PM – 5:45 PM: 4 votes

Sent to Committee:
1. SLO Committee: SLO Talking Points. President Dabelow asked for volunteers or recommendations for additional faculty representation on the Senate’s ad hoc SLO Committee.
Volunteer: Stephanie Hood (PACA).

VI. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report:
President Dabelow has spoken to English Division Dean Beverly Tate about the Senate’s ad hoc Connections Committee that Ms. Tate usually chairs. According to Ms. Tate the committee will do a faculty survey to determine what faculty connections already exist with feeder districts and will compile a list of general staff meetings at the feeder districts to which faculty may act as campus liaisons.

Two more faculty positions are needed on the Accreditation writing teams.

Board of Trustees Retreat:
There was an ARCC presentation given by President Dabelow and Bruce Carter. ARCC proposals are due May 4th. New proposals presentation should be made on the 4th along PFE grant renewals although later new proposals will be accepted.

An SBI report was presented. The Senate first opposed this report because it did not address the fact that the classes students were actually taking. The SBI has been changed to incorporate the courses that students actually take. Statistically, implementation of the SBI affects roughly 4% of the classes.

The Ad Hoc Accreditation Committee will sponsor an Accreditation Workshop on June 5 at Noon. Faculty will receive information about this accreditation process.

Plenary Session:
The Senate did vote down Creative Writing as a separate discipline from English with a vote of 51–56. Also voted down was the separation of Art History from Art as a separate discipline. Approved: Addition of Marriage and Family counseling to Counseling discipline
Search Committees:
The second level interview for Vice President of Administrative Services will be May 1.
The second meeting of the Presidential search will be May 4.

May 4, 11:30: E-Lumen presentation.
May 5: Asian Community Dialog in C233 from 9-11.

R-2 Vice-President’s Report: Dr. Bickley.
College Coordinating Council: There has not been a lot of activity from last meeting.
The Bookstore has been moved to the old Women’s Gym building. The Security offices have been moved. The Campus Center is scheduled to close the day after graduation. Plans for groups that regularly use these facilities should be developed.

R-3 Secretary’s Report: No report.

R-4 Treasurer’s Report: No report.

VIII. INFORMATION ITEMS

1. Reports from ASCCC Plenary Session will be delayed/deferred to the next meeting.
2. Natural Sciences: Concern over immigration procedures. Chemistry Department Coordinator, Debra Wood, made a presentation on behalf of her faculty and provided a handout regarding Dr. Khuloud Sweimeh being hired by PCC to serve as a one-year sabbatical replacement and then this year being hired for a tenure-track position. College assistance was provided to help her fill out her H1-B visa, but Dr. Sweimeh is now experiencing difficulty because administration refuses to sponsor her (or any employee) for permanent residency. Administration has offered varying explanations for its refusal to her for what is commonly known as green card status. The administration has recommended selfsponsorship or sponsorship by one of her colleagues and added it is not the practice of PCC or other community colleges to sponsor an applicant for permanent residency status, which could make the college liable for any criminal illegal action committed. Hiring policy and the union contract are not clear on these issues especially since changes in federal law since 9/11. The Senate Board approved two motions:

MOTION 1: made by Tom Neiderer and seconded by Joe Conner for the Executive Committee to investigate the facts and legalities of this issues and bring back recommendations on May 14th with more information on Dr. Sweimeh’s situation.
VOTE: Unanimously approved.

Discussion:
- Natural Sciences’ “original copy” of the job flyer does not list the information shown on a copy of the same flyer from Human Resources which notes that the Pasadena Area Community College district will not sponsor any visa applicants.
- To maintain the quality of their program for the benefit of their students, Natural Sciences does not want Dr. Sweimeh to leave. She is already receiving prospective job offers.
- According to immigration law, an employer does not have to prove there were no qualified U.S. citizen applicants for Dr. Sweimeh’s position (chemist in the organic chemistry program).
- Dr. Sweimeh is the first of her family in this country, and sponsorship by a family member is not possible.
- Physics Professor Jia Quan had been sponsored by PCC for her green card.
- Dr. Sweimeh’s attorney will not process her application if self-sponsorship is attempted since it will be rejected.
- President Dabelow said that visa requirements have become stricter after 9/11 and are much different now than in the past. It would be appropriate for the Senate to ask that this matter be investigated and brought back on the May 14th where a resolution could be taken in sufficient time for the Board of Trustees meeting on May 16.
- Dr. Conner asked that faculty research their files for information that could help the Executive Committee with this matter.
- It was requested that the District and the Academic Senate reach a mutual agreement on sponsoring tenure-track employees for permanent residency status.
- The hiring policy should be reviewed in regards to immigration status.
- Dr. Bickley said the Ad Hoc Hiring Committee would be an appropriate committee to send this matter to.

**MOTION 2:** made by Joe Conner and seconded by Tom Neiderer to send to the Shared Governance Committee the issue of immigration status in the faculty hiring policy. Vote: Unanimously approved.

**STANDING INFORMATION ITEMS**

**S1-1: CTA:** Roger Marheine said a Decertification Petition should be posted (by law, until May 15) in each of the division offices calling for a vote on the following: 1) keep CTA, 2) go to an independent, or 3) no union at all. CTA favors going independent (#2). This would save the college faculty over a quarter of a million dollars a year. The timeline is still unclear. Jane Hallinger said it would be best to complete this process before June 30. By May 15, the ballots will be mailed to everyone’s home, and the ballots will need to be returned to PERS. To win the election for an independent union, 50% of the people voting plus one is needed.

Jane Hallinger said the Ralph Story and Unsung Hero nomination deadlines have been extended to Monday, May 7th. The Ralph Story award has been in place over thirty years and the unsung hero award for over twenty years. This year no nominations have yet been received. The awards designate a faculty member and a classified support person to have given extra ordinary service to our PCC community.
Jane shared information on each award. The Ralph Story award application requires a nominee to have been on campus for ten years, and for ten faculty to sign the nomination form. The Unsung Hero nomination requirement signatures of five faculty and ten classified. The form can be written on in regards to extraordinary/helpful interaction to the institution.

**S1-2: FACCC Report:** Jane Hallinger. California is going into a budget crisis. The May Revise will experience cuts.

**Bills address:**
- Recommendation changing the term part-time to non-tenured faculty and allowing them to teach up to 100%. This is an issue which looks like an end-run against tenure.
- Reporting re the 50% law.
- Parity for adjunct faculty.
- Rehire rights for part-time faculty.
- Prohibiting community colleges from buying, selling or allowing the sale of any textbook on its campus unless the publisher of the textbook has publicly disclosed the book cost and the length of time for it stay on the market, etc.

**S1-3: ADJUNCT FACULTY REPORT:** None

**IX. ANNOUNCEMENTS**

1. Campus-wide smoking survey: Jo Buczko: Within the next week a brief campus-wide survey will be distributed regarding tobacco usage and attitudes about smoking and the campus smoking policies.

2. California Great Teachers Seminar: July 29-Aug. 3 Santa Barbara

3. ASCCC Faculty Leadership Institute, July 14-16, San Jose


5. Curriculum Institute: July 12-14, 2007 in Loews Coronado Bay Resort, Coronado, CA.

**X. ADJOURNMENT**

A motion to adjourn the meeting at 5:02 made by Fred Keene and seconded by Joe Conner.

**NEXT MEETING:** Monday, May 14, 2007