May 14, 2007

OFFICERS AND MEMBERS PRESENT

<table>
<thead>
<tr>
<th>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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<td>BUSINESS AND COMPUTER TECHNOLOGY</td>
<td>PATRICIA LYNN</td>
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<td>CEC</td>
<td>NADEGE WILLIAMS</td>
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<td>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
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<td>HEALTH SCIENCES</td>
<td>TOM NEIDERER</td>
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<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</td>
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<td>LOKNATH PERSAUD</td>
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<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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<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>SUSIE LING</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>Department</th>
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<tr>
<td>ENGINEERING</td>
<td>JASON NORRIS</td>
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<td>ENGLISH</td>
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<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
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<td>LIBRARY</td>
<td>DOROTHY POTTER</td>
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<td>NATURAL SCIENCES</td>
<td>MARTHA HOUSE</td>
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<td>SOCIAL SCIENCES</td>
<td>DAVID URANGA</td>
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<td>VISUAL ARTS AND MEDIA STUDIES</td>
<td>ROLAND PERCEY</td>
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I. CALL TO ORDER

The meeting was called to order by President Dabelow at 3:00 pm.

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

The Pledge of Allegiance was led by Pat Peach. Introductions: Richard Beyer (Special Services) Recognizing students at breaking point); Roger Marheine (CTA); Bob Miller (Dean of Academic Support); Ellen Ligons (Dean of Career and Technical Education); Shelley Gaskin (Chair: Career & Technical Education Committee); Bob McLean (Chair: Shared Gov. Committee).

III. APPROVAL OF MINUTES

The May 14, 2007 minutes were reviewed and accepted as presented.

MOTION made by Fred Keene and seconded by Edward Martinez to move up on the agenda:
1: Standing Information Item S1-1: CTA Report: Roger Marheine, and
2: Information Item #2) Dr. Richard Beyer: Special Services.
VOTE: Unanimously approved.

IV. PUBLIC COMMENT

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

Academic Senate Rank Committee Chair Ted James addressed the following -- Extending rank to those not currently able to advance. Specifically: Career and Technical Education. The Senate Board agreed to move this matter to the next meeting.
1. Ad Hoc Accreditation Committee: On behalf of Allen Dooley, President Dabelow said Mr. Dooley has set up an accreditation workshop for June 5, Noon, in the Terrace Room. Lynn Wright and Allen will talk about accreditation. The Accreditation Standards have changed from ten we had to the current four standards adopted in 2002. President Dabelow may be contacted by interested volunteers to be considered for one available writing group opening.

2. CAPFE: Jim Bickley – Time, Place and Manner Policy Procedures: “VOTE”
President Dabelow said this document has been discussed for several months and an e-copy was sent to the Senate Board members. CAPFE is bringing its recommendation to the Senate Board today. Dr. Bickley said CAPFE has not supported this policy because of its tone, the number of restrictions and limitations associated with it. He provided a handout of CAFPE’s recommendation that the Senate Board not support the proposed policy and requests that the proposal be studied, reviewed, and edited by a consultative committee composed of all campus constituency groups. The other three constituency groups have approved this policy.

**MOTION** made by Mark Dodge and seconded by Susie Ling to support CAFPE’s recommendation to reject this proposed Policy on Time, Place, Manner Regulation and that revisions to this policy be edited by a consultative committee composed of all campus constituency groups.

Comments/Concerns
It is possible that because Stephen Johnson was instrumental in writing this policy, student groups were supportive of it.
There is a current Time, Place and Manner Policy. CAFPE has never seen this document, and it is not posted on the school’s web site.
CAFPE supports free speech and an open campus atmosphere.
The policy was developed without consultation by the different campus constituency groups.
Dr. Kossler feels enough time has been given to this matter, and it will be presented at the May 16 Board of Trustees meeting even without Academic Senate support. Dr. Kossler is suggesting a policy review two to three years after the policy’s approval.
Administration argued that CTA was not a shared governing group even though it voiced the strongest objection.
The Classified Union never came to the table at the College Coordinating Council on this matter.

**VOTE ON MOTION:** Ayes: Unanimously approved.

Roger Marheine commended Dr. Bickley, the Committee and the Senate for their hard work and dialog on this matter.

1. Monitoring Committee: Dr. Bickley gave an update on an electronic resources and privacy
policy being prepared by a consultative committee on campus. This policy is in response to a proposed policy from Dr. Kossler and will address the issue of internet monitoring by administration. There is no internet monitoring at the present time. President Dabelow said the original policy shows a guarantee of academic freedom, but the new policy proposed by Dr. Kossler does not. Dr. Bickley will keep the Senate Board updated about this matter.

2. Distance Education Committee: Alicia Vargas – Online Faculty Evaluations: “VOTE” Ms. Vargas presented a committee recommendation for evaluating faculty who teach online with questions relevant to the online teaching environment. This evaluation would be used in place of student evaluations currently completed for on-campus courses. The Academic Senate is the consultative body because this is a union matter. CTA reviewed the questions and accepts the committee’s recommendations.

MOTION made by Andrzej Bojarczak and seconded by Jo Buczko to approve the recommendation of the Distance Education Committee regarding Faculty Evaluation Student Questionnaire. Vote: Unanimously approved.

The Distance Education Committee recommends three procedures to be incorporated into the Faculty Evaluation process when faculty who teach online are being evaluated.

1. For faculty who teach online, at least one of the peer evaluators must have online teaching experience.
2. For faculty who teach online, the evaluation team shall be able to observe the course as a student would during a designated time agreed upon with the faculty member teaching the online course.
   [This time would be worked out between the evaluation team and the faculty member being evaluated.]
3. For faculty who teach online, the evaluation team members would not have direct online contact with the students enrolled in the course.

President Dabelow asked the Senate Board to share these recommendations within their divisions; this matter will be added to the June 4th agenda.

3. Shared Governance Committee: Item 1:
Bob McLean presented a committee recommendation that the job description for the division dean of Physical Education be withdrawn. Disagreement has developed over language in policy #6300 that calls for a mutually agreed upon “common job description” for division deans between the College President and the Academic Senate. President Dabelow asked for a motion since this issue is time sensitive.

MOTION made by Joe Conner and seconded by Pat Peach to accept the Committee’s recommendation to withdraw the job description for the division dean of Physical Education.
Discussion:
As of July 1 the current dean will no longer be the presiding dean. An interim dean could be appointed.
An MOU is typically signed by the Executive Committee of the Academic Senate, the College President and the Chief Instructional Officer. This was not done in this matter of a “common job description.” President Dabelow said the current policy does not require faculty consultation. The Committee recommends there be faculty/division input for future division dean hirings. Physical Education instructor Jessie Moore said the current job description calls for the “eradication of Physical Education,” and it proposes a new curriculum that does not exist in the area of fitness. An interpretation of paragraph 1 could involve the Senate President being able to contact the division for input.

The Shared Governance Committee wants concerned faculty to be more directly involved. By changing a job description without faculty input would allow administration to impact division program development. If not withdrawn the job description would go to the Board of Trustees as a policy maker for a final interpretation.

VOTE on the motion: Ayes: Majority. Abstention: 1

Shared Governance Committee: Item 2:
. Committee recommended the sponsorship of Dr. Khuloud Sweimeh for permanent residency (green card) status.
. Dr. Sweimeh was hired for a tenure-track position as the most qualified instructor through a competitive hiring process.
. The job description did not include a statement that the school would not sponsor individuals for their permanent resident status.
. The college helped her with her application for H1B status.
. After teaching at PCC for a year, the school will not sponsor Dr. Sweimeh. Dr. Sweimeh can only be sponsored by 1) family [none in the country] or 2) an employer

MOTION made by Hugo Schwyzer and seconded by Tom Neiderer to support the Committee’s recommendation regarding the sponsorship of Dr. Khuloud Sweimeh for permanent residency (green card) status.

Discussion
There was no secrecy in the applicant’s status. Since the hiring committee didn’t reject Dr. Sweimeh for employment PCC should sponsor her permanent residency request. Twenty years ago Professor Jia Quan was sponsored by the college. Fullerton College has also participated in residency sponsorship. There is no current college policy addressing this matter. The proposed policy was made without faculty consultation.
Current college job fliers state the District will not support visa applicants. This statement was not on the job flier during the time Dr. Sweimeh applied.

Tom Neiderer referred to a 2006 dental hygienist flier which had a statement on it noting that “Employers obtain documentation from every new employee, which authorizes that individual to accept employment in the country. This requirement applies both to U.S. citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.” Since Dr. Sweimeh was hired with HR knowing she did not have a sponsor, Mr. Neiderer said that Dr. Sweimeh must have had all the necessary paperwork to be hired and if she didn’t have a sponsor she shouldn’t have been hired.

Mr. Neiderer supports administration sponsorship of Dr. Sweimeh’s permanent residency status.

VOTE on the motion: Ayes: Unanimous

4. Career and Technical Education Committee: Shelley Gaskin – Advisory Committee

President Dabelow said the Senate was previously presented with Policy and Procedures 3600 in regards to advisory committees and a concern had been expressed about term limits and who could serve as chair. Ellen Ligons, Dean of Technical and Career Education said that Education Code and state law mandates this process outlined in Policy No. 3600. At the top of the policy the Legal Authority is noted as California Education Code Section 70902, Title 5, Section 55600. A non-instructor (not faculty) must chair the advisory committee meeting. An honorary chair can be named on the day a meeting is held. Faculty should not be running the meeting.

Discussion/Comments

Ms. Ligons said it would be to a committee’s advantage to bring on new advisors. Some committees have had the same advisors for over 20 years. State law requires the committees to have a minimum of five advisors. Faculty need to work harder and earlier in the year to bring in advisors from other companies. Vocational funding can be removed from a program and reassigned to another program if a committee is not in compliance with the proposed policy.

In September, the advisory committees will send a listing of their advisors to Ms. Ligons. Past advisors may be listed as “guests.” Guest information may be received.

In answer to a question about the amount of time within which an advisor could return to the committee after completing his/her term limit, Ms. Ligons said a year would be adequate. The policy does not give a defined time of return. Because of work commitments, it can be hard for advisors to remain members for just a year. Committee meetings are to be held between September 1 and March 30. Data on committee meeting times and minutes is used to justify committee funding. Funding applications are sent out in May.
Comments/Concerns
There needs to be relevancy between the business and the course of program that advisors are representing. Advisors need to work in the area of the committee’s program and can speak to the technology being used, curriculum content, labor market projections, etc.

Education Code Requirement:
Faculty cannot be committee chairs or co-chairs.

To ensure attendance, one of the committees finds it helpful to send out an agenda to its advisory board members approximately a month before the meeting date along with a copy to the designated chair and additional notes.

Following the above discussion, Ms. Gaskin said the Committee would still want to follow through with its original policy recommendation.

The advisory committees are listed in the school catalog. Each one of the 75 Certificate of Achievement programs has an advisory committee.

Concern: Do our programs fit into the economy that is keeping the school competitive? Mrs. Ligons said the school is not required to do that, but it is a good idea. Mrs. Ligons said there is tremendous interaction at the annual Career and Technical Education breakfast. In attendance at this year’s breakfast was Assemblyman Portantino, the Mayor of Pasadena, the City Manager and Senator Jack Scott. There was discussion about the globalization of Career and Technical Education and the role that the state will play in terms of program funding.

**MOTION** made by Tom Neiderer and seconded by Fred Keene to accept the recommendations as given.

This year’s ARCC report showed that in the area of student success Career and Technical Education students are not finishing the courses with a C grade or better and are dropping out in high numbers. The other area of concern was with basic skills. Ms. Ligons has been asked to lead a Career and Technical Education Task force to address problems in CTE highlighted by the ARCC report. requested Mrs. Ligons to lead a task force to address this area. Joe Conner said communication with the San Gabriel Valley Economic Partnership would be a vital network partner because members represent all the San Gabriel Valley businesses. Mrs. Ligons indicated she does work with the Partnership.

**VOTE ON THE MOTION:** Ayes: Unanimous
5. Educational Policies: Academic Dishonesty Definitions. The Committee would like the Academic Senate to just vote on the definitions today. The definitions are cheating, plagiarism, fabrication, facilitating academic dishonesty, deliberately impeding the progress of another student, forgery, alteration and misuse of campus documents, records of identification, or knowingly furnishing false or incomplete information to campus personnel. President Dabelow said this matter would probably be point number three in the Student Code of Conduct Policy and Procedures. There is a due process procedure in place for students.

MOTION made by Joe Conner and seconded by Andrzej Bojarczak to approve the Academic Dishonesty definitions. VOTE: Unanimously approved.

6. Ad Hoc Reassigned Time Committee Draft Resolution is entitled: From: The Academic Senate of Pasadena City College to: The Administration and the California Teachers Association. The resolution calls upon CTA to advocate for, and the administration to accept, a definition of release/reassigned time and that specific release-time positions be incorporated into a future faculty contract. Mr. Martinez asked the Senate Board members to share this information with their divisions. The resolution is a place to begin negotiations. Questions and specific changes and additions to the resolution can still be made by contacting Edward Martinez at extension 7254.

7. Rank Committee: Recommendations extending the awarding of rank. This matter will be extended until the next meeting.

8. Equivalency Committee: President Dabelow introduced Equivalency Chair Susie Ling who created the Equivalency Statement. The Equivalency Committee receives the petitions from faculty regarding equivalence of experience that would allow them to teach on appeal even though they do not meet the traditional requirements. Ms. Ling explained the equivalency procedure and criteria for equivalency when individuals apply for faculty positions but lack the customary academic degree requirements. She asked for feedback from division faculty. Her extension is 7335.

The Committee wants to protect the profession and the quality of those hired to teach at PCC. The Committee also wants guidelines that can be on the school website showing why one would or would not present an equivalency petition. The three criteria of the guidelines are

- 1A: Equivalency of Degree/Course Work in Disciplines Requiring a Master’s Degree.
- 1B: Equivalency of Experience in Disciplines Not Requiring a Master’s Degree.
- 2: Equivalency by Eminence.

President Dabelow said equivalency cannot be granted to teach “a” specific course. She commended Ms. Ling’s ability to ensure the academic rigor of our faculty. Additional recommendations may be forwarded to Ms. Ling (Ext. 7335).
VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

The Senate Board voted not to support Policy 5650 until, in the spirit of shared governance, faculty representation on the district investment committee is specified.

MOTION made by Susie Ling and seconded by Joe Conner to not approve this policy/procedure until there is faculty representation in the process.

Motion passed unanimously.

AMENDMENT of Fred Keene to approve this procedure pending the inclusion of faculty representation on this committee was not accepted by Susie Ling.

Motion failed.

2. Appointment of Patty Lynn, Allen Dooley, Dorothy Potter, Tad Carpenter and Chuck Ward to attend the Strategic Planning Retreat on Friday, May 18 were recommended by the Executive Committee.

MOTION to approve these appointment made by Joe Conner and seconded by Tom Neiderer. Ayes: Unanimously approved. Note: Patty Lynn will be replacing Ahni Armstrong.

3. Approve resolutions regarding Dr. Kossler.

Comments/Discussion
President Dabelow recommended that the writing and wording of a resolution commending Dr. Kossler for his twelve years of service to the college be entrusted to the Executive Committee.

MOTION to approve such a resolution made by Loknath Persaud and seconded by Pat Peach.

President Dabelow said this motion will entrust to the Executive Committee the writing of WHEREAS clauses and the ultimate resolution as preliminarily outlined in this meeting to be presented to Dr. Kossler either on June 1 and/or June 7.

VOTE ON THE MOTION: Ayes: Approved by a majority: No: 1

4. Recommendation for Senate Board to make a contribution to a James Kossler Scholarship was made by Susie Ling. President Dabelow said a scholarship has been set up and part of the cost of attending the retirement dinner will go towards this scholarship. The
Executive Comment recommends making a monetary contribution to this scholarship fund on behalf of the Academic Senate. This is a Foundation based scholarship, not an Academic Senate Scholarship. Susie Ling said she would support an Academic Scholarship if Dr. Kossler donated funds into it and that there could be matching funds from the Senate. Dr. Bickley said he would support making a contribution to the existing scholarship versus establishing a Senate scholarship.

MOTION made by Tom Neiderer and seconded by Joe Conner to table the discussion about making a scholarship contribution until there is an understanding of what the scholarship is and how it will be used.
Vote: Ayes: Unanimously approved.

Sent To Committee:
1. Distance Education Committee: Training requirements for online teaching has been an issue resolved without having to send it to committee.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

R-1 President’s Report:
President Dabelow: The Scholarship reception is 2:30 PM at the next Senate meeting on June 4th (before the Senate Board meeting). Senate representatives were asked to attend to honor scholarship award winners.

The Campus Change Network is sponsoring a mixer on May 24 in the sculpture garden.

R-2 Vice-President’s Report:
Dr. Bickley said it appears likely that the Time, Place and Manner Policy will be addressed before the Board of Trustees on Wednesday evening. Both Dr. Bickley and President Dabelow will be at this meeting and would appreciate support for the Senate’s position by the Senate representatives on both this matter and the Dr. Sweimeh issue.

R-3 Secretary’s Report: No report.

R-4 Treasurer’s Report: No report.

VIII. INFORMATION ITEMS

1. Plus/Minus Grading: Rebecca Morris: VAMS. Ms. Morris said her area talks periodically about faculty and student frustration with the grading system of final grades only being A, B, C, D, or F. Plus/minus grades cannot be given with final grades. Students are not getting the best possible grade upon transferring if they’re not able to receive plus/minus grades.
grades, making the current grading system imprecise. President Dabelow said the Academic Senate had conducted a full-faculty survey which resulted in a negative Senate Board vote on this matter about four years ago.

President Dabelow asked for this matter to be discussed at the next Senate meeting. The Senate may want to have a full faculty forum for a full discussion by anyone if deemed appropriate by the Board. Senate representatives were urged to talk to their faculty about this matter.

2. Procedures relating to recognizing students at a breaking point: In response to a request from the Academic Senate following the Virginia Tech tragedy, Special Services Psychologist Richard Beyer spoke about the signs of recognizing students at a breaking point.

PCC's psychological interns participate in a three-hour seminar on violence risk assessment with handouts and a 45-minute video which can be viewed upon request.

**Summarization/Warning Signs**

No one can accurately predict when an individual will become violent.  The best predictor of future behavior is past behavior.

Abrupt changes in behavior

Look for a pattern in behavior that might occur over time. This pattern can start subtly. The instructor should talk to the student after class or during office hours, but *not* in front of the whole class.

We have problems with people with whom we do not know their prior history and don't make themselves known to Psychological Services.

Is the person a male?

Age range is usually 15-24

Paranoid ideation (not usually well-founded)

Intense emotion connected with their comments.

Lower I.Q.

Attachment abnormalities -- often learned through journal writing

Early experience in childhood violence

Witnessed violence

Watching a lot of violence on TV or with video games

Does not have intense controls

History of firearms training (possible military experience)

Abrupt changes in behavior.

Upon request of Senate Board members, Mr. Beyer indicated he would prepare a summary of his presentation for distribution

Psychological Services is always available for consultation. Mr. Beyer’s direct extension: 7996.
STANDING INFORMATION ITEMS

S1-1: CTA: Roger Marheine

The CTA has met with independent union leadership, and they are of the same accord. Mr. Marheine has been in contact with the Public Employees Relations Board (PERB) which is in charge of the official decertification process. PERB attorney Shawn McKee is assessing the signatures collected for the initial phase for a petition to call for a vote to change union representation. After confirmation of the petition (30% plus one signatures of the collective bargaining unit) paper ballots will be sent to the homes of all faculty (hopefully by early June). The ballot choices are 1) stay with CTA; 2) go Independent or 3) no union at all. CTA supports a vote for #2 / go Independent.

CTA supports the need for faculty-friendly candidates for the fall 2007 Board of Trustee elections. CTA will provide legal services and support to Dr. Khuloud Sweimeh (Natural Sciences) who has been denied permanent residency sponsorship by PCC.

Comments from Richard Beyer

The new/proposed constitutional bylaws can be accessed under our Pegasus e-mail system: go to Noticeboards; go to Institutional Noticeboards; scroll down to faculty association where there are three documents – constitution (2pgs), bylaws (6pgs), and a letter of why we should go independent (written by John Smith at Rancho Santiago College).

Balloons: Faculty urged to vote for the choice of “Faculty Association.”


S1-3: ADJUNCT FACULTY REPORT: No report.

IX. ANNOUNCEMENTS

STANDING INFORMATION ITEMS
1. AGS: Representatives of the organization were not able to make a presentation
2. California Great Teacher Seminar: July 29 – Aug. 3, Santa Barbara
3. ASCCC Faculty Leadership Institute, June 14-15, San Jose

X. ADJOURNMENT

A motion to adjourn the meeting at 5:03 PM

NEXT MEETING: Monday, June 4, 2007