**June 4, 2007**

**OFFICERS AND MEMBERS PRESENT**

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
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<tbody>
<tr>
<td>ACADEMIC SENATE PRESIDENT</td>
<td>KAY DABELOW</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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<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>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
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<td>HEALTH SCIENCES</td>
<td>TOM NEIDERER</td>
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<td>LIBRARY</td>
<td>DOROTHY POTTER</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>SPECIAL SERVICES</td>
<td>JO BUCZKO</td>
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<td>VISUAL ARTS AND MEDIA STUDIES</td>
<td>REBECCA MORRIS</td>
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<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>ROLAND PERCEY</td>
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**OFFICERS AND MEMBERS ABSENT**

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<th>Category</th>
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<tr>
<td>CEC</td>
<td>NADEGE WILLIAMS</td>
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<td>ENGINEERING</td>
<td>JASON NORRIS</td>
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<td>LIBRARY</td>
<td>JUDY OHYE</td>
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<td>NATURAL SCIENCES</td>
<td>MARTHA HOUSE</td>
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<td>SOCIAL SCIENCES</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>SOCIAL SCIENCES</td>
<td>DAVID URANGA</td>
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I. CALL TO ORDER

The meeting was called to order by President Dabelow at 3:03 pm.

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

The Pledge of Allegiance was led by Fred Keene.
Introductions: Rich Beyer (Special Services Specialist); Peter Michael (Director of College Safety); Dan Meier (guest); Lee Reinhartsen (guest); Ted James (Chair, Rank Committee); Carol Curtis (Chair, Curriculum and Instruction and SLO Coordinator); Debra Cantarero (VP Classified Senate); Erin Garrovillas, Vice President, Associated Students.

III. APPROVAL OF MINUTES

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

1. AGS: On behalf of Chris Burnett, President Dabelow said that AGS has found five faculty advisors.

President Dabelow asked for Information item number 2 to be moved up on the agenda. MOTION in support of this request was made by Joe Conner and seconded by Tom Neiderer. Vote: Unanimously approved. Discussion: See VIII, #2.

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

1. Scholarship Committee Chair Joanne Kim announced that the Committee has recommended eight students to receive Academic Senate Scholarship awards. The Executive Committee recommends a scholarship amount of $1800 each. Keith Miller has made a donation of $5,000 to the Senate Scholarship Fund. The scholarships were made to the following students who were recognized at a reception by the Senate Board and Keith Miller prior to this Board meeting between 2:30 PM – 3:00 PM.

<table>
<thead>
<tr>
<th>Dean's Honors Scholarship</th>
<th>Keith Miller Educational Scholarship</th>
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<tr>
<td>Xin Xin Lu</td>
<td>Gabriela Castillo</td>
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<tr>
<td>Han Fu</td>
<td>Jia Li Mai</td>
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<tr>
<td>Connie Chung</td>
<td>Susana Noriega</td>
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MOTION was made by Patricia Lynn and seconded by Fred Keene to approve the Executive Committee's recommendation of funding eight scholarships for those recommended by the Scholarship Committee at $1800 each. Vote: Unanimously approved.

1. Rank Committee Chair Ted James presented a Proposal for Rank Change for Career and Technical (Vocational) Instructors. MOTION made by Tom Neiderer and seconded by Ahni Armstrong to approve this recommendation. Vote: Unanimously approved. MOTION made by Tom Neiderer and seconded by Patty Lynn to approve the recommendation by the Rank Committee for the advancement of Karen Holgerson (Languages Division) to the rank of Professor Emeritus. Vote: Unanimously approved.

2. Ad Hoc SLO Committee Chair, Cecile Davis Anderson presented a SLO Philosophy Statement which was presented as a draft during Flex Day that has been revised.
The statement's title has been expanded to include both Student Learning Outcomes and Support Service Outcomes. In supporting institutional effectiveness Support Service Outcomes will include some aspects of counseling, developing articulation agreements with other colleges, purchasing and duplication, and many other examples. The first paragraph emphasizes the leadership role of the Academic Senate. Paragraphs 2 and 3 address the parameters of outcomes. Paragraph 4 recognizes that data gathering and analysis will be used to inform instructors and not for faculty evaluation or to limit academic freedom. Paragraph 5: the school needs both a financial and philosophical commitment.

Discussion

The italicized wording in the statement was added after the last committee meeting. This wording should be the same font as the rest of the document. The collection of data or analysis would not be used as part of faculty evaluation. Faculty evaluation is required by the new accreditation standards to have an element where faculty are evaluated within the context of SLOs. The school's new evaluation procedure deals with this by having a section of the self-reflective part of the evaluation process address SLOs. CTA would recognize the Senate requesting the philosophy statement to be made a negotiated item.

There is an eLlumen study group, a subgroup of the SLO Steering Committee, which is investigating the possible purchase of the eLumen package. Once purchased, eLumen software will be a useful tool which is anticipated to be introduced to faculty through a training model at the next faculty Flex Day (September 25).

Many colleges have developed a philosophy statement.

MOTION made by Tom Neiderer and seconded by Dorothy Potter to approve the Philosophy Statement of Student Learning Outcomes (SLOs) and Support Service Outcomes (SSOs).

Discussion/Comments

What is the benefit to the students? What would the interpretation be by an outside observer?

Paragraph 2 references what SLOs are about. Dr. Conner said this point should be highlighted and “moved further up” on the statement.

There was discussion to amend the motion to reference additional modifications if needed and to make the document clearer.

Carol Curtis said there would not be much of a difference unless an instructor incorporates outcomes changes into the teaching of the course.

We are in the development (creation) stage of the SLOs.

Implementation is looking at what has been assessed and making whatever changes need to be made to make the learning experience better.

The statement’s purpose is to provide proof versus rationale.
Discussion/Comments Continued: Paragraph 3:
Reference to support service outcomes is not accurate because not all services on campus are equally important within the teaching/learning process.
Ultimately, all services are important in the teaching/learning process.
The philosophy statement shows us how best to approach the student learning outcomes process as a whole, using teamwork.
SSOs refer to indirect contact with students. Some aspects of counseling fall under this category.
Example: An articulation specialist produces documents to assist students with their education plans, transfers, etc, yet this person would not see the students directly.

Paragraph 5: This paragraph states the need for a financial/philosophical commitment. Some of the language in italics should be the same font as the rest of the document. (Carol Curtis)

The Committee's next task is to have talking points to promote the same understanding regarding the SLO vocabulary. The heart of SLOs is the assessment and how faculty members look at the assessment. Implementation: looking at what's been assessed and how to make the learning experience better is where this question is addressed.

VOTE on the motion: Ayes: Unanimously approved.

4. Shared Governance Committee: Recommendation Re: Policy regarding permanent residency status. President Dabelow reported on behalf of the committee on a policy for permanent residency status for faculty members. 1. Dr. Khuloud Sweimeh will be sponsored for permanent residency by PCC. 2. The Board of Trustees has “backtracked” on its earlier decision to develop a general policy of sponsorship of permanent residency for faculty members hired on a temporary visa. Dr. Jacobs said the Board needs more specifics about record keeping and tracking processes with regards to instructors seeking permanent residency status. This process has become stricter since 9/11.

Dr. Conner said that the current process would only allow for acceptance of applications from those who were U.S. citizens. He will check on how permanent residency status is handled at other schools.

3. Distance Education Committee: Alicia Vargas – Discussion of evaluation procedures. At the last meeting Ms. Vargas presented three points on this process. The committee is comprised of a Division Dean, member of the division, another faculty member (who does not have to be in the division). One of the two peer evaluators needs to be a faculty member who has taught online. No changes recommended to composition team; only one member needs to have taught online.
Bob Miller said the school has approximately 75 online courses. The campus has 130-140 faculty members who either teach online or use a course management system or blackboard system to web enhance their teaching. This year about roughly 240 courses have been offered and are taught by 75+ faculty members teaching solely online.

MOTION made by Mark Dodge and seconded by Pat Peach to approve the committee’s evaluation procedures. Vote: Unanimously approved.

Recommendation will be forwarded to CTA, which negotiates issues such as evaluations.

6. Ad Hoc Reassigned Time Committee: Edward Martinez presented a proposed resolution requesting that CTA and the administration place the issues surrounding release time on the agenda for future negotiations. He asked the Senate Board for its approval to reformat this resolution in the form of a letter from the Senate to CTA asking them to look at the issues of release/reassigned time and to bring it forward in the next round of negotiations.

MOTION made by Mark Dodge and seconded by Fred Keene to approve this recommendation.

Discussion: Recommendations for release time positions were received through discussions with various Senate representatives. The last half of page 2 of the handout refers to what is in place and the first half refers to proposed replacement. This information item will be presented to CTA or to its successor as a recommendation. It would be helpful to list the current amount or percentage of release/reassigned time.

VOTE: Passed unanimously.

7. Faculty/Lecturer Performance Committee: Recommendation of Grace Apiafi for 2007 Full Time Faculty/Lecturer Performance Award and Phillip Young for 2007 Adjunct Faculty/Lecturer Performance Award.

MOTION to approve these recommendations made by Ahni Armstrong and seconded by Joe Conner. Vote: Unanimously approved.

**VI. EXECUTIVE COMMITTEE RECOMMENDATIONS**

1. Appointment of Susan Hunkins to Human Resources Accreditation Writing Group beginning August 1.
2. Appointment of Nadege Williams to Facilities Accreditation Writing Group

MOTION to approve items 1 and 2: Patty Lynn/Fred Keene. Unanimously approved.

1. Investment Policy: Brought to Senate Board at its previous meeting. Dr. Kossler indicated before this is not a shared governance item but felt that input would be helpful. In the
procedures section – item #2 was added stipulating that meetings will be open to public with input allowed from interested parties. MOTION approving the Investment policy and procedures made by Fred Keene and seconded by Joe Conner.

VOTE: Ayes: majority. Abstention: 1) Edward Martinez

3. Academic Senate Contribution to Dr. Kossler Scholarship Fund:
Scholarship will be administered through the Foundation to students going into teaching. The Senate will present a contribution to Dr. Kossler at his June 7 retirement celebration.
The contribution would come from the General Fund because monies could not be withdrawn from the Senate’s Foundation funds which are specifically for the Academic Senate scholarships. This matter will be researched more.
Dr. Conner proposed a contribution based on matching funds with a minimum donation of $1800. Additional support was expressed in favor of this contribution amount.
MOTION made by Dr. Conner and seconded by Pat Peach for the Academic Senate to make a contribution of $1800 to the Dr. Kossler Scholarship Fund.

Discussion:
Concern was expressed by the Executive Committee's treasurer and secretary about the amount of the contribution at this time. President Dabelow suggested that maintaining reserve funds is important especially with large upcoming expenses. Example: The cost of catering for the Annual Senate Breakfast is $2,200+.
Fred Keene suggested giving $1,000.
VOTE ON MOTION: Motion passes by a majority vote.

Sent to Committee
Distance Education Committee: Training requirements for teaching online courses

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

R-1 President’s Report:
President Dabelow:
The Time, Place, and Manner Policy did not get discussed at the last Board of Trustees meeting. This matter was tabled.

President Dabelow presented a resolution of appreciation for Dr. Kossler to be presented at the June 7 retirement celebration. This resolution commended Dr. Kossler for his years of dedicated service and accomplishments at PCC. Fred Keene commended Kay Dabelow for the resolution wording.
R-2  **Vice-President’s Report:**
Dr. Bickley said the College Coordinating Council met on May 16: a new business item was the idea of getting heads up on emergency preparedness with the new safety chief. This will probably happen within the coming year through consultative committee, discussion, etc. Dr. Bickley confirmed that the proposed Time, Place and manner Policy has been tabled by the Board of Trustees.

*The Academic Dishonesty definitions may have passed through all groups by now.*

R-3  **Secretary’s Report:**  None

R-4  **Treasurer’s Report:**  Dr. Ahni Armstrong gave the following treasury reports:

- **General Fund Accounts:** $13,060
- **Scholarship:** 228,706

**VIII. INFORMATION ITEMS**

1. **Plus/Minus Grading:**  Rebecca Morris: The issue is that the Senate addressed this matter four to five years ago and that faculty voted down changing to plus/minus. Rebecca Morris said that her division (Performing and Communication Arts) would support reopening this matter.

President Dabelow asked the Board if it wanted to re-visit this issue again.

**Discussion:**

Dr. Bickley indicated the Educational Policies Committee would review this matter if instructed. The committee did not favor this proposal when last reviewed.

Mr. Martinez said because of it being late in the semester, it may be more appropriate to address this issue in the near future in the course of reviewing the Title 5 changes which may affect grading and degree policies. The matter was tabled until the Board of Governors had made its decisions regarding Title 5 changes.

2. **Student Disturbances:** Procedure for enforcement of student conduct. Dan Meier and Chief Peter Michael.

Dan Meier expressed concern about the bureaucracy with code enforcement and the resultant consequences and/or lack of consequences when a disruptive student is not removed from class or campus where he/she had been disruptive. “When does due process stop and action happen?” He cited an incident with a disruptive, homeless student discovered to have been living in the W building, who had a history of disruptive and intimidating behavior towards students, faculty, and security officers. He was eventually arrested by the Pasadena Police. He was recommended for suspension or expulsion. Chief Michael suggested that students be
cited for trespassing on campus if they do follow through with recommended visits to Psychological Services.

In response to concern expressed about student criminal violations, Chief Michael said there are problems in dealing with both criminal and District due processes. The due process procedure at PCC is very conservative. He cited a situation involving the arrest of a student in a sting operation in South Pasadena involving PCC security. Concerns were raised with the school's officers being involved in an incident such as this "off campus.” Faculty should also be apprised about “students of concern” in classes other than their own. Police and Safety Services maintain a threat assessment file which helps security keep track of reported conduct infringements including verbal, written and physical threats, stalking and following teachers home, and burglary. Disruptive conduct reports can be forwarded to Lisa Sugimoto’s office for additional tracking and handling. A committee has been formed that may recommend changes to the Student Code of Conduct so as to ease the process by which disruptive students can be dealt with. There are a number of problems to be addressed.

Kent Yamaguchi and Rich Beyer are developing a pamphlet to assist faculty with recognizing early warning signs of disruptive student behavior. The Senate will be asked to review this pamphlet.

Psychological Services is developing a document incorporating campus policy, psychological and student services. Faculty involved in this process include one adjunct and one full-time faculty. Disruptive students rarely will follow through with receiving advice to contact Psychological Services.

STANDING INFORMATION ITEMS

S1-1: CTA: Rich Beyer spoke about faculty concerns raised at last week's forum discussing a vote on the cessation of CTA coverage.

Insurance policies sponsored through CTA will most likely be carried forward until their renewal date, at which time new policies would be negotiated by the new faculty association.

CTA and faculty would like to have an election as soon as possible. An election date has not been agreed on. Ballots will be mailed to the homes of faculty.


S1-3: ADJUNCT FACULTY REPORT: At the ASCCC Spring Plenary Session Mr. Dodge participated in a discussion about remote learning. There is a big market for distance learning involving the military. There was also reference to people living in the wilderness (caves) that participate in distance learning.
Time, Place and Manner Policy: President Dabelow said the Associated Students are thinking about reviewing the policy again. The Classified Senate and ISSU are also discussing the possibility of re-reviewing this matter at their next meetings.

President Dabelow thanked the Senate representatives for their participation on the Board and wished them a good summer.

IX. ANNOUNCEMENTS

1. California Great Teacher Seminar: July 29 - Aug. 3, Santa Barbara
2. ASCCC Faculty Leadership Institute, June 14-15, San Jose

X. ADJOURNMENT

MOTION to adjourn made by Mark Dodge and seconded by Edward Martinez at 4:50 PM. Vote: Unanimously passed.

NEXT MEETING: Monday, September 10, 2007