## September 10, 2007

### OFFICERS AND MEMBERS PRESENT

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC SENATE PRESIDENT</td>
<td>KAY DABELOW</td>
</tr>
<tr>
<td>VICE PRESIDENT</td>
<td>JIM BICKLEY</td>
</tr>
<tr>
<td>SECRETARY</td>
<td>EDWARD MARTINEZ</td>
</tr>
<tr>
<td>TREASURER</td>
<td>AHNI ARMSTRONG</td>
</tr>
<tr>
<td>ADJUNCT FACULTY</td>
<td>MARK DODGE</td>
</tr>
<tr>
<td>CEC</td>
<td>NADEGE WILLIAMS</td>
</tr>
<tr>
<td>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>MARK KEEHN</td>
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<tr>
<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
</tr>
<tr>
<td>HEALTH SCIENCES</td>
<td>LORI GAGLIARDI</td>
</tr>
<tr>
<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>JUDY OHYE</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>FRED KEENE</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>PAT PEACH</td>
</tr>
<tr>
<td>PERFORMING &amp; COMMUNICATION ARTS</td>
<td>TAD CARPENTER</td>
</tr>
<tr>
<td>PERFORMING &amp; COMMUNICATION ARTS</td>
<td>RITA GONZALES</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION</td>
<td>JESSIE MOORE</td>
</tr>
<tr>
<td>SOCIAL SCIENCES</td>
<td>SUSIE LING</td>
</tr>
<tr>
<td>SOCIAL SCIENCES</td>
<td>DAVID URANGA</td>
</tr>
<tr>
<td>SPECIAL SERVICES</td>
<td>JO BUCZKO</td>
</tr>
<tr>
<td>VISUAL ARTS AND MEDIA STUDIES</td>
<td>YOLANDA MCKAY</td>
</tr>
</tbody>
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### OFFICERS AND MEMBERS ABSENT

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>BUSINESS AND COMPUTER TECHNOLOGY</td>
<td>PATRICIA LYNN</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>TOOK TOOK THONGTHIRAJ</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>RUOYI WU</td>
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<tr>
<td>LANGUAGES</td>
<td>LOKNATH PERSAUD</td>
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<tr>
<td>NATURAL SCIENCES</td>
<td>JOE CONNER</td>
</tr>
<tr>
<td>NATURAL SCIENCES</td>
<td>MARTHA HOUSE</td>
</tr>
<tr>
<td>SOCIAL SCIENCES</td>
<td>HUGO SCHWYZER</td>
</tr>
<tr>
<td>VISUAL ARTS &amp; MEDIA STUDIES</td>
<td>ROLAND PERCEY</td>
</tr>
</tbody>
</table>
GUESTS AND VISITORS

<table>
<thead>
<tr>
<th>SUPERINTENDENT/PRESIDENT</th>
<th>DR. PAULETTE PERFUMO</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESIDENT, CLASSIFIED SENATE</td>
<td>DEBRA CANTARERO</td>
</tr>
<tr>
<td>CURRICULUM AND INSTRUCTION COMMITTEE AND SLO RESOURCE CENTER</td>
<td>CAROL CURTIS</td>
</tr>
<tr>
<td>CHAIR, DISASTER RELIEF COMMITTEE</td>
<td>PAT PEACH</td>
</tr>
<tr>
<td>CHAIR, SCHOLARSHIP COMMITTEE</td>
<td>JOANNE KIM</td>
</tr>
<tr>
<td>EOPS, ASSISTANT DEAN</td>
<td>KATHY RODARTE</td>
</tr>
<tr>
<td>CTA</td>
<td>ROGER MARHEINE</td>
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I. CALL TO ORDER

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 Pat Peach.
Self introductions were made by Senate Board members, the Senate secretary, and visitors. President Dabelow introduced and welcomed President Paulette Perfumo.
Yolanda McKay will be a division representative for Visual Arts and Media Studies while Rebecca Morris is on sabbatical.

III. APPROVAL OF MINUTES

The June 4, 2007 minutes were reviewed and accepted as presented.

IV. PUBLIC COMMENT -- None
V. STANDING/ AD HOC/ CAMPUS-WIDE COMMITTEE REPORTS

1. Scholarship Committee chair Joanne Kim said funding and the number of scholarships for the two Academic Senate Scholarship Awards for transferring students has increased over the past four to five years with amounts ranging from $1,000 - $1,800. The Senate Board was urged to “give generously” to the Senate’s Scholarship fund.

<table>
<thead>
<tr>
<th>Academic Senate Scholarships</th>
<th>Requirements include</th>
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<tbody>
<tr>
<td>Dean’s Honors Scholarship</td>
<td>3.50 GPA and on the Dean’s Honor Roll for two semesters; 1-page essay,</td>
</tr>
<tr>
<td>Keith Miller Educational Scholarship</td>
<td>3.25 GPA; education major; 1-page essay</td>
</tr>
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2007 Active Committee Members: Joanne Kim (chair), Kay Dabelow (advisor); Jorge Encinas, Robert McLean, Pat Rose, Sarah Miranda, Paula Smith, Angela McGaharn, and Xiaodan Leng.

2. Equivalency Committee Chair Susie Ling said this Senate committee reviews new faculty faculty applications for equivalency if they do not meet the established state standard. The equivalency process has never been written down and is more complex in the areas of music, art and vocational education. The Committee has drafted a proposed document for faculty and division deans; the Senate Board has been asked to share the document for faculty input. Equivalency questions/concerns may be forwarded to Susie Ling and Kay Dabelow. In response to Yolanda McKay’s question about the connection between equivalency and the pay scale, President Dabelow said the matter would be looked into further and information would be forwarded to Ms. McKay.

3. Disaster Relief Committee chair Pat Peach said the Disaster committee would like Senate authorization of one to two committee members to be able to approve and process disaster relief funding requests in a more timely manner. Pat Peach said the committee would like to send a donation in response to the Tahoe Community College Disaster Fund request for faculty victims of the Agoura fire, which occurred over three months ago. Jessie Moore said the Senate president should be one of the authorizing members. A procedural issue to be addressed at a later time would be to have an alternate committee member as part of future authorization processes.

**Motion** made by Jo Buczko and seconded by Jim Bickley to send $200 to the Lake Tahoe Community disaster fund. Vote: Passed unanimously.

4. Curriculum and Instruction Committee; SLO Resource Center coordinator Carol Curtis gave an overview of current committee processes and suggestions. Senate board members were asked to maintain ongoing communication with faculty about C & I updates. The WEB CMS form has been revised to make it more pedagogically intuitive for faculty.
Now incorporated on the form are the institution’s five degree outcomes. Faculty need to check which of their course outcomes match the degree outcomes. Degree outcomes have to connect to the course outcomes.

When a course is first going through the process, faculty will be asked to provide a written description about the connection between the course/degree outcomes in addition to checking the boxes.

Form Sign Off: A memo from Carol Curtis to the division deans will be sent out asking faculty to obtain Shelagh Rose’s SLO reviewing signature on the cover sheet.

Assignment Section: Faculty are now asked to write out several assignments and how they would pertain to course outcomes in Section B#17 rather than simply checking boxes. The C&I Faculty representatives have been provided samples.

Web CMS concerns:
Faculty can meet with Ms. Curtis to address concerns; Shelagh Rose can also be contacted.

Stand-Alone Course Certification Process: The new Title V regulations require that training for approval of stand-alone courses will take place at the local level. Carol Curtis will be trained on-line on September 20. She will then train the other committee members. The state requires this certification. Dr. Perfumo will then send notification to the state that the Curriculum Committee has been certified in this training.

Flex Day: September 25th
- This campus-wide event will incorporate faculty and classified staff.
- The morning/evening speaker is Dr. P. Scott Corbett from Oxnard College will talk about Learning Center theories.
- For the afternoon program, Dr. Jacobs’ office will send out a letter requesting faculty to bring an assignment showing what faculty do in their classes to demonstrate successful student learning. It is planned for these assignments to be kept in their respective division offices so other faculty members can see how their peers are assessing SLOs; a copy will also be kept in Carol Curtis’ office for reference during accreditation.
- Classified staff will participate from morning through lunch time.
- The library will be open from approximately 1PM-8PM.
- All day/evening classes are cancelled for this day.
- Adjunct faculty who teach on Tuesday will be paid for attending Flex Day.
- Adjunct faculty not teaching on this date are encouraged to attend Flex Day but will not be paid.
VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

**Motion** approving items 2, 3, 4, 5, 6, 7 and 9 made by Fred Keene and seconded by Mark Dodge. Vote: Unanimously approved.

1. Approve appointment of Shelagh Rose and Cecile Davis Anderson as co-chairs of the Academic Senate SLO Ad Hoc Committee; Kay Yee, Suzanne Brown, Russ Di Fiori, Salomon Davila, Stephanie Hood, Rita Gonzales, Maria Faccuseh, and Carol Curtis as members to the Academic Senate Ad Hoc SLO Committee.

President Dabelow said the Ad Hoc SLO Committee was created for the Senate to maintain a “strong role” in the SLO process.

David Uranga was instructed to speak to Cecile Davis-Anderson about joining this committee. This appointment can be approved at the September 24 Senate meeting.

**SLO Committees**

**College-wide SLO Steering Committee**
Members include: Jim Bickley, Krista Goguen, Kay Dabelow, Kay Yee
There is a membership balance between faculty and administration.
This committee makes major recommendations. Example: eLumen purchase.
The committee approves actions by a consensus, not by vote.

**Division SLO Committee**
Members: Faculty and administration. Division deans and one faculty member from each of the divisions.
The SLO Steering Committee and the SLO Division Council work together on SLO issues. This is college-wide.

**SLO Resource Center: Created Jan. 2007**
Coordinator: Carol Curtis
Team Members: Cecile Davis-Anderson [Student Learning Service area] and Shelagh Rose [Instructional area]
There have been prior discussions regarding SLO philosophy with Dr. Kossler.

**Academic Senate SLO Committee**
Created last spring.

**Motion** approving Item 1 made by Mark Dodge and seconded by David Uranga.
Vote: Unanimously passed.
2. Approve appointment of Jim Gonzalez to the Advisory Committee concerning the Sculpture Garden.

3. Approve appointment of David Uranga to the Bylaws Rules and Procedures Committee

4. Approve appointment of Leslie Tirapelle to the Academic Senate Technology Committee and to the Campus Technology Committee

5. Approve appointment of Krista Goguen to the Academic Senate Distance Education Committee.

6. Approve appointment of Jeff Rudisill and Rich Blankinship to the Digital Audio/Video Production Technician Hiring Committee.

7. Approve appointment of Lori Gagliardi to the hiring committee for Registered Nurse Specialist.

8. Co-sponsor accreditation town meeting: Kay, Allen Dooley, Carol Curtis, other faculty representation. Idea is to have forums or town meetings to discuss accreditation process to make the process college.

**Motion** to approve this item made by Mark Dodge and seconded by Pat Peach.
Vote: Unanimously approved.

9. Approve appointment of Jay Ferrell to the Computer Center Technician Hiring Committee.

10. Approve 2007-2008 Executive Committee and Retreat Member Recommendations for 2007-2008 Academic Senate Goals. The 2007-2008 goals and objections were developed by the Senate Executive Committee. President Dabelow asked the Senate Board to review these goals with their divisions. There is overlap between these two documents. Vote on the goals will be taken at the next Academic Senate Board meeting.

**Comments and Concerns:**

2007-2008 Goals Objectives:


Goal 3: Technology: Comments and concerns
Reword this goal to be more specific about infrastructure of technology.
Because of a lack of personnel, technological support response time is extremely slow.
Several years ago the Senate Board was advised by Administrative Services that there was no budget for repairs or worn out technological equipment or consumable items.

Goal 9: Support transition to new Superintendent President was added by President Dabelow.

President Dabelow said faculty should be aware of the faculty professional ethics policy. Title 5 changes will be reviewed and recommendations made.
Student Grades: Yolanda McKay asked if there would be a reference to student grades. President Dabelow said several years ago faculty voted against the plus/minus issue. The Curriculum and Instruction Committee will review this area. Mr. Martinez suggested waiting so that these concerns can be incorporated into other pending reforms based on Title 5 changes.

Release Time Concerns
Jessie Moore expressed concern that more faculty release time be available with so much emphasis on accreditation, and the need for greater faculty help and support with student success matters [example: remedial work]. A skills initiative grant submission, approved at the last Board of Trustees' meeting, will providing much needed money in this area if funded. President Dabelow said this concern will be looked at for incorporation into the objectives of the Academic Senate.

Dr. Perfumo is seeking release time information. Adequate release time is necessary to help faculty lead other faculty in the SLO process. President Dabelow asked Edward Martinez to provide last-year’s college-wide release/reassign time survey information to President Perfumo. Recommendations based on this survey had been forwarded to CTA last spring.

Dr. Perfumo has been invited by the Mayor to an area-wide task force meeting about growing gang violence in the community and other issues of concern, including that students are less prepared and need more help with basic skills. These concerns can be linked to various faculty issues, and she will need the Academic Senate's assistance in this area in the future. **Agenda request:** Dr. Perfumo requested to be added on the next Senate agenda for further discussion.

**SENT TO COMMITTEE:**
1. Educational Policies Committee: Amendment to program discontinuance policies and procedures (if agreed upon by all).
2. SLO Committee: Recommendation for eLumen data steward and training for the software. President Dabelow mentioned the eLumen software was purchased through the SLO Resource Center, and a training process will be developed.
3. Educational Policies Committee, Technology Committee, Distance Education Committee: Review on-line equity.
4. Educational Policies: Course Overlap

**VII. REPORTS FROM EXECUTIVE COMMITTEE**

**R-1 President's Report:** Time Place and Manner Policy: Following discussion with Board of Trustees President Connie Ray Castro in regards to the appropriate time to present the Time, Place and Manner policy, Dr. Castro agreed to withdraw this issue from Board
discussion on August 1 and wait until faculty were back on campus and able to attend the Board meeting. There was a welcoming celebration for Dr. Perfumo at the last Board meeting. Edward Martinez was congratulated for his leadership in the Academic Senate supporting changing course repetition to a third (instead of second) time at the state level. This Title 5 change was approved.

**R-2 Vice-President’s Report**: Dr. Bickley said in honor of shared governance, the Time, Place, and Manner document needs additional Senate review and discussion before it goes back before the Board of Trustees. After Senate rejection of this policy there have been additional changes not yet shared through the College Coordinating Council.

Privacy, Security and acceptable Use of Electronic Resources Policy: The Executive committee will discuss obtaining additional college-wide input about this matter. The monitoring of computer usage has been eliminated from the policy/procedures. Senate representative and division feedback is needed on this matter. President Dabelow thanked Dr. Bickley and Dan Haley for their work with this item.

**R-3 Secretary’s Report**: Handout provided for interested volunteers to serve on various Statewide 2007-08 Discipline Work Groups which will create high school to college articulation. Contact person is Julia Fretwell, Statewide Career Pathways Project Coordinator: Julia@statewidепathways.org. Lori Gagliardi has volunteered to serve on the Dental Assisting Work Group. President Dabelow said our faculty voices will be heard through statewide group participation.

**R-4 Treasurer’s Report**: None.

**IX. INFORMATION ITEMS**

1. Approve donation to the Metropolitan Community Action Services Corporation for the Fourth Annual Young African American Male’s Conference (YAAMC) on Saturday, September 22, 2007 at PCC. The Executive Committee received an information/donation request letter. A donation of $200 was approved last year. This conference will offer self-help, personal development, life, educational, and career skills workshops. Last year over 230 participants and their parents attended. This year’s attendance is expected to be 300+. Dr. Perfumo said she had received a very informative presentation about this conference from Beverly Tate, conference chairperson. Community outreach is necessary because statewide community college demographics show that our largest declining population is African American male students.

**Motion** made by Jessie Moore and seconded by Pat Peach to donate $200 to support the Metropolitan Community Action Services Corporation’s Fourth Annual Young African American Male’s Conference (YAAMC). Vote: Unanimously approved.
2. Request for donations for Academic Senate Meeting Refreshments: Susie Ling. This item was withdrawn.

3. American College Health Associations (ACHA)-National College Health Assessment Survey (NCHA): Jo Buczko. Student Health Services has asked the Institutional Planning and Research Office to assist with a survey to be distributed the week of September 24. This survey will be sent to a representational group of 1,000 students to provide information about common health and risky behaviors in relation to academic performance. This information will provide data to assist with targeting students in regards to their educational/health/environmental needs.

The fifty-five question survey was developed by American College Health Associations. Last Year Jo Buczko worked with the Health Services Association of the California Community Colleges to develop additional questions to add to the survey which would be more pertinent to community college students.

Example: What is your objective?
Who do you live with and who is helping you?
What kind of programs are your in, etc.?

IPRO will distribute a cover letter to randomly selected classrooms in all divisions and course levels about this survey on September 20. The survey will be distributed the week of September 24. Faculty support will be needed. This process will be handled after the class drop deadline and before midterms and the fall holidays.

3. Late Grades: Kathy Rodarte of the EOP&S office addressed the faculty Senate about the serious consequences of late grades. She provided vivid examples of the implications to students when grades are not turned in on time by faculty. President Dabelow said division deans are sent a reminder from Dr. Ramey's office informing them which faculty are late in turning in their grades. Pat Peach said instruction to division secretaries about this matter should also be addressed. The Senate board asked the Professional Ethics Committee to draft a statement to faculty on this issue.

Lori Gagliardi said she worked at a private college where faculty were “fined” if their grades were not timely submitted.


STANDING INFORMATION ITEMS
S1-1: CTA: Roger Marheine provided an update on the status of the faculty union. He urged all faculty members to mail in their ballot on choice of union representation if they have not yet done so. He also forcefully denied the position of some CTA advocates who contend that disaffiliation with the state CTA will have ramifications for faculty participation in STRS. The amount of dues needs to be reassessed. The rising cost of fighting legal actions [Example: lawsuits by a “Right To Work” organization which is hostile to unions] has continued to cost PCC faculty tens of thousands of dollars in litigation fees. Mr. Marheine said he can be contacted to talk to individuals “directly.”


S1-3: ADJUNCT FACULTY REPORT:

IX. ANNOUNCEMENTS


X. ADJOURNMENT

MOTION to adjourn made by Mark Dodge and seconded by Fred Keene at 5:01 PM.
NEXT MEETING: Monday, September 24, 2007