October 8, 2007

OFFICERS AND MEMBERS PRESENT

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<tr>
<th>OFFICER OR FACULTY</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>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
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<td>ENGINEERING</td>
<td>MARK KEEHN</td>
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<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
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<td>LANGUAGES</td>
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<td>FRED KEENE</td>
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<td>PAT PEACH</td>
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<td>PERFORMING &amp; COMMUNICATION ARTS</td>
<td>TAD CARPENTER</td>
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<td>PERFORMING &amp; COMMUNICATION ARTS</td>
<td>RITA GONZALES</td>
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<td>SOCIAL SCIENCES</td>
<td>SUSIE LING</td>
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<td>SOCIAL SCIENCES</td>
<td>DAVID URANGA</td>
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<td>SPECIAL SERVICES</td>
<td>JO BUCZKO</td>
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OFFICERS AND MEMBERS ABSENT

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<th>OFFICER OR FACULTY</th>
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<td>CEC</td>
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<td>NATURAL SCIENCES</td>
<td>MARTHA HOUSE</td>
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<td>PHYSICAL EDUCATION</td>
<td>JESSIE MOORE</td>
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<tr>
<td>SOCIAL SCIENCES</td>
<td>HUGO SCHWYZER</td>
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<tr>
<td>VISUAL ARTS AND MEDIA STUDIES</td>
<td>YOLANDA MCKAY (Fall)</td>
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GUESTS AND VISITORS

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<tr>
<th>SUPERINTENDENT/PRESIDENT</th>
<th>DR. PAULETTE PERFUMO</th>
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<tr>
<td>VICE PRESIDENT, INSTRUCTION</td>
<td>DR. JACKIE JACOBS</td>
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<td>PRESIDENT, CLASSIFIED SENATE</td>
<td>DEBRA CANTARERO</td>
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<tr>
<td>PCC FACULTY ASSOCIATION</td>
<td>ROGER MARHEINE</td>
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CONTINUATION OF SUSPENDED SEPTEMBER 24 MEETING

V. REPORTS FROM EXECUTIVE COMMITTEE:

R-1  **President’s Report:** Deferred.

R-2  **Vice-President’s Report:** Dr. Bickley reported on the last College Coordinating Council meeting: 1. Stu Wilcox gave an overview of the final draft/report on collegiality and integrity issues. The committee did an honorable job with follow-through of recommendations from this process. President Dabelow said she would obtain an e-copy of this report to forward to the Senate Board.

2. President Perfumo announced the October 17, 4PM groundbreaking ceremony on the west side of campus.

3. Classified Senate mentioned two items: 1) mentor program and 2) Flex Day questions.

R-3  **Secretary’s Report:** Edward Martinez provided a Summary of Title 5 changes based on a document of 4/10/2007 (handout provided and available in the Academic Senate Office).

1. Grading Policies
   A. Sections 55022 and 55023 will permit a college to grade on a “pass-no pass basis”. It will replace the current “credit-no credit” designation.
   B. Section 55024 will restrict the number of times a student may withdraw from a course. It provides that if and when a student withdraws from a course three times and then enrolls for the fourth attempt the student must receive a grade. It also provides for not assigning a “W” when a student suddenly withdraws due to “discriminatory” treatment. The proposed policy does not clearly define what is meant by “discriminatory” treatment.
   C. Section 55033 will change the time frames for academic disqualification and progress disqualification. ...
D. Section 55040 provides for a course repetition policy that is much more like PCC's long-standing policy (PCC policy/procedures #4050.40) prior to the legal advisory from the System office that resulted in a restriction in repeat opportunities.

E. Section 58161 will permit community colleges to claim apportionment when a student repeats a course a third time to alleviate substandard grades. ...

2. Associate Degree Policies:
A. Section 55061 provides that the governing board of a community college must adopt a policy stating a specific philosophy on general education including “patterns of learning experiences”. ....Mr. Martinez’ interpretation was that PCC needs to establish majors under our associate degree program. The AA degree does not designate a student's major on the transcript and is viewed as a de facto liberal arts degree in general education. AS degree references on transcripts may mention a certificate earned but do not designate a degree earned in a specific field.

We will need a discussion as to what our degrees mean and how they should be titled.

B. ...There is an implied major modification to our current practice with regard to the CSU GE base and IGETC based transfer degrees. This move is supported by faculty at the statewide level (the Statewide Academic Senate) so that the UC and Cal State systems can’t dictate to the community colleges what Associate degrees should be. The degree completion process needs to be revisited. It’s possible an Associate degree could be developed to attach concerns about the UC and Cal State system into a combined format with major/specific disciplines or general majors.
Discussions initiated through the C & I Committee to be followed by Academic Senate review.

C. Section 55100 will permit a community college to develop “stand-alone” courses.....
Clarification on the meaning of this is being sought from the System office.
Senate representatives were asked to review these policies to enable future, substantive discussions.

R-4    Treasurer’s Report:    Ahni Armstrong gave the following report.
General Fund:  $9,091.    Scholarship Fund: $253,743.
At the New Faculty Orientation there were eighteen full-time and six temporary instructors.
2007 Annual Senate Breakfast Report:

140 Attendees:  Tickets:  84 sold / 56 comp tickets / Ticket Receipts:  $1,395 [included monies from the sale of flowers/centerpieces at the breakfast.
Expenses:  $1,395  Difference:  $-3,134 from the General Fund.

Comments:
Susie Ling: With the Senate being a non-profit organization, tickets to the breakfast should not be free – even for retirees and comp ticket recipients. President Dabelow said this concern can be presented to the Executive Committee for recommendation. The Breakfast has been a Senate event to honor retirees and faculty receiving teaching awards. The Senate Office utilized several creative ways to keep expenses down: Example: fewer floral arrangements were ordered for round tables (seat 10) versus rectangular tables (seat 6).

**STANDING INFORMATION ITEMS**

**S1-1: UNION REPORT:** Roger Marheine introduced Richard Beyer as co-chair of the interim board of the new PCC Faculty Association. Of the 596 votes: 383 voted for the Faculty Association to be the representative, 182 voted to remain with CTA, and 11 voted for no representation. CCA-CTA did not appeal the vote within the required ten-day period. The Pasadena City College Faculty Association is now the official designated representative for the collective bargaining unit for PCC staff and faculty.

An interim board has been established. An official incorporation of this board as an entity has been made according to state/federal guidelines. The board is functioning with original members from the CTA group and includes Richard Beyer and Jane Hallinger. A constitution/bylaws has been approved. The IRS has been contacted. Anderson and Anderson will remain as legal council until such time as the new board comes in.

A letter will be directed to the College designating the Pasadena City College Faculty Association as the official representative bargaining unit.

To keep control of money in the old banking accounts an audit will be made. A transfer may occur at a later date.

Liability insurance accounts to protect PCC faculty will be purchased.

Union dues are still being withdrawn.

Access to membership must quickly be established. The process of defining membership is being developed.

The old contract will remain in effect until the new collective bargaining unit process is established.

**Courier Request:** Dr. Beyer has made a correction request with the Courier, which falsely reported that the Pasadena Faculty Association (PFA) was trying to affiliate with AFT.

**S1-2: FACCC Report:** No report.

**S1-3: ADJUNCT FACULTY REPORT:** Deferred to next meeting.

**MOTION** to adjourn made by Mark Dodge and seconded by Tad Carpenter.

**Vote:** Unanimously approved.

1. **CALL TO ORDER / OCTOBER 8 MEETING**

The meeting was called to order by President Dabelow at 3:35 pm.
II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

The Pledge of Allegiance was led by Fred Keene. Introductions to guests: Debra Cantarero, Dr. Richard Beyer, Vice-President Kindred Murillo, Vice-President Jackie Jacobs.

III. APPROVAL OF MINUTES

The September 24 minutes were reviewed and accepted as presented.

IV. PUBLIC COMMENT

None.

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

1. Educational Policies Committee chair Jim Bickley referenced the class overlap policy. [students may ask to miss up to a quarter of the time spent in class over a week]. Recent changes in Title 5 suggest we need to update the policy to bring it in line with Title 5 changes.

Secondly, the committee will be addressing, along with the Distance Education Committee, equity questions some faculty have raised as to online classes, office hours, student contacts, etc.. Many of the issues are union matters, and the Committee will want to coordinate and talk with members of the new union about this matter.

The Program Discontinuance Policy: The Dean of Career and Technical Education and others feel this matter should be revisited to avoid a cumbersome, long-term process if faculty and students are not in need of a particular program.

2. CAFPE: Time, Place and Manner: Dr. Bickley said at the last CAPM meeting, Dr. Perfumo was open to bringing together various campus constituencies to readdress this policy and begin a systematic edit of it.

Electronic Resources, Privacy and Resources Usage policy was last being worked on before Dr. Kossler left the campus. An AAUP statement raised the matter of academic freedom with respect to restrictions on internet usage. Dr. Perfumo has suggested that we contact the California community College League to see if they have any recommendations for wording.

3. C & I / SLO: On behalf of Carol Curtis who was out ill today, President Dableow said the stand-alone training will take place on October 23.
4. The report on the Student Service Fund Board of Directors Meeting will be re-scheduled for the next Senate Board meeting.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Approval of Jeff Rudisill to the Curriculum and Instruction Committee representing Communication and Performing Arts.
2. Approval of Sharokh Bastani to the Faculty Technology Committee.
3. Approval of Eric Hanson and Tom Neiderer to the Faculty Technology Committee.
4. Approval of Naomi Garcia to Standard IIIA and Paul Martin to Standard IIIC Accreditation Writing Group.
5. Discussion and possible vote of approval of having a joint Halloween Party with the Classified Senate. Expenses not to exceed $200.
6. Senate fundraiser: Ceramic evening with Jim Gonzalez: November 16 –6PM-8PM. Expenses not to exceed $200.
7. Academic show of support of SB832 (Corbett) with a FAX to the Governor

MOTION made by Fred Keene and seconded by Mark Dodge approving items 1-4. Vote: Unanimously approved.

President Dabelow requested a motion to change the order of business so that Dr. Beyer could speak on the “What to Do” Brochure. (See: Section IX, Item 3).

MOTION in support of this request made by Mark Dodge and seconded by Jo Buczko. Vote: Unanimously approved.

MOTION approving item 5 made by Mark Dodge and seconded by Patricia Lynn. Vote: Unanimously approved:

Discussion: The Halloween party is scheduled for October 31st from 12PM-3PM. A notice is currently in the Bulletin. Location: White Tent in the Commons area.

Item 6. Ceramic Party – Friday night. Susie Ling said the Senate representatives may bring desert or coffee. Full attendance sign-up of $35 would net $700.00.

MOTION made by Jo Buczko and seconded by Ahni Armstrong approving this fundraiser and approving expenditures not to exceed $200: Vote: Unanimously Yes.

Item 7: President Dabelow has checked the Governor’s website, and found no evidence of the signing or veto of SB832. This bill requires textbook publishers to provide clear textbook pricing in all advertising. There must be a clear explanation regarding previous and new additions. The State
Academic Senate Office supports this bill. Dr. Perfumo said she did not see a problem with using school fax machines to send a show of support by fax correspondence.

MOTION made by Jo Buczko and seconded by Pat Peach supporting a FAX of support to the Governor for SB 832. Vote: Unanimously approved.

VII. INFORMATION ITEMS

1. Richard Beyer: “What To Do?” Campus Brochure: Dr. Sugimoto is waiting for input from the Academic Senate on finalizing this Brochure before sending it to Dr. Perfumo who will send it to the Board of Trustees. Consultation is needed from other members of the college community.

As a guide, Dr. Beyer said faculty will most likely encounter one of the following three items when having particular classroom problems:

1. Example: A student with Disabled Student Program and Services or a student protected under American Disabilities Act. A student with a qualified disability cannot have this disability disrupt an instructor’s classroom or disrupt student learning. Certain types of disorders may cause disruptions from time to time, and these disruptions are to be kept to a minimum.
   Any kind of classroom disruption violates the Code of Student Conduct: Writings, drawings, misuse of equipment, or anything else not protected.
   A disruptive student is not protected under the American Disabilities Act.

2. Example: A student who presents with abnormal or disruptive behavior, unknown to DSPS. Once identified, Dr. Beyer’s job is to work with both the instructor and student. (Diagnosis can include: anxiety, bipolar, substance abuse problem, abnormal verbal or written communication).
   Instructors noticing sudden behavior changes in a student should contact either Dr. Beyer or Dr. Yamauchi right away. Instructors will be encouraged to: 1) obtain a copy of a model syllabus in regards to what is expected in the classroom and 2) determine during the first class session if any students need special accommodations/academic adjustments and whether or not they’re working with DSPS. They must identify themselves with DSPS.

   Comments: Jo Buczko suggested the incorporation of physical emergencies in this brochure. Example: Seizures, etc.

President Dabelow said she would send an e-copy of this brochure to the Board and to the Executive Committee.

Dr. Beyer requested this matter be finalized by the winter term.
2. Vice President Kindred Murillo: Administrative Services Overview of the 2007-2008 Proposed Final Budget Summary (two handouts were provided). Vice President Murillo gave an in-depth and clearly delineated overview of the PCC budget recently adopted by the Board of Trustees. Copies of the presentation are available in the Senate office. V.P. Murillo also indicated that the Resource Allocation Committee will play a greater role than in the past in budget matters.

Expense and revenue items were reviewed:
- 2006-07 to 2007-08 comparison: Unrestricted General Fund Budgeted Personnel Positions
- 2007-2008 Summary of Total Appropriations
- General Fund – Unrestricted
- Assumptions
- PACCD Proposed Final Budget
- Expenditures
- Accountability Reporting for Community Colleges (formerly PFE)
- Restricted Categorical Funds
- Restricted Grants and miscellaneous
- Summary

Faculty who would like a copy of this information in Power Point and/or who have comments and recommendations about the Resource Allocation Committee may contact Mrs. Murillo. A budget web site is being developed.

VIII. REPORTS FROM EXECUTIVE COMMITTEE:

R-1 President’s Report: President Dabelow said Dr. Jacobs had given her a copy of the Education Strategic Plan for 2007-2017. In the Resource Allocation Committee meeting, Vice President Murillo had spoken about the Committee needing to be more than a resource for information distribution.

R-2 Vice-President’s Report: No further comment.

R-3 Secretary’s Report: No further comment.

R-4 Treasurer’s Report: No further comment.
MARK DODGE: He has spoken to some of his constituents re rank of adjunct assistant professor.
Some adjunct faculty on campus are from Harvard, Cal Tech and are full professors at these institutions but at PCC can only achieve the rank of adjunct assistant professor.
A higher rank designation for people like this might be appropriate.
IX. ANNOUNCEMENTS

1. Jo Buczko: Flu Shot Fliers have been made available for division posting. Cost: $15: Faculty Staff and Public. $10: Students. On Sale now. Date: Four days in last week of October. Nursing students will be assisting with administering the shots. Website Resource: Flu-Clinic indicator.

The National College Health Assessment has been sent out to 1000 students. 524 have been returned (receiving responses from 22 out of 39 classroom).

2. Area C Meeting, ASCCC, October 20, Pasadena Hilton Hotel: Attendees: Edward Martinez and President Dabelow, and possibly Jim Bickley. Other faculty members are welcomed.

3. Fall Plenary Session, ASCCC, Anaheim Marriott, November 1-3.

4. FACCC Institute Conference; immediately following the Area C meeting; same location

X. ADJOURNMENT

MOTION made by Mark Dodge and seconded by Fred Keene to adjourn the meeting at 4:55 P.M. Vote: Unanimously approved.

NEXT MEETING: Monday, October 22, 2007