Dec. 3, 2007

OFFICERS AND MEMBERS PRESENT

<table>
<thead>
<tr>
<th>Role</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>LEE HASSIJA</td>
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<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</td>
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<td>JUDY OHYE</td>
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<td>FRED KEENE</td>
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<td>PAT PEACH</td>
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<td>JOE CONNER</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>DAVID URANGA</td>
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<td>SPECIAL SERVICES</td>
<td>JO BUCZKO</td>
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<td>VISUAL ARTS</td>
<td>YOLANDA MCKAY</td>
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OFFICERS AND MEMBERS ABSENT

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<th>Role</th>
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<tr>
<td>ENGINEERING</td>
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<td>ENGLISH</td>
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<td>LOKNATH PERSAUD</td>
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<td>RITA GONZALES</td>
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<td>HUGO SCHWYZER</td>
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GUESTS AND VISITORS
I. CALL TO ORDER / OCTOBER 8 MEETING

The meeting was called to order by 3:07 pm.

President Dabelow extended her appreciation to the Academic Senate representatives for their service on the Board. She extended an invitation to share in the special refreshments and gifts.

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

The Pledge of Allegiance was led by Ahni Armstrong:
Introductions: Dr. Perfumo, Dr. Jacobs, Shelley Gaskin, Phil Ricards, Ted James, Dorothy Potter, and Debra Cantarero.

III. APPROVAL OF MINUTES

The November 19 minutes were reviewed and accepted as presented.

IV. PUBLIC COMMENT: None

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

1. Calendar Committee: Dorothy Potter presented drafts 1C, 2B, and 3C of the proposed 2009-2010 academic calendar. Math has proposed a variation “4”. A vote will be taken at the next Senate meeting.
Draft 1C: Saturday, Feb. 13th is a “Campus Closed” day reference was added to the middle column.
Draft 2B: No changes.
Draft 3C: The finals week for Spring 2008 is now highlighted in yellow.
Saturday, Feb. 13th is a “Campus Closed” day and was added to the middle column.
Version 4 [Alternative to Draft 3 – recommended by Math]: Start winter intersession January 6th, which would lengthen the intersession by three days.

Comments/Concerns:
Mrs. Potter asked that this information be shared within the various divisions in order to bring feedback to the next Senate Board meeting.
The Calendar committee is concerned with question of a change in the amount of pay for faculty having three extra days (less holiday time) with Alternative 4 being a union matter. Mr. Marheine was not prepared to give an answer at this time.
The compressed calendar would need to be re-evaluated with an intersession time adjustment. Would changing Intersession to 6 ½ weeks mean that all classes begin on Thursday?
Dorothy will ask at the next Campus Calendar Committee meeting about an inquiry for possibly moving the Lincoln Holiday.

Reassignment of Holidays
Can Veteran’s Day be linked to another holiday?
Some high schools have a week off before Thanksgiving to accommodate their student population that travels more frequently outside of the state during this time.
Dr. Perfumo said every college is issued a list of state allowed holidays and guidelines as to when these days can be held. Community Colleges have to observe a holiday a day or weekend of the actual event.

Flex Day Proposals: Fall: Tuesday, Sept. 8 Spring: Friday, June 1
Question: Will Flex Days be necessary?
A staggered summer intersession start better accommodates high school student enrollment, and keeps expenses down for lab and staff services.

<table>
<thead>
<tr>
<th>Drafts [votes]</th>
<th>1C</th>
<th>2B</th>
<th>3C</th>
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<tbody>
<tr>
<td>Math</td>
<td>0</td>
<td>2</td>
<td>15</td>
<td>Math unhappy with having 3 holidays in winter intersession. Prefer Flex Days to not be on a teaching day</td>
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<td>Bus &amp; Comp</td>
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<td>Flexible Do not favor Flex Days</td>
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<td>Flexible Concerns are similar to Math Division</td>
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<td>Prefer not to lose any Sat only classes Do not favor Flex Days</td>
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<td>VAMS</td>
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<td>Do not favor Flex Days</td>
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2. C & I Committee/SLO Coordinator: Carol Curtis

C & I

Fall Cycle: Added 13 new courses; changes to 38 courses; deleted 5 courses
Certificates: Changed 5 courses; added 3 new courses.
Held training mandated by new Title 5 regulation.
Ms. Curtis will work with new C & I Chair, Joe Futtner, on procedure for approving and changing new courses.
Ms. Curtis will continue attending sub-committee meetings, reviewing classes and doing SLOs.
SLO Checklist (handout) provided. This information is also available in another form on the recently distributed SLO Newsletter.
March 2008 Flex Day: Assessment will be discussed
Bloom’s Taxonomy and action information is available with Ms. Curtis.

SLO

Newsletter recently distributed.
Discussed: What faculty were doing with outcomes.
The Resource Center name now incorporates Assessment into its title.
E-Lumen Update: An implementation team is in place. Software has been purchased. Dale Pittman and MIS are working on this to get it installed into the server.
A small group of people from the campus will be trained with E-Lumen staff.
E-Lumen is a database and not an assessment tool.
The Division Council is key focus of staff attending a training retreat to be held at the end of February.

Flex Day: March 11, 2008
Morning: 2 hours: guest and main speaker Linda Suskey. She is an accreditation officer with expertise in assessment.
11-12 Workshops to focus on rubrics or direct or indirect assessment measures.
Will talk to Ms. Suskey about having a hands-on workshop with a smaller number of individuals so they would have access

LUNCH

1 - 3 Division discussions and work on rubrics or assessment

There will be discussions with Classified this week about how Flex Day can be most meaningful.

3. Educational Policies Committee: Jim Bickley. Handout of the Class Overlap Request Form with revisions added by the Committee on November 29 were presented. Title 5 changes have brought about a request from the office of Admissions & Records to comply with or they will not grant class overlap requests for spring 2008.

Recommended Changes to 12-3-07 Revision (Handout) Include:
Change wording: California Law to PCC Police in paragraph 1, line 1.
Overlap must not exceed one-eighth (not one-fourth) of the time a course meets in a given week ...
Part II. New reference to Instructors #1 and #2.
Part III: Form to be completed by Vice President of Instruction or Designee

Denial Reasons:
- Denied because justification was not adequate
- Denied - missed course work cannot be made up outside class time.
- Denied – other sections which do not overlap are available
- Denied - too much time would be missed from one of the classes

Final Process: Form must be returned to the Associate Dean of Admissions & Records in L113.

Comments/Recommendations:
Part III: change reference to Instructor #1 and #2 to Instructors of the above, two referenced classes.
Paragraph 1, Line 1: Reference to PCC policy should be changed to read PCC procedure.
Overlap requests could be honored if this process were agreed on today.
Form will probably be a carbon/multiple copy form.
So students won’t write below Part II, add a dashed line between Part II and III as a visual aid.
Denial Section: To flow better add “because ....to all four denial references.

MOTION made by Susie Ling and seconded by Fred Keene to accept the proposed revisions to the existing policy.
Vote: Motion unanimously approved.

4. Rank Committee: Ted James: Because of an application error, the Rank Committee is recommending approval of the fall 2007 application for change of rank by Stephanie Schmidt to Assistant Professor [Career/Technical].
MOTION for approval made by Joe Conner and seconded by Patricia Lynn.
Vote: Unanimously approved.

This committee is working on 1. Standardizing the process by which a student applies for and receives a vocational certificate, 2. Gathering information about the process by which the college tracks the process of students toward a certificate, and 3. Examining the tools the college provides to faculty to track student progress toward a certificate. Shelley also announced that March 18th will be “CTE Day” at PCC. Approximately 700 high school students from various high schools in the district will be on campus to explore the certificate programs available at PCC. This will be a good avenue to showcase the career and technical area. The Senate Board voted to support the idea of the “CTE” Day. The committee will continue its work with MIS and Student Services to help take advantage of existing
systems. It's possible the Committee can use Counseling's Action Planet system on a short-term basis to help them achieve some of their goals and succeed with their certificates.

MOTION made by Joe Conner and seconded by Jo Buczko that the Senate support having the March 18, college-wide CTE Day.

Comments:
Q: Will students be alerted about the next level [continuing education and/or employment] after PCC?
A: Ms. Gaskin said this program is still in the planning stages.
Q: What student grade levels will be involved in CTE Day?
A: There will be a combination of sophomores, juniors and seniors. This selection will be left up the individual schools.
Q: Can a list of the participating schools be made available to the Senate.
A: Yes: Feeder schools are located throughout the District -- including El Monte, Arcadia, San Gabriel and Temple City.

Note: Have task contact those businesses that would employ students participating in career and technical education programs.

Volunteers will include approximately 36 of the President's ambassador program representatives;

VOTE on the motion: Unanimously approved.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Appoint Virginia Heringer, Lee Hassija, Stephanie Fleming, Kaitzer Puglia, Russell Di Fiori, and Barbara Griffith to the Ad Hoc Title V Committee.
2. Appoint Cecile Davis Anderson to the Hiring Committee for Pass Coordinator
3. Ratify appointment of Rindy Kettle to the Hiring Committee for Laboratory Technician III

Ratification clarification: President Dabelow said that some appointments are presented on an urgent basis to the Executive Committee by the President for approval right away because of the time issues.

MOTION made by Fred Keene and seconded by Mark Dodge to approve items 1, 2 and 3.
Vote: Unanimously approved.

President Dabelow reported that the executive committee found: 1. that the President's car was an item negotiated in the new President’s contract, 2. many faculty members were unaware that the previous two presidents had a car provided by PCC, 3. many community colleges provide a car and/or transportation allowance to their presidents. 4. At the present time, the Board of Trustees is simply considering the possibility of providing Dr. Perfumo with some housing options to ease her move from the San Francisco Bay area to Pasadena. 5. Dr. Perfumo asked the Board of Trustees to remove the
issue of her housing from the agenda. Dr. Perfumo addressed the Senate and indicated her desire to return the car and seek an allowance so as to “clear the air” and move forward positively.

A handout showing the Union’s concerns about upper management perks and its disagreement with the president’s housing and car allowances were provided. Roger Marheine thanked Dr. Perfumo for removing the housing issue off the Board agenda. He asked for administration to look into the need of many new faculty to have adequate funding to secure local housing.

On behalf of Social Sciences, Susie Ling said the faculty were concerned about the President’s car and housing expenses and requested the Academic Senate to put down on record that there were concerns about these matters.

President Dabelow asked that Mr. Marheine explain the union position and statement (handout). Roger Marheine address: Major issues: Draft: presumption, perception and commitment to our student population. See handout. Hope special perks would not become a common practice.

MOTION made by Fred Keene and seconded by Pat Peach to convey to the Board the Social Science Division’s concerns.

Discussion:
Jessie Moore: Pleased to see the openness of the new administration and does not see anything unscrupulous about what’s happening now.

David Uranga: Welcomes this discussion and the openness of the new administration.

Joe Conner: Agrees with the above referenced comment and feels that in light of the collegiality and integrity report, this could be a good time to show the public there is collegiality among the various campus components.

Ted James: Engineering and Technology have an available, vacant home across the street from the school, which could be made available if the President were interested.

Dr. Perfumo added that she doesn’t want a car interfering with the outstanding work done at PCC and tarnishing its wonderful reputation.

The above-referenced discussion would not make the above motion moot in light of the President’s statement.

Jim Bickley: Dr. Bickley said he liked the atmosphere of cooperation and openness which has been expressed on both sides of the college today and looks forward to this type of dialogue continuing.
Fred Keene: A statement of concern should be investigated by the Senate. A clear concise statement from both the Senate and Union would show a stronger statement of solidarity.

Roger Marheine said the Union’s statement is a draft and is open to revision after which both leadership boards of the Academic Senate and the Union could agree upon.

Edward Martinez: There is a general sentiment that the Senate is trying to convey, not specifics. The Senate should welcome the president's initiative in light of her response to the situation.

VOTE ON MOTION ON THE TABLE: Ayes: 6 No: 10 Motion fails.

In light of having the President’s housing allowance taken off the agenda, Dr. Bickley suggested the Senate may want to develop a more “thought out” formulated motion.

MOTION made by Lee Hassija that there be a cap on the perks available to the school’s president. Motion fails due to lack of a second.

MOTION made by Mark Dodge and seconded by Jim Bickley for the Senate Executive Committee to monitor what is going on with this process until the next Senate meeting.

Vote: Ayes: Majority. No. 1. Motion passes.

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 **President’s Report**: President Dabelow and Vice President Bickley met with Dr. Jacobs to make a few minor changes to adjust the Time, Place and Manner Policy to get it “moving again.” It was presented at the College Council so that all of the constituent groups could take the slightly revised version of just the policy back to their groups for further discussion.

R-2 **Vice-President’s Report**: Jim Bickley: No report.

R-3 **Secretary’s Report**: Edward Martinez said the Ad Hoc Title V Committee will meet this Thursday.

R-4 **Treasurer’s Report**: Ahni Armstrong No report

VIII. INFORMATION ITEMS

1. California Basic Skills Resource Center: Brock Klein provided three handouts about a statewide basic skills resource center task force he was asked to serve on. The task force meeting was attended by a variety of individuals from community colleges throughout the state. There is support from a variety of
nonprofit organizations. The task force's goals are to look at the possibility of creating a statewide basic skills resource center. Three models for professional development were presented and are now under consideration. 1) National writing project; 2) Kellogg Institute dealing with developmental education; and 3) Washington Senate for approving the quality of undergraduate education. The Committee is developing a proposal.

A basic skills resource center has been proposed that will distribute information and provide resources for faculty in terms of professional development, knowledge building, and dissemination of information. Ideas or concerns may be e-mailed to Brock Klein for the Committee's next meeting.

2. “What To Do” Brochure: Guide For Faculty. President Dabelow said a vote on this matter would be for acceptance of the brochure, which has been developed through the Psychological Services office. Dr. Sugimoto did not want to go forward without the Senate's acceptance or support. MOTION to approve this Guide For Faculty made by Fred Keene and seconded by Mark Dodge. Vote: Unanimously approved.

STANDING INFORMATION ITEMS:

S1-1: Pasadena City College Faculty Association Report. Roger Marheine announced that membership in the new union continues to grow. It has exceeded membership in the old CTA. Negotiations on a new contract with the administration have begun. He expects negotiations to continue over the winter intersession. A faculty survey will be distributed to find out what particular issues faculty would like to have discussed. Mr. Marheine thanked Dr. Jacobs for her patience with this process.

S1-2: FACCC REPORT & PCCFA REPORT: No report.

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge. Committee is concerned about the state budget deficit, which usually means bad news for adjunct faculty. The committee needs facts and less rumors that it can work with.

Joe Conner announced a taping on Channel 56 with guests: Bob Cody, Chief Peter Michael, Tom (Verizon representative). This taping is to air Tuesday, December 3, 10:30 a.m. and 10:30 p.m. and will highlight technology updates and comments about developments after the Virginia Tech incident. Juan Gutierrez may be contacted for copies. Dr. Conner will see if President Perfumo can do a program before the end of the year. WEB Call letters: Pasadena 56.TV

IX. ANNOUNCEMENTS:

X. ADJOURNMENT: Motion made by Mark Dodge and seconded by Fred Keene. Unanimously approved. NEXT MEETING: Monday, February 25, 2008