February 25, 2008
OFFICERS AND MEMBERS PRESENT
Revised: March 10, 2007:  Page 4, paragraph 3

<table>
<thead>
<tr>
<th>ACADEMIC SENATE PRESIDENT</th>
<th>KAY DABELOW</th>
</tr>
</thead>
<tbody>
<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>BUSINESS AND COMPUTER TECHNOLOGY</td>
<td>PATRICIA LYNN</td>
</tr>
<tr>
<td>CEC</td>
<td>NADEGE WILLIAMS</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>TOOK TOOK THONGTHIRAJ</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>MARK KEEHN</td>
</tr>
<tr>
<td>HEALTH SCIENCES</td>
<td>TOM NEIDERER</td>
</tr>
<tr>
<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
</tr>
<tr>
<td>KINESIOLOGY, HEALTH &amp; ATHLETICS</td>
<td>JESSIE MOORE</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>SOCIAL SCIENCES</td>
<td>SUSIE LING</td>
</tr>
<tr>
<td>SPECIAL SERVICES</td>
<td>JO BUCZKO</td>
</tr>
</tbody>
</table>

OFFICERS AND MEMBERS ABSENT

| COUNSELING                      | CECILE DAVIS ANDERSON   |
| ENGLISH                         | RUOYI WU                |
| LANGUAGES                       | LOKNATH PERSAUD         |
| NATURAL SCIENCES                | MARTHA HOUSE            |
| NATURAL SCIENCES                | JOE CONNER              |
| SOCIAL SCIENCES                 | DAVID URANGA            |
| SOCIAL SCIENCES                 | HUGO SCHWYZER           |
| VISUAL ARTS                     | YOLANDA MCKAY           |
I. CALL TO ORDER

The meeting was called to order by President Dabelow at 3:08 pm.

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

The Pledge of Allegiance was led by Fred Keene.
Introductions: Crystal Kollross, Stuart Wilcox, Bob Miller, Christopher Ramos, Dr. Paulette Perfumo, Dorothy Potter, Phil Richards, Leslie Tirapelle, Debra Cantarero, Joe Futtner, Dr. Jackie Jacobs, and Michael Sansosti.

III. APPROVAL OF MINUTES

The December 3 minutes were reviewed and accepted as presented.
Correction noted by Tad Carpenter:
Pg. 3 / Division Chart: PACA Demands prefer not to lose any Sat only classes.
Additional corrections may be forwarded to the Academic Senate office.
Hearing no other corrections the minutes were approved as amended.
IV. PUBLIC COMMENT

President Dabelow announced item requests to be up on the agenda: 1) FACCC Report by Roger Marheine and the Calendar Committee report by Dorothy Potter and Phil Ricards.

MOTION to have first order of business, FACCC Report by Roger Marheine (Section VIII S1-1), and secondly a change in the order of the Standing Ad Hoc/Campus-Wide Committee Reports, allowing the Calendar Committee to make its report first (Section V, 1.)
Moved by Tom Neiderer and seconded by Pat Peach. Vote: Unanimously approved.

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

1. Academic Senate Technology Committee presentation made by Committee Chair Leslie Tirapelle: The committee members are focusing on changing the role of the committee to a focus on providing leadership for technology innovation in instruction. A committee proposal was provided that summarizes the new committee’s goals, its current and proposed function. The committee is working on common goals along with more cross communication. President Dabelow asked for the Senate representatives to review this proposal and to contact Leslie with any changes or recommendations.

The Committee uses a “wiki” to communicate with each other in a collaborative space to generate ideas and to share materials, meeting dates, blogs, provides resource information and links to any pertinent information that is discussed during the “open” committee meetings. Committee goals may be edited or added to on the “wiki”. It is hoped that the 2007-2008 goals can be implemented by the end of the year. The Committee’s focus is on instruction. The Committee members are learning new technologies. The next committee presentation will cover My Space and how students use this as a communication tool. The Library has a My Space page and uses this technology to reach out to the students.

Committee meetings are usually held at 12:00 PM on Thursdays in the Library Orientation Room. Dessert and coffee is Provided. The “wiki” has a link to the Campus Technology Committee.

The Committee has started work on an instructional technology inventory (location of smart classrooms, student use labs, computer upgrade list, etc.) and to assess the computer replacement plan. Direction from the Academic Senate will be sought for faculty input about various issues.

A vote will be taken at the next Senate meeting to endorse the committee’s proposal for its new direction. Suggestions may be forwarded to Leslie Tirapelle

2. Calendar Committee Chair Dorothy Potter reported that the Academic Senate Committee has made the following two calendar recommendations: Recommendation 1 is to adopt Calendar Draft 1C as revised on 11/27/07. Winter Intersession begins January 11, allowing faculty and staff to prepare for the winter intersession after the winter break and
also allows students to enroll. The summer session begins June 21. There is no break between the end of the spring semester and the beginning of the summer session.

Recommendation 2 is the unanimous recommendation of the committee that:
We not have campus-wide Flex Days unless there is a compelling reason.
One option is that a division could choose to have a retreat to discuss issues as necessary.
Regarding Winter Intersession and extending it to six and one half or seven weeks: The committee understands that this is a “union matter” and that the Senate will no longer need to consider this issue.

Dorothy relayed a suggestion from a Campus-Wide Calendar Committee member that in regards to concerns of classes that meet daily during the winter intersession, perhaps the instructors may wish to consider adopting a Tuesday through Saturday teaching schedule.

Discussion/Concerns:

The recommendations Dorothy has made are the recommendations from the Academic Senate Calendar Committee. The Board has not voted on these recommendations.

Fred Keene: Expressed concern that the Mathematic Division’s concerns were not taken into consideration and that winter intersession scheduling is now referred to as a union matter. This scheduling has been flexible with administrators in the past.

President Dabelow noted that Dorothy Potter’s reports were from the Academic Senate Calendar Committee for Calendar Draft 1C and the recommendations for teaching winter intersession classes from Tuesday through Saturday or extending the winter intersession time frame as being a union issue was information brought back from the College Wide Calendar Committee.
President Dabelow said she had sent out an e-mail to faculty asking them to contact their Academic Senate representatives about calendar issues. If a division vote has not been taken, the faculty should be polled for the representatives will be prepared to vote the “will of their division” at the next Senate meeting.

Phil Ricards asked if the Campus Committee decide to change final exam schedule so it would run from Monday through Saturday and not Saturday through Saturday. Dorothy said this recommendation is being considered. The concern about the number of instructional days needs to be worked out. Mr. Ricards encouraged Senate representatives to attend one of the open Campus Calendar meetings which are chaired by Lisa Sugimoto. Mathematics has a representative on this committee and is aware of the other issues.

Pat Peach asked if Mr. Marheine has provided any information in regards to the issue of extending the winter intersession time frame as being a “union matter.” Roger said that faculty would have to be paid more if their teaching time is extended past six weeks for the winter intersession. This matter would
have to be brought up in contract negotiations and the union felt that at this time it would not be a viable option.

Vice President Jim Bickley said at the College Coordinating Council and CAPM meetings, President Perfumo expressed a strong desire for Flex Days and suggested that at the next Senate meeting Dr. Perfumo could be asked to share her rationale for having Flex Days. Dr. Bickley stated he believed Dr. Perfumo's rationale was related primarily to the issue of building campus cohesiveness and collegiality. The Academic Senate Calendar Committee was aware of Dr. Perfumo's suggestion before making their calendar recommendation.

Ms. Potter encouraged division feedback on this matter and will return to the next Senate meeting for a vote on this matter. She acknowledged and thanked Mr. Keene for his comments on behalf of the Mathematics division.

Dr. Perfumo spoke in support of having Flex Days which provide a forum to collectively bring together the campus community to communicate and encourage understanding of important changes and directions of various campus programs and activities. Next year there will be a lot of focus around diversity and its importance for the campus to understand how to bring issues to the Board on diversity and how this will directly impact faculty.

3. Educational Policies Committee Chair Jim Bickley reported that the Committee will soon finalize its recommendations on class overlap procedures with the office of Admissions and Records. There is no current overlap policy in place. President Dabelow said the earliest to have an overlap policy (because of Title V changes) would be in the summer intersession.

Dr. Bickley also stated that the committee will soon have a recommendation on revising the Program Discontinuance policy/procedures. Various campus groups have asked that this policy be revisited so it can be circumvented if all groups agree that the program be discontinued. This would help us avoid having to conduct the currently required elaborate procedure.

4. Ad Hoc Title 5 Committee Chair Edward Martinez presented a committee update. New members are welcome from divisions not yet represented on the committee. Joe Futtnner from VAMS has volunteered to join the committee. The committee met during the winter session and has been reviewing current PCC practices in course repetition, grading policy, curriculum development, associate degree standards, and majors. Guidelines are needed to determine how a course can be added or deleted to PCC's general education guidelines. Math and English standards will need to be increased for students to get an Associate's Degree (effective Fall 2009). The committee will develop (with faculty input) clear majors and/or areas of emphasis. Resource information shows some schools with very broad degrees while others have very specific degrees.
The committee recommends revisions to policies 3200, 4050, and 4060. The committee will seek full college-wide input into policy development as these issues come before the C&I Committee, the Senate Board, and all shared governance groups. The next committee meeting is scheduled for February 28, 12PM, C225. Most meetings will be scheduled on Tuesdays and Thursdays at Noon. There is a college-wide Title V Committee (Chaired by Bob Miller) keeping track of changes. Mr. Miller noted there will be ongoing Title V changes which will be addressed by both the Academic Senate and Campus Wide Title V Committees.

5. Elections Committee chair Pat Peach reported that all Senate offices are open for election. The nomination period is open from March 3, 2008 to March 10, 2008. An Intent to Seek Office form must be completed and is available in the Senate office. Ballots will be distributed on March 24 and will be due on April 2. Election results will be announced on April 10.

MOTION for approval of the nomination process made by Tom Neiderer and seconded by Jo Buczko.

VOTE: Unanimous Approval. MOTION passed.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Ratify Ahni Armstrong and Patricia Lynn to attend ASCCC Vocational Education Leadership Institute: March 6-8, 2008
2. Ratify appointment of Susan Briggs to the Data Controller II interview committee
3. Ratify appointment of Leslie Tirapelle, Sandy Haynes, Allen Dooley to Distance Education Web Specialist Hiring Committee.
4. Ratify appointment of Regina Cooper to the Hiring Committee for Pass Coordinator.
5. Ratify appointment of James Aragon to the Feasibility Study Committee: Arming PCC Police
6. Ratify appointment of Krista Walter and Debra Folsom to Sustainability Committee
7. Ratify appointment of Ahni Armstrong to Budget Planning Committee

MOTION to ratify Items 1-7 made by Fred Keene and seconded by Mark Dodge

Vote: Unanimously approved.

8. Hosting a reception for visiting Chinese faculty: President Dabelow was part of a group with Dr. Jacobs, Dr. Young and Amy Yan and a number of international students working with faculty from China that wants to send teachers on a regular basis to PCC in the summer for a special summer learning program. This program is expected to go forward. It would be a gracious gesture for the Academic Senate to sponsor a small reception for the visiting faculty. The program is scheduled for July and part of August. The reception would probably be in July. The Senate Executive Committee is supportive of this gesture.

MOTION made by Andrez Bojarczak and seconded by Ahni Armstrong approving that the Academic Senate sponsorship of a small reception.

Vote: Unanimously approved.

9. Ratify approval of Kris Pilon screen printing with dessert. Academic Senate Fundraiser, Friday, March 28 from 6-9 PM in T200. Fee: $35. Make checks payable to PCC Foundation: Memo Section to Read:
Academic Senate Fundraiser. Susie Ling encouraging all Senate reps to encourage their division staff to participate in this event. Because of space limitations, there is space for 25 participants. Eleven staff members have signed up.

10. Graduation T-shirt fundraiser: President Dabelow suggested having an Academic Senate fundraiser based upon pre-ordering of graduation t-shirts with some kind of choice about the color of the t-shirt. MOTION in support of having an Academic Senate T-Shirt Fundraiser made by Fred Keene and seconded by Jo Buczko.

AMENDED MOTION: in support of having an Academic Senate T-Shirt Fundraiser and to consider having the t-shirts made with the words “PCC Graduate” (without the year) on them made by Fred Keene and seconded by Jo Buczko.

Discussion:
Pat Peach suggested T-shirts with the words PCC Graduate (without the year). Fred Keene agreed to having this suggestion added to the MOTION.

President Dabelow said that fundraiser t-shirts have been made available in the Bookstore in the past. She can talk with the Bookstore about providing this service. The company that provided the t-shirts in the past has been contacted about embroidering the left side of the t-shirts in gold with the words Pasadena City College College 2008.

VOTE ON THE MOTION: In favor: Unanimously approved.

Approval of two-year trial of assessment of Institutional Learning Outcomes: Stuart Wilcox and Crystal Kollross presented a proposal for the assessment of Institutional (Degree) SLOs. They shared a proposal methodology that a. delineates several “competencies under each of the Institutional SLOs titled communication, cognition, information competency, social responsibility, and personal development. b. The SLO Resource Center will identify rubrics developed by faculty for each competency. c. Faculty will be asked to assess one activity that measures one competency for each class each semester. d. Competencies and their rubrics will be entered into eLumen. The Senate board was asked to talk to members of their divisions about this matter and to make the handout information available. A vote of approval on this process will be entertained at the next Senate meeting. The Executive Committee recommends this matter be approved on a two-year trial basis and that a review be made of its function. Information copies can be requested of IPRO for division review.

**Sent to Committee**

1. CAFPE: Professional Ethics Workshops: As a note – in preliminary/draft accreditation report. Reference made that Senate has not done anything with this area and Committee did send to CAFPE that some kinds of forms/programs be addressed and brought to the forefront for discussion.
2. Rank Committee: Professor Emeritus Benefits. Professor Emeritus Angeloni has expressed concerns about dealing with particular retiree privileges and other issues. These matters are being reviewed by the Executive Committee.

VII. REPORTS FROM EXECUTIVE COMMITTEE: Reports Deferred

R-1 President’s Report: Kay Dabelow

R-2 Vice-President’s Report: Jim Bickley

R-3 Secretary’s Report: Edward Martinez

R-4 Treasurer’s Report: Ahni Armstrong

VIII. INFORMATION ITEMS

1. Faculty Diversity: an information handout was provided – entitled: Faculty Members By Racial and Ethnic Group.

2. Bob Cody presented information on the (Verizon) project to upgrade all telephone and computer systems at PCC. He presented a chart detailing the progress on this project for all buildings including CEC and CDC. He explained that the long-term goal is to provide faculty, staff, and students with a seamless state-of-the-art system that integrates phone and computer systems. Dr. Perfumo complimented Dr. Cody for his swift work and remaining under-budget. News and additional information is available on PCC web page under Staff Services/Network Infrastructure Upgrade Project and Project Schedule. The upgrade will give staff one telephone and one internet connection.

To give workers a wide open area to work, it would help the upgrade staff to come into an area where the station is “tidy” and free of breakable items. Exact scheduling dates are not available. Once the telephone and data systems are working, sometime in the fall the campus will be introduced to a system enabling them to receive voice mails, e-mails and faxes on the computer.

The first site to “come up” will be Facilities because it’s relatively small, easy to cable and there are a lot of people who work there that are “used to things going wrong.”

In some of the buildings the old wiring will have to come out before putting in new wiring. These will be some of the last buildings to “come up.”

Mark Dodge: asked about getting a wireless filter in the classrooms to discourage students from accessing information on laptops during class. Mr. Cody said the instructor should have a rule that there be no cell phones, computers or other wireless devices in the classrooms. Mark added this would cause the instructor to police the students.
Mr. Cody thanked Kindred Murrillo – Vice President of Administrative Services. He also thanked Dr. Kossler for leaving the campus in the financial position to accommodate the budgetary needs of the work being done.

President Dabelow announced that Mr. Cody has joined the faculty ranks and is now teaching History 7A.

April 1 community college rally in Sacramento: President Dabelow provided a handout entitled ASCCC President Mark Wade Lieu’s February 2008 update. It does mention the April 1 Rally For Education. The Executive Committee talked about this and are supportive of sending a rep from the senate to the Rally. The Senate Board was asked to think about sending a rep to this rally. There will be a vote on this at the next meeting.

STANDING INFORMATION ITEMS:

S1-1: Pasadena City College Faculty Association Report. Roger Marheine announced that he attends a monthly Southern Faculty Association meeting which is a loose-knit group of individuals from LACC, Santa Monica, Cerritos, Glendale and a number of other campus and they share information about what is happening on the main campuses and about the statewide budget.

Mr. Marheine thanked the Senate, Jim Bickley, and Dr. Jacobs for their hard work with the Time, Place and Manner policy.

Negotiations are going well between the new administration and the new union representatives. Issues of concern include: changes in adjunct conference hour; load compensation, CEC part-time pay, maternity leave, and a two-year contract. The next union meeting will be on March 6 at noon (most likely in the Forum). Notification will be sent out. Pat Peach noted that management and classified have received their pay increases and “great things are expected for the faculty.”

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

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge.

IX. ANNOUNCEMENTS:


2. ASCCC Spring Plenary Session: Apr. 17-19, Westin San Francisco registration fee of $395 due April 8th. Hotel Reservation Due by April 1. : Attendees: Jim Bickley, Mark Dodge, Ahni Armstrong and Kay will be attending. There is money for another interested attendee.

Topics of discussion for the next meeting: Executive Committee updates, Time, Place Matter, Jim Gonzalez fundraiser, Title V., etc.

X. ADJOURNMENT: Motion made by Mark Dodge and seconded by Tom Neiderer. Vote: Unanimously approved.

NEXT MEETING: Monday, March 10, 2008