March 24, 2008

**OFFICERS AND MEMBERS PRESENT**

<table>
<thead>
<tr>
<th>Role</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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<tr>
<td>Treasurer</td>
<td>Ahni Armstrong</td>
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<tr>
<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>CEC</td>
<td>Nadege Williams</td>
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<tr>
<td>Counseling</td>
<td>Cecile Davis Anderson</td>
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<tr>
<td>Engineering</td>
<td>Mark Keehn</td>
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<tr>
<td>Health Sciences</td>
<td>Tom Neiderer</td>
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<tr>
<td>Kinesiology, Health &amp; Athletics</td>
<td>Jessie Moore</td>
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<tr>
<td>Languages</td>
<td>Andrzej Bojarczak</td>
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<td>Library</td>
<td>Judy Ohye</td>
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<tr>
<td>Mathematics</td>
<td>Fred Keene</td>
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<td>Mathematics</td>
<td>Pat Peach</td>
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<tr>
<td>Natural Sciences</td>
<td>Russell Difiori</td>
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<tr>
<td>Performing and Communication Arts</td>
<td>Tad Carpenter</td>
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<td>Performing and Communication Arts</td>
<td>Rita Gonzales</td>
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**OFFICERS AND MEMBERS ABSENT**

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<tr>
<th>Role</th>
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<tr>
<td>English</td>
<td>Took Took Thongthiraj</td>
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<td>English</td>
<td>Roger Marheine</td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Lee Hassija</td>
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<tr>
<td>Languages</td>
<td>Lokenath Persaud</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Martha House</td>
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<tr>
<td>Social Sciences</td>
<td>Susie Ling</td>
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<tr>
<td>Social Sciences</td>
<td>David Uranga</td>
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<tr>
<td>Social Sciences</td>
<td>Phillip Ricards</td>
</tr>
<tr>
<td>Special Services</td>
<td>Jo Buczko</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>Yolanda McKay</td>
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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 Ahni Armstrong.
Introductions:  Dr. Jacobs, Dr. Perfumo, Joe Futtner, and Rick Van Pelt

III. APPROVAL OF MINUTES
The March 10 minutes were reviewed and accepted as corrected:
Correction:  Page 6: Item 2.  Delete the words Program Discontinuance and add Time, Place and Manner.

Request made my President Dabelow to change order of business to allow Rick Van Pelt to give his presentation:  See Information Item #2.  No objections were received.

IV. PUBLIC COMMENT
None.

V. STANDING/ AD HOC/ CAMPUS-WIDE COMMITTEE REPORTS
Elections Committee:  Pat Peach encouraged Senate representatives to remind their division faculty about returning their Senate election ballots by Noon, Wednesday, April 2.  There will be a Bulletin announcement.

Educational Policies: Dr. Bickley: Proposed Revised Program Discontinuance Procedures: Update: Committee is developing an “abridged version” of the Program Discontinuance Policy.
CAFPE: Dr. Bickley said the Time, Place and Manner policy was previewed at the College Coordinating Council. Most of Senate suggestions have been incorporated, and the policy/procedures may be addressed with a CAFPE recommendation at the next Senate meeting.

Ethics Workshops: A faculty ethics policy was passed several years ago. President Dabelow has suggested there be one workshop this semester and possibly one in the fall to allow a dialogue about the policy/procedures. It would be helpful for divisions to encourage workshops or division meetings to address unique situations within their disciplines. Also, the Committee needs new members. Committee volunteer names, suggestions or concerns may be forwarded to Dr. Jim Bickley, Kay Dabelow, or a member of the Academic Freedom and Professional Ethics Committee.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Approval of two-year trial period for competencies as suggested by IPRO.
   Accreditation requirements are required as a link to Institutional Learning Outcomes to our course outcomes. Chrystal Kollross and Stuart Wilcox indicated at a previous Senate meeting this link could be made using the competencies used as examples for the Institutional Learning Outcomes through a totally anonymous process. IPRO would be able to document students’ progress in achieving these competencies during their time at PCC.
   **MOTION** to approve a two-year trial period for competencies as suggested by IPRO made by Tom Neiderer and seconded by Fred Keene.
   **Discussion:** In response to a concern expressed by Pat Peach, President Dabelow said it is her understanding that the actual inputting of information would be handled by IPRO.
   **VOTE ON MOTION:** Unanimously approved.

2. Formal letter of thank you to Board of Trustees for no lay-off policy.
   **MOTION** Made by Fred Keene and seconded by Patricia Lynn.
   **VOTE:** Unanimously approved.

3. Approve appointment of Dan Meier and Bianca Richards to the Learning Assistance Center Assistant Hiring Committee.

4. Approve appointment of Barbara Griffith as an Academic Senate representative to the college-wide Consultative Committee on Facilities

5. Ellen Ligons: Participation in graduation ceremonies of CTE certificate recipients. On behalf of Ellen Ligons who was involved in an automobile accident and unable to attend the meeting, President Dabelow asked for a motion on this matter, to be followed by discussion.
   **MOTION** made by Tom Neiderer and seconded by Jessie Moore:
Discussion:
Certificates of Achievement are earned with 18+ units and sometimes up to 60. Occupational Skills Certificates (Formerly known as Certificates of Completion) are less than 18 units with the smallest being 4.

Comments were received both in favor and against certificated students participating in the graduation process.

- The Business and Computer Technology Division favors graduation recognition after the completion of 50+ units (equivalent to earning an AA or AS degree)
- Certificated Dental Hygiene students earn their AS degrees.
- Most students who earn their AS degree have also earned certificates.
- There are varying certificate levels that should be recognized.
- It is possible to earn a Certificate of Achievement without an AS Degree.
- Certificate earners are recognized through a division honors ceremony.
- Dr. Perfumo said a Certificate of Achievement can be earned with 18+ units and a Certificate of Completion could be earned with 18 or less units. She has received a Board of Trustee comment in support of recognizing Career and Technical Education students during Commencement. The Chancellor’s office counts the data from AA/AS degrees and Certificates of Achievement. The Education Code could be referenced in terms of certificate recognition.
- Commencement recognition of Certificate achievers could be a motivation factor in pursuing higher educational goals.
- A committee should be created to review the importance of this matter.

FIRST MOTION WITHDRAWN by Tom Neiderer and Jessie Moore.

MOTION made by Tom Neiderer and seconded by Jessie Moore for the development of an Academic Senate Ad Hoc Committee to discuss and review in a timely manner the possibility of CTE recipients participation in graduation ceremonies.

Discussion:
Commencement could be made much longer with participating certificate awardees. Certificate of Achievement and Degree achievers names would not be called twice during graduation. The commencement program could include the names of those individuals earning Certificates of Achievement and not having earned AA or AS degrees. If approved there would probably not be enough time to set in place commencement recognition of certificate achievers at this year’s ceremony.

VOTE ON MOTION: Unanimously approved.
6. Appoint Armando Duran to the Career and Tech Programs Committee

7. Appoint Jo Buczko to the Hiring Panel for the position of Buyer.

8. Appoint Debra Bronstein to the Ad Hoc Title 5 Changes Committee

**MOTION** made by Patricia Lynn and seconded by Ahni Armstrong approving Items 3, 4, 6, 7 and 8. VOTE: Unanimously approved.

9. Authorization of amount not to exceed $200 for 2008 Faculty Lecture Performance Receptions. The President’s office has agreed to match half of what the Senate spends.

- 4/8/08 Grace Apiafi Lecture (Full-Time) 12-1 Forum: Reception: 1-2 U Patio
  Performance: Indoor Cycling for Health and Fitness

- 4/24/08 Dr. Phillip Young Lecture (Adjunct) 1-2 Harbeson Reception: 2-3 C233
  Performance: Dead People Don’t Play the Piano and Other Truths About the Art of the Piano

Authorization of amount not to exceed $200 for each of the Receptions.

**MOTION** to approve the Academic expenses made by Patricia Lynn and seconded by Tom Neiderer. VOTE: Unanimously approved.

**Sent to Committee:** None

**VII. REPORTS FROM EXECUTIVE COMMITTEE:**

**R-1 President’s Report:** President Dabelow said the Career and Technical Education Day on March 18 was an unqualified success. It showcased what PCC has to offer.

1. **CAPM**
   - Retiree Concerns: President Dabelow said there is a committee working on developing better ways to recognize our retired faculty. The Library has developed data bases now accessible by retired faculty off campus.
   - President’s Car: This matter has been referred to a BOT subcommitee for evaluation.
   - Basic Skills Plan committee: Chair Amy Ulmer will be contacting President Dabelow for a date to give an update to the Senate. Dr. Perfumo said the plans for this process are due in to the Chancellor’s office by May 1st.
• Accreditation: There has been very limited faculty and staff involvement in the accreditation process. A series of focus groups for each of the standards will meet, beginning April 1 for two weeks to ensure increased faculty/staff/management involvement. Suggestions regarding accreditation may be forwarded to committee members Lynn Wright, Kathryn Dabelow or Jim Bickley. There will be open forums presented later in the accreditation process to allow for feedback and exchange of ideas about the draft accreditation report.

• At its recent retreat the Board of Trustees determined
  • that it was interested in
    o addressing an agenda item for a “smoke free” campus. The number of college campuses becoming smoke free are increasing.
    o a Zero Tolerance for Violence Policy: The BOT has expressed a need for such a policy: proactive policy and procedures.
    o Technology: Two outside agencies will be looking at technology here on campus: 1) instructional and administrative technchology and 2) organization technology systems. They will research and recommend relevant hardward and/or software so we can bring the campus into the modern age in terms of technologically organizing the campus. Faculty will have spring forums for input of their concerns.
    o Textbook Pricing: Patricia D’Orange-Martin is chairing the Senate’s Ad Hoc Textbook Committee addressing this ongoing issue for future feedback to the Senate.
    o Campus Sustainability Including Transportation:
      • that it would address matters within four categories: 1) legal accreditation audit category; 2) policy; 3) strategic new directions; and 4) Board government information and oversight.

• Campus Construction: Concern about the construction crews unnecessarily digging up the ground and recompacting it. President Dabelow said the current construction work requires repetitive digging and compacting. The underground utilities and footings are in place with steel to be delivered beginning in April.

• We have a new Trustee, William E. Thompson, who took oath of office on December 12. He is taking over for former Trustee Sue Miele. He has served as Mayor of Pasadena, and member of the Pasadena City Council, president of the Rosebowl Operating Company and as president of the Rose Bowl Aquatic Center. He is currently going through new Board member orientation.

• The Senate has received a “Thank You” for its continued support of the Young African American Males Conference.

R-2 Vice-President’s Report: Dr. Bickley will provide information on the Time, Place and Manner policy by or before the next Senate meeting.

Students have reversed themselves on the issue of safety officers carrying arms. President Dabelow said that a task force on this matter will begin to meet in mid-April. James Aragon is the Academic Senate’s representative on the task force and asked for Senate input at the last Senate board meeting.
R-3  Secretary’s Report: Edward Martinez gave an Ad Hoc Title 5 Changes Committee update about their review of various policies and drafting new versions to present to the Senate in the near future.
Policy 4050: Grading and course repetition: First draft shared with Dr. Perfumo and the Senate leadership.
Policy 3200: Nature and functioning of C & I Committee. The first draft is being revised and a first draft was recently presented to the Senate leadership and Dr. Perfumo.
Policy 4060 dealing with the nature and requirements of the AA and AS degree is being worked on.

R-4  Treasurer’s Report: Ahni Armstrong:
Faculty numbers for Spring 2008: Full-time: 399 Adjunct: 912
Total faculty being represented by the Academic Senate: 1311

VIII. INFORMATION ITEMS

1. Flex Day, September 29, 2009: Having a Flex Day in 2009-2010 was approved by the Academic Senate at a previous meeting. The College-wide Calendar Committee determined the September 29 date. Dr. Perfumo thanked the Senate Board for its support.

2. Rick Van Pelt gave a visual presentation on the new Center For The Arts building beginning with the Master Plan developed in 2000 and funded by the $150 Million bond measure, Proposition P. Since the passage of Prop P there have been some additional developments, some of which were illustrated through visual morphing in Dr. Van Pelt’s presentation. Elements from existing PCC architecture were included in the new design, which will advance the “architectural vocabulary” of the campus. The new building will have four levels accommodating Art, Music and Photography, a two-story recital hall with rehearsal space and lecture hall, the Little Theater, a digital advertisement board and ticket booth. Budget: Dr. Van Pelt indicated that rising construction costs had been met in a variety of ways, including refinancing, donations, shifting of funds, and incorporating V building as part of the idea of the arts center and maintaining Z building for the ceramics program.

Comments and Concerns
• Sustainability in environmental energy design will be maintained.
• It will not be necessary to replace all of the equipment in the affected instructional areas.
• The recital hall will seat 230
• A suggestion was received to update the V building to better complement the new building and the campus.
• Construction costs are constantly rising due to a number of factors (front end costs, sound enhancement and retention, LEED certification, etc.).
• At least $2 Million in donations will be needed. President Perfumo has been working with the
Foundation on this matter. She said there will be donation opportunities for campus employees. “Naming opportunities” for areas like the Art Gallery or the recital hall will be available for sizable donations by individuals or families. Dr. Perfumo or Elaine Chapman (Foundation) may be contacted about donations.

- The status of the Art Gallery is not known at this time.
- Dance will remain in the W building and has not been included in the current plan. Mr. Van Pelt said this is not impossible, but a change would be very expensive based upon dance program requirements.
- Approval by the California State Board of Architecture will be necessary. Audience comment included reference to the fact that standards for educational buildings are higher than for non educational buildings.
- Construction is expected to begin after commencement in 2009 and to end around the same time in 2011.

1. **STANDING INFORMATION ITEMS:**

S1-1: Pasadena City College Faculty Association Report. No Report.
S1-2: FACCC REPORT & PCCFA REPORT: On behalf of Roger Marheine, President Dabelow announced that a vote on the new faculty contract was made in favor of this matter by over 200-1. The dissenting vote was a principle vote made out of budgetary concern
S1-3: ADJUNCT FACULTY REPORT: Mark Dodge: Suggested information be obtained from the City of Pasadena about the installation of timed crosswalk signs because of the number of students currently ignoring the current one between Burger King and the campus.

VIII. **ANNOUNCEMENTS:**

2. California Great Teachers Seminar, Aug. 3-8, 2008: La Casa De Maria, Santa Barbara: Those interested may contact Mark Dodge. Fee: $930 – includes lodging, most meals, registration
3. ASCCC Spring Plenary Session: Apr. 17-19, Westin San Francisco. The Area C meeting is scheduled two weeks before this date (April 5).
4. FACCC: 2008 Teaching and learning Colloquium: April 4-5, Napa Valley College
5. Fundraiser with Kris Pilon April 4: 6-9PM, T-200. There are workshop spots still available. Senate representatives were encouraged to ask their faculty to participate. President Dabelow thanked Doug Haines for his support of this project. T-shirts or totes bags will be provided as objects to screen or other objects may be brought to work with. Desserts will be provided by Susie Ling.
6. Senate T-Shirt Fundraiser: President Dabelow has been in contact with the t-shirt vendor. Once the samples are received a flier will be distributed. The shirts will cost $16; colors available will be black, white or burgundy with gold embroidery of the PCC Logo, and Class of 2008. Pre-orders only. Motion to adjourn made by Mark Dodge and seconded by Fred Keene at 4:39 pm.

NEXT MEETING: Monday, April 7, 2008