April 28, 2008

OFFICERS AND MEMBERS PRESENT

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
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<tbody>
<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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<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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<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>LEE HASSIJA</td>
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<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCHZAK</td>
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<td>LIBRARY</td>
<td>JUDY OHYE</td>
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<td>MATHEMATICS</td>
<td>FRED KEENE</td>
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<td>MATHEMATICS</td>
<td>PAT PEACH</td>
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<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>RITA GONZALES</td>
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<td>SOCIAL SCIENCES</td>
<td>SUSIE LING</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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<tr>
<th>Department</th>
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<tr>
<td>SECRETARY</td>
<td>EDWARD MARTINEZ</td>
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<td>ENGLISH</td>
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<td>ENGLISH</td>
<td>ROGER MARHEINE</td>
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<td>HEALTH SCIENCES</td>
<td>TOM NEIDERER</td>
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<td>KINESIOLOGY, HEALTH &amp; ATHLETICS</td>
<td>JESSIE MOORE</td>
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<td>LANGUAGES</td>
<td>LOKNATH PERSAUD</td>
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<td>NATURAL SCIENCES</td>
<td>RUSSELL DIFIORI</td>
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<td>NATURAL SCIENCES</td>
<td>MARTHA HOUSE</td>
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<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>TAD CARPENTER</td>
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<td>SOCIAL SCIENCES</td>
<td>PHILLIP RICARDS</td>
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<td>SOCIAL SCIENCES</td>
<td>DAVID URANGA</td>
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I. CALL TO ORDER

The meeting was called to order by President Dabelow at 3:10 pm.

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

The Pledge of Allegiance was led by Pat Peach
Introductions: Debra Cantarero, Doug Haines, Alicia Vargas

President Dabelow gave a special thank you to Doug Haines for his support of the successful Academic Senate Scholarship Fundraiser/Screen Printing Workshop with Kris Pilon.

III. APPROVAL OF MINUTES

The April 7 minutes were reviewed.
Correction Noted: Page 8, section g, line 1: change “lack” to “length” ...where a significant lack of time has transpired...
The minutes stand as amended.

IV. PUBLIC COMMENT -- None

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

1. Title 5 Update: On behalf of Edward Martinez, who was absent, President Dabelow said the ASCCCC
Plenary session had provided a better understanding of the Title changes. Additional changes are expected from the May Board of Governor’s meeting. Two policies from the prior Senate meeting were provided electronically to the Senate representatives with expectation that these issues would be acted on by the Senate before the end of the semester.

Issue #1: 4050 Grading, Course Credit and Related Topics
Issue #2: 3200 Curriculum and Review

The Ad Hoc Committee on Title 5 committee is comprised of faculty representatives from various divisions and has the responsibility to address academic and professional matter Title 5 changes. In addition to Policies 4050 and 3200, the committee is addressing the issue of majors. Suggestions are being solicited from throughout the campus community.

2. Time, Place and Manner Policy/Procedures: Academic Freedom and Professional Ethics chair, Dr. Bickley, presented PCCFA Attorney’s argument for excluding “faculty” within the revised Time, Place and Manner Policy and Procedures. The attorney indicated that the policy was designed in particular to deal with students since faculty had protections already established in law. CAFPE has already agreed to this recommendation to remove reference to faculty in the policy/procedures. Reference to administrative staff was not taken out because PCCFA’s attorney does not represent administrative staff, only faculty. Classified Senate President, Debra Cantarero, said that Joe Probst has suggested that references to both faculty and staff be removed from the proposed policy.

The above recommendation will be presented to the College Coordinating Council which will be open to making minor and modest changes previously submitted including those from the Library faculty.

Fred Keene added that this policy is directed towards both the students and the community.

President Dabelow suggested that the resolution in support of CAFPE’s recommendation note that the Academic Senate recognizes the policy as one addressing both student and community. Mark Keehn expressed concern about 1) the lack of reference to the use of electronic media, and 2) the need to better clarify the term “facilities.”

President Dabelow said there may be an issue of overlap with the electronic resources policy. President Dabelow recommended that the Senate act on forwarding on this proposed policy, along with the recommended changes.

MOTION made by Pat Peach and seconded by Ahni Armstrong for the Academic Senate Board to approve the revised Time Place and Manner Policy and Procedures as presented by CAFPE with the understanding that the policy/procedures do exclude “faculty” but do include both students and community.” VOTE: Unanimously approved.

3. Abridged Program Discontinuance procedures: Educational Policies Committee Chair, Dr. Bickley,
said Ellen Ligons, Dean of Career and Technical Education, explained how this matter applies to the Career and Technical Education program. Since the matter is dictated by Title 5 and the System Office PCC should be consistent with regulation. Right now the Committee felt an Abridged Program Discontinuance Policy should be developed especially to address CTE programs but which may be revised in the future for an abridged academic program discontinuance.

Proposed CTE Program Discontinuance:
There is a CTE program inventory with the System Office.
A change in offering CTE programs needs to be communicated to the System Office.

CTE Dean Recommendations for Discontinuance process
Faculty to meet with both division and CTE Dean to initiate the process, which will lead to the program being placed on inactive status with the System Office. It has not been worked out if a discontinuance recommendation would be forwarded through the Vice President or Board of Trustees.
The program would be discontinued if on inactive status with the System Office for three years with no faculty complaint.
A request for discontinuance must be from a majority of the faculty.

Discussion
A program could be moved towards discontinuance based on either low or zero attendance.
Outdated courses are currently listed in the catalog.
Faculty need to keep their curriculum upgraded to prevent confusion by staff and students.
A simplified procedure is needed for program discontinuance.
Dr. Bickley noted there has been an argument made that a course would not be discontinued until all who entered a particular program have finished.
Academic Senate committee recommendations would be reviewed by the CTE Dean.

Academic Support Dean, Bob Miller, indicated that when the point about the role of the System Office in this matter was noted by the Ellen Ligons, no policy at the local level giving C & I the authority to take action on this existed. Normally the college would forward information to the System Office that had followed the course through C & I, the Vice President’s Office and then the Board of Trustees.

President Dabelow recommended the Educational Policies Committee further develop an abridged version of this Program Discontinuance. Dr. Bickley said the committee would focus its work on the Chancellor's provisions for CTE programs but would take recommendations from the academic programs.

Dean Doug Haines expressed his appreciation of the Senate's work to simplify the process for both staff and students.

4. Course Overlap: Jim Bickley: Educational Policies Committee. Dr. Bickley will meet with Dr. Ramey
on Friday with hopes of conveying all of the approved Senate changes received last semester. A modest amount of course overlap would be in the students’ best interests.

5. Distance Education Committee: Alicia Vargas provided information (3 items listed below) for the Senate Board review. The following information was for review; no action was to be taken, but the suggestions of the committee would be forwarded as information to the Faculty Association. Dr. Anderson has communicated to President Dabelow that Distance Education is “on the table” as a negotiating item. The Statewide Senate is also addressing various issues of online education.

**Teacher Load**
The determination of the percentage of load that a full-time instructor may teach online shall be established based on the curricular needs of the division.

**Conference Hours**
Full-Time faculty who teach online may hold a portion of their office hours online in a manner that is readily accessible to students. The portion of office hours that may be held online is commensurate with the percentage of teaching load that is held online, up to a maximum of 2.5 hours.

Ms. Vargas said the majority of other colleges were allowing faculty to teach online and to hold on-line conference hours (not all but a portion of them) and most were held at a percentage comparable to the number of courses taught online or the number of hours or percentage of load taught online. The committee felt it reasonable to put a maximum rate of 2.5 hours. If percentage of load online was only 10% then percentage of online office hours would not be 2.5 hours but 10%.

**Class Size**
The maximum class size for courses delivered online will be 30 unless the maximum for an on-campus equivalent course is less than 30. In these cases, the on-campus maximum enrollment will be used.

Ms. Vargas said that research demonstrates that twenty-five is the ideal class size number. The Committee recommended the maximum class size number as thirty unless the on-campus version of the course had a lower cap on attendance. This number would also prevent online classes from being too large which would lead to non-effective teaching and hurt the quality of our programs. Fred Keene said Mathematics classes are based on the individual course, and class size is usually larger than 30. Other comments: 80% - 90% of committee members work and teach online. Physical and electronic constraints are varied. To teach more students in online classes is extremely difficult.

President Dabelow commented that size was a pedagogical issue for both on-campus and on-line courses.

Ms. Vargas expressed the belief that there are some areas where 30 is too many. She concluded that the college needed to be cognizant this is not a one-size, fit all approach. In making a recommendation by committee there does not need to be the assumption that class size is determined without
consideration of class dynamics. She indicated that dealing with students online can be far more challenging than dealing with students in the classroom.

Robert Miller said as new courses come through C & I, the faculty have an opportunity to present requests for lower class numbers, which the Committee has typically approved.

Alicia Vargas said the Distance Education Committee felt there were items that could be very different in an online setting. Her committee looked at current contract and addressed items in current contract that could be very different in reference to on-line course. Recommendation – see 3 items in handout

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Approve appointment of Shelley Gaskin to the Ad Hoc Committee on Certificate Earners’ Participation in Graduation.
2. Appointment of David Uranga as Chair of the Academic Senate ByLaws committee
3. Appointment of Lauren Arenson to the Academic Senate Bylaws Committee
4. Appointment of Dan Gallup to By-Laws Committee
5. Appointment of Teri Trendler and Yolanda McKay to the Hazardous Materials Technician Hiring Committee
6. Appointment of Paul Wilkinson to the Task Force on the Issue of Arming PCC Officers
   MOTION made by Fred Keene and seconded by Jo Buczko approving items 1-6. Motion passed unanimously.
7. Creation of Ad Hoc Sustainability Committee and appointment of Ling O’Connor as chair. (Note: Ling O’Connor is also faculty advisor for Seeds of Change, an active green club on campus. She is enthusiastic about sustainability issues.) Motion to approve made by Jo Buczko and seconded by Pattie Lynn. Motion passed unanimously.

Sent to Committee:
1. To Technology Committee: Request for survey to research students about the use of student technology and what issues are brought up because of this technology. Example: Many faculty in their syllabi require students to turn off their cell phones while in class, but there is no campus-wide policy supporting this.

VII. INFORMATION ITEMS:

1. Bob Cody: Update on training session for Emergency Preparation Plans. Bob thanked faculty for their assistance and patience with the ongoing campus rewiring, and update process. He specially acknowledged Michelle Ireland Galman and Justus Richards who gave up a sizable amount of their office space for electronic equipment.

Verizon Update / Power Point Presentation
The old (Ericsson) telephone system will continue running. The Nortel phones should be installed within all campus areas by the end of summer. Dr. Cody will be training department representatives to use the new Nortel IP Phone. Dr. Cody is available for additional presentations. Faculty will not have access to old voicemail system in the fall. Old Voicemail Service: x7990: voicemail messages should be checked regularly, even if message light is not blinking.

New Voicemail Service: x3303: Areas for the two “Cores” [C & R building] have been built, and they are now connected. The Ericsson telephones have to be connected to the CORE. May 11: connect administrative and student networks to the cores. Various areas will begin “coming on” to the new system until the work is complete by August 22. All computers will be “individually” programmed to talk directly to the CORE. Student lab upgrades will be postponed until the fall to allow for completion of the CORE. Set-up: the new phone and infrastructure system is highly survivable and will be easy to maintain and function for the next twenty years. PCC Web information on this process is available on the infrastructure page under Staff Services. The Nortel IP Phones will receive e-mail, e-mail and faxes in an “outlook mail box”. All messages can come through the computer. Ethernet Connections need to stay in place until the rewiring is complete (probably in the fall). CORE security: 1) intrusion detection and security cameras and 2) heat and moisture sensors. Verizon is installing both electronic wiring and cabling.

Current staff working on this project: full-time staff Gary Potts, an assistant technician, and sometimes Dr. Cody.

The V building will be wired with a lower grade cable capable of handling voice-over IP until the building is vacated in summer 2009. At this time the higher grade wiring will be installed. The same strategy will be used as U and R buildings are remodeled to eliminate asbestos.

S1-1: Pasadena City College Faculty Association Report. No Report. S1-2: FACCC REPORT & PCCFA REPORT: No Report. S1-3: ADJUNCT FACULTY REPORT: Mark Dodge reported ASCCC Plenary Session discussion and concern about replacing the practice of campus bookstores selling textbooks at inflated prices and using the profits to supplement the budgets of various student activities/organizations. Some colleges currently negotiate with textbook publishers on textbook selling prices. Unless campus textbook prices are reduced, many students are forced to seek other textbook sources off campus and to purchase books online. Taft College rents their textbooks to their students.
Concerns were also expressed that the U.S. Office of Education wants to stop the accreditation process and begin nationalized testing, which would remove local variation and richness. Accreditation needs to be supported; otherwise, there will be national tests with the loss of detail.

Additional Plenary Session Follow-Up: President Dabelow said WASC has become increasingly harsh in terms of trying to save themselves by becoming stricter about eligibility standards, the four standards and the themes. The increased rigor in implementing the accreditation process is WASC’s way of keeping the federal government from intervening.

Mark Dodge said this is a definite threat. President Dabelow said our plan is to move forward with the SLOS at PCC is on target.

VIII. REPORTS FROM EXECUTIVE COMMITTEE:

R-1 President’s Report:
The Senate office has received a “Thank You” from the Classified Senate for its $200 contribution to their scholarship fund.

Fliers have been sent out advertising the sale of Academic Senate T-Shirts. The colors are Black, Burgundy and White. Each shirt will be embroidered in gold with: the PCC Logo, Pasdena City College, Class of 2008. These shirts will be sold by pre-order only at $16.00 each. Sizes are: Small through XXL. A sale of 100 shirts will provide the Senate with a net profit of $800. Senate representatives were urged to let their divisions know about this fundraiser.

R-2 Vice-President’s Report: CCC meeting is scheduled for this week. Dr. Bickley also attended the ASCCC Spring Plenary Session. Because of time, he will defer his comments until a later date.

R-3 Secretary’s Report: Absent: No Report.

R-4 Treasurer’s Report: Ahni Armstrong attended the State ASCCC Plenary Session and participated in the discussions about textbook pricing and student drop-out prevention, intervention and recovery. The Jim Gonzalez fundraiser earned $810 and the Kris Pilon Screen Printing fundraiser earned $545.

IX. ANNOUNCEMENTS:

1. California Great Teachers Seminar, Aug. 3-8, 2008: La Casa De Maria, Santa Barbara:
   Fee: $930 – includes lodging, meals, except for one dinner and registration fee. See Chuck Ward

2. Title 5 Forum: Second forum is scheduled for Tuesday, May 13 at 4PM in C217

3. Retirement Potluck for Kay Dabelow and Jean Volckmann: Tuesday, June 3, 12PM-1:30PM
C217: Contact Susie Ling: X7335. *Flier distributed*

4. Senate Breakfast: President Dabelow urged Senate representatives to mark their calendars for the Senate Breakfast scheduled on June 13 at the CEC Jack Scott Multi-Purpose room at 7:30 a.m.

ADJOURNMENT: Motion to adjourn made by Mark Dodge at 4:55pm.

NEXT MEETING: Monday, May 12, 2008