### Officers and Members Present

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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</thead>
<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>
</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>
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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>English</td>
<td>Took Took Thongthiraaj</td>
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<td>English</td>
<td>Roger Marheine</td>
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<tr>
<td>Health Sciences</td>
<td>Lee Hassija</td>
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<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>Loknath Persaud</td>
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<tr>
<td>Languages</td>
<td>Andrzej Bojarczak</td>
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<tr>
<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>Martha House</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>Rita Gonzales</td>
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<td>Performing and Communication Arts</td>
<td>Tad Carpenter</td>
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<td>Social Sciences</td>
<td>Susie Ling</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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<tr>
<td>Special Services</td>
<td>Jo Buczko</td>
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<tr>
<td>Visual Arts</td>
<td>Yolanda McKay</td>
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OFFICERS AND MEMBERS ABSENT

GUESTS AND VISITORS

VICE PRESIDENT, INSTRUCTION  DR. JACKIE JACOBS
CLASSIFIED SENATE  DEBRA CANTARERO
SCHOLARSHIP COMMITTEE  JOANNE KIM
PCC PRESIDENT  Dr. PAULETTE PERFUMO
RANK COMMITTEE  TED JAMES

Academic Senate Scholarship Reception:
Prior to Today's meeting a Scholarship Award Reception was held from 2:30 p.m. - 3:00 p.m. President Dabelow, Academic Senate Scholarship Committee Chair, Joanne Kim and Keith Miller hosted this special event in celebrating the award of 12 Academic Senate Scholarships (upon proof of matriculation) in the amount $2,000 each.

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Recipient</th>
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<tbody>
<tr>
<td>Dean’s Honor/Edna Plummer Scholarship</td>
<td>Keith Miller Educational Scholarship</td>
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<tr>
<td>Dongying Shen</td>
<td>Rebeca Jaramillo</td>
</tr>
<tr>
<td>Tamira Dy</td>
<td>Hsin-Yi (Cindy) Lin</td>
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<tr>
<td>Leonardo Gorito</td>
<td>Johnny Ng</td>
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<tr>
<td>Sean O’Connor</td>
<td>Lupe Ojeda</td>
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<tr>
<td>Phuong Truong</td>
<td>Zhuohao (Hewit) Zhao</td>
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<tr>
<td>Kan Yu</td>
<td>Zhina Zhou</td>
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I. CALL TO ORDER -- 3:15 p.m.

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS

The Pledge of Allegiance was led by Pat Peach

III. APPROVAL OF MINUTES

The May 12 minutes were reviewed and stand as presented. No corrections.
IV. PUBLIC COMMENT

On behalf of the Senate Board, Dr. Armstrong thanked President Dabelow for her collegial and academic support to the Academic Senate and the PCC campus. Today is President Dabelow’s final Academic Senate meeting. There will be a retirement celebration for both Kay Dabelow and Jean Volckmann, Tuesday, June 3, 12:00 p.m. – 1:30 p.m., Room C217.

Dr. Bickley asked for a motion to add an urgent agenda item on behalf of the Academic Senate Rank Committee item.

MOTION made by Jo Buczko and seconded by Ahni Armstrong. Vote: Unanimously approved.

Ted James presented a Rank Committee recommendation to award the rank of Professor Emeritus to both Kathryn Dabelow and Jean Volckmann.

MOTION accepting this recommendation made by Susie Ling and seconded by Krista Goguen. Vote: Motion unanimously approved.

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

Title 5 Ad Hoc Committee: Presentation of “draft” policy/procedure revisions by Edward Martinez.

Policy 3200: Curriculum Development Adoption and Review (Second draft):
Policy: No changes to page 1.
Procedure Changes have gone through the C & I Committee. These changes clarify that revisions to the AA or AS degree is under the purview of the C & I Committee.
New courses must be considered (approved) for competency requirement or GE category as part of the evaluation process.
MOTION made by Fred Keene and seconded by Andrzej Bojarczak approving Policy and Procedures No. 3200 (Second Draft).
President Dabelow thanked Mr. Martinez for holding two campus forums on Title 5 changes.
VOTE: Unanimously approved.

Policy 4050: Grading Course Credit & related Topics:
Policy: No changes to page 1 of Policy.
Procedures have many required changes under the new Title 5 regulations. Changes are written following lined wording. Examples:

3. **Credit/No Credit Pass/No Pass Grading.**
   
   ...regular 18-week semester length class, or approximately ...
   
   A grade of CR (credit) P (pass) represents satisfactory achievement which would have been graded C or better ... Introducing the grade of FW (failure due to withdraw)

   Process for consideration of a petition for repeat credit is clarified in 2.b.
   
   Section e clarifies than an academic record is to be altered to allow for the repetition of substandard grades. Now going back to a long-standing PCC practice, whereby a student who earns a substandard grade can repeat the course, get a better grade which will be calculated into GPA and the substandard grade will not be calculated into GPA. Adding or clarifying the grade of MW (military withdrawal). A student can receive this when “called up for military duty.”

   **MOTION** made by Pat Peach and seconded by Ahni Armstrong to accept the First Draft of Policy/Procedures 4050.

   **Discussion/Questions:**
   
   Conflict: Policy 4050 states that a “C” is a passing grade while the school catalog (p. 462) states that a “D” is a passing (but less than satisfactory) grade.

   What is proposed for replacing credit/no credit areas.

   Mr. Martinez said he will look into these concerns.

   If a student takes a pass/no pass course and doesn’t pass the first time but passes the second time, the no pass will be visible on the transcript because no grade is ever removed, and it will not be calculated into the GPA.

   MW is for Military Withdrawal.

   There is no category for Medical Withdrawal. This matter will also be taken into consideration by the committee.

   How can a student get enrolled in a course a fourth time. Answer: This is not a common practice but is possible through the petition process. According to the new Title 5 guidelines it’s conceivable (but would not happen often) for a student to take a course seven times but the student must earn a grade upon enrolling in a course for the fourth time.

   **VOTE ON THE MOTION:** Motion passed unanimously.

   **Policy 4060. Degrees, Certificates and Transfer Certificates.**
Policy. No change to page 1.

Procedures: There are extensive procedure changes.

Page 2: AA requirements. The new Title 5 regulations require there be offered true majors or areas of emphasis along with AA degree requirements. Current AA requirements provide for only a de facto “liberal studies” major. Section 1 of the procedures requires a major or an area of emphasis. Section 1., requires that “Students must complete a minimum of eighteen units of requirements in a “major” or an “area of emphasis” as published in the College Catalog with grades of “C” or the equivalent or better.”

Section k. clarifies that beginning in fall 2009, students will have to complete English 1A (presently English 100) to get an AA and AS degree and completion of Math 131 (currently Elementary Algebra) or a higher level to get an AA or AS degree.

Requirements for general educational categories (Natural Sciences, Social Sciences, Languages, etc.) remain the same although there has been committee discussion about making some changes to general education categories that are local decisions and presenting a first draft for vote.

Bottom of Page 2. Section 2.
Entire section is eliminated. In conformity with Title 5, we must eliminate AA degree in Transfer Studies degrees based solely on IGETC or CSU general education curriculum.

AS degree requirements remain mostly the same.

Subsection 2.i. states students must complete a minimum of 18 units in a major as published in the College Catalog, the requirements of which will be identical to those of a Certificate of Achievement.
Students can combine GE requirements with Certificate of Achievement requirements for achieve an AS degree in their particular field.
MOTION to accept draft of Policy/Procedures 4060 made by Ahni Armstrong and seconded by Cecile Davis-Anderson.

Discussion:
Fred Keene said the Math Division was advised the first draft of this policy was still under consideration and he asked why only a first draft of Policy 4060 is being presented. Mr. Martinez and President Dabelow stated that to be compliant with Title 5 it would be easier to submit a first draft of this Policy and Procedures to Stephanie Low in the Systems Office by fall 2008 for consultation and then to the CCC for review by all shared governance groups.
Mr. Martinez said ideas for the second draft include combining of various sections such as
Section 2. g (Health Education Requirements) with 2. h (Physical Education requirements)
in order to align the AA degree more closely with CSU general education requirements.
This would probably create more intense discussion.

AN AMENDMENT TO THE MOTION was made by Fred Keene for the Senate to approve
these Policy/Procedures for the purpose of sending this document to the Systems Office
for and to the College Coordinating Committee for consultation. The amendment was
accepted by Ahni Armstrong and Cecile Davis-Anderson.

Discussion:

Tad Carpenter said items a. through K provided at least 55 units that are already
earmarked. President Dabelow said adding requirements beyond what is reasonable for
the students, is an ongoing issue. There are choices. For Example: English 1A counts as
both the reading and writing competency requirement.

This draft Policy and Procedures is a working draft and not policy. A final draft will come
back to the Senate in the fall semester for approval.

Mr. Martinez said that discussion about the value and purpose of having a declared major
for an AA/AS degree took place at the ASCCC Plenary Session in the recent past. PCC's
representatives voted against the change and the increases in English and math but they
were out-voted by colleagues from other community colleges.

VOTE ON THE AMENDED MOTION: Approved by a majority vote: 1 Abstention.

2. Educational Policies Committee: Abridged Program Discontinuance Procedure: 5/15/08
Draft.

Committee recommendation (handout provided). Previous drafts have been presented to
the Academic Senate. The Committee is recommending a broader, procedural document.
(Example: Item 3.)

The Systems Office acknowledges that a program can be deleted at almost any time.
Approval of the proposed document will outline this process.

Minor revisions: Section a. states this will be a faculty driven process and not originating
with administration. It should go to C & I early rather than later. C & I will bring this
matter back to the back to the Senate for information, review and discussion. Section d. d
states “The motion should include a specific recommendation to either delete the program or place the program on inactive status with the System Office.” The Academic Senate would decide on deleting or placing a program on inactive status.

MOTION to accept the 5-15-08 DRAFT Abridged Program Discontinuance Procedures for Career and technical Education Programs was made by Mark Dodge and seconded by Susie Ling.

Pat Peach recommended that reference to the CTE Dean in Section 3. a. be changed to reference CTE Associate Dean because this is the current title for Ellen Ligons, Associate Dean of CTE.

VOTE ON MOTION: Motion unanimously approved.

Committee on Academic and Professional Ethics: Ethics Forum: Jim Bickley

It would be difficult for Admissions and Records to document students' time for course overlap.

Suggestions:
Assistance from the division level: division deans or division secretaries.
Add this information on the A & B Form.
Tad Carpenter recommended overlap time could be made up and documented during faculty office hours by faculty.

Newly elected Committee Chair, Ahni Armstrong, will direct the committee in future work on this matter.

CAFPE: A forum was held on Mat 29th for those interested in Professional Ethics including a review of the development of the Professional Ethics policy. This policy is documented in the Faculty Handbook Senate including a reference to a position paper passed in 2001 on the Senate’s commitment to academic freedom and professional responsibility. Accreditation standard 2A asks if there is campus wide discussion on professional ethics. A handout provided listed principles that guided the Senate Committee on Academic Freedom and Professional Ethics (CAFPE) in developing the Policy and Procedures on Professional Ethics of Faculty. President Dabelow said there will be one to two additional forums held next year.

4. By-Laws Committee: President Dabelow said approximately a year ago the Executive Committee brought up suggestions for amendment of the Senate’s By-Laws. This committee has not been able to make additional revisions at this time. A handout entitled Update of Faculty Handbook, 2008 listed issues to be addressed by the committee. President Dabelow requested that the Executive Committee be given an opportunity to
make the various changes proposed so when new faculty do come on board they will have a revised faculty handbook. The handbook was last revised approximately four years ago.

**MOTION** made by Patricia Lynn and seconded by Krista Goguen approving the recommendations in the Update of Faculty Handbook, 2008. VOTE: Motion was unanimously approved.

Ad Hoc Disaster Relief Committee (Pat Peach, Jessie Moore and Jane Hallinger) Relief funds for China and Myanmar. The Committee’s last donation was to a Northern California College affected by a forest fire. PCC has a large population of students from the two areas of China and Myanmar affected by the disasters. Ms. Peach recommends (Jessie Moore concurs) authorizing a Committee donation in the amount of $200 to student groups to funnel to relief efforts in the affected areas. Approximately $2000 is available in this fund.

MOTION made by Mark Dodge and seconded by Fred Keene to donate $200 to a fund for each of the two disaster areas.

Pat Peach said research will be done to verify funding will be sent to a bona fide relief effort.

The Committee will report back to Senate in regards to where these donations are made.

VOTE ON MOTION: Motion unanimously approved.

7. SLO Ad Hoc Committee: Faculty Update: Cecile Davis-Anderson

There are 23 current members on this committee. Almost all divisions are represented. Earlier this year, IPRO staff Chrystal and Stuart made suggestions of unbundling competency language.

President Dabelow said the committee is asking for two recommendations:

1) for rubrics to read from mastery to beginning levels and 2) that lowest level be retitled “beginning” rather than “inadequate”. This is duly noted and should be taken back for division input for presentation at the first Senate meeting in Fall 2008. Need to find what does and doesn’t work to bring about change. It’s OK for committee to bring back recommendation for change.

Krista Goguen suggested developing competency rubrics. There will probably be a need to change the language to better describe measuring rubrics and to develop ways of changing or improving rubrics.

**EXECUTIVE COMMITTEE RECOMMENDATIONS**

Approve appointment of Kay Dabelow to the Hazardous Materials Technician hiring
committee
Approve appointment of Edward Martinez to the SLO Steering Committee
Approve appointment of Ahni Armstrong as Educational Policies Chair
Approve appointment of Mark Keehn to ARCC Committee
Approval of PCC team faculty members: Jim Bickley – Academic Senate President Elect, 
Joe Futtner, Curriculum Chair, Linda Hintzman – Math Faculty, Virginia Heringer – ESL 
Faculty, Cecile Davis Anderson – SLO Coordinator (for Carol Curtis), Ana Ogaz, Counseling; 
Patricia Lynn – CTE Faculty; Susan Briggs – Non-credit ESL Faculty, Tatiana Surenyan – 
English/Reading Faculty for the June 5-6, 2008 BSI Regional meeting at LA Southwest 
College. Meeting time: 9am to 3:30 pm on June 5 and 8:30 am to 2:30 pm on June 6th.

MOTION to approve items 1-5 made by Mark Dodge and seconded by Jo Buczkol
Discussion:
At the time the agenda was developed the Hazardous Materials Technician hiring 
committee was to have met. There have been problems and Item 1. is probably a moot 
matter at this time.
VOTE ON THE MOTION: Unanimously approved.

Sent to Committee:

INFORMATION ITEMS

Kindred Murillo: Budget Update, May Revise:
The campus’ first budget forum was held last Friday. A State Budget Update for the 
Pasadena Area Community College District was provided [dated: May 30, 2008]
It was reported that a $15.2 to $17.2 billion dollar deficit is currently projected statewide 
in large part due to a shortfall in property tax revenue. For PCC, this means a current loss 
of funding in the range of $1.7 million. VP Murillo said that she is actively communicating 
this information with all campus groups. She advocates: 1. reducing spending wherever 
possible, 2. carryover as much money from this year to next as possible - next year is 
more uncertain. 3. don’t be penny wise and pound foolish; remember that our focus is our 
students and their success.

Projections:
No increase in student fees
Restore foster care education funding
Reduce 1 million from system office.
It is hoped that 1.7 million lost this year will be restored in next February’s budget.
A final state budget date is not known.
A budget forum was held to discuss the budget and cost reduction.
We need to reduce where we can and carry over where we can. Next year is very
uncertain.
State apportionment is expected to run flat next fall.
The Assembly is discussing statewide inflation adjustment.
Need to review ways to reduce budget costs and to allocate funding.
Need to carry over what we can.

New appointed Chancellor, Jack Scott has a lot of credibility in the legislature and the community College system.

Update on Campus Change: No report presented.

S1-1: PCCFA. No Report.

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

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge reported: No report.

REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report:
President Dabelow was able to attend Capitol Day in Sacramento with Dr. Perfumo, Trustee Geoffrey Baum, classified staff, and student representatives. It was a productive day seeing legislators at work.
Executive Committee Transition: Specially embroidered bags and t-shirts were presented by President Dabelow to the 2008-2009 Executive Committee: Jim Bickley, Edward Martinez, Ahni Armstrong and Patricia Lynn and to Senate Office Secretary, Judy Benson. An engraved gavel was presented to Jim Bickley.

R-2 Vice-President’s Report:
CCC: Policy Review Process: Dr. Perfumo wants to review all college policies. This hasn’t been done since the last accreditation visit. The committee is doing best to keep up with the large amount of policies submitted for review. Dr. Perfumo has been asked to consider those policies passed within the last 5 years. The BOT by-laws are being reviewed, professional ethics bylaws, etc.
Dr. Perfumo is putting this matter on priority for annual review.

The committee hopes than Dr. Perfumo will be doing this on an annual basis for quicker review process.
Have about 6 to review at each monthly meeting. Matters that warrant Senate input will be brought back for Senate review. Some policies have language not consistent with shared governance. These will be looked at.

**R-3 Secretary’s Report:** The Classified Senate has been involved in many campus recognition events and continues its own dynamic work and will be sharing its policy recommendations.

**R-4 Treasurer’s Report:** End of Year Financial Report presented by Ahni Armstrong. General Fund: $10,865; Scholarship Fund: $252,126 (before scholarship funds are claimed); General/T-Shirt Fundraiser: $944. The General Fund is healthier than last year thanks to the suggestion and coordination of various Senate workshops coordinated by Susie Ling.

**ANNOUNCEMENTS**

Academic Senate Breakfast: June 13, 7:30 am, Jack Scott Multi-Purpose Room, CEC Tickets $15.00 each
California Great Teachers Seminar, Aug. 3-8, 2008: La Casa De Maria, Santa Barbara Fee: $930.00 includes lodging, meals, except for one dinner and registration fee. See Chuck Ward.
President Dabelow thanked all those who have consistently attended and contributed to the Senate Board meetings. The Senate is only as good as those who participate and encouraged the continuance of giving great service for next year under Dr. Bickley’s leadership.

ADJOURNMENT: Motion to adjourn made by Mark Dodge at 4:45 pm. Motion seconded by Fred Keene.

NEXT MEETING: Pending