**September 22, 2008**

**OFFICERS AND MEMBERS PRESENT**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>ACADEMIC SENATE PRESIDENT</td>
<td>JIM BICKLEY</td>
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<tr>
<td>VICE PRESIDENT</td>
<td>EDWARD MARTINEZ</td>
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<tr>
<td>SECRETARY</td>
<td>AHNI ARMSTRONG</td>
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<tr>
<td>TREASURER</td>
<td>PATRICIA LYNN</td>
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<tr>
<td>ADJUNCT FACULTY</td>
<td>MARK DODGE</td>
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<tr>
<td>CEC</td>
<td>NADEGE WILLIAMS</td>
</tr>
<tr>
<td>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
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<tr>
<td>ENGLISH</td>
<td>TOOK TOOK THONGTHIRAJ</td>
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<tr>
<td>ENGLISH</td>
<td>ROGER MARHEINE</td>
</tr>
<tr>
<td>HEALTH SCIENCES</td>
<td>ANITA BOBICH (Fall)</td>
</tr>
<tr>
<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>JUDY OHYE</td>
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<tr>
<td>MATHEMATICS</td>
<td>FRED KEENE</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>PAT PEACH</td>
</tr>
<tr>
<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>RITA GONZALES</td>
</tr>
<tr>
<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>TAD CARPENTER</td>
</tr>
<tr>
<td>SOCIAL SCIENCES</td>
<td>DEREK MILNE</td>
</tr>
<tr>
<td>VISUAL ARTS</td>
<td>ROLAND PERCEY</td>
</tr>
<tr>
<td>VISUAL ARTS</td>
<td>REBECCA MORRIS</td>
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**OFFICERS AND MEMBERS ABSENT**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>BUSINESS AND COMPUTER TECHNOLOGY</td>
<td>SHELLEY GASKIN</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>MARK KEEHN</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>MARTHA BONILLA</td>
</tr>
<tr>
<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
</tr>
<tr>
<td>HEALTH SCIENCES</td>
<td>TOM NEIDERER (Fall)</td>
</tr>
<tr>
<td>KINESIOLOGY, HEALTH &amp; ATHLETICS</td>
<td>JESSIE MOORE</td>
</tr>
<tr>
<td>LANGUAGES</td>
<td>LOKNATH PERSAUD</td>
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<tr>
<td>NATURAL SCIENCES</td>
<td>OPEN</td>
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<td>DAVE MCCABE</td>
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<tr>
<td>SOCIAL SCIENCES</td>
<td>DAVID URANGA (Alt)</td>
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I. CALL TO ORDER – 3:21 p.m.

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS
Pledge of Allegiance led by Nadege Williams.

Introductions: Joan Tibay (ASB Alternate for Conner Lewis), Bob Miller (Academic Support), Carol Curtis (SLOARC)

III. APPROVAL OF MINUTES
A motion to approve the September 8 minutes with the following correction was made by Fred Keene and seconded by David Uranga. Vote: Unanimously approved.
Correction: Pg. 4, Paragraph 4: Title 5 not Title V.

IV. PUBLIC COMMENT: None

MOTION made by Pat Peach and seconded by Andrzej Bojarczak to move Item S1-1 up on the agenda. Vote: Unanimously approved. See S1-1 PCCFA report below.

V. STANDING/AD HOC/CAMPUS-WIDE COMMITTEE REPORTS
1. By Laws Committee members include: David Uranga (Chair), Dan Gallup, Lauren Arenson, and Gloria Horton.
   The following areas of concern are being reviewed.
   - Revised term limits for Senate officers – from one to two years.
   - Development of language addressing Senate petty cash expenses under $100, and not needing full Board approval.
   - The process of creating standing committees.

The Senate was asked for input about having a faculty survey of extending terms from one year to two years for all Senate officers. Most community college campus officers serve two-year terms. Our last Academic Senate President, Kay Dabelow, was very adamant about the Committee looking into this matter. Pat Peach requested more
information on this matter to share within the divisions. President Bickley said it takes time to learn to perform an officer’s duties efficiently. He presently has “mixed feelings” on supporting a two year term limit and currently supports the annual election process while he is in office. He would be open to supporting a two-year term limit once he (standing president) steps down or is voted out of office. The former Senate president may serve as consultant to the new president.

If requested, Mr. Uranga is available to research information on term limits. A possible survey date is not imminent at this time. Depending on division feedback, a survey might not be necessary.

2. Ad Hoc Title 5 Committee chair, Edward Martinez, reviewed items presented at the last Senate Board meeting.

<table>
<thead>
<tr>
<th>Tentative Senate Board Meeting Voting Dates</th>
<th>Policy</th>
<th>Title 5 Changes To:</th>
<th>Division presentation requests and/or comments and changes requests may be forwarded to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 20</td>
<td>4050</td>
<td>Grade Repetition</td>
<td>X7254</td>
</tr>
<tr>
<td>Oct. 20</td>
<td>4060</td>
<td>Degrees and Certificates</td>
<td><a href="mailto:jemartinez@pasadena.edu">jemartinez@pasadena.edu</a></td>
</tr>
</tbody>
</table>

The Senate Board representatives have time to discuss these policy proposals and changes within their division and forward their feedback for changes and/or amendments to Mr. Martinez [x7254 / jemartinez@pasadena.edu].

On Thursday, October 30, the C & I committee will vote on the particular course changes to the AS and AA degree and the proposed majors for AA degree, assuming the Senate passes the newly revised policy 4060 at its October 20th meeting.

Discussion/Comments:
There are no number limits on the number of majors that can be developed. Also, Math coursework is and can be included within various majors.
To develop a major for next year, work has to be done quickly. Majors and areas of emphasis have been developed so each student will have a choice, a choice that reflects their general educational goal and direction. President Bickley said the division deans and C & I Committee feel Flex Day would be a good opportunity to address the majors’ issue.
3. Faculty Handbook Committee Chair, Patricia Lynn, announced that the 2002 Faculty Handbook will be updated. Various department areas have been contacted. Suggestions and/or changes may be forwarded to Patricia Lynn at x7031 / prlynn@pasadena.edu. Ms. Lynn would like to gather all the data by Christmas so the Handbook may be revised and ready for distribution during spring Flex Day.

Handbooks were requested at the New Faculty Orientation meeting. Alicia Vargas will try to get a Microsoft version of the Handbook posted on the school’s website. President Bickley urged Board members and other faculty to share their Handbooks with new faculty.

VI. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Appoint Matt Jordan and Rebecca Morris to serve on Equivalency Committee.
3. Appoint Jessie Moore to serve on CAFPE Committee.
4. Ratify: Ahni Armstrong to serve on Hiring Committee Clerk II in Student Services.
5. Resolution regarding Senate support for creation of Speech-Language Pathology and Communications Disorders as an established discipline in the California Community College System.

MOTION made by Fred Keene and seconded by Patricia Lynn approving Items 1, 2, 3 and ratify Item 4. Vote: Unanimously approved.

Item 5 (handout provided) was presented at the September 8 Senate meeting by Jim Arnwine and Rosemary Scott. PACD representatives, Tad Carpenter and Rita Gonzales, support this resolution.

Page 2, last paragraph reads:
“Resolved, that the Academic Senate of Pasadena City College recommends that Speech-Language Pathology and Communication Disorders be recognized and approved as an established discipline in the California Community College System.”

A more complex resolution will be used to pursue this matter at the State level.

President Bickley recommended that this matter be referred to the CTE Committee. It is hoped this resolution would 1) be brought back to the Senate for a vote; 2) be addressed at the Area C meeting (Oct 25); and 3) submitted for review at the State ASCCC Plenary Session.
Sent to Committee:

1. Academic Rank Committee: New faculty orientation credit toward academic rank advancement.

Discussion: Currently, faculty attending new faculty orientation are given credits on the pay scale. Faculty also want to use these hours for credit toward rank advancement.

2. Shared Governance Committee: CEC concerns with process by which calendar change took place.

Discussion: A CEC faculty member approached the Senate President in regards to a number of faculty being surprised by CEC’s class schedule using the current school calendar system versus the prior 18-week calendar schedule. This item has been discussed with the Senate Executive Committee. CEC Senate representative, Nadege Williams, said she had not been notified of this concern and this matter had only affected faculty teaching non-credit courses.

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report: President Bickley

Board of Trustees Meeting: September 17

School enrollment is up 3.2%. More “full” sections (not “more sections”) are being offered.

Ellen Ligons received an NAACP award for demonstrating commitment to community service in Pasadena.

Senator Jack Scott will be honored on October 28 at the Foundation’s “Building The Spirit of a Vibrant Community Award Luncheon” at the Westin Hotel, Pasadena.

Reception 11am. Luncheon 12pm-1:30pm.

Classified Senate will have an annual Halloween Party: Oct. 31: 11am-1:30pm, Tent (East of Lancer’s Pass). Faculty are welcome to attend.

Three Policies were being reviewed in preparation for accreditation:
Policy No. 3110 Professional Ethics of Faculty policy: No significant revisions.
Policy No. 3200 Curriculum Development Adoption and Review was approved by Board. Most revisions came through the Title 5 Committee.
Policy No. 3220 Pre-requisites, Co-requisites and Advisories on Recommended Preparation

Distance Education was discussed at the request of Trustee Beth Wells Miller. There will be a presentation by members of IPRO, Academic Support and the Office of Instruction before the Board on this matter.
Courier has reported that students temporarily rescinded their support for the arming of appropriately trained police officers. Faculty has not been polled on this matter, and there is the possibility of a poll being taken.

FACCC wants to put on a colloquium in November. Joe Conner was presented with the idea of having this event at PCC while visiting a FACCC officer. The Statewide Academic Senate will take the lead in recruiting participants/attendees and workshop leaders. FACCC gave us a sample agenda from their previous event. President Bickley may come back to the Board at its next meeting to ask for its support on this matter. FACCC would do most of the leg work. We would need to provide a conference room and parking for this event scheduled on a Friday and Saturday (November 14 and 15). Memos have been sent to Dr. Perfumo, Office of Instruction, Staff Development Committee chair and Human Resources.

**R-2 Vice-President’s Report:** Edward Martinez reported that the College Coordinating Council has not yet met this semester. Its next meeting is scheduled on Wednesday, September 24. A report will be provided at the next Senate Board meeting.

**R-3 Secretary’s Report:** Ahni Armstrong presented and provided a copy of the condensed Senate Nanoseconds. This document briefly lists areas of immediate interest to faculty. This information will soon be available on the Senate website. President Bickley expressed his appreciation for the help of Gilbert Rivera (Publications Office) for setting up the Nanoseconds’ template.

**R-4 Treasurer’s Report:** Patricia Lynn provided the following information:
- Credit Union Accounts: Savings: $9,068.09; Checking: $5,094.21
- Foundation/Scholarship Funds: $243,957.44 [includes Restricted Funds of $130,000 and Unrestricted Foundation Funds: $122,126.44.]
- Scholarship fundraisers will be scheduled.
- 2008 Scholarship Awards: Only one of the 12 recipients has not submitted disbursement request. The 2008 award disbursement deadline is spring 2009.

**VIII. INFORMATION ITEMS:**

1. **SLOARC:** Carol Curtis provided the following information. A Board of Trustee member had inquired as to why the SLO Outcomes were not on the Web CMS public site. Last week Carol met with the division deans and Dr. Jacobs to address this concern. Presently, the SLOS are on the syllabi. In the future this information will be posted on Web CMS.

Approximately 1500 Classes have outcomes written for them. Of this number maybe 300
have been reviewed by the faculty coordinators: Shelagh Rose and Cecile Davis Anderson.

Sometimes there are some inconsistencies with the first review. The two faculty coordinators are working on having the division coordinators review the outcomes and work in conjunction with division council representatives. A checklist similar to the one used in C&I has been created. The outcomes checklist covers areas of: being grammatically correct, relationship with a student audience, description of behavior beyond recitation, is it overarching and global or more minute, can it be assessed and, finally -- is it identical to SLOs with courses for specific content.

Deans, coordinators, and faculty members, working together, should “fine tune” the SLOs, consulting with SLOARC as needed. SLOs are to be on all syllabi (in a consistent format) by spring 2009.

Discussion: Social Sciences submitted a standardized set of SLOs. What happens with these? Ms. Curtis said this information should be flagged and the dean will address this matter with faculty members. The SLOARC coordinators will review this type of submittal very carefully. Class outcomes information will be available in the pending SLO newsletter which is going to print this week.

Flex Day discussion: President Bickley said many faculty have expressed a desire to do more divisional work on this day. The Languages Division unanimously voted to have more time for divisional activities than morning, general assembly-type activities. This view is also shared by faculty in Social Sciences.

With the pending accreditation process, faculty are realizing the value of having this common time available to work on SLOs, is necessary.

**STANDING INFORMATION ITEMS**

S1-1: PCCFA. : Roger Marheine, PCC employee of 30 years and PCCFA President, announced that he is our Association representative in current contractual negotiations, grievances, general matters concerning faculty welfare, etc. The present and future financial/economic picture is disturbing. Amounts of future educational funding is unclear. Cal States’ tuition has risen 40% in the last thee to four years. The financial picture for K-12 is not good. The current job situation is very bleak for today’s students entering the workforce. Adjunct faculty have no guarantee of having work next semester. A report on the state budget will be provided at the next Senate meeting.

In a meeting with Dr. Perfumo, Mr. Marheine said the following areas were discussed: extremely large class sizes in Social Sciences (50’s) and English (33-38 students).
An increase in roster size in English was supposedly a computer error. Dean Ulmer moved quickly to make adjustments. When this happens with adjunct faculty, they feel they can’t be too critical or their job status could be jeopardized. Approximately 50% of basic composition students don’t have access to a professor with office hours. It was reported that about half of lower-level remedial math is taught by adjunct faculty. Pat Peach said numbers are lower now.

CEC is expected to launch a grievance for its adjunct faculty, who are being asked to increase their work hours 5+ hours per week. All faculty are now expected to work more for same amount of money or less.

Accreditation Year: Many are working hard to show how successful programs are at PCC.

Part-time negotiation issues include: conference hours, health care, and seniority hire-back protection. The 67% rule will become law, January 1, 2009. It has to be negotiated on each campus. Dr. Perfumo has indicated her support of this law. Language courses and other 5-credit classes will be largely affected. Adjunct faculty would be able to teach two of these classes and this would help to stabilize the workforce. These areas of concern are not pricey and PCC is economically able to handle these issues.

The CTA lawsuit is still pending and the attorneys have been in discussion. There may be a long negotiation process. It is scheduled for a trial date on October 9th, 2009.

S1-2: FACCC REPORT. No report.

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge will present report after the committee meets. Faculty Association will be pushing hard for conference hour pay and looking at exploring possibility of health benefits or a type of provision in this area. 67% rule will take place Jan. 1, allowing for part-time faculty to teach 67% of a full-time load at any one of community college.

IX. ANNOUNCEMENTS
- Flex Day is scheduled for October 1, 9AM-3PM and is being coordinated through Human Resources. Refreshments will be provided. An agenda is pending.
- Green Summit Day: Sunday, November 2, PCC, Galloway Plaza
- Career Pathways Workshop: October 9, 8AM-3PM.
- High School Articulation Day, October 22, 8PM-3PM.

ADJOURNMENT: at 4:31 PM. Motion made by Mark Dodge. Unanimously approved.
NEXT MEETING: October 6, 2008