October 20, 2008

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I. CALL TO ORDER - 3:10 p.m

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS
Pledge of Allegiance was led by Pat Peach.

Introductions: Guests and visitors: Dr. Perfumo, Dr. Jacobs, Sam Johnson (former Academic Senate President and instructor in pre-mechanic technology 30 years ago); Rosemary Scott, Bob Miller; Chuck Ward, Krista Goguen and Joe Futtner.

III. APPROVAL OF MINUTES
A motion to approve the October 6 minutes as submitted was made by Fred Keene and seconded by Patricia Lynn. Vote: Approved as submitted by a majority vote. One abstention.

IV. PUBLIC COMMENT: None

V. STANDING/AD HOC/-campus-wide committee reports
1. Title 5 Ad Hoc Committee: Policy 4060 (Degrees, Certificates, and Transfer Certifications); proposed changes sent to Board members via e-mail. Committee Chair, Edward Martinez, said this matter has been discussed at past Senate meetings. Changes include:

Pg. 2 Changes to AA degree -- majors and/or areas of emphasis -- according to Title 5 regulations. Particular degrees and areas of emphasis will be voted on by C & I Committee Oct. 30.
Pg. 3 (top) Additional option for AA degree. AA degree to be preserved based on IGETC, UC and Cal State system. New requirements are similar to present requirements except for the incorporation of higher levels of English and Math required under Title 5 regulations.

Pg. 5: No substantial changes to certificates of achievement. Reference to the Records Office was changed to “...refer to the appropriate division”.

Pg. 6. Requirements outlining transfers to institutions utilizing IGETC standards and reference as to how to certify students for UC or Cal State system.

**MOTION** made by Fred Keene and seconded by Patricia Lynn to approve policy 4060.

Under IGETC certificate to a UC or Cal State school, PCC must be the last college attended before a student’s transfer. Transcripts of classes taken at other institutions must be sent to PCC’s Records office.

**AMENDMENT TO MOTION**: Cecile Davis-Anderson requested that reference to “Records” be changed to “Counseling” on page 2, paragraph 1, line 3. Amendment accepted by Fred Keene and Patricia Lynn.

VOTE: Unanimously approved.

Policy 4050 (Grading, Course Credit & Related Topics)
This policy was presented for review only and will be agendized for the next Senate Board meeting.
Policy: No changes.
Procedures: Pages 2, 3, 5, 6, 7 and 8 -- technical changes are incorporated on all these pages, including changing grading system from credit/no credit; pass/no pass, etc.

Page 4 shows substantive changes which are underlined.
Strike-through sections are to be removed.
Page 4, section B: streamlines petition process to have an adequate intervention process to make sure that counseling and records can provide appropriate intervention.
Section E references the following: 1) academic records (student transcripts) could be altered to disregards previously earned substandard grades so repeated course work can be calculated into improved GPA; 2) course work can be repeated following significant lapse of time or military withdrawals thereby allowing course repetitions in accordance with Chancellor’s office guidelines.

This information is to be shared by Senate representatives within their divisions for review and discussion.
Section E: reference to altering of academic record: Altering means GPA would be recalculated. “Nothing is ever removed/erased from a transcript.” The term altered was taken from Title 5 regulations.

Fred Keene (Mathematics Division representative) liked section G. He used the word “ouch” in reference section H.

Mr. Martinez says that if a student takes a course and withdraws, the student could repeat the course without going through the petition process.

Be ready to vote on this matter at the next meeting.

Jim: Process is just beginning with C & I vote on October 30th on 4060. C &I can address changes in AA/AS degrees and English/Math requirements, modifying diversity requirements, majors and areas of emphasis.

2. Faculty Development Workshop Schedule: Chuck Ward. Faculty Development Workshop Flier has been mailed out. A revised flier has been created and changes have been posted to the online Bulletin. The workshops will have more emphasis on technology and the faculty who want to share their use of classroom technology.

Revised Workshop Schedule – Handout given at meeting

Tuesday, October 21: Noon – 1PM, E220
Water, Bottles and Cans; The role of higher education in sustainability
Dr. Ling O’Connor, Natural Sciences

Thursday, October 30: C233 Noon – 1PM
So You Want To Teach Online?
Sandra Haynes, Visual Arts & Media Studies

Tuesday, November 18: 1-2pm, LL311
Using CCC Confer w/Mark Sakata

Tuesday, December 2: 1-2pm, LL311
Introduction to Web 2.0
Eric Hanson, Librarian

Ideas for future workshops and volunteers may be forwarded to Chuck Ward.
VI. EXECUTIVE COMMITTEE RECOMMENDATIONS
   1. Appoint Robert Eaton to Faculty Technology Committee
   2. Appoint Lynell Wiggins to the Career and Technical Education Committee
   3. Appoint Jim Bickley and Edward Martinez to Student Services Hiring Needs Committee
   4. Appoint Kaitzer Puglia to Shared Governance Committee
   5. Approval of 2008-2009 Senate Goals and Objectives
   6. Recommend Academic Senate support for the approval of Speech-Language Pathology and Communication Disorders as an established discipline in the California Community College system and bring complete resolution to Statewide Academic Senate Plenary Session.

President Bickley said there have been a number of new Academic Senate committee appointments. The Senate office is developing a notification process for appointees and committee chairs.

Pat Peach asked for clarification of the following committees:
   Academic Senate Faculty Technology Committee: is a Senate Committee
   Campus Technology Committee: campus-wide committee.

MOTION to approve appointments 1-4 made by Fred Keene and seconded by Ahni Armstrong: Vote: Unanimously approved.

Item 5: Academic Senate Goals and Academic Senate 2008-9 Goals/Objectives. MOTION to approve the Senate Goals and Academic Senate 2008-2009 Goals and Objectives made by Pat Peach and seconded by Andrzej Bojarczak.
Discussion:
Question: How would the Senate Textbook Committee be responsible for lowering textbook costs?
Answer: The Senate would be responsible to work with other campus groups to lower textbook costs. More dialog and communication is needed on this point. Jessie Moore volunteered to serve on this committee. Patricia D’Orange Martin is chair: Ext. 7888. President Bickley will contact Ms. Martin about this discussion and Ms. Moore volunteered to be a committee member.

Item 4: Objectives have been added in regarding the publishing and distributing of a revised/updated Faculty Handbook. President Bickley feels we can utilize this handbook to improve faculty development and performance. Timeline: The Handbook should be updated before the accreditation site visit.

VOTE ON MOTION: Unanimously approved.
Item 6: Recommend Academic Senate support for the approval of Speech-Language Pathology and Communication Disorders as an established discipline in the California Community College system and bring complete resolution to Statewide Academic Senate Plenary Session.

MOTION made by Fred Keene and seconded by Pat Peach to approve Item 6.

VOTE: Unanimously approved.

This Resolution will be brought to Saturday's Area C Meeting and hopefully it will be presented at the ASCCC Fall Plenary Session.

Sent to Committee: No action at this time.

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report: President Bickley

An Accreditation Self Study Report was presented by Lynn Wright to the Accreditation Steering Committee. Stu Wilcox presented at the Board of Trustee meeting a self-study timeline. Dr. Wright is working under immense pressure in preparation for accreditation and when ready will provide a copy for Senate Board review. Focus Groups are reviewing sections that they previously reviewed. Dr. Wright is editing the entire study to make it more uniform.

Future Town Hall meeting dates/times:

- Oct. 27, 12pm-1pm, CEC Jack Scott Multipurpose Room.
- Oct. 28, 5pm-6pm, Room C233
- Oct. 30, 12pm-1pm, R-122

More information on self-study will be forthcoming.

Board of Trustees Meeting:

President Bickley presented the proposed majors and areas of emphasis at the draft of changes in Procedure 4060. The C & I Committee will be voting on this matter on October 30th. This document was e-mailed to all Senate Board members.

The School Budget was adopted at last Board of Trustees meeting. It looks in good shape. There will probably be mid-year budget (not position) cuts across the board. A mid-year revised state budget is expected in January. The school’s reserves should be maintained if our budget stays on target.

Dr. Jacobs said no figures have been discussed regarding mid-year cuts. Last year the
college was successful in reducing spending following receiving mid year revisions.

Dr. Perfumo was informed within the last two weeks by a State systems officer that the state budget will be reviewed and likely revised.

Campus managers have been asked to keep their budgets as tight as possible. This avenue of fiscal savings will help to prevent deep cuts and drastic action. Dr. Perfumo said we haven’t hit “bottom” in this fiscal crisis and everyone is being asked to be fiscally prudent.

Dr. Bickley said High School Articulation Day will be held October 22 at the Altadena Country Club. It is hoped that participating faculty will report back to the Senate Board about this event.

R-2 Vice-President’s Report: President Bickley and Mr. Edward Martinez have both participated in Accreditation focus groups on shared governance. A copy of the specific major proposals or areas of emphasis proposals may be obtained by contacting Mr. Martinez at 7254 or by contacting Judy Benson in the Senate office at x7211.

R-3 Secretary’s Report: Ahni Armstrong: No report.

R-4 Treasurer’s Report: Patricia Lynn provided the following information: Credit Union Accounts: Checking $4,094.03. Savings $5,101.76. Total: 9,195.79 Foundation Account(s): Total: $226,726.65. Questions: is the Foundation amount ($226,726.65) insured? President Bickley said this question will be looked into with the Foundation.

VIII. INFORMATION ITEMS:

Distance Education Presentation: Robert Miller made a presentation that was previously given at the October 1 Board of Trustee meeting.

At the invitation of Jim Bickley, Bob Miller gave the Distance Education PowerPoint presentation he presented to the District’s Board of Trustee’s at their October 1, 2008 meeting. Bob provided a comprehensive overview of the College’s Distance Education programs including information on the Academic Support Office’s functions and team member assignments; the collaboration between the Academic Senate (AS), AS Distance Education Committee, and the Academic Support office; an overview of the college’s Distance Education delivery modality definitions; C&I, Title 5 and WASC requirements; Online, ITV, and Success/Retention statistics; faculty pedagogical and technology professional development activities; and future plans relative to our distance education
program. Bob responded to a number of questions. Jim and other members on the Academic Senate Board thanked Bob for his thorough, organized, and nicely delivered presentation.

President Bickley said preparation is needed for future DE teaching. Mr. Miller may be contacted to set up another group presentation about DE.

**STANDING INFORMATION ITEMS**

S1-1: PCCFA. No report. Roger Marheine unable to attend meeting due to illness.
S1-2: FACCC REPORT. No report. This position is open. A new representative is being sought.
S1-3: ADJUNCT FACULTY REPORT: None.

**IX. ANNOUNCEMENTS**

2. PCC Foundation Award and Benefit Luncheon honoring Jack Scott: Tuesday, October 28, 2008. President Bickley to attend.
3. Green Summit Community Event at PCC; Sunday, November 2, 2008.
4. FACCC conference at PCC: Friday-Saturday, November 14-15. An update will be presented at next Board meeting.

**ADJOURNMENT: 4:52 PM.**
Motion made by Mark Dodge and seconded by Ahni Armstrong. Unanimously approved.

**NEXT MEETING: November 3, 2008**