November 17, 2008

OFFICERS AND MEMBERS PRESENT

<table>
<thead>
<tr>
<th>Department</th>
<th>Member</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>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SHELLEY GASKIN</td>
</tr>
<tr>
<td>COMMUNITY EDUCATION CENTER</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>BERNARDINO RODRIGUEZ</td>
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<tr>
<td>ENGLISH</td>
<td>ROGER MARHEINE</td>
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<tr>
<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</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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<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</td>
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<td>LIBRARY</td>
<td>JUDY OHYE</td>
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<td>LIBRARY</td>
<td>DONA MITOMA</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>NATURAL SCIENCES</td>
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<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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<td>SPECIAL SERVICES</td>
<td>JO BUCZKO</td>
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<tr>
<td>VISUAL ARTS AND MEDIA STUDIES</td>
<td>REBECCA MORRIS</td>
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OFFICERS AND MEMBERS ABSENT

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<tr>
<td>ENGLISH</td>
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<td>ENGLISH</td>
<td>MARTHA BONILLA</td>
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<td>HEALTH SCIENCES</td>
<td>TOM NEIDERER</td>
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<tr>
<td>SOCIAL SCIENCES</td>
<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 - 3:10 p.m

II. PLEDGE OF ALLEGIANCE AND INTRODUCTIONS
Pledge of Allegiance was led by Fred Keene.

Introductions: Dr. Jacobs, Dr. Perfumo, Associated Students representative Christie Chan, Classified Senate representative, Leslie Thompson. Adjunct faculty (see Section V).
President Bickley thanked the adjunct faculty for their contributions, unique and specialized talents brought to PCC.

III. APPROVAL OF MINUTES
A motion to approve the November 3 minutes as submitted was made by Edward Martinez, and seconded by Ahni Armstrong. Vote: Approved by majority. One abstention.

IV. PUBLIC COMMENT:
Pat Peach asked the Board to think about future Senate Disaster Relief Fund donations (fire relief, etc.) and future fund contributions. This matter will be agendized for the next Senate Board meeting and Ms. Peach will provide the current fund balance.

V. STANDING/ AD HOC/ CAMPUS-WIDE COMMITTEE REPORTS
President Bickley requested a motion to move Item 4 (Adjunct Faculty Committee Report) to Item 1.
MOTION made by Pat Peach and seconded by Patricia Lynn. Vote: Unanimous.
1. Adjunct Faculty Committee Report. On behalf of committee chair Mark Dodge, Roger Marheine, president of PCC Faculty Association and an English Division Senate Board Representative, and Preston Rose, Vice President of PCCFA and adjunct faculty member, gave the following report.

Mr. Marheine has spoken to the Senate at past meetings about educational issues related to part-time faculty. In regards to student success: 30% or more of campus classes are taught by part-time faculty and even closer to half of developmental, remedial, basic skills, first level, college-transfer courses in divisions like math and English are also taught by part-time faculty. Educational issues of concern that need to be addressed include the need for 1) part-time conference hours, 2) seniority hire-back rights and 3) part-time faculty health care insurance. Representatives from part-time, full-time faculty encouraged the Senate to strongly endorse a petition requesting that adjunct faculty be paid for office hours and encourage full-time faculty to sign it. There is also another petition being circulated for the students to sign.

Preston Rose, an adjunct instructor in English for 14 years and a faculty association representative for 7-8 years, spoke to the Senate, urging its support of having paid office/conference hours for adjunct faculty. Morale and commitment is affected when 350 full-time faculty have paid conference/office hours while 900 adjunct faculty, teaching 1/3 of the students, cannot be provided the same tools that affect student success and academic fairness.

Most other community college campuses offer some type of part-time office hour compensation.

Adjunct and full-time faculty encourage the Senate to endorse the above-referenced petition. This action would be good for both student success and the instructors.

<table>
<thead>
<tr>
<th>Name</th>
<th>Supporting Comments In Favor of Part-Time Office/Conference Hours</th>
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<tr>
<td>Diane Francisco</td>
<td>There is a need for institutional support and student success</td>
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<tr>
<td>Christie Chan</td>
<td>There are a number of ongoing student petitions being circulated in support of this issue. Has observed part-time faculty having to use library computers. Adjunct faculty need all the tools that are necessary to meet student needs.</td>
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<tr>
<td>Joan Kahn</td>
<td>To better assist students, part-time faculty hold conferences in the hallways, outside and e-mail when necessary</td>
</tr>
<tr>
<td>Tad</td>
<td>Questioned if extra time for unpaid conferences would add</td>
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Mr. Marheine suggested the Senate think about this item for several weeks. He will return with a motion for the Senate to consider: general lines of support for adjunct faculty hours, etc. President Bickley agreed more discussion is necessary. He said the general petition currently being circulated is vague in regards to office hours times, how soon these hours would be implemented, etc. There are particulars to be noted in regard to the school's current budget.

2. Title 5 Ad Hoc Committee: Edward Martinez presented modest revisions for Policies 4050 and 4060.

**Policy 4060 (4th Draft):**
This policy was voted on for approval two weeks ago and is brought back for two minor additions.
A number of new majors/areas of emphasis were adopted at recent C & I meeting.

Pg. 2: 1.e: added words in parentheses: “...(lecture and laboratory must be in the same discipline),... This recommendation was presented at a C & I meeting and it was added to bring our policy and practice into alignment and will be true for both the AA and AS degree.

Pg. 3:e: under AS degree. Added words in parentheses: “...(lecture and laboratory must be in the same discipline),...”

Pg. 3:i: Students must complete a minimum of eighteen units in a major as published in the College Catalog, the requirements of which will be identical to those of a Certificate of Achievement. (Completing multiple Certificates of Achievement in the same field of study does not result in multiple Associate in Science degrees being awarded.)
The Committee asked the Senate Board for approval of this policy and procedures with the small changes.

President Bickley added that Physical Sciences were well represented at the last C & I Committee meeting.

MOTION to re-approve Policy 4060 with modest revisions, revised by Fred Keene and seconded by Pat Peach. Vote: Unanimously approved.

**Policy 4050 (4th draft):**

Minor changes: Page. 1, paragraph 1, line 3: changed word “teacher” to “faculty instructor”.

Procedures: Pgs 4, 5, 6, 7 and 8 have the same information as seen on the previous draft. It was discovered that there was no mention about grades.

Page 2 and 3: Added section to delineate and define school’s grading system: A through F, including new grade of FW, Pass, No Pass and the Non-Evaluative symbols [Incomplete, In Progress, Report Delayed, Withdrawal, and Military Withdrawal]. In parentheses are the definitions of these grades as taken directly from Title 5 language.

Page 9: Minor change defining regional accreditation as that which is facilitated by the listed accrediting agencies.

Concern was expressed by Pat Peach that more responsibility was being placed on the instructor to drop a student than for the student to drop a class by the final drop date. A student cannot withdraw past the withdrawal date. Mr. Martinez said that after the official drop date, it is the instructor’s call to give an F or grade of FW. A W grade does not affect grade point average whereas an F (academic) or FW (non-participation) will. The policy states the instructor has final authority.

All students are required to take a final exam. President Bickley says his students will get an F or I if they do not take the final test. A student signature is not needed to receive an “I” grade.

Tad Carpenter pointed out that a D grade is given 1 grade point. Mr. Martinez said a D grade is described as less than satisfactory. A non-pass would be a D or an F. An AA degree can be earned with minimum requirement classes passed with a C or better even if there is record of a “D” grade given for an elective course.

MOTION made by Roger Marheine and seconded by Patricia Lynn to approve Policy 4050 (4th draft) w/revisions: Vote: Motion passed by a majority with two abstentions.
3. Curriculum and Instruction Committee chair, Joe Futtner, thanked the Senate for giving him the opportunity of being C & I Committee chair. He has learned a great deal about the curriculum and learning process from his faculty interaction. He thanked Mr. Martinez for his dedicated work, patience and determination on the Ad Hoc Title 5 Changes Committee.

Mr. Futtner welcomed the ongoing addition of new committee members who bring fresh and helpful ideas into this process. President Bickley said the C & I process is a unique, collaborative process which involves administrative, instructional and classified staff. A C & I Conference will be held in January 2009.

4. Academic Rank Committee Recommendations are postponed to enable the committee to have more time for review and recommendations on rank advancement. Ted James (Postponed): needed a little more time for rank application review which includes both full-time and adjunct rank advancement.

VI. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report:
President Bickley said he had e-mailed the Senate Board regarding Section VII, Item 4, which would authorize him to sign the Accreditation Self Study Report certifying that there was broad participation by the campus community in the self study and that the Self Study Report accurately reflects the nature and substance of PCC. The Board of Trustees debated whether its role was either 1) Board was responsible for a final report and should review it with necessary modifications, or 2) that they should ensure that there was a comprehensive campus-wide effort to accurately reflect the nature and substance of PCC. There has been a mutual agreement between faculty and the Board of Trustees on the accreditation processes which aids in addressing problems from previous accreditations and self studies. An accreditation steering committee was created of all the constituency groups, management association, academic senate, classified senate, associated students, etc.) and a faculty member (Dr. Lynn Wright), who has been assigned coordinator. Dr. Wright has worked to pull together a large accreditation document turned in by various writing, standard and focus groups. This has been a significant campus-wide effort and President Bickley will ask for the Senate to authorize him to sign off on this document. (See: Section VII, 4.)

The role of the Board of Trustees is stated in the section where the document is signed. By signing the document the signees are not agreeing that they are satisfied with everything in the document. They are simply acknowledging that a college-wide effort was made to put forth an accurate reflection of nature and substance of PCC.
Due to the passing of his brother-in-law and long-time college friend, President Bickley was able to attend only one day of the ASCCC Plenary Session. Edward Martinez took the President's place on Saturday to vote on resolutions.

It was recommended that colleges stay active (maintain communication) on the areas of accreditation so there is not a lot of “catch up” being done before the next visit. Stuart Wilcox has been an active resource in keeping us informed on what needs to be done for future visits. A college-wide committee could be developed to assist.

**R-2 Vice-President’s Report:**

ASCCC Plenary Session:

PCC representatives formally testified on creating a new discipline in Speech, Language & Pathology. This statewide recommendation will go forward. Formal testimony was taken with other schools supportive of the creation of this new discipline. It will be coming up for a vote in the spring.

A resolution was presented calling for a Title 5 formal redefinition of the AS and AA degree.

Mr. Martinez was not in favor of action on this resolution at this time, but it would be a step forward. This resolution simply states an AS degree is any degree offered in the field of science, technology, engineering or CTE. Everything else will have the title of AA degree. Following ASCCC approval, this matter would have to go forward from to the Board of Governors and drafted in Title 5 language.

Resolution passed to revise Title 5 grading regulations for a new grade allowing for failure due to academic dishonesty, which was supported by the Area C meeting. A new grade of XF (failure due to academic dishonesty) was presented at the Area C meeting. The ASCCC did not use the XF terminology but they will advocate the inclusion of this new grade in the Title 5 regulations.

**R-3 Secretary’s Report:** From the ASCCC Plenary Session, Ahni Armstrong learned more about the Basic Skills Initiative. There is available funding to promote student success and provide qualitative and quantitative data to show student success has occurred. Reference was made to the upcoming 2009 ASCCC Senate Institutes (handout provided and available at the Academic Senate Office). *The ASCCC will pay for attendance.* Institute attendance is open to faculty, administrators and classified staff. President Bickley noted that classified staff member, Barbara Salmon, might be encouraged to attend Curriculum Institute. The institutes describe Title 5 changes, curriculum changes, practical issues on subjects such as new English and Math
requirements.

**R-4  Treasurer's Report:**
President Bickley reported that the Academic Senate Foundation Scholarship fund has “taken a significant hit” as a result of the stock market. The Executive Committee is in the process of communicating with the Foundation office about this matter.

Treasurer, Patricia Lynn provided the following information:
Academic Senate treasury account has a current balance of $9,924.61. Out of this account, we will need to pay for the Senate Breakfast which takes place in June. Expenses are generally around $8,000. About $4,000 is generated in ticket sales. To help replenish the Senate General Fund, several fundraisers are being planned to supplement the General Fund. A handout/flier was presented for an “Academic Senate Holiday Graphic Bash,” Thursday, December 4th, 6:30 – 8:30 p.m., Room T-107. This information has been circulated to faculty. This will be an opportunity to participate in a workshop using typography and graphics to create holiday newsletters, cards, notes, etc. with Dave Cuatt: Price $20.00. For Reservations, contact Dr. Pattie Lynn x7031 / prlynn@pasadena.edu: Make $20 checks payable to Academic Senate).

**Senate Foundation Account Report**
Scholarship Account / Restricted (PR) Fund: $130,000. This account cannot be touched.

Scholarship Account/ Temporary (TR) Restricted: $57,142.77 – reflecting a $29,000 (“hit”) loss.
Previous PR balance (September 2008): $95,000. From this amount three scholarships have been issued ($3,000).

President Bickley and Patricia Lynn have requested a meeting with the Foundation to ask where the money has been invested and why.

Patricia Lynn has assisted in creating a PCC mouse pad to sell as an Academic Senate fundraiser to replenish the Senate Scholarship Fund. The selling price would be $7.50. Dr. Perfumo said she would buy 30. The mouse pad design mirrors the cover of the new Faculty Handbook. The Faculty Handbook Committee is working on a revised handbook with a due date for materials of December 1st.

Administration might be asked to offset the “high cost” of producing the new handbooks.

New ideas and fundraising suggestions may be forwarded to Patricia Lynn (x7031/prlynn). Two future fundraisers are being planned.
VII. EXECUTIVE COMMITTEE RECOMMENDATIONS

1. Appoint Catrelia Magee (PACD) to the Academic Rank Committee
2. Appoint Barbra Griffith (Counseling) and Tammy Knott-Silva (Kinesiology, Health Athletics) to Distance Education Committee
3. Appoint Leslie Tirapelle (Library) to the Clerk Hiring Committee in Faculty Computing area.
4. Authorize President James Bickley to sign Accreditation Self Study certifying that there was broad participation by the campus community in the self student and that the Self Study Report accurately reflects the nature and substance of PCC
5. Approve two fundraising activities (General Fund and Scholarship Fund)

MOTION combining items 1-3 made by Fred Keene and seconded by Pat Peach.

The Senate approves faculty appointments from various divisions be appointed to serve on campus committees. Some faculty have already volunteered to serve on these committees.

VOTE ON THE MOTION: Majority approved. Abstention: One.

Item 4: MOTION to approve Item 4 directing President Bickley to sign Accreditation Self Study certifying that there was broad participation by the campus community in the self student and that the Self Study Report accurately reflects the nature and substance of PCC was made by Patricia Lynn and seconded by Fred Keene. VOTE: Unanimously approved. Fred Keene noted that the motion read President Bickley is authorized (not directed) to sign Accreditation Self Study Report ....". VOTE: Unanimously approved.

Item 5: Approve fundraising activities for the General Fund and Scholarship Fund. See discussion in Treasurer’s Report.
Holiday Graphic Workshop: Proceeds would go to the General Fund.
Mouse Pad Sales: Proceeds would go to the Scholarship Fund.
Mouse pad sales would be made campus and community wide.
Question was asked if the mouse pad sales could also be made in the Bookstore. Patricia Lynn said this item would have to be worked out with the Bookstore.
MOTION made by Roger Marheine and seconded by Jo Buczko approving Item 5:
VOTE: Unanimously approved.

Additional information on the Academic Senate Foundation accounts will hopefully be presented at the next Senate Board meeting.
Sent to Committee: No action at this time.

VIII. INFORMATION ITEMS:
President Bickley said the Senate voted on the Abbreviated Program Discontinuance Policy last year. This matter was brought before the last CAPM meeting. It still needs to be integrated into the existing policy and brought back to the Senate for a final vote before going back to CAPM then maybe on to the College Coordinating Council. It will not likely go before the Board of Trustees because only the procedures are being modified.

STANDING INFORMATION ITEMS

S1-1: PCCFA. Roger Marheine: There is interest/concern regarding seniority. We may want to address this matter at some future time.

S1-2: FACCC REPORT. No report.

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge attended the Fall ASCCC Plenary Session. Adjunct issues were not being discussed. He attended an ICAN workshop which discussed numbering all college courses the same between the CC, UC and USC campus. Trying to add descriptors to course numbers is an ongoing process. President Bickley gave Mr. Dodge a brief summary about the meeting’s earlier presentation in support of paid adjunct office hours. Mr. Dodge said there are “two tiers” on campus now for the success of students of full-time and part-time faculty. Part-time/adjunct office hours are necessary.

IX. ANNOUNCEMENTS

1. November 18: 11:30 a.m.– 1:30 p.m. Students will clean up campus by collecting cigarette butts. Student activity: collection of cigarette butts; Great American Smoke Out. This activity will be entitled “butts up”. Some faculty are offering their students extra credit for participating. Anyone interested (including faculty and staff) is invited to participate. Gloves, masks, zip lock bags will be provided. The top four student collectors will be presented with I-Tune gift cards. A report of this activity will be given to the Health and Safety Committee.

2. November 20: 9:00am - 2:00 pm Great American Smoke Out. Location: There will be representatives from Nursing, Dental Hygiene, Radiology Technology, the Pasadena Public Health Department, Student Health Services, etc. There will be “give-aways.”

ADJOURNMENT: 4:55 p.m.