### 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>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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<td>ADJUNCT FACULTY</td>
<td>MARK DODGE</td>
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<tr>
<td>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SHELLEY GASKIN</td>
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<tr>
<td>COMMUNITY EDUCATION CENTER</td>
<td>NADEGE WILLIAMS</td>
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<td>COUNSELING</td>
<td>CECILE DAVIS ANDERSON</td>
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<td>ENGLISH</td>
<td>ROGER MARHEINE</td>
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<td>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
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<tr>
<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>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</td>
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<td>JUDY OHYE</td>
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<td>MATHEMATICS</td>
<td>PAT PEACH</td>
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<td>NATURAL SCIENCES</td>
<td>OPEN</td>
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<td>PERFORMING AND COMMUNICATION ARTS</td>
<td>TAD CARPENTER</td>
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<td>SOCIAL SCIENCES</td>
<td>DAVE MCCABE</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>ENGINEERING</td>
<td>BERNARDINO RODRIGUEZ</td>
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<td>ENGLISH</td>
<td>TOOK TOOK THONGTHIRAJ</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>LIBRARY</td>
<td>DONA MITOMA</td>
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<tr>
<td>MATHEMATICS</td>
<td>FRED KEENE</td>
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<tr>
<td>SOCIAL SCIENCES</td>
<td>DAVID URANGA (Alt)</td>
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<td>SOCIAL SCIENCES</td>
<td>DEREK MILNE</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 Pat Peach

Introductions: Bob Miller/Academic Support; Leslie Thompson/Bookstore; Leticia Velez/Classified Senate; Dr. Perfumo, Ted James/Rank Committee Chair; and Dr. Jacobs

III. APPROVAL OF MINUTES
A motion to approve the November 17 minutes as submitted was made by Ahni Armstrong and seconded by Patricia Lynn. Vote: Unanimously approved.

IV. PUBLIC COMMENT: None.

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

1. Academic Rank Committee Chair, Ted James, presented recommendations for Fall Change of Rank.

   Full-Time Faculty
   Professor: Kathy Cervenka, Barry Chess, Dona J. Mitoma
   Assistant Professor: Alireza Ansari, Anita Bobich, George Conway, Edward Feser, Barbara Kissel, Stan Kong, Darcy Mack, Sharon Newman-Gomez, Jeffrey R. Mattes, Michele Pedrini
   Associate Professor: Sharon Bober, Carla Christensen, Jason Huh, Kaitzer Puglia, Miki Sumitomo, Teresa Trendler, Paige Wilson
Adjunct Faculty: Cheryl K. Alcorn, Maribel Morales, Mary Beth Nelson, Anise M. Stevens

MOTION made by Pat Peach and seconded by Patricia Lynn approving the Rank Committee’s recommendations: Vote: Unanimously approved.

2. Leslie Thompson: Bookstore report. Leslie Thompson met with the Senate Executive Committee to share Bookstore concerns. Handout provided: “Things faculty might not know about the Bookstore.” This handout covers three main points:

1) Profits from the Bookstore go back to campus; 2) The Bookstore uses a 25% margin for mark up on most textbooks; and 3) Student Book loans, grants, vouchers, etc. can only be used in the campus store.

Adoption timelines have been getting shorter. Deadlines are important to populate a “want list” to buy back from students. The next buyback scheduled (in December) will be for books from winter and spring semesters. Submittal of timely book lists will enable students to have faster access to used books. Timely book orders also enable savings on freight charges. There are more processing costs with late orders.

Custom titles, bundles and other options: Custom title books have no national market value and will not be bought back by the Bookstore or the wholesaler, unless they are used the used next semester. Bundles: If faculty doesn’t need the additional components provided with a textbook, please let the Bookstore know. Buybacks will only include value of textbook, not other extra items.

Loose-leaf or three-hole punched versions of textbooks have no value once they’re opened and will not be bought back by either the Bookstore or wholesalers.

Math Division Inquiry: Pat Peach inquired about the best way to order books with the Math Excel component. Some sections use this component and others don’t. Ms. Thompson suggested that in this instance it would be beneficial and easier to order all books with the Math Excel component.

In response to another question, Ms. Thompson said the Bookstore determines a book’s buy-back price--up to 50% of the purchase price if bought new. If the Bookstore has the “quota” of used books, then a wholesaler will determine the buy back price.

The Bookstore will rarely buy back modified editions unless an instructor has requested the use of this edition for the next semester.
Bookstore proceeds help to support the Student Activity Fund, an extensive group of student clubs and commencement.

Web Text/E-Books: The Bookstore is open to selling and purchasing e-books. Digital content needs to be verified as meeting all educational requirements.

Dr. Perfumo said she recently attended a statewide system office conference where there was discussion on containing textbook costs. PCC is currently in the process of recruiting a new bookstore manager to replace Doug Ferris who is scheduled to step down from his position in spring ’09. Dr. Perfumo expressed her desire to have Leslie Thompson be included in this recruitment process.

Finally, Ms. Thompson again urged the Senate Board to advise their colleagues to adhere to the adoption timelines so that students get the best value for their future book purchases and buy backs. The Bookstore Advisory Committee meets once a semester. Anyone is welcome to attend. Ideas and/or concerns may be forwarded to Leslie Thompson.

On another note, Pat Peach said she would like to see the Senate be supportive of expressing attention and concern about unfair labor practices outside the U.S. when purchasing fundraising items made outside the U.S. Our young people need to understand the importance of justice worldwide.

3. Academic Senate Disaster Relief Committee Chair, Pat Peach, asked for a motion in support of the committee making a $200 donation to recent fire victims. As of September, the Disaster Relief Fund’s balance was approximately $1,000+. She will be in contact with the Foundation office for the current amount.

MOTION was made by Andrzej Bojarczak and seconded by Jo Bucko for the committee to make a $200 contribution in support of those who suffered in recent fires: Vote: Unanimously approved.

The donation would be made to the Red Cross or another bona fide group following additional research by the Committee. Additional suggestions regarding donation designations may be forwarded to the Committee.

4. Distance Education Committee Chair, Sandy Haynes, gave a web presentation showing the Senate how to access the new Distance Education Committee web site (located under Office Services on PCC’s web site). This site will provide a tool for better communication for the Committee and the entire PCC campus. The DE web site includes a DE newsletter, a blog area [by invitation], discussion board to encourage faculty to start learning about
what's possible and how to get involved, Documents and Forms, DE Delivery Modalities, Summary of Committee Activities and Recommendations, and Academic Support Board of Trustees presentation (10/1/08), CCC Distance Education Guidelines 2008, a FAQs page, and postings of the Committee's Minutes and Agendas.

Ms. Haynes thanked Bob Miller and Carol Robinson for their work with the Committee. Future faculty learn-and-share workshops will address learning about Black Board and CE6 (hybrid, management learning tool).

The Committee will continue to look at the area of student authentication. The Committee has two subcommittees which will provide the Senate Board with recommendations pertaining to online faculty evaluation and professional development workshops. Future workshop dates are June 24, 25, and 26.

Bob Miller publicly acknowledged and thanked Sandra Haynes for her passionate and enthusiastic contributions to the College.

5. Faculty Sustainability Committee Chair, Ling O'Connor, acknowledged Pat Peach for recommendations to the Senate to support social justice in areas of purchasing items for fundraisers, etc. made outside of the United States. The Green Summit Community Event was held Sunday, November 2nd, 10am-9:30 pm. Turnout from PCC and the community was very good. Attendance was 700+. There were many people on campus this day because of both the event and the Flea Market.

Acknowledgment was made for the following: Solar panel display, City of Pasadena’s natural gas bus, real time programming provided through a City Councilman, Lunch: organic foods provided by Whole Foods, Engineering & Technology representatives, silk screened tote bags for donations, Art Center College of Design’s concept car model, Philippino dancers and music.

Presentations included: Author of *Smoke Town*; PCC students and students from other campuses, Metropolitan Water District Chair (keynote speaker); Dean of Human Resources Lyle Engeldinger (Across the Curriculum presentation); Dr. Perfumo and Board of Trustee member Hilary Bradbury-Huang. The 1PM afternoon summit/campus dialogue was well attended by faculty, staff, students and the community (attendance 400+).

President Perfumo will sign the President’s Climate Commitment next week in Galloway Plaza: December 9, 12:00 pm. Guests will include the founder of the Path to Freedom, JPL representatives, Pasadena Mayor Bogaard and Board of Trustee Member Hilary Bradbury-Huang. Activities will include, music, dance and food!
President Bickley commended Ling O'Connor on her energy and commitment to the Faculty Sustainability Committee.

1. Adjunct Faculty Committee Chair, Mark Dodge, said PCCFA has taken over and is lobbying for most of the adjunct complaints.

Complaints Noted:
Double-standard complaint. Adjunct faculty need office hours and offices. This complaint is now under PCCFA review.

Insurance complaint: This area involves a huge cost. If insurance is not available, many doctors want to give $1,000+ worth of tests before starting treatment. There is a large “aging group” of part-timers who have made their careers at PCC. Many work on two different college campuses (including PCC). There has been a lot of talk about this issue but not a lot of opportunity for action. Much of this arena is left up to the Union.

President Bickley said both full-time and adjunct faculty spoke at the last Senate Board meeting regarding petitions in support of adjunct office hours and pay. Mr. Dodge urged the Senate to be open with recommending that this area of concern would be a positive area to address.

MOTION made by Mark Dodge for the Senate to support the concept of part-time faculty hours and to eliminate the double standard with a timeline within the term of contract negotiations. Seconded: None. Motion died for lack of a second.

Mr. Martinez said there needs to be more clarification about this matter. At the time of this presentation, the PCCFA representative was not present. President Bickley said the last Area C meeting discussed the issue of dual standards with a variety of different criteria. There is support on campus in moving towards equity. We need to be sensitive in regards to particulars with today’s economy. Mr. Dodge will take this matter to the part-time committee.

6. SLO Ad Hoc Committee: No presentation. Cecile Davis-Anderson had previously submitted an e-mail request to the Senate for this matter to be continued next year. Comments:

Sent To Committee:
1. Ad Hoc Title 5 Committee: Develop philosophy for Associate Degrees (AA, AS) Committee Chair, Edward Martinez, said this matter will be addressed next semester.

MOTION made by Patricia Lynn and seconded by Jo Buczko to move Item 2, under
Campus-Wide Committee reports, up on the agenda. Vote: unanimously approved. (See VIII./2: Bookstore presentation by Leslie Thompson.

EXECUTIVE COMMITTEE RECOMMENDATIONS: See Agenda

1. Appoint Robert Oventile to Committee on Academic Freedom and Professional Ethics.
2. Appoint Jim Bickley to screening committee to hire Dean of Human Resources.
MOTION made by Pat Peach and seconded by Edward Martinez approving Items 1 and 2. Vote: Unanimously approved.

VI. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report: President Bickley said the Board of Trustees has not met since the last Senate meeting. The last CCC meeting was postponed. He reported there have been three faculty complaints received by the Senate office during this semester.

Concerns:
1) Faculty adhering to code of ethics and
2) faculty-to-faculty disputes concerning infringement on academic freedom.
These matters take a significant amount of review and meeting time.

Faculty are encouraged to resolve these matters informally face to face. Due process procedures come through the Senate and not the Union. Mutual agreement concerns require a more comprehensive process. If Executive Committee resolution is unsuccessful, the matter will be submitted to CAFPE, involving a detailed and long hearing process.

Some complaints are in the academic professional area and involve mutual agreement policy areas. This is new territory where faculty complain about administration not holding up their end. Problem solving should first be attempted through the division dean or appropriate supervisor. A mutual agreement policy or procedure matter generally cannot be brought to the Senate alone for adjudication. A procedure has not been developed to address these concerns. This type of matter would have to be sent to CAPM (Senate Executive Committee, President and Vice President of Instruction). President Bickley stressed that concerns of this nature should be addressed through problem solving attempts that include the primary parties before approaching the Senate for help.

R-2 Vice-President’s Report: Edward Martinez said the Ad Hoc Title 5 Committee has been asked to develop a philosophy for associate degrees. Both the AA and As degree process have recently been extensively revised. At the December 10 Board of Trustee meeting 11+ new majors will be presented. The Committee will reconvene in the early spring semester to review this recent request. Anyone wishing to participate may contact Mr. Martinez.
Finally: PCC and PUSD are collaborating in an effort to create an early college/high school on our campus composed of 30-60 students the first year. This process is currently in the planning stage. The committee working on this process will be soon be visiting campus models at Moorpark College and San Bernardino Valley College. Guest speakers from PUSD are expected to address the Senate Board early in the spring semester.

Philosophy Statement: Mr. Martinez said there is a statement in the school catalog that could be combined with the Title 5 GE component to develop a thorough AA/AS degree Philosophy statement. The Committee welcomes new members to work on this process.

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

R-4 Treasurer’s Report: Patricia Lynn reported that both she and President Bickley will meet with the Foundation this Thursday in regards to the Senate’s mutual fund loss of $29,000. Current Credit Union Balance (Checking + Savings): $8,703.27
Foundation Scholarship Funds: Restricted Fund: $130,000
Unrestricted Fund (for scholarships) $57,142.70


Academic Senate Scholarship Fundraiser: PCC Mouse pads will be available for sale in a week. Information will be made available on Campus Bulletin.

Dr. Lynn wished everyone a very Happy Holiday season!

VIII. INFORMATION ITEMS
1. Abbreviated Program Discontinuance Procedures. Approved changes to be presented to CAPM. President Bickley provided handouts:

Policy No. 3210: Program Discontinuance: Change needed: Number: Page 1 of 5
Procedure No. 3210.10: Modest changes made.
Procedures: Revisions:
New Item 3: transitioned from original procedures to item 4 and is now consistent with previous policy.
Jim asked the Senate to approve Procedures as revised. Once approved, this document would be forwarded to CAPM.
MOTION made by Ahni Armstrong and seconded by Mark Dodge to accept the document as presented with modifications. Vote: Unanimously approved.
STANDING INFORMATION ITEMS

S1-1: PCCFA. Roger Marheine: No report.

S1-2: FACCC REPORT. No report.

S1-3: ADJUNCT FACULTY REPORT: Mark Dodge. See above.

IX. ANNOUNCEMENTS
1. Holiday Graphic Bash (Faculty Fundraiser): Thursday, Dec. 4, 6:30 - 8:30 pm Room T-107.
2. Mouse pad fundraiser: pads should be available by December 8. Dr. Lynn will make an announcement through the Campus Bulletin.
3. Accreditation Site Visit: March 16-19. President Bickley said Dr. Lynn Wright was working today on the final draft (include some Board of Trustee recommendations) for next week’s Board presentation. The Accreditation Steering Committee met to assign planning agenda items to appropriate offices on campus to be clear about who is responsible to carry out the plan before next visit.

Jim Bickley wished the Senate Board a Happy Holiday Season and thanked the Board for their patience.

Tad Carpenter: PAC Division: Christmas In The Quad: Dec. 9: Noon. Activities to include, music, dancing and storytelling.

President Perfumo announced the traditional Holiday Reception to be held Wednesday, Dec. 10, 9-11am in GM-103.

President Perfumo wished everyone a joyful and successful Holiday Season.

X. Adjournment. 4:45

Next Meeting: Monday, March 2, 2009