March 2, 2009

**OFFICERS AND MEMBERS PRESENT**

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<th>OFFICE/FACULTY</th>
<th>NAME</th>
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<tr>
<td>ACADEMIC SENATE PRESIDENT</td>
<td>JIM BICKLEY</td>
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<td>VICE PRESIDENT</td>
<td>EDWARD MARTINEZ</td>
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<td>SECRETARY</td>
<td>AHNI ARMSTRONG</td>
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<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>COMMUNITY EDUCATION CENTER</td>
<td>NADEGE WILLIAMS</td>
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<tr>
<td>COUNSELING</td>
<td>CECELIE DAVIS ANDERSON</td>
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<td>HEALTH SCIENCES</td>
<td>LEE HASSIJIA</td>
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<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>ANDRZEJ BOJARZACZ</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>
<td>KERIN HUBER</td>
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<td>NATURAL SCIENCES</td>
<td>TERRI BORMAN</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>SOCIAL SCIENCES</td>
<td>DAVE MCCAIBE</td>
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<td>SOCIAL SCIENCES</td>
<td>DAVID URANGA (Alt)</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>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SHELLEY GASKIN</td>
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<tr>
<td>ENGINEERING</td>
<td>BERNARDINO RODRIGUEZ</td>
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<td>ENGLISH</td>
<td>ROGER MARHEINE</td>
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<td>MARTHA BONI LLA</td>
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<td>HEALTH SCIENCES</td>
<td>TOM NEIDERER</td>
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<td>SOCIAL SCIENCES</td>
<td>PHIL RICARDS</td>
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<td>VISUAL ARTS AND MEDIA STUDIES</td>
<td>YOLANDA MCKAY</td>
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GUESTS AND VISITORS

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<th>POSITION</th>
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<tr>
<td>PRESIDENT</td>
<td>DR. PAULETTE PERFUMO</td>
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<tr>
<td>VICE PRESIDENT/INSTRUCTION</td>
<td>DR. JACKIE JACOBS</td>
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<td>ADMINISTRATION</td>
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<td>CLASSIFIED SENATE</td>
<td>LETICIA VELEZ</td>
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<td>CLASSIFIED SENATE</td>
<td>DEBRA CANTARERO</td>
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<tr>
<td>ACADEMIC SUPPORT</td>
<td>ROBERT MILLER</td>
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<tr>
<td>IPRO</td>
<td>FRANCES WU-BARONE</td>
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<td>LEARNING INC COMMUNITIES</td>
<td>DR. VICTORIA BORTOLOUSSI</td>
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<td>VP ASSOCIATED STUDENTS</td>
<td>CONNER LEWIS</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. Perfumo, Dr. Victoria Bortolussi, Conner Lewis, VP of Academic Affairs/Associated Students, Dr. Lynn Wright, Dr. Jacobs, Bob Miller, Leticia Velez (Classified Senate Representative) and Dr. Francis Wu-Barone (IPRO presenter).

President Bickley welcomed the Senate Board to its first meeting of the spring semester. He thanked Dr. Wright, along with many others who have contributed to the completion of the Accreditation Self-Study Report. The Accreditation Site Visit dates are March 17-19. There may be an accreditation site visitor at the next Senate Board meeting on March 16, which will be held in the Library Terrace Room (not C233). 

III. APPROVAL OF MINUTES
A motion to approve the Dec. 1, 2008 minutes as submitted was made by Ahni Armstrong and seconded by Pattie Lynn. Vote: Approval by a majority vote. Abstentions(s): Fred Keene.

IV. PUBLIC COMMENT: None.

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

Ad Hoc Title 5 Committee: Philosophy of Associate Degree. The next committee meeting will be Thursday, March 12, C225, 12PM. The Committee will be working on a new policy
on the Philosophy of Associate Degree. There will also be work on revising the grading policy (Policy 4050) and related issues. The topic of course repetition will be removed from this policy, and it will become a new separate policy numbered 4055. Last fall the C & I Committee approved about eleven new majors and areas of emphasis for new AA degree. This semester the committee will look at about five to six additional/proposed majors and areas of emphasis.

Senate representatives were asked to maintain an active dialog with their division colleagues and Title 5 Committee members and C & I representatives. There is no “old” policy. This is a new venture.

**EXECUTIVE COMMITTEE RECOMMENDATIONS:**

1. Appoint Dona J. Mitoma to Academic Rank Committee.
2. Appoint Dorothy Potter to Hiring Committee for Dean of Human Resources.

Motion made by Fred Keene and seconded by Jo Buczko approving appointments 1 and 2. Vote: Unanimously approved.

Sent to Committee.

1. CAFPE: Request recommendation regarding reducing number of faculty turning grades in late. President Bickley said a campaign will be started immediately to publicize the due date for grades to both full-time and adjunct faculty. This matter relates to the faculty contract and faculty ethics in best serving the students.

Policy 4025 [Enrollment and Attendance in Classes]. The Board of Trustees has reviewed this Policy and Procedures for the accreditation site visit. The Board of Trustees has asked the Senate to consider allowing students to audit classes. Because this matter is an actual policy change, it may have implications for the related procedures. The Senate is referring the matter of reviewing this policy change to the Educational Policies Committee of the Senate. Division representatives are also being asked to take this matter back to their divisions for feedback and suggestions. It seems likely that changes in this policy will have significant impact on other areas of the college as well, including Student Learning Services, MIS, registration, etc.

Dr. Perfumo said the policy change (handout provided) was prompted following contact by a community member who expressed concern that other community colleges have been allowing the auditing of their courses and this would be a good time to address this issue.

MOTION made by Mark Dodge and seconded by Edward Martinez to move the informational items up to this point in the agenda. Vote: Unanimously approved.
VIII. INFORMATION ITEMS
1. Dr. Victoria Bortolussi of Learning IN Communities is a consultant working with the College in looking for ways to develop an on-campus high school at PCC. Since the fall semester, faculty representatives, management, the administrative Executive Committee, (possibly some students) have been meeting with similar representatives from PUSD. President Bickley and other faculty recently visited the early college high school at San Bernardino Valley College (10th to 12th grade) and will visit the Moorpark College middle high school program (11th and 12th grade) Thursday, March 5.

Dr. Bortolussi stated she has been very impressed with PCC’s team of staff and faculty while working on this venture. Recently there has been ongoing discussion between the Boards of PCC and Pasadena Unified School District looking for ways the two districts can collaborate.

Dr. Bortolussi invited President Bickley to take part in this week’s Moorpark visit (March 5). Dr. Bickley extended the invitation to all Senate Board representatives. Dr. Bortolussi thanked PCC for the teamwork with staff and faculty.

A video presentation, developed by faculty at Moorpark College on their 9-year high school program supported by faculty and faculty leadership was shown to the Senate Board. This program provided an opportunity to bring in funds from Gates Foundation, the Department of Education, and the Chancellor’s Office. This type of project is a work in progress. There is evidence that demonstrates that this kind of program encourages some high risk, high potential students to stay “in the pipeline” and get additional support they need to be successful in high school and pursue college.

**Video Moorpark Program: Comments and Concerns**
Class times: Between 12PM – 6:30PM.

Student selection was by a multiple-phase criteria.

The Gates Foundation encourages use of local criteria.
The students want to behave grown up, are more prepared and energetic.

The PUSD has a large number of students that do not continue on to college and there is a huge drop-out rate. An early college high school program creates a sense of “place” for these students who take both high school and college classes. Ideas for PCC would include having students start by taking Counseling 10 to learn good study skills. It was discussed that suggested admission criteria provide that 20% of participating students could come from first- generation and/or single-parent homes. The Gavilan College high school program has 20% of high achiever high school students as peer role models for their fellow students.
PCC is still in the discussion stages and is looking at the various models. It is important to visit the various programs.

College High School Program Success Rate is very high. Almost 100% tend to go on to college. Some students graduate with both a high school and college degree at same time. Moorpark’s API Academic Ranking (based on scores of 0-1000) was 791.

Concern was expressed regarding the displacement of PCC faculty and students. Some deans have informed their faculty of possible room changes. Rooms mentioned: W206 and W208. There was concern about PCC students and faculty having to take classes at off site (middle-school) locations.

Dr. Perfumo said changes are still in the “discussion” stage. It has been discussed that the first year pilot program might begin in fall 2009 for approximately 60-120 students. The details are being worked out. The first year pilot would be evaluated and necessary changes would be implemented. PUSD parents are very excited about the possibility of PCC giving one’s son or daughter a bridge of opportunity to attend college early.

Possible first year model examples: Start with 1) high school freshmen; 2) start with freshmen and sophomores, or 3) start with seniors. One main PUSD goal is to get young students involved and encouraged to stay in school. This is a major concern of Dr. Diaz, superintendent of PUSD. This favors starting with younger students (ninth graders) in the pilot program. The screening process and selection criteria will be a big challenge.

PCC currently has over 450 high school students who were allowed registration following approval by their parents and/or school principals. They register like everyone else. No registration preference is given for these students over other PCC students. No preference is expected for students in the early college high school program.

Early High School Committee meeting date: faculty may voice their input and/or concerns at the next meeting to be held Friday, March 6, 2PM-4PM in the PUSD Board Room, 351 South Hudson, Pasadena, CA.

Sports Programs: Dr. Perfumo said a sports program could be developed as part of this proposed program. The concurrently enrolled high school students participate in campus PE programs. Associated Students VP, Connor Lewis, suggested that the new intramural sports program would provide good PE activities.

Special Need Concerns: Dr. Bortolussi said the school district has the responsibility to meet these needs.

Concerns About Smoking: The high school students are informed that if they are caught smoking they would be taken out of the program.
Health Services Concerns (pregnancy, birth control, etc.): Dr. Bortolussi said she would check on this concern. Edward Martinez said that most colleges have the parents of their high school students sign parental permission slips in regards to these concerns.

Student Government: At Moorpark, the high school students have their own student government which is also in close relationship with Moorpark’s student government.

San Bernardino Valley College had one class where all students were graduating with an AA degree.

Moorpark’s Textbooks, Supplies and Fees: Dr. Bortolussi will check on how these fees have been handled at Moorpark. She believes the school district pays for textbooks for both the college and high school classes.

When taking college classes, they’re receiving HS/College Credit. There are ways to do fundraising, scholarships, etc.

Space issues at PCC have yet to be determined. Dr. Perfumo said Superintendent Diaz has offered space at some of their schools for PCC students. She will tour some of the other schools close to PCC’s campus. While measure P is bringing new facilities on line the first year pilot would require PCC to have additional space for high-demand classes (example: some basic skills courses, etc.).

San Bernardino Valley College had dedicated classrooms (bungalows) for their program and the faculty use locked classrooms as their office space. Student motivation is high. Jessie Moore expressed concern with possible classrooms in the W building. There are on-going activities in close proximity to these rooms which would probably be too loud for the teaching of high school classes.

Salaries: The salary of Moorpark’s principal was paid from a grant. Teachers’ salaries were paid from the school district.

Dr. Bortolussi stated March and April will be intense times for getting decisions nailed down in regards to a high school program here on campus. Dr. Perfumo: Student criteria is the next idea to be addressed.

Dr. Perfumo announced that at the March 18 Board meeting a similar presentation will be made on this matter. Superintendent Diaz and Dr. Bortolussi will be present.

No final decisions have been made for a high school program at PCC or its start date.

Dr. Bickley asked Dr. Bortolussi if an extra copy of the Moorpark video could be made available to the Senate for review by others not present at today’s meeting.
2. Dr. Frances Wu-Barone (IPRO): CSSE & CCFSSE surveys.
These two college-wide surveys will attempt to poll students and faculty on an important national survey. Ms. Barone requested the Senate’s help in spreading the word to faculty for participation in these surveys.

CCSSE: Community College Survey of Student Engagement: This survey will involve the random selection of 100 classes and the students in these classes. Faculty will be asked for their permission to go into the classrooms to administer the survey (sometime between April and May). This survey will take approximately 15 minutes of student time to complete. Students who do not take the survey will be required to remain in class because the survey will be administered during instruction time. This survey was developed at the University of Texas at Austin. PCC is one of 500 community colleges to participate in this national survey.

CCFSSE: Community College Faculty Survey of Student Engagement: This survey is for all full-time and adjunct faculty teaching in spring 2009. An e-mail will be sent out to all faculty inviting faculty participation. Completion will take 20-25 minutes. Faculty Surveys will be available online

Instructional time will be used to complete the student survey. Surveys will help to evaluate where we are in terms of teaching and learning--specifically in areas crucial to student success (active/collaborative learning and faculty and student interaction). The surveys will help to assess our instruction and support services and areas needing improvement in guidance and for the basic skills initiative.

Survey results can be used as a discussion guide for informing faculty and staff about various professional development activities, and help to guide discussion within divisions and across campus on important topics related to student learning and success and use results to provide information on student engagement in and out of the classroom.

The Senate Board representatives were asked to share this information within their divisions and to talk to their full-time and adjunct faculty about these two upcoming surveys.

Faculty of selected classes will be contacted by IPRO staff who will work with them on choosing a convenient time to conduct surveys. Faculty will receive e-mail from the project team directing them to the faculty site at which to complete faculty survey. These surveys will benefit both the students and our institution. A copy of the proposed surveys, along with a copy of the surveys taken two years ago, will be provided to the Academic Senate office.

Survey results will be available in June. The project team will make the information available at an aggregate (not institutional) level.
Question: Will counselors and librarians be included in this survey.
Answer: All faculty teaching courses in the spring will receive an e-mail (if there is an available e-mail) based on information received from the student record database.

This information will be shared also in a presentation to the division deans on Wednesday, March 4. After the deans send out their information to faculty, IPRO reps will contact the faculty involved.

3. Formation of Faculty Diversity Committee with Lauren Arenson as Chair. Handout copies were provided by Lauren Arenson and presented by President Bickley. Dr. Bickley asked the Senate Board to review this handout for possible future discussion of the details and a possible vote.

4. Smoking Policy: Discussion regarding possible changes in policy. Handout provided by Jo Buczko entitled: Pasadena City College, Academic Senate, Campus smoking Policy Update 3/2/09. The law does permit enforcement of our existing smoking policy. There has been discussion on whether law enforcement citations are a viable way to proceed or whether there needs to be designated smoking areas, such as parking lot areas designated for smoking, making it easier for enforcement.

Loknath Persaud said he did not like the dehumanization of smokers being confined to parking lots versus others areas that could be designated, such as specified benches or tables.

Jo Buczko’s handout described the following requests:
   • 2/25/09 CCC meeting outcome request: Need poll from constituent groups regarding support for a smoke free campus (smoking in designated areas only)
   • 3/23/09 Need vote from Academic Senate for position on smoke free campus.
   • ASB still remains vigilant in working towards a smoke free campus (designated smoking areas).

Student Health Services provides smoking cessation literature, nicotine patches and lozenges free of charge.

Last week a note was posted, with eight students signing a request for student-designated smoking area.

The City of Pasadena has become more rigorous in the enforcement of no smoking areas in the city (20 feet from restaurants, bars, patio places, ATM and movie lines, Pasadena parks, etc.).
PCC’s number one problem now is campus theft by individuals (not students) from off campus. There is not enough personnel to enforce smoking infractions. It would be easier to enforce smoking violations if there are designated smoking areas versus distance regulations. Many other campuses have designated smoking areas (mainly in parking areas).

Survey information on the handout shows a very large support of smoke-free areas. Designated areas show more of a compromise.

Jessie Moore said smoke free areas would save the school money. She commented on how smoking adversely affects her health and causes her severe migraines and a loss of classroom teaching time, requiring a substitute. Fred Keene said he couldn’t understand why his HMO (Kaiser) enforces having its area smoke free while his job doesn’t.

Jo Buczko asked the division representatives to speak with their deans and division colleagues about this matter and to provide her feedback to take back to the CCC.

5. Use of term shared governance vs. participatory governance: Discussion and Comments: President Bickley said at a shared governance retreat held earlier this year on campus, ASCCC President Mark Wade Lieu stated this change is a common development across the state when making reference to AB1725 / Title V changes for more cooperative constituency group involvement in governance of college. President Bickley asked this information to be taken back to various constituency groups for feedback for future Senate Board discussion. This suggested change would not change the actual functioning of the shared governance structure here on campus.

Classified Senate President, Debra Cantarero, said the actual wording in SB235 is “shared”, not “participatory” governance. The Classified Senate will discuss this matter at their next meeting. Current feedback has been less than favorable. Connor Lewis will take this matter make to Associated Student Board at Wednesday’s meeting. Current feedback is not particularly favorable.

VI. REPORTS FROM EXECUTIVE COMMITTEE
R-1 President’s Report:
President Bickley said the accreditation site visit is scheduled for March17-19. Even though classroom visits are down this year, faculty should be prepared for a possible class visit. Evaluating evidence presented in the Accreditation Self-Study will be top priority. Some Accreditation team members might visit the next Academic Senate Board meeting on March 16. Dr. Bickley has received correspondence pertaining to the January 9, 2009 Commission Meeting listing showing the various institutions have been placed on “warning” including Cuesta College, El Camino College, among others.
Our program planning is very well developed here at PCC. SLOs are in good position for site visitation.

The Board of Trustees has expressed gratitude to faculty for being very efficient in terms of being at 103% of enrollment limits. They are very appreciative of faculty’s efforts to accommodate the influx of students.

Dr. Perfumo shared at both the CCC and Board of Trustee meeting a handout regarding budget reduction guidelines for 2008-2009. The Board wants to be the one to make the decisions but needs information from administration to make the decisions. Various recommendations to be addressed in this budget crisis are listed on this handout. Constituent groups are asked for input on these recommendations.

Academic Senate representatives were asked to relay this information within their divisions and to bring back thoughts and ideas on this matter.

The Administrative Executive Committee is committed to 1) keeping as many students as possible so that these students pursue their goals, 2) maintaining all full-time employees and their 3) benefits.

R-2 **Vice-President’s Report**: Edward Martinez said that at it’s last meeting the College Coordinating Council discussed budget reductions, campus smoking and approval of the change in Policy 4060 (change in associate degree, nature in associate degree…). Also discussed was policy 4050 (Grade, Course Repetition, etc.) The ad hoc committee on Title 5 will look at further changes to be brought forth later this semester.

R-3 **Secretary’s Report**: Ahni Armstrong reported that the Senate is looking into a spring fundraiser, perhaps in the astronomy and/or automotive areas.

R-4 **Treasurer's Report**: Patricia Lynn asked the Senate representatives to take Academic Senate mouse pads to sell. Proceeds will go towards the Senate scholarship fund. Support of this venture is needed. Money may be returned to Pattie Lynn or Judy.

**STANDING INFORMATION ITEMS**

S1-1: PCCFA. No report. Roger sent his regrets.

S1-2: FACCC REPORT. No report.

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

IX. **ANNOUNCEMENTS**

President Bickley announced that at the last CCC meeting, Pattie Lynn was
volunteered by Dr. Perfumo to head a college-wide staff and faculty mixer in the interest of team spirit. The Senate will spearhead this venture. A committee is to be developed.

Date: May 5. Time: 3PM-5PM. Location: Amphitheater
Menu: virgin margaritas, chips, salsa and guacamole.

Handouts were provided by Pattie Lynn. The Senate Board members were asked to post these handouts in their divisions.

4. Campus wide staff and faculty mixer on Cinco de Mayo, Tuesday, May 5, 2009, 3:00pm.

X. Adjournment. 5:07 PM Moved/Seconded: Jo Buczko.

Next Meeting: Monday, March 16, 2009