May 18, 2009

OFFICERS AND MEMBERS PRESENT

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<tr>
<th>Position</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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<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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<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>HEALTH SCIENCES</td>
<td>LEE HASSIJA</td>
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<td>KINESIOLOGY, HEALTH &amp; ATHLETICS</td>
<td>JESSIE MOORE</td>
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<td>LANGUAGES</td>
<td>ANDRZEJ BOJARCZAK</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>PAT PEACH</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>ENGINEERING</td>
<td>BERNARDINO RODRIGUEZ</td>
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<td>SPECIAL SERVICES</td>
<td>JO BUCZKO</td>
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<td>VISUAL ARTS AND MEDIA STUDIES</td>
<td>REBECCA MORRIS</td>
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OFFICERS AND MEMBERS ABSENT

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<th>Position</th>
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<tr>
<td>BUSINESS &amp; COMPUTER TECHNOLOGY</td>
<td>SHELLEY GASKIN</td>
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<td>ENGLISH</td>
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<td>ENGLISH</td>
<td>MARTHA BONILLA</td>
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<td>ROGER MARHEINE</td>
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<td>HEALTH SCIENCES</td>
<td>TOM NEIDERER</td>
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<td>LANGUAGES</td>
<td>LOKNATH PERSAUD</td>
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<td>NATURAL SCIENCES</td>
<td>KERIN HUBER</td>
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<td>DAVE MCCABE</td>
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<td>DEREK MILNE</td>
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<td>DAVID URANGA</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/Superintendent</td>
<td>Dr. Paulette Perfumo</td>
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<tr>
<td>Vice President/Instruction Administration</td>
<td>Dr. Jackie Jacobs</td>
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<tr>
<td>Academic Support</td>
<td>Robert Miller</td>
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<tr>
<td>Classified Senate</td>
<td>Debra Cantarero</td>
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<tr>
<td>Faculty Internship Program</td>
<td>Dr. Dave Douglass</td>
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<td>Dr. Cynthia Olivo</td>
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**I. CALL TO ORDER – 3:10 p.m**

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

Introductions: Debra Cantarero; Bob Miller, Dr. Jacobs.

**III. APPROVAL OF MINUTES**
The May 4, 2009 minutes were presented for review.
MOTION for approval of minutes made by Mark Dodge and seconded by Fred Keene.  
Vote: Approval by majority vote. Abstentions: 2

**IV. PUBLIC COMMENT:**

Jo Buczko presented a point of clarification about the proposed, revised smoking policy. The College Coordinating Council has reviewed this policy which was previously presented to the Academic Senate. The proposed change was to create designated smoking areas instead of the current ban on smoking 20 feet away from the buildings. The Senate supported the proposed change. Ms. Buczko inquired about whether the Senate would accept the Committee’s recommended changes or would Senate input be required. At last week’s meeting with the Associated Students, the Board of Trustees requested feedback on the Academic Senate’s position. The Associated Students are in favor of having designated smoking areas. Management supports a smoke-free campus. The Classified Senate will present their position after review of a written copy of the revised policy.

Discussion:
Only policy change is to move from the state law requirement of permitting smoking 20 feet from the buildings, to designated areas only. A diagram would not be part of the written policy.
The Senate needs to carefully review this written policy. President Bickley said he hopes this matter will be put on the next Senate agenda: June 1. If the policy is received soon enough, it will be e-mailed to the faculty.

V. STANDING/AD HOC/CAMPUS-WIDE COMMITTEE REPORTS
1. Ad Hoc Senate SLO Committee/SLOARC
Cecile Davis-Anderson said the committee has been working on specific competency language for the ILOs with representatives from the various divisions. This information along with information pertaining to the SLO Philosophy Statement should be ready to present at the next Senate meeting. *The competencies can be sent by e-mail to the faculty.*

2. Academic Rank Committee: On behalf of committee chair, Ted James, Jo Buczko presented the name of Dr. Eugene Pinchuk, Business Division, for advancement in rank to Professor Emeritus. MOTION approving this recommendation made by Patricia Lynn and seconded by Ahni Armstrong. VOTE: Unanimously approved.

3. Ad Hoc Title 5 Committee: Policies #4050, #4055, and 4062 – Edward Martinez
All three policies have been previously reviewed by the Senate and e-mailed to faculty representatives. Approval is being asked for each individual policy. After Senate approval, these policies will be referred to the College Coordinating Council for input by the Classified Senate, Management Association, and Associated Students. Then, they will be sent to the Board of Trustees.

**Policy 4050 Standards of Scholarship**

*Title change:* from Grading Course Credit and Related Topics to Standards of Scholarship. This change is based on a recommendation from the Community College League of California (CCLC).

One additional sentence added at the bottom of the page reads:

"The Superintendent/President shall establish procedures to assure that courses used to meet general education and associate degree requirements meet the standards in this policy. The procedures shall provide for appropriate Academic Senate involvement."

MOTION approving the Policies and Procedures for Policy 4050 made by Fred Keene and seconded by Pat Peach. VOTE: Unanimously approved.

**Policy 4055 Course Repetition.**

This section was previously contained in Policy 4050. It was CCLC’s recommendation that course repetition be given its own policy and procedures under a new number. Two large sections within the procedures deal with 1) questions about the opportunity for students to repeat courses for which they have received “standard/satisfactory” grades in courses designated as activity courses, where there is a disability situation, where students can
demonstrate a significant lapse of time when needed for employment possibilities, etc., and 2) reference to the repetition of courses to remediate substandard grades.

MOTION Approving Policy and Procedures of Policy 4055 made by Pattie Lynn and seconded by Mark Dodge. VOTE: Unanimously approved.

Discussion:
Last sentence in 1, a. reads: Absent substandard work courses may not be repeated for more than three semesters including winter and summer intersessions. Mr. Martinez recommends leaving this sentence in because it forms part of the CCLC recommendation.

Section 1, b. reads: Students with disabilities may repeat a class for students with disabilities any number of times when an individual determination verifies that such repetition is required as a disability-related accommodation. Grades awarded for courses repeated under these provisions shall not be counted in calculating a student’s grade point average.

Mr. Martinez’ clarification of section l. a. is that it includes a total of four enrollments: first enrollment and up to three repetitions. With the fourth enrollment, the student will need to complete the course to receive a grade.

Policy 4062: Philosophy and Criteria for Associate Degree and General Education. This item has been reviewed by the C & I Committee. The policy is based on CCLC language, which is almost entirely from Title 5.

The Associate Degree general education categories known as Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, are all directly from Title 5. The American Institutions, Political Sciences and Health Education requirements language is based on the Cal State System which determines how classes from PCC transfer to the Cal State system to fulfill that requirement. E. Martinez recommended that we should align our classes with those requirements as much as possible.

MOTION approving the Policies and Procedures for Policy 4062 made by Cecile Davis-Anderson and seconded by Mark Dodge. VOTE: Unanimously approved.

President Bickley commended Mr. Martinez and the C & I Committee for a job “well done”.

4. Educational Policies Committee: Ahni Armstrong reported the committee is continuing its work on language for reporting student dishonesty violations and reviewing the definition of cheating (plagiarism, helping someone else take test, etc.). Cell phone usage is an area of concern. Suggestions may be forwarded to Dr. Armstrong at x7346 or by e-mail to adarmstrong. A form to report Student Code of Conduct violations may be obtained from Student and Learning Services.
Dr. Armstrong reported there is teacher concern about repeat dishonesty offenders in more than one class. Reference to the Student Code of Conduct is found in the catalog and on the school website.

President Bickley said the Senate Board previously voted to approve the definitions of academic dishonesty. This matter also received input by the shared governance groups.

**EXECUTIVE COMMITTEE RECOMMENDATIONS:**

1. 2009 Senate Scholarship Awards: President Bickley announced that the Scholarship Committee recommends scholarship awards to six candidates. At its last meeting, the Senate approved a total award of $5,000. The Committee would like to increase this amount to $6,000, which would allow each candidate to receive $1,000. The Senate Scholarship Credit Union account has a current balance over $900. An additional donation may be given by Keith Miller. The Foundation has requested a scholarship “cap” this year of $9,000. **MOTION** to approve adding an additional $1000 to the previously approved $5000 scholarship disbursement was made by Ahni Armstrong and seconded by Pat Peach. **VOTE:** Approved by majority vote: No: 1

At the request of President Bickley, Item 1 of Section VIII was moved up on the agenda. See Item 1 below.

2. Ratify new faculty members attending the PCC Strategic Planning Retreat: James Aragon, Joe Conner, Lynn Wright. This retreat was already held and it was requested there be a vote to ratify the names of those who were a part of this retreat team. Pattie Lynn’s name will be added as an attendee for next year’s retreat. **MOTION** made by Fred Keene and seconded by Mark Dodge. **VOTE:** Majority passes; Abstention: 1.

President Bickley said during the spring is when all campus constituency groups get together to review the drafted strategic directions and goals that a consultative committee has reworked and put together. This year a radical revision of this process was proposed and accepted by the Strategic Planning Task Force. The four standards the college addressed during the recent accreditation process will be used as guides to developing the college’s strategic directions. An ad hoc committee will soon be formed and will finish the work started at the retreat.

3. Approve faculty members planning to attend PUSD/PCC retreat: The following names of faculty attendees were submitted 72 hours prior to the Senate meeting: Jim Bickley, Cecile Davis Anderson, Janis Dwyer, Martha House, Ted James, Pattie Lynn, David McCabe, Edward Martinez, Ana Ögaz, Bianca Richards, Chiara Thomas, and Lynn Wright. There has been an impressive faculty response, with the addition of more names. As of Friday, May 15, twenty-two faculty have been approved to attend. No faculty will be turned
away and those faculty with various opinions on this matter are urged to attend.

Summary Proposal: The educational community of Pasadena is coming together to directly and fully collaborate over the next 10 years to improve the lives of citizens in their community, and to serve as a model throughout the state and country. There will be input and discussion of the proposed Early College High School on campus, with a possible implementation date of fall 2010, as well as general discussion and input on topics related to the mega proposal to the Bill & Melinda Gates Foundation.

President Bickley asked for a motion approving the process of allowing all faculty, who wish to attend be able to do so, provided they coordinate their attendance with Elizabeth Wood in Academic Support [ekwood@pasadena.edu] as soon as possible. Dr. Perfumo requested this process be left open until next Tuesday or Wednesday.

MOTION approving the attendance of all faculty who have submitted and will be submitting their names to the Academic Support Office to participate in the Grant Proposal Dialogue to be ratified at the next Senate meeting – Motion made by Fred Keene and seconded by Patricia Lynn. VOTE: Unanimously approved.

President Bickley urged Senate representatives to pass the word along in their divisions for additional participants. He would like to see at least 3-4 representatives from each division.

4. Approve Ahni Armstrong as a member of the new Consultative Committee on Auditing Classes. The Educational Policies Committee previously approved, in principal, the idea of students auditing courses. President Bickley said efforts to revise policy and procedures needs to be guided by a consultative committee. Dr. Sugimoto will chair such a committee to address this matter. Dr. Armstrong has volunteered to be on the committee as a Senate representative. Dr. Armstrong will try to recruit from the Ed. Policies Committee members; other senate volunteers will also be considered.

MOTION to approve Ahni Armstrong as a member of the new Consultative Committee on Auditing Classes made by Pat Peach and seconded by Jo Buczko.

VOTE: Unanimously approved.

Sent to Committee: None.

VII. REPORTS FROM EXECUTIVE COMMITTEE

R-1 President’s Report:

Board of Trustees: On May 7 President Bickley attended the Board of Trustees/Associated Student meeting. There was a very involved discussion following a student proposal to enact a $6 (optional) activity fee to use as a generator of additional monies for
various student priorities. The fee would be paid “up front,” then be eligible for a refund if desired. Some Board members did not favor adding an additional fee that was required to be paid “up front” and if necessary later, to fill out refund/rebate paperwork. It was requested for this matter to be presented to the Senate and to be shared with governance groups for discussion and input. This matter can be put on a future Senate agenda. The Senate might want to invite an Associated Student representative to speak on this matter. The Associated Students made a request to simplify the process for funding student travel costing less than $1500 for an individual student and for student group travel of $5,000 or less. This matter will be discussed in the future.

**Strategic Planning Retreat:** This retreat was held last Friday, May 15. One of the subgroups proposed that the strategic directions be restructured to match standards associated with the accreditation process. This would make it easier for planning and preparation for the next accreditation site visit. There is currently no available finished product to share. Follow-up will be brought back, probably later this year.

**May 22 Retreat, 8am-2pm, All Saints Church:**
Regarding: Bill and Melinda Gates Foundation proposal and Early College High School. This matter is briefly discussed above. The Foundation for California Community Colleges has invited the Pasadena Educational Partnership to present a grant proposal that it will merge with their mega-proposal to the Bill and Melinda Gates Foundation. One focus is the early college high school. Participants will include PUSD/PCC, UCLA, CSULA and Cal Tech.

Open dialog is anticipated to assist with building a partnership that will go forward effectively and eventually merge with the efforts of the California Community Colleges. Monies that could possibly be granted through the Bill and Melinda Gates Foundation would allow for significant future funding for up to 10 years.

**Ralph Story Award:**
The nomination period has been extended. After today’s meeting, faculty will be notified that the extension time was to 11:00 am, May 26. This long-standing honorable faculty award has recognized teachers whose contributions have been recognized both on campus and in the community. To date, no nominations have been received. If no nominations are received, the Committee might look at making a committee recommendation. Pat Peach suggested this process be reviewed because of an obvious lack of current interest.

Two to three nominations have been received for the Unsung Hero award.

**R-2 Vice-President’s Report:**
Ad Hoc Title 5 Committee: Mr. Edward Martinez reported on Ad Hoc Title 5 Committee activities. Referenced Information Item #4: AA Degree Update on Majors and Areas of
Emphasis. The committee was formed to create majors/areas of emphasis for the AA degree. The Senate had previously approved new majors/areas of emphasis which have been submitted to the Chancellor’s office. The Chancellor’s office definition of majors is much narrower than our local interpretation. Because of this, our proposed AA “majors” have become “areas of emphasis” and PCC has been asked to modify the descriptors of these areas of emphasis. We have also been asked to explain how the proposed 11 areas of emphasis correspond to majors at various universities.

Natural Sciences had to be more explicit in listing specific university fields to meet transfer requirements. An ad hoc committee (including Bob Miller, Joe Futtner, Edward Martinez, and Barbara Salmon) was formed to tweak/work on these descriptors. The Chancellor’s office was happy with the first revision. The final versions will be sent to both the Senate and the C & I Committee.

R-3 Secretary’s Report: Ahni Armstrong reported on a recent survey asking students to take a 30-40 minute survey while faculty went online to fill out a survey on this student engagement. A report on students’ feelings of connectedness to the college will be available in July. President Bickley said the IPRO office was pleased with the faculty response, which was above expectations.

R-4 Treasurer’s Report: Patricia Lynn presented the following information:
Foundation Scholarship Account Balances as of Dec. 31, 2008:
- Permanently Restricted Fund: $130,000
- Temporary Restricted Fund: $22,060.71
As of today’s date, 2009 Senate Scholarship allocation was approved for $6,000.

Credit Union Account Balances:
- Checking: $5,471.22
- Savings: $8,896.09
Scholarship Fund: $940.00. Additional mouse pad fundraiser monies may be turned in to Dr. Lynn or to the Senate Office.

President Bickley announced the Senate is awaiting quarterly report information from the Foundation.

VIII. INFORMATION ITEMS: The following items will be discussed, with possible action to follow on each item.

1. Announcement: Sandra Haynes has been awarded a 2009 Blackboard Exemplary Course Award for the course “Art Fundamentals.”
On behalf of the Senate, President Bickley commended Professor Haynes on her award and her work on campus. Professor Haynes’ (Winter 2008) Art Fundamentals Course
was recognized for its design, interaction, collaboration and learner’s support. On behalf of the Senate, a presentation of a PCC leather notebook was presented to Professor Haynes. Dr. Jacobs was thanked for her support of this endeavor.

2. Faculty Internship Program: This has been a joint venture by Dave Douglass and Cynthia Olivo. Title 5 allows the Board of Trustees to establish a faculty internship program.

Discussion/Comments:
Parameters: faculty who may meet minimum qualifications for a position, or faculty who are in their last year of completing qualifications.

Intern/Candidate Selection will draw from more diverse faculty sources.
- Local university graduate programs (finishing degrees).
- Instructors from disciplines where a Masters is not required.
- Adjunct faculty who would like more experience, enabling them to be potential candidates for full-time positions.

Intern Nomination: From the Division Dean along with committee (Dr. Douglass and Dr. Olivo) input, to determine what (five) areas the interns would be most successful at this time. There will be five areas to start with. Evaluation of this process will provide valuable data for future programs and for future faculty input and participation. Comments and suggestions may be forwarded to Dr. Douglass or Dr. Olivo.

Initial Program Implementation will include possibly five internships in the fall and five more next spring. Their salary will be equivalent to that for an entry-level instructor, plus an additional hour. Funding Source: From the Board of Trustees. Internship Contract: One Semester

Intern Campus Participation: The intern would be hired as a teacher of record. There would be job shadowing opportunities and attendance would be encouraged at various shared governance meetings of the various committees such as College Coordinating Council, the Academic Senate, etc. to encourage an atmosphere of involvement.

Intern Mentors: Master Teachers would be paid a stipend. Mentors would work in areas of disciplines, have regular meetings with the intern and also monitor the intern’s progress.

The Internship Committee would also look at the evaluation process for evaluating program participants.

The interns will be able to add to their resumes their experience and skills obtained through this process. Dr. Perfumo said this very successful internship model was developed by the State Chancellor’s office. Sixty percent of those interns going through
this process had more competitive skills when applying for future full-time positions.

President Bickley announced that he had worked in an internship program at PCC from CSULA and was hired full-time the following semester.

Faculty input is encouraged by contacting Dr. Douglass and/or Dr. Olivo.

3. Reminder to faculty to get grades in on time. Patricia Lynn presented a flier to be distributed to all faculty about the importance of getting grades in on time. The idea of this flier was developed following a meeting of the Executive Committee with Dr. Perfumo and Dr. Jacobs about how late grades adversely affects class sequence, transcript information and transfer processes for students.

Senate representatives were asked to take fliers back to their divisions. Those not present will have fliers sent to their offices the following day following this meeting. Tuesday, June 23 is the grade deadline. Grades may be submitted on line with the substantiating paperwork submitted no later than the second day of the first week of the next semester. Dr. Jacobs strongly urged faculty to turn in their grades as soon as possible and to make this process a high priority. She thanked the Executive Committee for its efforts in the preparation and distribution of the fliers.

4. AA Degree Update on Majors and Areas of Emphasis: Edward Martinez. See R.2/Vice President’s Report.

STANDING INFORMATION ITEMS

S1-1: PCCFA REPORT: No report.

S1-2: FACCC REPORT: No report.

S1-3: ADJUNCT FACULTY REPORT: No report.

IX. ANNOUNCEMENTS

1. May 22, 2009, 8:30 – 2:00 pm: Creating a College Going Culture; Joint PCC-PUSD Retreat—including charrette group discussion of Early College High School proposed for PCC in fall 2010.

Dr. Perfumo said the possibility of receiving 5-10 years of funding from the Bill & Melinda Gates Foundation for the Early College High School proposal might permit the underwriting of salaries and benefits that would allow the release of general funds for many other campus purposes. This grant money would create phenomenal opportunities at this time.
Areas of collaboration involve possible counseling sharing, coordination of CTE programs including career pathways, etc. President Bickley urged Senate representatives to spread the word for interested faculty to attend this retreat to help bring together faculty and various school districts and colleges to address serious problems we’re facing in our community.

Dr. Perfumo extended her appreciation to those faculty who have participated on the various hiring committees and for playing a role in selecting fresh and energetic applicants.

2. June 1, 2009: C233: 2:30 pm: Senate Scholarship Awardee Recognition/Reception. 3:00 p.m. Senate Board meeting

X. Adjournment. 4:58 p.m. Motion made by Fred Keene and seconded by Mark Dodge.

Next Meeting: Monday, June 1, 2009. [Final meeting for Spring 2009]