



PASADENA AREA COMMUNITY COLLEGE DISTRICT

COUNCIL ON ACADEMIC AND PROFESSIONAL MATTERS

Wednesday, March 25, 2015

3:00 P.M. – 5:00 P.M.

C-233

MEETING NOTES

Meeting called to order at 3:05 PM.

Approval of Minutes – February 25, 2015

Remove 3rd paragraph. Winter – 2nd paragraph: remove 2nd part of 3rd sentence.

Motion made by Manuel Perea to approve notes with corrections as discussed. Motion seconded by Patricia Rose. No further discussion requested. Majority approved; Dr. Robert Bell abstained. **Motion approved.**

Public Comment on Non-Agenda Items

Participants were reminded that the Brown Act will be followed in respect to public comments.

Melissa Michelson commented that one side of table is Administration with faculty facing on opposite side. Committee responded setting makes it easier to see/speak to each other.

Faculty hiring issues mentioned at Academic Senate meeting; new issues surfaced. Would like an Ad Hoc committee to give matter immediate attention. Requested deadline extensions, manual approval of applications (in HR), and advise all applicants they are still being considered. Must be communicated to Deans. Suggested HR provide clear guidelines of process when HR is not following procedures. Participation agreement states that if one can't comply with requirements, one should decline from serving. Hasn't happened on committee she is serving on. HR aware; still awaiting response.

Julie Kiotis commented she was going to raise concerns at BRAC. There appears to not be a budget available for basic supplies (envelopes, etc.) for senate elections, meals for retiring faculty, etc. Feels this is unfair. Latter should be covered as a *thank you* for decades of work. Faculty senators conduct the work for the district. Where is this covered in Planning and Priorities process? Where to ask for this budget? Dr. Robert Miller responded that if faculty were to go to him for support, would be happy to assist. In future, he suggested faculty contact his office for assistance. Academic Senate has a budget; can augment as needed. Joseph simoneschi-sloan confirmed, Judy Benson can access, however, she may need to be trained (on Banner). Feels there may be approximately \$50K within various budgets. He feels this is not a budget issue, but a communication issue.

Dr. Ryan Cornner announced the Bachelor Degree program reopened as some proposals were not approved. Hope to get application in (due April 15). Will discuss at next AS meeting.

Dr. Ryan Cornner announced postponement of Brown Act Training workshops (April 13) due to scheduling conflicts with another priority event. Will reschedule and advise.

Institutional Effectiveness Program Initiative Goals

Dr. Ryan Cornner reminded committee that this is one of the regulations that went through. Last year, colleges asked to respond to RFP on Institutional Effectiveness. Were made to establish committee on California Scorecard for Community Colleges (18 measures on scorecard). Each college to create target by June for each measure. Due to late notice (just heard last week), we must respond to only 4. Ideally looking for 4 year targets; currently only asking for 1 year target. Dr. Cornner will support AS on how they want to submit. Most measures are on scorecard already, nothing new.

Committee Appointments

Dr. Ryan Cornner expressed concern over addressing college council functions in AS. Much discussion in past on appropriateness.

Realignment task force needs directions for AS on how they want to move forward. Dr. Cornner fine with any representation as long as can reach recommendations.

Faculty representatives assigned to EEO committee. Currently none, Terri Hampton concerned. She is also looking for AS representation for hiring committees.

All understand difficulty getting faculty to serve. Manny Perea shared that AS have created list of faculty who have served/are currently serving. He may volunteer for Realignment Task Force.

Accreditation Response Plan

Dr. Kathy Scott, attended AS meeting where she distributed summary of recommendations. Important to have partnership between faculty and administration as we move forward, especially as three of recommendations concern governance. Recommends creating ad hoc group to deal with issues. College Council has representation but not enough. Must be a working group: focus on AIPS first. Next recommendations are evaluation materials, and professional development. Feels should be assigned to committees. Dr. Scott asked if AS approves persons to A&P and P&P, they should report to AS or should there be another group. Many feel should be another group. Dr. Scott feels this must be a work group, Dr. Cornner can lead or co-chair. Unsure how to get appointees. Manny Perea feels should establish plan then go to AS.

Dr. Ryan Cornner, from planning component, budget must be put together long in advance to make certain budget fits needs of college. Start process in spring; establish parameters then fill in details. Dr. Robert Miller, suggested Shared Governance leaders (or percentage of leaders) come together with Drs. Scott and Cornner to map out work groups. Representation would be decide function and timeline, then hit ground running when recommendations received. Draft should arrive shortly. Drs. Cornner, Scott, and Bell meet and discuss.

Dr. Scott, College Council best committee to oversee the work in light of what to be done for accreditation. Faculty Development committee recognizes transition, developing plan. Dr. Scott discussed orientation with Shelagh; making revisions. Also discussed at deans meeting. All understand collaboration between Sheila and AS. Beverly Tate leaving, will leave vacancy in diversity. Option to bring someone else to table. Diversity must be part of plan. Dr. Cynthia Olivo, new faculty, should be part of curriculum for orientation. Build syllabi with that in mind.

Professional Development

Dr. Kathy Scott must hire a Professional Development Director.

NCNs

Dr. Ryan Cornner able to find 2/3 s of information (class size comparison). Will wait until Eduardo Cairo present. Information disseminated. Dr. Kathy Scott determined classes; felt needed to be general as PCC does not have an equitable system. Class sizes do not make sense. Working condition should not be a negotiated item. Must have process to look at numbers and make more equitable. This is what is funding rest of college.

Dr. Ryan Cornner feels what may have happened (going back to 1982) is that some courses were based on facilities at that point in time. This never changed. Facilities should not move pedagogy. Dr. Kathy Scott, some classes do have large writing requirement and should be smaller. Not funded adequately in California. Can add in more LGI so other classes can be smaller. Faculty shouldn't say to other faculty that their NCN too high. Manny Perea asked where all this leading too? Who does it begin with/where does it begin? Dr. Robert Miller, contract signed with FA includes developing plans to start look at this. Dr. Kathy Scott, haven't looked at the way winter is funded. It is a balance. Want to hire more faculty but can't without certain level of enrollment. Must ensure better experience, smaller classes. Dr. Miller, agreement that sometime in future summer can pull people together, agree to additional compensation, start to define. Pat Rose, this is big issue, will take time but summer good to begin discussion. Feels C&I may be aware. Dr. Scott reminded committee that there is also a space issue.

Standardized Scheduling

Dr. Kathy Scott continues to work on scheduling. While doing her best to be flexible, student needs are a priority. Issues with students attending at specific times, no classes past 10:30 PM. Must consider faculty as well as many teach elsewhere. If no teacher, no point. Made changes to summer schedule time blocks; some moves made. One class' different scheduling may affect others. Kris Pilon feels during summer this is not a big issue. Dr. Scott feels if going to another time slot, especially when pursuing degree, don't want to move/block. Keeping exceptions to a minimum. Kris Pilon asked if there is evidence that this has helped. What is the benefit to the college? Dr. Scott was not here prior to this. Has looked at students schedules as an aid in scheduling. Dr. Robert Miller added that students running into conflicts, short-changing hours. Auditors picked up on this. Asked if students having easier/more difficult time? Dr. Cynthia Olivo stated she has not heard. With standardized start time, easier for students to plan their classes and home/work life. She recalls previously was a nightmare for deans to assign rooms, maximize space. New process helps deans have a better understanding. Dr. Miller added the other issue is more sections offered in past. Dr. Scott confirmed higher FTES this spring compared to last. More efficiency. Dr. Miller requested Dr. Cornner discuss with Crystal Kollross for findings on block scheduling/ standardized scheduling, and impact.

Julie Kiotas, is statistically impossible to put 5, 6, 7, 8 hour classes in a block. Understands it fits faculty schedules but the opposite day is washed out. Feels it is not working for our students. Dr. Scott asked for specific examples. Julie Kiotas has many examples: a 5 hour math class - next hour not the same. Not possible to have blocks. Dr. Scott acknowledged there are complicated blocks. Enrollment management software will assist greatly in achieving balance. Dr. Cynthia Olivo, hard evidence would inform practices and aid in the overall big picture.

Human Resources Hiring Committee Problems

Terri Hampton unavailable; Joseph Simoneschi Sloan pinch hitting. He and Terri met with Suzanne Anderson and Mark Whitworth regarding AS concerns. Appears Cornerstone system not user friendly. Candidates submitted materials requested but system did not attach them to applications. Many applicants did not provide materials as requested by Title V. Questions regarding degree umbrellas, e.g. sport psychologist. Committee assumed these were rejected but it appears applicants put into pool and moved forward. Equivalency process had many miscommunications. Materials must be received by deadline, then submitted to selection committee. If there is a need for equivalency, goes to AS who has a committee that reviews. Rejection rate down to 39%.

System has a *time out* function which was accidentally set to east coast time. HR contacted Cornerstone to fix, then closed recruitment at midnight. Issue went on for 2 days prompting them to look at applicants manually. Dr. Miller shared that the committees in general were happy with quality of the pools of candidates, did not have major complaints. HR launched a new technology at the time when we are hiring more faculty than any point in time. No way could HR have processed 3200 applications by hand. It is typical to have issues for the first two to three years; most who have these systems love them. Terri visited schools implementing this system, saw changes they have made. Kris Pilon, have not been asked whether I had a problem with the system. Recommends surveying committee members for their experience with the system. Manny Perea interested in rejection rate on paper. Dr. Miller, number of requirements also has an impact. Some groups required five syllabi, some faculty had not taught that many courses to provide. Joe, equivalency is requested and reviewed by faculty committee

Winter

Dr. Miller, everyone heard what he said at BOT meeting. By November 1, will have recommendation for 16-17 calendar. Winter will be extremely well vetted by then; will look at impact on student success, four year transfer receiving institutions and their calendars. Will consider technology implications and financial aid impact. Will look at current tracks of students and ensure there will be no impact. By that time, PERB will be resolved. Dr. Ryan Cornner recommend a committee to work with EMC over summer to develop recommendation. Dr. Bell will bring this through the calendar committee as well. Dr. Miller requested a separate committee to focus on where holidays should be from an employee perspective. Dr. Scott added needs to look at it from an enrollment management perspective. Winter might be better than a second summer, which tends to be flat. Dr. Miller asked Drs. Scott, Bell, and Cornner recommend membership for a group

Summer Hiring Compensation

Dr. Miller stated that unless there is an extraordinary circumstance that require faculty to stay on then if can't come to a decision by May will put on hold until Fall. Not good practice to pay people to be on hiring committees. Manny Perea questioned management positions. Dr. Miller responded if that happens then we will compensate accordingly. Manny Perea requested consider faculty be compensated for both meeting times and time reading applications

Future Agenda Items

Carry over Accreditation Response Plan

SSSP Plan update

IT issues – Lancer Point and Banner updates

Meeting adjourned at 5 PM.