



## PASADENA AREA COMMUNITY COLLEGE DISTRICT

### COUNCIL ON ACADEMIC AND PROFESSIONAL MATTERS

Wednesday, April 22, 2015

3:00 P.M. – 5:00 P.M.

C-233

#### MEETING NOTES

Meeting called to order at 3:11 PM.

Approval of Minutes – March 25, 2015

**Motion** made by Kristin Pilon to approve March 25, 2015 meeting minutes as presented. Motion seconded by Eduardo Cairo. No further discussion requested. Unanimously approved; no opposition, no abstention. **Motion approved.**

#### Public comments on Non-Agenda Items

Dr. Ryan Cornner thanked Patricia Rose for her hard work; congratulated her on upcoming retirement. Dr. Robert Miller relayed that 33 faculty will be retiring. New hires in process; they appear very smart. Eduardo Cairo asked about the program for upcoming retirees. Dr. Miller confirmed 32, 33<sup>rd</sup> is indecisive. Use count of 32 as deadline to decide passed.

No further comments

#### Committee Appointments

Dr. Ryan Cornner, item is carryover from previous meeting. Eduardo Cairo yet to provide updated list. Must appoint to realignment. Eduardo Cairo hasn't been able to get to; hoping to do shortly.

#### Accreditation Response Plan

Dr. Kathy Scott, committee met week prior; will share meeting notes. Large group, very successful meeting. Discussed norms. Created list of items to work on and needs including - improve communication process, leadership, shared governance, training. Everyone must understand goals - theirs and institution. Will draw up plans on goals for summer. Dr. Cornner, next step is to summarize work of committee. Manny Perea, work will require many committees, calendars impacted. Dr. Cynthia Olivo agreed; must advise commitment needed/required.

Dr. Bob Miller, presentation scheduled for June 5, will have less than 5 minutes to speak. Important to share sincerity of campus community. Thanked commission for their work. Must leave impression we are well on way to doing what needs to be done. Dr. Scott to find out process, what we can expect. Dr. Miller discussed shared governance process and involvement, expectations, and preconceived ideas. Manny Perea, need greater outreach for involvement in shared governance. Do managers understand importance of service/participation in shared governance?

#### Student Equity

Dr. Cynthia Olivo received approximately 27-30 cards for submission. Committee meeting next week. Can submit responses, will select winners. Crystal filling half time position; completing post and fill for manager position. Researching social worker on staff. Attended conference on student equity at UCLA, with focus on African American students. Hope to have answer to RFP's early May. Program to match mentors to students. Questioned if stipends could be included. Dr. Olivo, not specified but will research.

### SSSP

Dr. Cynthia Olivo reminded members that plans due October. Must submit including statement of how we propose to carry forward; include classified position to coordinate and be contact person. Data includes applicant. Every applicant receives orientation. Manny Perea, do we have adequate counselors? Dr. Olivo, currently we can meet student demand but can always hire more, including adjuncts.

### Distance Education

Dr. Kathy Scott, Academic Senate voted on certain policies, including percentage of load. Right of assignment must be honored. Questioned 100% online. Concerned of campus presence; how will it affect students? Must look at best practices. In 09-12 joint group of faculty and administration reviewed, made recommendation. Would like to see consistency, stronger relationship with faculty and administration. Dr. Robert Miller, in process of hiring associate dean of online education; Katie Datko would return to 100%. Would like full time faculty release time person working collectively with campus wide distance education committee(s) that would guide process and procedures.

Eduardo Cairo, assumptions made that 100% not good for students. Where is data to support? Deans have right of assignment. If there is a need for more online, will teach. Faculty have the right to teach 100% online. Feels campus presence is not a valid point. How does administration know faculty on campus are doing the work; there are no faculty evaluations. Put mechanism in place to evaluate online faculty. Manny Perea, if fulltime faculty cannot handle fulltime online, should look at their contract. Dr. Miller, there may be exceptional faculty who can teach 100% online, but must be consistent. Associate dean and committee must look at issues. Not comfortable with 100% online; unstable office hours, lack of nonverbal communication.

Leslie Tirapelle, stepped in Fall 2010 to create policies, procedures, best practices. Developed well researched document. Tapped to create after last accreditation visit. DE had active role. Board policies and procedures developed from that document. Negotiable items – office hours, course load, faculty evaluations and what they would look like along with guidelines. She has stated clearly, pending negotiations for approval with FA since 2011. Dr. Miller has attempted to get into negotiations with FA to no success.

Eduardo, Information outdated; should have current data. Julie Kiotis, there are faculty that have been teaching 100% online for years. Dr. Miller confirmed but are VIP faculty. Until this is figured out, deans have right of assignment. There will be a campus-wide committee with discussions, go through process, and see where lands. Dr. Kathy Scott, agreed; many online courses are hybrid. Dr. Olivo, requires assessment. Previously, were able to bring materials to committee and explore best practices, make recommendations. Found to be very helpful.

Dr. Bob Miller asked Drs. Kathy Scott and Bob Bell to manage with deans and report back.

### Cosmetology

Dr. Kathy Scott, considering closing program for short time due to number of factors. Will give notice next week at board meeting. CEC not best place for program. Other campuses have a store front. Curriculum must match space availability. Program requires students complete specific number of hours. Will advise students immediately as they may not be able to accomplish all hours with them.

Dr. Miller, same situation as with Culinary and nursing program. Crisis due to facilities/space. Must give sufficient notice. Not completely doing away with; taking hiatus in order to look at program carefully. Kristin Pilon, have you considered northwest a campus for program? Dr. Miller, the campus principal not interested. Dr. Ryan Cornner, from facilities standpoint, is extremely cost prohibitive. Dr. Cynthia Olivo questioned students currently involved; not available in fall? Dr. Kathy Scott confirmed no. Eduardo Cairo, sacrificing the program until you can find a better space. How long will it take? Dr. Miller, 1 year or so. Where to put faculty. Culinary took 3 years to bubble up. Dean and faculty to review, balance out. Eduardo Cairo, program would be severely disadvantaged. Won't be fulltime faculty available/ranked. Dr. Bell, cost line must occur; unsure can occur quickly enough. Dr. Miller suggested a conversation with Salomon Davila; does marketplace/labor market support moving forward? Must make commitment to look

at labor market and review program needs. Eduardo Cairo, put on AS to vote. Dr. Miller, can be reported out by Dr. Scott with details. Kristin Pilon agreed; best from Dr. Scott and avoid rumours.

#### Reassignment Procedures

Dr. Kathy Scott, several positions needed to fill including Matt Jordan's, Veterans coordinator. Must get positions out. New Faculty orientation; looking at how long would be. Working with faculty development committee. Kristin Pilon, if important to expose should go through professional development committee. Dr. Scott, possible 2-hour sessions held on 1 day. Julie Kiotis, expressed concern and requested orientation. Dr. Miller, agrees but will have 36 new faculty. Must be done well. Dr. Scott, coordinators would help plan. Dr. Miller, semester ending shortly; must get out to all in order to have time to get materials together. Get process started; identify people before end of semester. Dr. Scott feels deans should have a role. Dr. Miller, makes him nervous. As of Aug. 1, will have 36 new people. Very short period of time to pull all together. Dr. Olivo, get agreement on process; she will chair one committee. Dr. Scott, include a dean and new student trustee.

#### IT Issues – LancerPoint, Banner

Eduardo Cairo, couldn't recall why he requested. Dr. Ryan Cornner reminded that Academic Senate concerned about prerequisites, course titles, and designation changes. Will re-agendize.

Dr. Cynthia Olive, critical in order to award financial aid. Only one week to run process. If student did not earn units attempted, impacts awards. Must get message out. What are faculty issues with lancerpoint? Need specifics. Eduardo Cairo, there is no consistency. Sometimes faculty have 3 days to turn in grades, other times only 2 days. Understand concerns but must have consistency. Dr. Miller questioned if this should be a function of Calendar committee? Dr. Kathy Scott, confirmed as it is a student affairs issue. Julie Kiotis, should be part of contract negotiations. Dr. Ryan Cornner, LAUSD includes in their contract. Dr. Miller, working group to make recommendation?

#### Hiring Update

Dr. Bob Miller, with 32 faculty retiring, will leave gaping hole. Concerned about just throwing bodies. Kristin Pilon suggested limited term contracts. Dr. Scott, if adjunct available, should not be hiring. Kristin Pilon, pay for hiring committee service over summer? Dr. Miller, hiring committees doing quite well. Under extenuating circumstances, willing to subsidize but would not be much.

#### Future Meeting Dates

May 6 is tentative. Dr. Miller and group feels should convene. May 6 meeting date confirmed.

#### Future Agenda Items

Due by May 1 to Marina Jimenez

Meeting adjourned 4:59 PM.