

Monday, Dec. 2, 2019 **Final Revise 022420**

Pasadena City College

Circadian

1570 E. Colorado Boulevard, Pasadena, CA 91106

President	Matt Henes
Vice President	Veronica Jaramillo
Secretary	Gena Lopez
Treasurer	Shelagh Rose
Parliamentarian	John Hanley
Adjunct Faculty	Beville Constantine (PCA)
Adjunct Faculty	Dwane Christensen (Math)
Adjunct Faculty	Gita Endore (CEC: Non Credit)
Adjunct Faculty	Gayane Gerome (Counseling)
BET: Engineering	Saeed Abedzadeh
BET: Business	Richard Allen
BET: Business	Mariam Katrjyan
Counseling	James Aragon
	Sara Miranda
	Myriam Altounji (Alt)
English	Tim Melnarik
Health Sciences	Blanca Rodriguez
Kinesiology	Terry Stoddard
Languages/ESL	Cathy Wei
	Xiu-Zhi Zoe Wu (Alt)
Library	Ken Simon
Mathematics & Computer Science	Linda Hintzman
	Xiaodan Leng
	Juan Leon
Natural Sciences	Susan Bower
	Michael Vendrasco
	Valerie Foster
	Bryan Wilbur
Performing and Communication Arts	Maria Fortuna Dean
	Eric Larson
Social Sciences	Jennifer Fiebig
	Thea Alvarado (Alt)
Visual Arts & Media Studies	Dave Cuatt
	Silvia Rigon

Absent/Regrets

Adj Faculty	Deandra Pearce (Cosmetology)
CEC Non Credit	Rhonda Williams
DSPS	Rosemary Scott
English	Bryan Gonzalez & Vanitha Swaminathan
Health Sciences	Paula Vento
Languages	Lindsey Ruiz
Mathematics and Computer Science	Lyman Chaffee
Social Sciences:	Kathleen Dunn

Guests

Assistant Supt/VP	Terry Giugni
Executive Director, Institutional Effectiveness & Planning	Crystal Kollross
Manager, Internal Audit	Jessie Wang
PCCFA President	Mark Whitworth
PCCFA Vice President	Mary Erin Crook
Associated Students President	Dionne Shelton
Courier/Photographer	
Social Sciences	Eduardo A. Cairó, Kaitzer Puglia

- A. CALL TO ORDER at 3:03PM
- B. PLEDGE OF ALLEGIANCE by B. Wilbur
- C. PUBLIC COMMENT:

Public Comment

- K. Puglia expressed concern and requested clarity with the potential Calendar change.
- J. Aragon expressed concerned as a community and faculty member with attending “a meeting where he witnessed someone trying to censure someone’s voice.” Asked for self-reflection when there is discourse.

D. APPROVAL OF Nov. 18 2019 MINUTES: Accepted and approved by unanimous consent.

E. CONSTITUENCY REPORTS**1. PCCFA: Mark Whitworth**

At its last negotiation items presented included Distance Education, part-time benefits, and a salary proposal. Under discussion: Article 5, working conditions and includes leaves, requirements, office hours, office locations, hours worked per week, etc.).

Last General Meeting Fall Semester: Thursday, 120519, 12PM in Creveling. Food will be provided.

2. Adjunct Faculty Report: B. Constantine: Adjunct Faculty Committee

Committee decided to hold off on the soft opening of the adjunct office space which will probably open in winter or spring. He is continuing work with the Senate Treasurer to identify new spaces across campus. Administration has identified C417 and W101A.

Question: Are the facilities in question being used now? Answer: C109 is currently being used by Adj Faculty.

3. Classified Senate: No report.**4. Associated Students President: Dionne Shelton:**

- Announcement of the PCC Homecoming Court at a “pep rally”
- The PCC Lancers Football Team won their last game!
- Currently looking for a VP of Academic Affairs.
- Finals Support Week Activities: giving out scantrons, blue books, pencils, snacks, etc.

- Will host an annual Holiday Party for students who are of lower income with children. The Senators were encouraged to come to the OSL where there is a Christmas Tree with gift tags to purchase gifts for these children. Gifts are no more than \$35.

5. Administration/Management Association: No. report.

F. ACADEMIC SENATE OFFICER'S REPORT

1. President's Report:

Accreditation Update.

There will be an ACCJC liaison Accreditation update at today's meeting.

Agenda Item F1: Accreditation Standing Committee Institution Set Standards.

- Projecting 6500 Associate degrees to be awarded this year.
- Certificates of Achievement: Hoping to transfer 3500 students.

Strategic Planning took comments from Associated Students, Academic Senate, the Foothill Center and one individual who presented comment at the Rosemead Center for the Educational Master Plan. Last week's work was to incorporate these comments and revise the EMP before it goes through further campus vetting.

Faculty Inquiry Group work on AB705 has not yet started.

Attendance Policy: AP 5075: President Henes has been invited to look at this item through an equity lens to see if current policy needs revision.

2. Vice President's Report: VP Jaramillo: commented on how she handles requests for Academic Senate faculty (Hiring Committee) representatives.

3. Secretary's Report: G. Lopez

On the hand-out table are Robert's Rules of Order "cheat sheets" and the 10+1 cards

The Academic Senate Norms and Goals are found at every meeting on page 2, behind the agenda.

4. Treasurer's Report: Total Balance: \$4254.69 Checking; Savings: \$15,272.25; TOTAL: \$19,526.94

G. STANDING INFORMATION ITEMS

1. Guided Pathways Update: Myriam Altounji.

Collaborating on completion efforts on the "Guided Exit Communication Plan" and the Student Success Committee completion group regarding equity gaps.

Finals Prep: There will be extended tutoring the next few evenings from 4:30-9:30 in the Piazza. Focus will be on Math, English, Statistics, Writing, ESL, Social Science and English students. Refreshments: Pizza and snacks

PCC Connect: A group of instructors will be presenting and attending the Starfish Summit on December 3rd.

2. Accreditation Update: ACCJC VP Gohar Momjian is PCC's liaison to the accreditation commission.

Shared a few updates and spoke on faculty engagement in the accreditation process.

Will visit with the accreditation team as an accreditation resource to ensure what the team is looking at is based on the accreditation standards to be of support and a resource as well. In this country the US Department of Education ensures quality education. Accreditation standards are developed through a peer review process.

Team Visit: Spring 2020

PCC's campus report will be thoroughly read to confirm it is meeting accreditation standards.

Senators were asked to be engaged in the accreditation report process, which provides an opportunity for reflection, discussion, and moving forward in making the accreditation process better.

MOTION by J. Aragon to extend discussion ten minutes. VOTE: Passed unanimously.

The draft accreditation report (ISER) will be online after winter break and will offer a glimpse into leaning more about our college. ISER provides look into how we are aligned with and meeting and validation of accreditation standards. It is very important to focus on the evidence where specific standards are met.

Additional questions may be forwarded to C. Kollross or T. Alvarado.

H. APPROVE CONSENT ITEM C: Hiring Committee Appointments:

VOTE: No objection, approved by unanimous consent.

1. a. James Aragon, Juan Pablo Carreon (Counseling), and Margaret Boles (Math and CS) to Custodial Supervisor Hiring Committee.
- b. Susie Ling (Social Sciences) to LAC Assistant III hiring Committee.

I. Information Items

1. UNFINISHED BUSINESS: Jessie Wang: AP7420 Employee and Trustee Travel Program Changes 2nd Read.

MOTION made by L. Hintzman approving AP7420

Discussion

- 6d: Request accepted from L. Hintzman for last line to read "... departure/arrivals."
- All travel (even if no funding is required) requires an approved travel request to ensure district insurance coverage.
- 8c Clarification. The wording "...exceeds the days requires" does not include travel days.
- Paragraph 1 on page 1 of AP7420 references travel outside of the country.

VOTE: Approved unanimously.

J. Information Items:

1. Proposed spring 2020 Elections Timeline: D. Cuatt

- March 9 12PM: Nominations Deadline / announcements.
- March 16: Preparation/Stuffing of Ballot Envelopes
- March 17: Ballot Distribution
- April 21, 2PM: Ballot Return Deadline

Gavel passed from President Henes to VP Jaramillo

Public Comment received from E.A. Cairó expressing concerns with the Calendar change survey.

2. Calendar Update:

M. Henes: For clarification, the recent faculty calendar survey was the first round of data collection.

Last year the Calendar Committee chair presented several options to the Senate. Most were limited to considering a 6/5 or 4-week winter along with several variations based on implications of those possibilities.

President Henes asked for reconsideration questions such as: Why a 16-week semester? Could a 15 or 14-week be considered? Could we do away with the spring break? Do we need an entire finals week? The start of fall? The impetus for all of this was to end the spring term earlier than it currently ends, with a target date of June 1st. If this change is implemented, "something has to go from somewhere." Data is forthcoming regarding student enrollment and course statement patterns; possibly having two summer sessions. Future surveys will go to students, managers, and classified staff. Faculty and other constituency groups be will be asked again for their input.

Handout: Faculty Academic Calendar Survey results.

Most popular choices: 6-week winter, full spring break, and potentially doing away with finals week.

It is anticipated for the Academic Senate's appointed representatives on the Calendar Committee have direction from the Senate regarding how this process is going to occur.

POWERPOINT PRESENTATION: Dr. Giugni and President Henes
Pros and Cons for 2020 Calendar Options

Survey review is to get a feel for where faculty are on shortening winter, eliminating or shortening spring break and adjusting finals so it is the last day of class as opposed to a scheduled finals week. Further information will be obtained from faculty, students and classified staff.

Having spring end earlier than mid-June would allow for quicker processing of transcripts and provide more time for non-instructional things to happen. 2020 Fall Start Date Question: Have a start date be August 31 or the 24th.

Concern received with time needed for work in the labs and non-instructional areas between the end of fall and the start of winter break.

MOTION by J. Aragon to extend discussion by 10 minutes. **VOTE:** Approved unanimously.
There will be more specific conversation about the effects on classes that would be affected more by the compression of a calendar week.

There will be more conversation about having a 15-week course versus 16-week courses.
Breaking for summer earlier in the year would allow more opportunities for students during the summer.
Dr. Giugni has enrollment/behavioral data from 2001 to present. A pool of data, including completion data is being gathered by Institutional Effectiveness, which will eventually be presented for review.

Consideration request received that counselors and other faculty are constantly “on” with no “downtime”.

MOTION by G. Lopez to extend discussion by 10 minutes. **VOTE:** Approved without objections.

At this point the survey is about shortening winter and shortening spring break.

There will be a future student survey, additional data, and a follow-up with Dr. Olivo to for input on the impact on students taking a 4- or 5-unit class and the transfer of spring classes.

Private colleges may have a different accreditation requirement. The University of Redlands has a 14-week semester. PCC cannot do this because of ACCJC requirements.

Input received on having 6-week winter intersession.

Dr. Giugni welcomes input and questions through email.

3. CBA Article 7: Evaluation Procedures: FA Representatives: M. Whitworth and M.E. Crook
President Henes was forwarded a document by M. Whitworth, from which he prepared a summary of proposed changes to Article 7 for Tenure Track; Tenured Faculty and Part-Time Faculty.
Input and feedback to FA to fulfill their obligation of consulting with the Academic Senate on this matter.

M. Whitworth: The FA desires a fair, consistent and accurate evaluation process and established evaluation dates. The FA would have no objection to a satisfactory evaluation tool.

President Henes:

- Current language precludes the opportunity to conduct online student evaluations of faculty.
- Has logistical concerns with having a visitation followed by a post conference with a completed evaluation no later than week 15.

Mary Erin: impetus for tenure track is that they should be apprised of the issues.

Input from M. Whitworth:

Having a VP designee on evaluations is not working (they never show up).

Having a dean and two peers is more than adequate to perform an evaluation.

Adjuncts should not be evaluated by tenure-track instructors.

The contract does not reference adjunct evaluations for 8-week classes.

Input from S. Rose asking if faculty would have to be observed if feasible within a 5 to 10-week window.

M.E Crook added there is flexibility in certain areas due to scheduling differences when negotiating.

MOTION by D. Cuatt for the Senate to recommend that the FA to go forward in negotiations with the evaluation procedures presented.

Concerns and/or proposed changes may be relayed to M. Whitworth or M.E. Crook.

MOTION to extend discussion by J. Aragon for five minutes. **VOTE:** Approved, no objections.

Once CBA Article 7, is agreed tentatively to, it will be put out for ratification by the Union membership.

Major issues would be brought back to the Senate.

MOTION on FLOOR to support approval of FA Proposal for CBA Article 7, Evaluation Procedures.

CALL FOR VOTE by President Henes: **AYE:** Unanimous

K. NEW BUSINESS:

1. Diversity in faculty hiring: S. Rose

Pending additional research, this item will be held off until spring.

MOTION made by G. Endore to remove Agenda Item K.1 **VOTE:** Approved unanimously.

2. Dissolving AS Senate Subcommittees. 1st Read, V. Jaramillo

MOTION made by J. Aragon to allow discussion on the dissolution of AS subcommittees

VOTE: Agreed unanimously.

Subject of Discussion: Dissolution of any Senate committees that have no information on their websites or did not meet in 2019. A list of appx. 10 committees were provided.

Some committees had no chair because the chair is on sabbatical.

No response was received from majority of committees contacted by VP Jaramillo.

President Henes followed up with an email to the chairs, quoted the Senate bylaws, referenced the Brown Act and extended an invite to today's Senate meeting.

- Academic Rank Committee has been removed from list and the website has been updated
- Committee on Academic Freedom and Professional Ethics: The chair has reconsidered the focus of the committee. It is up the Senate body to determine if this Committee should be removed.
- Education al Policies Committee: committee is doing work on policies.
- Faculty Handbook Committee: Waiting for new CBA from the FA
- Low-Income Student Rapid Response Committee: provides funding to students who have an immediate need
- Scholarship Committee: a functioning committee that meets in the spring.

Of the list in the packet, the remaining committees we have heard nothing about include the Committee on Hiring Issues; the Ralph Story Unsung Hero Selection Committee presents an annual award in the spring; the Reassigned Time Standing Committee has no chair; the Shared Governance Committee chair has provided no response.

Discussion:

With the exception of the adjunct faculty issues committee, tenured regular faculty members can chair a committee.

Committee chairs who have responded for the CAFPE, Educational Policies, Faculty Handbook, and a Statement of Support received for the Ralph Story, Unsung Hero Committee.

This would leave the Committee on Hiring Issues; Reassigned Time Standing committee and the Shared Governance Committee. These would all appear on the second read unless a motion were made to remove them from consideration.

MOTION by D. Cuatt to remove the Committee on Hiring Issues from consideration to be dissolved. No second.

MOTION by T. Stoddard to move forward to the next agenda 2b, 2f and 2g so we can hear back from the chair or find a chair, etc. and to eliminate the others at this time.

MOVE TO CALL THE QUESTION by V. Foster: Agree by majority. Abstain 1 J. Aragon

VOTE: Motion carries. No: D. Cuatt, J. Aragon.

RESOLUTION 19.4 Academic Senate Subcommittee Canvas Training. No action at this time.

K. PROPOSED FUTURE AGENDA ITEMS: None

L. ANNOUNCEMENTS: None

M. MOTION TO ADJOURN made by T. Melnarik. **VOTE:** Motion carries. No: L. Hintzman, J. Aragon