

Monday, March 23, 2020

Revised 040620

Pasadena City College

1570 E. Colorado Boulevard, Pasadena, CA 91106

Academic Senate

Invited Attendees: Zoom Conference

Public Viewing On You Tube: <https://youtu.be/Qr9LyNyL5E0>

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)
Business, Engineering, Technology	Richard Allen Wendy Lucko Jeffrey Winter
CEC Non Credit	Brian Pangan Rhonda Williams
Counseling	Sara Miranda Myriam Altounji [Alt]
English	Vanitha Swaminathan
Health Sciences	Paula Vento
Kinesiology	Terry Stoddard
Languages/ESL	Lindsey Ruiz
Library	Danielle Rapue [Alt]
Mathematics & Computer Science	Lyman Chaffee Linda Hintzman Xiaodan Leng
Natural Sciences	Susan Bower Valerie Foster Bryan Wilbur Michael Vendasco
Performing and Communication Arts	Maria Fortuna Dean Eric Larson
Social Sciences	Jennifer Fiebig
Visual Arts & Media Studies	Dave Cuatt Silvia Rigon

Invited Guests

Superintendent/President	Erika Endrijonas
Social Sciences	Thea Alvarado
Assistant Supt./VP	Terry Giugni
Assistant Supt./VP	Michael Bush
Assistant Supt./VP Student Services	Cynthia Olivo
Associate VP/ITS	Candace Jones
Dean, Academic Affairs	Isela Ocegueda
Dean, Library & Distance Ed	Leslie Tirapelle
Dean, Instructional Services	Stephanie Fleming
Executive Director, Institutional Effectiveness & Strategic Planning	Crystal Kollross
Strategic Comm & Marketing	Alex Boekelheide
Management Association	Carlos Altamirano
PCCFA	Mark Whitworth
Math & Computer Science	Jose Castanon
Associated Students, President	Dionne Shelton
Associated Student, VP	Yarenni Reyes
Trustee	Tammy Silver

Regrets/Absent

Adjunct Faculty	Gayane Gerome (Counseling)
Counseling	James Aragon
English	Tim Melnarik
Health Sciences	Blanca Rodriguez
Performing and Communication Arts	David Cuatt
Social Sciences	Eduardo A. Cairó
Classified Senate President	Richshell Allen

President: Matt Henes

Pursuant to Executive Orders N-25-20, dated March 12, 2020 and N-29-20, dated on March 17, 2020, both signed by Gov. Gavin Newsom, this meeting is being held via videoconference. Votes will be conducted by a roll call.

On behalf of the Academic Senate, President Henes extended a **“Thank You”** to all invited guests.

- A. CALL TO ORDER: 3:11 PM
- B. PLEDGE OF ALLEGIANCE: Led by M. Fortuna-Dean (American Flag Displayed)
- C. PUBLIC COMMENT: None received
- D. APPROVAL OF MINUTES: Mar 16, 2020:
 - Approved by unanimous consent with no objections to the following corrections.
 - D. Christensen attended via Zoom, not in person.
 - L. Hintzman noted Maria Fortuna-Dean attended via Zoom and was not absent.

CONSTITUENCY REPORTS

1. PCCFA: Mark Whitworth: PCCFA has met regularly with administration to discuss work condition impacts upon faculty. PCCFA has received numerous faculty emails about these impacts. Clarification of what the standards are for faculty about what to do. Staying connected to faculty remotely. A remote general meeting may be scheduled. PCCFA may possibly have a remote general meeting. Negotiations are moving forward, with a Zoom meeting scheduled for April 2nd.
2. Adjunct Faculty: B. Constantine. The Adjunct Faculty Issues Committee is collecting agenda items and a meeting will possibly be scheduled within a few weeks.
3. Classified Senate: No report.

4. Associated Students: Y. Reyes: The AS is having their board meetings every Wednesday via Zoom. All AS events have been cancelled. They are assisting students as best they can. A student survey is being developed for input about student needs and how they can be met.
5. Administration/Management Association: Carlos Altamirano. The deans are working regularly with faculty and staff. A "Thank You" was extended to faculty and staff for pushing through this transition.

E. ACADEMIC SENATE OFFICERS' REPORTS

1. President Henes: At its last meeting the Board of Trustees made comments in support and gratitude for Hoyt Hilsman's work on the Board. He will be leaving office. Some of the Trustees are viewing this current meeting. Congratulations was extended to newly elected Trustee, Tammy Silver who was invited to observe this meeting.

The Senate Executive Committee has been meeting one to two times a week with members of Administration and it has been a good opportunity to connect and communicate, especially about the instructional side.

2. Vice President V. Jaramillo: No report
3. Secretary G. Lopez: No Report
4. Treasurer S. Rose: No report -- Senate Balances are stable.

F. Approve Consent Item C (Committee Appointments): Executive Committee Recommendations for all Positions (5 minutes)

Agenda Item F approved by unanimous consent with no objections.

1. Hiring Committees: None
2. Academic Senate Subcommittees
 - a. Terry Stoddard (KHA), Melissa Michelson (Languages and ESL), and Sonia Wurst (BET) to Shared Governance Committee
3. Shared Governance Committee: None

G. UNFINISHED BUSINESS (discussion and possible action)

1. Facilities Master Plan (available at www.pasadena.edu/FMP), 2nd read, M. Bush
Presentation by Dr. Bush was a summary of what the Senate received on March 16, 2020. The 200-page plan is available on line and a hard copy is available in Library. Anticipated 2-3 years completion for each of the six phases.
MOTION made and seconded by W. Lucko and L. Ruiz approving the Facilities Master Plan. Concern and comment received about the need for additional electrical outlets in the Library and also more student study areas.

VOTE BY ROLL CALL: Motion carried. Yes: 21 Abstain: 3 (V. Foster, G. Lopez, D. Rapue) No: 0

H. Information Item:

1. Current Campus Status:
Invited guests T. Altamirano, M. Altounji, T. Alvarado, M. Bush, J. Castanon, E. Endrijonas, S. Fleming, T. Giugni, C. Jones, C. Kollross, R. Lee, I. Ocegueda, C. Olivo, D. Shelton, L. Tirapelle. "Thank You" extended to all invited guests in attendance, including three Trustees. Senate Meeting Norms: Displayed and Read. Forward and positive thinking encouraged.

Three motions (to be approved by unanimous consent) requested by President Henes.

1. To suspend Roberts Rules limiting participants to two turns for speaking.
2. To limit Senate Representatives to 1 min per turn.
3. Allow non-Senate members to participate.

MOTION 1: made and seconded by G. Lopez and S. Miranda to suspend Roberts Rules of Order limiting participants to speaking twice.

VOTE: Approved by unanimous consent without objection.

MOTION 2: made and seconded by J. Winter and T. Stoddard limiting all Academic Senate representative comments to one minute per turn.

VOTE: Approved by unanimous consent without objection.

MOTION 3: made and seconded by L. Ruiz and S. Rose allowing non-Senate members to participate.

VOTE: Approved by unanimous consent without objection.

Associate VP Technology: C. Jones: Technology is processing the loaning of laptops to students and faculty. ITS is holding office hours every Wednesday (8:30am to 5:00pm until not needed). Faculty can obtain extra support with VPN, device concerns, or need a loan. VPN and Dual Access is second largest request. Help Desk may be contacted via email to schedule appointment with staff or faculty. Goal is to provide service within same business day. Last body of work is voicemail to email transition. Requests are anticipated to be completed by Wednesday.

Professor M. Altounji: Counseling: Counseling processes are fully virtual. Appointments will be open to all counselors by phone or virtual synchronous appointments by next Monday. Links are currently available for phone appointments. PCC Connect is a good resource for instructors to use to refer students to counselors. Ongoing work with helping students navigate transfer processes, progress appeals, course selections, and general questions by phone and email. Counselingdesk@pasadena.edu is active with seven counselors fielding questions. Counseling is working the Freeman Center with job appointment questions. Career Services links are live and posted on various websites.

Assistant Supt./VP Student Services Dr. C. Olivo

Student Services resource list shows the webpage announced by Mayor Garcetti last Friday, which can assist students identify available local jobs. Lajobsportal.org

Provided a summary of a student process being developed to provide students with individualized attention that are requesting withdrawals and refunds and transfer plans for fall. The plan will be relayed to the Senators once it is "typed up". Don't want students to drop a class which could affect their financial aid or impact transfer. Counselors will be provided access to financial aid screen. Early disbursements for Financial Aid this spring should be made available within 4-5 days. All Student Services are currently accessible remotely from the campus home page or any of the Student Services web site.

Remote and Research Processes: Dean L. Tirapelle: Library services are fully remote. Students and Library assistance is available by contact via phone and email. Resource information is available for faculty and students for free texts and materials. If not available, there is a strategy to scan sections for students. Remote instruction sessions are being provided. Dean Olivo thanked Dean Tirapelle for providing names of those students who have not yet accessed Canvas. There is a community outreach plan in place to touch base with these students.

Distance Education is meeting faculty needs for basic Canvas and Confer Zoom training. A faculty resource page has been sent out through remote messaging which links to basic strategies for remote teacher learning and the tools associated with remote teaching that would be helpful. Confer Zoom issues resulting from an overwhelming request load, and a delay for turnaround and recording responses has been resolved and is back on a normal timeline.

Confer Zoom (Distance Education) must be contacted "directly" by faculty to make an appointment to switch from Basic to Pro.

There is ongoing faculty support for Canvas/Zoom assistance. PCC remote messaging has provided access to the Canvas Resource page, which references basic remote teaching learning strategies and tools.

Alex Boekelheide and his team have been given FAQs for students in providing best practices and strategies for remote learning processes. J. Robinson and T. Alvarado are providing much needed information. A one-page weekly letter addressing remote instruction and strategies will be sent starting this Wednesday.

Implementation of two new and high impact instruction tools are:

- Screen Castomatic is integrated into Canvas and allows screen casting and ability to upload directly into a course;
- PlayPosit: to be implemented. Prepare an overlay on top of a video and can insert an assessment into the video for student to input response.

Distance Ed now has fully remote services with “walk-in” office hours and one-on-one meetings with faculty that can be scheduled online. Links will be provided to be emailed.

R. Castillo: Tchr Spclst: DSPS has gone fully remote. Emphasizing smart thinking, with up to 6 hours of online tutoring available to students. Faculty are being reminded to develop captioned videos to upload descriptive notes within Canvas. Questions may be forwarded to DSPS. Instructors are being provided assistance and questions may be called in. The test accommodation process is being changed to make it easier. There will be a campus email to provide information about these changes.

VP/Supt Instruction: Dr. T. Giugni expressed appreciation for all those who have much needed work and assistance with the various campus changes at this time. He will be sending out a detailed message about aspects pertaining to faculty support, current actions. Learning Resources and most of the Success Centers have gone online. Information has been provided to the deans and will be sent to all faculty. Still working on a solution about classes for which it difficult to go remote and how to make up time. Chancellor’s office memo will be shared with the Executive Board followed by a conversation and input from the deans and faculty. Concerns from faculty sent to FA may be forwarded to Dr. Giugni (without mentioning names).

Withdrawals:

Chancellor’s Office: The “Withdrawal” date has been extended without financial for those students with COVID19. Dean Olivo: the Federal regulations have not changed. PCC is offering every student wanting to withdraw will be offered an individual appointment to review this with them.

Comments from Additional Guests:

Dean Tirapelle: Zoom Pro is available to FT/Adj faculty and staff with a Pasadena.edu address. Go.pasadena.edu will not work for students. They can go to regular Zoom to sign up. They don’t need an established account to join a session and can click on a meeting ID link to join a session.

Screencast-o-matic instructions will be sent to faculty soon. Deans have been using this. L. Hintzman expressed appreciation with ease in working within this process in Canvas (ease in recording videos, voice to text, closed captioning and editing).

Dean Tirapelle: Instructions will be sent to faculty. Through PRO, Screencast-o-matic can be edited.

Jose Castanon: Mathematics: Online tutoring is being offered for students taking math courses. Tutors and student workers have received training and all have remained employed with online hours. Students will be invited to Math Center Canvas page with “rooms” to go into and talk to a tutor within regular hours of operation for tutors.

Dean Academic Affairs: I. Ocegueda

- Acknowledged all faculty/staff/tutors at various centers to be able to offer remote tutoring.
- Shout out given to M. Altounji, M. Ihrig and L. Tirapelle for development of this process.
- Senate President M. Henes shared with senators a link for online tutoring.
- Coordinators urged to think about tracking of the number of students utilizing remote tutoring, the subjects and session evaluation.
- There is ongoing discussion regarding moving Writing Support Center to an online format.
- There will be various workshops and learning opportunities for assistance with moving to an online format.
- Faculty are urged to share emails with both their students and other faculty as they deem appropriate.

Coordinator: Social Sciences Learning Center: Dean Alvarado

Thank you to Dean Alvarado for her support with online process.

She has assisted with online training of Social Science tutors and tutoring sessions will begin this week. Sessions will eventually be made available for Statistics, Economics and Psychology.

Dean Fleming: Thanked all those who rallied together to help faculty with this heavy lift. She is currently working with deans to identify those faculty who will continue with providing support and resources to students. She is working with L. Tirapelle to find ways to provide resources and with J. Robinson to provide PD Resources. Working with Deans and faculty in providing ideas, requests or specific needs and challenges may be relayed to Deans.

Her areas are working with deans regarding student continuing education processes. Deans are being worked with regarding courses with specialized equipment and set up in providing online classes, classes dealing with specific technology, plans and limitations. Dr. Giugni: There are conversations happening and there have been suggested models. At this point there is no solution but they are working on this. Individual faculty will be hearing from her deans.

AS Student President: D. Shelton: The Associated Students are requesting information be sent to her or AS VP Reyes to forward to students in a “digestible” manner. Her contact information is on the Associated Students web page.

Exec. Director/Institutional Effective and Strategic Planning: C. Kollross:

Her area is working on sending out a survey regarding the campus current situation and needs to faculty/staff/students. There will be no Campus Climate Survey at this time.

ISER will have to happen with an addendum to explain what is being done about the COVID crisis. Thank You extended to T. Alvarado.

W. Lucko: Engineering and Technology: Many E&T students and faculty are looking to see if it would be feasible for their classes to be extended to summer to allow for completion of lab hours. “This is a safety issue.” Many CTE areas require face-to-face learning which requires accreditation from various licensing and crediting agencies. Dr. Giugni stated this is “part of the conversation”. Clarification is being obtained from various agencies (i.e., for Cosmetology requirements) pertaining to appropriate oversight.

Superintendent/President: E. Endrijonas

- THANK YOU extended for all providing student and faculty support with this transition. She has also has learned PCC Canvas.
- Faculty were urged to work with reaching out to their students. Everyone’s hard work is appreciated.
- PCC has an ongoing drive-through Food Pantry.
- Dean Jones was thanked for her assistance in Technology.
- Alex Boekelheide was thanked for his expertise in helping students and the campus.
- All were encouraged to check out forwarded information links.
- “Thank You, Thank You, Thank You. We are proactive because of where we are in terms of student success.”

- The status of a definite return to campus date is being reviewed daily with dates that keep moving. Not comfortable with giving a date at this time. Attention is being given to varying dates within LA County. We should be planning into May and see where it goes.
- It is a committee-by-committee decision regarding going forward with hiring committees. Committees need to be in conversation with their deans and HR. Dr. Giugni added there are Level 3 interviews scheduled for a different faculty positions. We cannot wait on hiring. The Chancellor's office has not relaxed FON yet. If PCC does not hire at least 25 faculty and FON is enforced, PCC will have to pay a state penalty. There are currently two ongoing dean positions to fill as well as other classified management positions. Processes can be handled via Zoom or remotely.

Dean Olivo: has been in contact with J. Robinson and M. Mares to ensure the webinars series they participated in pertaining to hiring of diverse faculty will be saved into a Canvas Drop Box to be made available for interview committees to review prior to their interviews. President Henes said this will dovetail with Dr. West's presentation at the last Senate meeting.

Dean Olivo: Campus communication is allowing bridging students support within instruction. Faculty/Staff/Student Thank You extended to faculty for their referrals to the Food Panty, housing and insecurity issues and DSPS referrals.

President Henes: Faculty want to see what their students are hearing.

Professor Wilbur: dedicated faculty and support staff contribute to student success and appreciation.

T. Alvarado: Last week's Committee on Online Education meeting focused on what they will do after this crisis is over to keep momentum of online education going. She was asked to relay to DE Department that many instructors will want to transition as fully online instructors. A Facebook group called Pandemic Pedagogy is sharing resources and a little humor.

Secretary G. Lopez: Her staff that can remotely are reaching out to Ujima and Blackademia students regarding resources and services. She has two classes where virtual teaching and group work has provided enjoyable learning interaction and opportunities.

W. Lucko: Hard to keep track of all the emails. Requested a Resource Fact Sheet for the instructors.

Professor Henes sees PCC remote in the main Canvas Shell where there is a box with links and asked if all these links could be loaded/editable within instructor Canvas Shells. Dean Fleming said there was a meeting about this this. Need to be clear what messages are specific to everyone or just instruction. Email will continue to be used. Eventually information will be placed into a repository and placed in specific categories. Feedback will be asked from President Henes once a structure is developed.

President Henes: Many resources on COVID19 on PCC's About Page. Senate representatives will be asked to be points of contact within their divisions. President Henes will be a conduit between faculty and administration to the best of his ability. Thank you extended to the Executive Committee and all invited and viewing guests.

Supt./President Endrijonas thanked President Henes for his foresight into this process and the Executive committee for their support and input. Henes replied, "We work as a team as an Executive Committee and with the College."

ADJOURN MEETING: 5:06PM

MOTION to adjourn made and seconded by L. Hintzman and J. Winter.