

**Monday, April 6, 2020**

**Pasadena City College**

**1570 E. Colorado Boulevard, Pasadena, CA 91106**

**Academic Senate**

**Invited Attendees: Zoom Conference**

**Public Viewing On You Tube: <https://youtu.be/Gr75VrqA808>**

|                 |                              |
|-----------------|------------------------------|
| 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)   |

|                                   |  |
|-----------------------------------|--|
| Business, Engineering, Technology | Richard Allen<br>Wendy Lucko<br>Jeffrey Winter |
|-----------------------------------|--|

|                |                |
|----------------|----------------|
| CEC Non Credit | Deandra Pearce |
|----------------|----------------|

|         |                     |
|---------|---------------------|
| English | Vanitha Swaminathan |
|---------|---------------------|

|             |                |
|-------------|----------------|
| Kinesiology | Terry Stoddard |
|-------------|----------------|

|               |              |
|---------------|--------------|
| Languages/ESL | Lindsey Ruiz |
|---------------|--------------|

|         |           |
|---------|-----------|
| Library | Ken Simon |
|---------|-----------|

|                                |                                |
|--------------------------------|--------------------------------|
| Mathematics & Computer Science | Linda Hintzman<br>Xiaodan Leng |
|--------------------------------|--------------------------------|

|                  |  |
|------------------|--|
| Natural Sciences | Susan Bower<br>Valerie Foster<br>Bryan Wilbur<br>Michael Vendrasco |
|------------------|--|

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| Performing and Communication Arts | Maria Fortuna Dean<br>Eric Larson |
|-----------------------------------|-----------------------------------|

|                 |                                     |
|-----------------|-------------------------------------|
| Social Sciences | Eduardo A. Cairó<br>Jennifer Fiebig |
|-----------------|-------------------------------------|

|                             |              |
|-----------------------------|--------------|
| Visual Arts & Media Studies | Silvia Rigon |
|-----------------------------|--------------|

**Invited Guests**

|                                     |               |
|-------------------------------------|---------------|
| Assistant Supt./VP                  | Terry Giugni  |
| Assistant Supt./VP                  | Michael Bush  |
| Assistant Supt./VP Student Services | Cynthia Olivo |

|  |                   |
|--|-------------------|
| Dean, Academic Affairs   | Isela Ocegueda    |
| Dean, Instructional Services   | Stephanie Fleming |
| Executive Director, Institutional Effectiveness & Strategic Planning | Crystal Kollross  |
| Management Association   | Carlos Altamirano |
| PCCFA  | Mark Whitworth    |
| Associated Students, President                                       | Dionne Shelton    |
| Associated Student, VP   | Yarenni Reyes     |

### **Regrets/Absent**

|                                |                                 |
|--------------------------------|---------------------------------|
| CEC Non Credit                 | Brian Pangan<br>Rhonda Williams |
| Counseling                     | James Aragon<br>Sara Miranda    |
| English                        | Tim Melnarik                    |
| Health Sciences                | Paula Vento<br>Blanca Rodriguez |
| Mathematics & Computer Science | Lyman Chaffee                   |
| Visual Arts & Media Studies    | David Cuatt                     |
| Classified Senate President    | Richshell Allen                 |

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.

- A. CALL TO ORDER: 3:06PM
- B. PLEDGE OF ALLEGIANCE: Screen shot of American flag shared by President Henes: pledge said by participants
- C. PUBLIC COMMENT: None.

Votes will be done by Brown Act Roll Call.

- D. APPROVAL OF MINUTES: Mar 23, 2020  
Title Correction: Professor Alvarado not Dean Alvarado  
Spelling Correction: ISER not ICER.

### **E. CONSTITUENCY REPORTS**

1. PCCFA: Mark Whitworth: Unable to receive audio response: No report
2. Adjunct Faculty: B. Constantine. Adjunct faculty questions are being forwarded to FA for response.
3. Classified Senate: No Report.
4. Associated Students: Y. Reyes: They have been having weekly meetings and are working on social media postings. Many students are reaching out to AS
5. Administration/Management Association: Carlos Altamirano.  
Campus has three new staffing appointments: Director of HR: Bryan Cummings; New Director of the Career Center: Jason Barquero

### **F. ACADEMIC SENATE OFFICERS' REPORTS**

1. President Henes: Zoom participants are being broadcast on YouTube.  
The Senate Executive Committee will meet with Director of Professional Development and a representative from Instruction and DE this Wednesday to brainstorm on helping with supporting faculty through this current transition in pedagogical support and best practices. The AB705 workgroup is unable to convene at this time. President Henes is participating in campus planning meeting. Campus information is regularly being through Strategic Communications and the Office of Instruction.

There will be future Senate discussion about division elections.

2. Vice President V. Jaramillo: No Report.
3. Secretary G. Lopez: Senate election ballots are due (are to be postmarked) via USPS April 10.
4. Treasurer S. Rose: Account Balances:  
Combined checking and savings total as of April 6 is: \$20,233.96.

**G. Information Item (discussion and possible action)**

1. Discussion about current campus status

Invited guests: S. Fleming, T. Giugni, I. Ocegueda, C. Olivo

Dr. Olivo: Student Services: Thank you extended on behalf of Student Services.

Lancer Pantry has gone remote.

They have donated their personal protective equipment to Huntington Memorial Hospital.

Have moved to E-gift card distribution which has helped approximately 1,000 students.

Flea Market: is a community builder whose proceeds go directly to the students. A Rapid Response Emergency Aid allocation of \$25,000 has been allocated. Dr. Carol Brown may be contacted regarding Rapid Response Emergency Aid for remote student intakes. A special emergency aid request meeting will be held tomorrow add to the first allocation for a total of \$50,00 for the Lancer Pantry and Emergency Aid.

Foundation was thanked for their assistance with E-Cards for Lancer Pantry and Rapid Response Emergency Aid assistance.

Around \$300,000 from Fund C program will be distributed in emergency aid through the development of a process by Director of Student Equity and Achievement, Dr. Michaela Mares-Tamayo. More details to be available soon.

Processes are being developed to prioritize undocumented students with DACA renewal fees around \$500 as well as for students in disproportionately impacted groups.

Workshops will be developed to address student anxiety and stress due to COVID19 as well as stress, racism and micro-aggressions as it pertains to folks in grocery stores and doing essential activities.

Office of Student Life was thanked for creating Social Distancing Spirit Week. Today is Pajama Day, Tuesday is Cultural Awareness Day. Those wishing to participate can take a picture of themselves and post with a hash tag that they'd like to use for Social Media.

Excused Withdrawals: Student to go into Lancer Point, request a Withdrawal and its converted into an Excused Withdrawal. Refund is then processed. Staff are doing this remotely.

Pass/No Pass: In process of finalizing how student to request this. Web form is created and will be placed within Lancer Point.

U-PASS: Approximately 2000 students have purchased the U-PASS to ride the Metro or bus in town. Students will not be refunded until the end of this semester because there is still public transportation running. Many students may work in stores or restaurants and will need the U-Pass.

Parking Fee Refunds: Fiscal Services is working on this process for students.

Financial Aid Spring Allocation #1 was distributed to students "two Fridays ago". As students complete their finals, they will receive their rewards remotely.

All of Student Services is remote.

Instruction: Stephanie Fleming and Dr. Ocegueda

Thanked the Senators for their hard work and engagement.

Instruction's primary goals are to protect as much instruction to help students on track and complete their academic and career goals and to develop processes for faculty, students and staff to maintain these goals. Another process is remaining strategic and thoughtful with decisions to make on "how to finish spring." Weekly Instructional communications are going out. Faculty have requested communication that was about instruction. Due to the current situation updates are subject to revision. Faculty are encouraged to reach out to Instruction with their feedback

SLOs still need to be assessed. SLO coordinators have been working with Assessment Committee to streamline this process. Short-term classes will end on Sunday and the final grades deadline has been pushed back by two weeks.

Development of a final grades process for those students who are unable to complete their classes remotely. Pending is guidance from Chancellor's office regarding details on completes and incompletes and also in Progress Reporting. Details are expected to be made available in Dr. Giugni's next email communication.

Senate President and Instruction to meet this week and after spring break about types of PD pedagogy training to offer. Faculty input may be forwarded to Instruction.

Dr. Ocegueda: Online Tutoring and Other Types of Support

There are now 12 success centers offering remote tutoring including CTE. Senators were asked to share success center access links with their students.

Smart Thinking Tutoring is a tutoring program which PCC has contracted with. It does not get used as much as the success center programs. Students are provided a limited number of hours help within the program, once the hours are used up, PCC has to pay for additional hours. The program's link is still available on the Writing Support Center's public Canvas page. Instruction wants to foreground and highlight the remote tutoring program. The Success Centers were thanked for their hard work.

Dual Enrollment: There was an informal PD meeting last week for the meeting with dual enrollment faculty to share ideas to maintain contact with students, extend deadlines and other tools and resources. Transition to remote learning has been an adjustment for these high school students taking PCC college level classes.

Dr. Giugni: There will be continued conversation to clarify and support faculty regarding remote teaching. An "Addendum" had to be submitted to the Chancellor's office when this started, giving PCC the ability to move to remote teaching in an emergency mode. Have recently received from the Chancellor's office must be submitted to the Chancellor's office more detailed addendums and templates to submit for this summer and fall of 2020 and to identify classes that will be offered. For the fall an update is to be provided to the Chancellor's office on improvement of DE courses, what they look like for the fall and summer. Instruction is working with S. Bober about the addendum processes. There will be more meetings with Senate Executive committee.

Questions/Comments

B. Constantine: Several adjunct faculty scheduled for evaluations this spring have reached out about the status of this spring's evaluation process.

Dr. Giugni: There is conversation with Faculty Association regarding evaluations. Nothing has been finalized at this point and Instruction hopes it can be postponed until next fall.

Lindsey Ruiz asked if the current campus status continues into summer and fall, what will happen with faculty not yet DE certified will they be able to teach on line and how can they be DE certified.

What is difference between online instruction and remote pandemic instruction.

Dr. Giugni provided summary on remote and emergency process and face-to-face.  
PCC is funded through various FTS calculation formulations.  
DE course uses different formula other than face-to-face. Funding is less for DE courses.  
Summer schedule will be built for face-to-face instruction  
An Emergency DE approval will probably be temporary.  
Dr. Tirapelle and DE Department are working with Dr. Robinson to develop ways to teach different levels of faculty for teaching DE on varying levels.

Filling out an addendum for summer and fall: Part of the addendum is basically a timeline. There is no specific response date given.  
It's possible the summer weather will restrict spread of the virus and like other flu viruses could return in the fall. possible to come back in the fall.

#### Connecting with Students

President Henes has received positive feedback on his submitting announcements in Canvas along with assignment updates, etc.

L. Hintzman: Her students find posting of daily assignment updates and one due date for all assignments help to keep them on track and makes it easier for her.

L. Ruiz has created weekly modules on Canvas for students to follow and keeps track of every single student's progress since the online transition (has had quite a few who aren't checking in on Canvas, and is trying to reach out in other ways).

**MOTION** extending discussion five minutes made and seconded by L. Ruiz and S. Rose.

**VOTE:** Approved without objection

Secretary G. Lopez: Five students within one class have taken on full-time jobs during class time. They've reached out and have apologized. Records her lectures and some of the group work to place on Canvas for her student review.

M. Henes: Encouraged Senators to be cognizant of what is happening within their students' lives.  
Below are canvas comments and suggestions recently received.

- One-on-one conferences, checking in
- Canvas discussion threads are useful for student engaging with each other
- Offering impromptu zoom sessions
- Face-to-face zoom meetings
- Break out rooms for social interconnection
- Zoom lectures and recordings
- Assigning weekly lessons/modules
- Making sure students are doing the work and setting their own deadlines
- Sending email every day
- Flip-Grid Discussion app

President Henes thanked Students Services and Instruction. There will be future meetings to address questions and concerns.

#### 2. Current Academic Senate officer elections:

Concerns:

Lack of stamp on return envelope was not in accordance with the Committee's direction on mailing.

Nominations and Election Chair communication: If a candidate is contacted with questions about an election, those questions should be referred to the committee. It is appropriate for officers who are also candidates to recuse themselves from official email or public discussion re: election issues.)

Postpone the elections until next year or proceed with a requirement for minimum participation for election to be valid.

Bottom Line: A low turnout is anticipated and there are no return stamps.

This is not a very contested election and return ballots should be representative of faculty

According to the bylaws just a simple majority vote if required.

**MOTION** to extend discussion five minutes made and seconded by B. Wilbur and L. Ruiz

VOTE: Approved without objection

Parliamentarian J. Hanley: Agrees with moving forward and respecting votes coming in.

The Nominations and Election Committee invites two Senate ballot count observers to participate via Zoom. Those interested may contact Committee Chair, Dave Cuatt.

B. Wilbur suggested sending today's minutes to every division and expressed concern with possible contingent of write-in ballots "throwing" the election. Requested a ballot extension of several weeks followed by mailing all voting faculty with return stamp. President Henes said this would be very costly to the Senate's budget.

**MOTION** made and seconded by V. Foster & L. Ruiz to postpone Senate elections one full year until next spring,

Point of Clarification: J. Fiebig: With one contested seat, waiting for a whole year is not fair to this candidate and would support postponement until fall.

V. Foster suggested elections be held once everyone is back on campus.

Current officers would keep their seats until next election.

L. Hintzman: postponing to fall is confusing.

M. Henes: Referenced Senate Bylaws Article 3.2 (displayed for viewing).

**MOTION** to extend discussion by five minutes made and seconded by L. Ruiz and B. Constantine.

VOTE: No objection.

V. Swaminathan: supports extending deadline two weeks, and for Senators to communicate with their fellow instructors about voting.

In response to X. Leng, Senate President Henes did not have an answer about there being a bylaw or policy regarding election postponement.

**ROLL CALL VOTE ON MOTION:** Motion Carries: YES: 15 NO: 7 ABSTAIN: 5

Elections postponed until next year.

**H.** Approve Consent Item C (Committee Appointments): Executive Committee Recommendations for all Positions  
The following items were added to Consent Item C

H.2.b Suzanne Iwanicki (Natural Sciences) and Maria Baldo (CEC) to Faculty Committee for Online Education

1. Hiring Committees: Sharon Bober (Math and CS) and Sharis Amirian (Counseling) to Curriculum and Instruction Committee CO-Chair Hiring Committee.

2. Academic Senate Subcommittees

a. John Hanley (Natural Sciences) as Curriculum and Instruction Committee co-chair

3. Shared Governance Committee:

a. None

**APPROVAL** of Agenda Item H approved by unanimous consent with no objections.

I. UNFINISHED BUSINESS (discussion and possible action)

- 1 BP/AP 3900 Speech: Time, Place, and Manner, 2<sup>nd</sup> read, C. Kollross (10 minutes)

**MOTION** to approve BP/AP 3900 made and seconded by L. Hintzman and S. Rose.

Changes from last presentation are included in bold language.

A small typo in second line of bold paragraph at top of page 2 has been fixed.

**VOTE** by Roll Call: **Motion carries.**

AP 4020 Program, Curriculum, and Course Development, 2<sup>nd</sup> read, S. Bober

Presentation of summary of changes provided. All changes were discussed at last meeting.

Recommendation received to change count of number of faculty reps in Item 11.

**MOTION** to approve AP 4020 made and seconded by K. Simon and L. Ruiz.

**VOTE by Roll Call: Motion carries with one abstention.**

J. NEW BUSINESS (discussion and possible action)

1. Campus Safety and Security Board Policies, 1<sup>st</sup> read, M. Bush

**MOTION** made and seconded by L. Hintzman and X. Leng to approve J1 a – d.

- a. BP 3500 Campus Safety
- b. BP 3501 Campus Security and Access
- c. BP 3505 Emergency Response Plan
- d. BP 3515 Reporting of Crimes

Dr. Bush does not anticipate any points of contention. There is no time rush. There are about 8 to get done before accreditation.

Brief summary provided for each BP.

**VOTE:** Motion carries with one abstention.

K. Proposed Future Agenda Items

Prof. Gonzales: Request for consideration of a resolution against hate crimes against micro-aggressions occurring in the face of the current crisis. The Executive Committee can take this under advisement as a future agenda item.

L. ANNOUNCEMENTS: None

M. ADJOURN MEETING: Adjourned by unanimous consent.