

Academic Senate Board Meeting

March 27, 2017 – 3PM

Circadian

President	Valerie Foster
Vice President	Shelagh Rose
Secretary	S. Fleming
Treasurer	Jay Cho
Adjunct Faculty	Beville Constantine (Natural Sciences), Mark Dodge (Business) Erika Ruvel (VAMS)
Business	Earlie Douglas
DSPS	Rosemary Scott
Counseling	James Aragon
English	Gloria Horton, Tim Melnarik, Rob Lee
Health Services	Open
Kinesiology	Terry Stoddard
Languages	Melissa Michelson, L. Persaud
Mathematics	Charlie Hogue, Dan Gallup, Yu Chung Chang
Natural Sciences	Martha House, Russ Di Fiori
Performing and Communication Arts	Rita Gonzales
Social Sciences	EACairó , Kaitzer Puglia
Visual, Media & Performing Arts	Dave Cuatt, Rod Foster

Absent Senators

CEC	Rhonda Williams
Counseling	Sara Miranda
Engineering	Deborah Bird (Alt)
Health Sciences	Kristin Hyatt, Blanca Rodriguez
Library	Ken Simon
Natural Sciences	Peter Castro
Performing and Communication Arts	Rikki Magee
Social Sciences	Francis Nyong

Guests

President	Dr. Rajen Vurdien
Assistant Supt/VP	Dr. Terry Giugni
VP/Student Services	Cynthia Olivo
C & I	Janis Dwyer, Alicia Vargas
Counseling	Patty D'Orange Martin
Faculty Development Committee	Susan Bower
PCCFA	Mark Whitworth
Courier	Photographer

A CALL TO ORDER: 3PM

B PLEDGE OF ALLEGIANCE led by Rod Foster

C APPROVAL OF MINUTES: February 27, 2017

MOTION made and seconded by G. Horton to table a final vote on the full minutes pending a request by G. Horton to listen to the meeting's recording state the motion to approve this resolution. All of the senators except for two English professors understood that they had voted on the resolution. Secretary Fleming will contact and meet with G. Horton to listen to the recording.
VOTE: Approved unanimously.

D APPROVAL OF MINUTES: March 13, 2017

Minutes approved without objection.

E PUBLIC COMMENT

Lisa Nelson (a new Student Pantry employee): The Student Pantry receives donations of non-perishable foods. Upon showing their student ID, students may come in twice a week to obtain food. Senators were asked to encourage faculty to notify their students that the Pantry is open. L. Nelson may be contacted at lancerpantry@pasadena.edu for delivery of non-perishable food items, volunteer requests and future payroll deductions.

EACairó: Re: Hiring Committees--AP7210 requires that hiring committee members are responsible for screening the applications they are to review.

Gabriel Ramirez: Students or non-students should not be censored for items they wear (i.e., buttons, badges, etc.). Referred to freedom of speech and the policy on Time, Place, and Manner.

F SPECIAL GUESTS AND REPORTS

President Dr. Vurdien:

PCC's accreditation has been reaffirmed.

The Annual Report is to be filed by March 31st.

The next accreditation visit is scheduled for 2022.

The Accreditation Commission has begun its search for a permanent director (to be approved by all community college presidents, including Hawaii and the Western Pacific.

PCC is one of the top 10 ASPEN institutions in a nation of 1,130 community colleges.

Pasadena Promise: Pasadena High School district graduates who graduate in the spring and attend PCC in the fall can apply for Board of Governors fee waivers. If waivers are not granted, PCC will pay for full tuition on class schedule of 9 units or more for a full year. A 2.4 GPA must be maintained for tuition reimbursement for the second semester. Pasadena High School District graduates joining the military and following an honorable discharge and come to PCC immediately (without a hiatus) will also have their tuition covered.

A "Thank You" was extended to the Senate's Executive leadership, faculty and staff for making PCC the best in California!

G ACADEMIC SENATE SUBCOMMITTEE REPORTS

G1 Faculty Development Committee Chair: Susan Bower

Handouts: Guidelines for Requesting Faculty Conference Travel Funding for 2017-18; Request For AS Conference Travel Funding 2016 – 2017 Academic Year and Template for Online "Summary of Conference Experience"

2016-2017 Funding: \$75,000 was approved and will be spent up through end of June.

\$10,000 was approved for summer travel starting July 1st or later

2017-2018 Funding: Approximately same funding as 2016-2017.

Funding Schedule: \$25K to be made available for the first, middle and end of the fiscal year

Request approvals needed: Committee, Cost Center Manager and Administration

Request made for approval of Guidelines for Requesting Faculty Conference Travel Funding for 2017-2018.

S. Bower will complete and post at the end of the fiscal year the finalized spending summary.
Current spending data may be requested through S. Bower.

MOTION made and seconded by J. Aragon and G. Horton approving the FDC handouts.

Discussion: Request for committee suggestions on staying within a \$1500 conference budget.

VOTE: Approved unanimously.

G2 Curriculum and Instruction Committee: Janis Dwyer and Alicia Vargas

Senators encouraged to share following handouts with their faculty.

Review and discussion:

There is a new faculty deadline process. Proposal information follows Chancellor's office guidelines.

- Course Outline of Record (COR) Proposal Guidelines
- Curriculum and Instruction Spring 2017 Deadlines

G3 Elections and Nominations Committee Chair: Dave Cuatt

Committee volunteer request made for two volunteers to watch the Senate election vote, April 6 at 2PM.

Volunteer names received: Mark Whitworth and Dwane Christensen.

MOTION made and seconded by R. Lee and M. Dodge approving M. Whitworth and D. Christensen as Election Committee election vote volunteers.

VOTE: Approved unanimously.

Discussion:

- Other people cannot be in the room to observe the election ballot count.
- President Foster asked for clarification of an opinion sent out by the Election Committee chair to the faculty at large.
- D. Cuatt's Response: Unwise for candidates to moderate discussion about the election.
- No second received to Motion made by M. Michelson to refer "clarification" question to the Elections Committee.
- Open discussion not covered within the Senate's bylaws is questionable.
- S. Fleming: asked Senate opinion for the committee chair to send out a clarification and table discussion until after the election so there are no conflicts of interest.

MOTION made and seconded by J. Aragon and R. Lee to extend discussion by 10 minutes.

VOTE: Approved unanimously.

- Senate approval is required for faculty emails forwarded by a Senate committee.
- Current discussion is not agendaized.
- Senate Parliamentarian, M. Dodge, requested to MOVE THE AGENDA.

H CONSTITUENCY REPORTS

H1 PCCFA REPORT: Mark Whitworth

PCCFA has met with Languages and will meet this week with Business and Counseling.

PCCFA has received concerns about the Corner Stone hiring process. Was asked for anyone who knows of someone who has applied through Corner Stone and was not accepted to contact a Union representative

H2 Adjunct Faculty Report: Mark Dodge.

There is an opening for an adjunct Senator from Health Sciences. Messages may be forwarded to M. Dodge.

- H3 Classified Senate: No Report
H4 Associated Students: No Report
H5 Administration/Management Association: No Report

I ACADEMIC SENATE OFFICER'S REPORTS

I1 President's Report: Valerie Foster

Planning and Priorities is currently discussing the process of creating a strategic plan that would be implemented on a regular basis. The Education Master Plan is out of date.

There is also ongoing discussion for re-evaluating and rewriting the College Mission.

Hiring Committee Concerns: Understands the concerns with problems of reviewing applications and uploading applications Corner Stone. HR currently screens the applications for completeness. In response to concerns received from Senator Cairó, HR decided to re-release all applications being reviewed. AP7210 will be revisited next semester. Comment from floor: HR should remove applications not responsive to a job description.

SLO Assessment: Senators were asked to encourage faculty to contact Melissa Anderson or their SLO lead if they need help accessing eLumen. President Foster encouraged Senators to reach out to faculty who have not completed or submitted their assessment to see what assistance they may need. Request made to not distribute the list of names in the Senate meeting.

- G2 Vice President's Report: Senate Annual Banquet honoring retirees and acknowledging faculty and staff with various awards will be held, Thursday, June 8 at Cabrera's in Pasadena. Time to be verified.
G3 Secretary's Report: None
G4 Treasurer's Report: None

I EXECUTIVE COMMITTEE RECOMMENDATIONS (Hiring Committees)

MOTION made and seconded by R. Foster and M. Dodge approving Items I1-I4

VOTE: approved unanimously.

1. Approve Jo Buczko (Special Services) to the Interim Clerk II Health Sciences hiring committee.
2. Approve Arineh Arzoumanian (E&T) and Katie Datko (DE) to the Executive Director, Economic Workforce Development Hiring Committee
3. Approve Terry Stoddard (Kinesiology), Carol Curtis (ESL & Languages), and Susan Bower (Natural Sciences) to the Director, Professional Development hiring committee.
4. Approve Kelli Ennis (Social Sciences), Adora Nuttall (Sciences), and Katizer Puglia (Social Sciences) to the Director, Child Development Center hiring committee.

K EXECUTIVE COMMITTEE RECOMMENDATIONS: Senate Subcommittees

MOTION made and seconded by R. Foster and S. Rose approving K1.

VOTE: Approved unanimously.

- K1 Approve Martha House (Natural Sciences) to the Distance Education Committee

L OLD BUSINESS

- L1 Approve BP/AP 3900 Time, Place, and Manner (2nd read): Rebecca Cobb: Not present
L2 Approve rule on second reads: Valerie Foster

MOTION made and seconded by M. Dodge and D. Cuatt to approve L2.

Discussion

- o President Foster is the author.
- o The rule is being submitted for clarification.
- o Rules do not need committee approval and if approved would be added as an addendum to and not change the Bylaws.

- Items should be reviewed on a case-by-case basis.
- President Foster agreed to “strike” the last sentence.

VOTE: MOTION passed by a majority vote.

Will add to addendum.

M. NEW BUSINESS

M1 Approve designation to be put on our student’s transcripts indicating “High Honors, honors or Cum Laude or Magna Cum Laude”: Patty D’Orange Martin

Discussion

This designation would be a “boost” for the students to have this information on their transcript.

Suggestion received to forward this matter to the Scholarship or Educational Policies Committee.

Executive Committee accepted T. Stoddard’s recommendation for it to put together an Ad Hoc Committee for this issue. Volunteers would forward their names to the Executive Committee.

M2 Discussion of the Integration of the Basic Skills Initiative, Student Success and Support Program, and Student Equity Program: Dean Dr. Cynthia Olivo & VP Dr. Terry Giugni.

Power Point Presentation on the responsibilities of each individual plan and their integration into one plan.

Discussion

Handout: Student Success Committee Charge & Composition

The proposed plan is due to the Chancellor’s Office December 2017

The plan will build consensus around what is needed to help student success.

Dr. Giugni: Students who do not utilize the SSSP options will lose their priority registration.

An integrated plan needs to be developed so the basic skills plan is integrated with equity and SSSP.

Want to make sure all constituents have a voice to determine committee membership.

Committee membership was developed to ensure all constituents have a voice.

N. ANNOUNCEMENTS

O. ADJOURN

MOTION made and seconded by M. Dodge and R. Lee to adjourn.

VOTE: Approved Unanimously.