

**Academic Senate  
Pasadena Area Community College District**

**Monday, September 25, 2017  
Pasadena City College  
Circadian  
1570 E. Colorado Boulevard, Pasadena, CA 91106**

President	Valerie Foster
Vice President	Shelagh Rose
Secretary	Lynora Rogacs [Approved: Agenda Item H1]
Treasurer	Kathy Kottaras
Adjunct Faculty	Beville Constantine (PCA) Erika Ruvell (VAMS) Dwane Christensen (Mathematics)
Business	Dave Evans
Counseling	Jamaar Walker, James Aragon, Myriam Altounji (Alt)
DSPS	Rosemary Scott
Engineering	Saeed Abedzadeh
English	Rob Lee, G Tim Melnarik
ESL	Melissa Michelson
Health Sciences	Blanca Rodriguez, Paula Vento
Languages	L. Persaud
Kinesiology	Terry Stoddard
Library	Ken Simon
Mathematics	Dan Gallup, Donna Nordstrom, Linda Hintzman
Natural Sciences	Peter Castro, Martha House, Russ Di Fiori
Non Credit	Rhonda Williams
Performing and Communication Arts	Rita Gonzales, Boglarka Kiss
Social Sciences	Bakhtawar Bhadha, E.A. Cairó, Kaitzer Puglia, David Uranga, C. Beard (Alt)
Visual, Media & Performing Arts	Dave Cuatt, Rod Foster, Kris Pilon (Alt)

**Members absent**

Business	Earlie Douglas
Counseling	Sara Aldas

**Guests**

Assistant Supt/VP	Dr. Terry Giugni
PCCFA	Mark Whitworth
Social Sciences	Michelle Ireland Galman
C & I	Janis Dwyer and Alicia Vargas
Classified Senate	Graciela Caringella
Low Income Student Rapid Response Committee	Emily Fernandez

**A CALL TO ORDER**

The meeting was called to order at 3:04PM by Senate President V. Foster.

**B PLEDGE OF ALLEGIANCE** led by Donna Nordstrom.

**MOTION** made and seconded by D.Cuatt and T.Melnarik to remove Item H1 approving Lynora Rogacs (Social Sciences) as Academic Senate Secretary.

D. Cuatt: requested Item H1 be moved to the next agenda due to legal reasons and referenced Senate Bylaws Article 8.5. Requests received from the floor for both the support of approving Item H1 and for there to be follow-up on clarity in wording of Article 8.5 by the Bylaws committee.

**VOTE:** Motion failed by majority vote. Yes: D. Cuatt and T. Melnarik. Abstain: E. Ruvell

**C SEPTEMBER 11, 2017 MINUTES** were approved as submitted.

**D. PUBLIC COMMENT:** None received.

**E ACADEMIC SENATE and SHARED GOVERNANCE COMMITTEE REPORTS**

**E1 Low Income Student Rapid Response Committee Chair Presentation:** E. Fernandez

Committee members: M. Hartman, J. Sy, L. Hicks, D. Milne, A. Francoso, and A. Arzoumanian.

In finding the best way to reach out to low income students and in managing the student response fund, all requests are first forwarded to Dream Keepers, Attn: Carol Brown. If not qualified for assistance through Dream Keepers, the request would be forwarded to the Committee. Funding requests are signed off by the committee chair and the Dean of Social Services.

Resources information Link: [libguides.pasadena.edu/Resource Guide/need](http://libguides.pasadena.edu/Resource%20Guide/need)

Requests for poster copies may be forwarded to [Efernandez13@pasadena.edu](mailto:Efernandez13@pasadena.edu)

Fund Donations may be made through: [https, colon, two right slash, Pasadena.edu, right slash, foundation, right slash, right slash, give, right slash, giving-guide.php]. <https://pasadena.edu/foundation/give/giving-guide.php>

Donation forms are also available through the Academic Senate Office.

**E2 Ad Hoc Safe Learning Environment Committee Chair:** Kathy Kottaras:

Follow-up to protocol versus policy question: The committee has developed protocol (not guidelines) addressing Federal immigration officials on campus. If approved, by California's Governor, AB21 would require the creation of protocol by California institutions. The committee will continue to meet and discuss institutionalization of student resources, developing workshops and protocol; a 508 accessible workshop video, and having a campus community teach-in about undocumented student needs.

It is within the President's jurisdiction to decide what the protocol looks like. It does not have to go to the Board.

When asked, K. Kottaras said she would ask if this matter could be agendized on the Board of Trustees Agenda.

K. Pilon provided Poster publication from the LA Times in Spanish [English version is forthcoming] pertaining to undocumented individuals were placed on the Senate Handout Table. K. Pilon provided an L.A. Times immigration information poster (available in Spanish and English) for review and as a handout.

Committee to review concerns for clarity in addressing protocol, protecting both students and faculty and request to receive clarify from both the Board and administration and inquiring into whether this matter could be placed on the Trustees' agenda.

**MOTION** extending discussion for 5 minutes made and seconded by K. Puglia and R. Foster.

**VOTE:** Unanimously approved.

**E3 Ad Hoc Faculty Handbook Committee:** Chair: Shelagh Rose

This Committee has been changed to "Operational" following Support Committee update and now has four new members.

As a start, it is anticipated that up-to-date revisions will begin being uploaded to the Senate's web site next month. In accordance with the Actionable Improvement Plan the Committee has revised its charge so updates will be made on an annual basis and to be completed by the end of spring.

E4 Curriculum & Instruction Committee: Janis Dwyer and Alicia Vargas

The curriculum process has been streamlined and allows greater control over curriculum approval.

Powerpoint: Presentation

Chancellor's Office Streamlined Approval Process

Certification Compliance by PCC of the guidelines means the Chancellor's office would not have to approve the credit courses). Noncredit has not been included.

Signature Approvals: Janis Dwyer, Alicia Vargas, Dr. Vurdien, Dr. Giugni (**Pending Signature: President Foster**).

Calculation for hours and units is correct for all received proposals.

On Board of Trustees Agenda: Course outline.

There are ten levels of approval.

PCC has met all guidelines outlined by the Chancellor's office.

**MOTION** made and seconded by R. Foster and M. House approving the Annual Credit Course Certification.

Discussion/Comments:

This process only affects courses and not programs.

C&I process would follow the proposed procedure.

Questions made be forwarded.

**VOTE on MOTION:** Approved unanimously

The certification document to be provided to Judy in the Senate Office by Alicia Vargas.

E5 Planning and Priorities Committee Chair: Valerie Foster

The Committee is currently assessing how the college will take ownership over the Strategic Plan.

Process on development of and assessing College Goals is to be developed.

PCC's Mission Statement is outdated. College-wide forums will be scheduled to discuss this matter. A spring approval is anticipated. Following a survey sent out last semester, college-wide forums will be scheduled to address this matter with the anticipation of a new statement to be developed by the spring.

IETI Indicators have been presented to the Senate Board for review/discussion and finally presentation to the Chancellor's office. Most indicators are optional. A robust discussion, which will include student forums, is necessary. Completion rates will be discussed next week and will hear from institutional Effectiveness to observe larger scale data. Required Options include: Overall completion rates, combined degrees and certificates, Median Time to Degree, College choice for basic skills and transfer level achievement. PCC's allocation of funds will be dropped substantially if our "base" student number is not maintained.

All those students who have "dropped" have been emailed and asked to contact President Foster if they wish to be involved in the forums. Senators may send names of any students who would like to participate to President Foster.

F CONSTITUENCY REPORTS

F1 PCCFA to review the salary survey it received from the District.

F2 Adjunct Faculty Report:

President Foster announced that M. Dodge did not receive a fall teaching assignment and is not on the Senate nor will he be serving as parliamentarian. Recommendations of those not currently a Senator may be forwarded to President Foster.

F3 Classified Senate President G. Caringella: The Classified Senate is adopting a safe learning environment resolution. The second read or adoption should be completed at the October 4<sup>th</sup> meeting. They will meet again by October 4 before meeting with the Trustees. Friday, September 29 is calendared for first of four classified staff professional development workshops.

F4 Associated Students: No Report

F5 Administration/Management Association

## **G ACADEMIC SENATE OFFICER'S REPORTS**

**G1** President's Report: President V. Foster

HR is working on scheduling additional EEO Trainings.

VP Rose to obtain information on those who have been trained.

There has been discussion on development of organizational structure for faculty chairs under the deans involving the roles of chair versus deans and the selection process.

Dr. Vurdien has said if nothing is figured out by December he will hire associate deans instead of faculty chairs. Concern with this is the loss of the faculty voice, and faculty would not have the opportunity for advancement.

Dr. Vurdien said the language would be cleared up for the duties. He has presented a compromise of going to an election process for faculty choose chairs and for the deans to choose deans.

G2 Vice President's Report: None

G3 Secretary's Report: None

G4 Treasurer's Report: Kathy Kottaras: presented a slide/graph of the Senate's current income and expenses. This information may be provided upon request. Reports to be made quarterly.  
M. Michelson requested a report from 2016-2017.

## **H EXECUTIVE COMMITTEE RECOMMENDATIONS Special Cases**

H1 Approve Lynora Rogacs (Social Sciences) as Academic Senate Secretary

President Foster sent out a campus-wide email seeking volunteers for this position. In response to faculty interest (one person) in this position and based upon the wording of Senate Bylaws, Article 71, President Foster placed Agenda Item H1 on the agenda.

**MOTION** made and seconded by R. Foster and D. Nordstrom approving Agenda Item H1.

Discussion:

Support of L. Rogacs received from the floor.

D. Cuatt did not agree with the agenda process and referred to the wording of Senate Bylaws Article 7.1.

Several recommendations received for the Bylaws committee to review and update Article 7.1.

**CALL FOR THE QUESTION** made and seconded by R. DiFiori and seconded by both M. House & EA Cairó.

**VOTE:** Motion passed by a majority vote. No: D.Cuatt and T. Melnarik. Abstain: E. Ruvell

**VOTE on MOTION:** Passed by majority. No. D. Cuatt.

## **I EXECUTIVE COMMITTEE RECOMMENDATIONS Shared Governance Committees**

I1 Approve Thea Alvarado (Social Sciences) and Manuel Sanchez (Languages & ESL) to the OER Committee.

I2 Approve Kris Pilon (VAMS) to Planning and Priorities Committee.

- I3 Approve Darcy Mack (Natural Sciences) to temporarily replace Erika Catanese on the Calendar Committee while teaching on Study Abroad and Manny Perea (English) to temporarily replace Shane Underwood on the Calendar Committee while on sabbatical.
- I4 Approve Jane Ming Tsao (Health Sciences) and Josh Fleming (Performing and Communication Arts) as members and Nicholas Hatch (Kinesiology) as co-chair to the Health and Safety Committee.
- I5 Approve Rhonda Williams (Non-credit) to the Institutional Effectiveness Committee.

**MOTION** made and seconded by EA Cairó and seconded by K. Simon approving I1-I5.

**VOTE:** Approved unanimously.

**J EXECUTIVE COMMITTEE RECOMMENDATIONS** Senate Subcommittees

- J1 Approve Arineh Arzoumanian (E&T) and Sonia Wurst (Business) to the Faculty Hiring Priorities Committee.
- J2 Approve Tamara Knott-Silva (Kinesiology), Agnes Ventura (Mathematics), Jared Ashcroft (Natural Sciences), Krista Goguen (Library), April Kawaoka (VAMS), and Lynora Rogacs (Social Sciences) to the Learning Assistance Assessment Committee.
- J3 Approve Sonia Wurst (Business and Computer Technology), Keith Williams (English), Arineh Arzoumanian (E&T alternate), Sebrenia Law (Health Sciences), Mary Wahl (Library alternate), and Rhonda Williams (Non-credit) to the Curriculum and Instruction Committee.

**MOTION** made and seconded by R. DiFiori and D. Uranga approving Agenda Items J1-J3.

Discussion: President Foster agreed with M. House that a discussion is needed on the availability of members for their committee meetings, and to establish regular committee meeting times so that quorum is reached. Under J2 the recommended members are current SLO leads. Item J2 should read Learning Assistance Committee. J3 recommendation was received from the C&I Committee.

**VOTE:** Approved unanimously.

**K EXECUTIVE COMMITTEE RECOMMENDATIONS** (Hiring Committees)

- K1 Approve Beverly Legg (Health Sciences) and Veronica Jaramillo (Natural Sciences) to the Executive Director of Facilities hiring committee.

**MOTION** made and seconded by R.DiFiori and D. Nordstrom approving Agenda Item K1.

**VOTE:** Approved Unanimously.

**L NEW BUSINESS**

- L1 Approve 2017/18 Senate Goals: Shelagh Rose

2016-17 Senate Goals Assessment: At the Senate Retreat, attendees assessed the level of completion of the Senate's 2016/17 goals. Goal 1: Fully achieved. Goals 2-7: Partially achieved.

2017-18 Senate Goals 2017/18.

- These goals are internal.
- The language in Goals 1-7 has been clarified and streamlined from last year's wording.
- Goal 4: Revision: Change "Support" to "Strengthen the role of faculty in shared governance."
- Goal 6: President Foster said the Committee has done well in handling this area.
- Goal 8 added to address the responsibilities and selection process for faculty chairs.
  - Approval will maintain a faculty voice.
  - Following approval Union negotiation would be required.

**MOTION** made and seconded by M. House and L. Hintzman approving agenda Item L1 with friendly amendment to change the word "Support" in Goal 4 to "Strengthen".

**VOTE:** Approved unanimously.

- L2: Approve Shared Governance Communication Protocol: Rob Lee

The protocol was developed by the Committee to Support Committee for Senate review.

President Foster: Senate representatives are shared governance committees are to present Committee reports and advocate on behalf of Senate opinions and decisions within Shared Governance committee meetings. This is an internal protocol.

**MOTION** to approve Agenda Item L2 made and seconded by R.DiFiori and T. Stoddard.

**VOTE:** Approved unanimously.

L2: Approve Bylaws Article 7 - AMENDMENTS (handout provided): Dave Cuatt

An amendment to these Bylaws may be proposed by a majority of the Academic Senate Board or by a petition signed by thirty (30) regular faculty. Such an amendment shall, without exception, require approval of two-thirds of the regular faculty who voted. At least one month shall intervene between introduction and final vote or ratification of the proposed amendment. This amendment shall be announced, along with statements related to it, in a bulletin sent to all regular faculty within one week of introduction.

Discussion:

Concerns and revisions received from the floor (include the following) and will require a second read.

- Concern with the number 30 in line 2 of 7.1, and proposed change is to make the number of faculty signatures required a percentage (10%) of regular faculty rather than a number. Discussion of whether 10% is too low, or too high.
- The term regular faculty is defined in Article 3.1 A.
- The “context” of proposals should be made clear by Senate Representatives before full faculty votes.
- In response to how the Nomination and Election Committee would validate petitions for amendment, S. Rose offered the following wording: To proofread and check for conflict with existing amendments.
- Concern expressed with the anonymity of the 30 faculty proposing an amendment.

**L ANNOUNCEMENTS:**

Rob Lee thanked the Senate for its support, encouragement and flowers sent to him a year ago following his heart attack.

President Foster

New Senator Boglarka Kiss of PCA was introduced.

Next Senate meeting (October 9) will be in Creveling. Senators were asked to encourage their faculty to attend. There will be a campus wide conversation about course completion.

Shelagh Rose: Happy Hour at Lucky Baldwin’s immediately following today’s meeting.

**M. ADJOURN:** Motion made and seconded by L. Hintz and K. Simon to adjourn.

**VOTE:** Unanimously approved.