

**Academic Senate  
Pasadena Area Community College District**

**Monday, March 12, 2018  
Pasadena City College  
Circadian  
1570 E. Colorado Boulevard, Pasadena, CA 91106**

President	Valerie Foster
Vice President	Shelagh Rose
Secretary	Lynora Rogacs
Treasurer	Kathy Kottaras

Adjunct Faculty	Beville Constantine (PCA)
Adjunct Faculty	Erika Ruvell (VAMS)
Counseling	Myriam Altounji (Alt)
DSPS	Rosemary Scott
English	Rob Lee, Tim Melnarik
Languages	Loknath Persaud, Melissa. Michelson
Mathematics	Linda Hintzman, Matthew Henes, Dan Gallup
Languages	Melissa Michelson, Loknath Persaud
Library	Ken Simon
Mathematics	Dan Gallup, Linda Hintzman, Matt Henes
Natural Sciences	Martha House, Erika Catanese
Non Credit	Rhonda Williams
Performing and Communication Arts	Rita Gonzales, Boglarka Kiss
Social Sciences	Kaitzer Puglia
Visual, Media & Performing Arts	Dave Cuatt, Kris Pilon, Rod Foster

**Absent**

Adjunct Faculty	Dwane Christensen (Mathematics)
Business	Earlie Douglas
Counseling	James Aragon
Engineering	Saeed Abedzadeh
Health Sciences	Blanca Rodriguez, Paula Vento
Kinesiology	Terry Stoddard
Natural Sciences	Peter Castro
Social Sciences	Bakhtawar Bhadha, E.A. Cairó, David Uranga

**Guests**

Vice President, Student Services	Dr. Cynthia Olivo
Director, Professional Development	Dr. Jason Robinson
Institutional Effectiveness	Dr. Patty Quinones
Director, Admissions and Records	Susan Bricker

**A CALL TO ORDER:** The meeting was called to order at 3:04pm

**B PLEDGE OF ALLEGIANCE** led by Rob Lee.

**C PUBLIC COMMENT**

Name	Comment
Dr. Cynthia Olivo	Associated Students have chosen to support PCC's 031418 National School Walkout. Information tables will be set up in the Quad and in front of the C Building. There will be a Moment of Silence at 10:17am. Emails of support from faculty have been received. Thank you extended to faculty who have adopted PCC Connect/Early Alert Program. Asked faculty to attending the training sessions and to also encourage their colleagues to attend.

**D February 26, 2018 MINUTES: One correction was noted by M. Henes below.**

The minutes were revised with one correction and approved unanimously.

Correction, Page 5, M1:	Vote: approved by a majority vote with one abstention.
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**E ACADEMIC SENATE and SHARED GOVERNANCE COMMITTEE REPORTS**

1. Nominations and Elections Committee: Chair, D. Cuatt  
Nominations forms received were open and inspected in the presence of committee member John Hanley and faculty member Mary Erin Crook for:

President: Lynora Rogacs & Matt Henes\*  
 Vice President: Shelagh Rose  
 Secretary: Matt Henes  
 Treasurer: Veronica Jaramillo

\*Matt Henes stated he will run only for Secretary.

Timeline information announced for candidate statements, ballot distribution and receipt of ballots.

Legislative Liaison Update: Boglarka Kiss

May be contacted for web address showing resources as well as more detailed updates to follow.

Topic information: (1) proposed online community college campuses and (2) the new Funding Formula where 25% is based on completions and information on ASCCC concerns

**F CONSTITUENCY REPORTS**

- F1 PCCFA: For Mark Whitworth, R. Foster, announced the PCCFA met with the District negotiating team last Thursday. District not prepared to discuss department chairs' process. The next meeting has not been set, and there is no schedule of standing meetings for negotiations.
- F2 Adjunct Faculty Comment: B. Constantine did attend the PCCFA. There will be future discussion about adjunct faculty voting for Academic Senate Board members.
- F3 Classified Senate: No Report.
- F4 Associated Students: No Report
- F5 Administration/Management Association: No Report

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

1. President's Report: President Foster  
Flex Day: Email reminder mailed regarding FLEX Day on March 15, 2018; participants should register for workshops. Flexible Flex is included in AP approved by Academic Senate; AP needs to be approved by the College Council, pending discussion with Classified Senate on potential modifications to Classified portion.
2. Vice President's Report: No Report
3. Secretary's Report: No Report
4. Treasurer's Report: No Report

**H EXECUTIVE COMMITTEE RECOMMENDATIONS: Senate Committees**

1. Approve Melissa Anderson (Natural Sciences) to the Bylaws, Rules and Procedures Committee.
2. Approve Katelyn Cunningham (English) to the Adjunct Faculty Issues Committee.

**MOTION** made and seconded by R. Foster and R. Lee.

Discussion: Bylaws Committee Chair was asked to notify Web Developer about not receiving an online automatic committee membership request for this position.

**VOTE:** Approved by a majority. Abstention: D. Cuatt.

## **I EXECUTIVE COMMITTEE RECOMMENDATIONS (Hiring committees)**

**Changes: I2: Change Walter Butler's name to Ken Simon.**

**I2 & I3: add word "approve" in front of names.**

- I1 Approve Kathryn McGuire and Danielle Rapue (Library) to the Library Technician I hiring committee.
- I2 Approve Walter Butler and Lena Hicks (Library) to the Library Technician III hiring committee.
- I3 Approve Tamara Knott-Silva (Kinesiology) to the DE Technologist/Developer hiring committee.

**MOTION** made and seconded by M. Henes and L. Hintzman approving I1, I2, and I3

**VOTE:** Approved unanimously.

## **J OLD BUSINESS**

1. Approve BP 5010 Admissions, AP5010 Admissions, and AP 5011 Concurrent & Dual Enrollment: Susan Bricker

**MOTION** made and seconded by M. Altounji and L. Hintzman approving J1.

Discussion

AP 5011, Page 3, 3-4, line 4: remove comma after word "enrollment"

BP 5010 summarization: This document has been reworded and in most cases mirrors CCLT wording and templates. PCC does not restrict its K-12 students. K-12 records are not looked at in regards to area of "expulsion". Showing benefit from college-level scholastic and career technical education is more of an administrative than board policy issue. University level behavioral issues are not in CCLT template but could be considered. S. Bricker recommended initiating an additional vetting process to review

**MOTION** made by M. Henes' and seconded by D. Gallup to modify BP5010 to include universities in language in BP5010, page 1, paragraph 2. addressing procedures to address information re problematic behavior from both the community college and university level.

**VOTE:** Oral Vote: Unanimous

President Foster recommended a formal vote by separate motions on each of the proposed three documents.

M. House: Recommended BP language be revised to reflect the admissions process.

S. Bricker requested all recommendations to be emailed to her.

AP5010 Comment: A federal government Ability to Benefit (ATB) exam is administered in PCC's assessment area and clears students to be able to receive things like federal financial aid to proceed with courses, otherwise students would not be eligible for federal aid.

**MOTION** to split BP5010 from this item and create a new item J2 made and seconded by E. Ruvel and M. Henes. **VOTE:** Approved unanimously

**MOTION** to approve AP 5010 and AP 5011 made and seconded by M. Altounji and R. Lee.

**MOTION** made and seconded by M. House and M. Henes to modify AP language that PCC is open only to people who demonstrate the ability to benefit.

**Discussion:**

AP 5010 opening paragraph and Item 5 (page 2) include language that the student must demonstrate a capability of benefitting from college instruction. Discussion of why/whether such language is necessary. S. Bricker indicated willingness to revise language.

In discussion with S. Bricker, M. Henes, suggested similar revisions to AP 5010 as he suggested for BP 5010 regarding inclusion of university expulsion into admissions consideration criteria.

S. Bricker indicated that given the number of desired changes, she would like to take AP 5010 and BP 5010 back to committee.

**MOTION** made and seconded by D. Cuatt and E. Ruvell to extend discussion by 10 minutes.

**VOTE:** Approved unanimously.

**MOTION** made and seconded by K. Simon and Linda Hintzman to remove AP5010 from Item J1 and create as its own item as J3.

**VOTE:** Approved unanimously.

J1: Item AP5011

Discussion. Part of the original motion is on the floor.

**VOTE** on approving AP 5011: Unanimously approved.

J2: Item BP5010

**MOTION** made and seconded by Matt Henes and D. Gallup approving BP 5010

**VOTE:** No -- Unanimous

J3: Item AP 5010:

**MOTION** made and seconded by M. Henes and R. Lee approving AP 5010.

**VOTE:** No -- Unanimous

K NEW BUSINESS

K1 Information Item-Rosemead Substantive Change: Lynora Rogacs

Senate approved in 2015 but could not be submitted to ACCJC because of PCC's probationary status. This "Substantive Change Proposal" informs ACCJC that PCC plans to offer at least 50 percent of courses that could fill a program for a degree or certificate at the Rosemead site, and will be submitted to ACCJC pending Trustee approval.

K2 Information Item – Fall 2017 Drop Data: Dr. Patty Quinones

Conversation about this item began in Fall 2017 after a large proportion of the students (1000) dropped classes after the start of the semester. The Office of Institutional Effectiveness created a study to figure out why this was happening. Most California community colleges are experiencing lower enrollment.

IE reached out to Psychology students to help conducted the telephone survey of those who dropped all courses before census was taken, identified factors that influenced or caused them to leave, and identified potential resources to assist future students.

50 students agreed to be participate in 15-minute phone interviews.

- Majority were continuing students (15% Latino), slightly older students  
14% were first-time PCC students, 86% were continuing  
30% had attended a class within first two weeks

Some Questions asked:

- Why did you decide to enroll at PCC? Career or Education Goal?
- What was experience with enrollment, Student Services, in the classroom,
- What resources would've been helpful? [Financial Aid and having a timely financial aid process]
- Why did you enroll at PCC?

Qualitative Data: Try to look for patterns

Few were accepted at universities

Some didn't get into their first choice of school.

PCC was close to home and affordable.

Multiple factors received for dropping.

Work schedule conflict.

Not being satisfied with courses taken; couldn't get into classes needed and not able to get classes that worked with their schedule, loss of priority registration, fee waivers, etc.

Provide better resource assistance.

Specific questions not asked regarding having a continuous history of enroll/drop.

**MOTION** to extend discussion by 10 minutes approved unanimously.

Need for questions about understanding, comprehending class information received.

Data to be coded.

Ask was original course wanted cancelled? Gather information on a regular basis.

Action steps can be taken in response to this data.

K3 Discussion of Student Panel, "Why I completed": Valerie Foster

Discussion and suggestions.

Panel to include students who have successfully completed courses, to identify the factors that contributed to completion.

- In light of AB 705, student voice/representation in the areas of Math, English and ESL noting factors that helped with completion
- What barriers that would hinder completion.
- Discussion on factors for successful certificate completion.
- Make information requests on faculty social media (i.e., Facebook) to find students willing to participate on panel.
- Invite more students than expected to be on panel.
- Interview students to obtain their story in a positive manner and discuss panel process of discussion with instructors in the room.
- Schedule initial meeting before spring break.
- Student input from all areas, particularly of program in division that is composed of multiple classes, etc.

**N ANNOUNCEMENTS:** None

**O ADJOURN:** **MOTION** to adjourn was approved unanimously.