

**Academic Senate  
Pasadena Area Community College District**

**Monday, May 14, 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)
Adjunct Faculty	Dwane Christensen (Mathematics)
Adjunct Faculty	Samantha Manuel (CEC)
Adjunct Faculty	Gayane Jerome (Counseling)

Counseling	James Aragon, Myriam Altounji (Alt)
English	Rob Lee, Tim Melnarik
Health Sciences	Blanca Rodriguez
Kinesiology	Terry Stoddard
Languages	Loknath Persaud, Melissa Michelson
Library	Ken Simon, K. Goguen
Mathematics	Dan Gallup, Linda Hintzman, Matt Henes
Natural Sciences	Martha House, Peter Castro
Performing and Communication Arts	Boglarka Kiss
Social Sciences	Kaitzer Puglia
Visual, Media & Performing Arts	Dave Cuatt, Kris Pilon, Rod Foster

**Absent**

Business	Earlie Douglas
Engineering	Saeed Abedzadeh
Health Sciences	Paula Vento
Natural Sciences	Erika Catanese
Non Credit	Rhonda Williams
Performing and Communication Arts	Rita Gonzales
Social Sciences	Eduardo A. Cairó

**Guests**

Assistant Supt/VP	Terry Giugni
Vice President, Student Services	Dr. Cynthia Olivo
Dean, Instructional Services	Stephanie Fleming
Dean, Mathematics	Carrie Starbird
OER Committee	Walter Butler
Sabbatical Leave Committee	Angela Estrada-Ceballos, Charlene Potter
Student Services:	Bryon Briones

- A CALL TO ORDER:** The meeting was called to order at 3:06\_pm  
**B PLEDGE OF ALLEGIANCE** led by Rob Lee  
**C PUBLIC COMMENT:** None  
**D May 30, 2018 MINUTES** approved as submitted without objection.

**E. SPECIAL GUESTS AND COMMITTEE REPORTS**

1. Open Educational Resources Committee Presenter: Walter Butler  
Slide Presentation  
Following Senate approval, the Committee will apply for another two-years of funding (\$150K) through current AB 798 Grant, which is closing out at end of this academic year. Focus will be on converting College 1 sections reader used in Open Resource.  
**MOTION** made and seconded by K. Simon and L. Hintzman to approve agenda Item E1.  
**VOTE:** Approved unanimously
2. Faculty Development Committee Chair: Valerie Foster  
Faculty/Peer mentoring program: Email will soon be sent out for mentees.

Conference Travel Request Paperwork Review

Revised 2018-2019 Faculty Development Travel Conference Forms:

- Guidelines
- 2018-2019 process revisions made and approved by the Faculty Development Committee members.
- Share-Out process was developed as an improvement to increase impact that conference travel has on campus.

**MOTION** approving agenda item E2 made and seconded by L. Hintzman and B. Kiss.

- This revised process goes into effect immediately.
- The proposed process was developed through Faculty Development committee.

**MOTION** to extend discussion by five minutes made and seconded by M. Michelson and L. Rogacs.

**VOTE:** Approved unanimously.

- Share Out Reporting is a plan for faculty to show how their travel would impact their teaching and student success. A brief plan would be submitted and once return back from conference, the plan is to be carried out within three months and then submit the report in about two weeks after sharing out the plan so the committee can keep track of this process.
- It is anticipated to have archived area on the Faculty Development web site as a campus resource.
- Share out timeline would be based on three months within academic year.
- K. Puglia: Friendly Amendment to add wording to extend summer months' share out time for faculty.

**MOTION** to extend discussion one minute made and seconded by M. Henes and R. Lee: **VOTE:** Approved.

**VOTE** on Motion to approve with Friendly Amendment that there will be extended share-out time for those traveling in summer. Unanimously approved.

**F CONSTITUENCY REPORTS:**

- F1 PCCFA Report: M. Whitworth:  
Contract: Overwhelmingly approved for ratification and will be presented for a vote by Board of Trustees on May 23.  
May Revise benefit: Increase in COLA The new contract provides COLA for 2018-2019. COLA assumed to be 2.5 which is now moved up to 2.71%. Anticipated that the California legislature and governor keeps this in the revise. PCCFA General Meeting: Thursday, May 17, 12PM-1PM. Lunch will be provided.
- F2 Adjunct Faculty: B. Constantine

Committee met and discussed current process for new Senators. There were some questions about this process. The committee supports the two candidates being forwarded this date and will move forward with regular committee meetings and working in support of adjunct faculty.

M. Michelson: There is formal written process for adjunct senator appointments.

B. Constantine: The committee will have one more meeting before summer break and can review this matter.

President Foster: A revised, formal process can be submitted to the Senate for approval.

- F3 Classified Senate: No Report
- F4 Associated Students: Byron Briones. No Report
- F5 Administration/Management Association: No Report

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

- G1 President's Report: Dr. Valerie Foster  
Governor's May Revise includes a new "Funding Formula" which has gone from a 25% focus on completion rates down to 20%; decided to fund the Online College.  
PCC: 16 of 32 faculty have had offers made.

- G2 Vice President: Shelagh Rose:

May 17, 12PM (Rm: C227): Deadline Date for Academic Senate Awards Nominations:  
Presidents 10+1, Ralph Story, Most Valuable Adjunct and Unsung Hero Awards

May 18: Start of Annual Senate Banquet Ticket Sales at Campus Bank (B203). Cost \$25/ticket. Banquet will be held June 14, 11:30 – 1:30 in Creveling.

June 4, 5PM-6PM: Circadian: Senate Scholarship Reception.  
Senators were asked for assistance in changing over the room following the Senate Board meeting which ends at 5PM.

June 15: 7PM: Robinson Stadium: Commencement  
Because of the number of graduates, only 4 tickets per student will be allowed.  
Speaker: Shaun Harper, Ph.D , Professor of Urban Leadership -- USC

- G3 Secretary: Lynora Rogacs: No report.
- G4 Treasurer: Kathy Kottaras: No report.

#### **H EXECUTIVE COMMITTEE RECOMMENDATIONS: Senate subcommittees**

1. Approve Jamal Ashraf (Computer Science & Mathematics) to the CTE Committee.
2. Approve Jamal Ashraf (Computer Science & Mathematics) to the DE Committee.
3. Approve Yolanda McKay (VAMS) to the Rules and Bylaws Committee.
4. Approve Jason Huh (Business) to Curriculum and Instruction Committee (to replace Sonya Wurst).

**MOTION** approving H1-4 made and seconded by R. Lee and P. Castro.

**VOTE:** Approved unanimously.

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

1. Approve Amy Cheung (Counseling), Susie Ling (Social Sciences), and Carol Curtis (Languages & ESL) to the Director of International Students hiring committee.
2. Approve Jude Socrates (Computer Science and Mathematics) Manager of Maintenance and Operations hiring committee.

3. Approve Eloy Zarate (Social Sciences) and Kelli Davidson (Social Sciences) to the Social Sciences Division Faculty Lead hiring committee.
4. Approve Danielle Rapue (Library) and Ken Simon (Library) to the Library Division Faculty Lead hiring committee.
5. Approve Matt Henes (CS & Mathematics) and Anne Davis (CS & Mathematics) to the CS & Mathematics Division Faculty Lead hiring committee.
6. Approve Veronica Jaramillo (Natural Sciences) and Ali Ansari (Natural Sciences) to the Chemistry Laboratory Technician hiring committee.
7. Approve Khuloud Sweimeh (Natural Sciences) and Tammy Knott-Silva (Kinesiology) to the Natural Sciences Administrative Assistant II hiring committee.

**MOTION** approving Agenda Item I1-7 made and seconded by D. Gallup and L. Hintzman.

**VOTE:** Approved unanimously.

#### J EXECUTIVE COMMITTEE RECOMMENDATIONS: Special Cases

J1: Approve Gayane Jerome (Counseling) and Samantha Manuel (CEC) to be at-large adjunct senators.

**MOTION** to approve Agenda Item J1 made and seconded by M. Michelson & K. Simon.

#### Discussion:

M. Michelson: Read Senate Bylaw 3.1b pertaining to the Adjunct Elections approved January 11, 2016 which refers to nomination process. The nomination process was placed on hold by the committee, and the Adjunct Faculty Issues Committee did not know about the process at the time that they approved the names of the two adjunct faculty to be recommended as nominees. It was asked that approving the two nominees to be placed on hold until the process can be followed.

L. Rogacs: As the chair of the Adjunct Faculty Issues Committee already indicated, the Committee agreed by consensus to approve the two candidates.

V. Foster: It was President Foster's understanding from former Committee Chair, Mark Dodge, that there was no formal process and the Committee has been inactive for a long time. Does not recall the Senate approving the Committee's nomination process. In reference to communication with M. Dodge, there is no formally approved nomination process. The committee has been inactive a long time along with there being two adjunct senator vacancies.

**MOTION** made and seconded by T. Stoddard and D. Gallup extending discussion by five minutes.

**VOTE:** Approved unanimously.

V. Foster: The nomination process has not been vetted or voted on. B. Constantine was asked to put together a process for future elections. There are currently two vacancies that need to be filled.

B. Constantine: AFIC Chair said the proposed candidates were recommended by the AFIC for Senate approval, and in moving forward supported submitting a specific nomination process to be presented to the Senate.

D. Cuatt: recommended following what the committee chooses to do with the nomination process.

**VOTE on MOTION:** Motion passes by a majority. No: M. Michelson. Abstention: B. Constantine

#### K EXECUTIVE COMMITTEE RECOMMENDATIONS Shared Governance committees

1: Approve Kathy Kottaras (English) to the Health and Safety Standing Committee

**MOTION** made and seconded by R. Lee and M. House approving K1.

**VOTE:** Unanimously approved.

#### L OLD BUSINESS

1. Approve Sabbatical Leave AP 2<sup>nd</sup> read: Angela Estrada-Ceballos & Charlene Potter & Angela E-Ceballos:

Slide Presentation included topics on committee suggestions, clarification and summary of AP language, dean sign-off, committee workshops, guidelines for sabbatical reports and faculty presentations.

Sabbatical Leave Advisory Committee provides the sabbatical advisements to the President who takes the committee advisements to the Board of Trustees for approval of eligibility for sabbatical. With the new contract ratification, committee representation will be comprised of two members elected by the Academic Senate, one member selected by the Faculty Association, two that are designated through administration, and the sixth member is the HR representative.

The AP language cannot contradict or compete with contract language.

A committee rubric should be developed by fall 2018.

Sabbatical applicants are urged to attend Sabbatical workshops.

The Sabbatical leave committee is not a Brown Act Committee. There is no audience participation.

The Human Resources website has a location to click on to sabbatical guidelines and applications.

The Committee will not have its own website; sabbatical information will be made available on HR's website (guidelines and applications).

The Committee chair does not receive reassignment time.

**MOTION** to extend discussion by five minutes made and seconded by R. Lee and D. Gallup.

**VOTE:** Unanimously approved.

The HR committee member summarizes and ranks applications in accordance with contract language.

**MOTION** made and seconded by R. Foster and L. Hintzman approving agenda item L1.

Both A. Ceballos and C. Potter may be contacted regarding the sabbatical process.

**MOTION** to extend discussion by five minutes made and seconded by M. Henes and J. Aragon.

**VOTE:** Unanimously approved.

The President reviews and takes Committee recommendations to Board of Trustees for eligibility.

**VOTE on MOTION to approve:** Unanimously approved.

**M NEW BUSINESS**

1. Approve AP/BP 4100 Graduation Requirements for Degrees and Certificates: Myriam Altounji  
Slide presentation: Changes better aligned with Title 5 and centralize the certification process which creates a better working process with Admissions and Records. Main eyes on this process are Student Services, the deans, and C&I. There will be three evaluators. Certificate changes have to go through a process including Chancellor's office approval updated internally in the school catalogue. Faculty can be informed when certificates are awarded to students. Additional feedback may be provided to M. Altounji before its second read at the June 4 Senate meeting.
2. Information Item Guided Pathways: Myriam Altounji and Stephanie Fleming  
Myriam is Guided Pathways Liaison. 4-quadrant Handout provided to facilitate a Senate conversation in receiving feedback/understanding what Guided Pathways is.  
Handout:
  - Information you and others know about guided pathways
  - Information you don't know, but others know about Guided Pathways
  - Information you know about Guided Pathways that others don't
  - Information about Guided Pathways that neither you nor others know.

S. Fleming: Having dialog is a good starting place. Early Alert is Part of Guided Pathways

**Guided Pathways** ensures students are being supported and guided through processes to get their certificate or degree and are able to identify their goal, make informed choices, and reach their goal.

A Guided Pathways Approach focuses on the following areas to enable increased completion for students:

Access, Goal Setting, Support, Structure

PCC Efforts already underway that uphold Guided Pathways principles: program maps for full-time and part-time students, 2-year scheduling plans for courses, guided entry, guided exit.

Current Projects [conversation starter] are to operate in concert with each other. Trying to make this a seamless process. Include online orientation, PCC complete, Career Communities; New Student Group

Here to ask Senators some questions. Responses will help guide process.

Q: what learning opportunities (workshops, committees, presentations, etc.) would you find beneficial?

Q: how see AS engaging in this work? (as move forward) As Liaison Myriam needs information to be received to assist with making decisions with this process.

Q: What will you do? Please provide your contact info and identify your area of interest.

**MOTION** made and seconded by J. Aragon and T. Stoddard to extend discussion by 10 minutes.

**VOTE:** Yes: Majority. No. (1): Dave Cuatt

- Every program is a pathway. The proposed process is an approach to help guide students to completion, but is not a program.
- This item be on the next Enrollment Committee agenda.
- Provide access to all students.

3. Approve Bylaws Article 8: D. Cuatt:

**MOTION** to approve Agenda Item M3-4 made and seconded by D. Cuatt and J. Aragon.

New Article 8 is truncated. Items from old Article 8 have been moved to Articles 9 and 10.

Article 10 is not presented at this meeting.

Numerous suggestions to see the full plan.

D. Cuatt: Only a few words have been changed.

**MOTION** made and seconded by L. Rogacs and M. House to table the discussion pending presentation of Articles 8, 9 and 10 together.

M. House requested a copy of the active bylaws be forwarded to her.

**MOTION** made and seconded by B. Constantine and D. Gallup to extend discussion by five minutes.

**VOTE:** Approved unanimously.

**MOTION** made and seconded by B. Constantine and M. Henes to extend discussion by two minutes.

Show where 8.1 through 8.6 were moved.

**VOTE on TABELING MOTION:** Yes: Majority vote. No: (1) B. Constantine.

D. Cuatt asked this item be placed on the next Senate Agenda.

President Foster asked for an email of requested document for Executive Committee review.

**N ANNOUNCEMENTS**

**D. Cuatt:** Thursday, May 17, V106: 10am-2pm. Lecture at 11:30 by renown poster artist and major figure in the Chicano Art movement of the 1960s and 1970s -- Malaquías Montoya.

**O ADJOURN: MOTION** to adjourn made and seconded by R. Foster and L. Hintzman

**VOTE:** Approved unanimously.