

Revised 10/10/16
SEPTEMBER 12, 2016

Position	Title	Attendance
PRESIDENT	VALERIE S. FOSTER	Present
VICE PRESIDENT	SHELAGH E. ROSE	Absent
SECRETARY	STEPHANIE L. FLEMING	Present
TREASURER	JAY CHO	Present
ADJUNCT FACULTY: Natural Sciences	BEVILLE CONSTANTINE	Present
ADJUNCT FACULTY: Social Sciences	MARK DODGE	Present
ADJUNCT FACULTY: VAMS	ALEXIS MOORE	Absent
ADJUNCT FACULTY: Eng and Tech	ERIKA RUVEL	Present
ADJUNCT FACULTY:	OPEN	
BUSINESS	AHNI DODGE	Present
BUSINESS	EARLIE DOUGLAS	Absent
BUSINESS (Alt)	DAVID EVANS	--
CEC	RHONDA WILLIAMS	Present
CEC (Alt)	BRIAN PANGAN	--
COUNSELING	JAMES ARAGON	Present
COUNSELING	SARA MIRANDA	Absent
COUNSELNG (Alt)	MYRIAM ALTOUNJI	Present
COUNSELNG (Alt)	CECILIA MEDINA	--
DSPS	ROSEMARY SCOTT	Present
ENGINEERING and TECHNOLOGY	SAEED ABEDZADEH	Present
ENGINEERING and TECHNOLOGY (Alt)	DEBORAH BIRD (Alt)	Present
ENGLISH	GLORIA HORTON	Present
ENGLISH	TIM MELNARIK	Present
ENGLISH (Alt)	ROB LEE	Present
ENGLISH (Alt)	RYOYI WU	--
HEALTH SERVICES	OPEN	--
HEALTH SCIENCES	KRISTIN K. HYATT	Absent
HEALTH SCIENCES	BLANCA RODRIGUEZ	Present
HEALTH SCIENCES (Alt)	KAREN SKIATHITIS	--
KINESIOLOGY	TERRY STODDARD	Present
KINESIOLOGY (Alt)	TAMARA KNOTT-SILVA	--
LANGUAGES	LOKNATH PERSAUD	Present
LANGUAGES	MELISSA MICHELSON	Present
LANGUAGES (Alt)	MARY ERIN CROOK	--
LANGUAGES (Alt)	CHARLENE POTTER	--
LIBRARY	KEN SIMON	Present
LIBRARY (Alt)	KRISTEN GOUGEN	--
MATHEMATICS	DAN GALLUP	Absent
MATHEMATICS	CHARLIE HOGUE	Present
MATHEMATICS	DONNA NORDSTROM	Present

Position	Title	Attendance
MATHEMATICS (Alt)	GRAYR ANDREASYAN	--
MATH (Alt for Alternates)	YOSHI YAMATO	--
NATURAL SCIENCES	RUSSELL DI FIORI	Absent
NATURAL SCIENCES	MARTHA HOUSE	Absent
NATURAL SCIENCES	PETER CASTRO	Present
NATURAL SCIENCES (Alt)	ERIKA CATANESE	Present
NATURAL SCIENCES (Alt)	VERONICA JARAMILLO	Present
NATURAL SCIENCES (Alt)	KATIE RODRIGUEZ	--
PERFORMING/COMMUNICATION ARTS	RITA GONZALES	Present
PERFORMING/COMMUNICATION ARTS	RIKKI MAGEE	Present
SOCIAL SCIENCES	EDUARDO A. CAIRÓ	Present
SOCIAL SCIENCES	KAITZER PUGLIA	Present
SOCIAL SCIENCES	LYNORA ROGACS	Present
SOCIAL SCIENCES (Alt)	CHERYL BEARD	Present
SOCIAL SCIENCES (Alt)	CHRISTOPHER JIMENEZ Y WEST	Present
VISUAL, MEDIA & PERFORMING ARTS	ROD FOSTER	Present
VISUAL, MEDIA & PERFORMING ARTS	DAVE CUATT	Present
VISUAL, MEDIA & PERFORMING ARTS (Alt)	KRIS PILON	Present
GUESTS		
VICE PRESIDENT, HUMAN RESOURCES	LISA NORMAN	
DEAN, SOCIAL SCIENCES	KATHY SCOTT	
CLASSIFIED SENATE	ROSIE ROBERSON	Present
ASSOCIATED STUDENTS, VP (TRUSTEE)	KELLY BANH	Present
IEC COMMITTEE CO-CHAIR	SONYA VALENTINE	Present
PCCFA	MARK WHITWORTH	Present

GUESTS

- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE** led by Rob Lee.

New Senator Acknowledgement.

VAMS: Dave Cuatt & Kris Pilon; Health Sciences: Blanca Rodriguez;
 CEC/Non Credit: Rhonda Williams; English: Rob Lee; Library: Ken Simon;
 DSPS: Rosemary Scott; E&T: Saeed (Sam) Abedzadeh; Mathematics: Donna Nordstrom
 Counseling: Myriam Altounji

- C. **APPROVAL OF MINUTES** for August 29, 2016 were approved as submitted.
- D. **PUBLIC COMMENT: None**

E1. SPECIAL GUESTS AND REPORTS

Professional Development Director Job Description: Dr. Lisa Norman, VP, Human Resources presented a draft job description for Director, Professional Development. The position would reside in Instruction under the supervision of Vice President Dr. T. Giugni. Questions may be forwarded to Dr. Norman

The Board Policy on comprehensive professional development contains details that pertain to the actual job description for the position which is not consistent with the necessary information that is included in an AP or BP. Further work will include the Professional Development Committee looking at this item more closely with how it relates to the actual policy.

Discussion

M. Michelson expressed concern with overlap of the policy and the proposed description.

Experience doesn't seem to relate to depth of this position; need for professional management experience; and how this position could be all-encompassing over classified, faculty and manager professional development processes. In response: Dr. Norman agreed there could be more definition in regards to Master's/Bachelor's degree requirements.

Dr. Norman: Reference to the policy refers to job functions within the job description and not under the charge of the Committee.

E.A.Cairó: Requested for more specific qualifications.

MOTION made and seconded by J. Aragon and B. Constantine to extend discussion 5 minutes.

VOTE: Motion approved unanimously.

Dr. Norman built a rough template of the description from a Professional Learning Coordinator position she had while employed in San Bernardino. The description is still in a draft form pending review and input to create a design that fits everyone's needs.

K. Puglia: Request for clarification of professional development experience and expertise.

R. Scott: This is not an ADA-compliant position based on physical commands. Requested adding verbiage with accommodations for qualified candidates with either visual, hearing or physical disabilities.

S. Fleming: Requested desired qualifications include community college experience.

In response to M. Michelson, Dr. Norman said that in regards to the director position a needs survey was previously done. The proposed description adds more detail in moving this process forward. From her personal experience with having been a supervisor over professional development directors and coordinators, the proposed Professional Development Director's duties would require a full-time position.

F1. ACADEMIC SENATE SUB-COMMITTEE REPORTS

Institutional Effectiveness Committee: Sonya Valentine (committee co-chair)

The IEC committee coordinates the program review process on campus.

To be faculty driven, the committee needs faculty from all instructional areas. Faculty are needed from the following areas for 2 year position.

- Languages/ ESL (for 1 year because the current faculty rep is on a Study Abroad assignment.
- Health Sciences
- Performing and Communication Arts
- Visual Arts and Media Studies
- Engineering & Technology
- Business
- Non Credit
- Natural Sciences

Volunteers may contact Faculty Co-Chair S. Valentine or Management Co-Chair C. Kollross

Committee Meeting Times will be every other Friday from 1pm-3pm (Starting Sept. 23rd)

Committee duties include regular committee business duties and program review evaluation for every area on

campus (instructional, administrative and student services units). Committee members include faculty, management, classified and students.

Current members are tenure-track and full-time faculty.

The committee is looking at the role of adjunct faculty in the review of programs. Some programs are run by adjunct faculty. The committee reviews the program reviews and not the program.

MOTION made and seconded by D. Cuatt and V. Jaramillo to extend discussion by 5.5 minutes.

VOTE: Approved unanimously.

The charge of the committee has not changed since the committee's inception. Former committee chair, M. Smith, stepped down.

The Committee's goal is to help program authors to do a good job in reviewing their programs and to show (as part of the accreditation process) what program does.

G1. CONSTITUENCY REPORTS

PCCFA Report: Mark Whitworth

The contract was ratified by a vote of 190 to 3.

PCCFA faculty meeting and lunch is scheduled for Thursday, 9.15.16 at 12pm in Circadian.

Very preliminary discussions have begun on the idea of having faculty chairs/coordinators.

PCCFA has been told by both Vice President and the President this process "Is A Go"

- The Senate Body will provide review/input into Senate will look at how the rules and duties are followed in regards to this process.
- The District would like timeline approval in the spring, enabling a process be in place for next fall.

In response to E.A.Cairó, M. Whitworth said he did not know what would happen if the Senate voted no to having a faculty chair/coordinator process. This process is under the purview of administration.

The Senate president is currently working with M. Whitworth and VP, T. Giugni in developing a timeline for the Senate to have enough time to review the list of duties and the process.

M. Whitworth: Numerous details have to be worked out in regards to reassigned time, compensation, process of choosing of chairs/coordinators.

R. Foster: There will be process where the Senate will be asked for review/input for something that has not been brought to the Senate before. The positions being discussed are for positions with responsibilities that are clearly under supervision of a dean. PCCFA has made no decision about chairs/coordinators.

Christopher Jimenez y West: This process allows the Senate an opportunity and position of leverage with administration.

S. Fleming: The Education Code explains role of the Academic Senate in developing chairs. The State-Wide Academic Senate has resolutions and various documents to guide the Senate in the development of this process. The Senate Executive committee has asserted these particular roles throughout conversation when they first took office last year. The Senate will follow this process as it goes through this discussion. Administration is to develop a timeline which will make sure the Union and the Senate are on the same page in regards to discussions in moving forward.

M. Whitworth: The Union is hoping input will make the process move forward in a smooth manner.

President Foster will check to see if this item will be placed on the next agenda.

G2. Adjunct Faculty Report: No report.

G3. Classified Senate: No report

G4. Associated Students Vice President: K. Banh
Two forums will be held in fall in the Creveling Lounge.
L.A. County Supervisor Forum: Thursday, Sept. 19, from 6:30pm-9:00 pm
State Senate District 25 Forum: Tuesday, October 11th from 7pm – 9pm
Club Week is this week, Tuesday through Thursday, 10:00am-2:00pm in the Quad.

G5. Administration/Management Association. No report.

H1. **ACADEMIC SENATE OFFICER'S REPORTS**

President's Report

9.10.16 Senate Retreat: Most of the divisions' representatives attended.

Division goals were discussed and will be presented on today's agenda.

Fall 2016 FLEX Day has an equity theme.

- Guest speaker: Dr. Tyrone Howard will discuss achievement gaps.
Most of the equity activities are student services oriented and is a good opportunity for faculty involvement.
- The Senators will be sent a PowerPoint of detailed resources about equity definitions, equity framework, etc. Senators were asked to scheduled time with their constituents to talk about these ideas to educate them before FLEX day which is designed to be a positive and inquiry driven process.
- President Foster can be contacted with questions.

H2. Vice President's Report: No report.

H3. Secretary's Report: No Report

H4. Treasurer's Report: No Report

Asked for motion to move under new business move #3 up to committee report for Conference/Travel Update. 1st read to take back to constituents for a vote

MOTION: J. Aragon/D. Nordstrom. Passed. Guidelines for requesting handout provided

Due to guest time constraint, President Foster called for a motion to move New Business Item J.3 (Travel Request Application Updates) up on the agenda (1st Read Item).

MOTION: Made and seconded by J. Aragon and D. Nordstrom.

VOTE: Motion approved unanimously.

I1. **OLD BUSINESS** (With possible actions to follow each item)

Approve faculty selection process for manager evaluations: Valerie Foster

Based on discussed at the last Senate meeting, president Foster presented handout that was emailed as a document for review with the agenda package emailed to the Senators.

Handout Title: Process for the Selection of Faculty to Participate in Manager Evaluations

Discussion will be on the process and not the procedure which is a management purview.

The language in the policy is vague on purpose so the Senate can determine what type of faculty they want to send. Faculty need to have had meaningful time with managers (2 years is proposed).

Senate president will also need to put forward faculty names for evaluating non-instructional managers.

President Foster proposes to work with HR to figure out what faculty those managers work with. Another "go to" is committee membership.

MOTION to approve the selection process for manager evaluation made and seconded by J. Aragon and R. Foster.

No Objection

Discussion:

Languages: based on solicited division feedback and to make this process as neutral as possible
M. Michelson submitted a revised "Process for the Selection of Faculty to Participate in Instruction Manager Evaluations". There would be no cap on the number of faculty that review the dean as was done in prior years.

Senate Secretary S. Fleming: Requested there be a separate discussion on this document from what's been agendized. Discussion would otherwise be out of order.

M. Michelson: Reference made to AP7150 as revised in Sept. 2015
Additions/revisions to the agendized proposal were read.

- There is overlap.

President Foster: What is being proposed is a revision to what was sent out. President Foster's document is not a revision to AP7150. The AP7150 says the Academic Senate would send 10 names to HR (it does not say how).

- Would agree with a rotation of faculty each time every three years.
- Explained why she does not agree with the proposed statement "An equal number of randomized faculty names from each department within a division will be sent to Human Resources as deemed by the Division."...
- May or may not accept a Friendly Amendment.
- Will not agree to putting together two documents.

D. Cuatt suggested that faculty be able to volunteer for this process.

Secretary Fleming: Supports using a randomized list from each area to eliminate potential or perceived.

President Foster: Process explanation Obtain a list of faculty for a particular area; randomize the list and choose the top 10 and forward to HR. Individuals do not have to participate if they don't want to.

MOTION to extend discussion by five minutes made and seconded by J. Aragon and R. Foster.

VOTE: Motion approved.

In response to E. Catanese, the evaluation process is anonymous. There is concern that the Senate would probably want to see the names forwarded. C. Kollross said the process is anonymous.

Obtaining a random name list would be done through Excel.

President Foster: The names would have to be sent to HR by November 15. This matter would have to be agendized before this point. Managers would be evaluated every year on a rotational basis. Each year one-third of the managers would be evaluated. Different faculty need to be involved with the different sets of managers being evaluated. This process is outlined in the policy.

FRIENDLY AMENDMENT: If faculty have served on the evaluation committee for a previous evaluation cycle, their name would not be added to the randomized list.

President Foster: Asked to add the wording "in the event that there are people who would like to serve." If there are no other faculty who want to serve its better to get those who already have been recommended.

T. Stoddard: Suggested for anonymity the 10 random names be presented to the Senate by number.
President Foster agreed this would be easier and protect the anonymity of everyone.

MOTION made and seconded by T. Stoddard and D. Nordstrom for President Foster to bring the 10 random names forward by number and not name in the minutes or agenda.

President Foster:

FRIENDLY AMENDMENT: "The next time the dean **or manager** is evaluated, the names of those that evaluated him/her three years prior will not be included, **unless there is a possibility of new faculty available to evaluate the manager.**"

The Academic Senate shall forward the 10 random names by number to the Senate for approval.

Secretary Fleming: There is nothing in the Policy or Procedure that says the Senate has to approve the names and the Senate could approve a motion approving the process for randomization but the Senate would not have to approve the names. T. Stoddard agreed. President Foster said she could add the Senate President would keep the Senate apprised through the Senate President's Report.

President Foster could work with HR or division secretaries to keep track of the division names.

FRIENDLY AMENDMENT:

- The next time the dean **or manager** is evaluated, the names of those that evaluated him/her three years prior will not be included, **unless there is a possibility of new faculty available to evaluate the manager.**
- The Academic Senate will keep the Senate apprised through regular reports.

VOTE on MOTION: MOTION approved unanimously.

J1: NEW BUSINESS (with possible actions to follow each item)

Allow the Banquet Committee to plan a Spring Fling Senate Fundraising event: Valerie Foster

The General Fund is in need of being replenished for expenses such as Academic Senate Scholarship and Low Income Committee funds. The Senate is asked to allow the Banquet committee to plan something and be brought to the Senate for review and input in moving forward with fundraising.

MOTION to approve made and seconded by M.Dodge and T.Stoddard approving Recommendation 1.

Discussion:

The reason for a spring timeline is to avoid being in competition with two other scheduled group events By Classified Senate and Administration.

Point of Order: EACairó: A vote should not be taken at this time because it is not consistent with voting rules established in the past for first and second reads.

President Foster and the Parliamentarian referenced the wording NEW BUSINESS (with possible actions to follow each item). A "No" vote indicate disapproval with the recommendation. Robert's Rules of Order does not mandate a first and second read. If the body wished to vote for the item today, they may.

VOTE on MOTION: Motion approved by majority vote. Nos: 3 Abstain 2.

J2. Approve AP 3200 Accreditation: Crystal Kollross, Dr. Kathy Scott, Lynora Rogacs

Handouts: Current and Revised version of AP3200.

L. Arenson: Handout Points and a summary of proposed revisions:

1. Accreditation Steering Committee (ASC)
2. Accreditation Standards Committees and Writing Groups for the Accreditation Self-Study
3. Accreditation Self-Study Coordinator
4. Annual, Midterm and Follow-up Accreditation Reports
5. Accreditation Liaison Officer (ALO)
6. The Board of Trustees will be informed by the ALO or SSC in a timely manner about the status of the accreditation of the College, as well as the status of any specialized accreditations held by instructional programs of the college. The Board will be informed about any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

A new policy was written once because the Accreditation process will be under College Council and not half-and-half with Planning and Priorities.

There will always be a faculty and a manager co-chair for the Standards Committee.

A Board of Trustees member (not a voting committee member) will be brought as an advisor when we get closer to self-evaluation process.

C. Kollross: Supports the proposed committee process as a good idea with so many reports that are required. The committee will be responsible for education on campus on accreditation standards.

Dr. Scott: A mid-term report covering forty-seven items will be due on March 18.

Language has been left more open to meet the needs of the writing groups and standards committees and sub-groups.

R. Foster: Served on the Planning and Priorities committees throughout this process.

Commended the work of S. Fleming, L. Rogacs, and K. Scott.

In response to M. Michelson, Secretary Fleming said motion may be received to extend discussion.

The presentations are always timed and as needed time is extended for discussion.

M. Michelson expressed concern of presentation time cutting into discussion time.

President Foster: There is an option to request an extension of time for discussion so discussion is not limited.

In response to K. Pilon, C. Kollross stated there is no administrative procedure clarifying the duties of Planning and Priorities. The composition in charge of Planning & Priorities will be reviewed and established in College Council.

MOTION to EXTEND discussion for 5 minutes made and seconded by J. Aragon and R. Lee.

VOTE: No objections.

L. Rogacs: Formation of an education process and procedure details would be handled following the formation of The College Council Planning and Priorities Standing Committee (point 1. a.)

Certain aspects of writing groups (determined by the ASC) job will not necessarily involve certain constituency groups.

President Foster: Senators were asked to take this procedure back to their constituents group for review and input in preparation for a second read and vote on the next agenda.

In response to E.A.Cairó, it was explained this item is not being voted on at this time because its content is more substantial.

A discussion was held between E.A.Cairó, President Foster and C. West.

J3: Approve PD Conference Travel Request Application Updates:

Professional Development Committee Chair: Susan Bower

2016-2017 Professional Development Funding Budget is \$90K to be shared with Faculty, Classified, and Management. \$15K was disbursed over the summer for faculty.

Handout: Updated Guidelines for Requesting Faculty Conference Travel Funding for 2016-2017

- New/Revised: Points:
 - #4: No funding will be approved for conferences that have already been attended (approval must take place prior to travel).
 - #10: This funding has been designated for conferences, not travel, tours or courses.
 - #13: Faculty members who have completed ASFCT-funded travel may be asked to provide a presentation to our PCC colleagues to share what they learned at the funded conference.

#15: Requests for more than \$1500 will be returned to the faculty member requesting funds (unless the amount in excess of \$1500 is covered by another cost center, in which case that cost center must be identified by name and number, and the cost center manager must sign the application before it is submitted).

Also being proposed is an on-line summary of conference experience to be posted so other faculty members and members of the PCC community can see how faculty share information on where they travelled and what tools they have learned to develop future workshops and discussion.

Discussion

E.A.Cairó:

Requested mention of mileage for hotels be included on the Guidelines. (It is included on the travel application.)

Item 13: Susan Bower said presentation locations will be left open.

Item 7: Senate discussion/input is needed to develop ideas for a stronger Senate presence in the professional development budget process.

President Foster: There are faculty reps on the PD standing committee. Faculty need to carefully assess what they are doing and to indicate the impact on student success to bolster a stronger case for more funding. There will be more reporting out from the Senate sub-committees.

S. Bower: #7: Faculty funding will be evenly divided through the academic year. July 1-October 31; November 1 – February 28; and March 1 – June 30. \$15000 in faculty professional development funding was released. To be discussed at the next Faculty Development Committee meeting will be request for \$10,000 to be put aside for programming on campus.

V. Foster asked for the guidelines to be shared with the various divisions for review and input.

MOTION made and seconded by R. Lee and C. Hogue to extend discussion by two minutes.

VOTE: Approved unanimously

In response to R. Lee, directions regarding in filling out the conference forms will either be posted in a sample form or an instruction video. In the meantime, questions may be forwarded to S. Bower or J. Aragon.

J4: Approval of 2016/2017 Academic Senate Goals (created at the Senate retreat):

Meeting Interruption:

At this point in the meeting an altercation occurred. For a transcript or audio recording, please contact J. Benson in the Academic Senate Office.

MOTION made and seconded by R. Foster and D. Nordstrom approving Recommendation 4.

VOTE: No objections.

Secretary Fleming:

Handout: 2016-17 Academic Senate Goals

Following an informal assessment it was felt that the seven goals from last year were still important and were rolled over to this year. Three new goals (7, 8 & 9) were added.

Discussion:

In response to M. Michelson, V. Foster confirmed there will be discussion on the definition of student success.

K. Pilon: Suggested there should be a Senate role in the campus budgeting process.

Secretary Fleming suggested this recommendation be addressed under Goal #1.

Kaitzer Puglia: Goal #5 recommendation -- define student success and the role of faculty in student equity.

Goal #9: Clarity asked for wording. Asked could Senate discuss its yearly goals in the spring.

E.A.Cairó: Goal #5: The Senate will be discussing barriers that prevent students from reaching their education goals.

MOTION TO EXTEND Discussion five minutes made and seconded by M. Michelson and J. Aragon.

VOTE: Approved by majority.

D. Bird: requested adding with the words education, education and career goals.

M. Michelson: Recommended rewording #5 to read: Define student success, equity and the role of faculty in collaborating with campus-wide partners to support solutions to barriers. . .

E. Catanese. Suggested placing the word equity after the word support.

CALLING THE QUESTION: R. Foster. **VOTE:** Unanimous.

MOTION approving the goals as amended.

VOTE: Approved by majority vote.

H. ANNOUNCEMENTS:

Mark Dodge: **Friday, September 16: "PCC Day at the L.A. County Fair"**

Free admission is free for PCC staff and students who show their I.D.

M. **ADJOURN: MOTION to ADJOURN** made and seconded by S. Fleming/ D. Nordstrom. **VOTE:**
Approved unanimously.