

Academic Senate Board Meeting

October 10, 2016 – 3PM

Circadian

Senators Present

President	Valerie Foster
Vice President	Shelagh Rose
Treasurer	Jay Cho
Adjunct Faculty	Bevelle Constantine (Natural Sciences), Mark Dodge (Business), Erika Ruvell (VAMS)
Business	Ahni Dodge
Counseling	Myriam Altounji
DSPS	Rosemary Scott
Engineering	Saeed Abedzadeh
English	Gloria Horton, Tim Melnarik
Health Services	Open
Health Sciences	Kristin Hyatt, Blanca Rodriguez
Kinesiology	Terry Stoddard
Languages	Melissa Michelson, Loknath Persaud
Library	Krista Goguen
Mathematics	Charlie Hogue, Donna Nordstrom
Natural Sciences	Peter Castro, Russ Di Fiori, Martha House
Performing and Communication Arts	Rikki Magee
Social Sciences	Cheryl Beard, Eduardo A. Cairó, Kaitzer Puglia
Visual, Media & Performing Arts	Dave Cuatt, Rod Foster, Kris Pilon

Absent Senators

Senate Secretary	Stephanie Fleming (regrets)
CEC	Rhonda Williams
Library	Ken Simon (regrets)
Social Sciences	Christopher Jimenez y West (regrets)

Guests

Classified Senate	Rosie Roberson
Assistant Supt./VP Instruction	Dr. Terry Giugni
Director, Inst. Effectiveness	Crystal Kollross
Associated Students, VP	Kelly Banh
PCCFA	Mark Whitworth
Local Artist	Vibiana Aparicio-Chamberlin

A CALL TO ORDER: 3PM

B PLEDGE OF ALLEGIANCE led by Russ Di Fiori

REQUEST TO ADD A NEW AGENDA ITEM

MOTION made and seconded by C. Hogue and R. Di Fiori to add a new agenda item entitled: Motion of Censure of Eduardo A. Cairó for unprofessional and unethical behavior that took place at the 9.12.16 Academic Senate meeting.

In response to the Parliamentarian that some Senators are under an HR directive to not discuss this matter,

M. Whitworth responded by saying discussion is allowed.

Concerns

Should there be a first and/or second read?

A vote of censure is a warning.

The Senate bylaws do not support this type of action.

The motion should be made for a specific event.

The Bylaws do not mention methods for removing a senator.

Clarity is needed to move forward

Need definition of censure and behavior concerns.

Responses

A vote of censure is a warning and should be addressed/discussed by the Senate and not the divisions.

A two-thirds Senate vote would be required to agendize this item on today's agenda.

The Senate Bylaws defer to Robert's Rules

Parliamentarian: This item would not need to be referred to the departments.

Request received to add this item to the next agenda.

Reading of Handout: Robert's Rules of Order, Newly Revised: Breach of Order by Members In A meeting (5 Min)

Reference: Robert's Rules p. 644

Discussion is about adding on a New Business agenda item to discuss censure.

Robert's Rules were not followed at the time of the incident and the motion should address specific events.

There have been other incidents of inappropriate dialog by other Senate members.

If not viewed as an emergency item, President Foster said, if requested, this item could be added to the next agenda.

CALL FOR THE QUESTION: B. Constantine

E.A.Cairó: Point of Order

President Foster: to call a Point of Order the rule being violated must be stated.

E.A.Cairó: Stated that the Senate is violating rules that it doesn't know it is voting on.

R. Foster: Point of Order: Must vote on the Call For The Question first.

VOTE -- Call For The Question: Motion passed by a majority vote.

VOTE: To add the referenced matter to today's agenda.

E.A.Cairó: Point of Clarification: Asked for Parliamentarian or President to provide the definition of censure.

President Foster: Definition Read the definition of censure from Webster's Dictionary

ROLL CALL VOTE ON MOTION to add this item to the agenda.

VOTE: Motion fails by a majority vote.

C. Hogue: Requested (will email) President Foster to add this item to the next agenda.

C Approval of 9.26.16 Minutes

Correction: E.A.Cairó requested the following statement be added stating that Secretary Fleming agreed to erase the minutes regarding verbatim conversation and will replace it with the statement that a discussion was held between E.A. Cairó, President Foster, and C. West.

Minutes were approved by a majority vote.

D PUBLIC COMMENTS None

E SPECIAL GUESTS and REPORTS

Day of the Dead Presentation -- Kris Pilon and Vibiana Aparicio-Chamberlin

Student posters were shared that have been on display in the local coffee shop, Zona Rosa, located by the Pasadena Play House over the past six years. Both K. Pilon and V. A-Chamberlin are part of the Graphic Communications Technology Program.

F ACADEMIC SENATE SUBCOMMITTEE REPORTS (with possible action to follow)

Bylaws and Rules Committee: David Cuatt

D. Cuatt accepted a request by M. Michelson to make a comment related to the Committee's presentation.

M. Michelson referenced concerns with responses made to her by the Senate President and another Senate officer at the last Senate meeting following a request for clarification on a vote to be taken on a particular motion, being placed on this meeting's agenda without being consulted to present, and the assumption that she was unfamiliar with Robert's Rules. Being asked to meet with the Senate President in private about Robert's Rules was disingenuous. Requests future motions and questions will be treated with respect and dignity.

D. Cuatt provided a two-page handout entitled: Initial Recommendations: Bylaws/Rules Committee meeting Oct 3, 2016

Page 1 - First Box: Rules believed to be already "accepted by the Senate (still require Senate Board approval).

It is requested for this item to be placed on the agenda to make sure the Senate did vote on it.

Page 1 – Second Box: Rules for the Senate to consider (7-20)

Page 3 – Third Box: Suggestions for the Senate to consider (20-25)

The Committee is asking for Senate approval of the first six rules

MOTION made and seconded by E.A.Cairó and D. Nordstrom to extend discussion by five minutes.

VOTE: Motion approved unanimously.

President Foster: Expressed reluctance to vote on these rules again pending response from Secretary Fleming.

D. Cuatt referenced Rule 16 requesting items referred to in meetings be attached to the official minutes as scans/PDFs or text files.

E.A.Cairó: In reference to Item 5, request an unlimited number of extensions. In reference to Items 7 and 9, Request sending agenda and attachments to all full time and adjunct faculty so they can provide input to their senators.

G. Horton would like to see the Brown Act 72-hour advance notice requirement reiterated in Item 9.

D. Cuatt: Request made to agendaize this item for the next agenda.

C. Hogue: Requested for the current rules to be provided along with the "slightly edited" Items 1-6.

D. Cuatt Said there is no list of the original rules in the record.

President Foster says Secretary Fleming will asked to provide this record.

F 2 Calendar Committee Loknath Persaud

There is usually a week between the end of the spring and the start of the summer classes.

Administration wants an immediate class start time of June 26 instead of the following week. The census would be taken before July 1 and allow funding to be divided between two years.

In reference to past concerns from the administrative assistants, L. Persaud said there is administrative representation on the committee.

Comments and Concerns

M. House: The proposed summer start date would impact GEO Sciences and Environmental Sciences in regards to their camping schedules.

Committee Co-Chair M. Whitworth: The 2016-2017 calendar is official and has been passed by the Board of Trustees. Moving the calendar up would mean going back through the whole process.

Dr. T Giugni: By starting on June 26 no summer classes could be used for apportionment for year we are currently in (2016-17). To do this, census has to occur before July 1st. A start date of June 19 would make it possible for many classes to have their census in the 2016-17 academic year enabling a count of these classes to this year's.

M. Whitworth: This is a brief discussion on changing the official 2016-2017 calendar -- nothing has been voted. This information may be taken back to the divisions. Next Calendar Committee: October 20th, Creveling.

M. Michelson requested a Board approval date be referenced on the calendar.

Dr. Giugni: In response to R. Foster a revised start date could start on 19, 20, 21, or 22nd (Monday, Tuesday, Wednesday or Thursday) to allow for census to be taken. Has suggested that for some classes this doesn't work, there could be two starts dates (the 19th or the 26th). Would recommend this information be relayed to the Senators' constituents for feedback.

M. Whitworth: Welcomes additional feedback submitted by the Senators from their constituents before the October 20th calendar meeting.

MOTION made and seconded by E.A. Cairó and T. Stoddard extending discussion five minutes.

President Foster: Legally, grades are due three days after the end of the semester.

E.A.Cairó requests either the Senate Executive Committee or the Calendar Committee send an email to all faculty with the explanation of what the college is thinking of doing, the reasons why and to forward obtain feedback.

C. Hogue suggested that faculty relay their feedback to the Senators who would relay this information to M. Whitworth.

In response to L. Persaud, President Foster said that because we're going to a flexible FLEX calendar it might be possible to have a conversation with the Union about negotiating convocation as a possible FLEX/duty day.

M. Whitworth: the PCCFA is not against a convocation day. They want to make sure that administration says faculty get paid for required attendance on this day.

L. Persaud: Because of a flexible/flex year there are no FLEX days scheduled in 2017-2018. This was approved by the Academic Senate.

Dr. Giugni: Students registered in spring pre-requisite classes, they can register for summer or next semester. If they do not have passing spring grades, they would have to re-register for classes requiring these pre-requisite courses.

Spring 2017 FLEX day is March 9th.

L. Persaud: 2017-18 Proposed Dates: Jan 8 – Feb 15: Proposed 2018 Winter Intersession
April 16-22 Spring Break

President Foster asked L. Persaud to email the Senators additional dates under consideration.

G CONSTITUENCY REPORTS

1. PCCFA Report: M. Whitworth
PCCFA Meeting: October 20, 12PM, Creveling, Free Lunch
Special guest: Anthony Portantino (California State Senate Candidate for 25th District)
2. Adjunct Faculty Report: Mark Dodge
October 11, 2016, C225, 2PM: The Adjunct Faculty Issues Committee will meet to select new academic senators.
Adjunct Senator requirements: 1. Must go to Senate meetings; 2. read Senate handouts, 3. discuss issues with constituents; 4. go to committee meetings; 5. have to scan college email to see what's going on; 6. Need to do committee work; and 7) each senator has to be from a different constituency. Item 1 is paid for. They are not paid for 2 through 7.
3. Classified Senate: No Report
4. Associated Students: No Report

H ACADEMIC SENATE OFFICER'S REPORTS

1. President's Report: President Foster
FLEX day was successful. Good comments have been received about the keynote speaker.
An email will be sent out regarding the upcoming posting of the FLEX day presentation the FLEX and Equity Committee web site.
Tally Information (Pending): Evaluation of the keynote speaker and workshop evaluation
The Senators were asked to encourage their faculty to be involved with equity pathways.
CAPM: AP3250 was brought to College Council last time and is on today's agenda.
2. Vice President's Report: No Report
3. Secretary's Report
4. Treasurer's Report

- I EXECUTIVE COMMITTEE RECOMMENDATIONS** Shared governance committees (with possible action to follow)
1. Approve Blanca Rodriguez (Health Sciences) to the Institutional Effectiveness Committee
MOTION made and seconded by R. Foster and M. House approving recommendation 1.
VOTE: Motion approved unanimously.

J EXECUTIVE COMMITTEE RECOMMENDATIONS Senate subcommittees

MOTION made and seconded by M. Dodge and T. Stoddard approving Recommendations 1-3

J1 Approve the creation of the Student Success Committee

Discussion

E.A.Cairó: Asked for detailed information on the duties of the Student Success Committee.
Would like to see the steps required to support intervention.

President Foster: The proposed committee (instructional/non instructional faculty) would address the overall instructional classroom experience and decide what process it would use to gather information.
Once a committee has a charge it would be up to the committee members to define its process and bring any policy or procedure change to the Senate.

M. Altounji: The Student Success Committee Charge and Mission Statement was written by A. Duran. It is based on descriptions of several student success committees on different campuses. It was left broad to remain responsive to the needs in creating an environment that is conducive to student success.

K. Puglia: For clarity, student equity should be articulated. Suggests waiting before taking action so additional items could be reviewed: clarify information on student gaps and removing the core purposes. Need to be clear in that Committee engages in research analysis dialog and implementation of initiatives in relationship to student equity.

President Foster: The core purposes are for clarification.

M. House: Would like clarification on committee selection and make-up as it is written.

S. Rose: This would be an Academic Senate committee made up of faculty.

MOTION made and seconded by R. DiFiori and S. Rose to separate Item 1 from 2 and 3.

VOTE: Motion approved unanimously.

President Foster: Work on this committee will count up toward faculty's 5.5 hours of shared governance.

M. House: A lot of the core purposes relate to professional development issues.

V. Foster: Senate retreat discussion was to create a Student Success Committee.

K. Puglia: Requested Student Equity Committee be consulted before Senate action on this matter.

E.A.Cairó requested the suggested statement be re-written.

VOTE on approving the Student Success Committee Charge and Mission Statement as written:

MOTION fails by majority vote.

MOTION to approve Recommendations 2 and 3 made and seconded by R. Foster and A. Dodge.

J2 Approve Lena Hicks (Library) to the Low Income Students Committee

J3 Approve Jared Ashcroft (Natural Sciences) and John Hanley (Natural Sciences) to the Nominations and Elections Committee.

VOTE on Motion: Approved unanimously

K OLD BUSINESS

Approve AP 4020 Program, Curriculum and Course Development: Janis Dwyer and Alicia Vargas
Presenters not available and this item will be on the next agenda.

L NEW BUSINESS

1. Information about Faculty Chairs/Coordinators: Dr. Terry Giugni

Handout: Draft Duty list/Job Description: Faculty Program/Department Coordinator

Dr. Giugni: This list will be sent to those individuals in positions that currently look like what is described.

Purpose: To have a more uniform process and for every department to have someone that does this job.

Some individuals will be coordinators of multiple departments because some departments are not large enough to have a coordinator. The proposed position will be called a Faculty Program/Department coordinator (not chair) who would be a faculty person selected by the dean following faculty input within the area. Term would be 2-3 years. A department reconfiguration would probably result in a change of term. It's a way for faculty to move into administration. The Duty List/Job Description had numerous duties where coordinators would have different duties to do depending on their area. There are items listed that would fall under CTE.

Not all coordinator jobs would be the same size. They will require some form of compensation that would require conversation and agreement between the District and Association at the negotiation table.

PCC currently has currently department leads and coordinators. Administration wants to have the same method of selection, compensation, evaluation and do similar (not necessarily the same) jobs. Currently putting together a list of all those in the coordinator position but by another name at this time.

M. House: Currently serves in a position that handles many of the proposed duties. The current process takes a lot of time and the proposed draft adds on many more duties which would be better left with the deans in regards to prioritizing issues. Clarity is needed on how various areas are being evaluated.

Comments may be forwarded to Dr. Giugni.

Evaluation: When the coordinator position is flown, it will be clarified which of the 24 duties would be required.

In response to E.A.Cairó, Dr. Giugni said he would put together and send out data (when finalized) on how many faculty would get paid or receive reassigned time. Compensation models to look at would be reassigned time, stipends or a combination of these two). Discussed an example (building a schedule) of how Deans would work in consultation with the Coordinators.

MOTION to extend discussion by 5 minutes made and seconded by E.A.Cairó and S. Rose.

In response to E.A.Cairó's request for a listing of the various program/department area coordinator duties, Dr. Giugni said he could send him the job descriptions for deans. If the Coordinator position is called chair, there needs to be the understanding this would be a hired and not an elected position.

The Program/Department Coordinator position would have a 2-3 year term. If this individual does not stay or the position duties are changed, the position would be re-flown. In response to concerns with faculty members being out of the classroom on two-year term hiatus (this situation is currently happening now) Dr. Giugni stated these positions would probably have less than 100% reassigned time. His preference would be to pay a stipend for the Coordinator position and keep faculty in the classroom. There would be funding to hire part-time faculty.

In response to M. Michelson, there will be some method to determine the size of each coordinator's job so they can get compensated appropriately. The formula to determine a coordinator's compensation would be determined pending discussion with the Faculty Association.

Dr G: will be sending the Draft Duty List/Job Description out to all those currently in similar positions Tuesday morning with a request for input. Input is currently being received from the deans. Input is welcomed from the Senators and their constituency. Will discuss with the Senate President when a revised draft and/or an explanation of expressed concerns will be brought to the Senate.

L2 Approve AP 3250 Integrated Planning Process: Crystal Kollross: Postponed

M ANNOUNCEMENTS

Sabbatical Leave Committee meeting: Thursday, Oct. 13, 12-1pm.

New Faculty Orientation: S. Rose is meeting co-facilitator to discuss a presentation.

D. Cuatt: day of Dead Posters will be available for sale in the Quad \$10.00 each.

N ADJOURN

MOTION to adjourn made by M. Dodge and P. Castro. **VOTE:** Approved unanimously.