

Academic Senate Board Meeting

November 21, 2016 – 3PM

Circadian

Senators: Present

President:	Valerie Foster
Vice President:	Shelagh Rose
Secretary	S. Fleming
Treasurer:	Jay Cho

Adjunct Faculty:	Christopher Gillotte (Mathematics), Bevelle Constantine (Natural Sciences), Mark Dodge (Business), Erika Ruvell (VAMS)
Business:	Earlie Douglas, Ahni Dodge, Dave Evans (Alt)
CEC	Brian Pangan (Alt)
Engineering:	Saeed Abedzadeh
English:	Gloria Horton, Tim Melnarik
Health Services:	Open
Health Sciences:	Kristin Hyatt, Blanca Rodriguez
Kinesiology:	Terry Stoddard
Languages:	Melissa Michelson, Mary Erin-Crook (Alt)
Library:	Krista Goguen (Alt)
Mathematics:	Charlie Hogue, Donna Nordstrom, Dan Gallup
Natural Sciences:	Martha House, Peter Castro, Russ Di Fiori, Veronica Jaramillo Performing and
Communication Arts:	Rita Gonzales, Rikki Magee
Social Sciences:	Kaitzer Puglia, E.A.Cairó, Christopher West
Visual, Media & Performing Arts:	Dave Cuatt, Rod Foster, Kris Pilon (Alt)

Absent Senators

Adjunct Faculty:	Tanya Cusick
CEC	Rhonda Williams
DSPS	Rosemary Scott
Languages	Loknath Persaud
Library	Ken Simon

Guests

Assistant Supt./VP	Dr. Terry Giugni
Accreditation Committee:	Lynora Rogacs
C A F P E	Carol Curtis
Concourse Syllabus Tool	Rosemary Scott, Krista Goguen, Rosemary Salazar-Romo
Learning Assessment	Melissa Anderson
Director, Inst Effectiveness	Crystal Kollross
Classified Senate	Rosie Roberson
Associated Students, VP	Kelly Banh
PCCFA	Mark Whitworth

A CALL TO ORDER: 3PM

B PLEDGE OF ALLEGIANCE led by: Valerie Foster

C Approval of 11.07.16 Minutes: Approved with the following corrections:

P. 4: S. Fleming: Rule i should read: a printed list of Senate Bylaws, Rules, and basic Robert's Rules should be available at the meetings.

P. 6, l. 10: M. Michelson: Requested reference to the number of "No" votes on MOTION to remove agenda item N1 from the agenda.

p. 6 M Michelson: In response to M. Michelson's inquiry about web site reference to document references, Secretary Fleming said document references are to be made in the minutes and hard copies are available in the Senate office. The Senate Website is currently not set-up to upload certain referenced documents.

D. PUBLIC COMMENTS: NONE

E SPECIAL GUESTS and REPORTS

E.1. Shared Governance Calendar Committee: Mark Whitworth

2016/2017 Calendar

The Desired current option is to leave June 26 start date as is but allow classes to start before that.

Most classes could start on Thursday, June 21.

Calendar determination to be made by the dean in consultation with the faculty.

Dr. Giugni: can work on preparing a calculation for desired class percentage information.

Students will be informed of class start time through their class print numerous campus communications.

MOTION to extend discussion by 5 minutes made and seconded by M. Dodge and M. Whitworth.

VOTE: Approved unanimously.

2017/2018 Calendar: Has not been decided on.

HANDOUTS

MOCK UP 1: Intersession start date of Jan. 8th.

MOCK UP 2: The senators did not favor this calendar with the Jan 3 start date.

MOCK UP 3: Five-week session with a start-date of January 8

Numerous comments from floor not in support of #3, citing difficulty on Mathematics and Health Sciences clinicals.

Dr. Giugni announced a newer modification has been prepared but was not provided as a handout.

The 21st Early Start date for June is not on the modified version.

Winter Intersession is a five-day week.

There is one 6-week option, because a second 6-week option would require a start date of June 3.

MOTION made and seconded by E.A. Cairó and M. Michaelson to extend discussion by three minutes.

VOTE: Unanimously approved.

Dr. Giugni said he could present the Calendar Committee with E.A. Cairós recommendation for a fourth option with start date of June 3 for six weeks versus 5 weeks.

E. 2 Accreditation Committee: Lynora Rogacs

L. Rogacs presented the latest ACCJC Accreditation Standards, along with information about the composition of the College Council Accreditation Committee membership, which will include the current Academic Senate President and four faculty members who would represent each of the four Accreditation standards. These standards are listed on the

ACCJC website. Copies will be sent to the Senators. The ideal goal is for faculty to be assigned to the Standard in which they have some knowledge of. Committee meetings will be once a month unless additional scheduling is required.

E. 3. Concourse Syllabus Tool: Rosemary Scott, Krista Goguen, and Cristina Salazar-Romo

Campus will be using the Concourse Syllabus Tool as an optional tool for faculty.

This winter the presenters will develop language to address the needs of faculty who want to use this tool, which will provide more transparency and accessibility to students. The tool will automatically format text to follow universal design principles (i.e., consistency, ADA requirements). Interested faculty are invited to contact the presenters who will be meeting again this winter in preparing to pilot this process in the spring. This tool will more likely enable students to order electronic text and books in braille in a timely fashion.

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

F1 Committee on Academic Freedom and Professional Ethics (2nd Read) of BP 4030: Carol Curtis

MOTION made and seconded by M. Dodge and M. House approving BP4030.

VOTE:

Following review of suggestions presented by E.A. Cairó to add Legal Citations from BP 4030 4030 Item (7) to BP4030 at the last meeting, the Committee felt the policy language encompassing and would not need further revision.

D. Gallup: Academic freedom appears to be under fire at the present time.

MOTION to extend discussion five minutes made and seconded by M. Michelson and E.A. Cairó

VOTE: Approved unanimously.

Discussion

In response to concerns about adding the proposed language, C. Curtis reiterated that the Committee preferred its proposed language.

M. Whitworth: Additional language would not make this policy any stronger.

VOTE on MOTION: Approved by a majority vote.

F2 Learning Assessment Committee: Melissa Anderson:

Committee Update: Assessment is active. The Learning Assessment Committee (LAC) helps the faculty in terms of support in discussion and creation of assessment.

Committee representatives interact with Curriculum & Instruction and the Institutional Effectiveness Committee. Departments receive help with organizational structure and dialog.

eLumen is a good option because of the recent and pending updates.

MOTION made and seconded by M. Dodge and M. Michelson to extend discussion 5 minutes.

VOTE: Approved unanimously.

Faculty receive help in organizing themselves within their divisions.

There is a LAC You Tube channel resource.

Print-out handbooks are available on how to use eLumen for various tasks.

Forty-three percent of classes are ready to put in data or already have data added for this semester.

Interfacing with Learning Assessment Committee includes Tuesday tutoring on Outcomes and eLumen.

Based on a survey, a large percentage of faculty, including adjunct, feel assessment is part of their responsibility and helps to develop a program with document resource needs.

MOTION made and seconded by E.A. Cairó and M. Michaelson to extend discussion 5 minutes.

VOTE: Approved unanimously.

Assessment planning is included in the curriculum process.

Website to be improved to increase on-line components and expand office hours where needed.

There will be more Committee work and dialog on the general education assessment.

Suggestions to Senators:

- Encourage faculty to come to Tuesday tutoring. The work is an investment.
- Think about ways to give space in time for assessment.
- Encourage structure of how and when faculty meet.
- Discuss encouraging part-time faculty involvement in this process.

Discussion:

It is beneficial to have discussion between full-time and adjunct faculty regarding adjunct participation. This is very important for courses that are taught only/primarily by adjunct faculty.

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

VOTE: Approved unanimously.

POINT of INFORMATION : In response to M. Michelson, President Foster said motions to extend discussion may be made multiple times.

Data from previous assessments are accessible on line.

The Committee needs faculty input in seeking a software program that interfaces with everything.

There is a state-wide senate document which addresses the impact of SLOs on student success

Future dialog between the Committee, the IEC and possible administration to be evaluated.

MOTION made and seconded by E.A. Cairó and M. Michelson to extend discussion 2 minutes.

VOTE: Approved unanimously.

There has been administrative support of the Committee's process.

WEB CMS is official process of record and has no capacity to score information. eLumen links assessments to data.

MOTION made and seconded by E.A. Cairó and M. Michelson to extend discussion 2 minutes.

VOTE: Approved unanimously.

The Committee will improve communication with faculty.

F3 Curriculum and Instruction Committee: AP 4020 Curriculum and Instruction: Janis Dwyer

Update: Unit calculation explanation.

Adding the unit/hour calculation to AP4020 will streamline the modification approval process by enabling local approval of modifications through C & I and the Senate, followed by forwarding the modifications to the Chancellor's office.

Dr. Giugni would be available to speak with K. Puglia after the meeting on questions about the proposed language which is from the Chancellor's office.

MOTION made and seconded by A. Dodge and K. Goguen to extend discussion 5 minutes.

VOTE: Approved unanimously.

MOTION for approval made by D. Cuatt and K. Puglia:

Dr. Giugni: Approval of the definition of credit hours to units is needed to begin certifying curriculum.

VOTE: Approved unanimously.

G CONSTITUENCY REPORTS

G 1 PCCFA Report: Mark Whitworth:

Retirement options explained by a STRS retirement specialist at PCCFA's last meeting.

Getting ready to start negotiations. A faculty survey will be sent out soon.

There will be division visits to discussion negotiation topics.

- G2 Adjunct Faculty Report: Mark Dodge: the committee met last week and will meet again in the spring.
- G3 Classified Senate: No report.
- G4 Associated Students: No report.
- G5 Administration/Management Association: No report.

H ACADEMIC SENATE OFFICER'S REPORTS

- H1 President's Report: Valerie Foster
CAPM: Ongoing discussion and updates about PD Director
The position will be flown at the end of the semester with interviews in spring.
FLEX: There is a second FLEX day scheduled 03.09.17. Theme: Student Success and Completion.
Information on volunteers or planning topics may be forwarded to President Foster.
E.A. Cairó inquired about his request that three names not be required to be forwarded within the administrative hiring process. In response President Foster said she would follow-up on this.
- H2 Vice President's Report: Shelagh Rose: No report.
- H3 Secretary's Report: Stephanie Fleming: No report.
- H4 Treasurer's Report: Jay Cho
The Foundation is launching a fundraising campaign on Tuesday, November 29 (11am-2pm) called Giving Tuesday. There will be division booths and games. The Academic Senate will have a game table.
Senators were encouraged to review the Giving Guide which is being sent to all staff and includes a "Free Food" ticket. Raffle tickets will be sold for various games. Senate needs booth managers / volunteers. Senate will be raising funds for its Scholarship and Low Income Students fund. Volunteer time would be between 10:30am & 2:00 pm.

I EXECUTIVE COMMITTEE RECOMMENDATIONS: Shared governance committees (with possible action to follow)

- MOTION** made and seconded by M. Dodge and A. Armstrong approving items 1-4.
- I1 Approve Paulette Koubek (ESL & Languages) to the DE Committee)
- I2 Approve Lindsey Ruiz (ESL & Languages) to the C & I Committee
- I3 Approve Richard Abdelkerim (Mathematics) as an alternate to the C & I Committee (Xiaodan Leng is on sabbatical)
- I4 Approve Taleen Seropian (Counseling) to the Annual Banquet Committee
- VOTE:** Motion approved unanimously

J OLD BUSINESS (With possible actions to follow each item)

- J1 Faculty Chairs/Coordinators Update: Dr. Terry Giugni
Handouts: Updated Faculty Program Coordinator Duty List and a generic PCC Dean Job Description
Most coordinators would not be expected to handle all the listed duties.

Faculty Program Coordinator Duty List

#24: applicable to Health Sciences

#20: Dr. Giugni said regular discussions would be recommended about assessment data and discussion on continuous quality education.

#15: Faculty would not be liable. Want coordinator to have appropriate people help to make sure the classroom environment is safe.

#18: Request to revise wording to allow for support staff instruction.

#21: R. Foster expressed concerns with possible faculty disciplinary actions. Dr. Giugni said there will be a selection process, a form of stipend, negotiated working conditions. Program coordinators will be grouped in "like departments". Every department will have a program coordinator.

S. Fleming: Suggested revision on the use of the terms such as "ensure" which could indicate an evaluation.

M.E. Crook: use of the wording "assist the dean" could be strengthened to show one would be under the

purview of or in conjunction with the dean.

MOTION made and seconded by M. Dodge and J. Aragon to extend discussion 5 minutes.

VOTE: Approved by majority vote.

Dr. Giugni: The final list needs to be negotiated because duties along with compensation is a working condition. Ultimate decision would be between the Faculty Association and Administration. Process conversations to be continued with the deans and faculty.

M. Michelson suggested having a timeline be made available to faculty before a vote.

President Foster: This is an information item for review and feedback. There will be no Senate vote on this.

Dr. Giugni: Decided on use of the term Coordinator instead of Chair.

A Coordinator would be hired and be an employee of the dean within that division.

The former chair definition is an elected faculty position. This title could cause confusion.

MOTION made and seconded by E.A. Cairó and D. Gallup to extend discussion 3 minutes.

VOTE: Approved by majority vote.

The final word definition of using coordinator or chair would be decided by Dr. Giugni. He chooses Program Coordinator. Trying to have these 2-3 year position process in place by next fall.

Recommendation received to have at least 1-2 adjunct faculty as part of the hiring process.

Will likely have one list of potential applicants.

MOTION made and seconded by M. Michelson and E.A. Cairó to extend discussion 3 minutes.

VOTE: Approved unanimously.

Coordinator Positions will not be filled from the “outside”.

Faculty classification would not change.

J2 Archive Senate Calendar Committee: Jay Cho

MOTION made and seconded by R. Foster and D. Cuatt to archive Senate Calendar Committee.

VOTE: Motion approved unanimously.

J3 Approve rule “Presentation time = discussion time. The amount of time allotted for a presentation serves as its discussion time.” Dave Cuatt

MOTION made and seconded by K. Puglia and R. DiFiori approving Item J3.

Discussion:

S. Fleming: Passage would contradict the Senate Bylaws and make the creation of agendas very difficult.

E.A. Cairó: Additional discussion time should be defined.

M. Dodge: The proposed item does not contradict the bylaws.

President Foster: Rule is unnecessary because discussion is not limited because of the process of having discussion extensions.

M. Michelson: separating out presentation and discussion would allow for a more streamlined process.

MOTION made and seconded by E.A. Cairó and R. DiFiori to extend discussion 5 minutes.

VOTE: Motion approved by majority vote.

CALL the QUESTION: By R. Foster

VOTE on Amended Rule: “The time for discussion of any agenda shall not be left in the time allotted for presentation.

MOTION FAILS.

- J4 Approve rule “The Senate Board may briefly approve/adjust the agenda items at the meeting’s start.” Dave Cuatt
- J5 Approve rule “The recording of a meeting by audio or video will be noted at the meeting’s start: D Cuatt
- J6 Approve rule “if there are less than 5 public comment cards, Senate reps may submit comments up to the 15 minute public comment limit.”

MOTION made and seconded by R. Foster and R. DiFiori and to suspend the agenda to allow discussion of Item K2.

VOTE: Motion approved unanimously.

K NEW BUSINESS (with possible actions to follow each item)

K1 Approve FLEX day 2017/18: Valerie Foster

K2 Approve BP 3251 Institutional Effectiveness: Crystal Kollross

Proposed changes would ensure a shared governance committee does not have to report to the Board of Trustees.

MOTION made and seconded by T. Stoddard and K. Goguen approving Item K2.

VOTE: No objections.

Discussion:

Faculty, Staff and administrators are “the District”. The Trustees are a governing body.

The lined through verbiage in paragraph 1 is already in the Administrative Procedure.

The Committee evaluates the quality of the reviews.

Concern received about review of instructional programs.

Review of instructional programs is an accreditation requirement.

MOTION made and seconded by D. Cuatt and T. Stoddard to extend discussion 3 minutes.

VOTE: Motion approved by majority vote.

VP Rose: These revisions do not change the charge of the IEC.

Per accreditation programs would have to do their own review.

Example: As an accreditation requirement, the ESL program would have to review itself.

PACCD is being crossed out now in all the Board Policies in go to “short language”. This phrase is already at the top of the policy.

L.

ANNOUNCEMENTS

M. Anderson provided hand-out article:

The Senate and Union Relationships, Understanding Their Role and Working Together

M ADJOURN:

MOTION to adjourn made and seconded by R. Foster and R.DiFiori.

VOTE: approved unanimously.