

Monday, November 19, 2018
Pasadena City College
Circadian
1570 E. Colorado Boulevard, Pasadena, CA 91106

President	Lynora Rogacs
Vice President	Shelagh Rose
Secretary	Matt Henes
Treasurer	Veronica Jaramillo
Parliamentarian	Vanessa Schulz
Adjunct Faculty	Beville Constantine (PCA)
Adjunct Faculty	Erika Ruvell (VAMS)
Adjunct Faculty	Gayane Jerome (Counseling)
Adjunct Faculty	Richard Allen (CEC)
CEC	Richard Allen
Counseling	Myriam Altounji (Alt)
English	Emily Fernandez Tim Melnarik Kathy Kottaras
Engineering	Saeed Abedzadeh
Kinesiology	Terry Stoddard
Languages	Loknath Persaud Melissa Michelson Manual Sanchez (Alt)
Mathematics	Linda Hintzman Xiaodan Leng Lyman Chaffee
Performing and Communication Arts	Maria Fortuna Dean Eric Larson
Social Sciences	Jennifer Fiebig
Visual, Media & Performing Arts	Dave Cuatt Rod Foster Kris Pilon (Alt)
Absent	
Adjunct Faculty	Dwane Christensen (Mathematics)

Business	Earlie Douglas
CEC	Rhonda Williams
Counseling	James Aragon
DSPS	Rosemary Scott
Health Sciences	Blanca Rodriguez
Health Sciences	Paula Vento
Library	Ken Simon
Natural Sciences	Erika Catanese
	Peter Castro
	Russ Di Fiori
Social Sciences	Bucky Bhadha
	Julie Kiotas
	Kaitzer Puglia
Guests	
Assistant Supt./VP	Dr. Terry Giugni
VP, Student Services	Dr. Cynthia Olivo
Faculty Development Committee	Valerie Foster
Information Technology Services	Candace Jones
VAMS	Masood Kamandy
VP/Associated Students	Sana Padival
Classified Senate	Audrey Joseph
PCCFA	Mark Whitworth
Courier	Photographer/Writers

CALL TO ORDER: The meeting was called to order at 3:05 pm.

B. PLEDGE OF ALLEGIANCE led by T. Stoddard

C. PUBLIC COMMENT: **Kris Pilon** requested an update regarding ASCCC Fall Plenary discussion about displeasure expressed with the Chancellor's office and would PCC want be a part of these concerns. President Rogacs said she will address this in today's President's Report.

Agenda Revision: MOTION made and seconded by M. Henes and L. Chaffee to move Item K3 be become new item F on the agenda and move everything else down on the agenda.

VOTE: Unanimously approved.

D November 5, 2018 SENATE BOARD MINUTES

MOTION to approve Item D made and seconded by L. Chaffee and T. Stoddard.

VOTE: Approved unanimously.

E CONSTITUENCY REPORTS:

E1 PCCFA: M. Whitworth: None

E2 Adjunct Faculty: B. Constantine.

Stated he had had follow-up meeting to discuss committee recommendations with the Senate President regarding the Adjunct Survey. Comment received from the floor that the Survey was sent out this morning of November 19.

E3 Classified Senate: Vice President Audrey Joseph said six of their senators attended the annual Community College League of California (CCLC) Convention last week. They engaged with others and made significant contributions from across the classified standpoint.

E4 Associated Students VP Academic Affairs: Sana Padival
Current Events:
What's The Tea on Transfer (talk with a Transfer Advisor)
November 19 & November 20 (11am-1:30pm Science Village and 5-7 pm Quad) have
Cookie Grams (Positive Affirmation Event)
November 19: Rosemead Campus
November 20: 11am-2pm
November 27: 11am-2pm Colorado Campus

E5 Management Association: No report.

F. DRAFT FLEX Guidelines: V. Foster and Jason Robinson

Power Point: Flex Guidelines for Faculty (First Read)

This "First Read" Item has not been to College Council and portions will need to be negotiated.

Today's presentation is to clarify those activities that qualify for Flexible Flex and to receive discussion and concerns to take back to the Committee.

Discussion:

- The current model was developed through Flex Advisory Committee discussion, College guidelines and reference to the College of the Canyons' model.
- Item B ii. Does include EEO training.
- Tools are being drafted for tracking Flexible Flex activities. Office of Professional Development (PD) is reaching out to all campus workshop facilities in getting assignment sheets to begin tracking participation.
- Health and Wellness Workshops: Maximum attendance time has not been set. Several comments received: 1) to set a time limit of no more than four hours and 2) that there should be no limit.
- One cannot accrue flex hours if he/she is being paid to provide a service.
- The Guidelines are for all faculty. Special applicability to adjunct faculty are referenced in the Guidelines.
- Reduced workload for faculty (see top of pg. 2) is not the same as reassigned time.
- There is a separate AP for classified employees.
- Tracking will occur within divisions.

G. ACADEMIC SENATE OFFICER'S REPORTS

G1 President Rogacs: The final candidates for the Presidential Search have been announced via email. Three separate forums are scheduled on November 27, 28, and 29 at two times: 12PM and 5PM. After obtaining event format information, President Rogacs will email the details to the Senators. Each forum will be videotaped and put on YouTube.

Spring Academic Senate Retreat will be held February 25. The first portion of the meeting will be the regularly scheduled Senate Board meeting followed by the retreat during the second portion of time on this date. The retreat will include a presentation by the Bylaws Committee of the revised bylaws and reviews of the Brown Act and Robert's Rules of Order.

Congratulations to Senator Richard Allen (CEC: Non Credit) who was honored at the SuperCuts Super Sunday with an "Ultimate Teacher Award".

ASCCC Fall Plenary: At the last Senate meeting it was noted the Senate passed a resolution that was very critical of Chancellor Eloy Oakley's performance. President Rogacs voted against an amendment to remove Chancellor Oakley's name from a resolution regarding a leadership problem. The resolution did pass and the Statewide Academic Senate has made an effort to work collegially with the Chancellor's office while being highly critical of his failure to engage in meaningful, collegial consultation in the way the Statewide Academic Senate expects from the Chancellor. This Senators may provide input via email to President Rogacs for discussion by the Senate Executive Committee in regards to a possible agenda item regarding a vote of no confidence in the Chancellor.

Vice-President S. Rose: At the Senate's last meeting, revisions to the process for appointing faculty to serve on campus-wide hiring committees for classified staff and managers were approved. The Senators are to take responsibility for recruiting EEO trained faculty to serve on these committees. Volunteer requests for staffing hiring committees are being received from HR.

All Senators were asked to forward recruiting requests for EEO trained volunteers within their areas and to forward these names to VP S. Rose. Faculty Specifics: Needed: 3-5 faculty per area or 1-2 for smaller areas. VP Rose can find out if a volunteer has been EEO trained.

December 14 will be the deadline to submit volunteer names to VP Rose.

Concourse Syllabus Tool: This is a template developed by representatives from DSPS and led by Dr. Cristina Salazar-Romo who completed doctoral work on equity-minded syllabi. The tool was piloted last spring with an increased use in the fall. Language is built in from certain areas about student services, students needing a comprehensive student education plan, some important policies on campus, etc. Concourse is already in Canvas and is called E-Syllabus. This tool can be customized with information specific to one's course. Faculty have the opportunity to customize information within this link specific to their course. Senators were urged to explore this tool and forward any questions to VP Rose or Dr. Cristina Salazar-Romo.

Secretary: Matt Henes: There are a lot of PD activities going on in various divisions/departments across campus. Supports consolidating and adding potential Flex activities' information onto the Professional Development calendar. Senators were asked to find out in their areas what professional development activities are being done and to bring this information back so the Senate can have an informed discussion on how to keep track of these activities and to centralize the information.

Treasurer: V. Jaramillo: No Report.

H EXECUTIVE COMMITTEE RECOMMENDATIONS (Shared Governance Subcommittees)

1. Appoint Jude Socrates (Mathematics) and Armia Walker (Counseling) to the Academic Success Center Redesign Working Group.

MOTION approving G1 made and seconded by M. Altounji and L. Hintzman.

VOTE on Motion: Unanimously approved.

I EXECUTIVE COMMITTEE RECOMMENDATIONS (Hiring Committees)

I1 Appoint Shelagh Rose (ESL) to Research and Planning Analyst Hiring Committee.

I2 Appoint Terry Stoddard (Kinesiology) and Julie Kiotas (Social Sciences) to Director, Small Business Development Hiring Committee.

MOTION approving I1-I2 made and seconded M. Henes / B. Constantine.

Discussion: I1 people work in office of Institutional Effectiveness.

VOTE on Motion: Approved unanimously.

J EXECUTIVE COMMITTEE RECOMMENDATIONS (Academic Senate Subcommittees)

J1 Approve Sharis Amirian as Articulation Officer (Counseling) for Curriculum and Instruction Committee.

S. Amirian would replace B. Kiss who is currently on duty with the Chancellor's Office.

MOTION approving I1 made and seconded by T. Stoddard, L. Hintzman.

VOTE on Motion: Approved unanimously.

K OLD BUSINESS

K1. Approve AP 3050 Professional Ethics of Faculty (2nd Read): Lynora Rogacs presented for Carol Curtis. No changes have been made from the First Read.

Discussion

Everything ~~struck~~ was the old process.

The instructor decides on what counts as extra credit in their class.

The deleted lines on page 4 under Section 5 are in an area that falls within the BP.

Large font wording is wording that is common/universal for all Ethics APs at PCC.

Requested Changes:

- Add words We the faculty in Page1, paragraph 1
- Reinsert original sentence on Page 1, Paragraph 2.
- Make consistent throughout the document words "our" and "their"
- Replace "avoid" with "shall not" in 3 a. and 3b.

MOTION to extend discussion by five minutes made and seconded by T. Stoddard and B. Constantine. **VOTE:** Approved unanimously.

Request received for a cleaned-up copy for presentation at the December 3rd meeting.

Reinsert the first sentence struck through.

Remove the two "avoids" in 3a. and 3b.

Putting in language such as shall not. . .

Additional revisions may be forwarded before the next meeting to President Rogacs and Carol Curtis.

K2. Faculty Hiring Issues Committee Reclassification: M. Michelson

MOTION made and seconded by D. Cuatt and X. Leng to change the classification of the Hiring Issues Committee from Ad Hoc to Standing.

VOTE: Approved by majority. No. L. Hintzman: Abstain: M. Henes and V. Jaramillo

L. NEW BUSINESS

L1. DRAFT Board Policy 3411 Accessibility of Information and Communication Technology Masood Kamandy (Instructor and Coordinator of Visual Arts and Media Studies) and Candace Jones (Chief Technology Officer): Co-Chairs of District Technology Committee.

Presentation

Accessibility means access through tools and technology for everyone, regardless of disability or special needs, to access use and to benefit from everything within our environment.

Input before College Council presentation is welcomed.

Administrative Procedures will be presented in the future for review and input.

Reading of BP 3411: Accessibility of Information and Community Technology

MOTION to extend discussion five minutes made and seconded by M. Henes and T. Stoddard.

VOTE: Approved unanimously.

Input

Line 3: Add words “accessibility for all individuals.” And remove the words “with disabilities.”

Universal design principals pertain to industry standards where there is a lot of development around making anything on the web and online resources.

Opposition to removing word “disabilities” received.

Request to hear input from Disabled Student Services on this matter.

Request to add wording “the faculty need to make accommodations....” —more appropriately included in the AP

Next step will be the “Second Read”

L2. DRAFT Faculty Hiring Handbook – Information Item: Melissa Michelson.

Input requested and for this information to be presented within the various areas.

Anticipated timeline is for this document to be finalized by spring 2019.

Changes will be presented on December 3.

HR has been provided a copy for feedback.

Request received to revise paragraph 1, sentence 2 to include administrators, faculty and classified; first two sentences speak to hiring faculty but the document talks about hiring faculty, administrators and staff.

The second and fourth sentences in paragraph 3 have the same wording.

MOTION to extend discussion by five minutes made and seconded by B. Constantine and L. Chaffee.

VOTE: Approved by majority. Abstain: M. Henes, B. Constantine

President Rogacs: In response to adjunct faculty participation in hiring pools, there is an AP that governs process of creating hiring pools, and having adjunct faculty participation would require a change in this process.

Reference to transfers is within AP7210.

This item will be scheduled for a “Second Read” Dec. 3.

L3: Accreditation Update: L. Rogacs

A Beginner Institutional Self-Evaluation Report (ISER) Training took place Nov. 9

The Accreditation Standing Committee has designated the timeline for the completion for the ISER.

Each of the 127 standards have to be addressed. The standards have co-chairs (a manager and faculty member); standards co-chairs must be members of the Accreditation Standing Committee.

- M. Anderson is Standard 1 co-chair and others will be brought in.
- M. Henes is Standard 2 co-chair on all things related to instruction, etc.
- K. Goguen is Standard 3 co-chair related to technology (technology, resources, library support, Student Services, Support).
- S. Rose is Standard 4 Co-Chair on Shared Governance.

The co-chairs help to guide the work of the writing groups which are open to faculty. ACCJC now have provided a template for the ISER. Writing will be less burdensome. There is now a page limit of 250 pages or less.

Start:	Spring 2019 with gathering evidence
Late Spring	Begin writing of the ISER
	The Accreditation Committee decides on 2-3 institutional-wide essay topics
Primary parties responsible for generating the QFE:	M. Altounji, C. Kollross, L. Rogacs
Fall 2019	Complete writing
	Advanced training on areas of concern and where ACCJC help is needed.
Winter 2020	According to AP, the faculty accreditation coordinator (L. Rogacs) is responsible for editing the ISER. All edits go through the Committee.
Spring 2020	For approximately a month there will be public review and input of the ISER
Summer	Final Edits
Sep 2020	Committee approves draft to be sent out through Shared Governance process. It will be vetted through the Senate and Associated Students, Management Association and the Executive Committee and College Council.
Fall 2020	Anticipated Board approval
Dec 2020	Submit ISER to ACCJC

ACCJC has emphasized that PCC needs to be better educated about the standards (provided with handouts). There will be periodic training, an information session and an education campaign that commences throughout the spring and fall 2019.

M. ANNOUNCEMENTS

Associated Students VP Sana Padival, may be contacted for Associated Student event flyers at aspcc.spadival@gmail.com.

N. ADJOURN: Motion to adjourn made by M. Henes. L. Hintzman.
Unanimously approved.