

Monday, December 3, 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)
Adjunct Faculty	Dwane Christensen (Math)
BET: Business	Earlie Douglas
CEC: Non Credit	Rhonda Williams
Counseling	Myriam Altounji (Alt)
DSPS	Rosemary Scott
English	Emily Fernandez Tim Melnarik Kathy Kottaras
Engineering	Saeed Abedzadeh
Kinesiology	Terry Stoddard
Languages	Loknath Persaud Melissa Michelson
Library	Ken Simon
Mathematics	Linda Hintzman Xiaodan Leng Lyman Chaffee
Natural Sciences	Bryan Wilbur Susan Bower
Performing and Communication Arts	Maria Fortuna Dean
Social Sciences	Jennifer Fiebig

Social Sciences Bucky Bhadha
 Julie Kiotas
 Kaitzer Puglia

Visual, Media & Performing Arts Dave Cuatt
 Rod Foster

Absent

CEC Rhonda Williams
Counseling James Aragon
Health Sciences Blanca Rodriguez
Health Sciences Paula Vento
Natural Sciences Hector Agredano
Performing and Communication Arts Eric Larson

Guests

Assistant Supt./VP Dr. Terry Giugni
VP, Human Resources Dr. Bob Blizinski
CAFPE Committee Carol Curtis
Information Technology Services/VAMS Candace Jones & Masood Kamandy
Safe Learning Committee Kathy Kottaras
Professional Development Jason Robinson
VP/Associated Students Sana Padival
Classified Senate/VP Audrey Joseph
PCCFA Mark Whitworth
Courier Photographer/Writers

CALL TO ORDER: The meeting was called to order at 3:03 pm.

B. PLEDGE OF ALLEGIANCE led by Lyman Chaffee.

C. PUBLIC COMMENT: M Michelson read a statement pertaining to concerns with changes made by the dean of Languages and ESL to change the scope of and name of the ESL Center.

D November 19, 2018 SENATE BOARD MINUTES

MOTION to approve the minutes were made and seconded by Rod Foster and Terry Stoddard.

VOTE: Approved by majority. Abstain: B. Bhadha

E CONSTITUENCY REPORTS:

E1 PCCFA: M. Whitworth: A final PCCFA general meeting will be held Thursday, Dec. 7, 12PM in the Circadian. Lunch will be provided.

E2 Adjunct Faculty: B. Constantine. The committee has been active and additional members have joined. Anticipated to have analysis made of responses to the adjunct faculty survey this winter followed by changes to be made in the spring. Some adjunct faculty from Cosmetology were able to apply for a full-time position. Future committee goals include bringing to the new president's attention pursuing compensation for adjunct faculty committee work and to increase adjunct faculty representation on shared governance committees.

E3 Classified Senate Vice President: Audrey Joseph: The Classified Senate is in the beginning stages of coordinating classified workshops and explore the idea of having guided pathways workshops. Classified Senate Open House Date: Nov. 5, 10am-12pm, Room C244.

E4 Associated Students VP Academic Affairs: Sana Padival: No report.

E5 Management Association: No report.

F. INFORMATION ITEM/STUDY SESSION

1. EEO Training Update, Dr. Blizinski (new VP of Human Resources)
Spring 2019 EEO Training Dates: Feb 6 and 7 and Mar 12 and 13.
Information to follow regarding time and location.

As of 2019 EEO training certification will expire at the end of the academic year rather than two years from the date of the employee's last training date.

There is discussion of there being the option of having an online training session partnered with cultural competency training.

A revised EEO training list has been provided to the deans.

The February EEO training is a "FLEXible FLEX option"

Right now PCC is currently using one EEO training "Vendor" who has been very well received.

EEO training is not currently being offered on FLEX days because the current EEO trainer is not available on those days.

2. Guided Pathways-Program Maps and 2-year Schedules: Stephanie Fleming, Shelagh Rose, Matt Henes

Five-Minute Activity: on presenting a glimpse of what many students go through every day through developing program maps and schedules.

Handouts:

- o 1pg: My classes Year One @ PCC
- o 3pg: Program Title: AA-T Kinesiology: Academic Program Plan for FT Students

Discussion on sharing challenges, suggestions and goals and how to better categorize items to better target the work.

- Pre-requisites should be defined, "laid out" and shown if they can be taken in fall or spring.
- Need for clearer labeling of classes on line.
- An IT Director for Technology Services has recently been hired and the District Technology Committee is beginning work on revising the campus web.

Program maps provide information which helps students achieve particular academic goals by showing sequence of events by semester. Many new students have not met with counselors. Mapping provides students a path and does not replace the Comprehensive Education Plan. Students need to tailor their education plan based on transfer goals, career goals, etc. This is an especially important tool for students who have not seen a counselor to get started on taking the courses they need to take their first semester.

Terry Stoddard presented for Tammy Knott Silva course map for completion of a Kinesiology degree entitled: AA-T Kinesiology.

This was a collaborative effort vetted through faculty and counselors.

This map provided a flexible tool to assist students in working towards achieving a Kinesiology degree. There are numerous Kinesiology degree driven jobs. Not all are sports specific.

Data assisted with creation of a Kinesiology Club, added inter-collegiate events, and workshops.

A Kinesiology degree is one of top five degrees in the Cal State system.

Kinesiology degree completion increased from 50 in 2015 to 127 in 2018, after the creation of program maps. Now working on providing “stackable” certificates.

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

Lynora spoke on importance of both faculty and student input in mapping and creating schedules. Presented information on development of a 2-year psychology schedule plan (course offerings, modality, and locations).

Other points include are students be served equitably, how evening students can complete a program in a timely manner, at Rosemead or as a night student, for instance, whether summer and winter offerings being used to maximum effect.

Goal is to communicate to deans and coordinators what is needed, where and when to best create a student that matches student needs rather than perpetuating a system that may not be working for everyone.

MOTION to extend discussion five minutes made and seconded by J. Kiotas and L. Hintzman. **VOTE:** Approved unanimously.

M. Altounji presented an inventory of all programs studied by division (appx 175).

Anticipated by the end of spring 2019 to complete a map for each programs of study.

Maps could be utilized in summer as students are being on-boarded into fall 2019 cohort.

Counseling has identified liaisons for the different divisions by both career community as well as division. This list will be sent the deans and connections can begin with counseling liaisons to begin working on the maps. An event surrounding this process is called “Punch, Pie and Program Maps”. Dates: January 18 (9am-1pm) and March 1 (9am-1pm).

K. Kottaras expressed appreciation or consideration of English 1A to be taken first.

In response to J. Kiotas’ request to have focus on pre-requisites, S. Fleming said a software platform for that purpose is being looked into.

Customized mapping and liaison conversations are needed required to work together.

F3. Mid-Year Academic Senate Subcommittee Reports Fall 2018

M. Altounji reported the Educational Policies Committee has been meeting regularly. Several policies to be updated in the spring.

S. Rose said the Faculty Handbook Committee has been working on an online guide which requires the addition of a few items. A guide for new adjunct faculty has been delivered and is live on the committee website.

President Rogacs said a request will be sent out to committee chairs and members for an end-of-year update. It would be ideal to establish goals at the beginning of the year and report out on these goals as the year progresses and towards the end of the year. Will also need to think about those committees that are not meeting.

G. ACADEMIC SENATE OFFICER'S REPORTS

G1 President Rogacs extended a welcome to the new Natural Science Senators (Hector Agredano, Susan Bower and Bryan Wilbur). The Senate previously requested that the Executive Committee write a letter to be delivered to the Vice President of Instruction regarding the chair selection process. The letter was delivered, and it was discussed in CAPM. The Executive Committee will be meeting before winter break with the Vice President and several of the deans to discuss how to move forward in a way that aligns with the goals of the Senate and concerns from the dean and administrative end. There will be a "report out" at the first February meeting.

Equity +1 Update: Will be discussing the Senate-approved Equity +1 with the new president.

The BoT will inform the campus of their decision on the new president on December 12.

Thank You to all who attended the presidential forums last week.

Thank You extended to the Senators for their work this semester. The February 25 meeting will again be a meeting during the first half and a retreat the second half. During that retreat, the Bylaws Committee will present revised bylaws. Brown Act and Robert's Rules of Order trainings may also be included.

Vice-President S. Rose reminded senators that for the new faculty recruitment process for campus-wide hiring committees, it is the Senators' duty to provide names from their areas by the deadline of Dec 14. If all names are emailed by December 14, VP Rose will email the Senators the volunteer list.

Secretary: Matt Henes: No Report.

Treasurer: V. Jaramillo: No Report.

H EXECUTIVE COMMITTEE RECOMMENDATIONS (Shared Governance Subcommittees)

1. Appoint Amy Cheung (Counseling) to Director, Admissions, Records, Enrollment Services Hiring Committee.

MOTION approving item H1 made and seconded by R. Foster and E. Douglas.

VOTE: Approved unanimously

It's important for Senators to urge their fellow faculty to participate on hiring committees.

I EXECUTIVE COMMITTEE RECOMMENDATIONS (Academic Senate Subcommittees)

I1 Approve Thea Alvarado (Social Sciences) for Distance Education Committee

MOTION approving item I1 made and seconded by D. Cuatt and L. Hintzman.

VOTE: Approved unanimously.

J OLD BUSINESS

J1. Approve AP 3050 Professional Ethics of Faculty (3rd Read): Carol Curtis
Revised AP 3050 included feedback from previous Senate meeting.

MOTION to approve Item J1 made and seconded by T. Stoddard and L. Persaud.

VOTE: Unanimously approved

FRIENDLY AMENDMENT from to replace wording from X. Leng (handout provided) accepted by T. Stoddard.

FRIENDLY AMENDMENT from M. Michelson to remove the “s” in the word “management” accepted by T. Stoddard.

VOTE: Agenda Item J1 approved unanimously with the Friendly Amendments.

J2. Board Policy 3411 Accessibility of Information and Communication Technology (2nd Read)

Masood Kamandy and Candace Jones

No changes received since the first read.

MOTION to approve made and seconded by R. Foster and seconded by L. Hintzman.

VOTE: Approved unanimously.

J3. Approve Faculty Hiring Guide: Melissa Michelson.

Changes received from the last Senate meeting have been presented to the Committee and are incorporated on the current handout. The Senate was asked for direction on selecting one of two titles.

MOTION to approve Item J3 was not actually made.

FRIENDLY AMENDMENT made by K. Simon and accepted by R. Foster accepting document title two (The Faculty Guide to Serving on Hiring Committees, AY 2018-2019).

FRIENDLY AMENDMENT made by J. Kiotas and accepted by R. Foster to remove the word “tenured” on page 1, line 3 of paragraph 1 to read: ...apply to be colleagues, classified staff and administrators at PCC...

FRIENDLY AMENDMENT made by M. Michelson and accepted by R. Foster to revise wording on page 1, line 3, paragraph 1 to read: “to be *faculty*, classified staff and administrators . . .”

FRIENDLY AMENDMENT made by M. Altounji and accepted by R. Foster for page 1, line 4, paragraph 2 to read: “to fulfil ~~5-5~~ shared governance hours a week. . . .”

FRIENDLY AMENDMENT made by J. Kiotas and accepted by R. Foster to correct spelling from fulfil to fulfill on page 1, line 4, paragraph 2.

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

VOTE: Approved unanimously.

VOTE on MOTION with FRIENDLY AMENDMENTS: Approved unanimously.

K. NEW BUSINESS

K1. Academic Senate Election Timeline, Dave Cuatt

MOTION to approve made and seconded by S. Abedzadeh and L. Hintzman.

VOTE: approved unanimously.

K2. Approve Faculty Rank Advancements, Saeed Abedzadeh

MOTION to approve made and seconded by K. Kottaras and M. Michelson.

VOTE: Approved unanimously.

K3. Safe Learning Committee Charge and Reclassification: Kathy Kottaras.

Presentation: Committee report-out on Safe Learning Environment resolution, and a request to approve a broader committee charge and to change committee status from an “ad hoc” to “standing”.

MOTION made and seconded by B. Bhadha and S. Abedzadeh approving Item K3.

FRIENDLY AMENDMENT from K. Kottaras accepted by B. Bhadha from L. Rogacs to remove wording “Ad Hoc” on the Charge.

Revised Charge:

In accordance with the California Chancellor's Office guidelines and the Academic Senate Resolution Regarding a Safe Learning Environment, the Safe Learning Environment Ad-Hoc Committee will advocate for faculty to treat all students equitably in the receipt of all school services for which they are eligible, identify and publicize resources that may provide guidance to PCC faculty who may interact with federal immigration enforcement, and ensure PCC classrooms are affirming to all students, regardless of race, sexual identity, or background.

Discussion: Dr. Blizinski: Beginning in 2019 all employees and student employees will be required to take sexual harassment training. A two-hour training, in addition to the one-hour training, will be required for those who supervise students or other personnel. Senators were asked to share this information with their colleagues. Training is state mandated.

VOTE on MOTION: Unanimously approved.

4. Professional Development in Divisions and Communication Mechanism, Matt Henes.

At the last Senate meeting The Senators were asked to find out what types of Professional Development (PD) activities were being done in their areas. L. Hintzman (Math) and L. Rogacs (Social Sciences) shared information about PD in their area. One of the reasons for asking for this information was to find out about faculty PD opportunities. A PD calendar is currently available on line and lists current events. The Office of Strategic Effectiveness and Strategic Communications are working on a new system to be up and running soon and will be subject to tweaks and revisions. M. Henes is seeking to find out whether divisional and departmental specific PD should appear on campus-wide PD calendar and also how this process could help with accreditation standards.

Ideas for items that would properly belong on a PD calendar?

- Events that would generically apply to all faculty
- Color-code events.
- Listing of flexible FLEX items.
- Topics regarding Conflict Resolution and Writing Across the Curriculum
- PD opportunities are accessible through a search on the campus web page under professional development. The calendar is found under “Events” on the web site.
- Calendar updates may be provided to Jason Robinson or Natalie Pacheco.

MOTION to extend discussion 5 minutes made and seconded by B. Bhadta and X. Leng.

VOTE: Unanimously approved.

- PD opportunities should be designed for all faculty members rather than specified for adjunct faculty

President Rogacs asked for all senators to communicate this information out to their divisions and to contact Dr. Jason Robinson or Natalie Pacheco regarding website additions. This is a 10+1 issue and PD information is needed to serve faculty across disciplines.

L. ANNOUNCEMENTS

M. Altounji: CSU Application deadline has been extended to December 15.

The Transfer Center is able to provide support with this process.

- M. ADJOURN:** Motion to adjourn made and seconded by L. Hintzman and T. Stoddard.
Unanimously approved.