

**Pierce College Academic Senate  
Minutes of March 13, 2006  
College Services Conference Room**

Members Present: B. Adajian, B. Benne, J. Binsley, P. Brown, R. Follett, I. Goodman, B. Hart, K. Holland, L. Horn, C. Kocs, L. Koller, D. Levine, B. Logan, S. McHargue, K. Oborn, B. Odello, D. Phoenix, C. Rooney, T. Rosdahl, J. Rosenberg, D. Schutzer, P. Stein, M. Weiser, D. Wittman  
Guests Present: C. Kozeracki, M. Pracher, A. White, B. Garber, D. Rupert

The meeting was **called to order** at 2:18 pm by Barrie Logan. The **agenda** was adopted by consensus with the addition to new business of the announcement of the blood drive. The **minutes** of February 27<sup>th</sup> were approved by consensus.

**Treasurer's Report**—David Schutzer No changes.

**College Administration Report**—Bob Garber

- **Gap Analysis on Bond Process**—This was an analysis of what it would take to complete all of the projects, including those that have been sidelined. Category 1 included all the projects that were taken off line. Category 2 are new projects in the master plan that were not in Prop A and AA. Category 3 is a wish list of projects, if money were no object. This analysis was presented to the Board last Wednesday. All of our items would cost \$324 million. Items from all 9 colleges totaled \$2.8 billion. This was an informational item to the board.
- **Full Service Human Resource Office**—One of President Garber's goals is to try to bring together consistent and seamless transition support system to hiring process and new hires both certificated and classified afterward hiring. We will be doing a lot of hiring over the next years and its important for their career. Details large and small

Articulation Officer/Transfer Center Director—Elizabeth McCormick No Report

**Senate President's Report**—Barrie Logan

**LACCD Student Success Initiative**, March 3 Workshop – Presentation from Dr. Mike Bosley from Valencia College in Florida. Some of ideas that came out:

- Interventions in middle school for recruiting students through contacting parents. College night and contacts with high school seniors,
- Personal contacts with new students and those that don't show up.
- Faculty members assist with help students set goals. Part of the tenure process is an academy for learning to be a career counselor.
- Many resources on the web available for students
- People with AA or BA that act as counselor at the beginning of the semester; they are cross-trained in several aspects of the process. They are a walk-in service.
- Those that place below collegiate level must take a full load of remedial courses including remedial math, English and college success.
- Goal was to increase persistence.

Another workshop on May 5

**College Strategic Plan: What Should the Top Priorities of the College Be?**—Colleen Rooney

Suggested priorities at Educational Planning Committee

Discussion of the role of strategic plan in the process of educational planning; discussion about the formation of a strategic planning committee and its place in the chain of command. Barrie will send out a copy of the state's strategic goals.

## Old Business

### **Accreditation Standard II. Student Learning Programs & Services, A. Instructional Programs 2. h.—** Mark Pracher

The institution awards credit based on student achievement of the course's stated learning outcomes. Units of credit awarded are consistent with institutional policies that reflect generally accepted norms or equivalencies in higher education.

- Are student learning outcomes the bases for credit awarded for courses?  
No, because SLOs are not grading tools but assessment tools across the courses and sections.
- Are credits awarded consistent with accepted norms of higher education?  
--Articulation agreements, curriculum committee, personal contact with other institutions, our transfer students do well in transfer institutions

### **Underserved Students—Izzy Goodman**

- What beginning courses do under-prepared students take in your department?
- What skills are they under prepared in ... reading, writing, study skills, etc.?
- Do they take the wrong initial course in your department? Why? What should they be taking?
- Is it clear to them what the initial course is in your department?
- Do you think that it is your department's faculty's responsibility to help these students? Are you able to? Why or why not?
- How can we best help them?

These questions were posed to the chairs and to the Senate last semester to help the Student Success committee. Any ideas from the members to contribute?

Betty Odello spoke on behalf of her department.

Some suggestions were:

Could there be an assessment for reading? Conduct a department by department survey of the problems

Change the numbering system so that students know clearly what course to take first

Publish a "suggested pattern" in the schedule of classes for each department

For the college as a whole publish a recommendation of beginning classes

Get data about preparation and success to substantiate these suggested classes.

Publish these suggested classes in the catalogue/schedule of classes.

## **Committee Reports**

### **Pierce College Council—** Pam Brown, Greg Gilbertson, T. Rosdahl, M. Weiser

Report on meeting of 3/10/06

1. Construction news: Valley's Allied Sciences building bids were announced. The original estimate for the building was \$43 million. 4 bids came in on March 2<sup>nd</sup> ranging from a low of \$46m to a high of \$51m. We are relieved to see that our own budget numbers projected well, since we had anticipated a 9% increase over the original estimates (due to cost inflation and demand increase) over the past few months -- and Valley's bids confirm our expectations. Our final bids for the Center for the Sciences will come in next Sept. -Oct. We may ask for joint bids on both the Student Services building and Center for Sciences together to see if this provides some economies of scale and reduces overall construction costs. Our construction plans over the next several months are as follows: (1) open the new Village, (2) complete the early infrastructure projects and (3) begin construction on 2 new buildings.

2. Budget Update: Our Projected Revenue for 2005-06 is \$ 53.8 million.

Vice President of Administrative Services Tim Oliver explained that Pierce College & East LA College are the only 2 LACCD campuses with budget surpluses. Our ending balance for 05-06 will

be a surplus of \$ 5.5million. \$ 2 million of this must be kept as reserve. \$1.8 million is “growth” money - and may have to be given back to the District, if we do not reach our growth target (3.47% in additional FTES is our “growth target”, we have grown 2.2% this year.)

3. Block Grants Approved : \$398,587 out of \$521,320 in Block Grant requests for 2005-2006 were approved. Approved requests include: \$75K in hardware & equipment for Info Tech, \$25K for Library subscriptions & acquisitions, \$32.5K for new faculty computers, \$31.7K for completion of a microcomputer lab (Physics), \$17K for microscopes (Life Sciences), \$50K to upgrade CAOT & CSIT computer labs, and \$15K to upgrade Nursing skills lab.

4. Electronic Marquee discussed: Brian Silk and Larry Kraus of the College Enterprise Division gave PCC a colorful presentation of 2 new, high-tech “electronic marquees” proposed for our Mason & El Rancho entrances. Several styles were shown. Many colleges and universities use electronic marquees to advertise classes, programs, sporting events, theater productions and other events on their campuses. Colleges and universities also lease advertising space & time on the signs to selected businesses and organizations, 20% of the time the signs are running. The Los Angeles Times, PBS, Pepperdine, UCLA, Daily News, MTA, the Red Cross, and other organizations would pay us to use the signs, providing Pierce with revenue. Locally, College of the Canyons and Harbor College have full-color electronic marquees. Each marquee has two sides. The two marquees cost \$200-300K (each) to install. We expect at least \$100K per year in net revenues (conservative estimate) from these signs. In 2 years or less the signs will pay for themselves. We would make net revenues of \$100-200K per year after that. The signs could also be used to announce road closures, show large photographs of our new buildings, sports events and renovated classrooms and promote our certificated programs, job fairs, summer camps, the Farm Walk, Earth Day, Day of the Child, equestrian events, lecture series, art shows, planetarium hours, etc. Our next mtg. is March 24<sup>th</sup> 2006, 1:30 pm & will address possible revisions to the PCC Charter. -

**Curriculum**—Lyn Koller  
Next meeting April 21

**Educational Planning Committee**—Izzy Goodman, Colleen Rooney

A list of suggested college priorities developed during the March 9 committee meeting was distributed. Discussion ensued concerning the list and its purpose and the committee and its role.

**Professional Ethics**—Betty Odello

They met on March 6 and discussed:

- Advancement in rank of adjunct faculty
- The Code of Ethics
- They were asked to do a flyer regarding the separation of personal opinion from what the profession teaches.
- Pam gave a report on the District academic integrity task force which included information of what the different campuses are doing.

It was suggested that Pam give a similar report on the Task Force at a Senate meeting.

**Professional Growth and Development**—Kathy Oborn

Kathy Holland volunteered to join as a committee member.

The District has provided a budget for developing a diversity education program.

Izzy: Richard Follett, Barbara Anderson and Kathy Oborn coordinated the first of the mentoring/mentee programs last Friday. It included a campus walk around.

**Technology Management Committee**—Jill Binsley, Gail Hobbs  
They met on March 10, 2006

- John Beck will be developing a policy for standardization of both hardware and peripherals. This policy is important in order to efficiently and effectively maintain equipment. Also, it allows InfoTech to send an image of standard software to all campus computers.
- John Beck will also be developing a policy to standardize the network connections. Unauthorized equipment that is connected to the network is a major security risk; for example, a computer that does not have current antivirus software could infect the network with a virus. The new procedure would require any outside computers be brought to InfoTech to verify current antivirus software. Once the equipment is checked, it will be authorized to connect to the network. Wireless network links will especially need to be established or checked by InfoTech.
- Tim Oliver will be developing a procedure so that new hires can obtain everything they initially need through a “one-stop” shop. In this way, InfoTech will not be getting last-minute requests to get individual new hires their e-mail address or access to the administrative network.
- InfoTech is responsible for renewing and ordering all software. In this way, the college will not be fined for license violations. Also, this procedure will enable InfoTech to anticipate any potential problems with interaction of any new software with existing software and hardware.
- John Beck will be developing a policy to allow adjunct and full-time faculty to obtain a copy of software needed for instruction purposes.

Their next meeting: Friday, April 21, 10 a.m.

### **New Business**

Kathy Holland: Please announce to your classes

Blood Drive – Wednesday and Thursday from 9-3 in Campus Center. Free snacks.

**Adjournment** was at 3:50 pm

Respectfully Submitted,

Diane Levine