

**Pierce College Academic Senate
Minutes of May 15, 2006
College Services Conference Room**

Members Present: B. Benne, J. Binsley, P. Brown, R. Follett, I. Goodman, G. Hobbs, K. Holland, L. Horn, C. Kocs, L. Koller, D. Levine, B. Logan, S. McHargue, D. New, K. Oborn, B. Odello, R. O'Neill, D. Phoenix, C. Rooney, J. Rosenberg, D. Schutzer, P. Stein, L. Thouin, M. Weiser.

Guests Present: B. Garber, S. Gerstl, J. Bock, D. Rupert, L. Marzillier, J. McCaslin, E. Jones, C. Kozeracki

The meeting was **called to order** at 2:19 pm by Barrie Logan. The **agenda** was adopted by consensus with the following changes: 8.4 will be the evaluation of the Senate; 8.1 is cancelled because Maria Bates couldn't attend; after Treasurers Report the gavel will be turned over to Izzy; 9.5 Turnitin is an action item; The **minutes** of April 17th were approved by consensus.

Treasurer's Report—David Schutzer

- The Cafeteria bill for the Graduation Brunch has been paid for the last two years, now that they have presented bills.
- New pins for 40 and 45 years of service have been ordered.
- Our current balance is 8278.03.

The gavel was turned over to Izzy.

The following **Resolution** was introduced by Richard Follett:

A Resolution of Commendation from
The Academic Senate of Los Angeles Pierce College

Whereas Dr. Barrie Logan, in selfless service to his beloved Los Angeles Pierce College, stepped forward in a special election in 2000 to serve out the unexpired term of his predecessor, Helen Krahn, and was subsequently re-elected three times to the Academic Senate Presidency, and

Whereas he has, with a steady and consistent hand, led the campus through both difficult and extraordinarily good times, including his quiet yet active recruitment of Rocky Young to our campus and our district, and

Whereas he has served as a welcome member of both the Academic Senate and the AFT in leadership and advisory roles over his rich tenure on our campus with his wise counsel being eagerly sought on the local, district, and state levels, and

Whereas he took leadership roles in Program Review, Accreditation Self-Studies, Graduation, the Pierce College Council, Presidential Search Committees, and too many other departmental, local, district, area, and state committees and task forces to list here, and

Whereas he was crucial in forever changing the academic calendars for the Los Angeles Community College District and for numerous other community colleges throughout the state thus directly benefiting millions of students, faculty, and staff both now and for years to come, and

Whereas he is a true Renaissance man of intelligence and humor with wide interests ranging from wines to sports, notably the Lakers, to banjo playing to theatre and symphony orchestras,

Now, Therefore, Be It Resolved that The Academic Senate of Los Angeles Pierce College, in our final meeting conducted by President Logan on Monday, May 15, 2006, hereby commends Dr. Barrie Logan for his exceptional leadership during his six years in office with us and for his 34-year-long rich and exceptional career as a trusted, honored, yea treasured colleague at Pierce College.

The resolution was MSP.

Then Leon Marzillier, president of the District Academic Senate recognized. He read a **Resolution** that had been passed by the DAS:

WHEREAS, Barrie Logan has dedicated his life to education, and

WHEREAS, Barrie Logan has provided exemplary service to the academic senate at the college, district, and state levels, and

WHEREAS, Barrie Logan has spent countless hours in researching various senate-related topics and presented them to his colleagues on color-coded sheets, and

WHEREAS, Barrie Logan has become well-known and respected, not only at Pierce College where he has spent his career, but also throughout the Los Angeles Community College District, and

WHEREAS, Barrie Logan has worked tirelessly in not only improving the effectiveness of his college academic senate but also that of the District Academic Senate,

NOW, THEREFORE BE IT RESOLVED, that the District Academic Senate of the Los Angeles Community College District commends Barrie Logan for his exemplary service to DAS and to the LACCD, and wishes him well in all his future endeavors.

Leon Marzillier

President District Academic Senate

College Administration Report—Bob Garber

The “May Revise” report on State Budget Update was discussed (5/12/2006)

- The budget continues the Governor’s commitment to increase funding for community college districts, and sets aside funds for the implementation of a new, more equitable community college funding formula.
- The budget increases one-time funding by \$244.4 million and ongoing funding by \$80.4 million. If upheld by the Legislature, the total increase in funding from all sources (including January’s proposals) would represent a cash increase of over \$1 billion.

Specifically, the revised budget would:

- Reduce current year growth funding by \$85 million.
- Increase the 2006-07 cost-of-living adjustment to 5.92%;
- Maintains 3% enrollment growth for 2006-07 general apportionment, and 1.74% for selected categorical programs.
- Increases the general apportionment by \$10 million to support remediation programs for high school students who have failed to pass the CAHSEE.
- Sets aside \$23.6 million for the implementation of a new community college funding formula.
- Increases matriculation funding by \$24 million, including \$5.2 million for noncredit matriculation.
- Increases economic development program funding by \$15 million for:
 - regional business resources assistance and innovation centers (\$3m)
 - industry-driven regional education and training collaboratives (\$2m)
 - statewide network leadership (\$700k)
 - Job Development Incentive Training programs (\$1.1m)
 - Establishment of a Responsive Incumbent Worker Training Fund (\$8m)
- Provides \$40 million for career technical education equipment and facilities reconfigurations.
- Provides \$500,000 to extend high speed internet services to 52 offsite centers.

- Facility maintenance, equipment, mandates and block grant

- Increases ongoing funding for scheduled maintenance and instructional equipment by \$29.5 million.
- Provides \$100 million for deferred maintenance, instructional equipment and hazardous substances abatement (one-time, allocated on a per-FTES basis).
- Provides \$100 million for a “general purpose block grant”
- Provides \$15 million one-time and \$4 million ongoing for mandate claims.

- Evaluation process – the evaluation form asks if the faculty member is covering the entire course; one of the questions evaluates whether the instructor is on pace to complete the course in the semester.
- Each department can choose questions to add to the evaluation that are department specific.
- Sample exams are evaluated during evaluation process.
- A portfolio of exams, syllabi, handouts etc is part of the evaluation process.
- At Valley they use embedded department wide questions in the final as part of the SLO process (4 questions in common for all sections.)

Turn-it-in

- The ethics committee recommends we try it for a year.
- Academic policy discussed it and thought it was expensive, but voted to give it a one year trial to encourage the most participation.
- English department also suggests a one year trial.

Passed unanimously

Serving Under-prepared Students—Richard Follett (English)

- What beginning courses do under-prepared students take in your department?
There are mandatory assessments into English levels; there is a chart with progression of classes in the schedule. Three spaces are left open in each section so students can be moved around after their assessment essay.
- What skills are they under prepared in? Reading, writing, and study skills.
This is reflected in course titles.
- Do they take the wrong initial course in your department?
No, because they are guided into the courses by assessment. At Moorpark they have open enrollment (students can enroll in any English class they choose) and they have a 50% drop rate in 101.
- What should they be taking? Is it clear to them what the initial course is in your department?
English 1 and 2 were changed to 101 and 102 (courses with three digit numbers are transferable, two digit numbers are not). There is a confusion between the sequence of 102 (literature) and 103 (argumentative), because they are not necessarily sequential.
- Do you think that it is your department's faculty's responsibility to help these students? Are you able to? Why or why not?
Yes. The English department faculty feels that composition classes should be taken first – not in the students' last year here. They would be happy if we had a prerequisite of English before for all other transfer courses.

Committee Reports

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

Report on PCC meeting of 5/12/06

1. David Tsao, Interim SMC (Swinerton Management Corporation) Director, gave the Council an update about our Bond Construction. Swinerton has been conducting a “due diligence” review of all costs & encumbrances (existing contracts) for construction projects to ensure our budget allocation is aligned with expenditures. SMC is monitoring other districts’ and colleges’ incoming construction bids for signs of any continuing cost inflation. Valley College is “about one year ahead of us” with respect to construction; but we “have a better handle” on the cost-increase issue. We are out of the “design phase” and into the bid & construction phase. Construction on our new Village (behind the Gyms) has begun. The facility should be finished by January 07. Phase 2 of the Botanical Gardens will begin in late Aug. /early Sept. 06. The Center for the Sciences is “going to bid” later this summer - after DSA (the Dept. of State Architects) finishes its review of the building’s design. The bid for our new Student Services building “is right behind it.”

NOTE: There will be some ‘noise & dust’ during work in the quad area (Phase 2, the Botanical Gardens) and behind the Gyms (Village construction), David Tsao said. Water tanks will be used to mitigate the dust clouds. However, some noise may be unavoidable. Any complaints should be directed to the Work

Environment Committee or Academic Affairs so that the complaint can be sent to the appropriate office for attention. David Tsao also cautioned that FENCED OFF AREAS should NOT be entered by employees or students. For liability reasons, these are hard-hat areas and are to be accessed by authorized personnel, ONLY. In addition, students and faculty are asked to avoid directing any comments or "requests" to the work crews; they should submit all comments or requests to the College, and let administration or plant facilities contact the appropriate office. If a teacher, for example, complains to a work crew, the crew may charge the College for changes to the contracted procedure without the knowledge and approval of the PCC or the Administration. In short, DO NOT INTERFERE WITH CREWS ON THE CONSTRUCTION SITES.

2. The collaborative decision making 'pie chart' circulated at the last Senate meeting was approved by the Council. An in-depth 'flow diagram' (showing details of the decision-making process) is now in the process of development.

3. Council approved a new EOPS Dean to replace Phyllis Braxton, who is now Dean of Student Services. The State is paying part of the cost of the new EOPS Dean position; so, because it will not cost the College more money to hire a Dean versus Associate Dean, the EOPS position will be filled at the Dean level.

4. V.P. Joy McCaslin asked the Council to begin revision of our Pierce College Mission Statement. The Council agreed to have the Academic Senate continue with this effort since the Senate has organized a "Mission Statement Taskforce." The PCC would then review and approve any draft completed by the Senate Taskforce.

5. PCC Charter revisions were discussed but were tabled because the Council lacked two-thirds of members needed to pass a Charter amendment. The Charter revisions will be considered again at the next meeting. Senate President Barrie Logan asked that we explore "other Charter issues" including better clarification of decision-making, advisory roles, and responsibilities in our shared governance process. For example: PCC has an "Enterprise Taskforce" which interacts with the Administration's Enterprise Division. The role of the Taskforce is advisory; it serves a "sounding board" function, but does not vote or act to approve policies for the Division. Perhaps this relation needs to be codified in the PCC Charter. For example: Tim Oliver asked whether the College should continue with a "Facilities Planning Committee" over the long term, or allow Plant Facilities to assume primary responsible for these decisions and functions? For example, the College's "Technology Committee" continues as an independent group, and does not normally report to PCC. It was suggested that the Technology Committee begin reporting to PCC so that tech issues can be integrated into budget discussion and decisions (including Block Grant allotments). Marion Prochter noted that some of the College's unions also have their own Technology Committees; and communication between those committees and our Tech Committee and PCC should be enhanced.

6. Election procedures for the new PCC Chair & Vice Chair were approved: Candidates for Chair & Vice Chair must be submitted in writing to the PCC Chair by noon of May 19th 2006. No nominations will be taken from the floor. The election will be by secret ballot. An absent Council member may give written authorization to another Council member to cast a 'proxy' vote. Any unsuccessful candidate for Chair may choose to be included among the candidates for Vice Chair. The election will be on May 26, 2006. Several PCC members noted that Memorial Day is the following Monday, and many Council members may be absent for the election and for the Charter revisions vote. The next meeting (5/26) was not rescheduled during the May 12th meeting, however.

7. Paul Nieman of Plant Facilities reminded the Council that the College will conduct an "Emergency Training Day" on May 19, 2006 from 8 am to 4:30 pm. Designated emergency disaster team members and group leaders from the College will be participating in the drill to assess readiness to cope with a disaster or emergency.

The next Pierce College Council meeting is May 26th, 2006 1:30 pm in the College Services Conference Room. –

Academic Policy—Izzy Goodman

- There will be a task force headed by James Rikel that will write the Mission Statement.
- There were 40 applicants for the Vice President of Academic Affairs position. 10 interviewees were selected. The successful candidate should be in place by July 1.
- Two positions in the Learning Center have been put on hold. Bob wants to evaluate the location of Learning Center; he wants to bring all its functions under one roof. When the structure is resolved, the new faculty will be hired. Over the summer the EPC will give input and the hiring can go forward.

Curriculum—Lyn Koller

- At the District Curriculum Committee they have been discussing the process by which new courses are approved. Other campuses are against veto power but in favor of extended discussion time.

Educational Planning Committee—Izzy Goodman, Colleen Rooney

- They are moving ahead, meeting every two weeks. They expect to have a draft of the educational master plan by beginning of fall semester
- Two issues will come to the senate:
 - Viability review for RVT program has been submitted; and recommending to continue the program
 - Child Development discipline has requested to break off from the psych dept.; non-controversial issue.

Should there be a special senate meeting to decide these two issues or should the senate exec make the decision?

The Senate members prefer that the Exec make the decision.

Professional Ethics—Betty Odello

- They will be passing out a flyer this week stating that personal opinion in class should be labeled as such.
- At Valley they have an Academic Integrity statement at the bottom of bluebook. Betty asked for a sense of the Senate if we would like to have honesty statement on the front cover of the bluebook. Passed
- "What we model matters" is a statement about faculty behavior that students would be given as part of a syllabus or guidelines. Betty will e-mail to Senate

Technology Management Committee—Jill Binsley, Gail Hobbs

The following is a summary of Technology Management Committee Meeting on April 28, 2006

- **Standardization of Equipment:**

The district is trying to standardize computer and peripheral makes and models used on all campuses. This policy is important in order to efficiently and effectively maintain equipment. In addition, it allows InfoTech to send an image of standard software to all campus computers. The district should be able to negotiate better contracts if done on a district-wide versus college or departmental basis. Ultimately, two approved choices will be developed for computers and peripherals (a standard, mid-range model and a high-end model for specialized applications). Two manufacturers will be authorized.

- **Network Connection Standards:**

InfoTech now has a new server that checks for IP addresses. Each device will have a media access control number. Therefore, unauthorized equipment will not be able to connect to the network, which significantly reduces security risk.

- **New Hire Standards:**

The PCC recently approved a welcome package so new hires will know how to obtain an e-mail account and access to the administrative network.

- 24-Hour InfoTech Emergency Support:

InfoTech will be working on arranging funding to pay overtime to staff to provide support in case of Web-based system failure (for Web-based classes). John Beck is also updating the system to create redundancies in case of problems.

- Policy for Supplying and Upgrading Staff Computers:

Izzy is coordinating the faculty side of this issue; Tim is working on developing a plan for the staff side. Tim and John are working on developing a computer-wide maintenance program so that new computers are provided on a scheduled basis, rather than when the computers break.

- Policy for Software Purchasing, Licensing, and Distribution:

We have a campus-wide license with Microsoft for all Microsoft products. We need to be careful about the number of licensed sites versus the number of applications. We should purchase monitoring/metering software for licensing compliance. The college, rather than individual departments, should purchase and renew software.

Adjournment was at 3:58.

Respectfully submitted,

Diane Levine
Secretary.