

**Academic Senate  
Minutes of September 8, 2008  
College Services Conference Room**

**Members:** Benne, B., Binsley, J., Bruzzese, A., Chartrand, F., Cohen, J., Follett, R., Gibson-Lott, A., Goodman, I., Hart, B., Hobbs, G., Holland, K., Hoshiar, M., Karamian, M., Kirkorian, L., Kocs, C., Levick, S., Longmore, S., Martinez, B., McHargue, S., Miller, A., Oborn, K., O'Neil, R., Pawlicki, M., Rosdahl, T., Schutzer, D., Stein, P., Weiser, M., Wessling, M., Wittman, D.

**Guests:** Garber, B., Abu-Ghazali, N., Anderson, B., Kozeracki, C., Thorne, K., Skidmore, R., Atondo, E., Brown, P., Perret, J., Alexander, C., M., Marfil-Amatulli, C..

The meeting was **called to order** at 2:16 pm by Tom Rosdahl. The **agenda** was adopted by consensus.

The **minutes** of May 19, 2008 were approved by consensus.

**Treasurer's Report – David Schutzer**

No report today. There will be one next time.

**College Administration Report - Bob Garber**

Enrollment is up to over to 22,000 students. There is still no state budget. We manage the growth well. We will hire in the spring and look for more hires in the fall. There was a discussion about large room availability, about the attendance on the opening date for new hires and the parking situation for short-term disabled students.

**Articulation Officer/Transfer Center Director-Elizabeth Atondo**

Elizabeth will wait till the end of the meeting to make her report.

**Senate President's Report-Tom Rosdahl**

**1. Fall Convocation (Friday, August 29<sup>th</sup>)**

Hopefully, the Convocation was enjoyable. The speaker was very good. There was a little problem with lunch, as more people showed up than had indicated they would.

**2. Status of Fall 08 new faculty hires**

Several new faculty members and staff were hired over the summer. Some departments that were approved to hire are still looking.

**3. Spring 09 new faculty hires**

We got some additional hires due to the low numbers of full time faculty at Pierce, so four more positions were added to the list. Biology, Speech, Physics and Chemistry, which were approved last fall, will hire in the spring. We are now down to position #16 (out of 20) on the FPPC list.

**4. Issues with Info Tech**

Senate Exec met with Ken Takeda, Mark Henderson and Carlos Guzman and they have answered some of our questions. Info Tech is dealing with some problems. Currently, each Info Tech employee has about 60 work orders to deal with, so there is some backlog. A question was raised regarding how long it should take for work orders to be filled. A service level agreement regarding filling work orders is forthcoming. Richard Skidmore offered his help to any faculty members who need help with their websites.

**5. Academic Senate By-Laws update**

There are some forthcoming changes in the Curriculum Committee. The Senate bylaws were written about 10 years ago, and since then there were some changes in the organization of the college. We will try to go over these and deal

with them. Also, the Senate elections are coming up. Stacey Lee Longmore and Kathy Oborn volunteered to help with setting them up.

## **Old Business**

### **Professional Ethics Committee Resolution (also included in 19 May 08 minutes)**

This resolution came out of the realization that Pierce College has a unique, collegial culture, which we want to preserve and the concern about the SLO movement and academic freedom.

Whereas the various departments and disciplines within the college are being directed to develop student learning outcomes, course objectives, and assessment instruments;

Be it resolved that the Pierce College Academic Senate adopts the following principles as being in the spirit of the improvement of student learning, increased student success, and the preservation of academic freedom:

1. That student learning outcomes and course objectives, at both the course and the discipline level, be developed by the widest possible range of faculty participants, both contract and adjunct;
2. That student learning outcomes and course objectives be arrived at by use of a consensus building model whereby the ideas and concerns of all department members are shared and respected, differences amicably resolved by discussion, ultimately reaching a consensus;<sup>1</sup>
3. That the college accepts the definition of consensus as unanimity growing out of “group solidarity in sentiment and belief”;<sup>2</sup>
4. That the college and its constituent departments respect and accommodate a variety of teaching methodologies and varying emphases of different instructors so that student learning outcomes and assessment instruments are not based on any particular pedagogical methodology;
5. That the final decision as to textbook selection be reserved to the instructor with the department being able, if the department so decides by consensus, to recommend a single or short list of texts; and
6. That we recognize the fact that there are courses that require some degree of standardization: for example, courses that provide required instruction for vocational programs or those subject to special accreditation and articulation, and courses for which specialized and costly equipment and/supplies are required. In these situations the selection of a teaching methodology and/or single textbook are to be made with the consensus of the entire full-time faculty, who shall make a good faith effort to solicit input from adjunct faculty.

<sup>1</sup>Based upon “Comparison of Robert’s Rules and Order and Quaker-based Consensus,” Quaker Foundations of Leadership, Earlham College, Richmond, IN, 1999.

<sup>2</sup>Merriam-Webster Online Dictionary.

The resolution was moved and seconded. A brief discussion followed about the wording of point 3 (specifically, the issue of unanimity). A suggestion was made to modify that statement. The move to approve with modification of point 3 was made, seconded and passed unanimously.

### **SLO Coordinator/Coach**

Barbara Anderson became dean and needs to be replaced as the SLO Coordinator. This is an elected Senate position. There was a suggestion to split the position differently: the coordinator would get .4 reassigned time and the three coaches would get .2 reassigned time (previously it was .6 and two .2s). The motion to split the position the new way

was moved, seconded and passed unanimously. Kirsten Thorne (Spanish) and Monique Dobbertin (English) volunteered as the new SLO coaches. Kirsten spoke about her candidacy and Richard Follett spoke about Monique. The motion was made that we accept Kirsten as coordinator and Monique as coach. The motion was seconded and passed unanimously.

## **Committee Reports**

### **Pierce College Council- Pam Brown**

Pam handed out a hard copy of PCC and Budget Committee updates. The college budget for '08/'09 is \$58.2 mln. We have an \$8-8.5 mln ending balance (surplus) for fiscal year '07/'08. We have exhausted our stolen/vandalized equipment budget of \$50K for the coming year. Pam asked the Senate to provide feedback via email as to whether the Council should recommend more funding for the now-depleted stolen equipment budget. Measure J is on the November ballot. If passed, it provides the district with \$3.5 billion for new construction. Pierce would receive \$400 million of the total, plus another \$40 million for ADA and "green" projects.

### **Academic Policy-Bob Martinez**

Two new chairs (Mary Duxler, Speech and Anna Bruzzese, Sociology/Philosophy) were announced. The first Academic Policy meeting will be two weeks from now.

### **Curriculum- Sharon Levick**

The first Curriculum Committee meeting for the fall semester is this Friday, September 12 at 10 a.m.

### **Educational Planning Committee-Tom Rosdahl**

EPC is working on Program Review, which is almost finished.

### **Professional Ethics-Phil Stein**

PEC's main goal is to let people know that there is a Code of Ethics and get them to think and talk about it.

### **Professional Growth and Development-Kathy Oborn**

Faculty will be getting the new FLEX/professional development forms this week. We still need a comprehensive professional development plan, and this is what Kathy will be working on. Kathy needs more release time in order to be able to accomplish this. A question was raised, how to get more release time for her. The APC voted unanimously to support this. This motion to increase the professional development coordinator's release time was made, seconded and passed unanimously. It will be forwarded to the administration next.

### **Student Success Committee-Izzy Goodman**

The SSC met several times over the summer. There was a proposal to hire a Student Success coordinator. The position description was written for a dean. However, the idea is that the person has faculty experience; it should not be a career administrator. A discussion followed about the pros and cons of it being an administrative position.

The motion to make the head of Student Success an Instructor Special Assignment was made and seconded. The motion to extend the meeting time by 10 minutes was made, seconded and passed unanimously. The motion to postpone the original motion to the next meeting was made seconded and passed unanimously.

### **Technology Advisory Committee-Jill Binsley**

A primary focus of the committee's summer meetings has been reviewing all departmental technology requests. All departments were contacted to obtain prioritization and clarification on the information provided in the Annual Academic Program Plans, including IELM technology-related requests. This review process will be continued at the next Technology Committee meeting, which is scheduled for September 11, 2008.

We need the Senate's input on the use of "clickers" (audience response system). We would like to use a standard vendor for this item, if possible, to obtain the best value for the college. Specifically, we need to know how many departments plan to use clickers and their individual needs.

**Educational Technology Committee- Mitra Hoshiar**

We need to make a substantive change request for Distance Learning, which will be dealt with at the next Senate meeting.

**SLO Coordinator Report- Barbara Anderson**

This report was sent by Barbara via email.

I also recommend that each department/discipline put forth an SLO liaison (this may be the department chair, a full time or part-time instructor) who will work well with the SLO coach and the faculty in his or her department. The department/discipline SLO liaison will help organize meetings between the SLO coach and department and he or she will help maintain effective, smooth, expeditious communication between the coach and department.

Lastly, I recommend that the Annual Academic Program Plan be utilized as effectively as possible to track progress with SLOs within departments/disciplines and programs. The SLO coaches should have access to the SLO sections of the AAPP to help make them aware of what has been done thus far in their areas. Previously, SLOs have been kept in binders embedded within the course outline of record (CORs). It may be more effective to keep both electronic versions and hard copies of just the existing SLOs in binders kept by the SLO coordinator and dean of research and planning.

In closing, it has truly been a pleasure working with the faculty in different departments/disciplines across our fine campus. Pierce College is blessed with the most amazing faculty. The work being done in Pierce College classrooms, on behalf of our students, has been inspirational to all of the SLO coaches. Thank you for the opportunity to work with you and to serve the campus in this way.

Special thanks to Mary Chavarria and Jenn Rosenberg for their efforts both last year and in the coming year. Very special thanks to Carol Kozeracki, Dean of Research and Planning, who rolled up her sleeves, worked side by side with us as an SLO coach, moving easily between her roles as administrator, researcher and instructor. Best wishes to Monique Dobbertin, new SLO coach and Kirsten Thorne, in-coming SLO coordinator. Thank you all for providing this year's team with the support and encouragement they will need to move forward with this important effort on behalf of students.

**ASO Report-Christian Marfil-Amatulli**

Christian introduced himself and spoke about Club Rush, which is forthcoming. Other projects include educating students about the legislative process and Welcome Week. ASO is also concerned about textbook affordability. There are several student leadership conferences coming up. Additionally, ASO will work on Prop J support.

**New Business**

**Review of Faculty Hiring Policy (Recommendation Letters, etc.)**

Pierce College Faculty Hiring Procedures were distributed to Senate members via email. Hard copies are on file in the Academic Affairs Office. This will be discussed at the next meeting.

**AP 3 Credit for English 101 (see p. 114 of the *Schedule of Classes*)**

This is postponed till next meeting.

The Department of English at Los Angeles Pierce College, as confirmed at least three times in the Spring 2008 Academic Senate meetings, understood that there would be no final action on accepting a score of AP 3 for English 101 until further discussion. Now we find on page 114 of the *Schedule of Classes* that AP 3, while replacing only English 28 for course credit, is fully acceptable to meet the prerequisites for all of our literature courses and for CSU and IGETC acceptability:

*Insert two columns about English from p. 114 here*

The Department offers these salient points for the Academic Senate to consider:

I. From our Shared Governance Agreement, Los Angeles Pierce College, Academic Senate and College Administration, Shared Governance Policy (from the campus web site):

**003 COLLEGIAL CONSULTATION PROCESS**

A. The College President through the collegial consultation process shall rely primarily on the Academic Senate concerning the following academic and professional matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
5. Standards or policies regarding student preparation and success; . . . .

In its Spring 2008 meetings, the Academic Senate supported the English Department's judgment that AP 3, alone, does not meet the course requirements for English 101.

II. The Department affirms the research focus of English 101. From course syllabi published Fall 2008:

101 Student Learning Outcomes: Upon successful completion of the course, students will be able to find, assess, synthesize, and present research materials with confidence and clarity. . . .

III. The Los Angeles Pierce College Department of English has consistently offered to accept AP 3 *with student-provided evidence of research writing skills* only. The Department understands that each department has academic authority to make such professional judgments and the College President is to defer to the professional expertise of the faculty (see especially #5 in the Agreement above) or to provide objections in writing (004.B).

IV. The following universities have been contacted by Professor Donna Accardo, English Department Chair, regarding their acceptance of AP 3: UCLA, UC Berkeley, and UC Santa Barbara. None allows AP 3 for its own students; each allows it only for students transferring from the community colleges.

Therefore, the Department of English asks the Senate for its support of the following resolution:

“In lieu of its English 101 course, the Department of English accepts an AP Examination score of 3 only with student-provided evidence of research writing skills or AP 4 or 5.”

Alternatively, the Department would accept this wording:

“In lieu of its English 101 course, the Department of English accepts an AP Examination score of 4 or 5.”

**Need for more classrooms for departments**

At the request of the English Department, which is woefully short of classroom space, the motion was made to request classroom trailers. The motion was then seconded and passed unanimously.

**Advanced Placement Credit**

This administrative regulation was distributed to Senate members via email. This is postponed till next meeting.

**Adjournment** was at 3:58 pm.

Respectfully submitted,

Anna Bruzzese

