

**Academic Senate
Minutes of October 20, 2008
College Services Conference Room**

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

Guests: Garber, B., Abu-Ghazali, N., Kozeracki, C., Fowles, M., Skidmore, R., Atondo, E., Brown, P., Swarens, D., Perret, J., Kendall, M., Avina, M., Gulrajani S., Cromer, D., Chan, J.

The meeting was **called to order** at 2:15 pm by Tom Rosdahl. The **agenda** was adopted by consensus, with an addition of 8.3 announcements about Student Grievance procedures and 11.4 Basic Skills

The **minutes** of October 6, 2008 were approved by consensus.

Treasurer's Report – David Schutzer

David Schutzer is still working on setting up PayPal so that Senate dues can be paid that way. We are two days away from going live. You do not need to have a PayPal account, just a debit or credit card. David will send an email to all faculty members explaining the procedure. He will also continue to accept checks.

College Administration Report - Bob Garber

State Budget – Shortfall continues to emerge. Likely we will have a small cut after the election and then a larger budget reduction in January, possibly as much as \$25 million to the District which would translate into \$3.5 million for Pierce. At this point because we have a strong beginning balance, there is no plan to cut winter or spring offerings.

Growth Funds – There is an emerging plan to set aside \$4 million from District reserves for funding over-cap growth at colleges with positive balances. This means that Pierce will receive some funding for our growth that is currently unfunded.

Instructional Equipment – In addition to the ongoing instructional equipment funds (\$194,224), we have decided to use the additional one-time funding that can be used for either instructional equipment or college maintenance (\$156,224) for instructional equipment this year. Total Instructional Equipment and Library Media funding (\$350,448).

The Board of Trustees will hold their annual campus meeting at Pierce this Wednesday, October 22. In addition, at 11:30 a.m. on Wednesday we'll have an official groundbreaking ceremony for the new Child Development Center at the current CDC location.

Pierce will be participating in the California Shakeout earthquake drill on November 13th. Not all areas of the campus will be impacted, but we will use this as an opportunity to mobilize the Emergency Operations Center. More information will be forthcoming.

The District will host a reception for the new CCC State Chancellor, Jack Scott, next Monday afternoon at 3 p.m. at LACC. Faculty Senate leaders are invited.

President Bob asked the Senate to recommend possible speakers for the June commencement.

Articulation Officer/Transfer Center Director-Elizabeth Atondo

At the state level, one of their priorities is determining the feasibility of their common community college AP policy for GE applicability. This should be presented at the fall plenary and voted on in the spring. The other part has to do with International Baccalaureate exams. There will be more about this in the spring.

Senate President's Report-Tom Rosdahl

1. Sasaki report

The Sasaki planning group was on campus Friday, Oct 10th to review the College's Master plan. We saw where buildings would be. Those buildings would be funded by Prop J, which was not endorsed by Daily News. We need to try to get as many people to vote for Prop J as possible.

2. Senate Elections

Following is the list of Senate Candidates as of October 17, 2008. Nominations were also accepted from the floor at today's Academic Senate meeting but no one else stepped forward.

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President

Tom Rosdahl
Richard Skidmore

Secretary

Anna Bruzzese

Treasurer

David Schutzer
Ron Smetzer

At-Large Full-Time Senator

Beth Benne
Pam Brown
Richard Follett
Gail Hobbs
David Phoenix

At-Large Part-Time Senator

Blanca Adajian
Kathy Holland
Martin Karamian

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Student Grievance Procedures – Richard Skidmore

Richard sent an email to all Senate members with the suggested new procedures. He asked Senate members to read and comment on them. These comments will be brought to the next EPAC meeting on November 17.

Old Business

Confirmation of Physics Hiring Committee, Bill Duxler, Don Sparks, Meg Wessling & Kats Yamada

The committee list was moved, seconded and passed unanimously.

Confirmation of Equine Hiring Committee, Don Burt, Betsy Connelly, Jody LaChance, Dick South, Lee Shapiro, Ron Wechsler, Becky Yates & Liz White

The committee list was moved, seconded and passed unanimously.

Senate Dues Increase to \$40.00 per year

Current dues are \$30 per person. Last year was a record year in terms of people paying the dues and yet we still ran out of money to fund special events due to the rising costs of food. Richard Follett pointed out that the dues are really Faculty Association dues and should be so renamed. David Shutzer suggested that we increase the dues but then include in them a ticket to the Faculty Gala.

Following is the text of the noticed motion from the last meeting.

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Noticed Motion for the Pierce Academic Senate

The Pierce College Academic Senate hereby increases the annual Faculty Association dues to \$40 which includes admission to the Faculty Gala.

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A brief discussion followed. The noticed motion was approved unanimously.

Committee Reports

Pierce College Council- Pam Brown

PCC will meet on Thursday, October 23rd. The Associate Dean position has been frozen for now. There is still no solution to the budget gap we are facing.

Academic Policy-Bob Martinez

APC will meet on October 28th.

Curriculum- Sharon Levick

The committee met October 10th. We approved a new Insurance Certificate, a new CSIT course with degree and certificate changes, a new AJ course in research skills. We reinstated three courses in Political Science (Political Science 30, Political Processes), and Energy and Power in cross-listed in Physical Science and Environmental Science. The sense of the committee was to support the following: the Articulation Officer to become a voting member, the library to have a nonvoting permanent member, and increasing the discipline areas from three to four. The committee also agreed to a special meeting on October 31st.

Donna-Mae Villanueva and Sharon Levick went to Moorpark College to observe a Technical Review session. More will be coming on that later. Elizabeth Atondo, Mitra Hoshiar, and Sharon Levick are going to the District October 28 for a meeting about the new on-line curriculum system. Finally, Essential Academic Skills appear to be headed for the Course Outline for Record form.

Educational Planning Committee-Tom Rosdahl

EPC will meet this Friday.

Professional Ethics-Phil Stein

The committee met last Monday. Our main focus was on textbooks and we will continue that discussion at the next APC.

Professional Growth and Development-Kathy Oborn

We met last week. Kathy Oborn handed out a draft of an update of the PDC charter. There is an issue who should be supervising the Faculty Staff Resource Center. Another issue involves reimbursing tuition or conference attendance. Right now both of these would come out of the same limited pot of money, so we are

looking at other options. Additionally, there is still an issue of more release time for Kathy. Finally, there is a need for more money for mentor-mentee program because we are running out of the \$50,000 gift we received a few years ago.

Student Success Committee-Izzy Goodman

SSC meets on a fourth Wednesday of the month. We are starting a brown bag lunch series. The first one will be on Thursday, October 30, 12:45 on the topic of Learning Communities. Another idea we will be pursuing is the student fishbowl – inviting students to talk about their experiences. Any Student Success-related budget requests should be submitted to the committee. Faculty should email Izzy for the form. They will have a Student Success website soon.

Technology Advisory Committee-Jill Binsley

The Committee met on October 9.

Mark Henderson will update the Technology Committee on the completed computer inventory, including laptop computers throughout campus. Based on the computer monitor surveys submitted, Donna-Mae will provide the count of CRTs on campus that need to be replaced with flat-screen monitors.

A subcommittee continues to investigate the selection of a unified platform for clickers. One of the issues is obtaining the equipment, such as the computer projector, into the classroom to support clicker technology. The taskforce will ask Professional and Staff Development about plans to offer workshops on ways to adapt classroom teaching to use clicker technology.

Another subcommittee has been investigating better time tracking software for apportionment collection. The recommendation is NetTrack, which is a program adopted at Mission and West LA. IT will be working on deploying this software in the configuration of the labs that require it.

Since all TVs in the classroom are not connected to any external source, it is not necessary for the college to replace the analog TVs for digital TVs. The existing TVs seems to be used for showing VHS tapes or DVDs.

In connection with the accreditation report, the committee is putting together some bullet points on its activities.

They also just met again right before the Senate meeting today.

Educational Technology Committee- Mitra Hoshiar

The committee hosted a technology infrastructure talk. Also, there is a new Distance Learning MOU in the new contract, specifying the conditions under which instructors can get a stipend for teaching a large online class. In addition, they are working on a portal page for online adds because the old system did not work smoothly.

SLO Coordinator Report- Kirsten Thorne

They are meeting right now. Kirsten will give her report at the next Senate minutes.

ASO Report-Jocelyn Chan.

ASO is sponsoring the book buyback and the movie night featuring “U.S. vs. John Lennon.” We went to a CCCSAA conference in San Diego and this weekend we will be going to general assembly in San Jose.

New Business

Update of Curriculum Committee Charter (Appendix B)

Following is the draft of the updated Curriculum Committee charter, which was emailed with the agenda to Senate members. Tom Rosdahl requested that members look it over and give him his feedback.

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Appendix B Draft

Curriculum Committee

Updated by Academic Senate November, 3, 2008

Responsibilities:

The duties of the curriculum Committee shall be to:

- (a) Review proposed new courses;
- (b) Review proposed new academic programs;
- (c) Periodically update and review course outlines;
- (d) Periodically update and review the General Education plan for the Associate in Arts and the Associate in Science degrees;

Committee Membership:

- (a) The voting membership of the Curriculum Committee shall be composed of members of the faculty appointed to the committee by the Academic Senate from nominees submitted to the Academic Senate.
- (b) Seats on the Curriculum Committee shall be apportioned in the following manner, except that no department of the college shall have more than two (2) members on the Curriculum Committee.

The following shall be the voting members of the Curriculum Committee.

(1) Three (3) members selected from the following disciplines:

American Sign Language, *Architecture*, Art, *Broadcasting*, Cinema, Dance, English, ESL, French, Italian, Japanese, *Journalism*, *Media Arts*, *Modern Languages*, *Multimedia (Art)*, *Multimedia (Media Arts)*, Music, Photography, *Public Relations*, Spanish, Speech Communications, Theater;

(2) Three (3) members selected from the following disciplines:

Addiction Studies, *Athletics*, *Chicano Studies*, *Criminal Justice*, *Child Development*, *Economics*, *Education*, *Health*, *History*, *Honors*, *Humanities*, *Law*, *PACE*, *Philosophy*, *Physical Education*, *Political Science*, Psychology, Sociology, Statistics;

(3) Three (3) members selected from the following disciplines:

Accounting, *Anatomy*, *Anthropology*, *Astronomy*, *Biology*, *Business Administration*, *Business Law*, *Chemistry*, *Environmental Science*, Finance, *Geographic Information Systems*, *Geography*, *Geology*, *Insurance*, *International Business*, *Life Science*, *Linguistics*, *Management*, *Marketing*, *Mathematics*, *Meteorology*, *Microbiology*, Nursing, *Oceanography*, *Physiology*, *Physics*, *Planetary Sciences*, *Physical Science*, Real Estate;

(4) Three (3) members selected from the following disciplines:

Agriculture, *Animal Science*, *Automotive Service Technology*, *Computer Applications and Office Technologies*, *Computer Science and Information Systems*, *Cooperative Education*, *Drafting*, *Electronics*, *Horse and Equine Science*, *Horticulture and Landscaping*, *Industrial Technology*, *Learning Foundations*, *Learning Skills*, *Library Science*, *Machine Shop/CNC*, *Personal Development*, *Pre-Engineering*, *Service Learning*, *Veterinary Technology*, *Welding*;

(4) Three (3) members selected at large and;

The college Articulation Officer.

The following shall be non-voting members of the Curriculum Committee.

The Associated Student Organization President, or his/her designee;

A member appointed by the Vice President of Academic Affairs, whose duties shall include recording and distributing the minutes of all meetings of the Curriculum Committee as well as seeing to it that the decisions of the committee reach the appropriate parties at the college and the district *and*;

A representative from the Library.

Changes are indicated in italics.

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A brief discussion followed. Richard Follett mentioned that ASO had requested for a seat on the Committee and also that the current set up dilutes English and Math department’s power because the division used to be done by discipline, and English department consists of two disciplines: English and ESL. Sharon Levick said that the new division is actually meant to increase participation of various disciplines. Izzy Goodman brought up the question of how many full-time faculty members are in each division.

FPPC Faculty hiring list for Fall 09

The following FPPC Faculty hiring list for Fall 2008 was emailed to Senate members with the agenda.

Fall 2008 FPPC Final Outcomes

	Department/Discipline	Avg
1	Math	3.75
2	Industrial Tech./AutoST	3.69
3	CAOT	3.44
3	Counseling/Transfer Director	3.44
3	Theater (technical)	3.44
6	English/English	3.38
7	Life Sciences/Anatomy	3.33
8	Art/Studio Art/Art Gallery	3.28
8	Modern Languages/Spanish	3.28
10	Psychology	2.89
11	Media Arts/Journalism	2.81
12	Media Arts/Cinema	2.75
13	Counseling/Counselor	2.67
13	History	2.67
13	Philosophy	2.67
16	Political Science	2.5
17	Sociology	2.44
16	Modern Languages/French	2.22

FPPC Senate Representative

Kirsten Thorn stepped down due to her new duties as the SLO Coordinator, so they are looking for a new representative.

The Basic Skills Action Plan

The nine-page Basic Skills Action Plan was emailed to the Senate members with the agenda to look over. A brief discussion followed.

Following is the summary page from the document.

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BASIC SKILLS ACTION PLAN

ESL/Basic Skills
Action Plan for 2008-09

District: Los Angeles

College: Pierce

Long-Term Goals (5 years) for ESL/Basic Skills/Student Success

Increase student access to college by reaching into communities and providing support and services that encourage awareness of college opportunities and remove barriers to access and student success.

Facilitate student readiness for successful learning by developing and promoting programs for new students to clarify goals and plan for the college experience, including more effective assessment and placement practices.

Develop new approaches for improving students' success in basic skills across the college curriculum and recognize this effort as a major focus of the college.

Develop and implement student cohorts, learning communities, and cocurricular activities that facilitate collaboration, engagement, and success.

Establish a centralized Learning Center as a primary resource for institutional support of student learning and success.

Provide ongoing orientation and professional development opportunities to new and continuing faculty that focus on student-centered learning and the resources and tools needed to facilitate student access, retention, and success.

Identify effective practices for enhancing students' attainment of degrees and certificates, and improve the transfer function.

Promote access to the institution and expand learning opportunities that develop personal and civic responsibility.

Develop programs and services that support diverse groups of students in order to promote student equity.

_____ Signature, Chief Executive Officer	_____ Date	_____ Signature, Academic Senate President	_____ Date
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In addition, the seven-page ESL/Basic Skills Expenditure plan was also emailed. Following is the summary table.

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EXPENDITURE PLAN TEMPLATE
Page 1 of 2 (A-G)

ESL/BASIC SKILLS EXPENDITURE PLAN
(Due on October 15, 2008)

District: Los Angeles

College: Pierce College

CATEGORY	2008-09 ESL/BASIC SKILLS EXPENDITURES OF ALLOCATION
A. Program and Curriculum Planning and Development	\$ 20,000
B. Student Assessment	\$ 0
C. Advisement and Counseling Services	\$ 30,000
D. Supplemental Instruction and Tutoring	\$ 10,000
E. Articulation	\$ 0
F. Instructional Materials and Equipment	\$ 20,000
G. Other purpose directly related to the enhancement of basic skills, ESL instruction, and related student programs.	\$134,298
TOTAL	\$214,298

 Signature, Chief Executive Officer

 Signature, Academic Senate President

Date: _____

Date: _____

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Izzy Goodman also shared that Mark Prochter just received a STEM (Science, Technology, Engineering, Math) grant for \$3.4 mln. It includes money for new equipment. As a result of this grant, there is talk of creating a pre-Engineering program at Pierce.

Adjournment was at 3:44 pm.

Respectfully submitted,

Anna Bruzzese