

**Academic Senate  
Minutes of October 12, 2009  
College Services Conference Room**

**Members:** Adajian, B., Ahrens, D., Benne, B., Binsley, J., Borg, D., Brown, P., Bruzzese, A., Cain, C., Chartrand, F., Dawson, J., Eisenlauer, N., Gibson-Lott, A., Goodman, I., Herbst, C., Holland, K., Hoshlar, M., Levick, S., Levine, D., Martinez, B., Miller, A., New, D., Oborn, K., Penton, J. (for R. O'Neil), Rosdahl, T., Schutzer, D., Sehati, S., Tiu, C., Zayac J.

**Guests:** Atondo, E., McCaslin, J., Perret, J., Gillis, A., Sirott, A., Herrera, A., Aoro, T., Peyton, K., McGee, T., Berry, S., Elliot, G., Negliescu, B.

The meeting was **called to order** at 2:15 pm by Tom Rosdahl. The **agenda** was adopted by consensus.

The **minutes** of September 28, 2009 were approved by consensus.

**Treasurer's Report – David Schutzer**

So far 32 people paid their dues, only a few paid by check, most paid by Paypal. David will send another reminder around payday.

**College Administration Report – Joy McCaslin**

The new Student Services Building will be dedicated on October 21<sup>st</sup> at 11 a.m. This was the only time Board members could be at Pierce on that day. However, the building will remain open all day for tours. The staff will move in a few days later.

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

CSUs already received a record number of applications with fewer spots available for incoming students. Many CSUs used to stay open until the beginning of the fall semester but students should no longer assume this will be the case. Students need to apply for CSUs between October 1<sup>st</sup> and November 30<sup>th</sup>, and for UCs between November 1<sup>st</sup> and November 30<sup>th</sup>. The CSU application is online and it is very simple.

Pierce will definitely be slammed with applications next fall, because so many students will be turned away from CSUs and UCs.

Transfer agreements are complicated due to a lack of agreement regarding transfer major prep among CSUs and UCs. As a result, community college students transfer with excess units (on average 78).

**ASO Report- Shani Simms**

Shani is not here.

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

**1. Senate elections**

Tom thanked Jill Binsley, Kathy Oborn and Stacey Lee Longmore who are organizing the Senate elections. Nominations are being accepted through October 23<sup>rd</sup> for the following positions: Vice President of Academic Policy, Vice President for Curriculum, three At-Large full-time Senators, and three At-Large part-time Senators.

**2. DAS Summit (Pam Brown, clicker's tech without clickers)**

Pam did a presentation regarding a website [www.polleverywhere.com](http://www.polleverywhere.com), which allows faculty to set up a free account and create student surveys and public opinion polls. Then in class, students text their responses, which show up instantly on the website. Pam will check what the cost may be to students.

**3. Disability Awareness (Norm Crozer, 3 PM)**

Norm emailed all faculty a blurb about Special Services to be put on our syllabi. Special Services does screening for learning disabilities. It is estimated that 10% of our students have a learning disability but do not know it. With help they can do much better. The Special Services office will verify a student’s need for extra accommodations and will help arrange them. One of the most common accommodations is extra time on tests. Special Services also created a faculty handbook about its services on campus. Special Services can be reached at extension 6430 and Norm can be reached at extension 4226.

**Old Business**

**APC Motion, Adjunct Representative Election Procedures (postponed to Nov 23 meeting)**

**APC Motion, Wait Lists (refer to 28 Sept Minutes and statements below)**

The following two statements had been emailed along with the agenda.



Statement #1 (from APC):

| KEEP THE WAITING LISTS  | ABOLISH THE WAITING LISTS  |
|---|--|
| Is this a shared governance issue?  |  |
| Then should the district have the same policy? Do other campuses utilize the waiting list? Wouldn't it also be easier for students if all instructors had common make-up exam policies? I'm sure there are other examples. Is it really so much easier for students?  | Campus should have one policy; students will find this easier. If the majority of departments want to abolish, then that is it.  |
| Students on a waiting list know that they have a chance to get into the course.<br><br>This adding process works if students actually drop before school starts. Many don't, meaning we still have to fill those spots somehow, and the waiting list is the way to do this.   | With no waiting list, students can add into the class when spots become available. This means that on opening day, more students are actually enrolled in a class, possibly meaning fewer students walking around looking for classes, fewer students participating in a lottery, fewer add slips to fill out. |
| Waiting lists give preference to those who have the most seniority.   | Students with the most seniority already get to register earlier than most. Without a waiting list, instructors have more discretion in allowing students in (I'm not sure about this).  |
| Waiting lists provide valuable information about the demand for a particular course; this information is useful in scheduling classes.<br><br>Students do sign up for multiple lists, however if general trends show that some classes always have waiting lists and others don't, then that is useful information. | The value of this information is limited, given that students sign up for multiple lists.<br><br>Is it the course has waiting lists or individual instructors have waiting lists? One class fills up and the waiting list is full - others are nearly empty.   |

Statement #2 (from the Administration):

Wait List Issue

No registration system is perfect.

Pierce uses an old registration system created by LACCD. Most colleges in the district have abandoned the wait lists because it doesn't function properly (it can't open up spaces in classes when students drop).

Classes with wait lists create huge vacancies during the registration period. This is what happened last semester:

Wait list classes were 83% filled on day 1: **7377 open seats**  
No wait list classes were 98% filled on day 1: **317 open seats**

If we had an equal number of seats and sections, the projection would be:

Wait list classes: **7377 open seats**  
No wait list classes: **868 open seats**

In our current environment of great demand for classes, these classes eventually fill up. However, everything that we know about student success indicates that it's better for students to have a stable schedule before the start of the semester.

It's more stressful to students to try to add during the first week. This is true for both the students on the wait lists and the students trying to add through a lottery on the first day of class. Thousands of seats could be filled during the registration period. Fewer students would have to wait in long lines to process their add cards.

Other colleges, like East LA, were early adopters of no-wait-lists. What they noticed is that students will select other classes when they don't have a wait list option. In other words, it maximizes enrollment in all classes, which is beneficial in a high-demand situation.

Students who want a special class or special instructor, if the class has no wait list, can keep trying during the registration cycle or on the first day of class, or can move on to make another selection.

Our dual system (some classes with wait lists and some without) is confusing. Some students don't even know that they can keep trying to add classes that don't have wait lists. It's not clear which classes have wait lists and which don't.

All these problems go away when the LACCD adopts a new registration system as part of the new SIS. Many participants around the district will have input on these new systems, but it most likely will include an enhanced wait list option.



A brief discussion followed. Bob Martinez restated the APC position in support of departmental choice. Joy McCaslin discussed the administration position, which is that our current wait list system does not work well and should be eliminated until the District adopts a new SIS system, which will have a good wait list approach built in. Several chairs whose departments are in favor of keeping wait lists spoke up. Bob also distributed the results of the Math waiting list survey. The results support the APC recommendation. Most students in Algebra 1 and 2 like the dual system or don't care.

The motion to approve the APC resolution regarding the dual system (affirming the department choice whether or not to keep the wait lists) was made, seconded and passed with 20 votes for and 3 against the motion.

**Ethics Committee Conflict of Interest Statement (refer to 11 May minutes)**

Tom pointed out that we never actually voted to approve the motion in the spring. This item is postponed till next meeting to give everyone a chance to review its content.

**Pierce College Smoking Policy**

The text of the motion is below.

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**Academic Senate motion to make the campus Non-Smoking**

Whereas, smoking on the campus is a health concern of faculty, students and staff,

Whereas, the current smoking policy is not working,

Therefore, be it resolved that the Academic Senate supports the position that Pierce College become a non-smoking campus with smoking limited to designated areas on or near selected parking lots.

Therefore, be it resolved that the Academic Senate work with the WEC (Work Environment Committee) and the College Administration to achieve the goal of Pierce College becoming a non-smoking campus.

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A brief discussion followed. We talked about the wording, whether the whole campus should be non-smoking, the availability of a tobacco cessation program at Pierce and enforcement. The motion to approve the policy to make Pierce a non-smoking campus with minor amendments (adding “effective by at least fall 2010” to the first “Therefore” and “and students” to the last “Therefore”) was made, seconded and passed unanimously as follows:

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**Mentor/Mentee Committee Charter (refer to 28 Sept minutes)**

The motion to postpone this item until next meeting was made, seconded, and passed unanimously.

**Opening on the ETC, Charles Belk, Cari Meyer, Margarita Pillado and Amy Sirott**

Prior to the vote, Amy spoke, Diane Levine spoke for Margarita, Izzy Goodman spoke for Cari and read her statement, and Tom Rosdahl spoke for Charles. Senators voted. The motion to appoint Amy Sirott to the ETC was made, seconded and passed unanimously.

**Openings on the FPPC, Katherine Gelardi, Art Gillis, Ann Hennessey, Rozsa Horvath and Gene Larson**

The motion to reappoint Kathy Yoder on the FPPC was made, seconded and passed unanimously.

Prior to the vote, Art spoke and withdrew his name on behalf of Gene. Senators voted. Gene Larson was elected to replace Betty Odello. Ann Hennessey won the second seat. Gene Larson and Ann Hennessey have been appointed to the FPPC.

The motion to extend the meeting by 10 minutes was made, seconded and passed unanimously.

**Opening on the Professional Development Committee, Richard Skidmore**

The motion to postpone this item until next meeting was made, seconded and passed unanimously.

**Committee Reports**

**Academic Policy-Bob Martinez**

No report today. Next meeting is on the October 20<sup>th</sup>.

**Curriculum Committee – Sharon Levick**

The committee met on Friday, October 9th. We approved a new Multimedia course, Photoshop for Motion Pictures and Television, three Internship Success courses (1,2, 3 units) subject to a liability statement being written (both also received stand-alone approval), distance ed versions of Computer Science 501 and Animal Science 501, and many updates. We tabled Broadcasting 110, Sound Design For Digital Film/Video/Radio, until the Music and Media Art departments can work on making the courses more distinct on the course outline.

Norm Crozier answered questions about accommodating students needing special services. Faculty should contact Norm or Miriam about what the possibilities are, and a key word is "reasonable" when discussing accommodation.

Sharon will come up with a list of goals for the committee; these goals will be discussed at the next meeting.

The committee agreed by consensus to many changes to various regulations and policies. The committee approved

E-regs on the International Baccalaureate exam for credit, and the College Level Examination Program, with tables showing credit granted in for associate degree general education and graduation competency.

Board Rule 6703.11 - when a "C" is required, a "C-" grade received elsewhere will not meet the requirement.

Board Rule 8605.10 - Procedures for challenging prerequisites.

Rule 6202 - Approved a statement that students have catalog rights for the year they enter and the year they graduate, and may petition for intervening year rights.

Board Rule 6700 - Academic renewal applies to 18 units of coursework taken with the LACCD.

Regulations about credit for law enforcement academy training (E-12)

E-reg on acceptance of military credit

E-reg governing community services.

E-93 - changes to language governing acceptance of GE courses from other colleges.

Discussion of Math competency was postponed. The committee also discussed E-65 about the cross-listing of courses; courses will have to go through the relevant discipline committees in order to submit a course change request for cross-listing, or can apply to the District Curriculum Committee. All courses must go through this process, even if they are already cross-listed. A school in the LACCD can object to a cross-listing request.

Elizabeth and I also attended the District Curriculum Committee meeting at which we discussed E-79, the math competency and the SIS Critical Requirements Matrix. We also approved E-93 and received an update on the new pre/co requisite form for ECD.

**Professional Ethics-Noble Eisenlauer**

No report today.

**Professional Growth and Development-Kathy Oborn**

No report today.

**Events and Recognition-Diane Levine**

Diane announced that we need a Faculty Gala chair.

**Educational Technology Committee- Mitra Hoshiar**

Mitra left early.

**Educational Planning Committee-Tom Rosdahl**

No report today.

**Student Success Committee-Izzy Goodman**

Nine people from Pierce attended a "Strengthening Student Success" conference. Pierce received \$126,000 in basic skills money, which is less than in the past.

**Pierce College Council-Debbie Swarens**

No report today. PCC will meet on October 22<sup>nd</sup>.

**Technology Advisory Committee-Jill Binsley**

Technology Committee Report  
Summary of October 1, 2009, Meeting

1. **Tech Refresh, Part 2:** Donna-Mae Villanueva will send an e-mail to chairs inquiring whether any CRT monitors still need to be replaced with flat screen monitors. A plan for the student lab replacement cycle will be discussed at the next meeting.
2. **Desktop Printers for Administrators, Chairs, and Faculty:** Larry Kraus discussed the advantages of using work group multi-functional devices (MFDs) that can copy, scan, collate, and staple. This is the direction in which large companies are moving. The desktop printers will *not* be taken away. Paper for the MFDs would be available through standard supply.
3. **Smart Classrooms:** Skip Perkins wants to be sure that the audio quality in the renovated music rooms is very high quality. If music is played loudly, it needs to be pristine. The audio bar should be raised for all smart classrooms, and it should be even higher for music.
4. **Help Desk Versus Faculty Training:** Faculty need a drop-in help center staffed by an expert proficient in answering a wide range of questions. If this need will impact accreditation, at some point we will need to find the money to provide this technical assistance. This issue should be discussed in Senate and other committees to help determine specific needs and solutions.
5. **Website for Technology Committee:** Carlos Guzman has created a Website for the Tech Committee at <http://faculty.piercecollege.edu/technology/>. This site includes the committee members, contact information, meeting agenda, meeting minutes, and charter.

The next meeting is scheduled for Thursday, October 15.

**Accreditation Coordinator Report-Sharon Levick**

Carol and I worked on the Strategic Plan report that Nabil will make to the Board on November 4. I am starting to work on GE learning outcomes by seeing what other colleges around the state are doing.

**SLO Coordinator Report- Kirsten Thorne**

Kirsten is not here today but she had sent her report to Tom and Anna.

The SLO Coordinator attended the Student Success Conference in San Francisco last week. There is continued emphasis on the need to be at the Proficiency level by 2012, which is fast approaching. The SLO team is meeting

next week and will have more to report then. Thank you to the many people who have responded to my emails and are actively working on their SLOs and assessment. Please call 4331 if you need any help.

**New Business**

**Openings on Faculty Gala, Student Awards Brunch and Scholarships and Awards**

This item will be voted on next time.

**Adjournment** was at 3:52 pm.

Respectfully submitted,  
Anna Bruzzese