los angeles pierce college

Pierce College Academic Senate
Attendance Roster
Monday, November 6, 2017

Academic Senate Exec		
President	Anna Bruzzese	PRESENT
Past President	Anna Bruzzese	
1st VP	Adrian Youhanna	PRESENT
2nd VP	Margarita Pillado	PRESENT
Treasurer	Angela Belden	PRESENT
Secretary	Susan Armenta	PRESENT
Senators		
Academic Affairs	Wendy Bass	PRESENT
Agriculture and Natural Resources	John Creedon	PRESENT
Anthropological and Geographical Sciences	Erin Hayes	PRESENT
Art and Architecture	Beth Abels	**ABSENT**
At Large Full-Time	Bonnie Lemus	PRESENT
At Large Full-Time	Vacant	
At Large Full-Time	Vacant	
At Large Part-Time	Robert Gregg	PRESENT
At Large Part-Time	Mark Levick	PRESENT
At Large Part-Time	Michelle Meyer	**ABSENT**
Business Administration	Babken Basmadzhyan	**ABSENT**
Center for Academic Success	Eddie Tchertchian	PRESENT
Chemistry	Sheila Hammon	PRESENT
Child Development & Education	Lila Snow	PRESENT
Communication Studies	Barbara Anderson	**ABSENT**
Computer Applications and Office Technologies	Jill Binsley	PRESENT
Computer Science and Information Technology	Luis Celada	PRESENT
Counseling	Alyce Miller	PRESENT
English and ESL	Charles Sheldon	PRESENT

History, Philosophy and Sociology	Sheryl Nomelli	PRESENT
Industrial Technology	Alex Villalta	**ABSENT**
Kinesiology and Health	Jamie Phillips	PRESENT
Library Science	Lauren Saslow	
Life Sciences	Brandon Jones	PRESENT
Mathematics	Sam Pearsall	PRESENT
Media Arts	Jeff Favre	PRESENT
Modern Languages	Rafael Orozco-Ramirez	PRESENT
Nursing	Connie Tiu	PRESENT
Performing Arts Department	Wendy Mazon	PRESENT
Physics and Planetary Sciences	Ryan Eagle	PRESENT
Political Sci/ Econ/ CJ/ Chicano Studies	Denise Robb	PRESENT
Psychology and Statistics	Angela Belden	
Student Services	Phyllis Schneider	**ABSENT**
Committees and Reps		
Academic Policy	Adrian Youhanna	
Curriculum	Margarita Pillado	
DAS Rep	Joe Perret	PRESENT
DAS Rep	Margarita Pillado	
DAS Rep	Lauren Saslow	
Distance Education Instructional Technology	Clay Gediman	PRESENT
Educational Planning	Anna Bruzzese	
Ethics	Cara Gillis	PRESENT
Events and Recognition	Jennifer Moses	PRESENT
Faculty Position Priority	Ann Hennessey	PRESENT
Outcomes Coordinator	Jennifer Moses	
Professional Development	Maria Perser	PRESENT
Student Success	Crystal Kiekel	PRESENT

Guests (Affiliation)	Guests (Name)
Round Up News	Natalie Miranda
Round Up News	Anna Clark
Round Up News	Sandy Luque
Philosophy faculty	Christopher Lay
Nursing Department	Dorlah Lawrence
Transfer Center	Sunday Salter
Child Development	Ahran Cortese

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Academic Senate
November 6, 2017
2:15-3:45 p.m.
Building 600 (Faculty and Staff Resource Center)
Minutes

Item Number	Item
1	***Call to Order –*** President Bruzzese called the meeting to order at 2:15 p.m.
2	***Public Commentary*** *– 2 minutes maximum per public speaker on matters related to this meeting's agenda* None
3	***Approval of the Agenda*** - MSP (Perret)(34-0-0)

4	***Approval of Consent Calendar*** *enables members to vote on a block of items that are noncontroversial without a lot of time or discussion. Any item can be pulled from the consent agenda and discussed, if so desired.*
	
	MSP (Pillado)(34-0-0)
	
	    a. Ratify the following Curriculum Committee actions; refer to the Curriculum Committee minutes from November 3, 2017
	
	      i. **New credit courses**: ARC 160, ARC 161; MULTIMD 285, MULTIMD 385, MULTIMD 651
	      ii. Course reinstatement: N/A
	      iii. **New noncredit courses**: BSICSKL 075CE Introduction to Post-Secondary Education (9 hours); VOC ED 060CE Custodial Technician Training (63 hours); VOC ED 370CE Geriatric Home Care Basics (54 hours); VOC ED 371CE Nutrition for Aging Adults (18 hours); VOC ED 372CE Fundamentals of Medical Assisting (36 hours); VOC ED 373CE Medical Assisting Front Office (36 hours; prereq. VOC ED 377CE); VOC ED 374CE Computer Usage Skills for the Medical Office (36 hours; prereq. VOC ED 373CE and 375CE); VOC ED 375CE Medical Assisting Back Office 1 (72 hours; coreq. VOC ED 377CE); VOC ED 376Medical Assisting Back Office 2 (72 hours; prereq. VOC ED 375CE); VOC ED 377CE Basic Medical Terminology, Pathophysiology And Pharmacology (36 hours); VOC ED 378CE Essential Skills in Medical Insurance Coding and Billing for Medical Assistant; VOC ED 379CE Basic Life Support and First Aid for Medical Assistants (9 hours); VOC ED 380CE Medical Assistant Work Experience (171 hours; Voc Ed 376CE and Voc Ed 374CE); VOC ED

	381CE Phlebotomy Technician I (54 hours); VOC ED 382CE Phlebotomy Technician I Work Experience (72 hours)
	iv. New credit programs; N/A
	v. **New noncredit programs**: Custodial Technician Certificate of Completion (75 hours); Geriatric Caregiver Certificate of Completion (81 hours; Medical Assistant: Front and Back Office Certificate of Completion (504 hours); Phlebotomy Technician I Certificate of Completion (126 hours)
	vi. **COR updates**: 12
	vii. Requisites added:
	viii. Requisites deleted:
	ix. **Course Archive requests**: LRNFDTN 043, 050, 056, 060
	x. Distance Education requests: N/A
	xi. Distance Education discontinuance: N/A
	xii. **Changes to degree programs/Catalog changes**:
	• General Studies STEM: **Add** ANML SC 512 (1 units);
	• Engineering Graphics and Design Technology AS: **ADD** CAOT 55; **DELETE** CAOT 32. No changes in units.
	• Engineering Graphics and Design Technology CA: **ADD** CAOT 55; **DELETE** CAOT 32. No changes in units.
	xiii. **Advanced Course Request Form**: EGD TEK 310
5	*Approval of the Minutes* from October 9, 2017 and from October 23, 2017 MSP for minutes dated October 9, 2017 (Youhanna)(34-0-0) MSP for minutes dated October 23, 2017 (Pillado) (34-0-0)
6	*College Administration Report* – Earic Dixon-Peters • VP of Student Services provided an update on the Guided Pathways Task Force. Some faculty from the task force participated in the completion of the Self-Assessment questionnaire. The college-wide Guided Pathways task force has to meet to review the entire document and send to the Senate and PCC for review. The Self-Assessment is due December 23. • Dixon-Peters also addressed questions regarding the IT grievance. He stated that there is no new information, the grievance process takes a long time, and there is 175-day process once contract has been submitted.
7	*Associated Student Organization (ASO) Report* – Disela Tarifa • The ASO is assisting the ST.A.S.H. club with a food drive; requesting nonperishable food items. They can be taken to IRIS 910 faculty office. The second part of the food drive has expanded to receiving donations for Thanksgiving Day. Flyers to come. The third part of the drive is expanding the drive to receiving toiletries, such as toothpaste, travel sized items. • Some ASO Senate members will be attending the SSCCC Senate of Community Colleges.
8	*Action Items;* Pillado moved to stop proceedings of meeting to discuss the sense of Senate regarding the Bylaws updates.

MSP (Pillado)(32-0-2). Abstained: Kiekel, Tchertchian

a. Sense of the Senate regarding the Bylaws updates;
The Senate Executive Committee has been discussing proposing changes to the Bylaws. The Senate's feedback is needed regarding how the faculty feel about these issues:

i. Should recent department chairs (who stopped serving as chairs within the last three years) be allowed to run for the 1st Vice President (of Academic Policy) position?

o There was a suggestion to bring this question to APC to be addressed.
o Belden addressed the rationale behind this question and how it could become an issue. Another suggestion was to research what other colleges do.

o Youhanna discussed the importance of having a current chair who has access to duties that only chairs have access to. She used SIS access as an example: only a chair who had access to SIS understood the issues brought on by using the SIS system.

o There was another suggestion to have APC elect their own chair of chairs and have a separate position for 1st VP to be elected by the body.

o All of these issues will be taken to APC.

ii. Should a department chair whose term as a chair ended before their term as the 1st Vice President (of Academic Policy) ends, be allowed to finish serving their term?
o Will bring back to APC

iii. Should the tradition of staggering Senate officer terms continue?
o No strong arguments for or against. This will be brought back to Senate Exec.

iv. Should the Immediate Past President become a resource member of the Senate Executive Committee?
o Sometimes the Immediate Past President is not available to attend meetings
o The concept of a president-elect (4-year position) was mentioned.
o The consensus of the Senate is to change the Immediate Past President to resource position

Pillado moved to end discussion on sense of the Senate and resume

		Senate meeting. MSP (Pillado)(34-0-0)
9	**Unfinished Business;** **None;**	

10	**New Business;**
	    a. 2017-11-06_NMP F17-05_COC_Re-categorizing GELOs (see
	        attached)
	    Moses moved to discuss, Belden seconded. MSP (Moses)(34-0-0)
	
	    o Moses discussed the background behind the COC's decision to re-
	        categorize the GELOs.
	
	    o The COC is addressing how to map GELOS, ILOs, and SLOs – all to
	        PLOs.
	
	    o The purpose is to create clarity to what GELOS are PLOs for General
	        Education programs.	

11	**Academic Senate President Report** – Anna Bruzzese
	    a. Senate Bylaws review update
	        Senate Past President Izzy Goodman has graciously joined the Senate
	        Exec at our last meeting on 10/30 to share with us historical context and
	        rationale for some of the Senate practices and structures. The Exec also
	        agreed to bring the issues we have been discussing to the Senate for the
	        body's input before we proceed with suggesting changes to the Bylaws.
	        These issues are on today's Senate agenda.
	    b. The ASCCC Fall Plenary
	        I represented Pierce College at the ASCCC Fall Plenary from November 2
	        to November 4, 2017. Some of the key issues discussed included Guided
	        Pathways, protecting undocumented students, and OER/Z-Degrees.
	        Presentations and resolutions for this plenary will be posted on the ASCCC
	        website, and once they are posted, they will be able to be accessed here.
	    c. ASCCC Awards
	        The descriptions and applications for the ASCCC Awards are now available
	        on the ASCCC website, here. The deadline for each submission is listed
	        below:
	
	    • Exemplary Program Award: November 6, 2017
	    • Hayward Award: December 22, 2017
	    • Diversity Award: February 5, 2018	

12	**Academic Senate Treasurer Report** – Angela Belden
	    As of today 72 people have paid their dues. This time last year 80 people had
	    paid their dues. This represents a slight decline in the trend we saw last month.
	    Remember that there is still time to receive a discount on your dues if you pay
	    before 12/31/17!
	
	    A report of the Senate's current holdings was given to the Senate Executive
	    Committee on 10/30/17, please see the minutes from that meeting for the
	    exact dollar amounts. One thing to note is that we have still not yet gotten our	

	$3000 disbursement from the District Academic Senate which is holding up our ability to pay some of our bills. At the same meeting, the Exec discussed moving our bank account from Citibank to a credit union. I will start to research this and report to the Exec. We also discussed more payment options such as Venmo.
13	***Faculty Accreditation Coordinator Report*** – Margarita Pillado No report.
14	***Campus Reports*** Articulation Officer – Cristina Rodriguez No report. Transfer Center Director – Sunday Salter • Thank you to those who wore your alma mater shirts to show your support of Transfer Day. • Now is the time for students to apply to UCs and CSUs. The deadline is November 30th. Make sure your students are aware. The Transfer Center is open from 9:00 am – 7:00 pm, Monday-Thursday, and 9:00 am – 4:00 pm on Friday for one-on-one support. • The Cal State application is new this year, so there are many glitches. Students can get help with trouble-shooting in the Transfer Center. • Peer mentors from UCLA and CSUN are in the Transfer Center ready to help students as well. Distance Education Coordinator – Wendy Bass • Winter 2018 shells are completed. Please check your shells early and notify your departments. • We continue to offer weekly workshops, Monday 3:00 - 4:00 pm and Wednesdays 5:00 - 6:00 pm. • There will be a final Intro to Canvas training starting next week, priority will go to instructors who have not taken the course before. The training does occur over Thanksgiving, but it was the only way we could get in another training before the end of 2017. The next training after this will take place in January 8, 2018.
15	***Academic Senate Committee Reports*** Academic Policy (APC) – Adrian Youhanna APC met on October 24th. • Margarita Pillado attended the meeting and presented on the Non-Credit task force and the Senate Guided Pathways task force; there were appointments for each task force. • Two APC representatives were needed for the Photography certificate and AA degree viability task force – those positions were filled. Additionally, an APC representative from Area 4 was chosen to serve on FPPC. • Discussion on APP form – content of Annual Program Plan form: department chairs have expressed their frustrations with the forms that they are very confusing are redundant. Sheri Berger will bring it up in DC. From there it will go to EPC and then to APC.

College Outcomes (COC) – Jennifer Moses
COC did not meet; still looking for a representative from Area 4.

Curriculum (CC) – Margarita Pillado
- The CC met November 3. The actions are summarized under 4.g in this agenda.
- The next meeting of the CC is November 17, 2017.
- Noncredit Task Force: The group met October 25 and November 1. Topics of discussion are: administration of the noncredit curriculum, obligations of the Adult Education Block Grant, and noncredit curriculum proposals. The discussion of which cost centers should be in charge of noncredit will be taken to the APC for discussion.
- Guided Pathways Task Force: The task force has not met officially, but some members have met to complete an initial draft of the Self-Assessment questionnaire that gauges scaling efforts at the College. The Senate GP task force will focus on instructional programs. The recommendations will be approved by the Senate before sending them to the college-wide GP task force that will be in charge of developing a GP multi-year plan. The Self-Assessment needs to be vetted to the Senate and PCC and needs Board approval prior to its submission to the State Chancellor's Office on or before December 23. The multi-year plan is due March 30, 2018.

Distance Education and Instructional Technology (DEITC) – Clay Gediman
DEITC has not met. The next meeting is on December 6th.

Educational Planning (EPC) – Anna Bruzzese
EPC has not met since my last report. Our next meeting is Friday, 12/8 at 9:30 a.m. in Adler 1004A.

Events and Recognition (ERC) – Jennifer Moses
The ERC has not met.

Faculty Position Priority (FPPC) – Ann Hennessey
The FPPC has not recently met. Our FPPC Fall 2017 meeting schedule with start times as follows:

Each meeting will be held *in the DE conference room in the Library Crossroads building.*

- November meeting: Friday 11.17.17 starting at 12:15 p.m.
- December meeting: Friday 12.15.17 starting at 12:15 p.m. (if needed)

Professional Development (PDC) – Maria Perser
Have not met; postponing meeting to November 21st from 2:30 – 4:00 pm in Alder 1004A
- OER workshop this Wednesday, 11/8, from 1:00 – 2:00 pm

	• There was an email from the district for a call for applications for the Faculty and Teaching Learning Academy; please apply by the end of November. The Learning Academy will be held at Los Angeles City College • Call for nominations for the Hayward and Diversity Awards Professional Ethics (PEC) – Cara Gillis PEC has not met. The next meeting is on November 13th at 3:45 p.m. As of now, there are no agenda items. Student Success (SSC) – Crystal Kiekel SSC has not met. • Frank Harris from the Male Minority Community College Consortium is coming to the next SSC meeting on November 17th and will be presenting on Unconscious Bias. 2:30-3:30 in Building 600. • The Student Success Conference will be held on February 2, 2018. If you're interested in helping with planning, the Student Success Conference planning work group will meet in Student Success tomorrow at 2:00 pm. • The Equity Institute will be coming out on November 17th and 18th.
16	***District Academic Senate (DAS) Report –*** Joe Perret, Margarita Pillado or Lauren Saslow; None; next meeting is on December 14th at Los Angeles Valley College
17	***Task Force Reports*** **a. IT task force update –** Wendy Bass; refer to Senate minutes from November 17, 2014; NMP F14-4 No report. **b. Open Educational Resources (OER)/Zero-Textbook-Cost Degrees task force update -** Clay Gediman, Cara Gillis, Scott Maccarone, Alyce Miller, Margarita Pillado or Connie Tiu; refer to the Senate minutes from December 5, 2016 and from February 13, 2017 No meeting, but wanted to address questions regarding how to get zero-cost classes into the schedule. Gediman is willing to come to departments to discuss the process and will address this in APC as well.
18	***Announcements and Open Forum*** *Permits anyone to bring to the floor matters not currently on the agenda, though action may not be taken on any item. 2 minutes maximum per speaker.* Ann Hennessey – It is important for faculty to be aware that the video instructions for how to enter grades, record incompletes, and how to post final course grades is currently only now available on campus (via the intranet). Maria Perser who is the chair of the Faculty Professional Development Committee wanted everyone to be aware of this. Also, Maria is currently advocating for this information to be made publically available (via the internet)

		since most faculty will be wanting to submit their grades of campus after finals week is complete. Alyce Miller - Classes that are credit/no-credit classes received letter grades so keep an eye on that. Wendy Mazon – Be aware that in regards to co-requisite classes, she was not able to drop students with a co-requisite to another class.
19		***Adjournment -*** President Bruzzese adjourned the meeting at 3:45 p.m.

Please note:
The documents that are marked "see attached" are sent to the Academic Senate members with the agenda. They are also posted on the Academic Senate webpage. Click on "Documents", then on "Supplemental Meeting Documents", then on the folder named after the relevant academic year, then on the folder named after the relevant semester, and finally, on the folder named after the relevant Senate meeting date.

In addition, the Notice Motion Proposals (NMPs) are also posted on the Academic Senate webpage. Click on "Documents", then on the "Resolutions" folder, then on the folder named after the relevant academic year, and finally, on the folder named after the relevant semester.

Academic Senate Meeting Dates
Fall 2017: ~~9/11~~, ~~9/25~~, ~~10/9~~, ~~10/23~~, ~~11/6~~, 11/20, 12/4
Spring 2018: 2/12, 2/26, 3/12, 3/26, 4/9, 4/23, 5/7, 5/21

Curriculum Areas
AREA 1 includes disciplines housed in the following departments:
Art and Architecture, Communication Studies, English, Media Arts, Library Sciences, Modern Languages, Performing Arts

AREA 2 includes disciplines housed in the following departments:
Child Development and Education; Kinesiology; History, Philosophy and Sociology; Political Sciences, Economics, Criminal Justice, Chicano Studies; Psychology and Addiction Studies

AREA 3 includes disciplines housed in the following departments:
Business Administration, Anthropological and Geographical Sciences, Chemistry, Life Sciences, Mathematics, Nursing, Physics and Planetary Sciences

AREA 4 includes disciplines housed in the following departments:
Agriculture and Natural Resources, Center for Academic Success, Computer Applications and Office Technologies, Counseling, Industrial Technology, Computer Science and Information Technology