



Pierce College Academic Senate

October 7, 2013 2:15-3:45 pm
College Services Conference Room

Minutes

Fall 2013 Senate meeting dates: Sept 9, Sept 23, Oct 7, Oct 21, Nov 4, Nov 18, Dec 2

Item Number	Item
Members present:	Abels, B., Adajian, Ahrens, D., Atondo, A., B., Bass, W., Beavers, J., Belden, A., Benne, B., Binsley, J., Cain, C., Chartrand, F., Cheung, B., Drelen, T., Ersig, C., Favre, J., Fields, D., Gabrielli, A., Gillis, C., Goodman, I., Herbst, C., Holland, K., Kelly, D., Kiekel, C., Kocs, La Chance, J., C., McKeever, J., Meyer, M., Nelson, S., Oborn, K., Ogar, G., Perret, J., Pillado, M., Schamus, D., Sheldon, C., Tiu, C., Valdes, L., Veiga, J., Wood, M., Youhanna, A., Zimring-Towne, J.
Guests:	Burke, K., Gilbertson, G., Harrison, E., Howard, J., Hutchinson, G., Lewis, R., New, D., Pearson, C., Perbil, C., Rios, M., Salter, S., Schneider, P., Wright, T.
1	Call to Order at 2:15
2	Agenda adopted <ul style="list-style-type: none"> • Discussion of format of the agenda and the relation between the special election for Senate President, the bylaws task force, and the current agenda. • Addition of College Planning Committee report and the Grants Committee reports.
3	Minutes adopted for
4	College Administration Report – President Kathleen Burke <ul style="list-style-type: none"> • College Planning Committee calendar (integrated planning) discussed; emphasis on revisiting the hierarchy of Master to Strategic. The College President wants to move Pierce to the Strategic Plan as the overarching plan. The main reason has to do with linking the college's goals to the District's strategic plan. She also proposed revising the plans from a six-year to a four-year cycle, which will make more coherent the existing planning structure. All the plans would be linked together coming off the Strategic and Ed Master Plans, and departmental goals would be linked to the Strategic Plan. • Motion to adopt the plan carried. • Please see attached document (Planning Calendar.pdf)
5	Treasurer's Report/Budget Committee Report – Joe Perret <ul style="list-style-type: none"> • Checking Balance: \$ 3105 • Paypal Balance: \$ \$ 4,407 • Dues Paying Members: 16 <p>Budget Committee Meeting 1 October 13:</p> <ul style="list-style-type: none"> • Discussed two sources of funding, the Block Grants and the Lottery funds. There were three options for allocation of these funds discussed, the RAC, the Block Grant Committee of the PCC, and a Task Force. This discussion will be carried over to the next months committee meeting • Health Center Operations – will run out of money after this year. Revenue is not set by \$11 HS fee from students. Has not been raised in a very long time. All other colleges in the district outsource Health Centers, level of service is in questions. TO increase revenues, we are looking at being able to raise cost f services like lab fees to help overall budget. I will continue press the district budget committee to take up this issue. • Pierce is down to a \$8 M reserve and we will eat up about \$4M of that this year. We are running a deficit budget. Proposal went to PCC to focus next years budget to have 6% reserve on our budget to help build up our reserves.

	<ul style="list-style-type: none"> • We have two ways to increase our budget, one is to cut expenses, the other is to increase revenue. Cutting expenses is marginally beneficial, since we have so many fixed cost (labor and utilities). The two best ways to increase revenue is to keep class sizes large (fill them) and to grow. This should be the focus of our strategic plan. <p>District Budget Committee – Meets October 16th</p>
6	<p>ASO Report – Gus Sandoval</p> <ul style="list-style-type: none"> • None
7	No public commentary
8	<p>Senate President’s Report – Kathy Oborn</p> <ul style="list-style-type: none"> • Cassie Cain approved as Prof. Dev. Coord.
8.1	<p>Appointments/Recommendations – Cassie Cain, Professional Development; Accreditation Chair – Randall (Randy) Lewis, Connie Moffatt, Margarita Pillado</p> <ul style="list-style-type: none"> • Moved item in between #4 and #5. • Faculty described and explained their qualifications and interests. Please see attached documents: • No discussion or questions about and for the candidates. • Paper ballot vs. roll call vote discussion and the Brown Act • Hand vote: Randy (3), Constance (17), Margarita (17). The tie was broken by voting on the top two candidates: Constance (19); Margarita (19). In the case of a tie, the chair can break the tie. There was a motion to send both candidates to the president. The Chair broke the tie in favor of Margarita Pillado. The Senate’s recommended candidate: Margarita Pillado.
8.2	<p>Creation of a Bylaws Task Force</p> <ul style="list-style-type: none"> • Bylaws task force volunteers: Angel Belden, Constance Kocs, Anthony Gabrielli, Margarita Pillado, Blanca Adajian. They will meet and select a chair.
8.3	<p>College Integrated Planning</p> <ul style="list-style-type: none"> • The Faculty Accreditation Coordinator commented on and further described the aim of revising the Strategic Plan to be in alignment with the District’s Strategic Plan, and the reason for this move, namely the first recommendation from the ACCJC on integrated planning. • See attached docs: 2014 Timeline.doc and District Strategic Plan, 2012-2017.doc
	Coordinator/Director Reports
8.3	<p>Articulation Officer – Elizabeth Atondo</p> <ul style="list-style-type: none"> • IGETC and CSUGE requests are due December 1st. Submit requests to Elizabeth Atondo. Course Outlines must be current (within 6 years) to submit.
8.4	<p>Transfer Center Director – Sunday Salter</p> <ul style="list-style-type: none"> • Application season is officially open for fall 2014 transfers to the CSU and UC system. Applications are due to both segments by November 30, 2013. We had a slight decrease in TAG applicants to the UC as did many CCCs. The TAG application cycle is always September 1-30 for the following fall admission. • We have workshops in addition to an application clinic where students can drop in M-F from 11-1 and M and W evenings from 5-7 to get help on their applications as well as have their read their personal statement read. • Encourage students to meet with university representatives who come to Pierce regularly and can advise the students on A-Z transfer to their campuses from an insiders perspective- UCLA, CSUN, CSULA, UC Irvine and UCSB and Berkeley see students on virtual counseling appointments. Students may schedule appointments on the transfer center website.
8.5	<p>Distance Education Coordinator/TPPC/Title V – Wendy Bass</p> <ul style="list-style-type: none"> • Title V Update: We just hired a new multimedia specialist. She will be starting towards the end

	<p>of October. Comes to us with a great graphic artist and production background.</p> <ul style="list-style-type: none"> • Distance Education: Still waiting on equipment. Hoping to start training in the new area in November. I want everyone to have a computer in front of them so while training, they can be practicing what they are learning. • Misc: We have Camtasia on two computers in our podcasting rooms, faculty are welcome to come in and create some videos for their F2F, online or hybrid courses. Email me and Azita to schedule a time.
8.6	<p>Faculty Accreditation – Greg Gilbertson</p> <ul style="list-style-type: none"> • Timeline of the follow-up report (also in connection with the integrated planning discussion above) • See attached doc: 2014 Timeline.doc • Task force to write strategic plan for Pierce: Mia volunteered. • Described approach to the ACCJC recs responses
8.7	<p>SLO/Outcomes Coordinator – Mia Wood/Monique Cleveland</p> <ul style="list-style-type: none"> • The committee is in the final stages of reviewing our GE program by way of a GELO review, which in turn involves reviewing course reports. • Discipline faculty should be finished with their course report reviewing, and the completed authentic assessment discussion form should have been submitted by department chairs to Mia Wood and Monique Cleveland • Mia expressed frustration with president visiting depts. or schools on authentic assessment without any coordination from Monique or Mia. The main issue is that the college needs to have a unified approach to talking about authentic assessment.
9	<p>Old Business</p>
	<p>None at this time</p>
10	<p>Committee Reports</p>
10.1	<p>Academic Policy-Izzy Goodman</p> <ul style="list-style-type: none"> • There was no APC meeting since the last Senate meeting. The next APC meeting is on Tuesday, October 22 (1:30-3:00 in the CSB).
10.2	<p>Curriculum- Margarita Pillado</p> <ul style="list-style-type: none"> • The second meeting of the Curriculum Committee (CC) is very important because the COR due for updates need to be in Technical Review by the beginning of the meeting. However, about by September 24, it was discovered that there was a glitch in the ECD system that caused some CORs to be stuck in the “Area Dean’s Inbox” even after the Dean approved the COR. This problem was solved Thursday, October 3rd. CORS that should have moved forward much earlier, did so after that date. Even with these difficulties, all but five CORs due for update were submitted and were at the Technical Review stop by Saturday, October 5th (94%). Also, by October 4th departments with scheduled DE course sections in Spring 2014 needed to submit an updated DE/TBA addenda to be in compliance with the TBA scheduling requirement. By the end of the weekend, there were 49 updates that have been sent up the approval process. This shows that Faculty and Deans worked diligently to ensure that our ECD system is in compliance and surmounted successfully all sorts of technical difficulties. In addition to discussing these issues, the Curriculum Committee approved two transfer degrees: AA-T in Spanish and AA-T in Theater Arts and 8 COR updates. • Please visit the CC website for information on the Curriculum process, access documents, and review its agendas and minutes: http://faculty.piercecollege.edu/curriculum/.
10.3	<p>Professional Ethics- Cara Gillis</p> <ul style="list-style-type: none"> • Looking for two new members in spring; will send a request to the Senate President for a campus-wide call. • Put together a reminder about faculty and student financial exchanges that will be sent out

	<p>soon.</p> <ul style="list-style-type: none"> • One substantial issue is hostile encounters with students, and whether or not faculty can know about high risk students. The committee is working on it now, and will bring it up again at the next meeting. Oct. 14 @ 3:30. Faculty are encouraged to attend. • Question about whether or not Pierce has a policy about not selling desk copies to book buyers soliciting faculty.
10.4	<p>Professional Growth and Development- Cassie Cain</p> <ul style="list-style-type: none"> • Hayward Award application deadline is the end of November.
10.5	<p>Educational Technology Committee- Mike Cooperman</p> <ul style="list-style-type: none"> • No report
10.6	<p>Educational Planning Committee/Resource Allocation- Kathy Oborn</p> <ul style="list-style-type: none"> • RAC has not yet met. • Ed Planning meets again next week.
10.7	<p>Student Success Committee-Bob Martinez</p> <ul style="list-style-type: none"> • No new report. • 09-23-13 report: <ol style="list-style-type: none"> 1) Summer Bridge 2013 success! – 413 in-coming students enrolled in the Summer Bridge program this summer. The program consists of students taking English 21 + PD-40 or English 28 + PD-40. 85% of the 413 students completed the program getting at least a C in each component of the program!! Congrats to the English department and the Counseling department (and to the SSC and the college for funding)! 222 students therefore made it into English 28 and 131 students made it into English 101 for this Fall 2013 semester. This program will be part of the much anticipated First Year Experience (FYE) program coming soon. This run of the Summer Bridge program cost \$40,000 with \$20,000 coming from Student Success Basic Skills funds. We need to institutionalize this highly successful program so that it is fully funded by the college. And we need to continue to expand the program. 2) Go Days – Big success! Congrats to Joanna Zimring-Towne for her tireless efforts in organizing the Go Days event. (“Go Days” is a two day student orientation program on campus before the start of the semester). 3) California Community College’s Success Network (3CSN) Links 8 event – Friday 9/27 at Mt. SAC – FREE! What Do Students Need to Know? Creating Space for Courageous Conversations about Disciplinary Knowledge: http://3csn.org/events/links-8-what-do-students-need-to-know-creating-space-for-courageous-conversations-about-disciplinary-knowledge/ 4) The SSC meets the 3rd Wednesday of the month at 2:30-4:30 pm in the Student Services Building 3rd floor conference room. All are welcome!
10.8	<p>Pierce College Council- Wendy Bass</p> <ul style="list-style-type: none"> • Discussion but no vote on integrated planning. • PCC is going to write the strategic plan.
10.9	<p>Technology Advisory Committee-Jill Binsley</p> <ul style="list-style-type: none"> • Next meeting is this Thurs.
10.10	<p>Scheduling Advisement Committee – Beth Abels</p> <ul style="list-style-type: none"> • Sunday Salter reported on double classes discussions – there are concerns about schedule changes based on a SAC double classes policy. Pierce is the only campus in the District that offers double classes, and SAC wanted to find out how successful the students are to make sure that the classes should be run. • Since the budget cuts, evening sections haven’t recovered. There was a question about whether or not SAC is looking at comparisons, i.e., enrollment trends. No decisions were made, but the

	<p>committee needs to look at this sort of thing.</p> <ul style="list-style-type: none"> • Math is bottle necked — there are presumably not enough sections. • Question about how involved SAC was in Winter Intercession. Sunday said the committee wasn't consulted.
10.11	<p>Outcomes Committee – Monique Cleveland/Mia Wood</p> <ul style="list-style-type: none"> • See above
10.12	<p>College Planning Committee – Crystal Kiekel</p> <ul style="list-style-type: none"> • Validation process for committee self-evaluation was developed and the meta-evaluation process. • Membership charter was revised at a subsequent meeting. • Discussed PCC's charge of creating a task force to be in charge of revising the Strategic Plan.
10.13	<p>Grants – Joanna Zimring-Towne</p> <ul style="list-style-type: none"> • Charter changes, but in a holding pattern because there is no grants dean. There may be an Associate Dean of Grants who reports directly to the president hired this year. • Meanwhile, handbook and Web site is being finalized. • The college president requested the committee develop 3-5 thematic areas of focus to guide the dean and the committee. • The committee is also trying to clarify its role on campus. • There is an At-Large vacancy. • First Thursday of the month from 12:30-1:30.
11	<p><i>New Business</i></p>
	<p>CFT Complaint against the ACCJC – Presented by the Adjunct At-Large from Political Science</p> <ul style="list-style-type: none"> • See attached (there is an E-MAIL). The idea is to see if the resolution can make its way to the state Academic Senate (ASCCC). • Discussion ensued about City College of San Francisco, which is a poster child of sorts for alleged excesses by the ACCJC.
12	<p><i>Adjournment</i> at 3:46</p>

