



Pierce College Academic Senate

December 1, 2014 2:15-3:45 pm

Great Hall

Minutes

Members Present:

- Kathy Oborn
- Izzy Goodman
- Lyn Clark
- Constance Moffatt
- Joe Perret
- Monique Cleveland

- Wendy Bass
- Blanca Adajian
- Jody LaChance
- Erin Moran
- Monika Del Bosque

- Amy Sirott
- Beth Abels
- David Schamus
- Kathy Holland
- Michelle Meyer

- Dick Ahrens
- Jill Binsley
- Crystal Kiekel
- Sara Harvey
- Lila Snow
-

- Christine Ersig-Marcus
- Robert Grogan
- Joanna Zimring-Towne
- Moriah Van Norman

- Frank Chartrand
- Diane Kelly
- Lauren Valdes
- Jamie Beavers
- Jacob Veiga

- Jeff Favre
- Margarita Pillado
- Lionel Greenberg
- Connie Tiu
- Anna Bruzzese

- Travis Orloff
- Mark Levick
- Angela Belden
- Beth Benne
- Denise Gibson

- Michael Cooperman
- Cara Gillis
- Constance Kocs
- Bob Martinez

Guests:

Rolf Schleicher (Admin Services)

Oleg Bepalov (Institutional Effectiveness)

Mark Henderson (IT Services)

<i>Item #</i>	<i>Item</i>	<i>Notes</i>
1.	Call to Order	Senate President Kathy Oborn called the meeting to order at 2:20 p.m.
2.	Approval of the Agenda/aka orders of the day	Senator Margarita Pillado asked that Senate consider the Agenda Template [APPENDIX A] that she had previously submitted. She also requested that we add old business to today's Agenda. Item 9 "Old Business" was added to the Agenda.
3.	Approval of Consent Agenda - 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. <u>EPC Charter update</u>	Angel Belden/Bob Martinez moved/seconded that the EPC Charter update be removed from the Consent Agenda. Motion carried unanimously.
4.	Announcements	Angel Belden announced that 95 faculty members have responded to the survey regarding graduation. Monique Cleveland will be resigning her post of Senate Secretary as of December 19, 2014.
5.	Public Commentary – 2 minutes maximum per public speaker on matters related to this meeting's agenda from the public	None.
6.	Approval of the Minutes of November 3 and November 17th	Margarita/Connie moved/seconded to approve the Nov 3, 2014 Minutes. Motion carried unanimously. Margarita/Connie moved/seconded to approve Nov 17, 2014 Minutes. Motion carried unanimously.
7.	College Administrative Report	Rolf Schleicher gave a budget and technology update. He also gave an update on campus evacuation procedures. Larry Kraus gave an update on the new procedures for campus emergencies. We now have 33 Evacuation Coordinators who will be specially trained to respond to emergencies. Questions and discussion ensued. An Emergency Procedures handbook was distributed to everyone present.
8.	ASO Report – Alex Oloo	Alex Oloo gave an update on ASO.
9.	Old Business	
	Agenda items	Senator Pillado requested clarification on adding items to the Senate Agenda. Senate President Kathy Oborn stated that anyone may send items to the Senate Secretary by the Wednesday before the Senate meeting. Senator Pillado suggested that we standardize and document how items can be added to the Agenda. She presented her proposed " Agenda Template. " Discussion ensued. 1 st VP Lyn Clark suggested using her proposed " Accountability Form. " [APPENDIX B]
	Sunshine Rule for action items	Senator Pillado requested clarification on the "Sunshine" rule. Senate President Oborn explained that the Brown Act requires us to ensure that constituents know what is being discussed at Senate meetings. There is no hard and fast rule to determine which items must be sunshined. Discussion ensued. Senator Pillado and 2 nd VP Constance Moffatt suggested that Senate entertain a motion to not sunshined any items. If constituents need more time to consider an item before voting, Senators can always "table" that item.
10.	New Business	
	Strategic Master Plan	Dean Oleg Bepalov gave an update on the 2014–2017 Strategic Master Plan (SMP). He gave a handout [APPENDIX C] which indicates where Pierce is in the process of attaining our goals. The Office of Institutional Effectiveness (IE) will be creating a "dashboard" to show the current status of the SMP and of Annual Program Plans (APPs). Questions and discussion ensued.
	NMPF14-5 – Academic Senate's position on double classes	
	NMPF14-6 – Approval of SLO software	Senator Pillado/Senator Beth Benne moved/seconded to approve NMP F 14-6; Senate voted and the motion carried. There were 26 yes votes, 2 no votes, and 2 abstentions [APPENDIX D]
	Senate Agenda Template	Senator Pillado presented and discussed the proposed Senate Agenda Template and

		explained the need for consistency and documentation of Senate actions. Discussion ensued. Senator Pillado suggested that we also use templates for committee reports.
11.	Academic Senate President's Report – Kathy Oborn	Senate President Kathy Oborn discussed the FPPC hiring lists and communications she has had with Pierce College President Kathleen Burke. She also announced the dates for Senate meetings in Spring 2015 (February 9 and 23, March 9 and 23, April 13 and 27, and May 4 and 18). These dates are posted on the Pierce College Senate webpage under “Calendar.”
12.	Academic Senate 1st VP's Report – Lyn Clark	1 st VP Clark gave an APC report. APC voted unanimously to support Fernando Oleas in creating an MOU to reinstate double classes with double credit. Regarding disaggregating SLO assessment data, APC members are waiting to hear from administration. They did support Fernando Oleas in taking the issue of increased workload (disaggregating SLO assessment data) to AFT. Unauthorized vehicles have been in staff parking lots. This issue will be brought to the Sheriff's Office. Discussion ensued.
13.	Academic Senate 2nd VP's Report – Connie Moffatt	2 nd VP Moffatt announced that the Curriculum Committee meeting is this Friday the 5 th . She requested that senators let constituents know that the ECD system has been malfunctioning. If your courses are getting stuck in the “ghost dean” inbox, please contact Constance Moffatt.
14.	Academic Senate Treasurer's Report – Joe Perret	Treasurer Joe Perret reminded everyone to pay their Senate dues!
15.	Accreditation Chair – Margarita Pillado	Senator Pillado announced that the Accreditation Steering Committee (ASC) has received the first drafts of accreditation self-study reports. The second drafts will be due at the end of Spring semester.
16.	Academic Senate Committee Reports DEITC – Mike Cooperman Student Success Committee – Crystal Kiekel Outcomes Committee – Monique Cleveland Professional Development – Kathy Holland Professional Ethics – Cara Gillis Faculty Position Priority Committee – Constance Kocs	Senator Pillado announced that DEITC will meet this Wednesday. Senator Bob Martinez announced that the Equity Plan has been recommended for approval. He also announced a list of funding requests that have been approved. [APPENDIX E] Senator Anna Bruzzese gave a report for the Professional Ethics Committee [APPENDIX F] . She announced that Cara Gillis was unanimously re-elected as Chair of the Professional Ethics Committee.
17.	Campus Reports Articulation Officer – Elizabeth Atondo Transfer Center Director – Sunday Salter Distance Education Coordinator – Wendy Bass	
18.	Public Open Forum <i>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.</i>	
19.	Adjournment	Margarita/Joe MSC meeting adjourned at 4:00 p.m.

Academic Senate Meetings for Fall 2014 in the Great Hall
9/8, 9/22, 10/6, 10/20 (CSB), 11/3, 11/17, 12/1

APPENDIX A to 11-17-14 Senate Meeting Minutes

Item #	Item
20.	Call to Order
21.	Approval of the Agenda/aka orders of the day
22.	Approval of Consent Agenda - 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. a. Consent Agenda Item b. Consent Agenda Item c. Consent Agenda Item, etc.
23.	Approval of the Minutes a. Minutes date b. Minutes date, etc.
24.	Public Commentary –3 minutes maximum per public speaker on matters related to the meeting’s agenda
25.	Request for Agenda Items –2 minutes maximum per speaker on matters to be included in future agendas
26.	College Administrative Report
27.	Accreditation Report
28.	Associated Student Organization Report
29.	Senate Executive Committee Reports a. Academic Senate President /Educational Policy b. Academic Senate 1 st VP / Academic Policy c. Academic Senate 2 nd VP / Curriculum d. Academic Senate Treasurer
30.	Old Business a. Old Business Item b. Old Business Item c. Old Business Item, etc.
31.	New Business - a. New Business Item b. New Business Item c. New Business Item, etc.
32.	Academic Senate Committee Reports a. College Outcomes b. Distance Education and Instructional Technology c. Educational Policy Committee d. Faculty Position Priority e. Professional Development f. Professional Ethics g. Student Success
33.	Campus / District Reports a. Articulation Officer b. Distance Education Coordinator c. District Academic Senate Representative Report d. District Budget Committee Report e. Transfer Center Director
34.	Announcements
35.	Adjournment

Comment [PMA1]: Provides opportunity for requests to remove items from the consent agenda.

Comment [PMA2]: Identifies each item with a letter, for ease of record keeping and attribution.

Comment [PMA3]: Identifies each item with a letter, for ease of record keeping and attribution

Comment [PMA4]: Provides opportunities to regularize requests for future agenda items.

Comment [PMA5]: This report occurs at every meeting. Once a month it could include the EPC report.

Comment [PMA6]: These two reports occur at every meeting. Once a month each report can include APC and Curriculum reports.

Comment [PMA7]: This occurs once a month (?)

Comment [PMA8]: Identifies each item with a letter, for ease of record keeping and attribution

Comment [PMA9]: Identifies each item with a letter, for ease of record keeping and attribution

Comment [PMA10]: This could be included under the AS Senate Report. If so, remove from list.

Comment [PMA11]: This report is given once a month. It could also be moved to 11. If so, remove from list.

Comment [PMA12]: These reports are given once a month.

APPENDIX B to 11-17-14 Senate Meeting Minutes
Los Angeles Pierce College
Academic Senate Electronic Accountability Form
Proposed Resolutions
 Approved by Academic Senate November ?

This section to be completed by Initiator

Initiator <i>(Committee, person, etc.)</i>	Academic Policy Committee Bob Martinez
Date of Submission	November 4, 2014
Resolution <i>(Please be specific)</i>	<p>Whereas many faculty and chairs are experiencing complications and delays in the administration of grants,</p> <p>Whereas Business office personnel, although very good at their assigned duties, say they do not have the expertise needed to administer grants when complications arise, and faculty and classified staff certainly do not have such expertise,</p> <p>Whereas LACCD district fiscal regulations concerning the execution of grants are cumbersome and involve various quarterly reports and critical technicalities, and due to this many faculty and chairs are not receiving their grant funds in a timely manner, or not receiving them at all,</p> <p>Whereas the current roster of deans have a full duty list and helping administer grants is an over burden for them, and they do not have grant expertise,</p> <p>Therefore be it resolved that the Pierce College Senate support the hiring of a Grants Specialist. It is not part of this motion whether the hire would be at the administration level or a faculty member level. Note: This motion was unanimously supported by the APC (the chair group) on 10/28/14.</p>
Rationale <i>(Include desired measurable outcome)</i>	The support of a grants person would encourage more faculty to apply for grants and bring in additional funds to the campus.
Budget Impact	Salary of a faculty member or administrator.

E-mail form to Academic Senate President, Kathy Oborn, ObornKM@piercecollege.edu.

Only forms received electronically will be considered.

This section to be completed by Academic Senate Secretary

Academic Senate Action Date	
Academic Senate Action	

Date Senate's Action Reported to Initiator	
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*This section to be completed by the **Academic Senate** if recommendation approved and requires additional action.*

Assigned to	
Date to Be Completed	
Specific Action	
Expected Outcome, If Applicable	

*This section to be completed by **Assignee***

Action Assigned to	
Specific Action Required	
Date to Be Completed	
Evaluation of Outcome	
Date Outcome Reported to Academic Senate President	

*This section to be completed by **Academic Senate** upon completion*

Date Completed	
Evaluation of Outcome	
Date Outcome Reported to Academic Senate	
Academic Senate Recommendations for Further Action, If Any	
Date Action Item Report Posted on Academic Senate Web Site	

Upon completion of recommendation, e-mail form to Academic Senate president, Kathy Oborn, ObornKM@piercecollege.edu.

APPENDIX C to 11-17-14 Senate Meeting Minutes

APPENDIX D to 11-17-14 Senate Meeting Minutes

**Pierce College Academic Senate
Notice Motion Proposal F-14-6: Approval of SLO Software
Voting Roster December 1, 2014**

Senator	Representing	YES	NO	ABSTAIN
Amy Sirott	At Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Angela Belden	Psychology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anna Bruzzese	Philosophy and Sociology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beth Abels	At Large	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Beth Benne	Student Services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blanca Adajian	Adjunct Faculty Rep	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blanca Adajian	DAS Rep			
Bob Martinez	Student Success	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cara Gillis	Ethics Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christine Ersig-Marcus	Communication Studies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Connie Tiu	Nursing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constance Kocs	FPPC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constance Moffatt	2 nd VP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Constance Moffatt	Curriculum Committee			
Crystal Kiekel	Center for Academic Success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Schamus	At Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Denise Gibson	Theatre and Dance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diane Kelly	Kinesiology & Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dick Ahrens	Business Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erin Moran	Anthropology & Geography	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frank Chartrand	History	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Izzy Goodman	Past President	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jacob Veiga	Math	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jamie Beavers	Life Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jeff Favre	Media Arts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jill Binsley	CAOT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joanna Zimring-Towne	Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jody LaChance	Agriculture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joe Perret	Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Holland	At Large	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Holland	Prof Development Committee			
Kathy Oborn	President	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kathy Oborn	Educational Policy Committee			
Lauren Valdes	Library	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lila Snow	Child Development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lionel Greenberg	Music	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lyn Clark	1 st VP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lyn Clark	APC			
Margarita Pillado	Modern Languages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mark Levick	Poli Sci/Econ/CJ/Chicano St	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Cooperman	Ed Technology Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michelle Meyer	At Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monika Del Bosque	Art	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monique Cleveland	Secretary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monique Cleveland	Outcomes Committee			
Moriah Van Norman	English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Robert Grogan	Computer Science	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sara Harvey	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Travis Orloff	Physics and Planetary Science	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VACANT	Industrial Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wendy Bass	Academic Affairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX E to 11-17-14 Senate Meeting Minutes

Hi Monique,

Here is my updated Student Success Committee report to the Senate (for the Dec. 1, 2014 meeting) showing the dollar amounts, as requested. Sub this part into the report for the approved funding proposal part of the report.

Student Success Committee Approved Basic Skills Initiative (BSI) Proposals (approved November 19, 2014):

1. Mental Health Awareness for First Year Student Success: 2015 (Beth Benne, Niaz Khani) - **\$10,900**
2. Contextualized Classroom Success Workshop Series (Philosophy: Melanie McQuitty) - **\$2,728**
3. AtD Dream Conference (Student Success AtD core and data groups: Crystal Kiekel, Bob Martinez) - **\$9,065**
4. Pi (Prealgebra Immersion) Imbedded Tutors and Lab Tutors for Spring 2015 (Math: Bob Martinez) - **\$4,993**
5. ASAP Imbedded Tutors for Spring 2015 (Math: Bob Martinez) - **\$18,932**
6. Tutor Leaders (CAS: Crystal Kiekel, Eddie Tchertchian) - **\$4,023**
7. Information Competency for Basic Skills Students (Library: Paula Paggi, Marisa Diehl) - **\$8,000**
8. Pathways to English Success (CAS: Zarrin Paidar, Crystal Kiekel, Stephanie Schlatter, Christene D'Anca) - **\$8,884**
9. First Year Experience Summit (First Year Experience: Joanna Zimring-Towne) - **\$1688**

Bob

Bob Martinez

Mathematics chair

Co-chair of the Pierce College Student Success Committee

L.A. Pierce College

6201 Winnetka Ave. Woodland Hills, CA. 91371

martinrm@piercecollege.edu

APPENDIX F to 11-17-14 Senate Meeting Minutes

Ethics Committee Report for November 17th 2014

The Ethics Committee Met on November 17th at 3:45.

We discussed the role of the Committee in dealing with issues of ethical impropriety. We plan to address this more when we work through our Committee Charter and scope at our next meeting (December 8th.) We also plan to reprise the “Ethics Updates” from the Committee.

The bulk of the meeting was spent reviewing and revising the Campus Code of Professional Ethics. We will be continuing this task at the next meeting (December 8th.)

The Committee unanimously re-elected Cara Gillis as Committee Chair.

Our next meeting will be December 8th, at 3:45, in the Nursing Department Conference Room. All of our meeting documents, agendas, and minutes, are posted on the Committee Website.