Academic Senate
M I N U T E S
May 11, 2005
3:00 p.m. - BC214

Members Present: Blake Barron, Barbara Bell, Susan Broderick, Jim Chesher, Esther Frankel, Jack Friedlander, Tom Garey, Peter Haslund (Chair), Mary Lawson, Tom Mahoney, Kathy Molloy, Marcy Moore, Elida Moreno, Kathy O'Connor, Sheri Shields, Laura Welby
Members Absent: Petra Malinova, Kim Monda, Peter Rojas
Guests: Ron Baker, Adam Green, Art Olguin

1.0   Call to Order
  1.1   Approval of Minutes - April 27, 2005
  w/ corrections
  M/S/C To approve the Minutes of the Academic Senate, 4-27-05
  (Frankel/Schultz)

  1.2   Approval of Agenda – so approved

2.0   Information
  2.1   Congratulations to our next Faculty Lecturer: Jim Chesher!
  President Haslund wanted to thank the Senate for unanimously approving the request for an online process. The first vote was for approval in the change of process and the second vote was to approve the nominee as presented to him by the chair of the Faculty Lecturer committee. Again, congratulations Jim.

  2.2   A response/reply letter from Kathryn Dabelow re: internet site blocking at Pasadena City College
  Kathryn Dabelow, President of the Academic Senate at Pasadena City College, wrote to thank us and all other Senates that responded with suggestions and words of support for their efforts to remove all blocking mechanisms on their internet access. As a result, all such efforts have been abandoned.

  2.3   Request to change Commencement ceremony procedure
  Suggested change in Commencement Ceremony offered by Ben Partee to have faculty applaud graduates at the end rather than at the start of the ceremonies. Discussion centered on the feasibility of the suggestion, but there was general agreement to try this process this year and evaluate thereafter.

  2.4   Start time change request for final Spring 05 Academic Senate meeting
  It was suggested that we change the starting time for the final Spring '05 meeting of the Academic Senate from 3 to 4 pm to allow Senate members to participate in the retirement celebration for former Senate President, Lana Rose. Without objection, it was agreed to begin our meeting at 4 pm on Wednesday, May 18 at the Haslund residence.

  2.5   Adam Green – Environmental Sciences Department coordinator and faculty advisor to the Student Sustainability Coalition

Professor Green handed out information supported by the Student Sustainability Coalition on: LEED – Leadership in Energy and Environmental Design certified "Green Building". A "Green Building" is designed for lower energy and low water use, recycled and locally produced materials, creation of less waste during construction, non-toxic materials, maximizing the use of natural light and natural air circulation. The new energy efficiencies would result in the recouping of the additional building and remodeling costs within a few short years, and studies show health and productivity benefits are also achieved. The proposed bond measure survey is an opportunity to affect a positive change in how future developments are supported on campus by obtaining LEED certification for any new construction being proposed, including all remodels, and to convey that support in the survey. Environmentally sustainable projects appeal to the community and may make all the difference in supporting and passing the proposed bond measure.

Professor Green and the Student Sustainability Coalition would like the Academic Senate to be in support of "Green Building" construction and LEED certification for the proposed building projects on campus. Consideration: It may be more appropriate to discuss this in the fall when a consensus from Division faculty can be gathered. An alternative would be to adopt a resolution to our constituencies to consider including LEED standards in construction. Language shall be crafted for the next agenda.

Information: Adam Green reported that President/Superintendent John Romo has asked the student group to also present a proposal to him on alternative modes of transportation.

3.0   Hearing/Discussion

3.1   Grievance Policy.   It may be possible to bring this issue to closure. (pgs 6-25)
After much discussion, it was decided to appoint a 3-member working group, consisting of Peter Haslund, Kathy Molloy, and Tom Garey, to revisit this draft during the summer with the intent to streamline and coordinate with Sue Ehrlich prior to the start of the fall semester. Please send your suggestions by email to Peter Haslund.

3.2   Scheduling timeline for Spring 2006
The EVP reported the difficulties were not due to the block schedule - the difficulties arose during the handoff of scheduling responsibilities resulting in a delay in getting materials to Department Chairs. The revised due date has been extended to June 27 and further extensions will be worked out on a case-by-case basis.

Ron Baker has looked extensively at what is the best way to put a schedule together and after talking to chairs, has discovered that for some, the deadline dates were too soon and for others too late. Another factor affecting the scheduling is that faculty are not available during the summer for consultation.

Additionally, there is the increased assumption that department chairs should do additional work over the summer.

Proposal/Recommendation: Establish a Scheduling Office Advisory Committee with chairs and representatives to develop timelines and final exam schedule. This topic should also be presented at a Department Chair meeting/workshop to brainstorm ideas. Ron Baker to notify department chairs about committee participation.

The knowns:
- Registration begins November 14 for Spring 2006.
- To meet the publication deadline – everything needs to be ready and out the door by October 14.
- Faculty returns August 24.
- All changes need to be made & ready between August 24 and October 14.
- New curriculum needs to be approved.
- Proofreading

The suggestions/requests:
- Ideally two three-line reviews and two galley reviews
- Never leave a priority block open – fill this in – update/correct later
- First come, first served – will not be continued
- Spring schedule is 90% rollover
- Post final exam schedule online – include in schedule-building packet
- Calendar – include in schedule-building packet
- Have deans review/proof/cleanup schedule

Online classes: Final exam schedule (for Spring 06) needs to be in the scheduling packet. Forms for online classes require: Orientation dates, on campus dates for hybrid classes. It requires the charting out Spring 06 syllabus to arrive at the required information for the form.

3.3   Faculty Exhaustion: Is it just "that time of year" or are we doing too
         much? Bring your favorite stories!
We were reminded that three years ago, John Romo made a comment in his in-service address to the effect that "we can no longer do more with less, we are going to have to get used to the fact of doing less with less." That this has not happened is an indication that it is easier to make pronouncements than to apply them.   What is it that we would choose not to do? Comments follow:

   The consensus was that the new 16-week calendar has finally
   caught up with everyone. This is not a suggestion to go back it is
   just a reality.

   So many things become due at the end of the semester - that in
   order to meet deadlines another week will be needed after the
   semester ends to wrap things up.

As the college continues to grow, it seems there are more students requiring assistance and attention.

Departments continue to grow - more students - more faculty and the responsibilities have grown exponentially.

The commitment of faculty to quality and excellence in a conscientious and caring way adds to stress as our numbers continue to grow. Each department should have administrative assistance to provide relief from non-teaching, administrative matters.

This is problem is affecting everyone. Technology has made demands more immediate and intense.

We have grown and our budgets have been cut. We are doing more with less.
The focus should be on our students. What is the educational consequence? The focus of future a conversation should be: what shouldn't we be doing. Where do we prioritize our scarce resources?

3.4   Senate Retreat
The Senate Retreat has been scheduled for Wednesday, August 24 from 9-3, at St. Mary's Seminary and the Academic Senate Committee Chairs are invited to join us for lunch and for the afternoon to participate in a discussion on how the communication between the Academic Senate and Academic Senate Chairs may be improved.

3.5   Summer Senate
The date was set for Monday, July 18, 2005 in BC 214 from 3-5 p.m.

3.6   Student Success (K. Molloy) moved from Agenda item 5.2
After meeting with the EVP and John Romo the workgroup may eventually morph into an Academic Senate Committee. John Romo expressed his wish that he would like to develop the idea into a broader more structured concept to reach as many people as possible.

For now, a task force of approximately 10 people will be meeting during the summer to assess goals, procedures and initiatives. Workgroups may evolve within Divisions and departments (Developing this concept is not to take the place of the Committee on Teaching and Learning; CTL has a different charge)

Senators were encouraged to go to their Divisions with enthusiasm to enlist the assistance of those with creative ideas and an interest in developing the broader outreach concept to serve on the task force/workgroup.

4.0   Action
4.1   Faculty Job Description – handout to replace agenda pages 29-31
Comments:
Asterisks were to be placed at the beginning of sections that did not apply to
adjunct instructors.
Lana Rose to put document into policy language format before a vote is taken.

Under "Related" Section
On item #4, add after records "and documents"

Under "Other" Section
#1 meetings – some faculty are completely online – the policies refer to
traditional Monday through Friday 8-5 assignments. Create generic language that
would cover all existing models and formats.
#9 change education to government

Under "Educational Support" Section
#11 - Strike sentence (repeated under "Related" #4)
#9 - strike support add after and "consultation" after to add "and collaboration
with" before faculty

Under "Position Summary" Section
1st paragraph: first sentence- add "program leadership/coordination" after service
provision; last sentence- add "position" after respective departments. Adding this
language would cover all the areas.

Add to both descriptions: The specific job description takes precedence over any
other job description.

M/S Move to accept the recommendation of AP for the Contract Instructional Job
Description (Molloy/Larson)

5.0   Adjourn