



**APPROVED 04/08/2008**

**GOVERNING BOARD MINUTES**

**REGULAR MEETING OF THE GOVERNING BOARD**

**DATE: MARCH 11, 2008**

**4:00 P.M. (CLOSED SESSION) - 5:00 P.M. (OPEN SESSION)**

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**GOVERNING BOARD ROOM, STUDENT SERVICES CENTER**

**1140 WEST MISSION ROAD**

**SAN MARCOS, CALIFORNIA**

**A. CALL TO ORDER**

Board President, Darrell McMullen, called the regular meeting of the Palomar Community College District Governing Board to order at 4:00 p.m.

**AA. ROLL CALL**

**TRUSTEES PRESENT:**

DARRELL L. MC MULLEN, M.B.A., PRESIDENT

RUTH LARSON, M.D., VICE PRESIDENT

NANCY C. CHADWICK, M.S.W., M.P.A., SECRETARY

MICHELE T. NELSON, PH.D., TRUSTEE

MARK R. EVILSIZER, M.A., TRUSTEE

**TRUSTEE ABSENT:**

JESSE LYN, STUDENT TRUSTEE

**EXECUTIVE ADMINISTRATORS PRESENT:**

Robert P. Deegan, Superintendent/President

Bonnie Ann Dowd, Ed.D., Assistant Superintendent/Vice President, Finance & Administrative Services

Joseph Madrigal, Assistant Superintendent/Vice President, Student Services

John Tortarolo, Assistant Superintendent/Vice President, Human Resource Services

**B. PUBLIC COMMENTS**

**C. RECESS TO CLOSED SESSION**

The Board went into Closed Session at 4:02 p.m., to discuss:

1. Public Employee Discipline/Dismissal/Release, pursuant to Government Code §54957 et seq.
2. Conference regarding negotiations with CCE/AFT, pursuant to Government Code §54957.6.
3. Conference regarding negotiations with PFF/AFT, pursuant to Government Code §54957.6.
4. Conference regarding discussion with Other Unrepresented Employees, pursuant to Government Code §54957.6.
5. Public Employment, pursuant to Government Code §54957.
6. Consider granting honorary degree, pursuant to Ed. Code §72122.

**CC. RECONVENE TO OPEN SESSION**

The meeting reconvened to Open Session at 5:02 p.m. There was no reportable action taken.

**STAFF PRESENT:**

Brent Gowen, President, Faculty Senate; Associate Professor, English  
Laura Gropen, President, Administrative Association; Manager of Marketing Services, EDUCTV  
Julie Ivey, Co-President, PFF/AFT; Associate Professor, English  
Neill Kovrig, President, CCE/AFT; Counseling Services Specialist, Transfer Center  
Josie Silva, Executive Assistant, Superintendent/Governing Board

**GUESTS:**

Others present are listed on the sign-in sheets.

**QUORUM ESTABLISHED**

Following the pledge of allegiance to the flag, Board President McMullen declared a quorum present, and the meeting proceeded with the order of business.

A TAPED RECORD OF THE PROCEEDINGS OF THIS MEETING IS ON FILE IN THE PRESIDENT'S OFFICE FOR TWO YEARS FROM THE MEETING DATE.

**D. COMMENTS FROM OTHER INDIVIDUALS OR GROUPS** – There were none.

**E. APPROVAL OF MINUTES**

MSC Chadwick/Larson

The Governing Board approved the Minutes of the Regular Meeting of February 19, 2008.

The Vote: 4 Ayes; 1 Abstention (Nelson)  
Student Trustee Advisory Vote: Aye

**F. CALL FOR REMOVAL OF ITEMS FROM OR CHANGES TO AGENDA**

**REVISE language on item N-6 under NEW BUSINESS** to the previously printed agenda as follows:

**6. RECOMMENDATION: ACTION – APPROVE AGREEMENT WITH KEENAN & ASSOCIATES FOR LABOR COMPLIANCE PROGRAM SERVICES**

The Governing Board hereby approves Palomar Community College District (DISTRICT) to **contract** with Keenan & Associates (KEENAN) to initiate and enforce a **Labor Compliance Program (LCP)** for various construction projects deriving funds from the general obligation bond Prop-M in the amount of \$694,000,000 approved by the voters on November 7, 2006.

The fee for administering and enforcing the LCP is estimated at \$11,200.00. This fee was calculated based upon the total construction value of \$500,000 and will be paid for from Prop-M. The term of the agreement is effective immediately and will continue through the completion of projects assigned up to construction value. The agreement can be extended or canceled by either party upon 60-day written notice.

**G. REPORTS/PRESENTATIONS**

**2. Presentation on the Health Sciences Building - Carrier Johnson**

Ms. Vickie Piazza and Mr. Kevin Krumdieck, architects from Carrier Johnson, gave a presentation on the design of the Health Sciences building which is scheduled to open by Fall 2010. The building will house the Nursing Education program and the Dental assisting program with the latest technology available and room for growth in other health fields. The building takes advantage of all environmental resources.

**1. Accountability Reporting for the Community Colleges (ARCC-AB1417) – Ms. Michelle Barton, Director, Institutional Research & Development**

Ms. Michele Barton, Director of Institutional Research and Planning, distributed to the Board members a draft of the 2008 ARCC (Accountability Reporting for the Community Colleges) Report. She explained that Accountability Reporting for Community Colleges AB 1417 is the framework that provides for the annual evaluation of community college performance in meeting statewide educational priorities. The report's objectives are to make the Trustees aware of system and college performance in specific areas of effort and to inform the public about overall system performance. The ARCC framework contains four categories: 1) Student Progress and Achievement- Degree/Certificate/ Transfer; 2) Student Progress and Achievement-Vocational/Occupational/Workforce Development; 3) Pre-Collegiate Improvement-Basic Skills and ESL; 4) participation rates. She reported the results of each area of the report and the methodology used. She reported how the college performed over time on seven basic indicators; the basic demographic data for the college's enrollment; peer grouping information which compares the college's performance on each of the seven indicators; and lastly Ms. Barton reported on the college's own self-assessment.

Governing Board members discussed the data that was presented in the ARCC report and inquired about programs that are currently in place to help with student success and learning. The Board was informed about ongoing programs and about future plans to build a student learning center where the main focus will be to help students with basic skills. Furthermore, Board members expressed their optimism about the future for students at Palomar College.

**3. Study Abroad Program (Salamanca, Spain) – Zachary Seech, Professor - Report postponed.**

**H. REPORT OF THE GOVERNING BOARD PRESIDENT**

**Board President, Darrell McMullen**, said he was very pleased to hear that the District and PFF have reached an agreement in principle regarding negotiations. He attended a performing arts event, *Luann - Scenes in a Teen's Life*, where Greg Evans, the writer for Luann, was present. This event was a fund raiser sponsored by the Foundation. Board President McMullen commented about an email he received from the Bureau of State Audits regarding a review of college textbook affordability issues and said he was pleased to see this because the books cost more than tuition.

**Trustee Ruth Larson** said she was delighted to hear about the agreement between the District and PFF. She reported on her participation in a conference in her community for burned-out sisters and people who lost their homes about the importance of reducing stress and conflict in our lives. She looks forward to reading the sabbaticals for the upcoming year.

**Trustee Nancy Chadwick** said she was optimistic and pleased about the labor relations and the apparent agreement. She reported that SDICCCA is still planning on having a meeting to look at best practices for labor relations among the community colleges in the two counties. She is hopeful this will occur sometime in May. Furthermore, the SDICCCA group discussed issues

related to the 76/80 tax shortfall and was pleased to learn that this shortfall will be dealt with across all districts. Trustee Chadwick commented that during the legislative conference in Sacramento, SDICCCA set up meetings one afternoon where many legislators participated in these meetings to talk about community colleges. One of those legislators was Martin Garrick, who is a first term in the 74<sup>th</sup> Assembly District, whose knowledge of community colleges is quite small, therefore, Trustee Chadwick invited him to come to the Palomar College campus to learn more about the issues relating to community colleges, especially textbook pricing. Assemblyman Garrick will tour the Palomar College campus on Thursday, March 20.

**Trustee Michele Nelson** expressed congratulations and commendations to all who worked diligently to bring the faculty contract to closure. She feels very optimistic and very grateful at this point. Trustee Nelson reported on her recent visit to Cambodia and Vietnam. Lastly, she said she will participate in an all day workshop on Workforce Development at the San Diego County of Education on March 29, 2008.

**Trustee Mark Evilsizer** said he was encouraged by the agreement in principle with the PFF. He attended a girls' basketball playoff game at the Dome and congratulated the girls' basketball team for a wonderful season and encouraged everyone to find time to see students in action.

**Board President McMullen** commented that education is taking a hit all over the state and schools districts are laying off teachers. He was concerned because it is the children who will suffer. Board President McMullen was also encouraged by the agreement in principle with the PFF and said the Board will schedule a special meeting to ratify the agreement.

## **HH. REPORTS OF GOVERNING BOARD TRUSTEES**

### **I. REPORT OF THE SUPERINTENDENT/PRESIDENT**

**Superintendent/President Robert Deegan** said he was grateful to negotiating teams and thanked Vice President Tortarolo, Vice President Dowd, and Dean Owens for the work on the District's side, and all the members of the PFF negotiating team for reaching a consensus in the contract. He feels optimistic and looks forward to working closely with the PFF. He thanked the entire faculty for their patience during the negotiating period. President Deegan announced that Noelle Ibrahim, North County Times reporter, will be returning to graduate school and leave her position with the North County Times. He thanked her for her objectivity and fair treatment of all in her reporting. He thanked Trustee Chadwick for her work with Assemblyman Garrick encouraging him to visit Palomar College. Assemblyman Garrick will meet with President Deegan and tour the campus on March 20. President Deegan also announced that State Chancellor, Diane Woodruff, will be on campus on April 22<sup>nd</sup>. Regional CEOs will be invited, as well as representatives from the Academic Senate and faculty.

1. Report of Vice President for Instruction – Vice President Cuaron was absent.
2. Report of Vice President for Student Services

Vice President Joe Madrigal congratulated Dean Lynda Halttunen, Counseling and Matriculation, who was selected to the Guidance and Admissions Committee of the Western Regional Council of the College Board. He also congratulated the Palomar College girls' basketball team for a great season which was the most successful in the history of Palomar College. The team finished the season with 27 wins and 6 losses. Lastly, Vice President Madrigal announced that Herman Lee, Director of Enrollment Services, reported that Palomar College has surpassed the all time record for enrollment, which is 32,184. He thanked all those responsible for processing students efficiently.

3. Report of Vice President for Finance and Administrative Services

Vice President Bonnie Ann Dowd reported on the drop in property tax revenue and the budget cuts for California community colleges, which is expected to be about \$76 million deficit. For Palomar College, it could mean \$1.2 million budget cut. Vice President Dowd reported on the status of the EIR for the Fallbrook property. Issues are still pending among the County, CalTrans, and the District, but Vice President Dowd is hopeful to get the EIR approved by the May Governing Board meeting. Three members of the ICOC will complete their terms by end of June. A public notice will be sent to the community regarding these three vacancies and applications will be submitted. The recommendations will come to the Board sometime in June to appoint the three members for the next fiscal year. Lastly, Vice President Dowd announced that Mr. Donald R. Hodel, Environmental Horticulturalist, University of California, who has extensive experience in horticulture and has authored six books related to the selection and management of landscape plants, toured the arboretum and grounds at Palomar College with Mr. Rick Kratcoski, Grounds Supervisor; Mr. Wayne Armstrong, retired faculty member; and Mr. Tony Rangel, arboretum Groundskeeper. Mr. Hodel wrote a letter expressing his appreciation for the wonderful work that is taking place in the arboretum and entire campus. He stated it was obvious that Palomar has employees who like and care for plants. "The entire campus is an arboretum or botanical garden."

Trustee Chadwick inquired as to the status of certification of the EIR. Vice President Dowd assured Trustee Chadwick that RBF has been meeting with the County of San Diego and CalTrans to work out the issues in the methodology in calculating the FTS, and as soon as that is taken care of, the Board is expected to certify the EIR by May or June.

4. Report of Vice President for Human Resource Services - No report.

**Resumption of  
REGULAR AGENDA**

**J. APPROVAL OF CONSENT CALENDAR ITEMS**

**BUSINESS SERVICES**

**1. REVIEWED AND APPROVED PURCHASES MADE FOR PRIOR SIXTY DAYS**

MSC Chadwick/Larson

The Governing Board approved the following **purchase transactions and contracts** entered into on behalf of the Palomar Community College District. All of the following purchases are made against the 2007-2008 fiscal year budget:

Purchase Orders	0840323	through	0840372	\$ 150,822.33
Advertising/Increases	0860046	through	0860056	\$ 38,452.68
Agreement/Services	0870503	through	0870588	\$ 992,027.45
Repairs	0875052	through	0875057	\$ 6,667.28
Agreement/Annual	0880173	through	0880175	\$ 1,055.99
Bond Money	M08010058	through	M08010075	\$ 1,376,764.33
Procurement Card	Time Period: 01/23/07 – 02/22/08			\$ 239,401.80
				<b><u>\$ 2,805,191.86</u></b>

**EXHIBIT J-1**

The Vote was unanimous.

## REPLACEMENT OF WARRANTS

### 2. APPROVED DRAWING NEW WARRANTS

MSC Chadwick/Larson

The Governing Board authorized the Disbursing Officer to draw new warrants as follows:

- a. Warrant #77-107217, dated January 10, 2007, in the amount of **\$119.74**, to **Sarah E. Wade**, 810 11<sup>th</sup> Street, Ramona, CA 92065. Void due to stale date.
- b. Warrant #77-105592, dated April 20, 2007, in the amount of **\$2584.70**, payable to **Isabella Feldman**, 11465 Matinal Circle, San Diego, CA 92127. Void due to stale date.
- c. Warrant #77-107286, dated June 8, 2007, in the amount of **\$83.04**, to **Jason Bennett Evenskaas**, 1119 Woodlake Drive, Cardiff, CA 92007. Void due to stale date.
- d. Warrant #76-167142, dated July 5, 2007, in the amount of **\$80.00**, to **Lorenzo Cope**, 730 Paradise Cove Way, Oceanside, CA 92058-6939. Void due to stale date.

The Vote was unanimous.

## GIFTS

### 3. ACCEPTED GIFTS

MSC Chadwick/Larson

The Governing Board accepted the following **gifts** and directs that an appropriate letter of appreciation be sent to the donors:

- a. Container of 2'x4' sheets of foam board, donated by **Troy Churchill**, 410 E. Pennsylvania Avenue, Escondido, CA 92025. This donation is to be used by students enrolled in Art, Photography, and Childcare Center. Total cash value as estimated by donor is **\$10,000.00**.
- b. Optical stand and Humphrey Power instructional table, donated by **Dr. John Riggs, O.D.**, 7750 El Camino Real, Suite P, Carlsbad, CA 92009. This donation is to be used by students enrolled in the ROP Optical Program. Total cash value as estimated by donor is **\$500.00**.

The Vote was unanimous.

**PERSONNEL**

**4. RATIFIED REHIRING OF PROBATIONARY FACULTY**

MSC Chadwick/Larson

The Governing Board ratified the recommendation of the Superintendent/ President regarding the **rehiring** for the **2008-2009 academic year** of the following **as second year probationary faculty members**:

Carol M. Bruton	Business Administration
Wing H. Cheung	Earth, Space, and Aviation Sciences
Jim Eighmey	Behavioral Sciences
Hope R. Farquharson	Nursing Education
Craig A. Forney	Behavioral Sciences
Erin M. Hiro	Communications
Kimberly M. Marshall	Life Sciences

The Governing Board ratified the recommendation of the Superintendent/ President regarding the **rehiring** for the **2008-2009/2009-2010 academic years** of the following **as third/fourth-year probationary faculty members**:

Richard Albistegui-Dubois	Life Sciences
Glyn E. Bongolan	Counseling Services
Mark Coppedge	Trade and Industry
Abbie L. Cory	English
Mona J. Ellis	Mathematics
Lisa J. Faas	Communications
Kelly A. Falcone	Physical Education/Athletics
Katy F. French	Library
Arthur R. Gerwig	Physics and Engineering
Richard E. Hishmeh	English
Gregory S. Larson	Mathematics
Trong D. Nguyen	Equal Opportunity Programs & Services
Sasha K. Reibstein	Art
Gabriel A. Sanchez	Counseling Services
Judy C. Wilson	Behavioral Sciences

The Vote was unanimous.

5. **RATIFIED GRANTING OF TENURE**

MSC Chadwick/Larson

The Governing Board ratified the recommendation of the Superintendent/ President regarding the **granting of tenure** effective for the **2008-2009 academic year** to the following faculty members:

Sandra J. Andre	Design & Consumer Education
Peter J. Bowman	Economics, History and Political Science
Patricia A. Brandon	Chemistry
Perri L. Brock	Mathematics
Donna D. Cosentino	Communications
Daniel F. Early	Physical Education/Athletics
Jennifer M. Ferrero	Child Development
Martin M. Japtok	English
Ingram S. Ober	Art
Nancy J. Pince	Nursing Education
Fredric E. Rose	Behavioral Sciences
Karl E. Seiler	Physical Education/Athletics
Gary S. Sosa	English as a Second Language
Yan Tian	Mathematics
Kathleen N. Young	Behavioral Sciences
Jennifer L. Zabzdyr	Chemistry

The Vote was unanimous.

6. **RATIFIED MEMORANDUM OF UNDERSTANDING WITH THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161 FOR APPENDIX F – EXTRA DUTY STIPEND SALARY SCHEDULE**

MSC Chadwick/Larson

The Governing Board ratified the Memorandum Of Understanding with the Palomar Faculty Federation/AFT Local 6161 for **Appendix F - Extra Duty Stipend Salary Schedule. EXHIBIT J-6**

The Vote was unanimous.

**7. RATIFIED CHANGES TO ASSIGNED TIME TO ACADEMIC CONTRACT**

MSC Chadwick/Larson

The Governing Board ratified the recommendation of the Superintendent/ President regarding the **changes to assigned time** for faculty for Spring 2008:

<b>Name</b>	<b>Assignment/Department</b>	<b>Assigned Time</b>	<b>Monthly Stipend</b>
Humphrey, Terry	Chair, Behavioral Sciences Department	80%	\$598.00

<b>Name</b>	<b>Assignment</b>	<b>Assigned Time</b>
Brannick, Monika	Curriculum Committee Co-Chair	40%
Drinan, Mary Ann	Tenure and Evaluations Review Board Coordinator	80%
DeMaris, Patricia	Transfer Center Director	60%
Lienhart, Shannon	Co-President, Palomar Faculty Federation	60%
Morrisette, Roger	Palomar Faculty Federation, Chief Negotiator	50%

<b>Name</b>	<b>Assignment</b>	<b>Assigned Time</b>
Towfiq, Fari	Math Center Director	40%
Versaci, Rocco	Palomar Faculty Federation, Chief Grievance Officer	20%
Versaci, Rocco	Palomar Faculty Federation, Chief Negotiator	10%
Williams, Barbara	AODS Program Director	20%
Wilson, Judy	Learning Outcomes Council, Steering Committee Member-Institutional Level	20%

The Vote was unanimous.

**8. RATIFIED MEMORANDUM OF UNDERSTANDING WITH THE PALOMAR FACULTY FEDERATION/AFT LOCAL 6161 FOR ADJUNCT TRACK & FIELD COACH EXTRA DUTY STIPEND**

MSC Chadwick/Larson

The Governing Board ratified the memorandum of understanding with the Palomar Faculty Federation/AFT Local 6161 for Adjunct Track & Field Coach Extra Duty Stipend.  
**EXHIBIT J-8**

The Vote was unanimous.



12. **RATIFIED SHORT-TERM EMPLOYMENT FOR ADMINISTRATOR (ROP)**

MSC Chadwick/Larson

The Governing Board ratified the **Short-Term Employment for Administrator (ROP)** Judy Fish, who will assist in processing ROP claims and budgets from February 21, 2008, through June 30, 2008, at the rate of \$58.00 per hour.

The Vote was unanimous.

13. **RATIFIED CHANGE TO CLASSIFIED POSITION**

MSC Chadwick/Larson

The Governing Board ratified the recommendation of the Superintendent/ President regarding the **change** to the following **classified position**:

- a. Position: **AMERICAN SIGN LANGUAGE/ENGLISH INTERPRETER**  
Name: Kelly A. Dryden  
Department: Disability Resource Center  
Position #: 5851 New?: No  
Remarks: Position was 10 months; funded – Disabled Student Programs & Services.  
Sal Grade/Stp: **31/8** Salary: **\$5,601.20/month**  
% of Position: 100% # Mos: 12  
Effective: March 12, 2008  
Account #s: A-212200-472100-64200-0000000/83%  
K-212200-472100-64200-1612030/17%

The Vote was unanimous.

14. **RATIFIED CLASSIFIED EMPLOYMENT**

MSC Chadwick/Larson

The Governing Board ratified the recommendation of the Superintendent/President regarding the **employment** of the following **classified employees**:

- a. Name: **SUSAN D. GARLAND**  
Position: Perkins Budget Technician  
Department: Career, Technical & Extended Education  
Position #: 6084 New?: No  
Remarks: Replacement for Julie Vera-Miller; funded – 80% Perkins and 20% Tech Prep.  
Sal Grade/Stp: **22/1** Salary: **\$1,600.54/month**  
% of Position: 45% # Mos: 12  
Effective: March 12, 2008  
Account #s: K-212200-331300-60910-1112600/80%  
K-212200-331300-60910-1112640/20%

- b. Name: **MICHAEL R. GUERRERO**  
Position: Police Academy Training Officer  
Department: Public Safety Programs  
Position #: 6196 New?: No  
Remarks: Replacement for Scott Seitz  
Sal Grade/Stp: **25/1** Salary: **\$1,721.66/month**  
% of Position: 45% # Mos: 12  
Effective: March 12, 2008  
Account #: A-221000-336200-21050-0000000/100%  
Normal Work Schedule: Tuesday, Wednesday and Thursday, 5:00 pm – 11:00 pm. A 3% night differential will be paid for hours worked between 6:00 pm and 10:00 pm, and a 6% salary differential will be paid for hours worked between 10:00 pm and 6:00 am.
- c. Name: **JUDITH H. GERVASIO**  
Position: Admissions Assistant  
Department: International Education  
Position #: 5814 New?: No  
Remarks: Replacement for Ronald Bonner  
Sal Grade/Stp: **20/1** Salary: **\$3,387.17/month**  
% of Position: 100% # Mos: 12  
Effective: March 12, 2008  
Account #: A-212200-424100-62100-0000000/100%
- d. Name: **CARRIE J. JACK**  
Position: Senior Counseling Support Specialist  
Department: Counseling Services  
Position #: 5528 New?: No  
Remarks: Replacement for Regina Waack; transfer for Ms. Jack.  
Sal Grade/Stp: **20/3** Salary: **\$3,732.57/month**  
% of Position: 100% # Mos: 12  
Effective: March 13, 2008  
Account #: A-212200-462100-63100-0000000/100%
- e. Name: **ROGER G. CARTER**  
Position: Custodian I  
Department: Facilities/Custodial Services at Escondido Center  
Position #: 6348 New?: No  
Remarks: Replacement for Yalileth Sanchez  
Sal Grade/Stp: **8/1** Salary: **\$2,528.34/month**  
% of Position: 100% # Mos: 12  
Effective: March 12, 2008  
Account #: B-212200-541100-65110-0000000/100%
- f. Name: **SUSAN R. BENZ**  
Position: Accounting Assistant  
Department: Fiscal Services  
Position #: 5594 New?: No  
Remarks: Replacement for Dale Barber  
Sal Grade/Stp: **16/1** Salary: **\$3,071.33/month**  
% of Position: 100% # Mos: 12  
Effective: March 19, 2008  
Account #: A-212200-551100-67200-0000000/100%

The Vote was unanimous.

15. **APPROVED PERSONNEL ACTIONS/HISTORY**

MSC Chadwick/Larson

The Governing Board approved the **Personnel Actions/History** report, which includes hires and pay rate changes for **student employees** for the month of **February, 2008**, and **short-term employees** for the month of **March, 2008**. **EXHIBIT J-15**

The Vote was unanimous.

16. **RATIFIED LEAVES OF ABSENCE**

MSC Chadwick/Larson

- a. The Governing Board ratified the recommendation of the Superintendent/ President granting an **Intermittent Family Medical Leave of Absence with no effect on benefits**, effective February 11, 2008, for a maximum of 480 hours, to **Mary J. Dawson**, Senior Office Specialist, Business Services.
- b. The Governing Board ratified the recommendation of the Superintendent/ President granting a **100% Medical Leave of Absence without pay and with no effect on benefits**, effective December 22, 2007, through April 1, 2008, to **Brian G. Engleman**, Academic Department Assistant, Regional Occupational Program.
- c. The Governing Board ratified the recommendation of the Superintendent/ President granting an additional **7.5% Personal Leave of Absence without pay and with no effect on benefits**, effective February 6, 2008, through May 14, 2008, to **Kelly Patrick**, Library Media Technician III, Library, to teach.

The Vote was unanimous.

17. **RATIFIED RESIGNATIONS**

MSC Chadwick/Larson

The Governing Board ratified the recommendation of the Superintendent/ President to accept the **resignations** of the following **employees**:

- a. **Zachary A. Butalid**, GEAR UP Outreach Coordinator, Grant Funded Student Support Programs/GEAR UP, effective February 15, 2008 (last day of employment February 14, 2008).
- b. **Kathleen A. Morrison**, Program Research Specialist, Educational Television, effective February 2, 2008 (last day of employment February 1, 2008).
- c. **Linda M. Norris**, Counseling Services Specialist, Counseling Services, effective February 8, 2008 (last day of employment February 7, 2008).

The Vote was unanimous.

**18. INFORMATION - RETIREMENTS**

On Behalf of the Governing Board of the Palomar Community College District, the following **retirements** have been accepted by Robert P. Deegan, Superintendent/President, as authorized by the Governing Board, under **Group I** (receive the employer-paid health benefits as provided to active employees and eligible dependents for life of the retiree) of the Retirement Health and Dental Plan approved by the Governing Board December 8, 1987:

- a. **Lani Fawcett-Murders**, Division Secretary, Social and Behavioral Sciences Division, effective June 1, 2008. She has served Palomar College for 21 years from August 25, 1986, to May 30, 2008.
- b. **Rena V. Stevens**, Professor, Business Administration, effective July 1, 2008. She has served Palomar College for 20 years from February 1, 1988, to June 30, 2008.

**19. APPROVED NEW COMMUNITY DEVELOPMENT CLASSES, AGREEMENTS, AND PERSONNEL**

MSC Chadwick/Larson

The Governing Board approved the following new classes, agreements, and personnel for providing Community Services classes.

**College for Kids Summer 2008**

- a. **Name:** Loren Snyder  
**Name of Class:** Flag Football  
**Effective:** July 2008  
**Instructor Rate:** \$50.00 per hour  
**Fees to Student:** \$150  
**Terms:** Min 10 – Max 30
- b. **Name:** Tim Pfeiler  
**Name of Class:** GEO Caching  
**Effective:** June 2008  
**Instructor Rate:** \$50.00 per hour  
**Fees to Student:** \$200  
**Terms:** Min 10 - Max 20
- c. **Name:** Vineyard Golf Pros  
**Name of Class:** Golf  
**Effective:** June 2008  
**Instructor Rate:** \$85.00 per student  
**Fees to Student:** \$180  
**Terms:** Min 10 - Max 30
- d. **Name:** Becky Brashear  
**Name of Class:** Green Thumb  
**Effective:** June 2008  
**Instructor Rate:** \$35.00 per hour  
**Fees to Student:** \$150  
**Terms:** Min 10 – Max 20

- e.     **Name:**                    WSI Certified Instructor  
       **Name of Class:**       Guard Start  
       **Effective:**            June 2008  
       **Instructor Rate:**      \$25.00 per hour  
       **Fees to Student:**     \$150  
       **Terms:**                Min 10 – Max 20
  
- f.     **Name:**                    Mad Science Instructor  
       **Name of Class:**       Junior Detective  
       **Instructor Rate:**      \$99.00 per student  
       **Fees to Student:**     \$185  
       **Terms:**                Min 10 – Max 30
  
- g.     **Name:**                    Becky Brashear  
       **Name of Class:**       Green Thumb  
       **Effective:**            June 2008  
       **Instructor Rate:**      \$35.00 per hour  
       **Fees to Student:**     \$150  
       **Terms:**                Min 10 – Max 20
  
- h.     **Name:**                    To be determined  
       **Name of Class:**       Lotions & Potions  
       **Effective:**            July 2008  
       **Instructor Rate:**      \$40.00 per hour  
       **Fees to Student:**     \$180  
       **Terms:**                Min 10 – Max 20
  
- i.     **Name:**                    Joe Schaeffer  
       **Name of Class:**       Mechanics  
       **Effective:**            July 2008  
       **Instructor Rate:**      \$65.00 per hour  
       **Fees to Student:**     \$165  
       **Terms:**                Min 10 – Max 20
  
- j.     **Name:**                    Bob Balch  
       **Name of Class:**       Guitar  
       **Effective:**            June 2008  
       **Instructor Rate:**      \$35.00 per hour  
       **Fees to Student:**     \$150  
       **Terms:**                Min 10 – Max 20
  
- k.     **Name:**                    Nancy Robinson & Lindsey Pfeiler  
       **Name of Class:**       Painting Water Colors  
       **Effective:**            June 2008  
       **Instructor Rate:**      \$35.00 per hour  
       **Fees to Student:**     \$185  
       **Terms:**                Min 10 – Max 20
  
- l.     **Name:**                    Ups N Downs Staff  
       **Name of Class:**       Roller Skating  
       **Effective:**            June 2008  
       **Instructor Rate:**      \$50.00 per student  
       **Fees to Student:**     \$150  
       **Terms:**                Min 25 – Max 50

- m.     **Name:**                     Sea World Staff  
       **Name of Class:**       Sea World Camps  
       **Effective:**             July 2008  
       **Instructor Rate:**      \$263 per student  
       **Fees to Student:**     \$500  
       **Terms:**                Min 11 – Max 22
- n.     **Name:**                     Escondido City Staff  
       **Name of Class:**       Skate Boarding  
       **Effective:**             June 2008  
       **Instructor Rate:**      \$100.00 per hour  
       **Fees to Student:**     \$175  
       **Terms:**                Min 17 – Max 30
- o.     **Name:**                     Martha Velasco  
       **Name of Class:**       Spanish I & II  
       **Effective:**             June 2008  
       **Instructor Rate:**      \$75.00 per hour  
       **Fees to Student:**     \$250  
       **Terms:**                Min 19 – Max 25
- p.     **Name:**                     Doug Zimmerman  
       **Name of Class:**       Sports of All Sorts  
       **Camps will be held:**   Escondido Adventist Academy  
       **Effective:**             June 2008  
       **Instructor Rate:**      \$40.00 per hour  
       **Fees to Student:**     \$185  
       **Terms:**                Min 10 – Max 20
- q.     **Name:**                     Surf Fire Staff  
       **Name of Class:**       Surfing  
       **Effective:**             June 2008  
       **Instructor Rate:**      \$345.00 per student  
       **Fees to Student:**     \$600.00  
       **Terms:**                Min 10 – Max 20
- r.     **Name:**                     WSI Instructor  
       **Name of Class:**       Swimming  
       **Effective:**             June 2008  
       **Instructor Rate:**      \$25.00 per hour  
       **Fees to Student:**     \$150  
       **Terms:**                Min 10 – Max 20
- s.     **Name:**                     Chef Narong  
       **Name of Class:**       Thai Cooking  
       **Effective:**             June 2008  
       **Instructor Rate:**      \$40.00 per hour  
       **Fees to Student:**     \$225  
       **Terms:**                Min 10 – Max 20

- t.       **Name:**                       WSI Instructor  
          **Name of Class:**        Water Sports  
          **Effective:**               June 2008  
          **Instructor Rate:**       \$25.00 per hour  
          **Fees to Student:**       \$150  
          **Terms:**                    Min 10 – Max 20

Camps will be located at Classical Academy June 23 – July11  
Camps will be located at Palomar College in San Marcos July 14 – 25  
Off Site Locations include: Vineyard Golf Course, Oceanside Pier, Sea World, Ups N  
Downs Roller Rink, Escondido City Skateboard Park in Kit Carson Park, San Marcos  
Sheriff Substation, and Escondido Adventist Academy.

The Vote was unanimous.

**20.       INFORMATION: CLASSIFIED PROFESSIONAL GROWTH AWARDS**

In accordance with the **Professional Growth Program for Classified Employees**, the following employee is granted a **\$500 annual stipend**, prorated on a monthly basis, effective February 1, 2008:

- a.       Employee Name:        **Terri Hafiz-Fetter**  
          Position:             Office Specialist  
          Department:         Mathematics  
          Course of Study:     BA

In accordance with the **Professional Growth Program for Classified Employees**, the following employee is granted a **one-time lump sum stipend of \$2,000** effective February 1, 2008, with the understanding that there is a waiting period of three years before beginning another Professional Growth Program:

- b.       Employee Name:        **Patricia Rodriguez**  
          Position:             Staff Assistant  
          Department:         GFSSP/Gear Up  
          Course of Study:     Job Related

**K.       ACTION ON ITEMS REMOVED FROM CONSENT CALENDAR**

**L.       REPORTS FROM COLLEGE GROUPS**

**1.       INFORMATION**

Report of the Faculty Senate – Dr. Brent Gowen, Faculty Senate President, reported that the Faculty Senate approved the Student Grade Dispute Procedure, the timeline for the transition of ROP programs and courses, and a part time faculty service award to commence this May.

**2.       INFORMATION**

Report of the Palomar Faculty Federation – Julie Ivey, Co-President of PFF, reported that the PFF has reached an agreement in principle with the District and hopes for ratification by the Board sometime in March or April.

3. **INFORMATION**

Report of the **Administrative Association** – **Laura Gropen, President, Administrative Association**, reported that the Administrative Association Annual Retreat will be held on June 6, location to be determined. She announced that the Administrative Association is working on identifying professional development opportunities for its members during the month of June.

4. **INFORMATION**

Report of the **Confidential and Supervisory Team** – **Josie Silva, CAST**, reported on the election results for CAST: Lee Hoffman, President; Rick Kratcoski, Vice President, and Shawna Hearn, Secretary.

5. **INFORMATION**

Report of the **CCE/AFT** - **Neill Kovrig, President, CCE**, said he was very pleased to hear that the faculty has finally reached an agreement in principle. He announced that the Classified Staff Development Day will be held on March 26, 2008, and invited everyone to attend. Lastly, CCE has elected five delegates to attend the CFT Convention in Oakland, which will be held in April. The five delegates are as follows: Buddy Springer, Mike Dimmick, Robert Sedillo, and Ericka Davis. On a personal note, Mr. Kovrig shared that he finished his grad school application to CSUSM.

6. **INFORMATION**

Report of the **Associated Student Government** - Absent

M. **UNFINISHED BUSINESS** – There was none.

N. **NEW BUSINESS**

1. **REVIEWED AND APPROVED CONTRACTS AND AGREEMENTS MADE BETWEEN DECEMBER 16, 2007, AND FEBRUARY 15, 2008**

MSC Chadwick/Larson

The Governing Board ratified and approved all **contracts and agreements** for the period December 16, 2007, through February 15, 2008, and entered into on behalf of the Palomar Community College District. **EXHIBIT N-1**

The Vote was unanimous.

2. **REJECTED BIDS RECEIVED ON DANCE FLOOR PROJECT, BID # 101-08**

MSC Larson/Nelson

The Governing Board **rejected the formal bid** received on February 6, 2008, by Wayne L. Whitwer Construction Company, in reference to Bid No. 101-08 Dance Floor Replacement Project. After reviewing a prototype of the floor to be installed, it was determined the floor was not suitable for the dance program. **EXHIBIT N-2**

The Vote was unanimous.

3. **ACCEPTED AS FINAL AND COMPLETE, BID # 004-07 AA/ST AND PARTIAL "A" BUILDINGS TELECOMMUNICATION – DATA CABLE INFRASTRUCTURE; AUTHORIZE RELEASE OF BID SECURITY IN THIRTY-FIVE DAYS AND RELEASE THE BONDS AND RECORD NOTICE OF COMPLETION**

MSC Chadwick/Nelson

The Governing Board accepted Bid No. 004-07 **AA/ST and Partial 'A' Buildings Telecommunication - Data Cable Infrastructure** on the San Marcos campus in accordance with the bid awarded by the District, on December 11, 2007, to Prime Electrical Sales, Inc., (hereinafter "PRIME"), San Marcos, CA, as complete and final; and the Superintendent/President is authorized to execute and file the Notice of Completion including execution of the verification as Secretary of the Governing Board. The total amount of this contract is \$85,014.00, and all money due and owing to the Contractor, with the exception of the ten (10%) retention, shall be paid, and following the expiration of thirty-five (35) calendar days from the date this resolution is recorded, the retention shall be paid to PRIME, provided no liens are filed within this period. The bid security posted by PRIME shall be returned and all bonds shall be released, within the time and in the manner as provided by law.

The Vote was unanimous.

4. **APPROVED GEOGRAPHY FIELD COURSE TO HAWAII DURING SUMMER, 2008**

MSC Chadwick/Larson

The Governing Board authorized the department of Earth, Space, & Aviation Sciences to conduct a **geography field course to the islands of Maui and Hawaii** during the period of August 7, 2008, through August 16, 2008. The course will focus on the geology and biogeography of the islands. Total cost to each student is \$1,236.00, not including round-trip airfare. Students must register for GEOG 195 or ES 195 for Summer, 2008. Advance deposits for hotels and local vendors, if necessary, are hereby approved.

**EXHIBIT N-4**

The Vote was unanimous.

5. **GRANTED HONORARY ASSOCIATE IN HUMANE ARTS DEGREE**

MSC Chadwick/Evilsizer

The Governing Board conferred the degree of **Associate in Humane Arts** with all rights, benefits, and privileges appertaining thereto, in recognition of distinguished community service, upon **MELVIN COHN**. The degree will be conferred at the commencement ceremony in May.

The Vote was unanimous.

6. **APPROVED AGREEMENT WITH KEENAN & ASSOCIATES FOR LABOR COMPLIANCE PROGRAM SERVICES**

MSC Nelson/Chadwick

The Governing Board hereby approves Palomar Community College District (DISTRICT) to **contract** with Keenan & Associates (KEENAN) to initiate and enforce a **Labor Compliance Program (LCP)** for various construction projects deriving funds from the general obligation bond Prop-M in the amount of \$694,000,000 approved by the voters on November 7, 2006.

The fee for administering and enforcing the LCP is estimated at \$11,200.00. This fee was calculated based upon the total construction value of \$500,000 and will be paid for from Prop-M. The term of the agreement is effective immediately and will continue through the completion of projects assigned up to construction value. The agreement can be extended or canceled by either party upon 60-day written notice.

The Vote was unanimous.

7. **APPROVED COURSE TO MEET MULTICULTURAL COURSE REQUIREMENT – EFFECTIVE FALL, 2008**

MSC Larson/Chadwick

The Governing Board approved the following courses, which have been reviewed by The Curriculum Planning Subcommittee of the Curriculum Committee, to meet the Multicultural Course Requirement, effective Fall, 2008:

- a. Course Number and Title: ANTH 137 Medical Anthropology: Culture, Illness and Healing
- b. Course Number and Title: CINE 122 Identity in American Film
- c. Course Number and Title: RS 102 Religion in American History
- d. Course Number and Title: RS 103 Religious Communities and American
- e. Course Number and Title: SOC 130 Introduction to Sociology of Health

The Vote was unanimous.

**MSCU Nelson/Larson to approve items N-8 through N-12 by one motion.**

8. **APPROVED COURSES FOR INCLUSION IN CURRICULUM – EFFECTIVE SPRING, 2008**

MSC Larson/Nelson

The Governing Board approved the following courses which have been examined by the Curriculum Committee and are being recommended for inclusion in the Palomar College Curriculum, effective Spring, 2008:

**NEW CREDIT COURSE**

- a. Course Number and Title: ACS 197 Topics in Athletics and Competitive Sports  
Short Title: Topics in ACS  
Discipline: Athletics and Competitive Sports (ACS)  
Repeatability: May be taken 4 times

The Vote was unanimous.

**9. APPROVED COURSES FOR INCLUSION IN CURRICULUM – EFFECTIVE FALL, 2008**

MSC Larson/Nelson

The Governing Board approved the following courses which have been examined by the Curriculum Committee and are being recommended for inclusion in the Palomar College Curriculum, effective Fall, 2008:

**NEW CREDIT COURSES**

- a. Course Number and Title: ACS 165 Intercollegiate Track and Field  
Short Title: Intercollegiate Track & Field  
Discipline: Athletics and Competitive Sports (ACS)  
Transfer Acceptability: UC, CSU  
Repeatability: May be taken 3 times
- b. Course Number and Title: AIS 295 Directed Study in American Indian Studies  
Short Title: Directed Study in AIS  
Discipline: American Indian Studies (AIS)  
Distance Learning Offering(s): Video Two Way, Video One Way, Telecourse, Online  
Repeatability: May be taken 4 times  
Transfer Acceptability: UC, CSU
- c. Course Number and Title: AJ 83 Law Enforcement Career Strategies  
Short Title: Law Enforcement Career Strategies  
Discipline: Administration of Justice (AJ)  
Course Included in the following programs:
  1. Administration of Justice - General, A.A. Degree Major
- d. Course Number and Title: ANTH 121 Cultural Resource Management Discipline: Anthropology (ANTH)  
Recommended Prep: A minimum grade of C in ANTH 120  
Course included in the following programs:
  1. Archaeological Excavator, Certificate of Achievement, Archaeology, A.A. Degree MajorGrading Basis: Grade Only
- e. Course Number and Title: ANTH 137 Medical Anthropology: Culture, Illness and Healing  
Short Title: Medical Anthropology  
Discipline: Anthropology (ANTH)  
Associate Degree General Education - D Social and Behavioral Sciences  
Associate Degree Multicultural Requirement - Yes  
CSU GE Area D: Social, Political, and Economic Institutions and Behavior; Historical - D1 - Anthropology and Archaeology  
Course included in the following programs:
  1. General Studies - Social and Behavioral Sciences, A.A. Degree MajorDistance Learning Offering(s): Computer Assisted, Online
- f. Course Number and Title: AP C 247 Basic Suspended Scaffold  
Discipline: AP Carpentry (AP C)  
Course Included in the following programs:
  1. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of AchievementRepeatability: May be taken 2 times
- g. Course Number and Title: AP C 248 Advanced Suspended Scaffold  
Discipline: AP Carpentry (AP C)  
Course Included in the following programs:
  1. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of Achievement

Repeatability: May be taken 2 times

- h. Course Number and Title: AP C 249 Basic Systems Scaffold  
Discipline: AP Carpentry (AP C)  
Course Included in the following programs:
  - 1. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of AchievementRepeatability: May be taken 2 times
- i. Course Number and Title: AP C 250 Intermediate Systems Scaffold  
Discipline: AP Carpentry (AP C)  
Course Included in the following programs:
  - a. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of Achievement
- j. Course Number and Title: AP C 251 Advanced Systems Scaffold  
Discipline: AP Carpentry (AP C)  
Course Included in the following programs:
  - 1. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of Achievement
- k. Course Number and Title: AP C 252 Basic Frame Scaffold  
Discipline: AP Carpentry (AP C)  
Course Included in the following programs:
  - 1. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of Achievement
- l. Course Number and Title: AP C 253 Intermediate Frame Scaffold  
Discipline: AP Carpentry (AP C)  
Course Included in the following programs:
  - 1. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of Achievement
- m. Course Number and Title: AP C 254 Advanced Frame Scaffold  
Discipline: AP Carpentry (AP C)  
Course Included in the following programs:
  - 1. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of Achievement
- n. Course Number and Title: AP C 255 Basic Tube & Clamp Scaffold  
Discipline: AP Carpentry (AP C)  
Course Included in the following programs:
  - 1. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of Achievement
- o. Course Number and Title: AP C 256 Confined Space  
Discipline: AP Carpentry (AP C)  
Course Included in the following programs:
  - 1. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of Achievement
- p. Course Number and Title: AP C 257 Specialty Scaffold Applications  
Short Title: Specialty Scaffold Appl  
Discipline: AP Carpentry (AP C)  
Course Included in the following programs:
  - 1. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of Achievement
- q. Course Number and Title: AP C 258 Scaffold Reshoring  
Discipline: AP Carpentry (AP C)  
Course Included in the following programs:
  - 1. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of Achievement
- r. Course Number and Title: AP C 259 Scaffold-Printreading  
Discipline: AP Carpentry (AP C)  
Course Included in the following programs:
  - 1. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of Achievement

Repeatability: May be taken 2 times

- s. Course Number and Title: AP C 260 Scaffold-Advanced Printreading  
Discipline: AP Carpentry (AP C)  
Course Included in the following programs:
  - 1. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of Achievement
  
- t. Course Number and Title: AP IW 124 Instructional Leadership II  
Discipline: AP Inside Wireman (AP IW)  
Prerequisites: A minimum grade of C in AP IW 106  
Course Included in the following programs:
  - 1. Apprenticeship-Inside Wireman - A.A. Degree Major or Certificate of AchievementRepeatability: May be taken 2 times
  
- u. Course Number and Title: AT 165 Automotive Air Conditioning  
Discipline: Automotive Technology (AT)  
Course included in the following programs:
  - 1. General and Electronic Tune Up and Computer Control Systems, Certificate of Achievement, Electronic Tune-Up and Control Systems and Mechanics General, A.A. Degree MajorGrading Basis: Grade/Credit/No Credit
  
- v. Course Number and Title: BMGT 295 Directed Study in Business Management  
Short Title: Directed Study/Business Mgmt  
Discipline: Business Management (BMGT)  
Course included in the following programs:
  - 1. Business Management – A.A. Degree Major or Certificate of AchievementPrerequisites: Approval of project or research by the instructor and department Chair.  
Distance Learning Offering(s): Computer Assisted, Online
  
- w. Course Number and Title: CHDV 101 Foundations of Child Development  
Short Title: Foundations/Child Development  
Discipline: Child Development (CHDV)  
Course Included in the following programs:
  - 1. Infant/Toddler Teacher, Preschool Teacher, Working with Families-A.A. Degree Major or Certificate of AchievementTransfer Acceptability: CSU
  
- x. Course Number and Title: CHDV 112 Early Intervention and Inclusion  
Short Title: Early Intervention & Inclusion  
Discipline: Child Development (CHDV)  
Recommended Prep: CHDV 110  
Course Included in the following programs:
  - 1. Early Intervention Assistant, Early Intervention Teacher-A.A. Degree Major or Certificate of AchievementTransfer Acceptability: CSU
  
- y. Course Number and Title: CHDV 174 Policies, Politics, and Ethics in Child Development  
Short Title: Policy, Politics, Ethics in CHDV  
Discipline: Child Development (CHDV)  
Course Included in the following programs:
  - 1. Early Childhood Administration, Infant/Toddler Teacher, Working with Families-A.A. Degree Major or Certificate of AchievementTransfer Acceptability: CSU

- z. Course Number and Title: CINE 122 Identity in American Film  
Discipline: Cinema (CINE)  
Major Associate Degree General Education - C Humanities  
Associate Degree Multicultural Requirement - Yes  
CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages - C2 - Humanities  
IGETC Area 3: Arts and Humanities - B. Humanities  
Course included in the following programs:
  - 1. Cinema, Certificate of Achievement or A.A. Degree MajorTransfer Acceptability: UC, CSU
  
- aa. Course Number and Title: CSCI 170 BSD Unix for Mac  
Discipline: Computer Science and Information Systems - Computer Science (CSCI)  
Course Included in the following programs:
  - 1. Mac Programming, Certificate of ProficiencyDistance Learning Offering(s): Online
  
- bb. Course Number and Title: CSCI 171 Mac OS AppleScripting  
Discipline: Computer Science and Information Systems - Computer Science (CSCI)  
Course Included in the following programs:
  - 1. Mac Programming, Certificate of ProficiencyDistance Learning Offering(s): Online
  
- cc. Course Number and Title: CSCI 230 Java GUI Programming  
Discipline: Computer Science and Information Systems - Computer Science (CSCI)  
Prerequisites: CSCI 210  
Course Included in the following programs:
  - 1. Computer Science, Computer Science with Emphasis in Video Gaming - A.A. Degree Major or Certificate of Achievement, Java Software Development, Certificate of ProficiencyDistance Learning Offering(s): Online
  
- dd. Course Number and Title: CSCI 232 Java Mobile Programming  
Discipline: Computer Science and Information Systems - Computer Science (CSCI)  
Prerequisites: CSCI 230  
Course Included in the following programs:
  - 1. Java Software Development, Certificate of ProficiencyDistance Learning Offering(s): Online
  
- ee. Course Number and Title: CSCI 270 Mac OS Cocoa Programming  
Discipline: Computer Science and Information Systems - Computer Science (CSCI)  
Prerequisites: or CSCI 110, or CSCI 220  
Course Included in the following programs:
  - 1. Mac Programming, Certificate of ProficiencyDistance Learning Offering(s): Online
  
- ff. Course Number and Title: CSCI 271 OpenGL for Mac OS  
Discipline: Computer Science and Information Systems - Computer Science (CSCI)  
Prerequisites: CSCI 270  
Course Included in the following programs:
  - 1. Mac Programming, Certificate of ProficiencyDistance Learning Offering(s): Online

- gg. Course Number and Title: CSIT 130 Windows Vista  
Discipline: Computer Science and Information Systems - Information Technology (CSIT)  
Course Included in the following programs:
  - 1. Microcomputer Operating Systems, Certificate of ProficiencyDistance Learning Offering(s): Online
  
- hh. Course Number and Title: CSIT 197 Topics in Information Technology  
Short Title: Topics in Info Technology  
Discipline: Computer Science and Information Systems - Information Technology (CSIT)  
Repeatability: May be taken 4 times
  
- ii. Course Number and Title: CSIT 280 C# Programming II  
Discipline: Computer Science and Information Systems - Information Technology (CSIT)  
Prerequisites: A minimum grade of C in CSIT 180  
Distance Learning Offering(s): Online
  
- jj. Course Number and Title: CSIT 295 Directed Study in Information Technology  
Short Title: Directed Study/Info Technology  
Discipline: Computer Science and Information Systems - Information Technology (CSIT)  
Prerequisites: Approval of project or research by department chairperson/director  
Repeatability: May be taken 4 times
  
- kk. Course Number and Title: CSIT 70 Web 2.0 - The Web's Edge  
Discipline: Computer Science and Information Systems - Information Technology (CSIT)  
Course Included in the following programs:
  - 1. Information Technology- A.A. Degree Major or Certificate of Achievement ,Web 2.0-Certificate of ProficiencyDistance Learning Offering(s): Online
  
- ll. Course Number and Title: CSIT 74 Gmail  
Discipline: Computer Science and Information Systems - Information Technology (CSIT)  
Course Included in the following programs:
  - 1. Web 2.0, Certificate of ProficiencyDistance Learning Offering(s): Online
  
- mm. Course Number and Title: CSIT 75 Google Docs  
Discipline: Computer Science and Information Systems - Information Technology (CSIT)  
Course Included in the following programs:
  - 1. Web 2.0, Certificate of ProficiencyDistance Learning Offering(s): Online
  
- nn. Course Number and Title: CSIT 77 Google Apps I  
Discipline: Computer Science and Information Systems - Information Technology (CSIT)  
Course Included in the following programs:
  - 1. Web 2.0, Certificate of ProficiencyDistance Learning Offering(s): Online
  
- oo. Course Number and Title: CSIT 78 Google Apps II  
Discipline: Computer Science and Information Systems - Information Technology (CSIT)  
Course Included in the following programs:
  - 1. Web 2.0, Certificate of ProficiencyDistance Learning Offering(s): Online
  
- pp. Course Number and Title: CSWB 197 Topics in Web Technology  
Discipline: Computer Science and Information Systems - Web Technology (CSWB)  
Repeatability: May be taken 4 times

- qq. Course Number and Title: CSWB 295 Directed Study in Web Technology  
Short Title: Directed Study/Web Technology  
Discipline: Computer Science and Information Systems - Web Technology (CSWB)  
Distance Learning Offering(s): Online  
Repeatability: May be taken 4 times
- rr. Course Number and Title: DA 80 Coronal Polishing  
Discipline: Dental Assisting (DA)  
Prerequisites: Admission to the Dental Assisting Program  
Course included in the following programs:  
1. Dental Assisting (Registered Dental Assistant) A.A. Degree Major or Certificate of Achievement  
Grading Basis: Grade Only
- ss. Course Number and Title: DA 81 Clinical Coronal Polishing  
Discipline: Dental Assisting (DA)  
Prerequisites: DA 50, DA 80, proof of Hepatitis B Immunization, and EME 55, or current BLS for Healthcare providers Certificate  
Course included in the following programs:  
1. Dental Assisting (Registered Dental Assistant) A.A. Degree Major or Certificate of Achievement  
Grading Basis: Grade Only  
Repeatability: May be taken 2 times.
- tt. Course Number and Title: DA 82 Preventive Dentistry I  
Discipline: Dental Assisting (DA)  
Prerequisites: A minimum grade of C in Admission to the Dental Assisting Program  
Course included in the following programs:  
1. Dental Assisting (Registered Dental Assistant), A.A. Degree Major or Certificate of Achievement  
Grading Basis: Grade Only
- uu. Course Number and Title: DA 83 Preventive Dentistry II  
Discipline: Dental Assisting (DA)  
Prerequisites: DA 50, DA 82, proof of Hepatitis B Immunization, and current BLS for Healthcare providers Certificate  
Course included in the following programs:  
1. Dental Assisting (Registered Dental Assistant), A.A. Degree Major or Certificate of Achievement  
Grading Basis: Credit/No Credit Only
- vv. Course Number and Title: DNCE 117 Beginning Pointe  
Discipline: Dance (DNCE)  
Prerequisites: DNCE 115  
Course Included in the following programs:  
1. Dance, A.A. Degree Major or Certificate of Achievement  
Repeatability: May be taken 4 times
- ww. Course Number and Title: FASH 175 Analysis, Evaluation, and Comparison of Ready-to-Wear  
Short Title: Evaluation of Ready-to-Wear  
Discipline: Fashion (FASH)  
Course included in the following programs:  
1. Fashion Merchandising – A.A. Degree Major or Certificate of Achievement

- xx. Course Number and Title: MATH 42A Supplemental Instruction for Beginning Algebra Part I  
Short Title: Supl Instr for MATH 50A  
Discipline: Mathematics (MATH)  
Grading Basis: Credit/No Credit Only  
Repeatability: May be taken 2 times
- yy. Course Number and Title: MATH 42B Supplemental Instruction for Beginning Algebra Part II  
Short Title: Supl Instr for MATH 50B  
Discipline: Mathematics (MATH)  
Grading Basis: Credit/No Credit Only  
Repeatability: May be taken 2 times
- zz. Course Number and Title: MUS 187 Computer Music Composition  
Discipline: Music (MUS)  
Course included in the following programs:  
1. Music – A.A. Degree Major  
Prerequisites: MUS 103, and/or MUS 115, and MUS 180, and MUS 181  
Repeatability: May be taken 4 times
- aaa. Course Number and Title: PHIL 103 Philosophy of Human Nature  
Discipline: Philosophy (PHIL)  
Recommended Prep: College level reading and writing skills.  
Associate Degree General Education - C Humanities  
CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages - C2 - Humanities  
IGETC Area 3: Arts and Humanities - B. Humanities  
Course included in the following programs:  
1. General Studies - Emphasis in Arts and Humanities, A.A. Degree Major  
Distance Learning Offering(s): Online
- bbb. Course Number and Title: R CSIS 195 Vista Security  
Discipline: Computer Science and Information Systems (R CSIS)  
Prerequisites: A minimum grade of C in R CSIS 161  
Grading Basis: Grade Only  
Repeatability: May be taken 4 times
- ccc. Course Number and Title: R CSIS 196 Vista Basic  
Discipline: Computer Science and Information Systems (R CSIS)  
Grading Basis: Grade Only  
Repeatability: May be taken 4 times
- ddd. Course Number and Title: RS 102 Religion in American History  
Discipline: Religious Studies (RS)  
Associate Degree General Education - D Social and Behavioral Sciences  
Associate Degree Multicultural Requirement - Yes  
American History & Institutions - Sequence - RS103  
CSU GE Area D: Social, Political, and Economic Institutions and Behavior; Historical - D6 - History  
IGETC Area 4: Social and Behavioral Sciences - F. History  
Course included in the following programs:  
1. General Studies - Social and Behavioral Sciences, A.A. Degree Major  
Distance Learning Offering(s): Online

- eee. Course Number and Title: RS 103 Religious Communities and American Politics  
Short Title: Religion in American Hist II  
Discipline: Religious Studies (RS)  
Associate Degree General Education - D Social and Behavioral Sciences  
Associate Degree Multicultural Requirement - Yes  
American History & Institutions - Sequence - RS 102  
CSU GE Area D: Social, Political, and Economic Institutions and Behavior;  
Historical - D6 - History  
IGETC Area 4: Social and Behavioral Sciences - F. History  
Course included in the following programs:  
1. General Studies - Social and Behavioral Sciences, A.A. Degree Major  
Distance Learning Offering(s): Online
- fff. Course Number and Title: SOC 130 Introduction to Sociology of Health  
Short Title: Intro to Sociology of Health  
Discipline: Sociology (SOC)  
Course included in the following programs:  
1. General Studies - Emphasis in Social and Behavioral Sciences – A.A.  
Degree Major  
Associate Degree General Education - D Social and Behavioral Sciences  
Associate Degree Multicultural Requirement - Yes  
CSU GE Area D: Social, Political, and Economic Institutions and Behavior;  
Historical - D10 - Sociology and Criminology  
IGETC Area 4: Social and Behavioral Sciences - J. Sociology & Criminology  
Distance Learning Offering(s): Online
- ggg. Course Number and Title: WELD 105 Metal Cutting, Brazing, Soldering  
Short Title: Cutting, Brazing, Soldering  
Discipline: Welding (WELD)  
Course included in the following programs:  
1. Welding Technology – A.A. Degree Major  
Repeatability: May be taken 4 times
- hhh. Course Number and Title: WELD 150 Welding Inspection  
Discipline: Welding (WELD)  
Distance Learning Offering(s): Online  
Course included in the following programs:  
1. Welding Technology – A.A. Degree Major  
Repeatability: May be taken 4 times
- iii. Course Number and Title: WELD 197 Welding Technology Topics  
Discipline: Welding (WELD)  
Course included in the following programs:  
1. Welding Technology – A.A. Degree Major or Certificate of Achievement  
Repeatability: May be taken 4 times

**NEW NONCREDIT COURSES**

- a. Course Number and Title: N ADLT 721 A Matter of Balance: Managing Concerns  
About Falls of Older Adults  
Short Title: Managing Falls/Older Adults  
Discipline: Older Adult Education (N ADLT)  
Grading Basis: No Grade  
Repeatability: Unlimited

- b. Course Number and Title: N ADLT 722 Healthier Living: Managing Ongoing Health Conditions for the Older Adult  
Short Title: Healthier Living/Older Adults  
Discipline: Older Adult Education (N ADLT)  
Grading Basis: No Grade  
Repeatability: Unlimited
- c. Course Number and Title: N ADLT 723 Art Appreciation  
Discipline: Older Adult Education (N ADLT)  
Grading Basis: No Grade  
Repeatability: Unlimited
- d. Course Number and Title: N CTED 602 Shop Safety and Hand Tools  
Discipline: Basic Education (N CTED)  
Grading Basis: No Grade  
Repeatability: Unlimited
- e. Course Number and Title: N CTED 603 Measuring Tools  
Discipline: Basic Education (N CTED)  
Grading Basis: No Grade  
Repeatability: Unlimited
- f. Course Number and Title: N CTED 604 Power Tools  
Discipline: Basic Education (N CTED)  
Grading Basis: No Grade  
Repeatability: Unlimited

The Vote was unanimous.

**10. APPROVED PROGRAMS FOR INCLUSION IN CURRICULUM – EFFECTIVE FALL, 2008**

MSC Larson/Nelson

The Governing Board approved the following programs which have been examined by the Curriculum Committee and are being recommended for inclusion in the Palomar College Curriculum, effective Fall, 2008:

- a. Program Title: Assistant Teacher  
Discipline: Child Development (CHDV)  
Award Type: Certificate of Proficiency  
Total Units: 16
- b. Program Title: California State University General Education Breadth  
Discipline: Counseling (COUN)  
Award Type: Certificate of Achievement  
Total Units: 39 Units Minimum
- c. Program Title: Computer Network Administration with Emphasis in Cisco and Linux Management  
Discipline: Computer Science and Information Systems - Networking (CSNT)  
Award Type: Certificate of Achievement  
Total Units: 37 – 38

- d. Program Title: Computer Network Administration with Emphasis in Cisco and Microsoft Management  
Discipline: Computer Science and Information Systems - Networking (CSNT)  
Award Type: Certificate of Achievement  
Total Units: 38 – 39
- e. Program Title: Computer Network Administration with Emphasis in Microsoft and Linux Management  
Discipline: Computer Science and Information Systems - Networking (CSNT)  
Award Type: Certificate of Achievement  
Total Units: 38 – 40
- f. Program Title: Computer Science with Emphasis in Video Gaming  
Discipline: Computer Science and Information Systems - Computer Science (CSCI)  
Award Type: A.A. Degree Major or Certificate of Achievement  
Total Units: 47.50 - 48.50
- g. Program Title: Early Childhood Administration  
Discipline: Child Development (CHDV)  
Award Type: A.A. Degree Major  
Total Units: 47
- h. Program Title: Early Intervention Assistant  
Discipline: Child Development (CHDV)  
Award Type: A.A. Degree Major or Certificate of Achievement  
Total Units: 29
- i. Program Title: Early Intervention Teacher  
Discipline: Child Development (CHDV)  
Award Type: A.A. Degree Major or Certificate of Achievement  
Total Units: 42
- j. Program Title: Geography  
Discipline: Geography (GEOG)  
Award Type: A.A. Degree Major  
Total Units: 18
- k. Program Title: Infant/Toddler Teacher  
Discipline: Child Development (CHDV)  
Award Type: A.A. Degree Major or Certificate of Achievement  
Total Units: 42
- l. Program Title: Insurance Services  
Discipline: Insurance (INS)  
Award Type: Certificate of Proficiency  
Total Units: 12 – 15
- m. Program Title: Intersegmental General Education Transfer Curriculum  
Discipline: Counseling (COUN)  
Award Type: Certificate of Achievement  
Total Units UC System: 34 Units Minimum  
Total Units CSU System: 37 Units Minimum

- n. Program Title: Java Software Development  
Discipline: Computer Science and Information Systems - Computer Science (CSCI)  
Award Type: Certificate of Proficiency  
Total Units: 17.5
- o. Program Title: Mac Programming  
Discipline: Computer Science and Information Systems - Computer Science (CSCI)  
Award Type: Certificate of Proficiency  
Total Units: 15
- p. Program Title: School Age Assistant  
Discipline: Child Development (CHDV)  
Award Type: Certificate of Proficiency  
Total Units: 15
- q. Program Title: Web 2.0  
Discipline: Computer Science and Information Systems - Information Technology (CSIT)  
Award Type: Certificate of Proficiency  
Total Units: 10
- r. Program Title: Working with Families  
Discipline: Child Development (CHDV)  
Award Type: A.A. Degree Major or Certificate of Achievement  
Total Units: 34
- s. Program Title: World Cultures  
Discipline: Multicultural Studies (MCS)  
Award Type: Certificate of Achievement  
Total Units: 18

The Vote was unanimous.

11. **APPROVED REMOVAL OF COURSES FROM CURRICULUM – EFFECTIVE FALL, 2008**

MSC Larson/Nelson

The Governing Board approved the removal of the courses which have been examined by the Curriculum Committee and are being recommended for removal from the Palomar College Curriculum, effective Fall, 2008:

**CREDIT COURSES**

- a. Course Number and Title: AP C 222 Roof Framing II  
Discipline: AP Carpentry (AP C)  
Prerequisites: AP C 221  
Repeatability: May be taken 2 times  
Reason for Deactivation: Inactive
- b. Course Number and Title: AP C 224 Commercial Framing  
Discipline: AP Carpentry (AP C)  
Repeatability: May be taken 2 times  
Reason for Deactivation: Inactive

- c. Course Number and Title: CHDV 298 Child Development Field Experience  
Short Title: CHDV Field Experience  
Discipline: Child Development (CHDV)  
Transfer Acceptability: CSU  
Grading Basis: Credit/No Credit Only  
Repeatability: May be taken 4 times.  
Reason for Deactivation: Inactive
  
- d. Course Number and Title: CSIS 167 Designing Network Infrastructure  
Short Title: Design Network Infrastructure  
Discipline: Computer Science and Information Systems (CSIS)  
Recommended Prep: CSIS 164  
Reason for Deactivation: Inactive
  
- e. Course Number and Title: CSIS 197B Computer Science and Information Systems Topics in Microsoft Office  
Short Title: CSIS Topics/Microsoft Office  
Discipline: Computer Science and Information Systems (CSIS)  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Online  
Repeatability: May be taken 4 times  
Reason for Deactivation: Inactive
  
- f. Course Number and Title: CSIS 218 Visual Basic for Applications  
Discipline: Computer Science and Information Systems (CSIS)  
Prerequisites: CSIS 217  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Computer Assisted, Telecourse, Online  
Reason for Deactivation: Inactive
  
- g. Course Number and Title: CSIS 264 TCP/IP Internet Architecture and Protocols  
Short Title: TCP/IP Internet Arch/Protocols  
Discipline: Computer Science and Information Systems (CSIS)  
Distance Learning Offering(s): Computer Assisted, Telecourse, Online  
Repeatability: May be taken 2 times  
Reason for Deactivation: Inactive
  
- h. Course Number and Title: DA 80 Coronal Polishing  
Discipline: Dental Assisting (DA)  
Prerequisites: Admission to the Dental Assisting Program  
Course included in the following programs:
  - 1. Dental Assisting (Registered Dental Assistant) A.A. Degree Major or Certificate of AchievementGrading Basis: Grade Only  
Reason for Deactivation: Inactive. Course content a part of newly created DA 82 course
  
- i. Course Number and Title: DA 81 Clinical Coronal Polishing  
Discipline: Dental Assisting (DA)  
Prerequisites: DA 50, DA 80, proof of Hepatitis B Immunization, and EME 55, or current BLS for Healthcare providers Certificate  
Course included in the following programs:
  - 1. Dental Assisting (Registered Dental Assistant) A.A. Degree Major or Certificate of AchievementGrading Basis: Grade Only  
Repeatability: May be taken 2 times.  
Reason for Deactivation: Inactive. Course content a part of newly created DA 83 course

- j. Course Number and Title: DR 31 Language Development  
Discipline: Disability Resource (DR)  
Repeatability: May be taken 4 times  
Reason for Deactivation: Inactive
  
- k. Course Number and Title: DR 35 Speech/Language Development: Articulation, Fluency, and Voice Problems  
Short Title: Speech/Language Development  
Discipline: Disability Resource (DR)  
Repeatability: May be taken 4 times  
Reason for Deactivation: Inactive
  
- l. Course Number and Title: ENGR 125 Engineering Graphics  
Discipline: Engineering (ENGR)  
Course included in the following programs:  
1. Engineering – A.A. Degree Major  
Transfer Acceptability: UC, CSU  
Reason for Deactivation: Inactive. Course no longer satisfies Department (ENGR) Requirements
  
- m. Course Number and Title: PLS 50 CLA Exam Preparation  
Discipline: Paralegal Studies (PLS)  
Recommended Prep: Completion of Paralegal Studies Program, or seven years experience as a paralegal  
Grading Basis: Credit/No Credit Only  
Reason for Deactivation: Paralegal Studies program being phased out
  
- n. Course Number and Title: PLS 140 Contract Law  
Discipline: Paralegal Studies (PLS)  
Prerequisites: LS 121 / PLS 121  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Video Two Way  
Reason for Deactivation: Paralegal Studies program being phased out
  
- o. Course Number and Title: PLS 197 Paralegal Studies Topics  
Discipline: Paralegal Studies (PLS)  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Telecourse  
Repeatability: May be taken 4 times.  
Reason for Deactivation: Paralegal Studies program being phased out
  
- p. Course Number and Title: PLS 210 Computer Literacy for Paralegals-Advanced  
Short Title: COMP LITERACY/PARALEGALS-ADV  
Discipline: Paralegal Studies (PLS)  
Transfer Acceptability: CSU  
Reason for Deactivation: Paralegal Studies program being phased out
  
- q. Course Number and Title: PLS 246 Civil Litigation II  
Discipline: Paralegal Studies (PLS)  
Prerequisites: LS 245 / PLS 245  
Transfer Acceptability: CSU  
Reason for Deactivation: Paralegal Studies program being phased out
  
- r. Course Number and Title: PLS 270 Intellectual Property  
Discipline: Paralegal Studies (PLS)  
Prerequisites: LS 121 / PLS 121  
Transfer Acceptability: CSU  
Reason for Deactivation: Paralegal Studies program being phased out

- s. Course Number and Title: RTV 160 Broadcast Advertising  
Discipline: Radio and Television (RTV)  
Course included in the following programs:
  - 1. Radio and Television – A.A. Degree Major or Certificate of AchievementTransfer Acceptability: CSU  
Repeatability: May be taken 4 times  
Reason for Deactivation: Low Enrollment
  
- t. Course Number and Title: ZOO 205 Physiology Lecture  
Discipline: Zoology (ZOO)  
Prerequisites: BIOL 102, ; or BIOL 200, and CHEM 100, ; or BIOL 100, and CHEM 100, ; or BIOL 105, and CHEM 100  
Associate Degree General Education - B Natural Sciences  
CSU GE Area B: Physical and its Life Forms - B2 - Life Science  
IGETC Area 5: Physical and Biological Sciences - B. Biological Science  
IGETC Area 5: Physical and Biological Sciences - C. laboratory Activity  
Transfer Acceptability: UC, CSU  
Reason for Deactivation: Inactive

**NON CREDIT COURSES**

- a. Course Number and Title: N BASC 203 Basic Mechanical Skills  
Discipline: Basic Education (N BASC)  
Reason for Deactivation: Not approved by CCC System office

The Vote was unanimous.

**12. APPROVED REMOVAL OF PROGRAMS FROM CURRICULUM – EFFECTIVE FALL, 2008**

MSC Larson/Nelson

The Governing Board approved the removal of the following programs, which have been examined by the Curriculum Committee and are being recommended for removal from the Palomar College curriculum, effective Fall, 2008:

**CREDIT PROGRAMS**

- a. Program Title: Child Development Master Teacher  
Discipline: Child Development (CHDV)  
Award Type: Certificate of Achievement  
Total Units: 47.50  
Deactivated: Replaced with Another Program
  
- b. Program Title: Liberal Arts and Sciences  
Discipline: Counseling (COUN)  
Award Type: A.A. Degree Major  
Total Units: 60  
Deactivated Due to New Title 5 Regulations

The Vote was unanimous.

13. **EXCUSED ABSENCE OF TRUSTEE**

MSC Chadwick/Nelson

In accordance with Section 72425(c) of the California Education Code, the Governing Board found that the absence of **Trustee Michele T. Nelson** from the Regular Meeting of the Governing Board held **February 19, 2008**, is **excused** due to personal necessity.

The Vote: 4 Ayes; 1 abstention (Nelson)

14. **APPROVED SUBMITTAL OF ATTENDANCE ALLOWANCE REQUEST AND/OR WAIVER OF 175-DAY REQUIREMENT BECAUSE OF EMERGENCY CONDITIONS PURSUANT TO CALIFORNIA CODE OF REGULATIONS, TITLE 5 SECTION 58146**

MSC Chadwick/Nelson

The Palomar Community College District Governing Board approved the submittal of the Attendance Allowance Request and/or Waiver of 175-Day Requirement Because of Emergency Conditions Pursuant to CA Code of Regulations, Title 5 Section 58146 to the CA Community College Fiscal Services Unit. This request is the result of campus closures for the period of October 22, 2007, through October 27, 2007, during the fire storms. **EXHIBIT N-14**

The Vote was unanimous.

15. **INFORMATION: STUDENT GRADE DISPUTE POLICY AND PROCEDURE**

**STUDENT GRADE DISPUTE POLICY AND PROCEDURES**

**I. POLICY**

Recognizing the importance of the integrity of the grading process, by dictate of the California Education Code, it is the policy of the Palomar Community College District (BP 411.3) to limit the assignment of final grades to each instructor, except in cases where an instructor has clearly violated §55025 of the California Education Code (Title V). Students may dispute final grades only when the student can provide proof that §55025 of the California Education Code (Title V) has been violated. See below for definitions. Without such proof, only the instructor who assigned a final grade can choose to change that final grade. Students can seek resolution of their dispute as outlined in the Student Grade Dispute Policy and Procedures. Students must initiate the dispute within one semester of the final grade being submitted. Students may ask any faculty, staff, or administrative member of the District for guidance in following the procedure, but students are responsible for proving their own case for a grade dispute.

**II. DEFINITION OF TERMS**

*Grade Dispute* A claim by a student that his/her final grade was given by the instructor in violation of Title V, §55025.

*Semester* One fall or spring semester as defined by the District calendar. For purposes of the grade dispute procedure, summer and intersessions do not count as semesters. Grade disputes for classes that take place in spring, summer, or intersession must be initiated no later than the fall semester immediately following summer. Grade disputes for classes that take place in fall must be initiated no later than the following spring semester.

Title V, §55025 states:

"In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency." The California Education Code may be found at [www.leginfo.ca.gov](http://www.leginfo.ca.gov).

When determining whether or not a mistake, fraud, bad faith or incompetence has occurred, all parties need to consider the legal meaning of these terms, defined in Black's Law Dictionary as:

*Mistake* Some unintentional act, omission, or error by the instructor.

*Fraud* An intentional perversion of the truth for the purpose of inducing another to part with something valuable or to surrender a legal right.

*Bad Faith* Synonymous with fraud, neglect, or refusal to fulfill some duty or contractual obligation, not prompted by an honest mistake as to one's rights or duties.

*Incompetence* Lack of ability, legal qualification, or fitness to discharge a required duty.

### III. INFORMAL GRADE DISPUTE RESOLUTION PROCEDURES

Before initiating formal grade dispute procedures, the student shall attempt to resolve the dispute informally by meeting with the instructional faculty member who issued the grade in dispute and instructional administrator. The student may dispute grades only when there is evidence that Title V, §55025 has been violated. The intent of the informal grade dispute procedure is to strongly encourage and support all possible attempts to resolve the dispute with the faculty member.

The student should follow the process described below in an attempt to informally resolve his/her dispute. Students can direct additional questions related to this process to the Chair of the Academic Standards and Practices Committee, a committee of the Faculty Senate.

- a. The student must make the initial dispute to the instructor of record for the class in question within one semester of the final grade being submitted. The instructor has 15 business days to respond to and meet with the student after being contacted by the student.
- b. If the student has not resolved his/her dispute with the instructor, the student may present his/her dispute to the chair of the department that offered the class for which the grade in question was given. The department chair has 15 business days to respond to and meet with the student after being contacted by the student.
- c. If the student has not resolved his/her dispute with the instructor and department chair, the student may present his/her dispute to the academic or counseling dean of the division. The dean has 15 business days to respond to and meet with the student after being contacted by the student.

- d. At levels b, and c listed above, the department chair or administrator in question does not have the authority to change the grade that was issued by the instructor. Rather, his/her role is to hear the dispute as presented by the student and earlier involved faculty members/administrators. If, after consultation with the instructor, department chair, and/or dean, the dean feels that Title V, §55025 may have been violated, the student can request that the Vice President for Instruction pursue the Formal Grade Dispute process outlined in section IV.
- e. In cases where the instructor of record for the class in question is on sabbatical or other leave, the dispute calendar will be extended until the semester that the instructor returns, within one calendar year. In cases where the instructor is on leave for more than one calendar year, or is unavailable for return or contact, another faculty member may substitute for the instructor, as specified in Title V, §55025.
- f. If no violation of Title V, §55025 is found by the department chair, or academic or counseling dean, the instructor's decision is final, and no formal grade dispute will proceed. The academic or counseling dean involved will inform the student, instructor, and department chair in writing of the finality of the instructor's decision and the completion of the grade dispute process within 15 business days.

#### **IV. FORMAL GRADE DISPUTE RESOLUTION PROCEDURES**

If the academic or counseling dean finds that there is a potential case of a violation of Title V, §55025, the student may file a request with the Vice President for Instruction for a formal hearing. The student must initiate the dispute process within one semester of the instructor of record's response to the informal grade dispute in question. Grade disputes pursued after one semester will not be accommodated.

Students must complete the Formal Grade Dispute Resolution Hearing Request Form (available on the Office of Instruction website), including the following typed and signed information in their request for a formal hearing:

- a. A clear and concise statement of the dispute that must include details of the specific violation of Title V, §55025.
- b. The name of the instructor, course ID, section number, and semester of the class for which the grade is being disputed.
- c. Identification of the resolution, corrective, or remedy being sought.
- d. A detailed summary of the steps already taken to resolve the issue, including dates and times for meetings that occurred during the Informal Grade Dispute procedure.
- e. Copies of all documents, assignments, or related materials indicating that Title V, §55025 has been violated.

The Vice President for Instruction, upon receiving the student's request for a formal hearing will convene the Academic Grade Review Panel. The composition of the Academic Grade Review Panel is as follows:

- a. the Vice President for Instruction
- b. 1 faculty member from within the discipline of the class in question
- c. 2 faculty members at-large appointed by the Faculty Senate
- d. 1 student representative appointed by the ASG

If the student filing the Formal Grade Dispute Resolution Hearing Request Form prefers not to have a student representative, none will be appointed to the panel. The student also has the option to challenge the makeup of the panel, and may request that different faculty members be assigned in case of a perceived conflict of interest. The student may not request particular faculty, only that new faculty be assigned.

The instructor in question may also challenge the student representative on the panel in case of a perceived conflict of interest. The faculty may not request a particular student, only that a new student representative be assigned.

All documentation from the informal and formal procedures will be housed in the Office of Instruction in order to preserve the confidentiality of all records related to the process.

## **V. FORMAL HEARING PROCEDURES**

- a. Within 20 business days of receiving a submitted request for a formal hearing, the Academic Grade Review Panel will convene to conduct the hearing.
- b. The Academic Grade Review Panel will:
  - i. Review the request for a formal hearing submitted by the student.
  - ii. Receive a signed written statement from the instructor, department chair, and academic or counseling dean, specifying all relevant facts as discovered during the Informal Grade Dispute Procedure and the reasoning and evidence for Title V, §55025 violation.
  - iii. Hear testimony, examine witnesses, and receive all evidence pertaining to the case, as determined to be necessary by the Academic Grade Review Panel.
  - iv. Evaluate testimony and evidence in terms of Title V, §55025.
  - v. Provide a transcript of the proceeding and investigation, which will be kept in a confidential file in the Office of Instruction and will be available at all times to the parties to the dispute.
- c. The formal hearing will be closed to the public unless otherwise mutually agreed upon by all parties involved in the hearing.
- d. Upon conclusion of the formal hearing, the Academic Grade Review Panel will make a recommendation to the Superintendent/President of the District.
- e. The Superintendent/President of the District shall review the recommendation of the Academic Grade Review Panel and make a final decision within 15 business days.
  - i. If the Superintendent/President's decision is to change the grade, the new grade determined by the three faculty members of the Academic Grade Review Panel shall be the final grade assigned. The Academic Grade Review Panel will determine a new grade based on the information they have available to it, as well as the request of the student in the original request for a formal hearing. The Academic Grade Review Panel will designate one faculty member from the Panel to sign and file the official grade change form in Enrollment Services for appropriate recording of the new grade.
  - ii. If the Superintendent/President's decision is to uphold the grade, the instructor's decision regarding the grade dispute is final.

16. **APPROVED DISTRICT'S REPORTING TO THE PUBLIC OF EMPLOYEE AND CONSULTANT HIRES AND BUDGET TRANSFERS**

MSC Chadwick/Larson

The Governing Board approved the addition of three more stand alone items to its agenda in the interest of informing the public of significant business activities:

- The hiring of any consultant and/or employee who will be acting in an administrative capacity or in support of administrative functions for the District.
- The renewal or modification of any contract of any consultant and/or employee who will be acting in an administrative capacity or in support of administrative functions for the District.
- Any budget transfers from General Fund into Fund 69.

These items will appear on the Governing Board agenda prior to any action taking place.

Michele Nelson commented that the word action was missing from the last sentence. A lengthy discussion followed.

The Vote was unanimous.

17. **FIRST READING – REVISION OF PALOMAR COMMUNITY COLLEGE DISTRICT POLICIES: CHAPTER 5 – STUDENT SERVICES**

This information item includes a proposal to revise the present policies on Chapter 5 – Student Services. These policies have gone through final review through the shared governance process. They will be presented for approval at the April 8, 2008, Governing Board meeting. **EXHIBIT N-17**

Trustee Chadwick inquired about the deletion of BP 5500 from the Chapter to be approved. Vice President Madrigal stated that particular policy need further review by the Policies & Procedures Task Force and will be brought back for approval when complete agreement has been reached. Trustee Chadwick said she assumed that all of the changes made to the policies are related to the recommendations from attorneys from the Community College League of California and from the Task Force. President Deegan confirmed that the changes are recommended by the CCLC, the Policies & Procedures Task Force, and Strategic Planning Council.

18. **FIRST READING – REVISE BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE**

This information item includes a proposal to revise BP 2715 to meet Accreditation Standards. **EXHIBIT N-18**

Trustee Chadwick commented that she is assuming the recommended changes to this policy are related to accreditation standards. President Deegan confirmed that the recommended changes to the policy are recommended from the League to meet accreditation standards.

Trustee Chadwick suggested deleting the word “personal” from #3. This change will be made and brought back for action at the next Board meeting.

Under #4, Trustee Chadwick clarified if there was an agreement to discuss or action to be reported from closed session to open session, that would obviate the language in terms of prohibiting and talking about it.

**19. INFORMATION: SABBATICAL LEAVES**

An item will appear on the agenda for the **April 8, 2008**, meeting requesting the Governing Board to vote on the approval of **sabbatical leaves** for **2008-2009** for the following faculty members. **EXHIBIT N-19**

Board President McMullen announced a correction to the date of Board action.

**Fall 2008**

Ronald Burgher, CSIS Department  
Molly Faulkner, Performing Arts Department  
David Forsyth, Business Administration Department  
Grace Fowler, Graphic Communications Department  
Pat Hahn, Communications/RTV Departments  
Jerry Rafiki Jenkins, English Department  
Teresa Laughlin, Economics, History and Political Science Department  
Kalyna Lesyna, Behavioral Sciences Department  
Linda Locklear, American Indian Studies/American Studies Departments  
Leanne Maunu, English Department  
Roger Morrissette, Behavioral Sciences Department  
Marilee Nebelsick-Tagg, Nursing Education Department  
Cindy Torgison, Mathematics Department  
John Valdez, Multicultural Studies Department

**Spring 2009**

Mark Bealo, Graphic Communications Department  
Mark Clark, Mathematics Department  
Fred Levine, Art Department  
Nimoli Madan, ESL Department  
Karen McGurk, Nursing Education Department  
Daniel Sourbeer, Life Sciences Department  
Annette Squires, Mathematics Department

**Full Year 2008-09**

Daniel Clegg, Mathematics Department

**20. INFORMATION: CCCT BOARD ELECTION – 2008**

An item will appear on the agenda for the **April 8, 2008**, meeting requesting the Governing Board to vote for nine candidates for the **CCCT Board**. **EXHIBIT N-20**

Discussion ensued among Board members regarding the makeup of the CCCT Board and how difficult it is for the smaller districts to get representation. Members thanked Trustee Chadwick for continuing to run for the CCCT Board.

**O. BOARD REQUESTS FOR REPORTS**

Trustee Evilsizer requested an informal report on feedback from the campus community on the Sprinter.

**P. RECESS TO CLOSED SESSION – No additional session needed.**

**R. ADJOURNMENT**

The meeting was adjourned at 6:59 p.m.