

Minutes of the  
MEETING OF THE FACULTY SENATE  
October 13, 2008

APPROVED

- PRESENT:** Bruce Bishop, Monika Brannick, Valerie Chau, Ralph Ferges, Katy French, Marty Furch, Lawrence Hahn, Richard Hishmeh, Stan Levy, Jackie Martin-Klement, Linda Morrow, Sue Norton, Patrick O'Brien, Kathleen Sheahan, Diane Studinka, Fari Towfiq, Judy Wilson
- ABSENT:** Brent Gowen
- GUESTS:**
- CALL TO ORDER:** The meeting was called to order by the president, Monika Brannick, at 2:00 p.m., in Room SU-30.
- Approval of Minutes:**
- Motion 1** MSC Bishop, O'Brien: Faculty Senate approval of the minutes of October 6, 2008, as amended. The motion carried.
- Public Comments:** None.
- Announcements:** Faculty Senators were provided binders for the 2008-09 academic year. Monika Brannick asked Senate members to review the contents and utilize the designated areas to store their weekly agendas and minutes. Unless otherwise requested, no Senate Orientation will be scheduled this year.
- Committee Appointments:**
- Motion 2** MSC Levy, Chau: Faculty Senate approval of the following Peer Review Committee appointment:
- Jackie Martin-Klement, Chair for James Hoevertsz
- The motion carried.
- Motion 3** MSC Chau, Morrow: Faculty Senate approval of the appointment of Judy Wilson to the Service Learning Coordinator position. The motion carried.
- Curriculum:** The next Curriculum Committee meeting will be held on Wednesday, October 13.
- Accreditation:** At last Tuesday's Strategic Planning Council (SPC) meeting, the Council voted unanimous support (with one abstention) for the Accreditation Self-Study report and its Planning Agenda. (The Steering Committee did not need SPC's "approval," but support is vital because SPC needs to begin work immediately on the Planning Agenda items.) This week the editorial staff is reviewing all the Standards and the introductory materials in preparation to present the Self-Study to the Governing Board next Wednesday, October 22. The staff will attend a special Governing Board meeting on October 29 to discuss the report with the trustees.

Policies & Procedures

Task Force: The group of seven faculty members charged with reviewing the District Policies and Procedures chapter on Instruction will meet for the first time this Wednesday, October 15.

Revised Field Course,  
Study Abroad Course,  
Extended Field Trip,  
And Single-Day Trip  
Authorization Request:

Draft copies of Palomar College's Field Trip Authorization Requests, and Study Abroad Course Authorization Request forms were provided at last week's meeting. Monika asked Senators to review the forms so that the district could pilot them this semester.

Motion 4

MSC Morrow, Towfiq: Move Revised Field Course, Study Abroad Course, Extended Field Trip, and Single-Day Trip Authorization Request, to action. The motion carried.

Senators discussed the draft copies at length. Some concern arose regarding district liability and student travel. For example, at what point are students excused from Palomar's outlined Code of Conduct when participating in a district-sponsored field trip or activity? Senators noted that students are often given free time on such trips, and specifying exact instructional hours, during which students would be subject to Palomar's Student Code of Conduct, can be difficult. Senate members recommended that specific information on what is expected of students, what portions of the activity are optional, and what the dates and times of the activities are, be included in a class/activity itinerary.

Also discussed was the Single-Day Trip Authorization Request. One Senator clarified that students cannot be required to attend a single-day field trip unless said activity is noted in the Course Outline of Record. Moreover, students who cannot, or do not, attend field trips must be offered alternate assignments if the field trip is tied to the course grade. Senators also sought to clarify that this form should not be required for on-campus trips that take place during regularly scheduled class meeting times.

Some Senators also suggested that if the district wished to make additional changes to the forms, which would require further discussion or review, an ad-hoc committee should be created to meet and discuss the forms, their use, and other issues related to field trips and study abroad activities.

Motion 5

MSC Bishop, Chau: Faculty Senate approval of the Revised Field Course, Study Abroad Course, Extended Field Trip, and Single-Day Field Trip Authorization Request pilot forms, as amended (see attachments). The motion carried.



Single Day Field Trip  
Authorization Request



Extended Field Trip  
Authorization Request



Field Course  
Authorization Request

Process for Reviewing  
Contract Education:

Teri Safranek and Wilma Owens attended the September 22, 2008, Senate meeting and provided information on Palomar's Workforce Development and Venture programs. At this meeting, Senators expressed the concern of some faculty that, at times, Venture program courses and activities seemingly compete with academic programs. It was agreed that cross-communication between the Workforce & Community Development

Office and departments offering similar courses would be beneficial. Of particular concern were cases where students may not be aware of the specific differences between Venture programs and credit and non-credit programs.

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Monika Brannick stated that several faculty members have requested clarification on how Workforce Development and Venture programs are overseen within the broader Palomar College system, and have asked whether a process involving the Curriculum Committee, the Faculty Senate, or some other oversight committee, would be beneficial to these ends. It was reiterated that such a process would not include limiting or eliminating offerings from the Workforce and Venture programs, but would be used to assure that lines of communication between relevant programs are maintained. Some have also expressed concern with the perceived validity of Workforce Development and Venture program certificates, and the perceived credentials of instructors teaching within those courses who represent themselves as Palomar College faculty members. Brannick noted that the approval process for Workforce Development and Venture programs currently involves the Governing Board, which sees the instructor's name, the name of the class, the cost of the course, and the amount of fees collected.

One Senator noted that effective course review of Workforce and Venture Programs by the Curriculum Committee, or a similar body, would have to include a review of course syllabi and course content information. Some Senators suggested that because Palomar College employees, Teri Safranek and Wilma Owens, already oversee these programs, and because these programs are separate from academic programs, further oversight may not be necessary. Moreover, as the Faculty Senate oversees Academic & Professional Matters, Workforce and Venture Programs may fall outside of its purview.

Discussion continued, with some Senators reiterating that additional oversight should not be construed negatively; rather, such oversight ensures quality control, which is an important aspect of Palomar's professional reputation and its reputation in the community. Senators did not reach consensus on these points, and Monika asked Senate members to consider steps to improve communication between the Workforce and Venture Programs and academic departments. She asked that suggestions be brought to next week's meeting for further discussion and/or action.

ASG: Claudia Doran was not present to provide an ASG report.

President Deegan: Monika Brannick reported that discussion at her weekly meeting with President Deegan focused on improving communications between the Workforce and Venture Programs and academic departments. President Deegan expressed his support for these improvements.

Strategic Planning  
Council:

The following items were discussed and acted upon at the recent Strategic Planning Council meeting:

1. Support of the Accreditation Self-Study and Planning agendas.
2. Approval of the 2008-09 Annual Implementation Plans, which will be expanded and/or adjusted once the Governing Board approves the Self-Study's Planning Agendas.
3. First reading of the District Policies and Procedures drawn from Chapter 7 on Human Resources.
4. First reading of the Emergency Response Workgroup's recommendations.

Instructional

Planning Council:

Kathleen Sheahan reported that the Instructional Planning Council continues to discuss issues surrounding the budget, including the 25% cut which will remain in place. She reported that Palomar College's reserve is down from \$12.9 million last year, to \$7.2 million this year, and that this year's ending fund balance for the district is lower than last year's. She added that 800 sections have been cut over the fall, spring, and summer semesters, with no improvements in sight.

Sheahan also stated that the office at the Borrego Springs site has been closed, but the two courses currently on the schedule will remain.

Student Services

Planning Council:

Katy French provided the following report from the October 8, meeting of the Student Services Planning Council:

- The group approved the establishment of a Veterans Services Advisory Group, which will report to the Student Services Planning Council. The group will identify the needs of the approximately 800 veterans currently enrolled at Palomar. It is expected that the number of veterans attending Palomar will rise by at least 400 over the next few years.
- Faculty and staff are invited to a musical presentation by the Air Force Rhythm and Brass Band on Tuesday, October 14, from 11:00 a.m. – 1:00 p.m. in the SU quad area.
- Faculty and staff are also invited to the live broadcast of The Women's Conference to be held in the Student Union on October 22, from 8:00 a.m. – 6:00 p.m. French noted that Palomar was one of a select group of colleges selected to host this event.

Finance & Administrative

Services Planning

Council:

Monika Brannick reported that a Senator is still needed to serve on the Finance & Administrative Services Planning Council.

Budget Committee:

The next meeting of the Budget Committee will be held on October 14, 2008.

Palomar Faculty

Federation:

Jackie Martin-Klement reported that members of the PFF are being asked to attend the Governing Board meeting on Tuesday, October 14, to support Classified Staff in their effort to obtain a fair and collegial process for their reclassification study, and to urge the District to settle contract negotiations.

In response to a question about online teaching loads, Martin-Klement indicated that a few faculty members are teaching up to seven online courses during a single semester. Senators discussed Palomar's current definition of a teaching load and whether the number of online courses taught by instructors should be limited. Kathleen Sheahan added that members of the Technology Resources Committee workgroups are currently working in conjunction with PFF to discuss online teaching issues, including faculty workload and faculty performance standards.

Learning Outcomes  
Council:

Marty Furch reported that the Learning Outcomes Council continues to offer work sessions for faculty members, and will be hosting another session on Friday, October 17, from 9:00 a.m. – 1:00 p.m.

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Members of the LOC reviewed the Basic Skills Action Plan at last week's meeting, which is due in the Chancellor's Office on October 15.

75/25 Workgroup:

Currently, the 75/25 Workgroup is studying a white paper on 75/25 issues prepared several years ago by the System Office and is considering whether to develop a survey to solicit information on successful models from other colleges and districts.

Personnel Standards &  
Practices Committee:

Patrick O'Brien reported that at next week's meeting, Senators will discuss whether a recommendation should be made that for Administrator Evaluations, Palomar follow the model of Faculty evaluations, wherein only the evaluatee and their supervisors are privy to the evaluation results.

ADJOURNMENT:

The meeting was adjourned at 3:32 p.m.

Respectfully submitted,

Richard Hishmeh, Secretary