

Minutes of the  
MEETING OF THE FACULTY SENATE  
October 20, 2008

APPROVED

- PRESENT: Bruce Bishop, Monika Brannick, Valerie Chau, Ralph Ferges, Katy French, Marty Furch, Brent Gowen, Lawrence Hahn, Richard Hishmeh, Stan Levy, Jackie Martin-Klement, Linda Morrow, Sue Norton, Patrick O'Brien, Kathleen Sheahan, Diane Studinka, Fari Towfiq
- ABSENT: Judy Wilson
- GUESTS: Claudia Doran
- 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, Chau: Faculty Senate approval of the minutes of October 13, 2008, as amended. The motion carried.
- Public Comments: None.
- Announcements: Brent Gowen announced that Gene Jackson is recovering well from his recent illness. He expects to return to campus in the spring semester.
- Committee Appointments:
- Motion 2 MSC O'Brien, Gowen: Faculty Senate approval of the following committee appointment:
- Professional Development Advisory Board  
Part-time (07-09)  
Janice Schultz, Design/Family and Consumer Sciences/Nutrition
- The motion carried.
- Motion 3 MSC Gowen, Levy: Faculty Senate approval of the following Peer Review Committee appointment:
- Jackie Martin-Klement, Chair for Bruce Gan
- The motion carried.
- Curriculum: Copies of the following Curriculum items were distributed:

**PALOMAR COLLEGE**  
**CURRICULUM COMMITTEE**  
**ACTION ITEMS**  
Wednesday, October 15, 2008  
Room SU-18 at 3:00 p.m.

**I. CALL TO ORDER**  
**II. MINUTES OF SEPTEMBER 17, 2008**  
**III. ANNOUNCEMENTS**

#### IV. ACTION ITEMS

Details of all program and course proposals can be viewed at: <http://www.curricunet.com/palomar>

- Select Track, All Proposals.
- From the list of pending proposals, select the Check Status button for the program or course you wish to view.
- Select the Pencil Icon in order to navigate through the various pages of the proposal, or
- Select the "WR" Icon to view the Course Outline of Record or Program Report, or
- Select the "CC" Icon to view a report that displays proposed changes for the course outline of record or program
- Select the "CR" Icon to view a report that displays ALL proposed changes for the course

To view Packages:

- Select Packages under Create/Edit Proposals, then select the Pencil Icon to see the individual proposals included in the Package. Various Icons will be accessible for creating Reports or viewing the various pages of each proposal.

#### A. CONSENT CALENDAR

There will be no separate discussion of these items unless a Curriculum Committee member or guest requests that a particular item be removed from the Consent Calendar. Items so removed will be considered separately. All matters remaining under Consent Calendar are considered to be routine and will be approved by one motion.

The following curricular changes, pending appropriate approvals, will be effective FALL 2009:

#### A. Credit Course/Program Packages

1. There are no Credit Course/Program Packages for this agenda.

#### B. Noncredit Course/Program Packages

1. There are no Noncredit Course/Program Packages for this agenda.

#### C. New Programs

1. There are no New Programs for this agenda.

#### D. Program Changes

1. Program Title: Interactive Media Design--Emphasis in 3D Modeling and Animation

Discipline: Graphic Communications - Multimedia and Web (GCMW)

Award Type: A.A. Degree Major or Certificate of Achievement

Total Units: 24.50 - 27.00

*Lillian S. Payn*

2. Program Title: Interactive Media Design--Emphasis in Multimedia Design

Discipline: Graphic Communications - Multimedia and Web (GCMW)

Award Type: A.A. Degree Major or Certificate of Achievement

Total Units: 27

*Lillian S. Payn*

3. Program Title: Interactive Web Multimedia and Audio

Discipline: Graphic Communications - Multimedia and Web (GCMW)

Award Type: A.A. Degree Major or Certificate of Achievement

Total Units: 30.00

*Lillian S. Payn*

#### E. Program Deactivations

1. There are no Program Deactivations for this agenda.

#### F. Credit Courses - New

1. Course Number and Title: AIS 104 The Music of Native America

Discipline: American Indian Studies (AIS)

Associate Degree General Education - C Humanities

Associate Degree Multicultural Requirement - Yes

CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages - C1 - Arts, Dance, Music, Theater

IGETC Area 3: Arts and Humanities - A. Fine Arts

Distance Learning Offering(s): Video One Way, Telecourse, Online  
*Patricia A. Dixon*

2. Course Number and Title: ANTH 107 Language and Culture  
Discipline: Anthropology (ANTH)  
Associate Degree General Education - D Social and Behavioral Sciences  
CSU GE Area D: Social, Political, and Economic Institutions and Behavior; Historical - D1 - Anthropology and Archaeology  
IGETC Area 4: Social and Behavioral Sciences - A. Anthropology and Archaeology  
Distance Learning Offering(s): Online  
*Anne-Marie Mobilia*

3. Course Number and Title: GC 102 History of the Book and Publishing: Papyrus to Pixels  
Short Title: History of the Book/Publishing  
Discipline: Graphic Communications (GC)  
Course Included in the following programs:  
A. A.A. Degree Major/Certificate of Achievement-Graphic Communications Emphasis in Electronic Publishing  
B. A.A. Degree Major/Certificate of Achievement-Graphic Communications Emphasis in Management  
C. A.A. Degree Major/Certificate of Achievement-Graphic Communications Emphasis in Production  
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  
Distance Learning Offering(s): Computer Assisted, Video Two Way, Video One Way, Telecourse, Online  
*Grace A. Fowler*

6. Course Number and Title: GCMW 100 History of Multimedia  
Discipline: Graphic Communications - Multimedia and Web (GCMW)  
Course Included in the following programs:  
A. A.A. Degree Major/Certificate of Achievement-Interactive Media Design--Emphasis in 3D Modeling and Animation  
B. A.A. Degree Major/Certificate of Achievement-Interactive Media Design--Emphasis in Multimedia Design  
C. A.A. Degree Major/Certificate of Achievement-Interactive Web Multimedia and Audio  
Associate Degree General Education - C Humanities  
CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages - C1 - Arts, Dance, Music, Theater  
IGETC Area 3: Arts and Humanities - A. Fine Arts  
Distance Learning Offering(s): Telecourse, Online  
*Lillian S. Payn*

7. Course Number and Title: GEOG 140 Introduction to Remote Sensing  
Discipline: Geography (GEOG)  
Recommended Prep: Basic familiarity with computers and the windows operating system.  
Proposed for inclusion in new Geographic Information Systems certificate.  
*Wing H. Cheung*

8. Course Number and Title: RS 108 History of Christianity  
Discipline: Religious Studies (RS)  
Course Included in the following programs:  
A. A.A. Degree Major- General Studies - Emphasis in Social and Behavioral Science  
Associate Degree General Education - D Social and Behavioral Sciences  
CSU GE Area D: Social, Political, and Economic Institutions and Behavior; Historical - D6 - History  
IGETC Area 4: Social and Behavioral Sciences - F. History  
*Craig A. Forney*

#### **G. Credit Course - Change**

1. Course Number and Title: BIOL 102 Molecules and Cells  
Discipline: Biology (BIOL)  
Recommended Prep: MATH 50  
Course Included in the following programs:  
A. A.A. Degree Major- General Studies - Emphasis in Mathematics and Science  
B. A.A. Degree Major- Nursing-ADN  
C. A.A. Degree Major- Nursing-LVN-RN  
Associate Degree General Education - B Natural Sciences  
CSU GE Area B: Physical and its Life Forms - B2 - Life Science  
CSU GE Area B: Physical and its Life Forms - B3 - Laboratory Activity  
IGETC Area 5: Physical and Biological Sciences - B. Biological Science  
IGETC Area 5: Physical and Biological Sciences - C. laboratory Activity

Transfer Acceptability: UC, CSU

Decreased Unit Value, changed Hours, edited Catalog Description, updated Course Objectives, updated Outline, updated Textbooks, added Required Reading, updated Critical Thinking, updated Required Writing and Outside Assignments, and added Method of Assessment, added Student Learning Outcomes.

*Kimberly M. Marshall*

2. Course Number and Title: DA 90 Clinical Rotation

Discipline: Dental Assisting (DA)

Prerequisites: DA 50, DA 75, proof of Hepatitis B Immunization, and EME 55, or current BLS for Healthcare Providers Certificate

Course Included in the following programs:

A. A.A. Degree Major/Certificate of Achievement-Dental Assisting (Registered Dental Assistant)

Grading Basis: Pass/No Pass Only

Decreased Unit Value and Lab Hours, reformatted Course Objectives, added Methods of Instruction, updated Textbooks, added Method of Assessment, Outside Assignments and Student Learning Outcomes.

*Denise E. Rudy*

3. Course Number and Title: LT 197 Topics in Library Technology

Discipline: Library Technology (LT)

Course Included in the following programs:

A. A.A. Degree Major/ Certificate of Achievement-Library Technology

Transfer Acceptability: CSU

Repeatability: May be taken 4 times

Removed Lab and L/L components. Deleted Lab and L/L Methods of Instruction. Added Critical Thinking.

Added Student Learning Outcomes.

*Judy J. Cater*

2. Course Number and Title: MATH 245 Discrete Mathematics

Discipline: Mathematics (MATH)

Prerequisites: A minimum grade of C in MATH 130, or MATH 140, , or a passing score on the appropriate placement test

Course Included in the following programs:

A. A.A. Degree Major-General Studies-Emphasis in Mathematics and Science

B. A.A. Degree Major/Certificate of Achievement-Computer Science

C. A.A. Degree Major-Mathematics

Associate Degree General Education - A2 Language and Rationality - Analytical Thinking & Oral Communication

CSU GE Area B: Physical and its Life Forms - B4 -

Mathematics/Quantitative Thinking

IGETC Area 2: Mathematical Concepts and Quantitative Reasoning - A:

Mathematic

Transfer Acceptability: UC, CSU

Added Element to Obtain Articulation, Updated Catalog Description, added course Objective, added Method of Instruction, updated Course Outline, added Required Reading, added Method of Assessment, added Student Learning Outcomes

*Monika Brannick*

4. Course Number and Title: MICR 200 Fundamentals of Microbiology

Discipline: Microbiology (MICR)

Prerequisites: or A minimum grade of C in BIOL 102, ; or BIOL 200, and CHEM 104, or CHEM 100, ; or BIOL 100, and CHEM 104, or CHEM 100, ; or BIOL 105, and CHEM 104, or CHEM 100, ; or BIOL 101, , BIOL 101L, and CHEM 104, or CHEM 100

Course Included in the following programs:

A. A.A. Degree Major -General Studies-Emphasis in Health and Fitness

B. A.A. Degree Major-General Studies-Emphasis in Mathematics and Science

C. A.A. Degree Major- Nursing-ADN

D. A.A. Degree Major- Nursing-LVN-RN

Associate Degree General Education - B Natural Sciences

CSU GE Area B: Physical and its Life Forms-B2 - Life Science

CSU GE Area B: Physical and its Life Forms-B3 - Laboratory Activity

IGETC Area 5: Physical and Biological Sciences-B. Biological Science

IGETC Area 5: Physical and Biological Sciences-C. Laboratory Activity

Transfer Acceptability: UC, CSU

Decreased Unit Value, changed Hours. Updated Required Reading textbooks, added Critical Thinking Assignment, Updated Required Writing, added Student Learning Outcomes.

*Gary D. Alderson*

5. Course Number and Title: NURS 203 Nursing Foundation II  
Discipline: Nursing Education (NURS)  
Prerequisites: NURS 103, or NURS 110, or a copy of a current, active California LVN license in good standing must be on file in the Nursing Education Office prior to registration for this class  
Co-requisites: NURS 217, or NURS 118  
Course Included in the following programs:  
    A. A.A. Degree Major- Nursing-ADN  
    B. A.A. Degree Major- Nursing-LVN-RN  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Online  
Grading Basis: Grade Only  
Decreased Units and Hours, edited Catalog Description, edited Course Objectives, edited Methods of Instruction, updated textbooks, deleted Method of Assessment, added Student Learning Outcomes.

*Judith G. Eckhart*

6. Course Number and Title: PSYC 120 / SOC 120 Social Psychology  
Discipline: Psychology (PSYC)/ Sociology (SOC)  
Course Included in the following programs:  
    A. A.A. Degree Major- General Studies - Emphasis in Social and Behavioral Science  
    B. AA Degree Major/Certificate of Achievement-Psychological and Social Services  
Associate Degree General Education - D Social and Behavioral Sciences  
CSU GE Area D: Social, Political, and Economic Institutions and Behavior; Historical - D9 - Psychology  
CSU GE Area D: Social, Political, and Economic Institutions and Behavior; Historical - D10 - Sociology and Criminology  
IGETC Area 4: Social and Behavioral Sciences - I. Psychology  
IGETC Area 4: Social and Behavioral Sciences - J. Sociology & Criminology  
Transfer Acceptability: UC, CSU  
Distance Learning Offering(s): Telecourse, Online  
Edited Course Objectives, added Methods of Instruction, updated textbooks, added Required Reading, added Critical Thinking, edited Required Writing and Outside Assignments, Added Methods of Assessment, added Student Learning Outcomes, added Television  
Distance Learning.

*Terry L. Humphrey*

7. Course Number and Title: PSYC 150 / AODS 150 / SOC 150 Introduction to Alcohol and Other Drug Studies  
Short Title: Intro Alcohol/Drug Studies  
Discipline: Psychology (PSYC)/Alcohol and Other Drug Studies (AODS)/ Sociology (SOC)  
Course Included in the following programs:  
    A. AA Degree Major/Certificate of Achievement-Alcohol and Other Drug Studies  
    B. AA Degree Major/Certificate of Achievement-Psychological and Social Services  
Associate Degree General Education - E Integrated Self and Lifelong Learning  
CSU GE Area E: Lifelong Understanding and Self-Development – E Lifelong Understanding and Self-Development  
Changed Title, edited Catalog Description, updated Course Objectives, added Methods of Instruction, edited Outline, updated textbooks, updated Required Reading, Added Suggested Reading, Updated Critical Thinking, Updated Required Writing and Outside Assignments, added Method of Assessment, added Student Learning Outcomes.

*Maria Miller*

8. Course Number and Title: ZOO 203 Physiology  
Discipline: Zoology (ZOO)  
Prerequisites: BIOL 102, ; or BIOL 200, and CHEM 104, or CHEM 100, ; or BIOL 100, and CHEM 104, or CHEM 100, ; or BIOL 105, and CHEM 104, or CHEM 100, or equivalent  
Course Included in the following programs:  
    A. A.A. Degree Major/Certificate of Achievement-Biology- Preprofessional  
    B. A.A. Degree Major-General Studies-Emphasis in Mathematics and Science  
    C. A.A. Degree Major- Nursing-ADN  
    D. A.A. Degree Major- Nursing-LVN-RN  
    E. Certificate of Achievement-PE Adult Fitness/Health Management  
    F. A.A. Degree Major-Physical Education  
Associate Degree General Education - B Natural Sciences  
CSU GE Area B: Physical and its Life Forms-B2-Life Science

CSU GE Area B: Physical and its Life Forms-B3-Laboratory Activity  
IGETC Area 5: Physical and Biological Sciences-B. Biological Science  
IGETC Area 5: Physical and Biological Sciences-C. Laboratory Activity  
Transfer Acceptability: UC, CSU  
Changed Unit Value and Hours, added Prerequisite Option, added Student Learning Outcomes.

*Ralph E. Ferges*

**H. Credit Courses - Reactivations**

1. There are no Credit Course Reactivations for this agenda.

**I. Credit Courses – Deactivations**

1. Course Number and Title: AP C 220 Exterior Details II  
Discipline: AP Carpentry (AP C)  
Prerequisites: AP C 219  
Repeatability: May be taken 2 times  
No current program impacts.  
Reason for Deactivation: No longer a course in existing Carpentry Program.  
*Mollie R. Smith*

2. Course Number and Title: HIST 110 History of the Modern Far East  
Discipline: History (HIST)  
Course Included in the following programs:  
A. A.A. Degree Major- General Studies-Emphasis in Social and Behavioral Science  
B. A.A. Degree Major/Certificate of Achievement-International Business  
Associate Degree General Education - D Social and Behavioral Sciences  
CSU GE Area D: Social, Political, and Economic Institutions and Behavior; Historical - D6 - History  
IGETC Area 4: Social and Behavioral Sciences - F. History  
Transfer Acceptability: UC, CSU  
Reason for Deactivation: Course has not been taught for several semesters and there is no current instructor available to teach it.  
*Christopher S. Johnson*

3. Course Number and Title: HIST 114 American Military History  
Discipline: History (HIST)  
Course Included in the following programs:  
A. A.A. Degree Major- General Studies-Emphasis in Social and Behavioral Science  
Associate Degree General Education - D Social and Behavioral Sciences  
CSU GE Area D: Social, Political, and Economic Institutions and Behavior; Historical - D6 - History  
IGETC Area 4: Social and Behavioral Sciences - F. History  
Transfer Acceptability: UC, CSU  
Reason for Deactivation: The course has not been offered for a few years and there is currently no qualified instructor to teach it.  
*Christopher S. Johnson*

4. Course Number and Title: SPCH 165 Leadership Communication  
Discipline: Speech (SPCH)  
Course Included in the Following Programs:  
A. A.A. Degree Major/Certificate of Achievement – Public Works Management-Level I  
B. A.A. Degree Major/Certificate of Achievement – Public Works Management-Level II  
Reason for Deactivation: Department states course is no longer necessary.  
*Christopher R. Lowry*

**J. Noncredit Course - New**

1. There are no New Noncredit Courses for this agenda.

**K. Noncredit Course - Change**

1. There are no Noncredit Course Changes for this agenda.

**L. Noncredit Course - Deactivation**

1. There are no Noncredit Course Deactivations for this agenda

**M. Distance Learning**

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2009:

<b>Catalog Subject/Number</b>	<b>Distance Learning Offering (s)</b>
AIS 104	<u>Video One-Way, Telecourse, Online</u>
ANTH 107	<u>Online</u>
GC 102	<u>Computer Assisted, Video Two Way, Video One Way, Telecourse, Online</u>
GCMW 100	<u>Telecourse, Online</u>
NURS 203	<u>Online</u>
PSYC/SOC 120	<u>Telecourse, Online</u>

**N. Requisites and Advisories\***

The establishment of the following advisories meets Title 5 Regulation 55003, effective Fall 2009:

<b>Catalog Subject/Number</b>	<b>Type</b>	<b>Description</b>	<b>Proposal Type</b>
BIOL 102	Recom. Prep	MATH 50	Credit Course Change
DA 90	Prerequisite	DA 50, DA 75, proof of Hepatitis B Immunization, and EME 55, or current BLS for Healthcare Providers Certificate	Credit Course Change
GEOG 140	Recom. Prep	<u>Basic familiarity with computers and the windows operating system.</u>	New Course
GEOG 141	Prerequisite	<u>A minimum grade of C in GEOG 120</u>	New Course
MATH 245		A minimum grade of C in MATH 130, or MATH 140, or a passing score on the appropriate placement test	Credit Course Change
MICRO 200	Prerequisite	BIOL 102; or BIOL 200, and CHEM 104, or CHEM 100; or BIOL 100, and CHEM 104, or CHEM 100; or BIOL 105, and CHEM 104, or CHEM 100; or BIOL 101, BIOL 101L, and CHEM 104, or CHEM 100	Credit Course Change
NURS 203	Prerequisite	NURS 103, or NURS 110, or a copy of a current, active California LVN license in good standing must be on file in the Nursing Education Office prior to registration for this class	Credit Course Change
NURS 203	Corequisite	NURS 217, or NURS 118	Credit Course Change
PHIL 250	Prerequisite	<u>Eligibility for ENG 100</u>	New Course
ZOO 203	Prerequisite	BIOL 102; or BIOL 200, and CHEM 104, or CHEM 100; or BIOL 100, and CHEM 104, or CHEM 100; or BIOL 105, and CHEM 104, or CHEM 100 or equivalent	Credit Course Change

*\*underline indicates new, strikethrough indicates deletion, plain text indicates no change*

**B. RESUMPTION OF REGULAR AGENDA**

**A. ITEMS REMOVED FROM THE CONSENT CALENDAR**

**B. PROGRAM REVIEW**

1. SLOs for Programs (Certificates or Degrees) (Attachment B)
2. Determining Components for 2 year and 5 year cycle
  - A. Fields in a Program Proposal
  - B. Proposed Fields for Program Review (Attachment E)

**C. DISTANCE LEARNING SUBCOMMITTEE- CHANGE IN GOVERNANCE STRUCTURE**  
(Attachment H)

**D. INFORMATION/DISCUSSION**

1. Status of Course Outline Reviews

- A. The following courses have completed the course outline review process between September 18 and October 6, 2008, and are effective Fall 2008.

AT 100 Auto Maintenance and Minor Repair  
AT 105 Automotive Electricity  
AT 110 Automotive Tune-Up and Engine Analysis  
AT 125 Automotive Machining  
AT 196 Special Problems in Automotives  
AT 225 Automotive Engine Rebuilding  
MATH 206 Calculus with Differential Equations

**Proposed Fields for Program Review**

Attachment E

**Academic Programs**

**Planning Summary**

- A. Effective Date
- B. What is the projected/actual number of students to complete this degree each year?
- C. What is the projected/actual number of students to complete this certificate each year?

**Mission & Curriculum**

- A. Catalog Description
- B. Program Student Learning Outcomes

**Program Requisites**

- A. Condition\*
- B. Program Prerequisite\*
- C. Reason for the Prerequisite\*
  - a. Required or authorized by statute or regulation. If checked, cite the statute or regulation in the Validation Information space below.
  - b. It assures that the student will have the skills and/or knowledge presupposed in at least one course in the program needed to receive a satisfactory grade ("C" or better).
  - c. It assures that the student will possess what is necessary to protect his/her health and safety and/or the health and safety of others before entering the program.

D. Validation Information

**Vocational Programs**

**Planning Summary**

- A. Effective Date
- B. What is the projected/actual number of students to complete this degree each year?
- C. What is the projected/actual number of students to complete this certificate each year?

**Mission & Curriculum**

- A. Catalog Description
- B. Program Student Learning Outcomes

**Career and Technical Education (CTE)**

- A. Labor Market Analysis

**Program Requisites**

- A. Condition\*
- B. Program Prerequisite\*
- C. Reason for the Prerequisite\*
  - a. Required or authorized by statute or regulation. If checked, cite the statute or regulation in the Validation Information space below.
  - b. It assures that the student will have the skills and/or knowledge presupposed in at least one course in the program needed to receive a satisfactory grade ("C" or better).
  - c. It assures that the student will possess what is necessary to protect his/her health and safety and/or the health and safety of others before entering the program.

D. Validation Information

Attachment B

I. In Curricunet: Academic Program Review

a. In order to design the program review process, we have to first articulate programmatic outcomes. Upon successful completion of this program, students will be able to:

Extra info (hyperlinked to): definitions, 2-6 overarching program outcomes

b. In what ways do faculty in your department/discipline assess these outcomes at the program level?

Extra info (hyperlinked to): examples: licensing, capstone project, exit exam, transcripts, articulation agreements, etc.

c. Eventually the academic program assessment cycle will require that we respond to the following:

- i. Describe the process that faculty in your department/discipline use to analyze assessment results.
- ii. What successes, problems, opportunities, or changes, if any, were evident as a result of the analysis?
- iii. What resources do you need to help students better achieve the outcomes? Explain.

Attachment H

GOVERNANCE STRUCTURE GROUP REQUEST

**Request submitted by Berta Cuaron and Monika Brannick, Co-Chairs, Curriculum Committee**

**Date** September 17, 2008

**Proposed Name of Requested Group** Curriculum Committee

Council X	Committee	Subcommittee	Task Force
Action Requested:	Add	Delete X	Change

**Role, Products, Reporting Relationships:** The Curriculum Committee shall be the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate and review the college curricula to encourage innovation and excellence in instruction.

**Reporting Relationship**

●Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board.

**Meeting Schedule:** 3 – 5 p.m., 1st and 3rd Wednesdays, or as needed.

**Co-Chairs:** Vice President for Instruction and Faculty Senate Representative

**Members:**

- Four faculty representatives from each of the following divisions: Languages and Literature; Social and Behavioral Sciences; Mathematics and the Natural and Health Sciences; Arts, Media, Business and Computing Systems; and Career, Technical, and Extended Education.
- Vice President, Instruction (Co-Chair)
- All Instructional Deans
- Faculty Senate Representative (Co-Chair)
- Faculty Representative from Library
- Faculty Representative from Student Services
- Articulation Officer
- Representatives from appropriate areas will be solicited and appointed by the Senate.
- Student appointed by ASG
- Members will serve a three-year term with 1/3 of the membership confirmed each year.
- Learning Outcomes Liaison (ex-officio)

**I. Tasks**

A. It shall be the responsibility of the co-chairs to keep matters of strategic and long-range planning before the Curriculum Committee. Each fall semester, the co-chairs shall identify the strategic planning goals for the year and shall produce a report for Committee review no later than the last meeting of the year on goals met. In addition, the philosophy and goals of the college shall be reviewed annually from the perspective of the College Curriculum Committee.

1. Approval of new instructional, AA Degree, Certificate and Noncredit programs.
  - a. Reviews proposed programs to determine consistency with educational master plan
  - b. Prevents unnecessary duplication and overlap among programs and courses.
  - c. Validates transfer and vocational programs in terms of educational and employment opportunities
2. Approval of new courses for inclusion in the College Catalog.
  - a. Edits language of catalog description
  - b. Validates appropriate unit value
  - c. Assigns placement within Associate Degree and CSU GE requirements
  - d. Approves placement within AA and Certificate Programs
  - e. Approves course prerequisites and co-requisites
  - f. Approves basic skills entrance requirements
  - g. Approves cross-listings
  - h. Validates appropriateness of transfer and vocational courses
  - i. Monitors consistency of course numbers
3. Approval of changes to existing programs and courses in keeping with 1 and 2 above.
4. Approval of deactivations of courses and programs from the College Catalog.
5. Establishes procedures for, and conducts a periodic review of, programs and courses.
  - a. Annually reviews courses inactive for four years
  - b. Receives the annual report of the Articulation Officer
6. Recommends college-wide academic performance standards including, but not limited to:
  - a. Graduation requirements
  - b. Minimum academic qualifications and standards for:
    - i. Math and English
    - ii. AA Degree applicable courses
    - iii. Non-AA Degree applicable courses
    - iv. Noncredit courses
  - c. Writing Across the Curriculum
  - d. Reading Across the Curriculum
  - e. Critical Thinking Across the Curriculum
7. Monitors Course Outline of Record routine reviews.
8. Establishes standing and/or ad hoc committees as needed.

## II. Division of Labor

A. Membership to the subcommittees shall be appointed by the Co-Chairs maintaining the balance and continuity reflected in the membership of the Curriculum Committee as a whole. The tasks identified above shall be accomplished through the following subcommittees/or task force:

### 1. Committee of the whole:

Duties apply to all new courses, programs, and changes in existing courses and programs:

- a. Prevents unnecessary duplication and overlap among programs
- b. Approves placement within AA and Certificate Programs
- c. Approves cross-listings
- d. Develops criteria for a timely and systematic review of Course Outline of Record
- e. Edits language of catalog description and Course Outline of Record
- f. Recommends college-wide academic performance standards including, but not limited to:
  - i. Writing Across the Curriculum
  - ii. Reading Across the Curriculum
  - iii. Critical Thinking Across the Curriculum
- g. Monitors consistency of course numbers
- h. Validates appropriate unit value
- i. Approves course prerequisites and co-requisites
- j. Approves distance learning offerings.

### 2. Articulation Officer– General Education and Standards

Duties:

- a. Assigns placement of new courses within Associate Degree, CSU GE and IGETC.
- b. Approves changes to existing courses with respect to assigning placement within Associate Degree, CSU GE and IGETC.
- c. Creates the annual report. Recommends college-wide academic performance standards including, but not limited to:
  - i. Graduation requirements
  - ii. Minimum academic qualifications and standards for:
    - 1) Math and English (basic skills)
    - 2) AA Degree applicable courses
    - 3) Non-degree applicable courses

### 3- Curriculum Planning Subcommittee Multicultural Requirement Subcommittee

Duties: To approve review:

- a. Multicultural courses.

- b. Equivalency of multicultural courses.
- c. Review of multicultural status every five years.
- d. Issues dealing with distance learning.
- e. Student learning outcomes activities.
- f. Other issues as assigned

4. Distance Learning Subcommittee

Duties: To review:

- a. Distance Learning components of all courses

**III. Procedure**

A. Any proposal will proceed through the following channels:  
Faculty originator, Program/Department, Division Dean, the Articulation Officer and the Curriculum Planning Subcommittee if appropriate, Curriculum Co-Chairs, Main Curriculum Committee, Faculty Senate, Vice President for Instruction, Superintendent/President, Governing Board. The Curriculum Committee as a whole shall have responsibility for recommending approval to the Governing Board via the Faculty Senate. It shall be the responsibility of the faculty co-chair to facilitate this procedure.

Revised PAC 5/8/99 Approved Strategic Planning Council 12/3/03 Revised Curriculum Committee

5/5/04 Approved Faculty Senate 5/10/04

Revised Curriculum Committee 4/5/06, Faculty Senate 4/17/06

Revised Curriculum Committee 9/17/08

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council: Comments:

\_\_\_\_\_  
Approved/Denied

Approved by PAC: 10/2/01

Brent Gowen asked that the Senate act upon the Curriculum items at today's meeting so that reference to them can be included in the Accreditation Self-Study. He noted that the self-study will be going to the Governing Board this week, and the Steering Committee would like to show that a process for program review, evidenced in these Curriculum items, is in place.

Motion 4

MSC Gowen, Chau: Faculty Senate ratification of the Curriculum items dated October 15, 2008. The motion carried.

Monika Brannick added that the Academic Program Review is being implemented because the New Program Proposals are now in Curricunet. The Curriculum Committee has been discussing whether Curricunet's Academic Program Review will be aligned with Institutional Program Review, and will occur every four years for all programs except Career & Technical Education. Review of Career & Technical Education is mandated every two years.

Process for Reviewing  
Contract Education:

At last week's Senate meeting, Senators discussed how Workforce Development and Venture programs are overseen within the broader Palomar College system, and whether a process involving the Curriculum Committee, the Faculty Senate, or some other oversight committee, would be beneficial.

A proposal for a creation of a Contract Education Review Committee was distributed for information.

Senators discussed whether the creation of a Faculty Senate committee was necessary to ensure effective communication between Contract Education and departments offering similar courses. To this end, Senators debated whether the recent request of the Faculty Senate to the Workforce Development and Venture Program Coordinator for improved communication was sufficient. One Senator reiterated that the idea of additional oversight should not be construed negatively; rather, such oversight ensures high quality course offerings and improved communications between Palomar College programs.

Monika Brannick stated that she would contact Wilma Owens and Teri Safranek for their suggestions, and this item will remain on the agenda for further discussion at next week's meeting.

Accreditation: Brent Gowen reported that the Accreditation Steering Committee will deliver the most recent copy of the Self-Study to the Governing Board on October 22. The Board will have a special workshop on October 29 to discuss the Self-Study, and it is anticipated that the Governing Board will approve the document at their November meeting.

Policies & Procedures  
Task Force:

Brent Gowen stated that the Policies & Procedures Task Force continues its review of Chapter 4, Instruction. Each of the group's six faculty members has paired with an academic administrator to work on specific areas of the chapter. Once complete, the six faculty members will reconvene to discuss any recommendations.

Monika Brannick added that the Policies & Procedures Task Force met on Friday, October 17, to continue their discussion of Chapter 7. One topic discussed was Educational Administrator Retreat Rights. Under current policy, individuals employed as educational administrators, for at least two-years, can be hired as first-year probationary faculty members (in appropriate departments), if their administrative position is discontinued or eliminated. Brannick added that Ed Code recommends that Academic Senates should have processes in place that address the specifics of such retreat rights. For example, a process that provides opportunities for departments and colleges to evaluate a retreating administrator's equivalency qualifications, as well as a process that clarifies a department's right to refuse a retreating administrator for reasons of space or desire, may be beneficial.

After brief discussion, Senators agreed that the issue should be forwarded to the Academic Standards & Practices Committee for further discussion and recommendations for a formal policy.

Personnel Standards  
& Practices Committee:

Patrick O'Brien reported that the Personnel Standards & Practices Committee will not be conducting Administrative Evaluations this year. Traditionally, the process occurs every two years, but for the past few years, it has occurred annually. The postponement will allow the committee to review their evaluation form and will hopefully increase faculty participation.

Another issue being discussed by the committee and the Faculty Senate Council is a request to have a negative comment, included in an administrator's evaluation, removed from the evaluation. In part a consequence of this request, the groups have also discussed adopting the model of faculty evaluations, wherein only the evaluatee and their supervisors are privy to the evaluation results, for administrative evaluations. Currently, the Faculty Senate reviews the results of administrative evaluations, before the Senate President and Personnel Standards & Practices Committee Chair present them to the Governing Board in closed session.

Monika Brannick added that the administrator who made the request has begun pursuing legal options for having the comment removed. It was noted, however, that Ed Code does not allow the district to censor any part of an employee's evaluation. In response to a question about the differences between how faculty and administrative evaluations are handled, a Senator clarified that because administrative evaluations are

issued by a legislative body of a local agency (The Faculty Senate), in accordance with The Brown Act, they are subject to different rules than faculty evaluations.

After further exchange, Senators agreed to postpone discussion of the matter until a formal request is received from the legal agency representing the administrator.

#### Professional Development

##### Advisory Board:

Patrick O'Brien stated that the Professional Development Advisory Board is recommending that part-time faculty receive Professional Development hours for active membership on campus committees that the Faculty Senate has opened to part-time faculty membership.

Monika Brannick indicated that she would place this item on next week's agenda for further discussion/action.

##### ASG:

Claudia Doran reported that the ASG successfully completed its voter registration campaign earlier in the day.

The Halloween Escape is scheduled for October 30.

##### President Deegan:

No meeting was held with President Deegan this week.

##### Governing Board:

Monika Brannick reported that the 2008-09 budget was presented at the recent Governing Board meeting.

Members of the Governing Board also received copies of the Faculty Senate's 2007-08 Year-End Report.

#### Finance & Administrative Services Planning

##### Council:

A Senator is needed to serve on the Finance & Administrative Planning Council.

##### Budget Committee:

Richard Hishmeh reported that the Budget Committee met on October 14, and all members received a copy of the 2008-09 budget, which included the actual expenditures for 2007-08.

.68 COLA is being distributed to faculty and staff members.

Palomar's ending fund balance from 2007-08 is approximately \$7 million dollars.

#### Palomar Faculty Federation:

Jackie Martin-Klement reported that attendance was poor at the October 17 PFF meeting, which had no quorum. FACCC (Faculty Association of California Community Colleges) President-Elect John McDowell attended the meeting. Among the issues discussed was the need for community college faculty to have representation and presence at the state level.

Martin-Klement added that an informative discussion for STRS members was also held, wherein it was reported that STRS members with less than 30 years of service who pay into social security will not receive the full amount of social security upon retirement. Martin-Klement reported that legislation is currently pending that would change how STRS is funded.

Learning Outcomes  
Council:

Marty Furch indicated that the Learning Outcomes Council continues to offer work sessions for faculty members, and that faculty participation at these sessions has been steady. Furch also reported that the Basic Skills Committee met last week, and continues to work with the architects on the Teaching/Learning Center at Palomar's Escondido site.

Academic Technology  
Committee:

Kathleen Sheahan reported that the Academic Technology Committee recently heard a presentation from faculty member Haydn Davis on Turnitin, an Internet-based plagiarism-detection service. Turnitin is a Blackboard-based program with an operating cost of \$15,000 per year for the district. Discussions are ongoing about a new Blackboard program entitled, SafeAssign, which is a free service.

Faculty Senate Goals:

Copies of the Faculty Senate Goals for 2007-08 were provided for information. Senators were asked to review them for discussion at next week's meeting.

**Faculty Senate Goals 2007-08**

**General Goal**

To embody the dignity of our profession by approaching with foresight and acting with authority on academic and professional matters.

**Particular Goals:**

1. Continue to instill the learning outcomes discussion throughout the college.
2. Continue to work on joint projects with the Palomar Faculty Federation.
3. Monitor, review, and advance the accreditation process.
4. Contribute to the college's marketing plan for student recruitment.
5. Make significant contributions to the college's pursuit of the 75/25 goal by May 2008.
6. Monitor, review, and advance the college's implementation of the Title 5 HSI grant as well as the basic skills initiative.
7. Increase faculty involvement in committees and councils.
8. Continue to monitor the Governing Board Policies and Procedures review.
9. Continue to invite departments and other campus groups to present brief reports to the Faculty Senate.

Other:

Monika Brannick asked Senate members to consider the creation of a Service Learning Committee. The recently appointed Service Learning Coordinator has the primary responsibility of the development of the Service Learning Program. These responsibilities range from locating educational opportunities for Service Learning students, to identifying immediate and long-range funding sources. The support and input of a committee may be beneficial to these, and other, ends.

This item will be placed on next week's agenda for further discussion.

ADJOURNMENT:

The meeting was adjourned at 3:17 p.m.

Respectfully submitted,

Richard Hishmeh, Secretary