

Minutes of the  
MEETING OF THE FACULTY SENATE  
November 17, 2008

APPROVED

PRESENT: Bruce Bishop, Monika Brannick, Valerie Chau, Katy French, Marty Furch, Brent Gowen, Lawrence Hahn, Richard Hishmeh, Stan Levy, Sue Norton, Patrick O'Brien, Kathleen Sheahan, Diane Studinka, Fari Towfiq, Judy Wilson

ABSENT: Ralph Ferges, Jackie Martin-Klement, Linda Morrow

GUESTS: Claudia Duran, Wilma Owens, Teri Safranek

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 Chau, Gowen: Faculty Senate approval of the minutes of November 3, 2008, as amended. The motion carried.

Public Comments: None

Announcements: Monika Brannick announced the following nomination opportunities for faculty members from the Statewide Academic Senate:

The Foundation for California Community Colleges is again sponsoring the Hayward Award for "Excellence in Education." Each college may nominate one faculty member to receive this prestigious honor, which includes a cash award of \$1,250. All faculty, both inside and outside of the classroom, are eligible for consideration, including previous nominees who did not receive the award. Four recipients, one from each area of the state, will be honored at the Board of Governors' meeting in Sacramento. Each recipient is also eligible as a nominee for the Council for Advancement and Support of Education (CASE) Professor of the Year Award. Application and criteria information is available by contacting the Faculty Senate office at ext. 2446. Completed applications must be received in the Academic Senate Office by 5:00 p.m. on Monday, December 1, 2008.

The Academic Senate for California Community Colleges is calling for nominations of faculty to serve on the Board of Governors. There are two positions on the Board. These positions provide an important forum for faculty concerns, as well as opportunities for working closely with the Academic Senate in leadership roles on faculty issues. The process requires the Academic Senate to submit a list of candidates, from which Governor appointments will be made. Further information about this opportunity can be obtained at [www.asccc.org](http://www.asccc.org). All materials must be received by the Academic Senate Office by 5:00 p.m. on November 24, 2008.

Motion 2 MSC Gowen, Sheahan: To suspend the agenda to address Action item C, Workforce and Community Development. The motion carried.

Workforce and  
Community  
Development:

A conversation ensued with reference to the most recent draft of the proposed Workforce and Community Development Advisory Group. The document was provided at the last Senate meeting and is copied below. Senators continued to discuss the roles of the group as well as its proposed membership. It was recommended that the Director of Occupational and Noncredit Programs be included in the membership.

Workforce and Community Development Advisory Group

Role:

The advisory group will stay informed of all contract education courses, community service courses, and special programs that are offered through the Workforce and Community Development.

The advisory group, together with the Director of Workforce and Community Development, will ensure

1. That the aforementioned courses do not inappropriately overlap academic and vocational credit and non/credit courses;
2. That the aforementioned courses are of appropriately high quality and align with the mission of the college;
3. That the advertising of the aforementioned courses is accurate and emphasizes that these courses do not count toward academic certificates, degrees, transfer, or any form of credit; and
4. Make recommendations and generate ideas for new courses, and recommend faculty from Palomar to teach these courses.

Meeting Time: Monthly or as needed

Chair: *Senator*

Faculty Members: Two Faculty members at large

Other Members: Director of Occupational and Noncredit Programs  
Director of Workforce and Community Development

Owens and Safranek confirmed their support for the group's formation. Owens noted that when the group begins meeting, their first task will likely focus on the revision of Chapter 4 of the district's Board Policies and Procedures, Sections 4400 and 4104, Community Services and Contract Education. As work on these sections is already underway, Owens would like the newly formed group to contact her as soon as possible.

Motion 3 MSC Levy, Gowen: Faculty Senate approval of the creation of the Workforce and Community Development Advisory Group. The motion carried.

Motion 4 MSC O'Brien, Gowen: To resume the agenda. The motion carried.

Committee  
Appointments:

Motion 5 MSC O'Brien, Chau: Faculty Senate approval of the following committee appointment:

Instructional Planning Council  
(08-10) *member of the subcommittee*  
Chris Barkley, English, Languages and Literature

The motion carried.

Senators received copies of a statement from Mary Cassoni, supporting her request to be considered for the Faculty Liaison position on the Learning Outcomes Steering Committee. This position focuses on outcomes at the course level and acts as liaison to the Curriculum Committee.

- Motion 6 MSC Gowen, Levy: Faculty Senate approval of the following committee appointment:
- Learning Outcomes Steering Committee  
Mary Cassoni (08-09)  
Faculty Liaison focusing on outcomes at the course level and acting as liaison to the Curriculum Committee.
- The motion carried.
- Curriculum: At the previous Senate meeting, Senators received copies of the Curriculum Committee items dated October 28, 2008, as well as copies of University Studies degree. Having reviewed these items, the Senate made the following motions.
- Motion 7 MSC Faculty Senate ratification of the Curriculum Committee items dated October 28, 2008. The motion carried.
- Motion 8 MSC Levy, Chau: Faculty Senate ratification of the University Studies degree. The motion carried.
- Faculty Senate Goals: At the October 27, 2008, Senate meeting, Senate members were provided with a draft of the 2008-09 Senate goals. At that meeting, amendments and changes were discussed. A new draft reflecting these changes was distributed.
- Additional amendments, including three new goals, were suggested. There was also a recommendation to differentiate between Faculty Senate responsibilities and Faculty Senate goals. Several Senators felt that some of the Senate goals were too broadly conceived, and that year-to-year Senate goals should be measurable and quantifiable. As a remedy, several Senators proposed differentiating between specific, measurable goals, and general Senate responsibilities that do not change from year to year.
- This item will be brought back for action at next week's meeting.
- Freshman Experience Activity Coordinator Position: At the November 3 Senate meeting, Senate members were provided with a draft of the position announcement for a Freshman Experience Activity Director.
- Marty Furch clarified that the Basic Skills Committee has proposed calling the position, "First Year Experience Activity Coordinator," a title used widely in the community college system. It is likely that this title will be used when the announcement is distributed.
- Motion 9 MSC Levy, O'Brien: Faculty Senate approval of the Freshman Experience Activity Coordinator/First Year Experience Activity Coordinator position, as a two-year position with 80% assigned time. The motion carried.
- Motion 10 MSC Gowen, Towfiq: The Faculty Senate directs the Faculty Senate President to distribute an announcement to all fulltime faculty calling for applications for the position of Freshman Experience Activity Coordinator/First Year Experience Activity Coordinator. The position will begin in the Spring 2009 semester. The motion carried.

Monika Brannick noted that Fergal O'Doherty forwarded a copy of the Title V Grant Proposal, and it is available for review in the Faculty Senate office.

Emeritus Status  
Appointment:

Motion 11 MSC Norton, Towfiq: The Faculty Senate grants Emeritus Status to retired faculty member, John Erickson. The motion carried.

Monika Brannick reported that John Erickson was a member of the Palomar College faculty for 28 years and retired on August 1, 2008.

Accreditation: Brent Gowen reported that the Accreditation Self-Study is being proofed a final time before being sent to the printer on December 5. The Governing Board approved the document at its last meeting.

Policies & Procedures  
Task Force:

Brent Gowen indicated that the Policies & Procedures Task Force continues its review of Chapter 4, Instruction.

Learning Outcomes  
Council Governance  
Structure:

Copies of a Governance Structure Group Request for the Learning Outcomes Council and the creation of the Basic Skills Committee/Title V, HSI Steering Committee, were provided for discussion.

Lengthy discussion followed, concerning the membership and structure of the Basic Skills Committee/Title V, HSI Steering Committee. Senators agreed that faculty membership on the committee should be increased to ensure that this is a faculty driven committee.

In response to a question about the grant's membership requirements, Marty Furch indicated that the grant requires a Steering Committee of 15-20 or more representatives from all constituency groups.

Senators requested that Marty Furch, who is the Learning Outcomes Council (LOC) Co-chair, and other Senators who are members of the LOC, inform the group of the Senate's recommendation to increase faculty representation on the committee at their upcoming, November 20, Basic Skills meeting.

There was also some confusion about the relationship of the LOC Co-chair to the Faculty Senate. In practice, the Co-chair has been a Faculty Senate member—a requirement evidenced in the description of the committee's membership but not in the Faculty Senate Constitution. It was noted that such a mandate would require changing the Faculty Senate Constitution to indicate that the Co-chair of the Learning Outcomes Council is also to be a member of the Faculty Senate.

Monika Brannick asked Senators to review the document further, as it will be brought forward for additional discussion and/or Senate action at next week's meeting.

ASG: Claudia Duran provided the following ASG report:

- Members of the ASG participated in the college's Veterans' Day event on November 11; the Groundbreaking ceremony for the new multidisciplinary building on November 14; and the Palomar College Foundation Gala on November 15.
- The college is participating in a "Food for Fines" program from 11:00 a.m. – 2:00 p.m. on Wednesday, November 19. Turn in two cans of food and receive a free lunch.
- The ASG is asking the Senate to support its participation in a letter writing campaign to express student concern with the recent budget cuts as well as the proposed mid-year cuts.

President Deegan: Monika Brannick reported that her weekly meeting with President Deegan focused on Palomar College's budget, as well as on the need for faculty input in decisions related to class size and other academic issues.

Governing Board: Monika Brannick stated that at the recent Governing Board meeting, the Board welcomed new trustee, Rose Marie Dishman; Fari Towfiq and Cynthia Anfinson gave an informative presentation on "Mathletics"; and the Accreditation Self-Study report was approved.

Strategic Planning Council: Brent Gowen reported that the members of the Strategic Planning Council discussed bringing more precision to the Governing Board agenda, particularly as it relates to "Prior to 60 days" expenditures. The Council also discussed lowering the threshold, so that all expenditures of \$50,000 or more would be shown as separate line items.

The group also discussed anticipated mid-year budget cuts and was provided information on the proposed Workforce & Community Development Group.

he Strategic Planning Council will call a special meeting to discuss the college's Shared Governance and decision-making processes.

Instructional Planning Council: Kathleen Sheahan reported that at the last Instructional Planning Council (IPC) meeting, Berta Cuaron proposed that the IPC and a proposed taskforce work on the college's Education and Facilities Master Plan. The taskforce will look at goals for the San Marcos campus, as well as the Escondido and Fallbrook Centers.

Members of the Foreign Languages brought forward a proposal to change their department name to "World Languages Department."

IPC received a request from the PFF and the Administrative Association to have members from their groups added to IPC. IPC discussed the request, specifically as it relates to the overall size of the council.

The Faculty Prioritization List will roll over to 2010-2011.

Sheahan revisited a discussion from the October 27, 2008, Senate meeting where, in response to the recent MOU for the new "Freshman Experience Activity Coordinator" position, the PFF suggested that a full-time hire be made. PFF had asked the Senate to support this request, and Senators, agreeing that the IPC's current prioritization process should not be superseded, deferred to the IPC. Sheahan reported

that she informed members of the IPC of the Senate's discussion, and members of the IPC clarified that Title V monies are backfill monies paid to part-time instructors at an hourly rate to replace the instructor who will be hired to fill the coordinator position. As such, a full-time hire will not be possible.

Members of the IPC also provided clarification on lateral transfers. Positions have to be officially "open" to allow transfers into them, and the prioritization list has to be followed.

Lastly, Sheahan reported that the current faculty prioritization list is as follows: 1 thru 5 are faculty positions needed to meet the baseline; 6, 7, and 8 are counseling positions; and 9 & 10 are faculty positions.

Student Services  
Planning Council:

Katy French provided the following report of the recent Student Services Planning Council meeting:

- Herman Lee reported that the Veterans Advisory Committee membership has been established, and the group will begin meeting soon. It is expected that the enrollment of veterans at Palomar will increase substantially over the next several years. The new GI Bill was raised to \$22,000 per year for full-time student veterans, which will likely help increase enrollment.
- Sherry Titus is negotiating educational pricing contracts with Apple and Dell. More information on this will be forthcoming.

Finance & Administrative  
Services Planning  
Council:

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

Other:

Sue Norton reported an incident in the NS building last week, where the elevators were out of service for several hours. Many students with mobility problems climbed the stairs to their classrooms with difficulty, and several others were unable to attend classes.

Dean Candi Francis was informed, and she expressed her concern with ongoing issues related to HVAC and elevator failures in the NS building. She is working to get these issues resolved, as such problems are inexcusable in newly constructed buildings.

Norton stressed that a policy needs to be in place to accommodate students who cannot attend class because of elevator breakdowns or other access issues. These students cannot simply be made to miss class. Ideally, such a policy should be in place prior to the completion of other multi-level buildings on campus.

Budget Committee:

Richard Hishmeh provided handouts from the recent Budget Committee meeting.

Learning Outcomes  
Council:

Marty Furch reported that the Learning Outcomes Council met on November 6. Furch reported that the SLOAC questions that faculty address in the CurricUNET-based course and program reviews, combined with the SLOAC information that departments provide with the Institutional Planning and Review documents, will satisfy both Accreditation and Title 5 requirements. The LOC also discussed its goals for the year as well as activities that can be created to tie-in with these goals. To this end, the LOC is creating four subgroups that can take on some of these activities.

Regarding Service Learning, Furch reported that the review of the Governance Structure continues.

Furch added that State-level discussion with the Academic Senate and Chancellor's Office, about courses that are below college level, will soon begin. These discussions aim at creating a system-wide understanding of basic skills needs and definitions.

Statewide Academic  
Senate:

Monika Brannick reported that she attended the Fall Session of the Statewide Academic Senate over the weekend. She provided an overview of several of the resolutions passed, including a resolution that strongly opposes the use of SLOs in faculty evaluations; a resolution for improved training of accreditation teams; and a resolution reminding all those who make budget decisions to evoke their local budget processes when considering budget adjustments.

Copies of all of the resolutions are available for review at the Faculty Senate office.

Enrollment:

Monika Brannick provided the following report on enrollment:

Enrollment (after one week) for the spring semester was 7,404 credit students, a 15.3% increase from last spring at this time; a 7,425 total head count, a 14.95% increase from last spring at this time; a 3,111 FTE count, a 16.3% increase from last spring at this time.

ADJOURNMENT:

The meeting was adjourned at 3:37 p.m.

Respectfully submitted,

Richard Hishmeh, Secretary