

Minutes of the
MEETING OF THE FACULTY SENATE
December 8, 2008

APPROVED

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

ABSENT: Jackie Martin-Klement

GUESTS: Claudia Duran

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 Gowen, Levy: Faculty Senate approval of the minutes of December 1, 2008, as amended. The motion carried.

Public Comments: None

Announcements: Monika Brannick announced that the Culture of Success Team (COST) has been awarded a Palomar College Staff Development grant.

Committee
Appointments:

Motion 2 MSC O'Brien, Gowen: Faculty Senate approval of the results of the ballot for the following committee appointments:

Campus Police Committee
Cindy Torgison, Math

Learning Outcomes Council
Michael Mufson, Performing Arts

The motion carried.

Monika Brannick noted that the Sabbatical Leave Committee currently has two vacancies, one in the division of Arts, Media, Business, and Computing Systems, and one in the division of Career and Technical Education. Another vacancy will become available next semester in the Mathematics and the Natural and Health Sciences when a committee member will be on sabbatical. After several unsuccessful attempts to fill current vacancies, the Committee Chair, Judy Cater, has asked for Faculty Senate input on soliciting faculty representation campus-wide, if attempts to fill the vacancies divisionally remain unsuccessful. The issue would also have to be discussed by the PFF, which would initiate a Memorandum of Understanding.

Senators were asked to consider the request as it will be brought forward for further discussion next semester.

First-Year
Experience
Coordinator:

The Senate received three letters of interest from faculty members for the Basic Skills Initiative's First-Year Experience Coordinator position. Senators were provided copies of the candidates' letters, and ballots were distributed for Senate voting.

Motion 3

MSC Gowen, Towfiq: Faculty Senate approval of the results of the ballot appointing Theresa Hogan-Egkan as Palomar College's First-Year Experience Coordinator. The motion carried.

Other:

At last week's meeting, it was announced that a Senator is needed to serve on a Disability Resources Center Ad-Hoc Committee, which will review a petition for a class substitution in an AA program for a student enrolled in a math course.

Motion 4

MSC O'Brien, Gowen: Faculty Senate approval of the appointment of Faculty Senator Valerie Chau to the Disability Resources Center Ad-Hoc Committee. The motion carried.

Curriculum:

Copies of the following Curriculum items dated December 3, 2008, were distributed:

**PALOMAR COLLEGE
CURRICULUM COMMITTEE MEETING**

ACTION ITEMS

Wednesday, December 3, 2008

Room SU-18 at 3:00 p.m.

I. CALL TO ORDER

II. MINUTES OF November 19, 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. Package Title: 2 Programs Under EMET Discipline
Discipline: Electro-Mechanical Equipment Technician (EMET)

Description: Changed current program to Mail Processing Equipment Mechanic and added another program called Maintenance Mechanic.

Mollie R. Smith

A. EMET Package - Program Changes

i. Program Title: Mail Processing Equipment Mechanic
Discipline: Electro-Mechanical Equipment Technician (EMET)
Award Type: Certificate of Achievement
Total Units: 18

Changed program title, changed catalog description, added 2 course requirements, deleted 3 course requirements, deleted 4 electives, reduced units, deleted Cooperative Education footnote.

Mollie R. Smith

B. EMET Package - New Program

i. Program Title: Maintenance Mechanic
Discipline: Electro-Mechanical Equipment Technician (EMET)
Award Type: Certificate of Proficiency
Total Units: 6

Mollie R. Smith

B. Noncredit Course/Program Packages

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

C. New Programs

1. Program Title: University Studies – Emphasis in Business
Discipline: Counseling (COUN)
Award Type: A.A. Degree Major
Total Units: 18
Gloria Kerkhoff

2. Program Title: University Studies - Emphasis in Media and Communication
Discipline: Counseling (COUN)
Award Type: A.A. Degree Major
Total Units: 18
Gloria Kerkhoff

3. Program Title: University Studies - Emphasis in World Languages
Discipline: Counseling (COUN)
Award Type: A.A. Degree Major
Total Units: 18
Gloria Kerkhoff

4. Program Title: University Studies - Emphasis in Education
Discipline: Counseling (COUN)
Award Type: A.A. Degree Major
Total Units: 18
Gloria Kerkhoff

5. Program Title: University Studies - Emphasis in Fine and Performing Arts
Discipline: Counseling (COUN)
Award Type: A.A. Degree Major
Total Units: 18
Gloria Kerkhoff

6. Program Title: University Studies - Emphasis in Culture and Society
Discipline: Counseling (COUN)
Award Type: A.A. Degree Major
Total Units: 18
Gloria Kerkhoff

7. Program Title: University Studies - Emphasis in Health and Fitness

Discipline: Counseling (COUN)
Award Type: A.A. Degree Major
Total Units: 18
Gloria Kerkhoff

8. Program Title: University Studies - Emphasis in Humanities
Discipline: Counseling (COUN)
Award Type: A.A. Degree Major
Total Units: 18
Gloria Kerkhoff

9. Program Title: University Studies - Emphasis in Mathematics and Science
Discipline: Counseling (COUN)
Award Type: A.A. Degree Major
Total Units: 18
Gloria Kerkhoff

10. Program Title: University Studies - Emphasis in Social Sciences
Discipline: Counseling (COUN)
Award Type: A.A. Degree Major
Total Units: 18
Gloria Kerkhoff

D. Program Changes

1. Program Title: Apprenticeship-Plasterer
Discipline: AP Plasterer (AP PL)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 40
One course title change.
Mollie R. Smith

E. Program Deactivations

1. There are no Program Deactivations for this agenda.

F. Credit Courses – New

1. Course Number and Title: ART 106 Figure Painting
Discipline: Art (ART)
Proposed for inclusion in Pictorial Arts AA Degree Major. Added Student Learning Outcomes
Michael F. Steirnagle

2. Course Number and Title: CFT 131 Stringed Instruments II
Discipline: Cabinet and Furniture Technology (CFT)
Prerequisites: CFT 100, CFT 130
Repeatability: May be taken 4 times.
Proposed for inclusion as an elective in AA degree/Certificate of Achievement Cabinetmaking and Furniture Design and Cabinetmaking and Millwork Furniture Making. Student Learning Outcomes added.
Jon K. Stone

3. Course Number and Title: EME 125 EMT Interface
Discipline: Emergency Medical Education (EME)
Prerequisite: Completion of or concurrent enrollment in EME 106 or completion of EMT Basic.
Grading Basis: Pass/No Pass Only
Proposed for inclusion in Paramedicine, AA Degree Major or Certificate of Achievement. Added Student Learning Outcomes
Debi Workman

4. Course Number and Title: GCIP 255 Electronic Package Design
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Prerequisites: GCIP 152 / R GCIP 152, and/or GCIP 252
Course Included in the following programs:
 A. Graphic Communications Emphasis in Electronic Publishing, A.A. Degree Major or Certificate of Achievement
Added Student Learning Outcomes
Lillian S. Payn

G. Credit Course – Change

1. Course Number and Title: AIS 107A / FL 107A Elementary Luiseno IA

Discipline: American Indian Studies (AIS) / Foreign Languages (FL)

Course Included in the following programs:

A. American Indian Studies, Certificate of Achievement

B. General Studies-Emphasis in Arts and Humanities

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Computer Assisted, Video Two Way, Video One Way, Telecourse, Online

Changed course number, updated cross listing, edited catalog description, updated course objectives, added methods of instruction, updated outline and textbooks, added required reading and critical thinking, added methods of assessment. Student Learning Outcomes added. Added Computer Assisted Instruction.

Patricia A. Dixon

2. Course Number and Title: AIS 107B / FL 107B Elementary Luiseno IB

Discipline: American Indian Studies (AIS) / Foreign Languages (FL)

Course Included in the following programs:

A. American Indian Studies, Certificate of Achievement

B. General Studies-Emphasis in Arts and Humanities

Recommended Prep: AIS 107A / FL 107A

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Computer Assisted, Video Two Way, Video One Way, Telecourse, Online

Changed course number, updated cross listing, added recommended preparation, edited catalog description, updated course objectives, added methods of instruction, updated outline, added textbooks, added required reading and critical thinking, added methods of assessment Student Learning Outcomes added. Added Computer Assisted Instruction.

Patricia A. Dixon

3. Course Number and Title: AIS 108A / FL 108A Elementary Luiseno IIA

Discipline: American Indian Studies (AIS) / Foreign Languages (FL)

Course Included in the following programs:

A. American Indian Studies, Certificate of Achievement

B. General Studies-Emphasis in Arts and Humanities

Recommended Prep: AIS 107B / FL 107B

Associate Degree General Education - C Humanities

CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages - C2 - Humanities

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Computer Assisted, Video Two Way, Video One Way, Telecourse, Online

Changed course number, updated cross listing, added recommended preparation, edited catalog description, updated course objectives, added methods of instruction, updated outline, updated textbooks, added required reading and critical thinking, updated suggested reading, added methods of assessment Student Learning Outcomes added. Added Computer Assisted Instruction, One-Way Video and Two-Way Video.

Patricia A. Dixon

4. Course Number and Title: AIS 108B / FL 108B Elementary Luiseno IIB

Discipline: American Indian Studies (AIS) / Foreign Languages (FL)

Course Included in the following programs:

A. American Indian Studies, Certificate of Achievement

B. General Studies-Emphasis in Arts and Humanities

Recommended Prep: AIS 108A / FL 108A

Associate Degree General Education - C Humanities

CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages - C2 - Humanities

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Computer Assisted, Telecourse, Online

Changed course number, updated cross listing, added recommended preparation, edited catalog description, updated course objectives, added methods of instruction, updated outline, updated textbooks, added required reading and critical thinking, added methods of assessment Student Learning Outcomes added. Added Computer Assisted Instruction.

Patricia A. Dixon

5. Course Number and Title: BIOL 110 Human Genetics

Discipline: Biology (BIOL)

Course Included in the following programs:

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

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
Transfer Acceptability: UC, CSU
Added Student Learning Outcomes.
James Gilardi

6. Course Number and Title: GCMW 216 Web Data Base Design I
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Course Included in the following programs:
A. E-Commerce Design, Certificate of Proficiency
B. Web Data Base Design, Certificate of Proficiency
C. Web Data Base Design, Certificate of Proficiency

Prerequisites: GCMW 102 / R GCMW 102

Transfer Acceptability: CSU

Distance Learning Offering(s): Online

Assigned individual lecture and laboratory hours, deleted recommended preparation, edited course objectives, added methods of instruction, added textbooks, update required reading, added critical thinking, edited methods of assessment, removed repeatability. Added Student Learning Outcomes.

Lillian S. Payn

7. Course Number and Title: GCMW 226 Web Data Base Design II
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Course Included in the following programs:
A. Web Data Base Design, Certificate of Proficiency
B. Web Data Base Design, Certificate of Proficiency

Prerequisites: GCMW 202, and GCMW 216

Transfer Acceptability: CSU

Distance Learning Offering(s): Computer Assisted, Video Two Way, Online

Assigned individual lecture and laboratory hours, edited catalog description, added methods of instruction, updated outline, edited required reading, suggested reading, required writing, added critical thinking, edited methods of assessment, removed repeatability. Added Student Learning Outcomes, added computer assisted instruction and two-way video conferencing.

Lillian S. Payn

8. Course Number and Title: ID 151 Advanced Computer Aided Drafting for Designers

Short Title: Adv Comp Aided Draft/Designers

Discipline: Interior Design (ID)

Course Included in the following programs:

A. Interior Design, AA Degree Major

Transfer Acceptability: CSU

Edited catalog description, updated course objectives, updated outline, updated textbooks, added required reading, updated suggested reading, added critical thinking, updated required writing, added method of assessment. Added Student Learning Outcomes.

Sandra Andre

H. Credit Courses - Reactivations

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

I. Credit Courses – Deactivations

1. Course Number and Title: AP IW 117 Service Equipment

Discipline: AP Inside Wireman (AP IW)

Course Included in the following programs:

A. Inside Wireman, AA Degree Major or Certificate of Achievement

Prerequisites: A minimum grade of C in AP IW 106

Repeatability: May be taken 2 times.

Being replaced with another course.

Mollie R. Smith

2. Course Number and Title: LS 150 / PLS 150 Legal Research

Discipline: Legal Studies (LS)/Paralegal Studies (PLS)

Course Included in the following programs:

A. Legal Studies, AA Degree Major

Recommended Prep: A minimum grade of C in ENG 100

Transfer Acceptability: CSU

Distance Learning Offering(s): Video Two Way
Cross-listed with PLS program which is being phased out.
Angelo J. Corpora

3. Course Number and Title: LS 245 / PLS 245 Civil Litigation I
Discipline: Legal Studies (LS)/ Paralegal Studies (PLS)
Course Included in the following programs:
 A. Legal Studies, AA Degree Major
 B. OIS Legal Secretary, AA Degree Major or Certificate of Achievement
Prerequisites: LS 121 / PLS 121
Transfer Acceptability: CSU

Distance Learning Offering(s): Video Two Way, Video One Way, Telecourse
Cross-listed with PLS program which is being phased out.
Angelo J. Corpora

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:

<u>Catalog Subject/Number</u>	<u>Distance Learning Offering (s)</u>
AIS 107A/FL 107A	<u>Computer Assisted</u> , Video Two-Way, Video One-Way, Telecourse, Online
AIS 107B/FL 107B	<u>Computer Assisted</u> , Telecourse, Online, Video One-Way, Video Two-Way
AIS 108A/FL 108A	<u>Computer Assisted</u> , <u>Video One-Way</u> , <u>Video Two-Way</u> , Telecourse, Online
AIS 108B	<u>Computer Assisted</u> , Telecourse, Online
GCMW 216	Online
GCMW 226	<u>Computer Assisted</u> , <u>Video Two Way</u> , Online

N. Requisites and Advisories*

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

<u>Catalog Subject/Number</u>	<u>Type</u>	<u>Description Proposal</u>	<u>Type</u>
CFT 131	Prerequisite	<u>CFT 100, CFT 130</u>	New
EME 125	Prerequisite	<u>Completion of or concurrent enrollment in EME 106 or completion of EMT Basic</u>	New
GCIP 255	Prerequisites	<u>GCIP/R GCIP 152 or GCIP 252</u>	New
AIS/FL 107B	Recommended Preparation	<u>AIS/ FL 107A</u>	New
AIS/FL 108A	Recommended Preparation	<u>AIS107/FL 107B</u>	Change
AIS/FL 108B	Recommended Preparation	<u>AIS/FL 108A</u>	Change
GCMW 216	Prerequisites	<u>GCMW 102</u> <u>GCMW 202</u>	Change
GCMW 226	Prerequisites	GCMW 202 and GCMW 216	Change

B. RESUMPTION OF REGULAR AGENDA

A. ITEMS REMOVED FROM THE CONSENT CALENDAR

B. INFORMATION/DISCUSSION

1. Status of Course Outline Reviews

A. The following courses have completed the course outline review process between November 12, and November 25, 2008, and are effective Fall 2009.

ACCT	107	Taxation of Business Entities
ANTH	120	Archaeological Excavation
ART	135	Ceramics I
ART	136	Ceramics II
ART	137	Pottery Production
DT	120	Architectural History
DT	121	Multicultural Architectural History
HIST	102	History of the United States Since Reconstruction

2. New Electrician Trainee (ELTR) Program

3. New Upholstery Program

New Instructional Program

Electrician Trainee (ELTR) Program

The Electrician Trainee Program prepares students for employment in the electrical construction field. This training is required by AB 1087 for all non-certified electricians. Upon completion of the program, the students are eligible to take the California State Electricians Certification exam.

Courses Needed

- 1. ELTR 101 Electrician Trainee** - Introduction to the Electrical Trade and Industry and Construction Safety
- 2. ELTR 102 Electrician Trainee** – Introduction to Electrical Theory, Basic Algebra Concepts, and the National Electric Code
- 3. ELTR 103 Electrician Trainee** – Advanced DC Circuit Concepts, Introduction to 3Ø Circuits, and National Electric Code Applications
- 4. ELTR 104 Electrician Trainee** – AC Circuit Concepts, Applied Electronics, and National Electric Code Applications
- 5. ELTR 105 Electrician Trainee** – Digital Logic Circuits, Conductor Characteristics and Applications and National Electric Code
- 6. ELTR 106 Electrician Trainee** – Overcurrent Protection, Lighting Systems, Basic Blueprints and Specifications and National Electric Code
- 7. ELTR 107 Electrician Trainee** – Grounding Systems, Advanced Blueprints and Specifications, Motor Design and Installation and National Electric Code
- 8. ELTR 108 Electrician Trainee** – Motor Control Principles, Generators and Power Supplies and National Electric Code
- 9. ELTR 109 Electrician Trainee** – Transformer Theory, Leadership and Management and Test Equipment
- 10. ELTR 110 Electrician Trainee** – Specialty Systems

Justification or Evidence of Need

Assembly Bill 1087 established as of January 1, 2005, that all electricians employed by C-10 electrical contractors are required to pass state certification standards. Further, all electricians not certified by January 1, 2005, are required to enroll in 150 hours per year of classroom instruction in preparation for passing the certification exam. The community colleges were designated as the providers of instruction for non-certified electricians.

Faculty Requirement

None. Faculty will be identified and hired by Palomar. The San Diego Electrical Training Trust (SDETT) has agreed in writing to pay all associated salaries for three years.

Enrollment Generated

	s2009	f2009	s2010	f2010	s2011	f2011	s2012	f2012
Enrollment	93	146	196	221	246	271	296	316
FTEs	12.75	20.02	26.88	30.31	33.74	37.17	40.59	43.34

Interdepartmental Conflicts

None. There are no similar programs at Palomar.

Possible Regional Conflicts

None. San Diego Community College District was given the opportunity to offer this program and declined.

Classroom Requirements

None. All classes for this program will be held at 4675 Viewridge Dr., San Diego at no cost.

Supplies, Equipment

None. All supplies and equipment will be provided by SDETT.

Classified Staff Needs

No additional staff will be required. These classes will be scheduled by the Staff Aide for Occupational & Noncredit Programs.

Accreditation Requirements

This will be a regular credit college program. No additional accreditation standards are required.

NEW INSTRUCTIONAL PROGRAM

Upholstery Program

The Upholstery Program will prepare students for a variety of positions in upholstery and related industries. Students will master skills and techniques required for furniture and upholstery and accessories, antique restoration, custom draperies, and window treatments, and automobile upholstery.

Courses Needed

- 1. UP 85 Basic Upholstery**
- 2. UP 86 Advanced Upholstery**
- 3. UP 88 Antique Restoration**
- 4. UP 90 Automotive Upholstery**
- 5. UP 95 Window Treatments**
- 6. UP 96 Decorator Accessories**
or
- 7. ID 135**
- 8. UP 97 Upholstery Topic**

Justification or Evidence of Need

LABOR MARKET ANALYSIS

RESOURCES:

Bureau of Labor Statistics
U.S. Department of Labor
<http://data/bls.gov/oes/datatype.do>

Labor Market Information
California Occupational Guide Number 30, Number 36
<http://www.calmis.ca.gov/file/occguides/upholste.htm>

State Department of Consumer Affairs
Bureau of Home Furnishings and Thermal Insulation

JOB OPPORTUNITIES:

<http://www.careerbuilder.com/JobSeeker/Jobs/JobDetails.aspx?ipath=EXSH&siteid=cbsi>

<http://www.worinretail.com/Job/cat/OfficeMax/Furniture-Designer-I-Seattle-WA/US-W>

<http://www.indeed.com/jobs?q=upholstery&start>

<http://www.indeed.com/jobs?q=upholstery&l=california>

The following information is from the California Projections of employment published by the Labor Market Information Division.

- Estimated number of workers in 1993 - 4,900
- Estimated number of workers in 2005 - 5,930
- Projected Growth 1993-2005 – 21%
- Estimated openings due to separations by 2005 – 650

Employment prospects for well-qualified upholsterers are fair as there is a shortage of workers who are able to both build quality custom furniture and perform repair. Persons experienced only in production-line upholstery may have difficulty entering the custom field without retraining. Marginally qualified workers will experience difficulty in obtaining jobs. The best opportunities are in larger custom shops, most of which produce custom furniture to order as well as perform repair work. Many of these shops do contract work for department and furniture stores that have stopped doing their own upholstery work in-house.

Another alternative for experienced upholsterers is to start their own businesses. Competition in the field is high and the successful operation of a shop may prove difficult if the upholsterer lacks management skills in addition to those required to perform quality upholstery work. Demand will continue to be steady for upholsterers who restore very valuable furniture. Most re-upholstery work is labor intensive and not easily automated and therefore the hand-done pieces need appropriately trained and skilled person.

The overseas market is slowing down after 5 years of rapid growth because of the high cost of energy; the costs of importing goods back into the U.S. have risen excessively. It is becoming more cost effective to design and manufacture upholstered furniture in the U.S. Reupholstered pieces will never be outsourced, it is not cost effective. The "green factor" is creating a market for refurbishing, repairing, and redoing rather than discarding old furniture. The cost to restore a piece of furniture is 50% cheaper than buying a new piece of furniture.

Even though auto upholstery work can be automated it still has to be tacked on by hand. According to [Auto Trim News](#) there is a need for more training schools for trimmers and tailors.

Faculty Requirement

Eric Duvall is transitioning from the ROP Program that has been in place since 1981. He has been the lead instructor in a full-time position funded by ROP. Eric holds a California Community College Lifetime Credential and has 33 years of industry experience. Eric also has subject area certificates in the following: Drapery and Accessories, Plastic and Leather Repair, Sewing Machine Repair, Furniture Restoration, and Automotive Repair.

Enrollment Expected

The expected enrollment for the 1st semester, Fall of 2009, will be 72 students, 288 class hours, that will generate approximately 8 FTES)

Interdepartmental Conflicts

None. There are no similar programs at Palomar College.

Possible Regional Conflicts

None. The closest program is in Riverside County.

Supplies, Equipment

None. The supplies and equipment will come forward from ROP into the regular college program.

Classified Staff Needs

No additional staff will be required. These classes will be scheduled by the ADA in the Design & Consumer Education Department.

Accreditation Requirements

This will be a regular credit college program. No additional accreditation standards are required.

Monika Brannick noted that these items would be brought back for Faculty Senate ratification at the first Senate meeting of the spring semester.

Policies & Procedures

Task Force:

Brent Gowen indicated that the smaller group of the Policies & Procedures Task Force will meet on December 10 to hear progress reports on the review of Chapter 4, Instruction, followed by a meeting with the larger task force on December 12. He noted that several Chapter 4 items will be brought to the Faculty Senate in the spring semester.

Learning Outcomes

Council:

Revised copies of the Learning Outcomes Council Governance Structure Group Request were provided. Marty Furch noted the membership changes recommended by the Senate are now reflected in the document.

Motion 5

MSC O'Brien, Gowen: Move Learning Outcomes Council Governance Structure Group Request from Information to Action. The motion carried.

Motion 6

MSC Chau, Gowen: Faculty Senate approval of the Learning Outcomes Council Governance Structure Group Request. The motion carried.

Threatening

Language:

Monika Brannick reported to Senate members on a conversation she had with a Palomar College faculty member who received two postcards in his campus mailbox that contained explicit homophobic ranting, as well as other disturbing statements. The faculty member had a similar experience approximately four years ago, but, following a brief investigation by the district, little was done to discourage future such occurrences.

Senators discussed creating various opportunities for open discussions while providing a safe environment for faculty and students. Suggestions included hosting campus-wide forums, inviting guest speakers, and bringing back the annual "Day of Tolerance," which the district hosted several years ago.

Brannick noted that with the Senate's support, a joint letter will be distributed to the campus community, signed by the Faculty Senate, President Deegan, the Vice President of Human Resources, and the Vice President of Instruction. The letter will emphasize Palomar College's dedication to maintaining an environment of intellectual thought that embraces diversity, an environment reflective of the values of higher learning and education.

It is hoped that these steps will help foster attitudes of respect while encouraging sensitivity to difference. More importantly, the events and letter aim to point up the unacceptability of bigotry, intolerance, and hate speech.

ASG:

Claudia Doran provided the following ASG report:

- ASG will hold its last meeting of the Semester on December 10.
- Members of the ASG are working on an "Awareness Campaign" in an effort to educate students and the community about tolerance.

- 1,011 letters from Region 10, 145 of which are from Palomar College, have been sent to Sacramento expressing concern about proposed budget cuts.

President Deegan: Monika Brannick reported that she and Fari Towfiq attended their weekly meeting with President Deegan on Wednesday, December 3. They discussed the hate speech incident, as well as the need for Faculty Senate input in budget issues, particularly those related to section cuts.

Governing Board: The next meeting of the Governing Board will be held on December 9, 2008.

Strategic Planning Council: Brent Gowen reported that at the December 2 meeting of the Strategic Planning Council (SPC), members reviewed the objectives and goals of the Annual Implementation Plan (AIP), and merged the self-study planning agenda items into the AIP.

A special SPC meeting was also held on December 5th, which began a review and discussion of successful Shared Governance methods. Several additional meetings on this topic are scheduled.

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

Human Resources Planning Council: Sue Norton stated that the members of the Human Resources Planning Council continue their review of the EEO Plan. It has been recommended that recent hires be asked to participate in a survey about their hiring process at Palomar.

Budget Committee: Brent Gowen indicated that the Budget Committee will meet on December 9. The group will begin a review of Palomar's budget model.

Palomar Faculty Federation: No report due to Jackie Martin-Klement's absence.

Learning Outcomes Council/Basic Skills: Marty Furch reported that the members of the Learning Outcomes Council met on Thursday, December 4. They discussed the role of part-time faculty in writing and developing Student Learning Outcomes. They also developed four subgroups of the LOC to address the committee's goals for the year:

1. A Professional Development group, which will schedule work sessions and workshops.
2. A Communication Systems Group, which will create effective ways to deliver, broadcast, and publish important information.
3. A General Education Group, which will work on the development of Student Learning Outcomes at the institutional level.
4. A Systems Group, which will collect and store evidence and data as part of the Learning Assessment Cycle.

Furch also noted that two positions are available on the Learning Outcomes Council: one for a faculty member from the Languages and Literature division, and one for a part-time faculty member.

Other: Monika Brannick stated that Academic Technology Coordinator, Haydn Davis, who attended the Faculty Senate meeting two weeks ago, has responded to two questions that arose from his presentation that day:

1. Can Blackboard generate a report that shows Blackboard use by Discipline? No.
2. What was the cost of the Wimba voice tools? \$6,000.

Sabbatical Leave
Committee:

Judy Cater provided the following written report of the Sabbatical Leave Committee:

The Sabbatical Leave Committee concluded its fall semester work on December 4. All sabbatical Leave applications have been reviewed/endorsed and will be forwarded to the Governing Board for action in the spring. The committee also reviewed and approved a number of advance and final applications for salary credit forms. There are still a number of vacancies and tenured faculty are encouraged to apply.

Workforce & Community
Development Advisory
Committee:

Diane Studinka indicated that she met with Teri Safranek on Thursday, December 4, and received a tour of the Escondido facility. The Workforce & Community Development Advisory Committee will begin meeting in February.

Academic Standards
& Practices Committee:

Bruce Bishop stated that the Academic Standards & Practices Committee continues to meet and discuss the district's Academic Dishonesty Policy. The group has proposed changing the name of the policy to "Academic Honesty Policy." Bishop requested that this item be placed on the Senate agenda in the spring semester, so he can provide a complete report on the committee's progress on these items.

The group is also discussing Administrative Retreat Rights.

Academic Technology
Committee:

Kathleen Sheahan reported that the Academic Technology Committee will meet on December 11. The committee is working to develop a poll or survey on academic technology issues.

Other: Senators thanked Faculty Senate President Monika Brannick for all her work this semester.

ADJOURNMENT: The meeting was adjourned at 3:06 p.m.

Respectfully submitted,

Richard Hishmeh, Secretary