

Minutes of the
MEETING OF THE FACULTY SENATE
April 21, 2008

APPROVED

PRESENT: Bill Bedford, Bruce Bishop, Monika Brannick, Judy Cater, Molly Faulkner, Gracie Fowler, Brent Gowen, Lawrence Hahn, Richard Hishmeh, Teresa Laughlin, Stan Levy, Chantal Maher, Jackie Martin-Klement, Marilee Nebelsick-Tagg, Sue Norton, Patrick O'Brien, Kathleen Sheahan, Perry Snyder, Fari Towfiq

ABSENT:

GUESTS: Paul Barboa

CALL TO ORDER: The meeting was called to order by the president, Brent Gowen, at 2:00 p.m., in Room SU-30.

Approval of Minutes:

Motion 1 MSC Nebelsick-Tagg, Laughlin: Faculty Senate approval of the minutes of April 14, 2008, as amended. The motion carried.

Public Comments: There were none.

Announcements: There were none.

ASG: Paul Barboa reported that the ASG continues to prepare for its upcoming elections.

Paul also stated that the ASG is working with the Policies & Procedures Task Force on proposed revisions of the Student Standards of Conduct and the Student Disciplinary Policy. Also, at the Strategic Planning Council (SPC) meetings the ASG continues to advance the proposal to establish smoking areas on campus.

President Deegan: Marilee Nebelsick-Tagg and Brent Gowen did not meet this week with President Deegan, who was involved in interviews. Brent indicated that President Deegan has expressed his support of the Senate's recommendations of Haydn Davis as Palomar's Academic Technology Coordinator, and of Martin Japtok as the Professional Development Coordinator.

Strategic Planning
Council & Budget
Committee:

Brent Gowen reported that last week the SPC and the Budget Committee met jointly to discuss the budget forecast for the 2008-09 academic year. Faculty and staff should expect a reduction in their departmental materials and supplies budgets (4000's) of 25% next year and no funding for capital outlay accounts (6000's). The district is already in the process of reducing summer and fall class offerings.

Senators commented on the need for a collegial process when the college is making decisions about, changes to, or reductions in departmental budgets.

Instructional Planning
Council:

Judy Cater stated that the Instructional Planning Council (IPC) Subcommittee met last week to finalize the hiring priority list for next year. The document will be discussed at

the upcoming IPC meeting and should be ready for distribution to the Senate next Monday.

Student Services
Planning Council:

Patrick O'Brien distributed copies of Budget Committee recommendations provided by Joe Madrigal at the recent Student Services Planning Council meeting:

Budget Committee Recommended Actions for 2007/08 and 2008/09 Budgets

- Apply for state waiver of \$284,630 for Scheduled Maintenance and Instructional Equipment match.
- 1000 Academic Salaries: Vacancy savings of approx. \$500,000. Scheduled class sections will be reduced to about \$15million total expenditure for 08/09 from the 1300 hourly accounts. For Non-Instructional Hourly salaries (hourly counseling, etc.), the 1400 account, a cut of 15%.
- Non Academic Hourly Salaries-2300 and 2400 accounts-a vacancy savings of \$250,000 is projected. A cut of 25% is recommended.
- Approx. \$2.8 million has been realized so far from reductions in Designated Projects for 08/09 (hand out).
- 4000 accounts-Supplies/Materials-a 25% cut from the 07/08 budget is recommended.
- 6000 accounts-Capital Outlay-have been zeroed out for 08/09.
- After all of the above cuts, there is still a projected \$1.5 million deficit in the revenues to fund the budgeted expenditures.
- The Projected Ending fund Balance for the end of 08/09 fiscal year is approx. \$3.35 million. Out Governing Board requires a 5% reserve.
- For 07/08, a hiring freeze has been implemented and a careful review of expenditures in the 4000-5000 accounts has been requested by President Deegan. This review requires each VP to approve any expenditure for the remainder of the 07/08 budget year.
- For 08/09, a careful review is recommended for the 4000-5000 account spending (food, travel, printing, publications, supplies, water delivery, etc.)
- All Campus Forum is scheduled for April 30 for a Budget Update by President Deegan.

April 15, 2008.

Patrick added that Herman Lee also gave a presentation on Course Repetition. Students will now be able to take a course three times. With respect to the calculation of grade point averages, students repeating a class will now be credited with the grade they received their third time taking the class rather than the average of the grades for the second and third times repeating a class.

Administrative Services
Planning Council:

Richard Hishmeh stated that discussions at the recent Administrative Planning Council meeting focused on budget concerns.

Human Resources
Planning Council:

Sue Norton indicated that members of the Human Resources Planning Council continue to discuss and review the Equal Employment Opportunity Plan.

Palomar Faculty
Federation:

Ballots on the recent salary proposal will be tabulated on Friday, April 25.

PFF officers recently elected are:
Co-President (fulltime): Shannon Lienhart
Co-President (part-time): Carlos von Son
Treasurer: Jackie Martin-Klement

Fulltime EBoard members at large: Molly Faulkner
Dan Finkenthal
Michael Mufson

Part-time EBoard members at large: Bill Bedford
Sam Hamod
Joe Pistone
Perry Snyder

Learning Outcomes
Council:

Teresa Laughlin stated that at its last meeting, the Learning Outcomes Council (LOC) met with the Basic Skills Workgroup to discuss the proposed change to the LOC Governance Structure to include a Basic Skills subcommittee and co-coordinators of the Teaching and Learning Centers on the Escondido and San Marcos campuses.

Personnel Standards &
Practices Committee:

Patrick O'Brien indicated that the faculty's annual evaluation of senior administrators is complete. Approximately 33.4% of fulltime faculty and 16.1% of part-time faculty participated in the process. Summaries of the evaluations will be distributed at an upcoming Senate meeting, and a copy of the entire document will be available for review in the Senate office soon.

Other:

Brent Gowen stated that he and Molly Faulkner met with Palomar Faculty Federation (PFF) Co-President Shannon Lienhart earlier in the day. Among other subjects, they discussed the number of online courses being taught by individual faculty members--in some cases as many as seven--over the 6-week summer session.

Because faculty workload is both an Academic and Professional and Working Conditions matter, Senators discussed the possible creation of a workgroup composed of representatives of the PFF and the Senate to address the issue. Senators also noted the need to discuss this matter at departmental levels. Members of the Academic Technology Committee will also be discussing online teaching loads and will bring recommendations to the Senate soon.

After further discussion, Senate members directed Brent Gowen to contact PFF officers for a response to the proposal of creating a joint workgroup.

Other:

Brent Gowen reported that an important issue discussed at the recent Statewide Academic Senate meeting was the Student Equity Initiative. He noted that in-line with the Basic Skills Initiative, Palomar College's own Student Equity Plan needs to be kept up-to-date, with the assistance of the Student Equity Committee.

Other:

Brent Gowen asked Senators who are currently chairing a Senate Committee to provide their year-end reports by May 12.

Other:

Monika Brannick reported that the Culture of Success Team (COST) workgroup, along with Mary Cassoni's marketing students, have created samples of fliers, buttons, and pamphlets to assist and motivate students. Monika provided samples to Senators of some of the items created by the students to urge students to recognize their responsibilities in their educations.

COST will seek faculty input to make the endeavor a success and hopes that many groups campus-wide will participate.

Committee
Appointments:

None.

Monika Brannick stated that she is contacting committee chairs whose terms are expiring at the end of this semester.

Monika also reported that when the Technology Committee was recently disbanded, the Computer Coordinating Committee ceased officially to exist. The Senate must discuss whether it wants to keep this committee active by placing it as a subcommittee of the Strategic Planning Council, requiring a Governance Structure Group Request, or by placing it as a subcommittee of the Senate.

Senators discussed the current configuration of the committee.

Other:

Monika stated that because she will be in the positions of Senate President and Curriculum Committee Co-Chair in the fall, a Senator is needed to replace her as the Committee on Committee chairs.

Committee on
Committees Chair:

Patrick O'Brien was nominated and accepted the nomination.

Monika Brannick announced that incoming Senator Judy Wilson has also expressed an interest in the position.

Ballots were distributed for a vote.

Elections:

Stan Levy reported that ballots for the part-time vacancies on the Senate were tabulated earlier in the day. Senator Perry Snyder was elected with a term through May 2011, and Senator Lawrence Hahn was elected with a term through May 2010.

Stan also announced the recipients of the 2008 Service Awards:
Marty Furch
Jackie Martin-Klement

Senators congratulated this year's recipients.

Curriculum:

The next meeting of the Curriculum Committee is scheduled for April 30, 2008.

Basic Skills
Initiative:

Teresa Laughlin updated Senators on the Learning Outcomes Council and Basic Skills Workgroup's recommendation to establish a Basic Skills subgroup of the LOC. In this plan, the membership of this subcommittee will include faculty representatives from Math, English, Counseling, DRC, ESL, reading, the Library, and Professional Development, as well as the Co-Chair of the Learning Outcomes Council, the Vice President of Instruction, the Vice President of Student Services, the Dean of Languages of Literature, the Dean of Counseling, and the Director of Occupational and Non-Credit Programs. She added that the subcommittee will facilitate the Teaching Learning Centers, first at the Escondido Center and soon thereafter at the San Marcos Campus.

Teresa spoke further on the membership of the committee and their tasks, and a question and answer period followed. Senators also discussed the roles and responsibilities of the various groups involved.

Teresa also stated that an updated Governance Structure Request Form will be presented for Senate action at next Monday's meeting. If Senators approve the structure, then the Senate will distribute an announcement calling for candidates for the two assigned-time faculty positions who will oversee the Teaching and Learning Centers.

Academic Due Process: Marilee Nebelsick-Tagg provided copies of the Academic Due Process Procedure with proposed minor changes to the wording, at last week's meeting.

Motion 2 MSC Faulkner, Bedford: Faculty Senate acceptance to the changes in wording to the Academic Due Process Procedure. The motion carried.

Accreditation: Brent Gowen stated that the writing teams continue to review second drafts of the Accreditation reports and that the Steering Committee has invited all faculty to participate in "Reading Circles" this week and next.

Statewide Academic Senate: Brent Gowen and Monika Brannick attended the spring session of the Statewide Academic Senate meeting on April 17 – 19. Among the issues discussed was the nature and amount of credit that colleges award students for their high school Advanced Placement classes. In response to a question on the issue, Patrick O'Brien described the current process utilized at Palomar.

Motion 3 MSC Faulkner, Laughlin: To return to Action item A, Committee Appointments, on the Senate agenda. The motion carried.

Committee Appointments:

Motion 4 MSC Levy, Cater: Faculty Senate approval of the appointment of Patrick O'Brien as Committee on Committees Chair. The motion carried.

ROP: Brent Gowen reported that another summit meeting of the ROP Workgroup and representatives of other campus groups will be held on Monday, April 28, immediately following the Senate meeting. Last December, the Senate advanced the workgroup's recommendations for most of the ROP programs but needs to take positions on the three remaining programs and on the transitioning of ROP faculty.

ADJOURNMENT: The meeting was adjourned at 3:08 p.m.

Respectfully submitted,

Teresa Laughlin, Secretary