

Minutes of the
MEETING OF THE FACULTY SENATE
April 7, 2008

APPROVED

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

ABSENT: Bruce Bishop, Lawrence Hahn, Jenny Fererro

GUESTS: Haydn Davis, Jesse Lyn

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, Faulkner: Faculty Senate approval of the minutes of March 31, 2008, as amended. The motion carried.

Motion 2 MSC Nebelsick-Tagg, Faulkner: To suspend the agenda to address Action item A, Committee Appointments. The motion carried.

Faculty Senate

President Appointment: Nominations were accepted for the position of Faculty Senate President.

Motion 3 MSC: Laughlin, Faulkner: Faculty Senate acceptance of the nomination of Monika Brannick as Faculty Senate President. The motion carried.

Monika Brannick accepted the nomination.

No other nominations were received.

Monika Brannick was elected as Faculty Senate President by acclamation.

Brent Gowen noted that Monika will officially begin her role as Senate President at the May 12 meeting, where the Senate will also name its Vice President and Secretary for the upcoming year.

Motion 4 MSC Nebelsick-Tagg, Laughlin: To suspend the agenda to address Information item C, Academic Technology. The motion carried.

Academic

Technology:

Haydn Davis provided the following Academic Technology Update:

1. Blackboard News
 - a. Bb Version 8 will be installed and the Bb servers will be down June 21 and 22. The major enhancement Bb 8 offers is to the grade keeping module which has been dramatically changed.
 - b. Blackboard Sync Facebook will be available by late Spring. This Bb feature will allow Facebook users to be aware of changes made in their Palomar Bb classes.
 - c. All staff members now have Bb accounts and have been auto enrolled in our AT Training class.
 - d. We now have 3 new video front ends that should allow for faster video from Bb classes.

- II. Learning Objects
 - a. Learning Objects (www.learningobjects.com) is a company that has created a building block that integrates a number of teaching/learning tools into Blackboard. The tools are the following.
 - i. wiki
 - ii. blog
 - iii. podcast
 - b. No decision has been made regarding whether or not these are valuable enough to faculty for us to purchase and we are requesting that interested faculty log onto their class on our Blackboard Test Server to experiment with them. The URL for the test server which is running Blackboard v. 8 is: <http://bbsandbox.palomar.edu> and you log in the same way as with your other Bb classes.
 - c. Peter Shipley from Learning Objects will be conducting a webinar for the Academic Technology Committee on Tuesday at 2:00 p.m. at our regular meeting.
- III. Academic Technology Training – We need some guidance
 - a. Current model: We offer technology training classes and publicize them in the PD schedule
 - i. While faculty do sign up for these workshops, it's rare when most actually show up.
 - b. Try a different model? Suggest topics to departments and ask people to sign up with the department chairs? We could then come to the department or use our computer lab.
- IV. Academic Technology computer lab
 - a. 144 new computers will be installed in June
 - b. 30 new laptops will be available for our rolling wireless lab (can take to classrooms)
 - c. 15 older (3-year-old) laptops will be available for faculty checkout.

Copy of an email sent to all faculty teaching summer classes regarding Blackboard version 8:

Dear Colleagues,

As some of you know, we will be moving to Blackboard 8 at the beginning of the summer. We have tried to make various dates work and it turns out the best time during which most people will be inconvenienced least is at the end of the 4-week summer class period and before the 6 and 8-week classes begin. What this means is that the Blackboard server will be down June 21 and 22. While Blackboard 8 will include a number of important enhancements and, we anticipate, some performance improvement, there is one significant change you need to know about in advance.

Blackboard 8 will contain a new grading component called Grade Center (no more Gradebook). We are confident you will find the new Grade Center far superior to the old Gradebook. However, there will be some differences that will require your attention. David Gray, Shay Phillips, and Chris Norcross developed a handout that explains and illustrates some of the most important differences between the two grading modules. Please feel free to call x2862 after reviewing the handout if you require any additional information or assistance.

I know in an ideal world we would complete all our upgrades during a period when no one was using the Blackboard system. Unfortunately, the Blackboard is in virtually constant use and there is really no time that will suit everyone.

Be aware that we have a test server running Blackboard 8 that you all have access to; you can log onto this server with your current Blackboard username and password. We encourage instructors to log onto this server and see how the Grade Center looks. The URL for the Blackboard test server is: <http://bbsandbox.palomar.edu/>.

Thanks,
Haydn Davis, Academic Technology Coordinator

A question and answer period followed. Senators also provided suggestions on ways to accommodate faculty and departments in terms of providing training in their specific areas of need.

Motion 5

MSC Faulkner, Laughlin: To resume the agenda. The motion carried.

Public Comments:

There were none.

Announcements:

Fari Towfiq invited Senators to join students, faculty, staff, and the community in celebrating Palomar College's fourth annual Unity in Diversity event. This year's theme

is “Technology and Diversity – Friends or Enemies?” and ties into this year’s Campus Explorations topic, Impacts of Technology. The event will offer engaging speakers, opportunities for attendees to share their thoughts during a panel discussion centering on this year’s theme, live entertainment, and refreshments from a variety of cultures.

The event will be held on Thursday, April 17, 2008, from 5:00 p.m. – 8:30 p.m. in the Palomar College Student Union.

3.5 Professional Development hours are available to faculty for attending.

Brent Gowen announced applications are being solicited from individuals who wish to be considered for membership on the Accrediting Commission for Community and Junior Colleges. Commissioners are appointed for three-year terms and may re-apply for a second three-year term. The position for which the Commission is seeking an application is: One Commission member representing independent institutions. Applications should be submitted to the Commission office on or before April 15, 2008 to receive consideration. More information is available at www.accjc.org.

Molly Faulkner announced the opening of “Orpheus and Euridice” with the Palomar Chamber Singers on April 12, 13, 17, and 19 at the Howard Brubeck Theatre. Shows are scheduled on Saturday at 8:00 p.m., Thursday, at 4:00 p.m., and Sunday at 2:00 p.m.

Teresa Laughlin invited all to attend Spring 2008 Political Economy Days on April 9 and 10. A list outlining the schedule of speakers is available on the Economics, history, and Political Science department home page.

ASG: Jesse Lyn reported that the ASG has several events scheduled for Springfest on April 16 and 17, where this year’s theme is Mardi Gras. The group also has special activities planned to celebrate Earth Day on April 22.

Members of the ASG will attend the Region 10 meeting this week, where the group will prepare for the Spring Assembly on May 2 – 4.

President Deegan: Brent Gowen indicated that he and Marilee Nebelsick-Tagg attended their weekly meeting with President Deegan earlier in the day. They discussed the campus-wide alert concerning an individual who has allegedly threatened to commit a shooting on a college campus in the San Diego area.

They also discussed the recent announcement distributed to part-timers outlining eligibility criteria for the Part-time Faculty Service Award, as well as the progress being made in the ROP transition.

Governing Board: The next meeting of the Governing Board will be held on April 8.

Strategic Planning Council: Brent Gowen stated that a joint meeting is being held with the Strategic Planning Council (SPC) and Budget Committee on April 15 to plan for next year’s budget. At the last SPC meeting, Michelle Barton announced that Palomar College will reapply for the Title 5, Hispanic Serving Institutions Grant, which would provide the district with approximately \$500,000 per year for five years.

President Deegan emphasized to members of SPC the importance of resuming the 75/25 Workgroup's meetings. The purpose of the workgroup is to develop a specific plan to increase the number of full-time faculty, as well as improve the ratio of hours taught by fulltime faculty to hours taught by part-time faculty.

Instructional Planning
Council:

Judy Cater reported that the Instructional Planning Council will meet on Wednesday, April 8.

Student Services
Planning Council:

Patrick O'Brien reported that the Student Services Planning Council will meet on Wednesday, April 8.

Administrative Services
Planning Council:

Richard Hishmeh indicated that the members of the Administrative Services Planning Council continue to discuss changes to the group's structure and soon will be forwarding to SPC a Governance Structure Group Request form.

The group is also discussing the criteria by which Administrative Services determines its hiring needs and the development of its Institutional Review process.

Human Resources
Planning Council:

Sue Norton reported that the next meeting of the Human Resources Planning Council will be held on Wednesday, April 8. At their last meeting, members of the group were provided with copies of Palomar's Equal Employment Opportunity Plan and will soon begin their review of the redesign of Position Announcements.

She added that by the end of the semester departments will need to expend monies they have accrued by means of the "75/25" program. Developed by the Revenue Allocation Committee, this program allowed departments to retain 75% of their unspent budget in order to save for large purchases (with the remaining 25% returning to the general fund). However, departments will not be able to carry over excess budget into the next year as this three-year program has expired.

Sue also noted that the Instructional Planning Subcommittee is meeting on Tuesday, April 7, to begin their review of departmental requests for new fulltime faculty positions.

Palomar Faculty
Federation:

Julie Ivey reported that the Executive Board met on Friday, April 4, to discuss a timely ratification process for the faculty contract.

She also stated that 10 delegates are scheduled to attend the CFT Convention in Oakland on April 11 – 13.

Learning Outcomes
Council:

Teresa Laughlin reported that the members of the Learning Outcomes met on Thursday, April 3. The group discussed the Student Learning Outcomes questions ancillary to the Course Outline of Record review on Curricunet. Faculty have concluded Spring reviews and to date have offered very little comment on these outcomes questions.

Teresa added that the council is also proposing a change to its Governance Structure to include a Basic Skills, Honors, and Service Learning sub-group.

TERB Working Group: Perry Snyder stated that the TERB Working Group continues its review of the Professional Standards described in faculty evaluation materials.

Research Award: Brent Gowen reported that Senators' review of the Research Award submissions will conclude on Wednesday, April 9.

Committee

Appointments:

Brent Gowen reported that the Faculty Senate office recently distributed announcements calling for nominees for the following positions:

Professional Development Coordinator (deadline to apply is 4/7/08),

Academic Technology Resources Coordinator (deadline to apply is 4/8/08),

Learning Outcomes Council Steering Committee (deadline to apply is 4/10/08).

These positions will be filled at the April 14 Senate meeting.

Motion 6 MSC Levy, Laughlin: Faculty Senate approval of the appointment of Monika Brannick as Curriculum Co-Chair through May 2010. The motion carried.

Elections: Brent Gowen noted that because of part-time Senator Julie Ivey's acceptance of a temporary position at Cerritos College, her position on the Senate will become vacant. The Elections Committee recently distributed a ballot to fill one upcoming part-time vacancy. Because that election will conclude within 30 days of Julie's resignation, as per the Senate's Constitution both part-time faculty members on the ballot will be elected to the Senate, with the highest vote getter receiving the longer term.

Brent also stated that faculty members should expect an announcement from the district soon calling for volunteers to serve on an Educational Master Plan Task Force that will address the renovation of the Escondido Center as well as the development of the new Fallbrook Center.

Monika Brannick noted that beginning in the fall semester, a Senator will be needed to serve as chair of the Committee on Committees.

Curriculum: Copies of Curriculum items dated March 19 were provided at last week's meeting.

Motion 7 MSC Laughlin, Faulkner: Faculty Senate ratification of the Curriculum items dated March 19, 2008. The motion carried.

Copies of Curriculum items dated April 2, 2008 were distributed for information.

PALOMAR COLLEGE
CURRICULUM COMMITTEE ACTION ITEMS
Wednesday, April 2, 2008
Room SU-18 at 3:00 p.m.

I. CURRICULAR CHANGES EFFECTIVE FALL 2008

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 2008:

A. Credit Course/Program Packages

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

B. New Programs

1. There are no New Programs for this agenda

C. Program Changes

1. Program Title: Adult Fitness/Health Management

Discipline: Physical Education (PE)

Award Type: Certificate of Achievement

Total Units: 38.00 - 41.00

Deleted ZOO 205, Replaced ZOO 205 with ZOO 203, Adjusted Total Units,
Changed CSIS 105 to CSIT 105 due to Computer Science Dept. Renumbering
Robert Vetter

D. Program Deactivations

1. There are no Program Deactivations for this agenda.

E. Credit Courses - New

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

F. Credit Course – Change

2. There are no Credit Course Changes for this agenda.

G. Credit Courses - Deactivations

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

H. Credit Courses - Reactivations

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

I. Noncredit Course - New

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

J. Noncredit Course - Change

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

K. Noncredit Course - Deactivation

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

L. Distance Learning

1. There are no Distance Learning Approvals for this agenda.

B. RESUMPTION OF REGULAR AGENDA

A. ITEMS REMOVED FROM THE CONSENT CALENDAR

B. TECHNICAL CORRECTIONS

1. Apprenticeship Courses – The following Apprenticeship courses were approved at prior Curriculum Committee meetings but have had a repeatability option added.

The following courses may be taken two times:

- A. AP C 250
- B. AP C 251
- C. AP C 252
- D. AP C 253
- E. AP C 254
- F. AP C 255
- G. AP C 256
- H. AP C 257
- I. AP C 258
- J. AP C 260

These items will be brought forward for Action at next week's meeting.

Monika added that the Curriculum Committee has had success offering Curricunet workshops by going directly to departments to provide training. Berta Cuaron will be contacting department chairs and directors to obtain feedback on providing additional training opportunities to individual departments.

Accreditation: Brent Gowen reported that Berta Cuaron and the Accreditation Co-Chairs will be receiving second drafts of the Standards reports on Friday, April 11. Copies will be distributed among various campus groups.

Negotiations: Responding to a question about the PhD stipend described in the faculty contract proposal, Teresa Laughlin stated that \$1,200 will be offered each year.

Professional
Development Review
Board:

Patrick O'Brien distributed information for the Palomar College 2008-09 Faculty & Staff Development Flexible Calendar Certification. As part of the required certification, agreements and records must be maintained for each employee who performs flex activities in lieu of classroom instruction, and records of participation must be maintained and evaluations conducted annually.

Patrick also distributed copies of Title 5, Subchapter 8, Academic Calendar, Article 2, Flexible Calendar Operations, which outlines the ongoing responsibilities of the Chancellor to assure that each district provides complete and accurate information.

Patrick added that in an effort to preserve our current program, faculty must indicate to the Professional Development office in an accurate and timely manner that they have completed their Professional Development Contracts. Last year 1/3 of the faculty did not sign off on their completed contracts.

Copies of the following resolution were provided:

S08 Non-Compliance of Professional Development Contracts

Whereas, Palomar College's Professional Development program is an academic and professional matter;

Whereas, Title 5 California Code of Regulations (CCR) §55724 allows faculty members to participate in professional development activities in lieu of regular classroom instruction or other instructional activities;

Whereas, Palomar College does not require faculty members to attend specific scheduled professional development activities, yet allows faculty members to complete professional development activities that fit their personal schedule;

Whereas, Title 5, (CCR) §55726(a) states that “For each instructor specified by the district to participate in staff, student, and instructional improvement activities in lieu of classroom instruction the district shall enter into an agreement with such employee specifying the particular activities during the designated days which the instructor will perform in lieu of classroom instruction”;

Whereas, Article 10.4 of the PFF contract states “If a full-time faculty member does not successfully complete an approved Professional Development Contract by May 15, the Professional Development Coordinator will recommend to the Assistant Superintendent/Vice President for Human Resource Services that the faculty member’s last paycheck for the year be reduced by an amount (in gross salary) proportionate to the activities not completed.

Resolved, That the Faculty Senate supports the implementation of Article 10.4 of the PFF contract.

Senate members discussed the resolution, as well as ways to improve the return rate of PD contracts. This item will be brought back for Senate action at next week’s meeting.

Academic Dishonesty: Brent Gowen stated that the district currently has no formal, due process procedure in place to address conflicts that occur when professors accuse students of cheating. This task should be addressed by the Academic Standards and Practices Committee, which currently needs a Senator to serve as chair.

Brent indicated that this item will remain on the agenda for further discussion next week.

ADJOURNMENT: The meeting was adjourned at 3:27 p.m.

Respectfully submitted,

Teresa Laughlin, Secretary