

Minutes of the  
MEETING OF THE FACULTY SENATE  
September 22, 2008

APPROVED

PRESENT: Monika Brannick, Marty Furch, Brent Gowen, Lawrence Hahn, Richard Hishmeh, Stan Levy, Jackie Martin-Klement, Sue Norton, Patrick O'Brien, Kathleen Sheahan, Diane Studinka, Fari Towfiq, Judy Wilson

ABSENT: Bruce Bishop, Katy French

GUESTS: Claudia Doran, Ralph Ferges, Linda Morrow, 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 Levy, Gowen: Faculty Senate approval of the minutes of September 15, 2008, as amended. The motion carried.

Public Comments: None.

Announcements: None.

Motion 2 MSC Gowen, O'Brien: To suspend the agenda to discuss Information item C, Venture Programs. The motion carried.

Venture Programs: Teri Safranek provided Senate members with information on Palomar's Workforce Development and Venture programs.

Both are self-supporting programs that cover salaries and benefits for their staff and instructors, as well as an 8% indirect back to the Palomar campus. The programs also pay for their own marketing materials, including the printing and mailing of the Venture schedule four times per year. Safranek reported that these materials provide additional, positive exposure for the campus and help generate additional students for credit and non-credit programs at no cost to the district.

A question and answer period followed, and Safranek provided information on how faculty in the program are hired and evaluated, how courses are created and marketed, and how certificates offered through the Venture programs are perceived and/or credible within various industries.

One Senator stated that faculty in the Foreign Languages department have expressed concern that some Venture program courses and activities seemingly compete with their own courses, especially in cases where students may not be aware of the specific differences between Venture programs and credit and non-credit programs. Safranek indicated that foreign language courses offered through the Venture program are primarily conversation courses, with the majority of attendees preparing for travel or for basic communication. She noted that many students go on to take courses through the Foreign Languages department as a result of their experience in the Venture courses.

Senators suggested that cross communication between the Workforce & Community Development Office and departments offering similar courses would be beneficial in remedying future conflicts. Safranek indicated that she would contact departments with an offer to attend departmental meetings prior to the publication of the spring Venture catalog.

Safranek invited all to the Workforce & Community Development Open House on Tuesday, September 30, from 4 to 8 p.m. and Wednesday, October 1, from 11:00 a.m. – 3:00 p.m.

Motion 3 MSC Gowen, Towfiq: To resume the agenda. The motion carried.

Committee  
Appointments:

Motion 4 MSC O'Brien, Gowen: Faculty Senate approval of the following committee appointments:

Matriculation and Transfer Advisory Committee

Transfer Counselor (07-09)

P.M. DeMaris – Counseling

Institutional Review Committee

Tony Smith – CSIS Dept., AMBCS Division (08-10)

Learning Outcomes Council

Donna Fazio-DiBenedetto – English (08-10)

Sabbatical Leave Committee

Arts, Media, Business and Computing Systems (08-11)

Joseph Farrelly

Selection Committee for Dean, AMBCS

Lisa Cecere – Communications

Sherry Gordon – Business Administration

Kitty Meek, Art

Lillian Payne – Graphic Communications

Discipline Work Group for Real Estate for the Statewide Career Pathway Project for the Statewide Academic Senate

April Woods

The motion carried.

Motion 5 MSC Gowen, Towfiq: Faculty Senate approval of the following Peer Review Committee appointments:

Takashi Nakajima, Chair for David Boyajian

Byung Kang and Tamara Weintraub, Co-Chairs for Judy Cater

Steve Crouthamel, Chair for Patti Dixon

Jim Gilardi, Chair for Ralph Ferges

Lori Graham, Chair for Nancy Galli

Sue Musgrove, Chair for Stan Levy  
Patty Deen, Chair for Steve Spear  
Jackie Martin-Klement, Chair for Anita Sugar

The motion carried.

Other: Monika Brannick reminded Senators that a chair is still needed for the Professional Procedures Committee.

Elections: Stan Levy reported that new fulltime Senators, Ralph Ferges and Linda Morrow, and part-time Senator, Valerie Chau, will be officially seated at next week's meeting. Per the Faculty Constitution, because the number of Senate vacancies exceeded the number of candidates, no election will be held.

Curriculum: Copies of the following Curriculum items were provided:

**PALOMAR COLLEGE**  
**CURRICULUM COMMITTEE ACTION ITEMS**  
Wednesday, September 17, 2008  
Room SU-18 at 3:00 p.m.

**I. CALL TO ORDER**  
**II. MINUTES OF MAY 5, 2008** (Attachment A)  
**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. Program Title: Spanish  
Discipline: Spanish (SPAN)  
Award Type: A.A. Degree Major or Certificate of Achievement  
Total Units: 18 – 20  
*Kathleen Sheahan*

**D. Program Changes**

1. Program Title: Administration of Justice - General  
Discipline: Administration of Justice (AJ)  
Award Type: A.A. Degree Major  
Total Units: 36.00

To satisfy the 3 unit internship requirement, students may take AJ 280 or CE 100. Also added note indicating Cooperative Education must be related to major.  
*Kevin Barrett*

2. Program Title: Administration of Justice - Homeland Security  
Discipline: Administration of Justice (AJ)  
Award Type: A.A. Degree Major (18 units or more)  
Total Units: 36

To satisfy the 3 unit internship requirement, students may take AJ 280 or CE 100. Also added note indicating Cooperative Education must be related to major.  
*Kevin Barrett*

3. Program Title: Administration of Justice - Investigations  
Discipline: Administration of Justice (AJ)  
Award Type: A.A. Degree Major (18 units or more)  
Total Units: 36

To satisfy the 3 unit internship requirement, students may take AJ 280 or CE 100. Also added note indicating Cooperative Education must be related to major.  
*Kevin Barrett*

4. Program Title: Administration of Justice - Law Enforcement  
Discipline: Administration of Justice (AJ)  
Award Type: A.A. Degree Major (18 units or more)  
Total Units: 36

To satisfy the 3 unit internship requirement, students may take AJ 280 or CE 100. Also added note indicating Cooperative Education must be related to major.  
*Kevin Barrett*

**E. Program Deactivations**

1. Program Title: Fashion Merchandising Sales Associate  
Discipline: Fashion (FASH)  
Award Type: Certificate of Proficiency  
Total Units: 9  
Reason for deactivation: Not enough interest; low completion rate.  
*Nancy Galli*

**F. Credit Courses - New**

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

**G. Credit Course - Change**

1. Course Number and Title: ESL 101 Written Communication I  
Discipline: English as a Second Language (ESL)  
Course Included in the Following Programs:

A. A.A. Degree Major - General Studies-Emphasis in Arts and Humanities

Prerequisites: Eligibility established through the English as a Second Language placement process, or ESL 36 Associate Degree General Education - C Humanities

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

Transfer Acceptability: CSU

Added ESL 36 as Prerequisite Option, Minor Formatting Updates to Course Objectives and Outline, Added Required Reading, Added Critical Thinking, Added Method of Assessment

*Colleen Weldele*

**H. Credit Courses - Reactivations**

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

**I. Credit Courses - Deactivations**

1. Course Number and Title: ART 241 Computer Graphics

Discipline: Art (ART)

Course Included in the Following Programs:

A. *A.A. Degree Major/Certificate of Achievement – Drafting Technology –Multimedia*

B. *A.A. Degree Major/Certificate of Achievement - Interactive Media Design-Emphasis in 3D Modeling and Animation*

C. *Certificate of Proficiency – Video Game Artist*

Recommended Prep: ARTD 150

Transfer Acceptability: CSU

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

Repeatability: May be taken 2 times

Reason for deactivation: Course Material included in ARTD 150. ART 241 Inactive.

*Jay Schultz*

2. Course Number and Title: ART 248 Character Animation

Discipline: Art (ART)

Course Included in the Following Programs:

A. *A.A. Degree Major/Certificate of Achievement - Interactive Media Design-Emphasis in 3D Modeling and Animation*

Transfer Acceptability: CSU

Repeatability: May be taken 3 times

Reason for deactivation: Inactive. No plans to offer.

*Jay Schultz*

3. Course Number and Title: ES 105 Earth System Science: Climate Change

Short Title: Earth Sys Science:Climate Chng

Discipline: Earth Sciences (ES)

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Online

Reason for Deactivation: Course no longer fits program goals.

*Patricia Deen*

**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**

1. There are no Distance Learning approvals for this agenda

**N. Requisites and Advisories\***

The establishment of the following advisories meets Title 5 Regulation 55003, effective Fall 2008:

**Catalog**

<b>Subject/Number</b>	<b>Type</b>	<b>Description</b>	<b>Proposal Type</b>
ESL 101	Prerequisite	ESL placement process,	Credit Course Change
	<u>Prerequisite</u>	<u>or ESL 36</u>	
GEOG 134	Prerequisite	GEOG 120	Credit Course Change
GEOG 136	Prerequisite	GEOG 120	Credit Course Change

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

**B. RESUMPTION OF REGULAR AGENDA**

**A. COURSE NUMBERING GUIDELINES (ATTACHMENT B)**

1. Updated to include new noncredit category, Workforce Preparation.

**B. INFORMATION/DISCUSSION**

1. Technical Corrections

- A. The Method of Assessment for **N CTED 602** was corrected from “Performance” to “Competency based written and practical tests which demonstrate the student’s ability to apply skills and concepts learned to minimum standards established by the instructor.”

B. Four Aviation Sciences courses corrected to reflect components and hours:

**AVIA 75** - 4 hours L/L

**AVIA 80** - 4 hours L/L

**AVIA 85** - 6 hours L/L

**AVIA 90** – 2 hours L/L

2. Status of Course Outline Reviews

- A. The following courses have completed the course outline review process between April 23 and September 8, 2008, and are effective Fall 2008.

ART	120	Life Drawing and Composition I
ART	125	Head Drawing
ART	145	Design in Mixed Media
ART	146	Design in Wood
ART	147	Design in Enamels
ART	151	Jewelry and Metalsmithing Design II
ART	155	Stained Glass I
ART	213	Illustration/Life Drawing
ART	220	Oil Painting I
ART	221	Oil Painting II
ART	225	Acrylic Painting I
ART	226	Acrylic Painting II
ART	230	Airbrush Painting I
ART	231	Airbrush Painting II
ART	270 J	jewelry and Metalsmithing Design III
ART	276	Cold Glass Design
ART	277	Glass Casting
ART	295	Directed Study in Art
BIOL	101	General Biology
BIOL	110	Human Genetics
BIOL	160	Biotechnology Preparatory Course
BIOL	195B	Field Studies in Ecology
BIOL	295	Directed Study in Life Science
BIOL	215	Introduction to Biostatistics
ENG	10	English Essentials
ENG	50	Introductory Composition
ENG	150	Introduction to Linguistics
ENG	210	Survey of British Literature I
ENG	215	Introduction to the British Novel
ESL	98.1	Vocational ESL I
ESL	98.2	Vocational ESL II
ESL	98.3	Vocational ESL III
GEOG	100L	Physical Geography
GEOG	110	Meteorology: Weather and Climate
GEOG	138	GIS Internship
GEOL	197	Geology Topics
HIST	141	History of the Americas
MATH	205	Calculus with Analytic Geometry, Third Course
MICR	197	Microbiology Topics
PSYC	130	Psychology of Women
READ	115	Vocabulary Enhancement
READ	120	Critical Reading
ZOO	145L	Introductory to Anatomy and Physiology Laboratory
ZOO	197	Zoology Topics
ZOO	295	Directed Study in Zoology

### GUIDELINES FOR COURSE NUMBERING

The goal of course numbering is to achieve a consistency and uniformity of course numbers throughout the catalog. It provides for:

1. A clear means of identifying non-degree credit courses, Associate Degree credit courses, and transfer credit courses.
2. The uniform numbering of laboratory courses, dually listed courses, sequences, and special courses such as Directed Studies, Special Topics, etc.

The Curriculum Committee has adopted the following recommendations regarding the numbering of non-degree credit courses, Associate Degree credit courses, transfer credit courses, courses involving laboratories, and noncredit courses. Departments may recommend a course number, but the Curriculum Committee will assign an appropriate course number based on the following guidelines.

#### Credit Courses

1. Courses numbered 1-49: Remedial or college preparatory courses which do not apply toward an Associate of Arts degree and are not intended to transfer to another community college or four-year college.
2. Courses numbered 50-99: Courses which apply toward the Associate of Arts degree but are not intended to transfer to a four-year college.
3. Courses numbered 100-299: Courses which count toward an Associate of Arts degree and are intended to transfer to a four-year college. Freshmen level courses are generally given numbers from 100-199 and sophomore level courses are numbered 200-299.
4. Sequential courses should be numbered in order, giving the lowest level course the lowest number in the sequence. Courses in a sequence should begin with numbers ending in "0" or "5" whenever possible.
5. Group all courses with the same topic together in a sequence.
6. Leave a gap between sequences whenever possible.
7. Courses with less than two prerequisites should be numbered 100-199 whenever possible (freshmen level courses).
8. Courses with two or more prerequisites should be numbered 200-299 whenever possible (sophomore level courses).
9. All special courses such as projects, topics, directed studies, field studies, etc. should be assigned the following numbers from 195-199 or 295-299 depending upon the number of prerequisites.

<u>Type of Course</u>	<u>Course #</u>
Field Studies, Regional Field Studies	195
Special Problems	196
Topics and workshop courses	197
Skills for .... and Succeeding in ....	198
Directed Studies	295
Special Projects	296
Experimental Topics	297
Directed Clinical Experience/Internship	298

10. All cross listed courses should be assigned the same number in each department in which it is listed.
11. Introductory courses which are designed primarily for General Education credit, should be assigned a number of 100.
12. Once a course number is retired, that number shall not be used for ten years.
13. Laboratory courses should be given an "L" designation after the course number.

**Noncredit Courses**

1. Course Numbers will consist of three digits.
2. The first digit will reflect the non credit category identified by the System Office for non credit courses as follows:
  - 1 – Parenting (N PRNT)
  - 2 – Basic Skills (N BASC)
  - 3 – ESL (N ESL)
  - 4 – Citizenship (N CTZN)
  - 5 – Handicapped (N DSAB)
  - 6 – Voiced (N CTED)
  - 7 – Older Adults (N ADLT)
  - 8 – Home Economics (N HMEC)
  - 9 – Health and Safety (N HSED)
  - 11 – Workforce Preparation (N WKFC)
3. The second and third digits will be assigned in an ascending order as new courses are developed. For example, the next course in category 1 – Parenting will be numbered 100, followed by 101 and so on.
4. Once a course number is retired, that number shall not be used for ten years.

Approved by Curriculum Committee: 1990  
Reviewed by Curriculum Committee: 2001  
Approved by Curriculum Committee: 11/5/03  
Reviewed by Instructional Services 8/2008  
Approved by Curriculum Committee: 9/17/2008

Monika Brannick indicated that these items will be brought forward for Senate action at next week's meeting.

Accreditation:

Brent Gowen provided copies of the following second draft of the Planning Agenda for the Accreditation Self-Study process, which includes input (in red) from the Strategic Planning Council:

## **DRAFT 2 – INCLUDES SPC INPUT**

### **Planning Agendas**

1. The Learning Outcomes Council (LOC) will guide and support the college's completion of the Development phase of Student Learning Outcomes Assessment Cycles (SLOACs) at the course, program, and institutional (general education) levels. In this process, the LOC will move the college toward the Proficiency phase of SLOACs. (I.B, II.A)
2. The college will review the Strategic Planning and the Institutional Program Review and Planning processes to identify ways to improve the Annual Implementation Plans, including funding of priorities. (I.B)
3. The college will discuss, design, adopt, and implement a budget development process that
  - a. better aligns with and allocates funding for both short-term and long-term strategic planning priorities;
  - b. allows flexibility for responding to emergencies and exigencies; and
  - c. sustains the district's current fiscal stability and solvency. (I.B, III.B, III.D)
4. The Basic Skills Committee will
  - a. implement, evaluate, and revise as necessary the Basic Skills action plan, including the teaching/learning centers, the Freshman Experience, and the Professional Development components; and

- b. promote dialogue about, understanding of, and response to the Basic Skills Initiative, including integrated instructional support services. (II.A, II.C).
5. In the area of Professional Development, the college will
  - a. offer broader and more comprehensive professional development activities for faculty, staff, and administrators on Student Learning Outcomes Assessment Cycles, students' basic skills needs, and students' diverse learning styles;
  - b. develop professional development opportunities for faculty, staff, and administrators to learn about their colleagues' academic and career/technical programs; and
  - c. concentrate on engaging part-time faculty in these activities and opportunities. (II.A, III.A, IV.A)
6. The [new name group – based on feedback from Berta] will develop a plan to improve the ratio of credit hours taught by full-time faculty to the credit hours taught by part-time faculty while also increasing the number of full-time faculty. (II.A, III.A)
7. The college will develop a systematic process based on discussion among constituent groups to identify and plan for the staffing levels and flexibility necessary for continuity of services in support of students. (II.C, III.A, III.B)
8. The college will ensure that all constituent groups have a written code of ethics aligned with Governing Board policy. (III.A)
9. The college will consider the recommendations of the Emergency Preparedness Workgroup as part of its ongoing planning, preparation, and training for the safety and security of the college community. Recommendations incorporated into the district's Emergency Preparedness Plan will be prioritized and funding resources will be identified. (III.B)
10. The Strategic Planning Council will engage in formal dialogue on its shared governance and decision-making processes in order
  - a. to distinguish the types of decisions that have significant institution-wide implications and thus must be arrived at through systematic participative processes;
  - b. to clarify the authorities and responsibilities of the decision-makers and other participants in these processes in order to produce decision-making guidelines; and
  - c. to enhance professional development opportunities for the college to learn about shared governance. (IV.A)

Gowen briefly outlined the proposed changes and lengthy discussion followed. Senators commented on the implications of various agenda items, and several expressed concerns that they see arising as the agenda is pursued. For example, regarding item five on the agenda, one senator underscored a need to develop new templates for improving participation in professional development activities held on campus. Regarding agenda items two and ten, another Senator expressed a desire to create a mechanism to expedite Faculty innovations that may fall outside of planned budgets. While consensus was not reached on several points, all agreed on the importance of the agenda items, and most concurred that agenda items 2 and 10 would be particularly contentious topics for the various constituent groups.

Gowen indicated that discussions will be ongoing at Faculty Senate meetings and Strategic Planning Council meetings, providing all constituent groups an opportunity to contribute to the final version of the document. Distribution to the Governing Board is expected to occur in November.

Policies & Procedures  
Task Force:

Monika Brannick stated that volunteers are still needed to assist in the review of Chapter 4, of the district's Policies & Procedures.

Employee Grievance/  
Complaint Procedures:

Monika Brannick provided copies of the Employee Grievance/Complaint Procedures, as well as the Faculty Senate Academic Due Process Procedure. She outlined minor changes proposed by the Community College League & Legal Council, as well as additional language modifications being considered by the Policy and Procedures Task Force. The task force reviewed the procedure September 12, 2008, and it is being brought to the Senate for approval.

This item will be brought forward for further discussion and/or action at next week's Faculty Senate meeting.

ASG:

Claudia Doran reported that at last week's Finance and Administrative Services Planning Council meeting, it was announced that a Senator is still needed to serve on the council.

She added that the ASG continues to work on Club Rush and the new Diversity Center opening on September 24. Members of the ASG are also actively participating in the 2<sup>nd</sup> Annual Health Fair and in voter registration activities. So far, approximately 300 Palomar students have stopped by the booth to register to vote.

Lastly, Claudia stated that Phi Theta seminars are scheduled on September 23, at 4:00 p.m. in the library.

President Deegan:

Monika Brannick reported that she and Fari Towfiq discussed Shared Governance at their recent meeting with President Deegan. Mr. Deegan has expressed a desire to review the roles of certain councils.

Strategic Planning  
Council:

Brent Gowen indicated that members of the Strategic Planning Council continue their review of the Annual Implementation Plan and Planning Agenda for Accreditation to ensure alignment with Palomar's self-study.

Student Services  
Planning Council:

A Senator is needed to serve on the Student Services Planning Council. The group meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday from 9:30 – 11:00 a.m.

Palomar Faculty  
Federation:

Jackie Martin-Klement reported that the Palomar Faculty Federation meets every other Friday at 3:00 p.m. in room P-1. All faculty are invited to attend.

Learning Outcomes  
Council:

Marty Furch reported that the Basic Skills Committee held its first meeting of the semester last week. The group, with co-chairs Fergal O'Doherty and Gary Sosa, is discussing the Teaching/Learning Center in Escondido. Furch added that with the combination of the Basic Skills Funding and the Hispanic-Serving Institution Grant, total funding this year will amount to \$1.4 million for the Teaching Center and for supporting faculty, staff, and basic skills students. Weekly meetings with the architects, with Kelly Hudson-MacIsaac, and with a planning group assigned to the Escondido Center are ongoing.

The Learning Outcomes Council and the Instruction Office will be offering Professional Development workshops on the 1<sup>st</sup> and 3<sup>rd</sup> Friday's, the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday's, and 3<sup>rd</sup> and 4<sup>th</sup> Monday's of each month, for the remainder of the semester.

Culture of Success  
Team: (COST):

Monika Brannick reported that the Culture of Success Team (COST), as well as Director of Student Affairs Sherry Titus, have jointly applied for a grant through Human Resources Services.

ADJOURNMENT:

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

Respectfully submitted,

Richard Hishmeh, Secretary