

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

APPROVED

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

ABSENT: Sue Norton

GUESTS: Robert Deegan, Claudia Doran, Eric Duvall, Nancy Galli, Linda Morrow, Sherry Titus

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 August 25, 2008, as amended. The motion carried.

Monika Brannick made a correction in her report on the study abroad and field course form in the August 25, 2008, minutes. It is Dean Steve McDonald rather than Dean Mark Vernoy who will work with faculty to standardize the form.

Public Comments: President Deegan provided Senators with an update on the recent power outages on campus. SDG&E has installed a new transformer that doubles the campus's electrical capacity, and the outage issue should be remedied. To assure a long-term resolution, new electrical infrastructure will be installed (possibly during the coming Winter Break) to accommodate all new buildings from Prop M, and these buildings will be equipped to utilize solar power.

President Deegan added that the Strategic Planning Council will soon discuss using \$1.3 million dollars in Proposition M monies for equipment that will, amongst other things, improve communications with faculty, staff, and students during campus emergencies.

A brief question and answer period followed.

Announcements: Faculty interested in applying for Sabbaticals must have their letters of intent submitted to the Instruction office by September 15, 2008.

Senator Orientation will be scheduled after the current call for nominations and ensuing election are completed. This will allow all new and returning Senators to benefit from the information provided at the session.

Monika Brannick read the following letter addressed to Senate members from part-time Senator Bill Bedford:

It is with deep regret that I inform you that I am scheduled for surgery in September. I do not yet know the exact date, but will not be able to meet my class or the Senate for at least a month. I'm discussing with Human Resources the possibility of a medical leave of absence.

With apologies to Dr. Hishmeh and to Suzanne, I have a suggested correction to the minutes of the May 19 Senate meeting. On page 1, Applications for Grants...first paragraph, last sentence:

...The grant's goal is to support institutions in producing larger populations of historically underrepresented and/or Hispanic students-*graduates* who will go on to four-year schools, in the areas of science, technology, engineering, and mathematics.
~~graduates.~~

I'll miss the congeniality, stimulation, and fun (if I may be so **bold**) of Senate meetings. I hope it will be a temporary absence, although I would hope the Senate will appoint a part-time representative to fill the position in the interim.

Yours with sincere best regards,

Bill Bedford

Senators wished Bill well and expressed their hopes for his speedy recovery.

Motion 2

MSC O'Brien, Towfiq: To suspend the agenda to discuss Information item C: Student Dishonesty, and item D: Go Green & Clean. The motion carried.

Student Dishonesty:

Sherry Titus informed Senators of the need for a policy and procedures document at Palomar on Academic Dishonesty and Code of Conduct violations. Title 5 states that grading policies must provide for "measurement of student performance in terms of the stated course objectives" and that the grade in a course is to be "based on demonstrated proficiency in subject matter." Titus made these comments to demonstrate that instructor policies that mandate a failing course grade, based on an isolated instance of academic dishonesty, violate Title 5.

The Chancellor's Office states that plagiarism and cheating are best handled as disciplinary problems because of students' rights to due process. Plagiarism and cheating are serious allegations and, especially when a student is to be penalized for such conduct, he or she is entitled to due process. At a minimum, this should include the right to know the evidence on which the charges are based and the opportunity to present countervailing evidence or testimony. The current student disciplinary process provides a mechanism for ensuring that these procedural requirements are met. Titus demonstrated that if a faculty member was allowed to give a student a failing course grade for cheating or plagiarism on an isolated assignment, these due process safeguards might be jeopardized.

Titus added that the Office of Student Affairs recommends that faculty include detailed language in their syllabi that clearly addresses academic dishonesty and its consequences.

Titus reported that at the discretion of the instructor, any of the following steps can be taken in cases of academic dishonesty:

- A. Confront and counsel the student(s)
- B. Reassign the paper/exam assignment
- C. Designate a failing grade for the assignment/paper/project/exam
- D. Refer the student to the Director of Student Affairs for additional, and possibly more severe, consequences. An incident report form found on the Student Affairs website should be submitted for all violations.

Code of Conduct violations beyond incidents of academic dishonesty may result in the following:

- A. Warning (at which point written documentation should begin)
- B. Removal by the instructor for two class meetings (instructor's discretion)

- C. Probation
- D. Restitution
- E. Community Service
- F. Suspension
- G. Expulsion (may only occur with Governing Board Approval)

It was noted that certain departments, such as Nursing, have State mandates and policies regarding academic dishonesty and student conduct that must be adhered.

Lengthy discussion occurred on the challenges of creating such a policy, and especially on the implications such a policy might have on an instructor's right to maintain an autonomous classroom.

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

Go Green & Clean: Sherry Titus informed Senate members of a 2008-09 student campaign: "2B Clean and Green." Students will have an opportunity to create and design a campus-wide campaign to be used in a yearlong effort to change Palomar College's attitude toward the environment. Students can form teams or sign up individually to earn points. Points can be redeemed for awards and cash prizes in the spring. For more information, contact Marilyn Lunde or Sherry at ext. 2594.

Motion 3 MSC Gowen, Towfiq: To suspend the agenda to bring forward Action item C, ROP. The motion carried.

ROP: At its May 12, 2008, meeting, the Senate approved the recommendation of the ROP Task Force to transition Jackie Martin-Klement to Business Administration and Anita Sugar to Graphic Communications, with tenure and full placement on the salary schedule.

Senators tabled a motion to approve the recommendation of the ROP Task Force to transition Eric Duvall to Design and Consumer Education, due to the pending loss of space for an upholstery program, and questions regarding the future potential of this program to draw full enrollment.

Nancy Galli informed Senate members of the Design and Consumer Education Department's support for Eric Duvall's transition into the department, as well as the positive impact of the Upholstery/Antique Restoration Program on the department. Galli highlighted the program's compatibility with the other areas of design that exist in the department. She reported on several meetings with Eric Duvall, Mary Cortmyer, and Paul Kelly to discuss the challenges and possible solutions surrounding the lack of space for the program. Members of the Design and Consumer Education Department agree that the Upholstery Program enhances the department's already diverse offerings, is one of a kind in the San Diego area, and brings people from many parts of Southern California to its doors. Galli verified that the program also has a high and consistent enrollment and meets a community need.

Senators expressed their appreciation to Nancy Galli and the members of the Design and Consumer Education Department for clarifying the Senate's previous concerns and providing additional information about the program.

Motion 4 MSC Levy, Towfiq: To untable the following motion and bring it forward for approval: The Faculty Senate concurs with the PFF in approving the recommendation of the ROP Task Force to transition Eric Duvall to Design and Consumer Education, and, in this exceptional and extraordinary circumstance, with tenure and full placement on the salary schedule. The motion carried.

One Senator expressed concern with supporting automatic tenure due to the different criteria used for evaluating non-tenure track and tenure-track positions.

Motion 5 M Bishop: To remove the following wording from Motion 4: "...and, in this exceptional and extraordinary circumstance, with tenure and full placement on the salary schedule." And, to replace that wording with, "without tenure and following the current tenure process." The motion failed due to the lack of a second.

Committee
Appointments:

Motion 6 MSC Levy, Gowen: Faculty Senate approval of the following committee appointments:

Academic Technology Committee

Teresa Pelkie (07-09) (Part-time) CSIS

Basic Skills Committee

Theresa Hogan Egkan (08-11) Counseling

Curriculum Committee

Carol Bruton (06-09) Arts, Media, Business & Computing Systems

MaryAnn Drinan (08-11) Social and Behavioral Sciences

Distinguished Faculty Award Committee

Terri Canon (08-10) CSIS

Facilities Review Committee

Kimberly Marshall (08-10) Life Sciences

Sasha K. Jonestein (08-10) Art

Instructional Planning Council

Craig Forney (08-10) Social and Behavioral Science

Matriculation and Transfer Advisory Committee

Glyn Bongolan (08-10) Counseling

Carrie Haddix (08-10) Languages and Literature

The motion carried.

Motion 7 MSC Gowen, O'Brien: Faculty Senate approval of the results of the ballot for the following committee appointments:

Academic Standards & Practices Committee

Zachary Seech, Behavioral Sciences

Safety & Security Committee

Bruce Fried, Emergency Medical Education

The motion carried.

Elections: Stan Levy reported that an announcement will soon be distributed to part-time faculty members encouraging them to serve on the Faculty Senate. Currently, there are two vacancies for part-timers on the Senate, as well as several fulltime positions.

Curriculum: Monika Brannick emphasized the need for faculty to attend the Curricunet workshops being offered this week. A training session will be held on Thursday, September 11, from 3:00 – 5:00 p.m., in room B-8.

Other: As discussed at last week's meeting, a proposal to provide assigned time for the Service Learning Coordinator is being made.

Copies of information on assigned time for the Faculty Senate President, Vice President, Secretary, the chair of the Committee on Committees, as well as the NCHEA coordinator position, were provided.

The Service Learning Workgroup (SLW) continues to build consensus at Palomar about the need for and the benefits of service learning. It has received endorsement from the Faculty Senate, the ASG, the LOC, and many faculty members. As the SLW points out, a successful service learning program requires a designated faculty member who can give time and attention to the work of teaching the program's goals related to civic engagement and learning outcomes.

It was suggested at last week's meeting that a possible source for funding the position is the 20% assigned time once designated to the NCHEA coordinator position. As this position has now rotated from Palomar to one of the two other member schools, this assigned time will be unused.

Monika reported that that the Faculty Senate receives 120% assigned time, with 110% currently assigned to faculty leadership. The NCHEA coordinator position allows for another 20% assigned time, for a total of 30% assigned time currently available for the Senate to distribute how it sees fit.

A Senator pointed out that in 2005 a former Senate President distributed 10% of that time to the Committee on Committee chair. This 10% was never reassigned to that position. Also noted was that if the Senate approves the 20% release time previously earmarked for the NCHEA coordinator for the Service Learning Coordinator, the SLW will have several years to secure other funding sources for the position before the NCHEA coordinator position returns to Palomar.

Motion 8 MSC Gowen, Furch: The Faculty Senate should develop a job description, write a position announcement, and distribute a call for a Service Learning Coordinator providing 20% reassigned time. The motion carried.

Motion 9 MSC O'Brien, Gowen: The Faculty Senate supports the increase in reassigned time to the Faculty Senate President from 50% to 60%. The motion carried.

Some Senators also expressed the need for release time for the Equivalency Committee chair.

Retirees/Part-time Teaching Assignment: This item will be postponed until next week's meeting.

Accreditation: Brent Gowen reported that the Accreditation Steering Committee will distribute a Planning Agenda in draft form next week.

Other: At last week's meeting, Senators discussed the current practice of distributing the Faculty Senate agenda to faculty both in hard copy and by email. Of particular concern were the related costs and environmental impact. Monika Brannick reported that the weekly cost for distributing hardcopies of the Faculty Senate agenda to fulltime faculty is \$8.31.

After some discussion, Senators' opinions still differed on whether the current method of distribution was necessary, or whether providing only an electronic copy was sufficient.

Monika stated that this item would be placed on next week's agenda for Senate action.

ADJOURNMENT: The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Richard Hishmeh, Secretary