

## **Committee Membership - Fall 2009**

(updated 11/16/09)

### **Academic Review Committee**

**Role:**

The role of the Academic Review Committee is to act on petitions for exceptions to academic regulations and catalog policies.

**Reporting Relationship:** Student Services Planning Council

**Meeting Schedule:** At least once per semester

**Chair:** *Herman Lee, Director, Enrollment Services*

**Term:** Two years

**Faculty Members:** Three faculty members from Instructional Divisions and/or Library

Bruce Orton (08-10)

Melinda Carrillo (09-11)

Lesley E. Williams (09-11)

One Counselor

Elvia Nunez (09-11)

**Other Members:**

Dean, Counseling Services

Chair, Counseling

Articulation Officer

Supervisor, Evaluations and Records (non-voting)

One Student appointed by ASG

Director, Student Affairs

## **Academic Standards & Practices Committee**

### **Role or Purpose:**

To annually review academic standards and practices in relation to scholarship, standards for probation, retention, disqualification, reinstatement and academic freedom, and recommend changes in existing policies and standards to the Senate.

**Term Length:** Two Years

**Meeting Time:** As needed or called

**Chair:** Bruce Bishop (*Senator*)

**Faculty Members:** Five faculty members  
Jon Panish (08-10)  
Jennifer Zabzdyr (08-10)  
Nimoli Madan (09-11)  
Billy Hawkins (09-11)  
Gregory Larson (09-11)

**Other Members:** None

## Academic Technology Committee

### Role :

This Senate committee will coordinate faculty interests in all areas of academic technology. This committee will advise the Senate on relevant technology matters:

- 1) discuss issues on technology related to student equity (access)
- 2) coordinate with faculty on technology governance committees
- 3) coordinate with curriculum committee on distance learning courses
- 4) discuss pedagogical issues relating to on-line courses and changes in technology
- 5) discuss issues of training for on-line instructors
- 6) advocate for faculty concerns regarding technology
- 7) discuss academic and professional issues related to courses taught in non-traditional formats such as percentages of faculty and department loads

**Reporting Relationship:** Faculty Senate

**Meeting Time:** 2nd and 4th Thursdays at 2:00-3:30pm

**Chair:** *Kathleen Sheahan, Senator*

**Term:** Two Years

**Faculty Members:** At least one but no more than three full-time faculty members representing each Instructional division and one part-time faculty at-large.

Sherry Gordon	(09-11) Arts, Business, Media, and Computing Systems
<b>OPEN POSITION</b>	(09-11) Arts, Business, Media, and Computing Systems
Erin Hiro	(08-10) Arts, Business, Media, and Computing System
<b>OPEN POSITION</b>	(09-11) Career, Technical, and Extended Education
Lori Graham	(08-10) Career, Technical, and Extended Education
<b>OPEN POSITION</b>	(09-11) Career, Technical, and Extended Education
Carlos Pedroza	(09-11) Languages and Literature
<b>OPEN POSITION</b>	(09-11) Languages and Literature
Brandan Whearty	(08-10) Languages and Literature
Hope Farquharson	(09-11) Mathematics and the Natural and Health Sciences
<b>OPEN POSITION</b>	(09-11) Mathematics and the Natural and Health Sciences
Wing Cheung	(08-10) Mathematics and the Natural and Health Sciences
Dillon Emerick	(08-10) Social and Behavioral Sciences
Kathleen Grove	(09-11) Social and Behavioral Sciences
Michael Arguello	(09-11) Social and Behavioral Sciences
Kelly Falcone	(09-11) Student Services
Kalya Lesyna	(09-11) Student Services (faculty member at-large)
<b>OPEN POSITION</b>	(08-10) Student Services
Teresa Pelkie	(09-11) Part-time

Three representatives appointed by the PFF

Shannon Lienhart

Anne Hohman

**OPEN POSITION**

**Other Members:** Academic Technology Coordinator  
Coordinator of the Adapted Computer Center  
Representative from Library Services  
One faculty member from the Curriculum Committee (may also be a division representative)

## **Accreditation Steering Committee**

### **Role:**

The Accreditation Steering Committee provides the overall planning, guidance, response, and preparation for the self-study, mid-term report, and other report requirements from ACCJC/WASC. The Committee is responsible for coordinating and organizing information, data, and resources in preparation for accreditation-related reports and site visits. The Committee makes recommendations on any issues related to accreditation throughout the six-year cycle. The Committee maintains currency with accreditation standards and procedures, including attending accreditation workshops. The Committee communicates and distributes information related to accreditation standards and procedures.

**Reporting Relationship:** Strategic Planning Council

### **Meeting Time:**

Second Thursday of the month from 2:00 p.m. – 3:00 p.m.

### **Chair:**

Berta Cuaron, *Vice President for Instruction* (Accreditation Liaison Officer)

### **Faculty Members:**

Brent Gowen, Faculty Tri-chair  
Monika Brannick, Curriculum Committee Co-chair  
Marty Furch, Learning Outcomes Council Co-chair  
Jackie Martin-Klement, Faculty Senate representative  
Shannon Lienhart, PFF representative

### **Other Members/Designees:**

Non-faculty member appointed by CCE/AFT,  
Non-Faculty member appointed by CAST. Faculty Senate President  
Director, Institutional Research and Planning  
Student Services Planning Council representative  
Administrative Services Planning Council representative  
Human Resource Services Planning Council representative  
Instructional Planning Council representative  
One Administrative Association representative  
(appointed by Administrative Association)  
One CCE/AFT representative (appointed by CCE/AFT)  
One CAST representative (appointed by CAST)  
One ASG representative (appointed by ASG)

## **Basic Skills Committee/Title V, HSI Steering Committee**

### **Role**

The Basic Skills Committee/Title V, HSI Steering Committee, guided by the Learning Outcomes Council, will advance the Basic Skills Initiative and the Title V, HSI grant at Palomar College.

### **Duties**

1. Create the Teaching Learning Centers ( TLC) at the San Marcos campus and Escondido center
2. Promote dialogue, understanding, and response to the Basic Skills Initiative and the Title V, HSI grant.
3. Implement, evaluate, and revise the Basic Skills action plan and the Title V “tasks.”
4. Continue to research and develop other learning venues to meet the needs of basic skills, Hispanic, and low-income students.
5. Implement Title V, HSI project activities in compliance with approved grant goals, objectives, data collection and reporting, and budget

### **Products**

- Increased awareness of and involvement in students’ Basic Skills needs.
- Coordination of student support.
- Coordination of the TLCs
- Updated annual action plan.
- Collection and reporting of Title V, HSI activities, progress, and expenditures on a quarterly and annual basis to Project Evaluation workgroup

**Reporting Relationship:** Learning Outcomes Council.

**Meeting Schedule:** 3<sup>rd</sup> Thursday of each month: 2 – 3:30 p.m.

**Chair:** *Fergal Odoherthy Co-Chair (TLC Coordinator 3 year term)*  
*Gary Sosa Co-Chair (TLC Coordinator 2 year term)*

**Faculty Members:** Nine full-time faculty members from the following departments: Library, Reading, English, Mathematics, Counseling, Professional Development, DRC, ESL, and the Learning Outcomes Council Co-Chair. One part-time faculty at-large.

**Term:** Three years

Marty Furch	(08-10) Learning Outcomes Council Co-Chair
Martin Japtok	(08-10) Professional Development Coordinator
Linda Morrow	(08-10) Library
Stan Levy	(08-11) Reading
Susan Zolliker	(08-11) English
Mathews Chakkanakuzhi	(08-10) Mathematics
Gabriel Sanchez	(08-11) Counseling
Sue Norton	(08-11) DRC
Lee Chen	(08-10) ESL

Two Full-time Faculty Members, at-large  
Glyn Bongolan (09-11)  
Michael Arguello (08-10)

One Part-time Faculty member at-large  
Elaine Minamide (08-10)

***Note: The two year terms will turn into three year terms in 2010.***

**Other Members:**

**\*\*2 faculty coordinators of the BSI who serve as co-chairs of the Basic Skills Committee appointed by the Faculty Senate to 3 year terms**

**\*\*Dean of Languages and Literature**

**Dean of Counseling**

**\*\*VPI**

**Director of Occupational and Non-Credit programs**

**\*\*VPI Designee**

**Tutoring Center Coordinator**

**\*\*Director, Institutional Research and Planning**

**One Confidential and Supervisory Team Member appointed by CAST**

**One Administrative Association Member appointed by AA**

**One Classified Staff Member appointed by CCE/AFT**

**One Student appointed by ASG**

**\*\*First-year Experience Coordinator**

**\*\*Members of the Project Evaluation workgroup – Monitors and collects all grant activity data and expenditures, completes and submits quarterly and annual reports, discusses and resolves implementation issues, meets quarterly with external project evaluator (grant compliance requirement), and ensures compliance with overall grant agreement terms and conditions.**

## **Benefits Committee**

### **Role:**

The Benefits Committee reviews current benefits and makes recommendations for additions and changes to employee and retiree health and welfare benefits. It reviews benefits changes in light of federal and state laws, as well as District planning and policy decisions. The Committee seeks input from employees and retirees for benefits needs, considers costs of benefits, and advises employee and retiree groups and the administration as necessary.

**Products:** The Committee makes recommendations to the appropriate representative group.

**Reporting Relationship:** Palomar Faculty Federation, Administrative Association, CAST, CCE/AFT, and the President's Cabinet.

**Term:** Two years

**Meeting Time:** 1<sup>st</sup> Wednesday from 3:00 – 4:00 pm

**Chair:** *John Tortarolo, Vice President, Human Resource Services*

**Faculty Members:** Four faculty members (appointed by PFF)  
Andrea Bell  
Sherry Gordon  
David Forsyth  
Rocco Versaci

**Other Members:** Manager, Human Resource Services  
Four Classified Unit employees (appointed by CCE)  
Two Administrative Association members  
Two Confidential/Supervisory Team members  
Four Retirees (appointed by PCRA)  
Vice President, Finance & Administrative Services  
Benefits Specialist (Ex Officio)

## **Bookstore Subcommittee**

### **Role:**

The Advisory Committee works as a liaison between students, faculty, Administrative Services, and the bookstore vendor to assist in providing quality services from the vendor, and to make recommendations to the vendor for improvement/changes in services to students, faculty, and the college.

**Reporting Relationship:** Finance and Administrative Services Planning Council

**Term:** Two years

**Meeting Time:** 3rd Monday, 2:00

**Chair:** *Ken Jay, Director of Business Service*

**Faculty Members:** Two faculty members at large  
Bruce Fried (08-10)  
Yan Tian (09-11)

**Other Members:** Two Students  
Bookstore Vendor representative  
One Administrative Association representative  
One Classified Employee appointed by CCE/AFT  
One Confidential/Supervisory representative

## **Budget Committee**

### **Role:**

The Budget Committee (BC) recommends the process for development of the guidelines for the preparation of the unrestricted and designated budgets. Through the development of annual fiscal plans, the BC recommends budgeting parameters that aligns the college's priorities to budgets and institutional planning. The committee reviews revenue projections for the upcoming fiscal year based upon estimated and reported FTES. In times of fiscal instability, the BC reviews and recommends to SPC reallocation and reductions of expenditures. Annually the BC, along with SPC, reviews budgets developed at the unit level and submitted through the appropriate planning council and makes recommendations as necessary. The BC members are responsible for communicating information related to budgeting to their appropriate constituency groups; however, Tentative and Adopted Budgets are approved by the Governing Board.

### **Reporting Relationship:**

- Strategic Planning Council (SPC)
- Committee members responsible for communicating information to appropriate constituency group

### **Meeting Time:**

2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month, 2:00 - 3:30 p.m.

### **Chair:**

*Bonnie Dowd, Vice President, Finance & Administrative Services*

### **Faculty Members:**

President, Vice President, Secretary of the Faculty Senate (or designee), Past senate President, Co-Presidents, PFF (or designees) and one PFF representative

Monika Brannick	- President of the Faculty Senate
Brent Gowen	- Past Senate President
Fari Towfiq	- Vice President of the Faculty Senate
Barb Kelber	- Secretary of the Faculty Senate
Shannon Lienhart	- Co-President of PFF
Teresa Laughlin	- Co-President of PFF designee
Shayla Sivert	- PFF representative

### **Other Members:**

Vice President, Instruction  
Vice President, Student Services  
Vice President, Human Resource Services  
One Administrative Association Member  
One Confidential/Supervisory Team Member  
Five Classified Unit Employees (appointed by CCE/AFT)  
One Student appointed by ASG

## **Campus Police Committee**

**Role or Purpose:**

To provide input and recommendations on Campus Police Department services.

**Reporting Relationship:** Student Services Planning Council

**Term:** Two years

**Meeting Time:** 3<sup>rd</sup> Thursday each month, 3:30 – 5:00pm, Student Services Conference Room

**Chair:** *Chief of Police*

**Faculty Members:** Three Faculty Members appointed by Faculty Senate (request for a counselor)  
Henry Pete Ordille (09-11)  
Dillon Emerick (08-10)  
Kalyna Lesyna (08-10)

**Other Members:** Chief of Police  
Police Lieutenant or Designee (appointed by Chief of Police)  
One Administrative Association Member appointed by AA  
One Confidential/Supervisory Team Member appointed by CAST  
Two Classified Staff Members appointed by CCE/AFT (request for a representative from special populations (i.e. EOPS, DSPS, Child Care Center, etc.)  
Two students appointed by ASG  
Director, Student Affairs  
Director, Education Centers/Extended Education

## **Committee on Committees**

### **Role or Purpose:**

Shall be composed of five Senators, appointed by the Senate President with the approval of the Senate and shall nominate faculty members of all college committees with the approval of the Senate.

**Reporting Relationship:** Faculty Senate

**Term:** Two years

**Meeting Time:** As needed or called

**Chair:** *Patrick O'Brien*

**Faculty Members:** 4 Senators  
Brent Gowen  
Patrick OBrien  
Fari Towfiq  
**OPEN POSITION**

**Other Members:** None

## **Compliance Officers**

Gary Alderson  
Rosie Antonecchia  
Leslie Blankenship-Williams  
Patricia Brandon  
Carol Bruton  
Judy Cater  
Mathews Chakkanakuzhi  
Lisa Romain  
Judy Dolan  
Jenny Fererro  
Jose Fernandez  
Daniel Finkenthal  
Perri Brock  
James Eighmey  
Gloria Kerkhoff  
Erin Hiro  
Shannon Lienhart  
Lori Meyers  
Maria Miller  
Linda Morrow  
Trong Nguyen  
Sue Norton  
Elvia Nunez  
Kathleen Sheahan  
Robert Sheppard  
Susan Snow  
Ruth Tait-Brown  
Craig Thompson  
Tamara Weintraub  
Debi Workman  
Brenda Wright  
Jennifer Zabzdyr

**Computer Coordinating Committee**  
**(Volunteers not needed at this time)**

**Role**

The Computer Coordinating Committee reviews and prioritizes faculty computer requests.

**Reporting Relationship:** Faculty Senate

**Meeting Schedule:** as needed

**Chair:** *Haydn Davis Academic Technology Coordinator*

**Faculty Members:** Five faculty members at large and the Academic Technology Coordinator.

**Term:** Two years

Haydn Davis (08-10)

*Note: The one year terms will turn into two year terms in 2009.*

**Other Members:** One Academic Dean  
One IS Representative

## Curriculum Committee

**Role, Products, Reporting Relationships:** The Curriculum Committee shall be the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate and review the college curricula to encourage innovation and excellence in instruction.

**Reporting Relationship:** Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board.

**Meeting Time:** Monthly or bi-monthly, Wednesdays, 3:00 p.m. – 5 p.m., or as needed

**Chair(s):** *Monika Brannick, Faculty Senate Rep., Co-chair*  
*Berta Cuaron, Assistant Superintendent/Vice President, Instruction, Co-chair*

**Faculty Members:** **Term:** Three years

### Languages and Literature

Patrick Mills (09-12)  
Carla Thomson (07-10)  
Gary Sosa (07-10)  
Raymond Morris (08-11)

### Arts, Media, Business & Computer Science

Carol Bruton (09-12)  
Lillian Payn (07-10)  
**OPEN POSITION** (08-11)  
**OPEN POSITION** (08-11)

### Social and Behavioral Sciences

Terry Humphrey (09-12)  
Cynthia Perry (09-12)  
Jason Eggerman (07-10)  
Linda Locklear (08-11)

### Mathematics and the Natural & Health Sciences

**OPEN POSITION** (09-12)  
Justine Cunningham (07-10)  
Sam H. Abbas (08-11)  
Gene Gushansky (08-11)

### Career and Technical Education

**OPEN POSITION** (09-12)  
**OPEN POSITION** (07-10)  
**OPEN POSITION** (08-11)

### Library

Marlene Forney (09-12)

### Student Services

P.J. Demaris (09-12)

**Other Members:** All Instructional Deans  
Student Liaison from ASG  
Articulation Officer  
Learning Outcomes Faculty Co-chair

## **Disability Resource Center Advisory Committee**

### **Role:**

The Disability Resource Center Advisory Committee is, as required by Title V of the Education Code, responsible to:

- Identify primary program and service goals of the Disability Resource Center
- Recommend innovative approaches and resources
- Provide guidance and direction to the Disability Resource Center and Palomar College related to the needs of the local community

### **Meeting Time:**

To be determined. One meeting annually is required.

### **Chair:**

*Ron Haines, Director DSP&S*

### **Faculty Members:**

Two faculty members at large  
Kathy Young (08-10)  
Mona Ellis (09-11)

### **Other Members:**

Community Member, Social/Rehabilitation Services Agency  
Community Member, Education  
One Classified Unit Employee appointed by the CCE/AFT  
Dean, Student Support Services  
One Administrative Association member  
Two students appointed by ASG  
ADA Compliance Officer for Instruction  
ADA Compliance Officer for Facilities

## **Distinguished Faculty Award Committee**

### **Role or Purpose:**

To recommend faculty members to be recipients of the Distinguished Faculty Award.

**Reporting Relationship:** Faculty Senate

**Meeting Time:** Spring semester, as called

**Chair:** *Chantal Maher*

**Faculty Members:** 6 Faculty at-large at least 2 of whom are former recipients and 1 adjunct Faculty (should be a Senator)

Full-time faculty  
Richard Hishmeh (09-11)  
Mary Cassoni (08-10)  
Elvia Nunez (08-10)  
Judith Eckhart (09-11)  
Colleen Weldele (09-11)  
Carl Lofthouse (09-11)

Part-Time Faculty  
Rachael Horn (09-11)

**Other Members:** Student(s) (optional)

## **Education and Facilities Master Plan 2022 Update**

### **Role:**

Work with the district's architect, LPA, to update Master Plan 2022, including:  
Review and utilization of enrollment/growth data projections, provided by the Office of Research and Planning

Review, update, validate San Marcos campus plan with assumptions

Identification and validation of academic programs, support services, and operations for Escondido Center

Identification and validation of academic programs, support services, and operations for the North Education Center in Fallbrook

### **Product:**

Updated district Educational and Facilities Master Plan 2022

**Reporting Relationship:** Strategic Planning Council

**Meeting Time:** 4<sup>th</sup> Wednesdays of each month, 2:30 to 3:30p.m.

### **Co-Chairs:**

One senior administrator appointed by Superintendent/President

One faculty member, appointed by the Faculty Senate

### **Faculty Members:**

One Faculty Member who is also on the Faculty Senate appointed by the Faculty Senate.

One Faculty member from each of the following academic departments: English, Mathematics, Life Sciences, and ESL appointed by the Faculty Senate.

Beth Pearson	(08-11) co-chair
Craig Thompson	(08-11) English
Lawrence Lawson	(08-11) ESL
Lesley Blankenship-Williams	(08-11) Life Sciences
Gregory Larson	(08-11) Mathematics

Seven Faculty Members from Instructional Planning

### **Other Members:**

Members of Instructional Planning Council  
Manager, Facility Planning/Environmental Health and Safety  
Director of Facilities or designee  
Vice President of Student Services or designee  
Vice President of Finance and Administrative Services or designee  
Director of Research and Planning  
One Educational Administrator appointed by AA  
Director, Workforce and Community Development  
One student appointed by ASG

## **Elections Committee**

### **Role or Purpose:**

To poll faculty when directed by either the Senate or The Faculty. The Senate Elections Committee shall also conduct all elections of Faculty officers or Senate members as well as members of other elected committees.

**Reporting Relationship:** Faculty Senate

**Term:** Two years

**Meeting Time:** As needed or called

**Chair:** *Stan Levy*          *Senator*

**Faculty Members:** Five faculty members determined by Committee Chair  
Martha Evans          (08-10)  
Jose Fernandez        (08-10)  
**OPEN POSITION**        (08-10)  
Jonathan Smith        (09-11)  
Bruce McDonough      (09-11)

**Other Members:** None

## **Equal Employment Opportunity Advisory Committee**

### **Role or Purpose:**

The Equal Employment Opportunity Advisory Committee assists the District in achieving understanding and support of faculty and staff diversity and equal employment opportunity programs.

The Committee

- (1) assists in developing the District's Faculty and Staff Diversity Plan in compliance with state and federal regulations, statutes, and guidelines;
- (2) monitors the implementation and progress of the Equal Employment Opportunity Plan and recommends corrective action when necessary;
- (3) advises the Vice President of Human Resource Services in the development and presentation of annual reports to the Governing Board and Superintendent/President and responds to equal employment inquiries and concerns of all employees;
- (4) assists the Vice President of Human Resource Services in developing and coordinating information programs for District employees;
- (5) reviews and suggests revisions in services, employment policies, and other written and unwritten rules, policies, practices, and procedures that affect persons with disabilities;
- (6) monitors the implementation and compliance of the Americans with Disabilities Act.

### **Meeting Time:**

First Thursday of each month – 3:00-4:00 p.m.

### **Chair:**

*John Tortarolo, Vice President, V.P. Human Resources*

### **Faculty Members**

Five faculty members at large to include one adjunct faculty member

Full Time Faculty Members

Lisa Romain (09-11)

Fari Towfiq (09-11)

Lois Galloway (08-10)

Charles Ingham (08-10)

Part-time Faculty Member

Miriam Allen-Hart (08-10)

### **Other Members:**

Two Classified Unit Employees

One Administrative Association Members

Director, EOP&S

One Senior Administrator

Two Students appointed by the ASG

Two Community Representatives

One faculty (appointed by PFF)

One CAST member

## **Equivalency Committee**

### **Role or Purpose:**

To review equivalencies to minimum qualifications for both contract and adjunct faculty and to make recommendations to the Governing Board.

**Term:** Two Years

**Meeting Time:** Every Tuesday at 3 p.m. as needed

**Chair:** *Fari Towfiq* Senator

**Faculty Members:** Five faculty members, one from each Instructional Division  
*All faculty members on the Committee must be full-time.*

Gregory Larson (09-11) MNHS  
Stan Levy (09-11) Social and Behavioral Sciences  
Kathleen Sheahan (09-11) Languages and Literature  
Sergio H. Hernandez (08-10) Career, Technical, and Extended Studies  
Gracie Fowler (08-10) Arts, Media, Business, and Computing Systems

**Other Members:** None

## **Facilities Review Committee**

### **Role:**

The Facilities Review Committee generates the 20-Year Facilities Master Plan and keeps the plan current. It develops policy and plans to increase the quality and effective use of College facilities. It recommends the Scheduled Maintenance Plan and the Five-Year Capital Outlay Plan. It reviews requests for changes to the physical plant and the impact on various operations of Palomar College. It reviews (and recommends environmental impact studies by qualified consultants if significant environmental resources are potentially endangered by proposed earth movements or alterations of the natural habitat) the impact of the environment of all proposed earth movements or alterations of the natural habit prior to the beginning of any project, work, or activity. It recommends measures for mitigating the impact within the mandated guidelines of the California Environmental Quality Act of 1970. Decisions will be made by majority vote. The committee will utilize an agenda which identifies and separates information and action items and requires that items be identified before being moved to action.

**Reporting Relationship:** Administrative Services Planning Council/Strategic Planning Council

**Meeting Time:** 2<sup>nd</sup> and 4<sup>th</sup> Thursday of every month 3:00 – 4:00 pm

**Chair:** *Bonnie Dowd, Vice President Finance and Administrative Services*

**Faculty Members:** **Term:** Two years

Four faculty members from different divisions:

JoAnne Lesser (09-11)

Ken Swift (09-11)

Karen Mifflin (08-10)

Sasha K. Jonestein (08-10)

### **Other Members:**

Facilities Director

One Senior/Executive Administrator (Instruction) or designee

One Senior/Executive Administrator (Student Services) or designee

Facilities Planning Manager

One Classified Unit Employee

One Administrative Association Member

One Student appointed by ASG

One Confidential/Supervisory Team Member

**Faculty Service Area Review Committee**  
**(Volunteers not needed at this time)**

**Role or Purpose:**

The FSA Review Committee is composed of an administrator with FSA responsibility and from five to seven Probationary or Tenured Faculty members appointed by the Senate. This committee reviews applications for additional faculty service areas and issues of competence for reassignment purposes.

**Meeting Time:** As needed or called

**Chair:**

**Faculty Members:** *All faculty members on the Committee must be full-time.*

(08-10)

(09-11)

**Other Members:**

## **Finance & Administrative Services Planning Council**

### **Role:**

The ASPC is responsible for the development of the strategic plans of Administrative Services. These responsibilities include:

- Adequate support services are provided to Palomar College,
- Adequate resources for service levels requested,
- Efficient and effective utilization of resources,
- Guidance, direction, and oversight to these committees/task forces:
  - Facilities Planning Committee
  - Bookstore Advisory Committee
  - Food Services Advisory Committee
  - Safety and Security Committee
  - Campus Police Committee
  - Based on plans, determine staffing needs

### **Reporting Relationship:**

Strategic Planning Council

**Meeting Time:** 1<sup>st</sup> and 3<sup>rd</sup> Thursday from 2:00 until 3:30pm

**Chair:** *Bonnie Ann Dowd, Vice President, Finance and Administrative Services*

**Faculty Members:** **Term:** Two years  
Two Faculty members appointed by the Faculty Senate  
One Faculty member appointed by PFF

Mary Lupica	(08-10)
<b>OPEN POSITION</b>	(09-11)
Judy Dolan	PFF Representative

**Other Members:** Director of Information Services  
Two Classified Unit Employees appointed by CCE/AFT  
Director of Student Affairs  
Director of Facilities  
Director of Business Services  
Director of Fiscal Services  
One CAST member appointed by CAST  
One Student appointed by ASG  
Chief of Police or designee

## **Financial Aid Appeals Committee**

### **Role:**

The Committee advises and makes recommendations to the Director of Financial Aid and Scholarships on matters related to the application of policy, procedures, and practices relative to the administration of federal, state, and institutional student financial aid programs. The Committee also reviews and makes recommendation to the Director of Enrollment Services on written appeals from students regarding financial aid status.

**Reporting Relationship:** Student Services Planning Council

**Meeting Time:** As needed

**Chair:** *Herman Lee, Director of Enrollment Services*

**Faculty Members:** **Term:** Two years

One faculty member at large  
Carol Lowther (09-11)

One faculty member from EOPS or DRC  
Lois Galloway (09-11)

One faculty member from General Counseling  
Jo-Anne Lesser (08-10)

One faculty member from Athletics  
Sheri Jennum (08-10) (part-time)

**Other Members:** Director of Financial Aid and Scholarships (non-voting permanent member)  
Fiscal Services Representative appointed by CCE/AFT  
Financial Aid Counselor  
One Financial Aid Advisor appointed by CCE/AFT  
Student Representative appointed by ASG

## **Food Services Subcommittee**

### **Role:**

The Food Service Committee works as a liaison between the students, faculty, staff, and Student Services. The committee will review the food service operations and provide input to the Vice President, Student Services on service and quality of operations.

**Reporting Relationship:** Student Services Planning Council

**Meeting Time:** 3<sup>rd</sup> Wednesday of each month at 3:00 p.m. – 4 p.m.

**Chair:** *Ken Jay, Director of Business Service*

**Faculty Members:** **Term:** Two years

Two faculty members

Lauri Hope (08-10)

Steve Perry (09-11)

**Other Members:** Two students appointed by ASG  
Director, Student Affairs  
Food Services Management representative  
One Classified Employee appointed by CCE/AFT

## **Government Affairs Committee**

### **Role:**

- Develop an annual district advocacy agenda for local, state, and federal issues.
- Provide a constituency-based structure for responding to issues which impact the college district.
- Create and implement a governmental relations strategy to ensure ongoing cooperative relationships and communication with external policy decision-makers and their staffs.
- Identify, cooperate with, and/or build coalitions with external groups which promote the district's advocacy agenda.

### **Term:**

Two years

### **Meeting Time:**

2<sup>nd</sup> Thursdays at 2:00 and as needed

### **Chair:**

*Director, Development and Governmental Relations/Foundation*

### **Faculty Members:**

Two faculty members

Cynthia Perry (09-11)

Sheri Jennum (08-10)

### **Other Members:**

Director, Public Information

Vice President, Finance & Administrative Services

Director, Marketing Communications

Dean, Student Support Programs

Two representatives appointed by ASG

One representative appointed by Administrative Association

One representative appointed by Confidential/Supervisory Team

One representative appointed by CCE/AFT

One representative appointed by PFF

Superintendent/President (ex-officio)

## **Human Resource Services Planning Council**

### **Role or Purpose:**

The Human Resource Council is responsible for the development of the strategic plans of Human Resource Services. These responsibilities include:

- Appropriate support services to Palomar College in the area of human resource services
- Appropriate level of support and resources for level of services required Effective and efficient policy and procedure development in human resource services necessary to meet the needs of the College
- Guidance, direction, and oversight provided for such activities as:
  - Employee hiring
  - Staff diversity efforts
  - Development and coordination of staff training programs
  - ADA compliance
- Based on plans, determine staffing needs.

**Term:** Two years

**Meeting Time:** 1st and 3rd Fridays, 2:00-3:00 p.m.

**Chair:** *John Tortarolo, Vice President, Human Resource Services*

**Faculty Members:** One faculty members at large  
Sandra Andre (08-10)

One Senator  
**OPEN POSITION** (09 - 11)

One Faculty Member appointed by PFF  
Daniel Finkenthal

**Other Members:** Manager, Human Resource Services  
Trainer/Coordinator  
Supervisor, HR/Employment Services  
Two Classified Unit Employees appointed by CCE/AFT  
Assistant to Professional Development Coordinator  
One CAST member appointed by CAST

## **Instructional Planning Council**

### **Role :**

The Instructional Planning Council develops, implements, evaluates continuously and revises, if necessary, Instruction's plans and initiatives, both long- and short term. A three-year planning cycle is used to implement the Instruction Strategic Plan. An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year. The Instructional Planning Council reports its actions, makes recommendations and requests related to the Instruction Plan and to policies and procedures related to Instruction in response to the changing needs of the student population, business and industry, and the Internal and external environments. Based on plans, determine staffing needs. \*For prioritizing faculty positions, IPC will convene a subcommittee to develop each year's prioritized list of faculty positions for discussion and endorsement by IPC who will then forward the recommendation to SPC.

### **Reporting Relationship:**

Strategic Planning Council

**Meeting Time:** 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays 2:30 – 4:00 p.m.

**Chair:** Berta Cuaron, *Vice President for Instruction*

**Faculty Members:** **Term:** Two years

Seven faculty members (one from each of the five instructional divisions, library, and student services)

\*One faculty member who is also on the Faculty Senate

***All faculty members on the Committee must be full-time.***

Alan Lechusza Aquallo (09-11) at-large

Mark Bealo (09-11) Languages and Literature (faculty member at-large)

Debi Workman (09-11) Career, Technical, and Extended Education

Judy Cater (08-10) Library Services

Michael Mufson (08-10) Arts, Media, Business, and Computing Systems

Craig Forney (08-10) Social and Behavioral Science

Sue Norton (08-10) Student Services

Chris Barkley (08-10) *member of the subcommittee*

Mary Cassoni (08-10) *member of the subcommittee*

One Senator

Kathleen Sheahan (08–10) Mathematics & the Natural and Health Sciences

### **Other Members:**

\*Five Instructional Deans

Director of Extended Education/Escondido Center

Two Classified Unit Employees appointed by CCE/AFT (one from Instruction area)

One Student appointed by ASG

Director of Occupational and Non-Credit Programs

Research Analyst

One CAST member appointed by CAST

\* The Faculty Position Priority Subcommittee membership includes asterisked members plus two (2) additional faculty members appointed by the Senate.

## **International Education Advisory Committee**

### **Role:**

The International Education Advisory Committee makes recommendations regarding the overall international education program. It reviews admission procedures in light of various laws, rules, and regulations governing international students and designs appropriate instructional programs to meet the needs of international students. It also recommends policies and procedures for study abroad programs.

**Term:** Two years

**Meeting Time:** Tuesday, 3:00 p.m., as called

**Chair:** *Herman Lee, Director, Enrollment Services*

**Faculty Members:** One faculty member at large  
Marlene G. Forney (09-11)

One faculty member from Counseling and Matriculation  
P.J. DeMaris (09-11)

One faculty member from ESL  
Shayla Sivert (08-10)

**Other Members:** Coordinator, International Education  
International Student Counselor  
International Student Advisor  
Classified Unit Employee

## Learning Outcomes Council

### Roles:

The Learning Outcomes Council, as the core working group, will facilitate the development of a college-wide discussion of the assessment of learning at Palomar College and will support departments and work areas as they develop their specific approaches to learning outcomes assessment cycles, consistent with the Principles of Assessment. The Council's role and function will be refined and modified as the institutional initiative for the assessment of learning develops. The Learning Outcomes Council has the responsibility for performing the following duties as well as identifying additional tasks that will enhance and improve student learning and success

### Duties:

1. Create ongoing dialogue and encourage engagement of faculty and staff in the assessment of student learning.
2. Identify systems for assessing learning outcomes developed at the course, program, and institutional level.
3. Encourage and provide support for the collection, analysis, and distribution of assessment data.
4. Based on evidence and feedback, support plans and strategies for improvement in student learning.
5. Based on evidence and feedback, engage in ongoing review and revision of the institutional processes for assessment.
6. Develop and implement institutional celebrations of learning successes.

### Products:

- Increased awareness and involvement of the campus community in the Learning Outcomes Initiative.
- **Conversation** supported by reports to the campus community, Forums, the Council newsletter, website, and programs such as "Campus Explorations."
- **Information** gathered from departments and work groups, describing their approaches to the assessment of learning outcomes developed at the course, program, and institutional level.
- **Preservation** of a culture of support for teaching.
- **Advancement** of Student Learning Outcome cycles at the course, program, and institutional levels.

### Reporting Relationships:

The Learning Outcomes Council reports weekly to the Faculty Senate, which in turn reports at the Governing Board meeting. In accordance with Palomar's BP 2510, the Governing Board relies primarily upon the advice and judgment of the Faculty Senate on Academic and Professional Matters.

### Meeting Time:

1<sup>st</sup> and 4<sup>th</sup> Thursdays, 2:00 p.m. - 3:30 p.m.;  
Steering Committee: once monthly, as arranged

### Co-Chair(s):

*SLOAC Coordinator* (08-10)  
*Assistant Superintendent/Vice President, Instruction*

### Faculty Members:

Assistant SLOAC Coordinator (09-11) (appointed by Faculty Senate)

7 Faculty Members representing Divisions (appointed by Faculty Senate)

Three Full-Time Faculty Members, at-large.

Phil de Barros	(08-10) Social and Behavioral Sciences
Michael Mufson	(09-11) AMB&S
<b>OPEN POSITION</b>	(08-10) Languages and Literature
Richard Albistegui-DuBois	(08-10) MNH&S

Jackie Martin-Klement	(09-11) CTEE
Katy Farrell French	(08-10) Library
OPEN POSITION	(09-11) Counseling
OPEN POSITION	(08-10) at-large
	(09-11) at-large
OPEN POSITION	(09-11) at-large
2 Part - Time Faculty, one Career and Technical, one Academic	
OPEN POSITION	(09-11) Career and Technical
Donna Fazio-DiBenedetto	(08-10) Academic

**Other Members:**

- Professional Development Coordinator
- Curriculum Committee representative
- President (*ex-officio*)
- Vice President for Instruction/Co-chair
- Vice President for Student Services
- One Instructional Dean
- Dean of Counseling Services
- Director of Institutional Research and Planning
- One Confidential and Supervisory Team Member appointed by CAST
- One Administrative Association Member appointed by AA
- One Classified Unit Employee appointed by CCE/AFT
- Supervisor, Evaluations and Records
- Student Representative(s)

## **Matriculation and Transfer Committee**

### **Role**

The purpose of the Matriculation and Transfer Advisory Committee is to review and support the activity of the Matriculation and Transfer programs. Matriculation and Transfer Advisory Committee members are responsible for articulating the Palomar College Matriculation Plan and the Transfer Center Plan, goals, objectives, budget revisions and accomplishments to the constituencies they represent.

**Reporting Relationship:** Student Services Planning Council

**Meeting Time:** Sept., Dec. March, and May, 2<sup>nd</sup> Thursday, 2:00 – 3:30 p.m.

**Chair:** *Lynda Halttunen, Dean of Counseling Services*

**Faculty Members:** One full-time faculty member from Mathematics, ESL, Reading, Counseling, English, one faculty member at large, one Transfer Counselor and two part-time faculty members at large.

Glyn Bongolan	(08-10) Counseling
Leanne Maunu	(08-10) Languages and Literature
Nimoli Madan	(09-11) ESL
Stan Levy	(09-11) Reading
Jorge Saavedra	(09-11) Mathematics
Renee Roth	(09-11) Transfer Counselor
Tony Smith	(09-11) at-large (full-time)
Mary Jane Najor	(09-11) at-large (part-time)
Lorie Bale	(08-10) at-large (part-time)

**Other Members:** Vice President, Instruction  
Vice President, Student Services  
Non-Credit Matriculation Coordinator  
One Instructional Dean  
Director, EOP&S  
Director, Information Services  
Director, DRC  
Director, Enrollment Services  
Director, Institutional Research and Planning  
Director, Transfer Center  
Assessment and School Relations Supervisor  
One Classified employee  
One Student

## **NCHEA (North County Higher Education Alliance)**

NCHEA Board Member

NCHEA meets the 4th Tuesday of each month from 3:30 - 5:00. For the next two years the meeting will be held at Palomar. The new board member will work with fellow board members from Palomar, Mira Costa, and CSUSM to encourage collaboration among the three member campuses and to make transfer to CSUSM as seamless as possible for Palomar and Mira Costa students. The board works to prevent duplication of services that all three campuses can share and sponsors speakers and events that will benefit all the campuses. We encourage departments from the three campuses to meet and discuss standards and ways each discipline can work together to help students to prepare for upper division and careers. We offer grants to encourage this collaboration.

**Meeting Time:** 2<sup>nd</sup> Thursday of each month, 4:30-6pm.

**Faculty Members:** One faculty member, if possible from Counseling.

Maria Miller (08-10)

## **Palomar College Committee to Combat Hate (PC3H)**

### **Role or Purpose:**

#### **Role:**

- To celebrate differences and advocate the civil rights and safety of all members of our community.
- To combat hate on campus.
- To condemn in the strongest possible terms the abuse of those who are lesbians, gay, bisexual, or transgender.
- To demonstrate commitment, in compliance with the guidelines of AB 537 and all applicable state and federal laws, in creating a safe and secure environment where real and open communication, trust, and acceptance can begin to take root and grow.

#### **Objectives:**

- Raise awareness through communication, workshops, and forums.
- Work towards creating and maintaining a LGBT center.
- Encouraging support committees and clubs.

#### **Product:**

Develop and implement strategies and activities for accomplishing the defined objectives as listed.

### **Reporting Relationship:**

Strategic Planning Council (SPC)

#### **Meeting Time:**

TBA

#### **Chair:**

Monika Brannick (*elected by the committee from its members*)

### **Faculty Members:**

\*Three Faculty representatives appointed by Faculty Senate

Monika Brannick	(08-10)
Fergal O'Doherty	(08-10)
Bruce Orton	(08-10)

\*Three Faculty representatives appointed by PFF

Jackie Martin-Klement	(08-10)
Michael Mufson	(08-10)
Jay Shultz	(08-10)

#### **Other Members:**

- \*Three Student representatives appointed by ASG
- \*Three Representatives appointed by Administrative Association
- Three Representatives appointed by Administrative Association
- \*Three Representatives appointed by Confidential/Supervisory Team
- \*Three Representatives appointed by CCE/AFT
- \*Three Senior Administrator representatives appointed by the Superintendent/President
- Ex Officio Community members

\*Defined members of the committee for voting purposes.

Additional members from the college community and the community as a whole are welcome.

## **Personnel Standards & Practices Committee**

### **Role or Purpose:**

The Personnel Standards & Practices Committee is concerned with the personnel standards and practices of faculty, staff, and administrators as these elements influence academic and professional matters. As directed by the Faculty Senate, this committee researches, reviews, and reports on the roles, responsibilities, and performance criteria of personnel, providing recommendations as necessary regarding specific projects and tasks.

**Meeting Time:** As needed or called

**Chair:** Teresa Laughlin

### **Faculty Members:**

Melinda Carrillo	(09-11)
Brenda Wright	(09-11)
Billy Hawkins	(08-10)
Jim Eighmey	(08-10)
Teresa Laughlin	(09-11)

## **Professional Development Advisory Board**

### **Role:**

The Professional Development Review Board reviews all professional development contracts. The board determines whether all proposed activities of a staff member conform to section III.B of the Professional Development plan and notifies the staff member of its assessment. The board also reviews the evaluation that is part of the completion section of the contract form.

**Term:** Two years

**Meeting Time:** 2<sup>nd</sup> Tuesday of the month, 9:30 a.m. to 10:30 a.m..

**Chair:** *Martin Japtok, Coordinator*

**Faculty Members:** Eight faculty members, one from each Instructional Division, Student Services, Library, and one adjunct faculty member

### **Languages and Literature**

Christopher Lowry (08-10)

### **Career and Technical and Extended Education**

Richard Stegman (09-11)

### **Library**

Byung Kang (09-11)

### **Student Services**

Robert Jones (08-10) Faculty member at-large

### **Social and Behavioral Sciences**

Craig Forney (08-10)

### **Mathematics and the Natural and Health Sciences**

Chuong Nguyen (09-11)

### **Arts, Media, Business, and Computer Science**

Terrie Canon (08-10)

### **Adjunct Faculty Member**

Janice D. Schultz (09-11)

**Other Members:** Senior Administrator

## **Professional Procedures Committee**

### **Role or Purpose:**

The Professional Procedure Committee (PPC) is a committee of the Senate. The committee addresses, reviews, and makes recommendations to the Senate on the following:

- A. Academic Due Process policy and procedures.
- B. Alleged violations of the Ethic Codes by a Senator or a faculty member in his/her capacity as a Senator or as a faculty member appointed by the Senate to a reassigned faculty position. (Section 9 of the Constitution)
- C. Petitions submitted by 25% of the Faculty Senate membership. (Section 11 of the Constitution)
- D. Other issues regarding professional procedure as assigned by the Senate.

**Meeting Time:** As needed or called

**Chair:** (*Senator*)

### **Faculty Members:**

Marilee Nebelsick-Tagg	(09-11)
Sue Musgrove	(09-11)
Richard Albistegui-Dubois	(08-10)
Lee Chen	(08-10)
Jim Eighmey	(08-10)

**Other Members:** None

## **Registration Committee**

### **Role:**

The Registration Committee serves primarily to review and examine the registration process and plan for system improvement.

**Reporting Relationship:** Student Services Planning Council

**Meeting Time:** September and February or as needed.

**Chair:** *Herman Lee, Director, Admissions, Records & Veterans Services*

**Faculty Members:** One faculty at large  
Wing Cheung (08-10)

**Other Members:** Supervisor, Admissions  
Director, Information Services  
Supervisor, District Cashiering Services  
Dean, Counseling and Matriculation  
Chair, Counseling Department  
One Student  
Curricular Schedule Technician appointed by CCE/AFT  
One Instructional Dean appointed by VP of Instruction  
Director of Extended Education  
One Student Appointed by ASG  
Director, Communications  
Assessment School Relations Coordinator

## **Sabbatical Leave Committee**

### **Role or Purpose:**

The Sabbatical Leave Committee reviews and recommends approval/disapproval or revision of sabbatical leave applications and sabbatical leave reports and considers requests made under the Salary Schedule Credit Policy. Except for the Vice President for Instruction, committee members will serve three-year terms with 1/3 of the membership confirmed each year.

**Term:** Committee members serve three-year terms with 1/3 of the membership confirmed each year.

**Meeting Time:** Thursdays at 3:00

**Chair:** Terry Humphrey *Faculty Co-chair*  
Berta Cuaron, *Assistant Superintendent/Vice President, Instruction, Co-Chair*

**Faculty Members:** Eight faculty members, one from each Instructional Division, Library, Student Services, and one Senator.

*All faculty members on the Sabbatical Leave Committee must be tenured.  
All faculty members are selected by the Faculty Senate and approved by the Federation.*

### **Arts, Media, Business and Computing Systems**

Pat Hahn (08-11)

### **Social and Behavioral Sciences**

Terry Humphrey (09-12)

### **Mathematics and the Natural and Health Sciences**

Mark Clark (07-10)

### **Career, Technical and Extended Education**

Christine Tejada (08-11)

### **Library**

Linda Morrow (09-12)

### **Student Services**

Lisa Romain (07-10)

### **Languages and Literature**

Pam McDonough (08-11)

**Other Members:** One Dean (selected by the Assistant Superintendent/Vice President of Instructions)

Candi Francis

## **Safety & Security Committee**

### **Role:**

The Safety and Security Committee examines the operation of the College with respect to safety and security. Areas considered by the Committee are: safety manual, periodic safety inspections, general security of facilities, inspection of hazardous materials and equipment, designation of dangerous areas, general laboratory safety, and all matters concerning risk management.

**Term:** Two Years

**Meeting Time:** 1<sup>st</sup> Wednesday of each month, 2:00 p.m.

**Chair:** *Kelley Hudson MacIsaac, Manager/Facilities Planning/Environmental Health & Safety*

**Faculty Members:** Three faculty members representing three divisions  
Marilee Nebelsick-Tagg (08-10)  
Michael Finton (09-11)  
Brenda Wright (09-11)

### **Other Members:**

Director, Business Services  
Director, Escondido Center – Extended Studies  
Child Development Representative  
Manager, Human Resource Services  
Director, Facilities  
Two Classified Unit Employees appointed by CCE  
Director, Health Services  
Student Services Representative appointed by ASG  
One Administrative Association Member appointed by AA  
Chief of Police  
One Student appointed by ASG  
One Faculty Member appointed by PFF  
One Confidential/Supervisory Team Member appointed by CAST

## **Signage Task Force**

### **Purpose:**

The Safety & Security Committee has established a Signage Task Force to update the permanent and temporary signage standards within the Graphic Standards and Style Manual <http://www.palomar.edu/guidelines/manual/default.htm> located on the Palomar College webpage.

### **Faculty Member:**

One Faculty volunteer  
Doug Durrant

### **Task Force Members:**

Margery Adcock  
Mike Ellis  
Kara Garavito  
Kelley Hudson-MacIsaac  
Becky McCluskey  
Donna Renner

## **Scholarship Committee**

### **Role or Purpose:**

The committee reviews applications for Palomar College scholarships, selects award recipients, and assists the Director of Financial Aid and Scholarships in establishing policy relative to the administration of the scholarship program

**Reporting Relationship:** Student Services Planning Council

**Term:** Two Years

**Meeting Time:** As needed or called

**Chair:** *Mary San Agustin, Director, Financial Aid & Scholarships, (non-voting of recipients)*

**Faculty Members:** Six faculty members at large  
Samantha Sangsanoi (09-11)  
Marlene G. Forney (09-11)  
Lisa Faas (09-11)  
Tracy Fung (08-10)  
Abbie Cory (08-10)  
Veronica Aguilera (08-10)

**Other Members:** Director, Enrollment Services  
One Classified Unit Employee  
One Student  
One CAST Member  
One Financial Aid Advisor (Scholarship) as process coordinator

## **Staff Development and Training Committee**

### **Role:**

Identify and assess staff development and training needs, recommend funding, and review outcomes.

### **Products:**

A Staff Development and Training Plan for the application and distribution of Staff Development and Training funds.

### **Reporting Relationship:**

Strategic Planning Council

### **Meeting Schedule:**

4th Tuesday of each month, 9:00 – 10:30am or as needed

### **Chair:**

*Vice President, Human Resource Services  
Coordinator, Faculty Professional Development*

### **Faculty Members:**

**Term:** Two years

One faculty member

Byung Kang (08-10)

### **Other Members:**

One representative from the Professional Development Advisory Board  
Two representatives from the Professional Growth Committee  
One Senior Administrator from the Professional Development Advisory Board  
One Administrative Association Member appointed by AA  
One Confidential/Supervisory Team Member appointed by CAST  
One Classified Employee appointed by CCE

## **Strategic Planning Council**

The Strategic Planning Council, representing all constituent groups of Palomar College, implements the strategic plan, **develops** or **revises** governance policies, and **communicates** with the respective groups. The strategic planning process guides budget priorities. Recommendations made by the Strategic Planning Council will reflect the values and support the mission of the College and be in the best interest of improving student success and serving the community.

### **Role:**

The Strategic Planning Council, as the **recognized participatory governance body of the College**, creates the processes for recommending College policies and governance committee structures. The Strategic Planning Council reviews actions, recommendations, and requests of planning groups and task forces. The Strategic Planning Council amends and guides the planning processes and recommends policies and procedures to respond to the changing needs of the student population and the internal and external environments. The Strategic Planning Council develops, implements, evaluates continuously and revises, if necessary, the District's plans and initiatives, both long-term and short-term. A three-year planning cycle is used to implement the Strategic Plan. An Annual Implementation Plan outlines the tasks and actions to be accomplished during the upcoming year.

Communication with individual constituencies and participation in the Council meetings are the primary responsibilities of the Strategic Planning Council members.

### **Products:**

Palomar College's Strategic Plan, Annual Implementation Plans, Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations.

**Meeting Schedule:** Every Tuesday (except 2<sup>nd</sup> week) 2:00-5:00 p.m.

**Chair:** *Superintendent/President*

**Faculty Members:** **Term:** Two years

Three faculty members

**OPEN POSITION** (09-11)

Patrick O'Brien (08-10)

**OPEN POSITION** (08-10)

### **Other Members:**

Vice President, Instruction

Vice President, Student Services

Vice President, Finance and Administrative Services

Vice President, Human Resource Services

One Dean, Instruction

One Dean, Student Services

Director, Institutional Research

Director, Student Affairs

Faculty Coordinator, Professional Development

Past President, Faculty Senate (or designee)

President, CCE/AFT

Past President, CCE/AFT (or designee)

President, Faculty Senate

Vice President, CCE/AFT

Two Co-Presidents, Palomar Faculty Federation

President, Administrative Association

President, CCE

Past President, CCE (or designee)

Vice President, CCE

President, ASG

Executive Vice President, ASG (or designee)

Chief Advancement Officer/VP of Foundation

## **Student Equity Committee**

**(Volunteers not needed at this time)**

### **Role:**

The Student Equity Committee prepares the Student Equity Plan, monitors the District's progress toward meeting its student equity goals, and keeps the District's Student Equity Plan up to date. The Student Equity Committee will coordinate its activities with those of the Planning Councils, Curriculum Committee, Registration Committee, EEO Advisory Committee, Matriculation & Transfer Advisory Committee, and other District committees as necessary.

**Reporting Relationship:** Superintendent/President

**Meeting Time:** As needed

### **Chair**

*Mark Vernoy*

One of the Five Teaching Faculty Members serving on the committee (Co-Chair)

(Co-Chair to be elected by the Committee)

### **Faculty Members:**

**Term:** Two years

Five Teaching Faculty Members

**OPEN POSITION** (09-11)

**OPEN POSITION** (09-11)

**OPEN POSITION** (09-11)

Carol Bruton (08-10)

Yan Tian (08-10)

One Counseling Faculty Member

**OPEN POSITION** (09-11)

One Librarian

Byung Kang (08-10)

### **Other Members:**

Dean of Counseling Services

One Instructional Dean

Director of EOP&S

Director of DRC

Director of Matriculation

One Classified Employee

Two Students

Representative from Research and Planning

One Confidential/Supervisory Representative

## **Student Services Planning Council**

### **Role:**

- Develops, implements, evaluates and revises Student Services' plans and initiatives, both short- and long term.
- Develops, reviews, and updates the process (qualitative and quantitative elements and instrument) and establishes the timeline for the 2-year Institutional Program Review and Planning (IPR&P) cycle for Student Services.
- Reviews and summarizes IPR&P documents and utilizes them to develop and guide recommendations for priorities for Student Services, including budget, staffing needs, equipment, technology, facilities, and other resources essential to support Student Services and the success of students.
- Utilizes the District's Strategic Plan and the Annual Implementation Plan to guide and outline its goals, tasks and actions to be accomplished in the academic year.
- Make recommendations relevant to any matters or issues that impact Student Services and/or by request from SPC.
- Provides guidance, direction, and oversight to these committees:
  - Academic Review Committee
  - Campus Police Committee
  - Financial Aid & Appeals Committee
  - Matriculation and Transfer Committee
  - Registration Committee
  - Scholarship Committee
  - Student Equity Committee
- Convenes a subcommittee to review and update the process (qualitative and quantitative elements and instrument) and timeline for requesting full-time positions and to prioritize each year's list of full-time positions for discussion and endorsement by SSSPC, forwarding the recommendation to SPC as information.

### **Products:**

- Institutional Program Review and Planning documents, summaries and recommendations, including budget, staffing needs, equipment, technology, and facilities priorities
- Progress report on Strategic Plan and AIP
- Annual goals and accomplishments
- Full-time Position Priority Recommendations

**Reporting Relationship:** Strategic Planning Council

**Meeting Time:** 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays, 9:30 a.m. - 11:00 a.m.

**Chair:** *Mark Vernoy, Interim Vice President, Student Services*

**Faculty Members:** **Term:** Two years

One faculty member from Instructional Divisions.  
Jerry Rafiki Jenkins (08-10)

One Senator  
Valerie Chau (09-11)

One EOP&S faculty member  
**OPEN POSITION** (08-10)

One DRC faculty member  
Lori Meyers (09-11)

**Other Members:**

Dean, Counseling Services  
Director, Athletics  
Director, Career Services  
Director, Enrollment Services  
Director, Health Services  
Director, Transfer Center  
Chair, Counseling (or designee)  
Director, Student Affairs  
Research Analyst  
Two Classified Unit Employees appointed by CCE/AFT (one from Student Services)  
One Student appointed by ASG  
One CAST member from Student Services appointed by CAST

## **Team Life Committee**

### **Role:**

To provide opportunity for achieving mind, body, social, and spiritual wellness. To cultivate positive change in a supportive campus community environment.

### **Product:**

Offer faculty and staff health screenings, social events, workshops, health lectures, weight management programs in support of workplace wellness. Also Team Life will work towards offering programs to improve employee morale and help adopt healthy lifestyles thus reducing time missed from work and worker's comp claims.

### **Reporting Relationship:**

HRSPC

### **Term:**

Two years

### **Meeting Time:**

1<sup>st</sup> and 3<sup>rd</sup> Wednesday at 9 a.m.

### **Chair:**

Patti Waterman *Co-Chair*  
Jo Anne Giese *Co-Chair*

### **Faculty Members:**

One faculty member at large  
Kelly Falcone (09-11)

### **Other Members:**

One AA member appointed by the AA  
One CCE/AFT member appointed by CCE/AFT  
One CAST member appointed by CAST  
One representative from Health Services  
One representative from PE/Athletic department  
One representative from HR (Benefit Committee)  
One representative from HRSPC  
One representative from Health and Safety department

## **Tenure & Evaluations Review Board**

### **Role or Purpose:**

Will critically review all probationary evaluations that result in an overall rating of needs improvement or unsatisfactory in order to assure their compliance with the plan, in completeness, consistency, and substance. The decision of whether the report conforms to the plan will be determined by a majority vote of the Board. Will review the documentation and arguments provided by the candidate of compelling reasons to justify granting tenure without possession of a bachelor's degree and will submit notification to the Governing Board of the rationale for the exception.

**Term:** 2 years

**Meeting Time:** 1st and 3rd Monday, 3:30 p.m.

**Chair:** *Mary Ann Drinan, TERB Coordinator*

**Faculty Members:** Seven faculty members, one from each Instructional Division, one from Library or Student Services, one faculty member at large.  
*All faculty members on the Review Board must be full-time.*

### **Languages and Literature**

Pam McDonough (08-10)

### **Career & Technical Education**

Morgan Peterson (08-10)

### **Counseling OR Library/Media Ctr. OR Student Support Services**

Tamara Weintraub (08-10)

### **Mathematics & the Natural and Health Sciences**

Shannon Lienhart (08-10)

### **Arts, Media, Business and Computing Systems**

Ellen Weller (09-11)

### **Social and Behavioral Sciences**

Russ McDonald (09-11) (at-large member)

### **Member-At-Large**

Barb Kelber (09-11)

**Other Members:** Vice President, Instruction (or designee)  
PFF Representative: Nancy Galli

## **Vocational and Technical Educational Act Planning and Advisory Committee**

### **Role:**

The Perkins Planning and Advisory Committee is required by State and Federal Legislation. The committee works as a liaison between the Instructional Services Office and the occupational programs and services funded with the College's Carl D. Perkins Career Technical Educational Act. The Committee provides recommendations for the development of the District's Perkins Plan(s) strategies for enhancing workforce and economic development activities and programs and makes recommendations for the distribution of Perkins funds.

### **Products:**

The major products will be the Five Year Plan and the Annual Perkins Plan.

**Reporting Relationship:** Instructional Planning Council for information only.

**Term:** 2 years

**Meeting Time:** 2:00 to 4:00 p.m.; the fourth Monday of September and March.  
Additional meetings may be called with two weeks notice.

**Chair:** *Wilma Owens, Dean of Career and Technical Education*

**Faculty Members:** Four faculty members from occupational programs  
*All faculty members on the Committee must be full-time.*

Byung Kang (09-11)  
Dennis Lutz (09-11)  
Wing Cheung (08-10)  
Lisa Faas (08-10)

One faculty member from an academic discipline  
Tony Smith (08-10)

**Other Members:** Two Administrative Association representatives (from occupational and economic development programs)  
Director of Career Services  
One Instructional Dean  
One representative from Industry  
One representative from Business  
One representative from Labor  
One Special Populations representative  
One Workforce Investment Act representative  
One student  
Tech Prep Coordinator

## **Workforce and Community Development Advisory Group**

### **Role:**

The advisory group will stay informed of all contract education courses, community service courses, and special programs that are offered through the Workforce and Community Development.

The advisory group, together with the Director of Workforce and Community Development and the Director of Occupational and Noncredit Programs, will ensure

1. That the aforementioned courses do not inappropriately overlap academic and career technical credit and non/credit courses;
2. That the aforementioned courses are of appropriately high quality and align with the mission of the college;
3. That the advertising of the aforementioned courses is accurate and emphasizes that these courses do not count toward academic certificates, degrees, transfer, or any form of credit; and
4. Make recommendations and generate ideas for new courses, and recommend faculty from Palomar to teach these courses.

### **Meeting Time:**

Monthly or as needed

2009-10 schedule/ 9:30 – 10:30am, 2<sup>nd</sup> Monday of the month

### **Chair:**

Diane Studinka - *Senator*

### **Faculty Members:**

Two Faculty members at large

Martha Evans (08-10)

Bob Sasse (09-11)