

## **Committee Membership - Spring 2012**

(updated 2/6/12)

### **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**

Director of Enrollment Services

#### **Term**

Two years

#### **Faculty Members**

Three faculty members from Instructional Divisions and/or Library

Bruce Orton (10-12)

Melinda Carrillo (11-13)

Zachery Seech (11-13)

One Counselor

Elvia Nunez (11-13)

#### **Members**

- Dean, Counseling Services
- Four teaching faculty representatives appointed by Faculty Senate (3 instructional-library; 1 from counseling)
- Chair, Counseling
- Articulation Officer
- Supervisor, Evaluations and Records (non-voting)
- One student representative 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.

|                        |  |
|------------------------|--|
| <b>Term</b>            | Two Years  |
| <b>Meeting Time</b>    | As needed or called  |
| <b>Chair</b>           | Bruce Bishop ( <i>Senator</i> )  |
| <b>Faculty Members</b> | Five faculty members<br>Tracy Fung (10-12)<br>Jim Gilardi (11-13)<br>Nimoli Madan (11-13)<br>Mona Ellis (11-13)<br>Patti Dixon (10-12) |
| <b>Other Members</b>   | 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** *Lillian Payne, Senator*

**Term** Two Years

### **Faculty Members**

|                        |  |
|------------------------|--|
| Michael Gilkey         | (11-13) Arts, Business, Media, and Computing Systems         |
| Chris Sinnott          | (11-13) Arts, Business, Media, and Computing Systems         |
| Erin Hiro              | (10-12) Arts, Business, Media, and Computing System          |
| Emiko Kiyochi          | (11-13) Career, Technical, and Extended Education (at-large) |
| Terrie Canon           | (10-12) Career, Technical, and Extended Education (at-large) |
| <b>OPEN POSITION</b>   | (11-13) Career, Technical, and Extended Education            |
| Carlos Pedroza         | (11-13) Languages and Literature                             |
| Christine Barkley      | (11-13) Languages and Literature                             |
| Lawrence Lawson        | (10-12) Languages and Literature                             |
| Christopher Petersdinh | (11-13) Mathematics and the Natural and Health Sciences      |
| <b>OPEN POSITION</b>   | (11-13) Mathematics and the Natural and Health Sciences      |
| <b>OPEN POSITION</b>   | (10-12) Mathematics and the Natural and Health Sciences      |
| Jonathan Smith         | (10-12) Social and Behavioral Sciences                       |
| <b>OPEN POSITION</b>   | (11-13) Social and Behavioral Sciences                       |
| Kelly Falcone          | (11-13) Social and Behavioral Sciences                       |
| <b>OPEN POSITION</b>   | (11-13) Student Services                                     |
| <b>OPEN POSITION</b>   | (11-13) Student Services                                     |
| Teresa Pelkie          | (10-12) Student Services (at-large)                          |
| Michael V. Bartulis    | (11-13) Part-time  |

Three representatives appointed by the PFF

**OPEN POSITION**

Kelly Falcone

**OPEN POSITION**

### **Members**

- Academic Technology Coordinator
- At least one but no more than three full-time faculty members representing each
- Instructional division and one part-time faculty at-large.
- 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. (more frequently during self-study)

**Chair**    *Vice President for Instruction* (Accreditation Liaison Officer)

\* Tri-Chairs for Self-Study:

- Faculty Member appointed by Faculty Senate
  - Non-faculty member appointed by CCE/AFT
  - Non-faculty member appointed by CAST
- \* Tri-chairs may be in addition to the Members/Designees.

**Faculty Members**                      Brent Gowen, Faculty Tri-chair  
Monika Brannick, Curriculum Committee Co-chair  
Marty Furch, Learning Outcomes Council Co-chair  
Monika Brannick, President, Faculty Senate  
**OPEN POSITION**, Faculty Co-chair, Institutional Review Committee  
**OPEN POSITION**, One Faculty Senate representative appointed by Faculty Senate  
**OPEN POSITION**, PFF representative

### **Members/Designees**

- President, Faculty Senate
- Director, Institutional Research and Planning
- Faculty Co-chair, Curriculum Committee
- Faculty Co-chair, Learning Outcomes Council
- Faculty Co-chair, Institutional Review Committee
- Instructional Planning Council representative
- Student Services Planning Council representative
- Administrative Services Planning Council representative
- Human Resource Services Planning Council representative
- One Faculty Senate representative appointed by Faculty Senate
- One Administrative Association representative appointed by AA
- One Classified Unit Employee representative appointed by CCE/AFT
- One Confidential and Supervisory Team representative appointed by CAST
- One Palomar Faculty Federation representative appointed by PFF
- One Associated Student Government representative appointed by ASG

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

### **Role**

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

### **Duties**

- Create and coordinate the Teaching Learning Centers (TLC) at the San Marcos campus and Escondido center
- Promote dialogue, understanding, and response to the Basic Skills Initiative and the Title V, HSI grant
- Implement, evaluate, and revise the Basic Skills action plan and the Title V “tasks”
- Continue to research and develop other learning venues to meet the needs of basic skills, Hispanic, and low-income students
- 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** Faculty Senate

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

### **Tri-Chairs**

Judy Wilson, Basic Skills Committee/Title V, HSI Steering Committee Faculty Resource Center Coordinator  
Gary Sosa, Basic Skills Committee/Title V, HSI Steering Committee Teaching and Learning Centers Coordinator  
Theresa Hogan Egkan, Basic Skills Committee/Title V, HSI Steering Committee First-Year Experience Coordinator

**Term** Three years

### **Faculty Members**

|                  |                                      |
|------------------|--------------------------------------|
| Marty Furch      | Learning Outcomes Council Co-Chair   |
| Leanne Maunu     | Professional Development Coordinator |
| Linda Morrow     | (10-13) Library                      |
| Melinda Carrillo | (11-14) Reading                      |
| Pam Mc Donough   | (11-14) English                      |
| Cindy Anfinson   | (10-13) Mathematics                  |
| Gabriel Sanchez  | (11-14) Counseling                   |
| Lori Meyers      | (11-14) DRC                          |
| Lee Chen         | (10-13) ESL                          |

Six Full-Time Faculty representatives, preferably one from each division

|                                       |   |
|---------------------------------------|---|
| Nimoli Madan                          | (11-14) Languages and Literature                        |
| Lisa Faas                             | (10-13) Languages and Literature                        |
| Erin Feld                             | (11-14) Languages and Literature                        |
| Rodolfo Jacobo                        | (11-14) Social and Behavioral Sciences                  |
| Wendy Kinsinger                       | (11-14) Social and Behavioral Sciences                  |
| Perri Brock                           | (11-14) Mathematics and the Natural and Health Sciences |
| One Part-time Faculty member at-large |   |
| Jamie Spirito                         | (10-13)   |

## Members

- Faculty Representatives from the following departments appointed by the Faculty Senate:
  - Library
  - Reading
  - English
  - Math
  - Counseling
  - \*\*Professional Development
  - DRC
  - ESL
- Six Full-Time Faculty representatives, at-large, appointed by the Faculty Senate
- One Part-Time Faculty representative, at-large, appointed by the Faculty Senate
- The Learning Outcomes Council Co-Chair
- \*\*Dean, Languages and Literature
- Dean, Counseling Services
- \*\*Vice President, Instruction or Designee
- Director, Occupational and Non-Credit programs
- Tutoring Center Coordinator
- \*\*Director, Institutional Research and Planning
- One Confidential and Supervisory Team representative appointed by CAST
- One Administrative Association representative appointed by AA
- One Classified Unit Employee representative appointed by CCE/AFT
- One Student representative appointed by ASG
- HSI Project Supervisor

\*\*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 Relationships**

- Palomar Faculty Federation
- Administrative Association
- Confidential and Supervisory Team
- CCE/AFT
- President's Cabinet

### **Term**

Two years

### **Meeting Schedule**

First Wednesday of the month from 3:00 p.m. – 5:00 p.m., and third Wednesday of the month from 3:00 p.m. – 5:00 p.m. as needed

### **Chair**

Vice President, Human Resource Services

### **Faculty Members**

Four faculty members (appointed by PFF)  
Teresa Laughlin,  
Perry Snyder  
Christina Moore  
Colleen Bixler

### **Members**

- Manager, Human Resource Services
- Four Faculty representatives appointed by PFF
- Four Classified Unit Employees representatives appointed by CCE/AFT
- Two Administrative Association representatives appointed by AA
- Two Confidential and Supervisory Team representatives appointed by CAST
- Four Retiree representatives appointed by PCRA
- Vice President, Finance & Administrative Services
- Benefits Specialist (Ex Officio)

## **Bookstore Subcommittee**

### **Role**

Works as a liaison between students, faculty, staff, Business 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.

### **Product**

Written quarterly report on services and quality of operations

### **Reporting Relationship**

Finance and Administrative Services Planning Council

### **Meeting Schedule**

Third Monday of the month from 2:00 p.m. – 3:00 p.m.

### **Chair**

Director of Business Services

### **Faculty Members**

Two faculty members at large  
Hope Farquharson (10-12)  
Yan Tian (11-13)

### **Members**

- Two Faculty Members appointed by the Faculty Senate
- Two Students appointed by ASG
- One Administrative Association representative appointed by AA
- One Classified Employee appointed by CCE/AFT
- One Confidential/Supervisory representative appointed by CAST
- Bookstore vendor 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.

### **Products**

- Recommends process for development of Guidelines for Budget Development
- Reviews annually the budget development timeline as proposed by Fiscal Services
- Recommends budgeting parameters to align college priorities to annual budgets
- Recommends an annual fiscal plan to SPC for its approval and implementation

### **Process**

- Reviews revenue estimates based upon reported FTES
- Reviews budgets as developed at the unit level and submitted through appropriate planning council

### **Reporting Relationship**

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

### **Meeting Schedule**

Second and Fourth Tuesday of the month from 2:00 p.m. – 3:30 p.m.

### **Chair**

Vice President, Finance and Administrative Services

### **Faculty Members:**

|                      |  |
|----------------------|--|
| Monika Brannick      | - President of the Faculty Senate      |
| <b>OPEN POSITION</b> | - Past Senate President                |
| Fari Towfiq          | - Vice President of the Faculty Senate |
| <b>OPEN POSITION</b> | - Secretary of the Faculty Senate      |
| Shannon Lienhart     | - Co-President of PFF                  |
| Perry Snyder         | - Co-President of PFF (or designee)    |
| Teresa Laughlin      | - PFF representative                   |

### **Members**

- President, Vice President and Secretary of the Faculty Senate (or designee)
- Past President, Faculty Senate
- Co-Presidents, PFF (or designees)
- One Palomar Faculty Federation representative appointed by PFF
- Vice President, Instruction
- Vice President, Student Services
- Vice President, Human Resource Services
- One Administrative Association representative appointed by AA
- One Confidential and Supervisory Team representative appointed by CAST
- Five Classified Unit Employee representatives appointed by CCE/AFT
- One Student representative appointed by ASG

## **Campus Police Committee**

### **Role**

To provide input and recommendations on Campus Police Department services.

### **Products**

Written quarterly report on the efficiency and effectiveness of the department on parking, traffic control, safety and security.

### **Reporting Relationship**

Student Services Planning Council

### **Meeting Schedule**

Third Thursday of the month from 3:30 p.m. – 5:00 p.m.

### **Chair**

One committee member (contract employee) chosen by the committee annually

|                        |   |
|------------------------|---|
| <b>Faculty Members</b> | Three Faculty Members appointed by Faculty Senate (request for a counselor) |
|                        | Henry Pete Ordille (11-13)  |
|                        | P.J. DeMaris (10-12)  |
|                        | Zachary Seech (10-12)   |

### **Members**

- Chief of Police (Advisor)
- Police Lieutenant or Designee appointed by Chief of Police (Advisor)
- Three Faculty representatives appointed by Faculty Senate (request for a counselor)
- One Administrative Association representative appointed by AA
- One Confidential and Supervisory Team representative appointed by CAST
- Two Classified Unit Employee representatives appointed by CCE/AFT (request for a representative from special populations: EOPS, DSPS, Child Care Center, etc.)
- Director, Student Affairs
- Director, Education Centers/Extended Education
- Two student representatives appointed by ASG

## **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**

*selected by Faculty Senate*

### **Faculty Members**

Patrick O'Brien (chair)  
Fari Towfiq  
Theresa Laughlin  
**OPEN POSITION**

### **Other Members**

None

**Compliance Officers**

Rosie Antonecchia

Leslie Blankenship-Williams

Patricia Brandon

Carol Bruton

Mathews Chakkanakuzhi

Lisa Romain

Judy Dolan

Jenny Ferrero

Jose Fernandez

Daniel Finkenthal

Perri Brock

James Eighmey

Gloria Kerkhoff

Erin Hiro

Shannon Lienhart

Lori Meyers

Maria Miller

Linda Morrow

Trong Nguyen

Elvia Nunez

Fred Rose

Kathleen Sheahan

Susan Snow

Ruth Tait-Brown

Craig Thompson

Tamara Weintraub

Debi Workman

Jennifer Zabzdyr

## Curriculum Committee

### **Role**

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 Schedule**

First and Third Wednesday of the month from 3:00 p.m. – 5:00 p.m., or as needed.

### **Chairs**

- Vice President, Instruction, Co-chair
- Faculty Senate Representative, Co-chair

### **Faculty Members:**

**Term:** Three years

#### **Languages and Literature**

Marty Furch (09-12)  
Carla Thomson (10-13)  
Gary Sosa (10-13)  
Brent Gowen (10-13)

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

Carol Bruton (09-12)  
Erin Hiro (10-13)  
Lillian Payn (11-14)  
Lorraine Peterson (11-14)

#### **Social and Behavioral Sciences**

Linda Locklear (09-12)  
Michelle Vogel Trautt (09-12)  
Jim Eighmey (10-13)  
Daniella Ashburn (11-14)

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

Leila Safaralian (09-12)  
Greg Larson (10-13)  
Monika Brannick (11-14)  
Judy Eckhart (11-14)

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

Consuelo Lopez (09-12) (at-large)  
**OPEN POSITION** (10-13)  
Eric Duvall (11-14)  
Gene Gushansky (11-14) (at-large)

#### **Library**

Marlene Forney (09-12)

#### **Student Services**

P.J. Demaris (09-12)

### **Members**

- Four faculty representatives from each of the following divisions:  
Languages and Literature; Social and Behavioral Sciences; Mathematics and the Natural and Health Sciences; Arts, Media, Business and Computing Systems; and Career, Technical, and Extended Education

- Vice President, Instruction (Co-Chair)
- All Instructional Deans
- Faculty Senate Representative (Co-Chair)
- Faculty Representative from Library
- Faculty Representative from Student Services
- Articulation Officer
- Representatives from appropriate areas will be solicited and appointed by the Senate.
- Student appointed by ASG
- Members will serve a three-year term with 1/3 of the membership confirmed each year.
- Learning Outcomes Liaison (ex-officio)



## **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**

Friday, January 20, 2012, 9:00- 11:00 AM

Friday, March 30, 2012, 9:00-11:00 AM

Friday, April 6, 2012, 9:00 – 2:00 PM

### **Chair**

*Carol Bruton*

### **Faculty Members**

6 Faculty at-large at least 2 of whom are former recipients and 1 adjunct Faculty

#### Full-time faculty

Terrie Canon (10-12)

Bill Jahnel (11-13)

Julia Robinson (11-13)

Karen Donovan (10-12)

Judy Eckhart (10-12)

Kathleen Grove (11-13)

#### Part-Time Faculty

Rachael Horn (11-13)

### **Other Members**

Student(s) (optional)

## Elections Committee

### **Role or Purpose**

To poll faculty when directed by either the Senate . 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** Patrick OBrien *Senator*

**Faculty Members** Five faculty members determined by Committee Chair  
Mark Clark (10-12)  
Colleen Weldele (10-12)  
**OPEN POSITION** (10-12)  
**OPEN POSITION** (11-13)  
Bruce McDonough (11-13)

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

**Faculty Members**                      Full Time Faculty Members  
Fari Towfiq                                  (11-13)  
Lisa Bertotti                                (11-13)  
Abbie Cory                                  (10-12)  
Charles Ingham                            (10-12)

Part-time Faculty Member  
Miriam Allen-Hart                        (10-12)

### **Members**

- Five faculty members at large to include one adjunct faculty member
- 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   | (11-13) MNHS   |
| Byung Kang       | (11-13) Social and Behavioral Sciences               |
| Kathleen Sheehan | (11-13) Languages and Literature                     |
| Sergio Hernandez | (10-12) Career, Technical, and Extended Studies      |
| Wendy Nelson     | (10-12) 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 habitat 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.

### **Products**

- Five-year Capital Outlay Plan
- Scheduled Maintenance Plan
- Resource impact analysis of recommended policies and plan

### **Reporting Relationship**

Administrative Services Planning Council/Strategic Planning Council

### **Meeting Schedule**

1<sup>st</sup> & 3<sup>rd</sup> Thursday – 3:00 p.m. to 4:00 p.m.

### **Chair**

Vice President, Finance and Administrative Services

### **Faculty Members**

Four faculty members from different divisions:

|                |         |
|----------------|---------|
| Janis Kellgren | (11-13) |
| Gene Gushansky | (11-13) |
| Karen Mifflin  | (11-13) |
| Ken Swift      | (11-13) |

### **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 Representative appointed by CCE/AFT
- Four Faculty representatives from different divisions appointed by Faculty Senate
- One Administrative Association representative appointed by AA
- One Student appointed by ASG
- One Confidential and Supervisory Team representative appointed by CAST

**Faculty Service Area Review Committee**

**Role or Purpose**

The Faculty Service Area (FSA<sup>\*</sup>) Review Committee is composed of an administrator with FSA responsibilities, seven Tenured or Probationary Faculty members (one from each of the five Instructional divisions, Library, and Student Services) appointed by the Faculty Senate, and one Faculty member appointed by the Palomar Faculty Federation (PFF). Every three years the committee reviews the faculty service areas and competencies for completeness and currency; further, the committee reviews applications for additional faculty service areas and issues of competence relating to reassignment

**Meeting Time**                    1<sup>st</sup> and 3<sup>rd</sup> Tuesday, 12:30-1:30pm

**Chair**                                Lori Graham        *Senator*

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

- |                   |  |
|-------------------|--|
| Patti Dixon       | (11-13) Social and Behavioral Sciences |
| Ellen Weller      | (11-13) AMB&S                          |
| Lee Chen          | (11-13) Languages and Literature       |
| Mark Lane         | (11-13) MNH&S                          |
| Colleen Bixler    | (11-13) CTEE (at-large)                |
| Marlene Forney    | (11-13) Library                        |
| Rosie Antonecchia | (11-13) Counseling                     |
| <br>              |  |
| Colleen Bixler    | PFF Representative                     |

**Other Members**                    One Administrator with FSA responsibilities

\* “Faculty Service Area” means a service or instructional subject area or group of related services or instructional subject areas performed by faculty and established by a community college district. Faculty Service Areas and competency standards assist in establishing qualified applicant pools from which faculty are employed who are expert in their disciplines, skilled in teaching, supportive of student learning, and sensitive to diversity. The application of faculty service areas and competencies shall be consistent with applicable non-discrimination and equal employment laws, as well as relevant District policies and procedures and applicable collective bargaining agreements.

The Senate emphasizes the significance of discipline expertise, noting that FSA’s are defined and reviewed by the departments.

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

### **Role**

The Finance & Administrative Services Planning Council (FASPC) annually reviews proposed budgets for all Finance & Administrative Services (F&AS) departments, ensuring alignment with the mission, goals, and objectives of the District's existing Strategic and Master Plans. FASPC reviews the Division's operational processes and procedures to provide appropriate levels of service and compliance with state-mandated requirements, recommending corrective action, if necessary. FASPC is also responsible for ensuring the development, revision, and review of operational plans for all departments within F&AS for use in determining adequate staffing and resources to provide quality customer service to students, faculty and staff. In addition, FASPC annually reviews progress on the Division's Annual Implementation Plans (AIP) for submission to Strategic Planning Council (SPC). Committees reporting to the FASPC are: Bookstore Subcommittee; Food Service Subcommittee; Safety & Security Committee; and Facilities Review Committee. FASPC also oversees the preparation and review of the District's Technology Master Plan. Members of FASPC shall ensure communication of action and discussion items to their appropriate constituency groups.

### **Products**

- Annually reviews the proposed budgets for the F&AS Division tied to planning and submits them to SPC
- Performs regular review of F&AS Division's operational processes and procedures to ensure adequate customer service and compliance with state-mandated requirements
- Review operational plans to provide for adequate staffing and resources for the F&AS Division
- Technology Master Plan prepared and reviewed in accordance with the District's Planning Model Cycle

### **Reporting Relationship**

- Strategic Planning Council
- Committee members responsible for communicating FASPC information to appropriate constituency group

**Meeting Time**                      Second and Fourth Thursday of the month from 2:00 p.m. to 3:30 p.m.

**Chair**                                      *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

Marilee Nebelsick-Tagg    (10-12)  
**OPEN POSITION**                      (11-13)  
**OPEN POSITION**                      PFF Representative

### **Members**

- Two Faculty representatives appointed by the Faculty Senate
- One Faculty representative appointed by PFF
- Two Classified Unit Employee representatives appointed by CCE/AFT
- One Confidential and Supervisory Team representative appointed by CAST
- One Student representative appointed by ASG
- Director, Facilities (or designee)
- Director, Business Services (or designee)
- Director, Fiscal Services (or designee)
- Director, Information Services (or designee)

## **Food Services Subcommittee**

### **Role**

Works as a liaison between students, faculty, staff, Business Services, and the food services 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.

### **Products**

Written quarterly report on services and quality of operations

### **Reporting Relationship**

Finance and Administrative Services Planning Council

### **Meeting Schedule**

Third Wednesday of the month from 3:00 p.m. – 4:00 p.m.

### **Chair**

Director of Business Services

### **Faculty Members**

**Term:** Two years

Two faculty members

Laurie Hope (10-12)

Steve Perry (11-13)

### **Members**

- Two Faculty Members appointed by the Faculty Senate
- Two Students appointed by ASG
- One Administrative Association representative appointed by AA
- One Classified Employee appointed by CCE/AFT
- One Confidential/Supervisory representative appointed by CAST
- Food Services vendor representative

## **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.

### **Products**

- Annual advocacy agenda
- Governmental relations strategies
- Ongoing advocacy activities

### **Reporting Relationship**

Superintendent/President

### **Chair**

Director, Communications

### **Faculty Members**

Two faculty members  
Lawrence Lawson (11-13)  
Wing Cheung (10-12)

### **Members**

- Vice President, Finance & Administrative Services
- Dean, Student Services
- Two student representatives appointed by ASG
- Two faculty representatives appointed by Faculty Senate
- One Administrative Association representative appointed by AA
- One Confidential and Supervisory Team representative appointed by CAST
- One Classified Unit Employee representative appointed by CCE/AFT
- One faculty representative appointed by PFF
- Superintendent/President (ex-officio)

## **Human Resource Services Planning Council**

### **Role or Purpose**

The HRSPC 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

### **Products**

The HRSPC is responsible for submitting to the Strategic Planning Council the plans, budgets, and expenditure projections of the Human Resource Services Department. The products of the HRSPC include:

- Strategic Plans for Human Resource Services
- Human Resource Services Three-Year Plan
- Annual Budget for Human Resource Services

**Term** Two years

**Meeting Time** First and Third Tuesday of the month from 4:00 p.m. – 5:00 p.m.

**Chair** *Vice President, Human Resource Services*

**Faculty Members** Two faculty members at large  
Christina Moore (10-12)  
Janis Kellgren (11-13)

One Faculty Member appointed by PFF  
Sandra Andre

### **Members**

- Manager, Human Resource Services
- Supervisor, HRS/Employment Services
- Two Faculty representatives appointed by Faculty Senate
- Two Classified Unit Employee representatives appointed by CCE/AFT
- One Faculty representative appointed by PFF
- One Administrative Association representative appointed by AA
- One Confidential and Supervisory Team representative 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 environment. 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.

### **Products**

Instruction Strategic Plan, Annual Implementation Plan (including staffing, equipment, facilities, technology, and budget recommendations), Criteria for Annual Evaluation of the planning outcomes, Annual Progress Report, Policies and Procedures recommendations related to Instruction, Annual Priorities of Staffing Needs.

### **Reporting Relationship**

Strategic Planning Council

**Meeting Time** Second and Fourth Wednesday of the month from 2:00 p.m. – 4:00 p.m. (pending approval by SPC)

**Chair** *Vice President, 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.*

|                             |  |
|-----------------------------|--|
| Hadyn Davis                 | (11-13) Mathematics and the Natural & Health Sciences (at-large) |
| Alan Aquallo                | (11-13) Languages and Literature (at-large)                      |
| Debi Workman                | (11-13) Career, Technical, and Extended Education                |
| Byung Kang                  | (10-12) Library Services   |
| Mark Bealo                  | (10-12) Arts, Media, Business, and Computing Systems             |
| Michael Mufson              | (10-12) Social and Behavioral Science (at-large)                 |
| Jose Fernandez              | (10-12) Student Services   |
| Lesley Blankenship-Williams | (10-12) <i>member of the subcommittee</i>                        |
| Elvia Nunez                 | (10-12) <i>member of the subcommittee</i>                        |
| One Senator                 |  |
| Linda Morrow                | (10-12)  |

### **Members**

- Five instructional deans
- Director of Extended Education
- Seven Faculty representatives (one each from the five instructional divisions, library, and student services) appointed by Faculty Senate
- One Faculty representative who is also on the Faculty Senate appointed by the Faculty Senate
- Two Classified Unit Employee representatives appointed by CCE/AFT (one from Instruction area)
- One Student representative appointed by ASG
- Director of Occupational and Non-Credit Programs
- Research Analyst
- One Confidential and Supervisory Team representative appointed by CAST

\*The Faculty Position Priority Subcommittee membership includes asterisked members plus two (2) faculty appointed by the Faculty 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  
Linda McCarthy (11-13)

One faculty member from Counseling and Matriculation  
Karan Huskey (11-13)

One faculty member from ESL  
**OPEN POSITION** (10-12)

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

## Learning Outcomes Council

### **Role**

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 Relationship**

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.

### **Chairs**

- Vice President, Instruction, Co-chair
- SLOAC Coordinator, Co-chair

**Meeting Schedule** First and Fourth Thursday of the month from 2:00 p.m. to 3:30 p.m.

### **Faculty Members**

Marty Furch /SLOAC Coordinator (11-13)  
Katy French /Assistant SLOAC Coordinator (11-13)

7 Faculty Members representing Divisions (appointed by Faculty Senate)  
Three Full-Time Faculty Members, at-large.

|                           |  |
|---------------------------|--|
| Phil de Barros            | (10-12) Social and Behavioral Sciences |
| <b>OPEN POSITION</b>      | (11-13) AMB&S                          |
| Melinda Carrillo          | (10-12) Languages and Literature       |
| Richard Albistegui-DuBois | (10-12) MNH&S                          |
| Greg Larson               | (11-13) CTEE (at-large)                |
| Linda Morrow              | (10-12) Library                        |
| Rebecca Barr              | (11-13) Counseling                     |
| Michael Mufson            | (10-12) at-large                       |
| Monika Brannick           | (11-13) at-large                       |

**OPEN POSITION**

(11-13) at-large

2 Part - Time Faculty, one Career and Technical, one Academic

Ken Imaizumi

(11-13) Career and Technical

Marsha Trigas

(10-12) Academic

**Members**

- Assistant Faculty Coordinator (appointed by Faculty Senate)
- Seven Faculty Members representing divisions appointed by Faculty Senate
- Three Full-Time Faculty Members, at-large
- Two Part-Time Faculty Members, one Career and Technical, one academic
- Curriculum Committee representative
- Professional Development Coordinator
- 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 Committee is to review and support the activity of the Matriculation and Transfer programs.

### **Products**

Matriculation and Transfer 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 Schedule:**

Once per semester, the first, second, third, or fourth Thursday of October/November and March/April depending on availability, 2:00 – 3:30 pm

### **Co-Chairs:**

Dean, Counseling Services and Transfer Center Director

**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.

|                      |                              |
|----------------------|------------------------------|
| Tim Hernandez        | (11-13) Counseling           |
| <b>OPEN POSITION</b> | (10-12) English (at-large)   |
| Carol Lowther        | (11-13) ESL                  |
| Melinda Carrillo     | (11-13) Reading              |
| Mona Ellis           | (11-13) Mathematics          |
| Ramon Cornejo Veloso | (11-13) at-large (part-time) |

### **Members**

- Vice President, Instruction
- Vice President, Student Services
- Non-Credit Matriculation Coordinator
- One Faculty representative from Counseling appointed by Faculty Senate
- One Faculty representative from ESL appointed by Faculty Senate
- One Faculty representative from Math appointed by Faculty Senate
- One Faculty representative from English appointed by Faculty Senate
- One Faculty representative from Reading appointed by Faculty Senate
- Director, EOP&S
- Director, Information Services
- Director, DRC
- Director, Enrollment Services
- Director, Institutional Research and Planning
- Assessment and School Relations Supervisor
- One Instructional Dean
- One Classified Unit Employee representative appointed by CCE/AFT
- One Student representative appointed by ASG
- One representative from a four year institution
- One at large Part-Time Faculty Member appointed by Faculty Senate

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

**NCHEA Board Members**

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**                    3rd Thursday of each month, Time - TBD

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

Maria Miller            (10-12)

Christina Moore        (11-13)

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

### **Role**

- To celebrate differences and advocate the civil rights and safety of all people, with specific focus on the LGBTQ community.
- To combat hate on campus.
- To condemn in the strongest possible terms the abuse of those who are lesbian, gay, bisexual, or transgender.

### **Products**

- Raise awareness of hate issues at Palomar College through workshops, forums, and other types of communication.
- Make recommendations regarding concerns of the LGBTQ community at Palomar College.
- Provide information and educational resources for the LGBTQ community.
- Annual report to the college on the state of the LGBTQ community at Palomar College.

### **Reporting Relationship**

Strategic Planning Council

### **Meeting Schedule:**

To Be Arranged

### **Chair**

Elected by the committee from its members

### **Meeting Schedule:**

To Be Arranged

### **Chair**

Elected by the committee from its members

### **Faculty Members**

\*Two Faculty representatives appointed by Faculty Senate

|                 |         |
|-----------------|---------|
| Monika Brannick | (11-13) |
| Bruce Orton     | (11-13) |
| Abbie Cory      | (11-13) |

\*Two Faculty representatives appointed by PFF

|                 |
|-----------------|
| Madelyn Byrne   |
| Michael Mufson  |
| Christina Moore |

### **Members**

- \*Two Faculty representatives appointed by Faculty Senate
- \*Two Palomar Faculty Federation representatives appointed by PFF
- \*Two Student representatives appointed by ASG
- \*Two Administrative Association representatives appointed by AA
- \*Two Confidential and Supervisory Team representatives appointed by CAST
- \*Two Classified Unit Employee representatives appointed by CCE/AFT
- \*Two Senior Administrator representatives appointed by the Superintendent/President

\*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**

|                  |         |
|------------------|---------|
| Tony Smith       | (11-13) |
| Jon Panish       | (10-12) |
| Julie Van Houten | (10-12) |
| Colleen Weldele  | (10-12) |
| Nancy Pince      | (11-13) |

## **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.

|                        |  |
|------------------------|--|
| <b>Term</b>            | Two years  |
| <b>Meeting Time</b>    | 2 <sup>nd</sup> Tuesday of the month, 3:00 p.m. to 4:00 p.m..  |
| <b>Chair</b>           | <i>Leanne Maunu, Coordinator</i>   |
| <b>Faculty Members</b> | Eight faculty members, one from each Instructional Division, Student Services, Library, and one adjunct faculty member |

### **Languages and Literature**

Jerry Rafiki Jenkins (10-12)

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

Anne-Marie Mobilia (11-13) (at-large)

### **Library**

Linda Morrow (11-13)

### **Student Services**

Sherry Goldsmith (10-12)

### **Social and Behavioral Sciences**

Kalyna Lesyna (10-12)

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

Lisa Bertotti (11-13)

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

Martin Japtok (10-12)(at-large position)

### **Adjunct Faculty Member**

Marian Spaid- Ross (11-13)

|                      |                      |
|----------------------|----------------------|
| <b>Other Members</b> | 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** **OPEN POSITION** (*Senator*)

### **Faculty Members**

|                           |         |
|---------------------------|---------|
| Richard Albistegui-DuBois | (11-13) |
| Patti Dixon               | (10-12) |
| Jon Panish                | (11-13) |
| Lee Chen                  | (10-12) |
| Richard Hishmeh           | (10-12) |

**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 Schedule**

Once per semester

### **Chair**

Director of Enrollment Services

### **Faculty Members**

One faculty at large  
Theresa Hogan-Egkan (10-12)

### **Members**

- Supervisor, Admissions
- Director, Information Services
- Supervisor, District Cashiering Services
- Curricular Scheduling Technician appointed by CCE/AFT
- Dean, Counseling Services
- Dean, Instructional appointed by VP, Instruction
- Chair, Counseling Department
- Director, Extended Education
- One faculty member appointed by Faculty Senate
- One student appointed by ASG
- Director, Communications
- Coordinator, Assessment/School Relations

## **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** *Linda Morrow, 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**

Ronald Burgher (11-14)

### **Social and Behavioral Sciences**

Pat Hahn (09-12) (at-large)

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

Patty Deen (10-13)

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

OPEN POSITION (11-14)

### **Library**

Douglas Key (09-12) (at-large position)

### **Student Services**

Veronica Aguilera (10-13)

### **Languages and Literature**

Pamela McDonough (11-14)

### **Senator**

Linda Morrow

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

## **Safety & Security Committee**

### **Role**

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

### **Products**

SP198 requires all California employers to establish and maintain effective injury & illness prevention programs. These must be written and include elements of California Labor Code Section 10.6401.

### **Reporting Relationship**

- Vice President, Finance and Administrative Services
- Finance and Administrative Services Planning Council

### **Meeting Schedule**

First Wednesday of the month from 2:00 p.m. – 3:30 p.m.

### **Chair**

Manager, Environmental Health and Safety

**Faculty Members**                      Three faculty members representing three divisions

Marilee Nebelsick-Tagg              (10-12)

Michael Finton                          (11-13)

Carl Lofthouse                          (11-13)

One Faculty Member appointed by PFF

Shannon Lienhart

Members:

- Director, Business Services
- Director, Escondido Center – Extended Studies
- Child Development Representative
- Manager, Human Resource Services
- Three Faculty representatives, representing different divisions, appointed by Faculty Senate
- Director, Facilities
- Two Classified Unit Employee representatives appointed by CCE/AFT
- Director, Health Services
- One Student Services representative
- One Administrative Association representative appointed by AA
- Chief of Police
- One Student representative appointed by ASG
- One Palomar Faculty Federation representative appointed by PFF
- One Confidential and Supervisory Team representative Member appointed by CAST

## **Scholarship Committee**

### **Role**

The Scholarship 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

### **Meeting Schedule**

Once a year

### **Chair**

Director, Financial Aid and Scholarships (non-voting of recipients)

### **Faculty Members**

|                              |
|------------------------------|
| Six faculty members at large |
| Jose Esteban (11-13)         |
| Byung Kang (11-13)           |
| Lisa Romain (10-12)          |
| Craig A. Forney (10-12)      |
| Susan Miller (10-12)         |
| Veronica Aguilera (10-12)    |

### **Members**

- Director, Enrollment Services
- Six Faculty representatives appointed by the Faculty Senate
- One Classified Unit Employee representative appointed by CCE/AFT
- One Student representative appointed by ASG
- One Confidential and Supervisory Team representative appointed by CAST
- One Financial Aid Advisor (Scholarship) as process coordinator

**Staff Development and Training Committee**  
**(Volunteers not needed at this time)**

**Role**

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

**Product**

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

**Reporting Relationship**

Strategic Planning Council

**Meeting Schedule**

Fourth Tuesday of the month from 9:00 a.m. – 10:30 a.m., or as needed

**Chairs**

- Coordinator, Faculty Professional Development, Co-chair
- Vice President, Human Resource Services, Co-chair

**Faculty Members**

**Term:** Two years

One faculty member

**OPEN POSITION** (10-12)

**Members**

- Two representatives from the Professional Development Review Board
- Two representatives from the Professional Growth Committee
- One Senior Administrator from the Professional Development Review Board
- One Administrative Association representative appointed by AA
- One Confidential and Supervisory Team representative appointed by CAST
- One Classified Unit Employee appointed by CCE/AFT

## **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** First and Third Tuesday of the month from 2:00 p.m. to 4:00 p.m.  
**Chair** *Superintendent/President*

**Faculty Members** **Term:** Two years  
Three faculty members  
**OPEN POSITION** (11-13)  
Kate Stewart (10-12)  
Theresa Hogan Egkan (10-12)

### **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)
- Vice President, CCE/AFT
- President, Faculty Senate
- Three Faculty representatives appointed by Faculty Senate
- Two Co-Presidents, Palomar Faculty Federation
- President, Administrative Association
- President, Confidential and Supervisory Team
- President, Associated Student Government
- Executive Vice President, Associated Student Government (or designee)
- Director, Development and Governmental Relations/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.

**Products**

District Student Equity Plan

**Reporting Relationship**

Superintendent/President

**Meeting Schedule**

As needed

**Chairs**

- Vice President, Human Resource Services
- Faculty Member

**Faculty Members:**

**Term:** Two years

Five Teaching Faculty Members

**OPEN POSITION** (09-11)

**OPEN POSITION** (09-11)

**OPEN POSITION** (09-11)

**OPEN POSITION** (10-12)

**OPEN POSITION** (10-12)

One Counseling Faculty Member

**OPEN POSITION** (09-11)

One Librarian

**OPEN POSITION** (10-12)

**Members**

- Five teaching faculty representatives (one to serve as co-chair) appointed by Faculty Senate
- Dean, Counseling Services
- One Instructional Dean
- Director, EOP&S
- Director, DRC
- One Counseling faculty representative appointed by Faculty Senate
- One Librarian appointed by Faculty Senate
- One Classified Unit Employee representative appointed by CCE/AFT
- Two Student representatives appointed by ASG
- One representative from Research & Planning
- One Confidential and Supervisory Team representative appointed by CAST

## **Student Program Eligibility Appeals Committee**

### **Role**

The Committee advises and makes recommendations to the appropriate program director on matters related to the application of policy, procedures, and practices relative to the administration of federal, state, and institutional student aid programs. The Committee reviews and makes recommendation on written appeals from students regarding financial aid status, EOPS/CARE/Cal Works, and Veterans program eligibility.

### **Reporting Relationship**

Student Services Planning Council

### **Meeting Schedule**

First Week in October, First Week in December, Fourth Week in April

### **Chair**

Director of Enrollment Services

### **Faculty Members**

**Term:** Two years

Faculty representative appointed by Faculty Senate  
Carol Lowther (11-13)

DRC counselor appointed by Faculty Senate  
Ruth Tait-Brown (10-12)

EOP&S counselor appointed by Faculty Senate  
Trong Nguyen (11-13)

Financial Aid Counselor  
Russ McDonald

One generalist counselor appointed by Faculty Senate  
Tom Ventimiglia (10-12)

Athletic faculty representative appointed by Faculty Senate  
Byron Campell (10-12)

### **Members**

- Director Financial Aid, Veterans and Scholarship Services (non-voting permanent member)
- Director, EOP&S (non-voting permanent member)
- Faculty representative appointed by Faculty Senate
- One generalist counselor appointed by Faculty Senate
- EOP&S counselor appointed by Faculty Senate
- DRC counselor appointed by Faculty Senate
- Athletic faculty representative appointed by Faculty Senate
- Fiscal Services representative appointed by CCE/AFT
- Financial Aid Counselor
- One Financial Aid Advisor appointed by CCE/AFT
- One student representative appointed by ASG

## **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
  - Student Equity Committee
  - Registration Committee
  - Scholarship Committee
  - Campus Police Committee
  - Matriculation and Transfer Committee
  - Financial Aid & Appeals 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 SSPC, 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 Schedule**

Second and Fourth Wednesday of the month from 9:30 a.m. – 11:00 a.m.

### **Chair**

Vice President, Student Services

### **Faculty Members:**

**Term:** Two years

One faculty member from Instructional Divisions.

Lisa Cecere (10-12)

One Senator

Diane Studinka (11-13)

One EOP&S faculty member

**OPEN POSITION** (10-12)

One DRC faculty member

Ruth Tait-Brown (11-13)

PFF Representative

Shannon Lienhart

**Members**

- Dean, Counseling Services
- Director, Career Services
- Director, Transfer Center
- Director, Health Services
- Director, Athletics
- Director, Enrollment Services
- Director, Student Affairs
- Chair, Counseling (or designee)
- Chief of Police
- One EOP&S Faculty Member
- One DRC Faculty Member
- One Faculty representative appointed by Faculty Senate from Instructional Areas
- One Faculty representative who is also on the Faculty Senate
- Research Analyst
- Two Classified Unit Employee representatives appointed by CCE/AFT (one from Student Services)
- One Student representative appointed by ASG
- One Confidential and Supervisory Team representative from Student Services appointed by CAST
- One Palomar Faculty Federation representative appointed by PFF

## **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 workers' compensation claims.

### **Reporting Relationship**

Human Resource Services Planning Council

### **Meeting Schedule**

Monthly

### **Chair**

To be determined by committee

### **Faculty Members**

One faculty member at large  
Kelly Falcone (11-13)

### **Members**

- One faculty member appointed by Faculty Senate
- One Administrative Association representative appointed by AA
- One Classified Unit Employee representative appointed by CCE/AFT
- One Confidential and Supervisory Team representative appointed by CAST
- One representative from Health Services
- One representative from PE/Athletic Department
- One representative from HRS (Benefit Committee)
- One representative from Human Resource Services Planning Council
- One representative from Health & 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.

|                        |  |
|------------------------|--|
| <b>Term</b>            | 2 years  |
| <b>Meeting Time</b>    | 1st and 3rd Monday, 3:30 p.m.  |
| <b>Chair</b>           | <i>Barb Kelber, TERB Coordinator</i>   |
| <b>Faculty Members</b> | Seven faculty members, one from each Instructional Division, one from Library or Student Services, one faculty member at large.<br><i>All faculty members on the Review Board must be tenured.</i> |

### **Languages and Literature**

Melinda Carrillo (10-12)

### **Career & Technical Education**

Sandra Andre (10-12)

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

Russ McDonald (10-12)

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

Carol Bruton (10-12) (at-large)

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

Gil Noble (11-13)

### **Social and Behavioral Sciences**

OPEN POSITION (11-13)

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

Perry Brock (11-13)

### **PFF Representatives**

Sande Andre  
Perry Snyder

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

## **Title V HSI STEM Grant Steering Committee**

### **Role**

The Title V HSI STEM Steering Committee will advance the Title V, HSI STEM Transfer Grant at Palomar College.

### **Duties**

1. Implement Title V HSI STEM Grant activities in compliance with approved grant goals, objectives, data collection, reporting, and budget.
2. Promote dialogue, understanding, and response to the Title V HSI STEM Transfer Grant.
3. Evaluate, and revise the activities and priorities of the Title V HSI STEM Transfer Grant within allowable DOE guidelines.
4. Continue to research and develop learning strategies to meet the needs of the transfer, Hispanic and low-income students.
5. Recruit faculty and students into grant activities.
6. Foster the required relationship with our grant partner institution, CSUSM.
7. Consider ways to leverage the Title V HSI STEM Transfer Grant with other STEM-related grants.

### **Products**

- Increased awareness of STEM disciplines, and STEM educational and career opportunities among Palomar students, faculty, and staff.
- A transfer agreement between Palomar College and CSUSM.
- An operational STEM (Learning) Center in rooms NS 310 and 312.
- A robust Supplemental Instruction program working synergistically with established tutoring programs.
- Evidence of increased computation and analysis in STEM classes.
- Activities/actions that promote innovation in instruction/student learning.
- Monthly and annual reports from STEM Grant Coordinators.

### **Reporting Relationships**

- The STEM Committee/Steering Committee reports to the Faculty Senate. In accordance with Palomar's BP 2510, the Governing Board relies primarily upon the advice and judgment of the Faculty Senate in Academic and Professional Matters.

**Meeting Schedule** - Monthly. Preferably, 2<sup>nd</sup> Friday 1-2, but meetings may vary to coincide with CSUSM events or to facilitate guests, training, or speakers.

### **Chair**

Faculty Co-Chair: STEM Center Coordinator

Administrative Co-Chair: Dean Mathematic and the Natural and Health Sciences

### **Members**

Unlimited number of faculty Representatives from the following departments (appointed by the Faculty Senate):

#### Chemistry

Natarajan Geetha

#### Counseling

Glyn Bongolan

Elvia Nuñez-Riebel

Renee Roth

#### Earth, Space, and Aviation Sciences

##### Life Sciences

Jim Gilardi

Kim Marshall

Lesley Blankenship-Williams

Math

Mona Ellis

Tracy Johnston

Martha Martinez

Annette Squires

Physics and Engineering

\*\*Dean of Mathematics and the Natural and Health Sciences

\*\*STEM Center Coordinator

\*\*Supplemental Instruction (SI) Coordinator

\*\*Curriculum and Program Improvement (CPI) Coordinator

\*\*Guaranteed Transfer Admissions and Support Program (GTASP) Coordinator

\*\*HSI Project Supervisor

\*\*HSI STEM CSUSM Program Outreach and Career Advisor

Title V STEM Assistant

MNHS Division Secretary

One Student appointed by ASG

\*\*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, prioritizes and refines requests from the steering committee members, meets with external project evaluator (grant compliance requirement), and ensures compliance with overall grant agreement terms and conditions. Chemistry; Earth, Space and Aviation Sciences; Life Sciences; Math; Physics and Engineering; and Counseling must all be represented on the Project Evaluation Workgroup. If any department is unrepresented Steering Committee members from that department will elect a representative. The PEW will meet every Tuesday 2-3:30.

**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** *Dean of Career and Technical Education*

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

Sandra Andre (11-13)

Dennis Lutz (11-13)

Jay Miller (10-12)

Lori Graham (10-12)

One faculty member from an academic discipline

Wing Cheung (10-12)

**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  
Wing Cheung                      (10-12)  
Bob Sasse                              (11-13)