THE FACULTY SENATE

PALOMAR COLLEGE

Minutes of the
MEETING OF THE FACULTY SENATE
February 23, 2015

APPROVED

PRESENT:	Richard Albistegui-Dubois, Sandra Andre, Melinda Carrillo, April Cunningham, Jenny Fererro, Joel Glassman, Barb Kelber, Greg Larson, Teresa Laughlin, Lawrence Lawson, Shannon Lienhart, Jackie Martin, Pam McDonough, Christina Moore, Patrick O'Brien, Lillian Payn, Travis Ritt, Diane Studinka, Fari Towfiq, Rocco Versaci
ABSENT:	
GUESTS:	Susan Miller, Fern Menezes (Telescope), Susan Whaley (Telescope), April Woods
CALL TO ORDER:	The meeting was called to order by the President, Greg Larson, at 2:00 p.m. in Room SU-30.
	Please note: All votes are presumed unanimous unless indicated otherwise.

Approval of Minutes:

Motion 1   MSC Lienhart, Ritt: Faculty Senate approval of the minutes of February 9, 2015, as presented. The motion carried. 1 Abstention: Laughlin

Public Comments: There were no public comments.

Announcements: Christina Moore reminded everyone of the National Adjunct Action Day on February 25, 2015, which includes a Teach-In/Rally at the Student Union at 12:00 p.m. The event ties in with lobbying for SEC money to be mandated for part-time pay, office hours, and full-time positions. Faculty, staff, students, and administration are encouraged to attend.

Agenda Changes: Due to several Action and Information items needing attention, Senators agreed to some minor changes in the order of the agenda.

Learning Outcomes
Council: Reporting for the Learning Outcomes Council (LOC), Susan Miller stated that members of the LOC have put together a Faculty Workgroup to work a rubric for Intercultural Comprehensive Communications, a GEILO which is in its final stages. Once complete, it will be forwarded to the office of Research & Planning for the selection of classes and the request for faculty participation.

Faculty are asked to make sure all of their course and program SLOs are updated in TracDat prior to the Accreditation visit next week.

Committee
Appointments: There were no committee appointments.

Faculty Co-Chair, CTE Selection Committee:	Greg Larson referred to AP 7120, which states that the Chair of the Selection Committee for the Dean of Career and Technical Education is a faculty member who is appointed by the Faculty Senate. The members of the committee have been selected and appointed and will make their selection from among those faculty serving.
Motion 2	MSC Versaci, Andre: The Faculty Senate supports the choice of the faculty members on the Selection Committee for the position of Dean of Career and Technical Education of a Co-Chair for the committee. The motion carried.
	Greg Larson added that four faculty members have been appointed. Patrick O'Brien added that no faculty from the Public Safety area submitted their names for consideration so there will be another call sent out for an at-large member.
Faculty Representation On the VP Search Committee:	Patrick O'Brien indicated that when the call went out for faculty representation to serve on the Vice President for Human Resources Search Committee, it was anticipated that representation would come from each Instructional division, resulting in the appointment of four faculty members. Since that call went out and those appointments were made, Human Resources (HR) has indicated that only two faculty should have been appointed (one faculty from each institutional division) rather than four (one faculty member from each instructional division). There was some confusion in HR with the wording in AP 7120 and whether the policy was up-to-date. The Faculty Senate is in agreement that the wording in the current document is what will be used to appoint faculty representatives, which calls for four faculty members. O'Brien indicated that a call would go out to fill the remaining vacancy.
Faculty Representation On the VPI Search Committee:	Regarding faculty representation on the Vice President for Instruction Search Committee, Senate members briefly discussed the wording on AP 7120 which does make the distinction of stating, "At least one faculty member from each Instructional division; and one faculty member from Student Services." There was agreement that in the spirit of collegiality and good faith, the current policies should be used in filling vacant positions.
Motion 3	MSC Fererro, Laughlin: The Faculty Senate supports the wording in AP 7120 which calls for at least one faculty member from each Instructional division and one from Student Services appointed to the Vice President for Instruction Search Committee, and sends forward the 11 faculty members appointed at the 02/09/15 Faculty Senate meeting to serve on that committee. The motion carried.
Curriculum:	
Motion 4	MSC Versaci, Ritt: Faculty Senate ratification of the Palomar College Curriculum Actions dated February 4, 2015. The motion carried.
	The following Curriculum items were also sent to Senate members electronically:

Palomar College Curriculum Actions - February 18, 2015

I. **CONSENT CALENDAR SECOND READING – ACTION** There will be no separate discussion of these items unless a Curriculum Committee member or guest requests that a particular item be removed from the Consent Calendar. Items so removed will be considered separately. All matters remaining under Consent Calendar are considered to be **routine** and will be approved by **one motion**.

The following curriculum changes, pending appropriate approvals, will be effective **Fall 2015**:
A. **Program Changes**

1. Program Title: Interactive Media Design--Emphasis in 3D Modeling and Animation
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 29 – 30
Distance Education: 31%
Gainful Employment
 Changed GCIP 140 to GCIP 141, added GCMW 206 to requirements, reflected unit change from 4 to 3 for GCMW 204 and GCMW 240, added GCIP 150 to electives, removed GCMW 201 from electives, updated total units.
Lillian S. Payn

2. Program Title: Interactive Media Design--Emphasis in Multimedia Design
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 30
Distance Education: 50%
Gainful Employment
 Reflected unit change from 4 to 3 for GCIP 240, GCMW 101, GCMW 201, GCMW 204, GCIP 140, GCIP 152 and GCMW 102 , removed GCMW 197B from electives, updated total units.
Mark J. Bealo

3. Program Title: Interactive Web Multimedia and Audio
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 30
Distance Education: 56.67%
Gainful Employment
 Removed GCMW 108, GCMW 203, GCMW 208 from requirements, removed GCMW 104, and GCMW 236, added "GCMW 104 or," added GCMW 112, GCMW 115, GCMW/GCIP 190, GCMW/GCIP 191, GCMW 201, and GCMW 203, reflected unit value changes to GCMW 101, GCMW 102, GCMW 123, GCMW 140, and GCMW 229 to requirements, reflected unit value changes to GCIP 140, GCIP 141, GCIP 240, GCMW 165, GCMW 202, GCMW 204, GCMW 205, GCMW 220, and GCMW 221 to electives, updated total units.
Mark J. Bealo

4. Program Title: New Media Compositing, Authoring, and Distribution
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 30
Distance Education: 60%
Gainful Employment
Updated description, reflected unit change from 4 to 3 for GCIP 240, GCMW 101, GCMW 165, GCMW 201, GCMW 204, GCMW 205, GCMW 206 and GCMW 229, added GCIP 249 to requirements, in elective category, removed GC 101, GCIP 140, GCMW 102, GCIP 152, GCMW 105, GCMW 108, GCMW 208, GCMW 220, GCMW 221, GCMW 236, GCMW /GCIP 295, GCMW/GCIP 296, DBA/CINE 170, DBA 230, DBA 270 and DBA 275, added DBA 230, DBA 270, GCIP 150, GCIP 168, GCMW 105, GCMW 112, GCMW 115 and GCMW/GCIP 191, reflected unit value change from 4 to 3 to GCIP 141, GCMW 123 and GCMW 202, updated total units.
Mark J. Bealo

5. Program Title: Screen Printing
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 28 – 31
Distance Education: 53.57%
Gainful Employment Reflected unit changes from 4 to 3 for GCIP 105, GCIP 140, GHCIP152, GCIP 170, GCIP 172, GCIP 180, and GCIP 270, added GCIP 252 to requirements, removed GCIP 182 and GCIP 252 from electives, added GCIP 255 to electives, reflected unit value change from 4 to 3 for GCIP 240, updated total units.
Lillian S. Payn

VI. **RESUMPTION OF REGULAR AGENDA**

A. **ACTION** 1. The following corrections are effective fall 2015:

a. AB 97, formerly AT 97, was removed from the Auto Collision Repair A.S./C.A elective category and the CB 24 code was changed to Standalone. The Chancellor's Office Program and Course Approval Handbook indicates Topics courses should be considered standalone.

b. MUS 178 was approved with a prerequisite of MUS 175 or a limitation on enrollment of "approval of instructor." This is being corrected to a recommended preparation of MUS 178 with the limitation on enrollment of "approval of instructor."
2. Courses with Related Content (see below)

IX. **INFORMATION**

A. **Course Outline Reviews**
The following courses have completed the course outline review process between January 31, 2015 and February 12, 2015 and are effective Fall 2015.

ANTH   101   Introduction to Biological Anthropology

B. **2014-15 Curriculum Activity Summary**

Proposal Type	Current Agenda	2014-15 Cumulative
New Courses	0	29
Course Changes	0	94
Course Reactivations	0	1
Course Deactivations	0	65
Course Reviews (1/31/2015-2/12/2015)	0	24
New Programs	0	4
Program Changes	5	22
Program Deactivations	0	5
Total Activity	**5**	**244**

Copies of the document, "Courses with Related Content Fall 2015" was also provided for information.

This information will be brought back for Faculty Senate ratification at next week's meeting.

Rationale Form for
Full-Time Positions: Senate members were provided with copies of the revised version of the Rationale Form for Full-time Faculty positions 2016-17 at the February 9 Senate meeting. Senators briefly discussed the minor changes being proposed to the document.

Motion 5   MSC Andre, Laughlin: Faculty Senate approval of the Rationale Form for Full-Time Faculty positions. The motion carried.

Compressed Calendar: Senators discussed the proposed Palomar College 2016-17 Academic Calendar at their last meeting and there was overall support of its implementation.

A Senator asked how this would affect Counselors and Librarians.

Motion 6   MSC Lienhart, Ritt: Faculty Senate support of the implementation of the Palomar College 2016-17 Academic Calendar. The motion carried.

Accreditation:	Senate members briefly discussed the upcoming visit by members of the Accreditation Team. The members are expected to be on campus March 2 – 5, though it is still unknown if they will request a visit with members of the Faculty Senate. This creates a challenge for Senators who are unable to prepare their schedule for the visit. Hopefully the schedule will be provided to the district very soon.
	Discussion followed on the various ways faculty and planning councils are working to provide improvement in those areas which are in need, and Senators agreed that when faculty self-evaluate they are thinking in relation to the college's mission and their role in the success of our students.
Faculty Hiring Process:	Barb Kelber distributed copies of the most recent version of the Faculty Hiring Process. She noted the changes in the document and discussion followed, particularly regarding the section relating to reference checks.
	Kelber noted that the portion relating to part-time faculty is still being refined and will be brought for information soon. One Senator noted that there are ongoing challenges in filling classes with part-time faculty members as it takes time for them to go through the hiring process. There was some discussion several months ago about establishing hiring pools of part-time faculty members, but all department chairs were not contacted and no progress has been made on it to date. Current policies need to be reviewed and updated to make the process more efficient. This item will be brought back for Faculty Senate Action at next week's meeting.
Workforce and Community Devel. Proposal:	Diane Studinka shared information on proposed co-enrollment from the Workforce and Community Development Committee that is being proposed due to the fact that audits are no longer conducted on this campus. Several departments, in order to maintain the high level and quality of their programs, need to have students in their courses that have experience and expertise to assist the novice students to gain that experience. Additionally, some courses require that students be able to retake the class multiple times in order to continue participating in the program. Students in classes such as music and chorale have been negatively affected by the repeatability issue and loss of audits.
	Studinka noted that the committee has been discussing this issue since last year and the proposal is to allow co-enrollment, which will accommodate students who have reached the maximum number of allowable repeats but are still interested in enrolling in the credit class without receiving credit. Community Services Co-enrollment will be handled through Workforce and Community Development (WCD) in the Occupational and Noncredit Department.
	Currently being proposed:

- Departments and/or disciplines will make the decision of whether to accept Community Services Co-enrollments in their credit classes and communicate this decision in writing to the WCD Office.
- Students must demonstrate they have exhausted their enrollment limitations in credit courses before they can enroll as a Community Services Co-enrollment student.
- Students will not be allowed to enroll in a course for credit, and switch to the not-for-credit option after census.
- Community Services Co-enrollment is accepted only when the minimum enrollment number for the credit class has been met. Community Services Co-enrollment cannot

be used to backfill low-enrolled credit classes. A Community Services co-enrolled student will not displace enrollment that could be taken by a credit student.

- Community Services Co-enrollment classes will be assigned a Community Services (CS) class number (CS ART 100) that correlates to the credit class number (ART 100).
- Separate rosters will be maintained for credit students and co-enrolled students.
- Faculty teaching the credit class will maintain the Community Services Co-Enrollment class roster and submit it to the Workforce and Community Development Department to maintain an audit trail.
- The WCD staff will register Community Services Co-enrollment students and record fee payments using the ActiveNet system.
- The Community Services registration will only be processed after the class minimum enrollment has been met and the instructor has signed the Community Services Co-Enrollment Registration form.

Senators agreed that this item needed further discussion so it will remain on the Agenda for next week's meeting.

ADJOURNMENT: The meeting was adjourned at 3:25 p.m.

Respectfully submitted,

Jenny Fererro, Secretary