



Minutes of the
MEETING OF THE FACULTY SENATE
September 28, 2015

APPROVED

PRESENT: Richard Albistegui-Dubois, Melinda Carrillo, April Cunningham, Jenny Ferrero, Joel Glassman, Sergio Hernandez, Barb Kelber, Greg Larson, Teresa Laughlin, Lawrence Lawson, Shannon Lienhart, Jackie Martin, Pam McDonough, Lillian Payn, Travis Ritt, Seth San Juan, Chris Sinnott

ABSENT: Fari Towfiq

GUESTS: Erin Feld, Marty Furch, Fern Menezes (Telescope), Shayla Sivert, photography student

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 Laughlin, Lawson: Faculty Senate approval of the minutes of September 21, 2015, as amended. The motion carried. Abstentions: Lawson, Sinnott

Public Comments: There were no public comments.

Announcements: Greg Larson reminded Senators that Presidential search interviews take place next week. Since six Senators are on that committee, there will be several absences next Monday. He encouraged those not serving on the committee to attend the Senate meeting so a quorum can be reached.

It was noted that several of the meetings of the Faculty Advising workgroup are scheduled when the Senate meets. After brief discussion Senators agreed that Greg Larson should request that additional meeting times be explored so that Senators can participate.

Chris Sinnott invited all to attend the upcoming performance of "The Good Person of Setzuan," by Bertolt Brecht and adapted by Tony Kushner. Performances are on Friday, Saturday, 7:00 p.m.; Sunday, 2:00 p.m.; Thursday, 4:00 p.m. (followed by coffee talk at 6:15 p.m.).

Teresa Laughlin reminded all that Political Economy Days will be held on October 14 & 15. The final schedule will be distributed soon. She specifically invited attendance to the one-man play, "From Wharf Rats to Lords of the Docks" on Wednesday, October 14 at 2:00 p.m. in the Howard Brubeck Theatre.

Agenda Changes: Senators agreed to suspend the Agenda to address Information Item A, Tutoring Committee Update, and Action Item C, BSI Action Plan, due to guests being present.

Tutoring Committee Update:

Erin Feld provided the following update on the Tutoring Committee:

- The pilot program for Worldwide White Board, an online tutoring program, has begun. The pilot will focus on specific classes that are on-line or at Camp Pendleton:
11 Math classes are participating, with 7 instructors and 268 students
6 English classes are participating, with 5 instructors and 135 students.
- The Writing Team has met and continues to work on preparing their draft to meet the October 12 deadline. The sub-group which is working on the survey will meet this week to begin drafting the questions which will be asked to students about their experience with Worldwide White Board. Announcements will be posted in Blackboard to make more students aware of the program in hopes there can be an expansion of it in the spring semester.

BSI Action Plan: At last week's meeting Shayla Sivert shared the district's [2015-16 Expenditure Plan Form](#) for the Basic Skills Action Plan. Shayla Sivert noted that all of the required fiscal signatures for the plan have been obtained.

Motion 2 MSC Lawson, Hernandez: Faculty Senate approval of the district's [2015-16 Expenditure Plan Form](#) for the Basic Skills Action Plan. The motion carried.

Strategic Planning Council:

The next meeting of the Strategic Planning Council will be held on Thursday, October 1, 2015.

Palomar Faculty Federation (PFF):

Shannon Lienhart reported that 93% of faculty voted to accept the newest contract. As such, the negotiations team is reviewing final contract language before forwarding the contract to the Governing Board.

Lienhart also shared updates related to investigations into ACCJC. The Task Force from the Board of Governors made the recommendation that the California Community Colleges find a new accreditation agency, and has sent a letter with that request to the Federal Department of Education, though the time frame for that to occur is unknown. It is hoped that the process of obtaining a new accrediting agency will occur within 1 to 2 years.

The union is currently working to support legislation to extend Proposition 30 with a 12-year extension.

Budget Committee:

Joel Glassman indicated that members of the Budget Committee met on Tuesday, September 22. The group has developed a sub-committee who will do a thorough, line-by-line review of the district's budget.

Instructional Planning Council:

Jackie Martin stated that the Instructional Planning Council is currently reviewing the processes utilized by the group, and set some goals for this academic year. They are also conducting another review of the Program Review and Planning (PRP) forms.

Members also received a report on the most recent version of the Faculty Hiring Policy.

Learning Outcomes
Council (LOC):

Marty Furch reported that members of the Learning Outcomes Council met on Thursday, September 24. There was discussion on compensation for part-time faculty for participation in the identification and development of SLOs. The facilitators will now receive pre-approval for that participation with a more structured format overseen by Interim Vice President Sourbeer, Wendy Nelson, and Furch. The policy follows:

**Palomar College Policy for paying PT faculty for SLO Development and Analysis
2015-2016**

PT faculty **will** get paid for:

- Developing course & program SLOs and assessment plans
- Analyzing and discussing results and action plans

PT faculty will **not** get paid for:

- regular assessment of course and program SLOs

Approval for the activity is granted as follows.

- 1) The SLO Facilitator will submit a request via e-mail to one of the SLO Coordinators (Wendy Nelson or Marty Furch) that includes the following: a. The PT faculty members who are expected to be involved; b. The number of hours the activity is expected to take; and c. A brief description of activity (i.e. department meeting where SLO results are discussed)

2) Once the approval is received and the work is complete, each PT faculty member should submit a Time & Effort Report, signed by the SLO Facilitator, to Marti Snyder in the Instruction Office.

3) An NOHE will be generated for the faculty member.

Facilitators continue their work with the planning tools. By October 30 there will be reports from all the SLO facilitators on their progress, their needs, and how the LOC can assist in that process.

Wendy Nelson also presented a report at last week's meeting on the district's progress on assessing GE ILOs. Digital Literacy will be assessed in spring 2016.

Academic Technology
Committee:

Lillian Payn stated that members of the Academic Technology Committee continue their discussion on the Canvas pilot program and have met with some faculty members who are interested in participating. The group is in the process of planning their methodology, the evaluation pre and post-test, and how Blackboard and Canvas will be evaluated from the point of view of faculty. She noted that the district has two years remaining on their contract with Blackboard and there has been no formal decision on whether Canvas will be adopted as our campus CMS, and not renew the Blackboard license. The goal is to provide sufficient opportunities for these discussions to determine which service will best serve students and faculty.

Human Resources
Planning Council:

Chris Sinnott reported that there was no quorum for the recent Human Resources Planning Council meeting. Another meeting is scheduled for October 6. He noted that he will be bringing to the meeting several questions relating to part-time faculty hiring and the process used by the faculty member and the district during the application process.

Tenure & Evaluations
Review Board (TERB):

As she reported last week, Barb Kelber indicated that members of TERB talked about a Memorandum of Understanding (MOU) which states that ...“the department chair (or his/her tenured designee) shall serve as chair. Whenever possible the department chair shall designate as Tenure Evaluations Chair (TEC), a tenured department member in the

same discipline or a discipline as close as possible to the discipline of the evaluatee.” More discussion is needed before formal action is taken to implement the wording.

Kelber stated that she did forward an email to faculty informing them that the revision of forms was successfully negotiated last week. She expressed her gratitude to PFF for their successful action and representation. The forms that were negotiated are the Peer Review Report for Full-time Instructional Faculty, the Review Report for Probationary Tenure Review, and for all faculty the Self-Evaluation Form, previously called the Professional Improvement Form. She also clarified in her email information regarding observations of probationary faculty. She noted important wording in the email which clarifies that deans are not prevented from doing observations on probationary faculty but are not required to do so. Three observations are required each year, though more can be done, and the faculty chair of the TEC manages the scheduling of those Observations.

Committee
Appointments:

Motion 3

MSC Ritt, Laughlin: Faculty Senate approval of the following committee appointments:

Academic Technology

(15-17) Erin Hiro (FT) Journalism (at-large for MNHS)

Sabbatical Leave Committee

(13-16) Rosie Antonecchia (FT) Student Services

The motion carried.

Travis Ritt reported to Senators that a faculty member has asked that the Senate consider moving to an electronic ballot system.

Faculty are also being asked to consider serving as Compliance Officers. More information on that can be obtained by contacting Shawna Cohen at ext. 2608.

Motion 4

MSC Kelber, Laughlin: Faculty Senate approval of the following Peer Committee Chairs:

Melinda Carrillo- requests Carla Thomson

Kevin McLellan- requests Dewi Hokett

Morgan Peterson- requests Kevin Barrett

Denis Rudy- requests Adelina Acevedo

The motion carried.

Curriculum:

Senators were provided with copies of the Curriculum Action Items last week.

Motion 5

MSC Fererro, Laughlin: Faculty Senate ratification of the Palomar College Curriculum items dated April 16, 2015. The motion carried.

Jenny Fererro reported that workgroups will continue to be convened for discussion and editing of new courses, typically consisting of the faculty originator, the Vice President for Instruction, the department chair and dean, and a Curriculum committee member. That process has worked very well, and there is a proposal being considered to convene a smaller work group for course reviews and changes.

Hiring Procedure: At the August 31, 2015 Senate meeting, Barb Kelber provided copies of the most recent version of the Faculty Hiring Procedure for full-time faculty. At today's meeting, Kelber shared the changes being proposed as a result of input from the Instructional Planning Council. Senators discussed the document at length, and some minor recommendations for edits were made.

Motion 6 MSC Fererro, Laughlin: Faculty Senate acceptance of the Faculty Hiring Procedure, as amended. The motion carried.

Integrating Roles of Counseling and Other Faculty: At last week's meeting, Senators discussed ways to improve communication between instructional and counseling faculty regarding curriculum changes and advising on academic programs. There was talk about the role of the Student Success and Equity Committee and the potential for dialogue, as well as two specific Student Services positions on the Curriculum Committee.

Larson indicated that he did do some follow-up after last week's meeting and learned that the mechanism by which counselors typically receive curriculum updates and curricular information is from the Curriculum Committee representative for their area. Discussion occurred on the former and current practice of the Articulation Officer, who is also a Curriculum Committee member, having the opportunity to share information with the counseling department. It was noted that all Curriculum Committee divisional representatives are encouraged to communicate with their division those items that go through the Curriculum process and have an effect or impact on their department or area.

Policies & Procedures: Greg Larson stated that there are two Senate positions on the Policies and Procedures committee. Barb Kelber is going on sabbatical in the spring, so one Senate position will become vacant. He asked Senators to consider serving so faculty can have full representation.

Other: Senators were informed of the recent closure of a large K-12 automotive Career & Technical program in Kearny Mesa. Sergio Hernandez noted a trend in the area eliminating many of these programs at the rate of up to two per year. Possible causes include decreased budgets and a focus on transfer. Very little consideration is being given for Career and Technical Education programs if they are not transfer-related.

ADJOURNMENT: The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Jenny Fererro, Secretary