Minutes of the
MEETING OF THE FACULTY SENATE
October 10, 2011

APPROVED

PRESENT: Bruce Bishop, Monika Brannick, Melinda Carrillo, Haydn Davis, Jenny Fererro, Katy French, Marty Furch, Lori Graham, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin-Klement, Pam McDonough, Christine Moore, Linda Morrow, Wendy Nelson, Patrick O'Brien, Lillian Payn, Perry Snyder, Diane Studinka, Fari Towfiq

ABSENT:

GUESTS: Cody Dean (ASG)

CALL TO ORDER: The meeting was called to order by the President, Monika Brannick, at 2:04 p.m., in Room SU-30.

Approval of Minutes:

Motion 1 MSC Bishop, Snyder: Faculty Senate approval of the minutes of October 3, 2011, as amended. The motion carried.

Public Comments: There were no public comments.

Announcements: Monika Brannick indicated that the Academic Senate for California Community Colleges has called for nominations for one of the two faculty seats on the Board of Governors. They are seeking assistance in identifying outstanding faculty members who are knowledgeable about the issues facing faculty and others in community colleges. While there is particular interest in candidates who represent and have shown commitment to issues of diversity, the Academic Senate has broadened the criteria to encourage leaders with a variety of experiences to consider applying for the position. Faculty who are interested should visit the Academic Senate's website at www.asccc.org. The deadline for submission of materials is October 24, 2011.

The Academic Senate has also announced the call for nominations for the Exemplary Program Award. The Board of Governors will present the 2011-12 Exemplary Program Award to as many as six programs from across the state at its January 2012 meeting. The board of Governors established the Exemplary Program Award in 1991 to recognize outstanding community college programs. The Foundation for California Community Colleges will again fund the Exemplary Program Award. As many as two California community college programs will receive cash awards of $4,000 and up to four programs will receive honorable mention plaques. Applications must be received in the Academic Senate Office by November 10, 2011. More information is available on the Academic Senate's website: www.asccc.org.

Agenda Changes: Monika Brannick informed Senators that Action item D, STEM Grand Committee Request, is being postponed until next week.

Committee
Appointments:

Motion 2   MSC O'Brien, Larson: Faculty Senate approval of the following committee appointment:

Selection Committee – Vice President of Finance and Administrative Services
P.J. DeMaris/Student Services
Colleen Bixler/Languages and Literature

The motion carried.

Curriculum: Copies of the following Curriculum items and attachments were provided via email:

PALOMAR COLLEGE CURRICULUM COMMITTEE ACTIONS
Wednesday, October 5, 2011

I. ACTION ITEMS
Details of all program and course proposals can be viewed at: *http://www.curricunet.com/palomar*
☐ Select "track,"
☐ From the list of pending proposals, select the Check Status button for the program or course you wish to view.
☐ Select the Pencil icon in order to navigate through the various pages of the proposal, or
☐ Select the "COR" or "WR" icon to view the Course Outline of Record or Program Report, or
☐ Select the "CC" icon to view a report that displays proposed changes for the course outline of record or program
☐ Select the "CR" icon to view a report that displays ALL proposed changes for the course

To View Packages
☐ Select Packages under Create/edit Proposals, select the Pencil icon to see individual proposals included in the Package. Various icons will be accessible for creating Reports or viewing the pages of each proposal.

II. CONSENT CALENDAR
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 curricular changes, pending appropriate approvals, will be effective FALL 2012:

A. **Credit Course/Program Packages**
1. There are no Credit Course/Program Packages for this agenda.

B. **Non-Credit Course/Program Packages**
1. There are no Credit Course/Program Packages for this agenda.

C. **New Programs**
1. There are no New Programs for this agenda.

D. **New Vocational Programs**
1. There are no new Vocational Programs for this agenda.

E. **Program Reactivations**
1. There are no Program Reactivations for this agenda.

F. **Vocational Program Reactivations**
1. There are no Vocational Program Reactivations for this agenda.

G. **Program Changes**
1. Removed and acted upon separately.

H. **Vocational Program Changes**
1. There are no Vocational Program Changes for this agenda.

I. **Program Deactivations**
1. There are no Program Deactivations for this agenda.

J. **Vocational Program Deactivations**
1. There are no Vocational Program Deactivations for this agenda.

K. **Credit Courses - New**

1. Course Number and Title: GEOG 150 Geographic Information Science and Spatial Reasoning
Short Title: GIS and Spatial Reasoning
Discipline: Geography (GEOG)
Prerequisites: MATH 60
Associate Degree General Education - A2: Communication and Analytical Thinking
CSU GE Area B: Scientific Inquiry and Quantitative Reasoning (mark all that apply) - B4:
Mathematics/Quantitative Reasoning
Transfer Acceptability: UC, CSU
Wing H. Cheung

L. **Credit Courses - Change**

1. Course Number and Title: ANTH 121 Cultural Resource Management
Discipline: Anthropology (ANTH)
Recommended Prep: ANTH 120
Course Included in the following programs:
        A. Archaeology, A.A. Degree Major
        B. Archaeological Excavator, Certificate of Achievement
Transfer Acceptability: CSU
Changes: Increased LEC hours, increased unit value, updated methods of instruction, textbooks and methods of
assessment.
Philip L. De Barros

M. **Credit Courses – Reactivations**
1. There are no Credit Course Reactivations for this agenda.

N. **Credit Courses - Deactivations**

1. Course Number and Title: MUS 132 Popular Vocal Technique
Discipline: Music (MUS)
Prerequisites: MUS 130
Transfer Acceptability: UC, CSU
Repeatability: May be taken 4 times.
Reason for Deactivation: Hasn't been offered for several semesters.
Peter F. Gach

2. Course Number and Title: PHOT 110 Basic 35mm Color Photography
Discipline: Photography (PHOT)
Transfer Acceptability: CSU
Reason for Deactivation: Not relevant to current photographic processes.
Robert M. Barry

3. Course Number and Title: PHOT 115 Creative 35mm Color Photography
Short Title: CREATIVE 35MM COLOR PHOTO
Discipline: Photography (PHOT)
Prerequisites: PHOT 100, PHOT 105, or PHOT 110
Transfer Acceptability: CSU
Reason for Deactivation: Not relevant to current photographic processes.
Robert M. Barry

O. **Non Credit Course - New**

1. Course Number and Title: N ESL 364 Intermediate Level Listening and Speaking
Discipline: English as a Second Language (N ESL)
Standalone Course
Nimoli Madan

P. **Non Credit Course - Change**
1. There are no Non Credit Course Changes for this agenda.

Q. **Non Credit Course - Deactivation**

1. There are no Non Credit Course Deactivations for this agenda.

R. **Distance Learning***

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2012.

Catalog/Subject Number	Distance Learning Offerings (s)
AIS/FL/CS 161B	Online
AIS/FL 166A	Online
AIS 166B	Online
ECON 120	Computer Assisted, Online
MCS 125	Online

*underline indicates new, strikethrough indicates deletion, plain text indicates no change

S. **Requisites and Advisories***

The establishment of the following advisories meets Title 5 Regulation 55003, effective Fall 2012

Catalog Number	Type	Description	Proposal Type
ENG 50	Rec. Prep.	Eligibility for or concurrent enrollment in READ 50	Change
ENG 50	Prerequisite	ENG 10	Change
GEOG 150	Prerequisite	MATH 60	New

*underline indicates new, strikethrough indicates deletion, plain text indicates no change

VII. RESUMPTION OF REGULAR AGENDA

A. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

1.   **Vocational Program Changes**

i. Program Title: Alcohol and Other Drug Studies
Discipline: Alcohol and Other Drug Studies (AODS)
Award Type: A.S. Degree Major or Certificate of Achievement
Total Units: 37.00 - 38.00
Changes: Reflected title change to PSYC/SOC/AODS 255.
Maria Miller

2. Credit Courses New

i. Course Number and Title: AIS 161B / CS 161B Elementary Classical Nahuatl IB
Short Title: Elem Classical Nahuatl IB
Discipline: American Indian Studies (AIS) / Foreign Languages (FL) / Chicano Studies (CS)
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C2: Humanities
IGETC Area 6: Language other than English (101 level only) - 6A: Language other than English
Distance Learning Offering(s): Online
Linda Locklear

ii. Course Number and Title: AIS 166A Elementary Cahuilla IA
Discipline: American Indian Studies (AIS) / Foreign Languages (FL)
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C2: Humanities
IGETC Area 3: Arts and Humanities - 3B: Humanities
Distance Learning Offering(s): Online
Linda Locklear

iii. Course Number and Title: AIS 166B Elementary Cahuilla IB
Discipline: American Indian Studies (AIS) / Foreign Languages (FL)
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C2: Humanities
IGETC Area 3: Arts and Humanities - 3B: Humanities
IGETC Area 6: Language other than English (101 level only) - 6A: Language other than English
Distance Learning Offering(s): Online
Linda Locklear

iv. Course Number and Title: ECON 120 Environmental Economics
Discipline: Economics (ECON)
Associate Degree General Education - D: Social and Behavioral Sciences
CSU GE Area D: Social Sciences - D2: Economics
IGETC Area 4: Social and Behavioral Sciences - 4B: Economics
Distance Learning Offering(s): Computer Assisted, Online
Grading Basis: Grade Only
Jonathan Smith

3. Credit Courses Change

i. Course Number and Title: ENG 50 Introductory Composition
Discipline: English (ENG)
Prerequisites: ENG 10, or eligibility determined through the English Placement process
Recommended Prep: Eligibility for or concurrent enrollment in READ 50.
Changes: Added READ 50 as recommended prep., updated textbooks, removed Distance Learning.
Susan B. Zolliker

4. Distance Learning*

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2012.

Catalog/Subject Number	Distance Learning Offerings (s)
AIS/CS 161B	<u>Online</u>
AIS166A	<u>Online</u>
AIS 166B	<u>Online</u>
ECON 120	<u>Computer Assisted, Online</u>
ENG 50	~~Computer Assisted~~

*<u>underline </u>indicates new, ~~strikethrough~~ indicates deletion, plain text indicates no change

B. **TECHNICAL CORRECTIONS**

1. To submit the program Medical Office Specialist to the Chancellor's Office as an A.S. Degree Major or Certificate of Achievement instead of an A.A. Degree Major or Certificate of Achievement. This is a degree affected by the conversion of S.T.E.M. and CTE from A.A. degrees to A.S. degrees.

Program Title: Medical Office Specialist
Discipline: Office Information Systems (OIS)
Award Type: ~~A.A.~~ A.S. Degree Major or Certificate of Achievement
Total Units: 23-24
Reason for Reactivation: The program was deactivated for the 2010-11 catalog in order to update the Administrative Medical Assisting program. The coordinator of the AMA program retired in December 2009. Medical front-office employment is viable so the reinstatement of the MOS (Medical Office Specialist) with edited and new courses will prepare students for gainful employment. Student Learning Outcomes and Assessment information present.
Judith L. Dolan

C. **INFORMATION**

1. Content Review (Attachment B)
2. Status of Course Outline Reviews

The following courses have completed the course outline review process between September 14, 2011 and September 28, 2011 and are effective Fall 2011.

ANTH   297   Special Problems in Archaeology

3. 2011-2012 Curriculum Activity Summary

	Current Agenda	2011-12 Cumulative
New Courses	6	6
Course Revisions	2	3
Course Deactivations	3	8
Course Reviews (9/14/2011 – 9/28/2011)	1	2

New Programs	0	0
Program Revisions	1	1
Program Deactivations	0	2
Total Activity	**13**	**22**

D. **DISCUSSION**

1. Converting S.T.E.M. degrees from A.A. to A.S. (Attachment D)
      i. Form CCC-511 - Non-Substantial Changes to Approved Programs (Attachment E)

2. Repeatability

Curriculum Committee Attachments:

Attachment B T5 Requisite Change
Attachment D Proposed AA-AS Degree Conversion Plan for S.T.E.M. and C.T.E. Disciplines
Attachment E Non Substantial Changes to Approved Program

These items will be brought back for Faculty Senate ratification at next week's meeting.

Module 1, Palomar Online Education Training (POET):

Lillian Payn provided a slideshow presentation on Module 1, Palomar Online Education Training (POET). At last week's meeting, Senators viewed some of this information and discussed how, in response to the ACCJC's recommendation, the Academic Technology Committee created this module, which will assist instructors in their preparation for providing online instruction.

Payn shared some examples of assessments utilized by the participants of the training, as well as examples of online training modules which will be available for faculty use. Some comments received from participants during the testing process were also shared and discussed. In response to a question about whether the 12 participants, who took part in the testing process, had previously taught online courses, Payn indicated that 83% taught face-to-face courses, 58% taught online, 50% taught Hybrid, and 67% incorporated Blackboard in their face-to-face classes. A brief question and answer period followed. Senators expressed appreciation to the members of the Academic Technology Committee for all of their work on behalf of faculty and students.

Motion 3

MS Bishop, Graham: The Faculty Senate expresses its appreciation to the members of the Academic Technology Committee and endorses Module 1, Palomar Online Education Training (POET). The motion was postponed for one week.

Some Faculty Senate members asked to postpone the endorsement of the module until the next Senate meeting, so that they would have a chance to participate in the test project. Payn indicated that faculty could self enroll in the course by following these instructions:

PALOMAR ONLINE EDUCATION TRAINING (POET) BETA TEST:
MODULE 1

1.   BBsandbox.palomar.edu
2.   Courses tab
3.   Course Catalog (on right side of screen) >>>ATC Training >>> ATC POET Module 1 Pilot
4.   ATC POET Module 1 Pilot (on left side of screen), drop down menu: ENROLL
5.   Proceed with Introduction to Training menu item on the left
6.   Then Online Training menu item on the left
7.   Module 1 in the center Content window

(Note that the revisions from the Module 1 feedback are being entered in our active working area; the beta test Pilot does not reflect any revisions.)

Motion 4	MSC McDonough, Davis: To postpone Motion 3 for one week. The motion carried.

GRAD: Strategic Plan Priority Funding (SPPF) Request: Senators were provided with a copy of the Palomar College Strategic and Master Planning Request for Funding (1/2 of 1%) Form (Resource Allocation Request Form) for the GRAD (Goals, Responsibility, Attitude, Determination) campaign.

Monika Brannick indicated that there are approximately 20 faculty members and two ASG students participating in the GRAD Success Team (GST). Members are seeking funding for events to be scheduled in April, June, and August of 2012. A request is also being submitted for the position of part-time Assistant Articulation Officer, who will track the Academic Advising Model. This software, which has already been purchased, will allow students the opportunity to log in and create their own educational plan with the assistance of counselors. This module has to be synchronized with other colleges and universities to provide information on which courses are transferable, etc. This will require hiring an individual to assume these responsibilities until the end of the GRAD project; additional funding sources will eventually need to be found through the Staffing Plan if there is a desire to continue with the position.

Brannick provided more specific information on the events and a brief question and answer period followed, particularly in relation to the creation of a part-time position. This item will be brought back for Action at next week's meeting.

Accreditation: Monika Brannick reported that faculty and staff are encouraged to review the Accreditation drafts posted on the Accreditation website (http://www.palomar.edu/accreditation/) and provide input and suggestions to Vice President Berta Cuaron or Glynda Knighten.

Policies & Procedures: Monika Brannick indicated that BP 4030, Academic Freedom, would be brought back to the Senate for discussion at a later time.

Faculty/Student Email: Monika Brannick indicated that the following documents were distributed at the September 19 Faculty Senate meeting but there was not an opportunity for discussion.

ATTENTION:

Do you have something in your syllabus regarding cheating and disruptive behavior? Make your life better by adding a syllabi section regarding consequences of Academic Dishonesty *and* Code of Conduct violations.

At the **discretion of the instructor**, any of the following steps may be taken when faced with **academic dishonesty:**
A. Confront and counsel the student(s)
B. Reassign the paper/exam/assignment
C. Designate a failing grade for the assignment/paper/project/exam/*class*
D. **Referral to the Director of Student Affairs (OSA)** for additional Code of Conduct consequences. Incident report form is found on the webpage and must be submitted with documentation of alleged violations. Students have DUE PROCESS rights.

Code of Conduct violations including incidents of academic dishonesty may result in:

A. Warning (document in writing and provide to the student)
B. Removal by the instructor for two class sessions (instructors discretion and submit the Incident Report – refer student to OSA)
C. Probation
D. Restitution
E. Community Service
F. Suspension (short and long-term)
G. Expulsion: may only occur under the direction of the Governing Board.

Contact the Office of Students Affairs: Director Sherry M. Titus **stitus@palomar.edu** at **744-1150 ext. 2594** with your questions and alleged violations. Put your academic honesty policy as well as the Code of Conduct policy **in writing in your class syllabi!** Be firm, fair, and consistent. **Have a great semester!**

http://www.palomar.edu/GB/Policies-Proc.htm   AP 5520 STUDENT DISCIPLINE
                                                         PROCEDURES
BP 5500 STANDARDS OF CONDUCT (PENDING**)**   AP 5530 STUDENT RIGHTS A
ND GRIEVANCES

STUDENT GRADE DISPUTE POLICY AND PROCEDURES: *Through the Office of Instruction- NOT THE OFFICE OF STUDENT AFFAIRS*

Visit our **Student Affairs** webpage: **www.palomar.edu/studentactivities/**
for more information. The complete Code of Conduct Policy is listed
under policies on the Student Affairs home page.

BP5500 Standards of Conduct.
A. Students are expected to avoid any type of dishonesty, including, but not limited to cheating, plagiarism, forgery, fabrication or counterfeiting documents, furnishing false information to the College, alteration or misuse of college documents or records, duplication of assignments, or aiding another in an act of dishonesty.
B. Disturbance of the peace, which includes, but is not limited to, behavior which contributes to the obstruction or disruption of teaching, athletic events, meetings, or other college activities on or at any District property, including but not limited to, classrooms, library, athletic fields, locker rooms, bookstore, food service facility, student union, game room, any college office, parking lot, or roadway.
C. Assaults, battery, or any threat of force or violence, either verbal or nonverbal, upon a student, college personnel, or visitor.
D. Theft of, or damage to, or threat of damage to, property of the District or an employee, student, o visitor to a District facility.
E. Unauthorized entry into, or unauthorized use of, District facilities, supplies, or equipment.
F. Violations of District policies and regulations, including, but not limited to, regulations and policies related to parking or driving on campus, computer, telecommunications, campus vehicles, and any and all other District equipment, and policies and regulations related to student organizations and student and visitor symbolic expression.
G. Unlawful use, possession, sale, or distribution of a "controlled substance" as the term is defined by the California Health and Safety Code Section 11007, and that which is listed in any schedule in Sections 11054, 11056, 11057, or 11058; while on District premises or at any District sponsored activity. Attendance at any College function or event, or activity sponsored by the College while under the influence of a controlled substance.
H. Disorderly conduct, including, but not limited to, alcoholic intoxication, lewd, indecent, or obscene conduct.
I. Possession and/or consumption of any alcoholic beverage on any District property or in any District vehicle.
J. Disruptive behavior, profanity or vulgarity directed at college faculty or staff, including but not limited to cafeteria and bookstore employees, counselors and financial aid staff, campus police employees, other students, or visitors to the college.
K. Defiance or abuse of College personnel, including but not limited to, faculty, administrators, counselors, librarians, office staff, athletic coaches, advisors for college clubs and organizations, and campus police.

L. Possession of any type of object that can be reasonably assumed to be a weapon or used as a weapon (as defined by the California Penal Code), on or at any District facility.
M. Willful or persistent smoking or use of tobacco products on College premises where smoking and use of tobacco products has been prohibited by regulations of the Governing Board of the College.
N. Misuse of District computers, telephones, or telecommunications devices.

When completing the Incident Report form, use clear and specific language. Describe the behaviors in specific terms/actions that took place. Try not to label or draw conclusions about mental illness. Include the impact the behavior had on the learning environment and how it made you feel. See examples below.

Not very helpful language	Stronger, more useful, detailed language
Disrupted the class, lab, library . . .	Yelled repeatedly. I asked him 3 times to lower his/her voice. (State the specific behaviors that were disruptive and the frequency.)
Threatened me.	He said he was going to break my face and bust the windows in my car. (State what was said or done that made you feel threatened)
Insulted me.	She called me a faggot and a fat witch. (State what she said, quote her/him)
He used vulgar language, profanity.	She said this was a f . . . slum and the materials and equipment were f. . . useless (quote what was said)
I felt unsafe and I worry a lot.	I feel scared and afraid to be on campus. At night I can't sleep and I now constantly worry about getting hurt. I fear for the safety of my children. (Use descriptive language about the effect the student's action has had on your daily routine.)
He looked hostile.	He leaned forward and put his face an inch in front of mine, his face was red and his veins were popping out.
This is the kind of crap that makes me want to retire from teaching.	This behavior makes it difficult or impossible for me to continue my teaching. or I cannot continue teaching under these circumstances.
John Smith is an odd duck.	John Smith demonstrates behaviors not common to most students such as . . . OR . . . I am concerned about John Smith.
She/he has an obvious mental disorder, college not the best place for her/him	She speaks out loud, off topic. Often makes noises and stares at other students. Constantly challenges and blames others as the cause for his/her failure.

Brannick provided some background information, indicating that the Director of Student Affairs initiated a meeting with Brannick and PFF Co-President Shayla Sivert after a faculty member received an offensive email from a student. There are guidelines in place for a disruptive student in a classroom, but nothing for emails.

Senators discussed the need for all faculty to be aware of this information, but agreed that the Faculty Senate should not take formal action on recommending what is included in faculty members' syllabi.

TERB: Part-time
Evaluation Report: Senators were provided with copies of the Palomar College Part-Time Faculty Evaluation Report at the September 19th meeting. In reviewing the document, there was lengthy discussion on whether to include guidelines for Student Learning Outcomes in item number one of the document. Barb Kelber noted that there is currently a requirement for Student Learning Outcomes to appear on the syllabus.

This item will remain on the Agenda for further discussion and/or action.

Faculty Senate Goals:	Copies of the 2010-11 Faculty Senate Goals were provided. Senators were asked to review them for further discussion at next week's meeting.
2010-11 Basic Skills Allocation End-of Year Report/2011-12 Basic Skills Allocation Action Plan and Expenditure Plan/BSI-HSI Activity Evaluation Report 2011:	Marty Furch shared a copy of the BSI-HSI Activity Evaluation Report 2011, the 2010-2011 Basic Skills Allocation End-of-Year Report, and the 2011-12 Basic Skills Allocation Action Plan and Expenditure Plan. Included is a review of what occurred last year with Basic Skills Title V HSI grant monies, as well as how the funds will be utilized this academic year. Members of the Basic Skills committee have reviewed the information and made some adjustments, including amending the Early Alert System. Currently information is sent out via letter to a student outlining concerns regarding attendance, failing grades, etc., and the committee has made a commitment to develop software to allow improved communication with students.

Furch added that there has been notable progress since 2010, including the Teaching/Learning Center in Escondido as well as the Summer Bridge Program. |
| President Deegan: | Monika Brannick reported that she and Fari Towfiq continue with their bi-monthly meetings with President Deegan. They discussed grants the district has recently received, including another $4.35 million Basic Skills STEM grant, and a $17 million GEAR UP grant. Towfiq noted that President Deegan has been invited to attend next week's Senate meeting to provide an update on all of the recent grants received by Palomar. |
| Palomar Faculty Federation: | Teresa Laughlin stated that members of the Negotiations Advisory Council will meet on Wednesday, October 13, from 3:00 – 4:00 p.m. in room MD 155C. PFF held their first negotiations meeting on Friday, October 7, in which the discussion focused on benefits issues. |
| ADJOURNMENT: | The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Melinda Carrillo, Secretary |