Minutes of the
MEETING OF THE FACULTY SENATE
October 17, 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: President Robert Deegan, Dean Dan Sourbeer

CALL TO ORDER: The meeting was called to order by the President, Monika Brannick, at 2:00 p.m., in
Room SU-30.

Agenda Changes: With no objections, the agenda was suspended to hear an update from President Deegan
on several grants the college has recently received which greatly benefit our students:

GEAR UP: 17.5 million dollars over 8 years.
Title V HSI STEM Collaborative Grant: We are in year two of a five year $3.75 million
collaborative grant with CSUSM.
NSF-STEP Grant: newly funded 5 year $1.99 million collaborative grant with CSUSM to
incorporate active learning techniques into STEM courses, improve equipment, and recruit high
school students, active military personnel, and veterans into STEM majors.
Title V HSI STEM Individual Grant: newly funded 5 year, $4.35 million grant that will focus on
improving retention for STEM students by providing basic skills support in math, reading, and
ESL.

President Deegan added that, in the future, there should be support for a Grant Office on
campus staffed by individuals whose main role would be identifying and working with
specific disciplines to acquire financial resources for the district.

Approval of Minutes:

Motion 1   MSC Laughlin, Fererro: Faculty Senate approval of the minutes of October 10, 2011, as
amended. The motion carried.

Public Comments: There were no public comments.

Announcements: Teresa Laughlin announced that the fall 2011 Political Economy Lecture Series will be
held on October 19 and 20. She distributed to Senators a schedule of speakers and invited
all to attend.

STEM Grant
Committee Request: Senators were provided with copies of a Governance Structure Group Request for the
Title V HSI STEM Grant Steering Committee (Exhibit A).

Dean Dan Sourbeer answered questions brought forward by Senators concerning the
meeting schedule, membership, and the possibility of adding the Basic Skills Coordinator
to the membership structure.

Monika Brannick added that a call would be distributed soon to fill vacancies on the committee.

Motion 2   MSC Furch, French: Faculty Senate approval of the Governance Structure Group Request for the Title V HSI STEM Grant Steering Committee. The motion carried.

Committee
Appointments:

Motion 3   MSC O'Brien, Laughlin: Faculty Senate approval of the following committee appointment:

Academic Technology Committee
Terrie Canon, Computer Science & Information (at-large)

The motion carried.

Monika Brannick reported that Vice President Cuaron is convening the hiring committee for the position of Administrative Technician, Accreditation. While the committee composition doesn't require a faculty member, VP Cuaron hopes that one of the SLOAC coordinators will volunteer to serve on the committee, since the position works closely with the faculty.

After brief discussion, either Marty Furch or Katy French, as the SLOAC Coordinator and Assistant Coordinator, will serve on the committee.

Curriculum: Senators were provided with copies of the Palomar College Curriculum Committee Actions and attachments last week.

Motion 4   MSC Towfiq, Furch: Faculty Senate ratification of the Palomar College Curriculum Committee Actions and attachments dated October 5, 2011. The motion carried.

Greg Larson informed Senators of new Title 5 regulations on credit course repeatability. On July 11, 2011, the Board of Governors (BOG) adopted regulations limiting the number of times a community college district can receive apportionment for a student who has enrolled in the same credit course up to three times, with certain, limited exceptions. Details regarding this change can be found at:
http://www.ccco.edu/ChancellorsOffice/Divisions/Legal/RegulationNotices/tabid/411/Default.aspx.
This regulatory change was prompted in response to the reduced system capacity and increased enrollment demand faced by the California Community Colleges and the need to re-examine state policies to ensure that as many students as possible are provided the opportunity to access a postsecondary education.

It was noted that the guidelines regarding the new limitations on repeatability do not apply to enrollment in credit courses identified as "repeatable," such as PE and performing arts, in accordance with Title 5, section 55041, subdivision (c), but does apply to enrollments in all other credit courses. The Chancellor's Office is working with the System Advisory Committee on Curriculum to review current policy on repeatable courses and intends to bring forward additional regulatory proposals to establish appropriate enrollment limits.

Monika Brannick added that many changes are coming from the Chancellor's Office, including legislation enacted last year which called on the California Community

Colleges Board of Governors to convene a Student Success Task Force of system representatives and external partners for the purpose of developing a plan to bring about significant improvements in success rates of students. The Student Success Task Force draft recommendations can be found on the Faculty Senate webpage, and Brannick noted that webinars are scheduled on October 18, October 19, and October 20. Although only one faculty member from each district can log on, Senators who are interested can participate with Brannick in the SU-30 conference room. The Webinars will be archived and available for review soon.

Brannick indicated that this item would be on next week's agenda for further discussion.

In response to questioning from a Senator on the status of SB 1440, which requires that colleges have transfer degrees in place by fall 2011, Brannick indicated that Palomar is in compliance with SB 1440 by having two transfer degrees, one in Sociology and one in Psychology, approved by the Chancellor's Office last semester. She indicated that she is currently working on the transfer degree in Mathematics and will soon begin the process in Curricunet.

Module 1, Palomar Online Education Training (POET):

At last week's meeting, Senators viewed a slideshow presentation on Module 1, Palomar Online Education Training (POET). In response to the ACCJC's recommendation, the Academic Technology Committee created this module, which will assist instructors in their preparation for providing quality online instruction. Members of the Academic Technology Committee have been working on the module for several months and are ready to move forward in the process of implementation.

One Senate member expressed support for the module, but stated concern for those faculty members, particularly part-time faculty members, who teach online and would be required to utilize the training even though they do not use Blackboard.

Lillian Payn indicated that POET is not a Blackboard tutorial, but instead has been created for the pedagogy of online teaching. Members of the Academic Technology Committee (ATC) are well aware of the fact that not all faculty members utilize Blackboard. She reiterated that there is no punitive result or consequence for not utilizing POET at this time. Members of the ATC have continually discussed the concept that the checklist and the modules are a resource for faculty to improve on-line pedagogy and to monitor and establish a dialogue with the committee and departments to establish a mechanism which examines what could be included in the presentation of an on-line course.

Motion 5

MSC Bishop, Larson: To amend Motion 3 from last week's meeting as follows: The Faculty Senate expresses its appreciation to the members of the Academic Technology Committee and approves Module 1, Palomar Online Education Training (POET), for faculty training and on-line instruction. The motion carried.

GRAD Success Team: Strategic Plan Priority Funding (SPPF) Request:

At last week's meeting, Senators were provided with copies of the Palomar College Strategic and Master Planning Request for Funding (1/2 or 1%) 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 informed Senators that the GRAD Success Team (GST) has received two additional requests from faculty members who wish to attend the conference, increasing the original amount from $10,000 to $12,000; the total number of faculty is now 12 rather than 10. A brief question and answer period followed.

Motion 6	MSC Towfiq, French: Faculty Senate support of the Palomar College Strategic and Master Planning Funding (1/2 of 1%) request for the GRAD (Goals, Responsibility, Attitude, Determination) and request that it be forwarded to the Strategic Planning Council. The motion carried.
Accreditation:	Monika Brannick reminded all Senators that faculty and staff are encouraged to review the Accreditation drafts posted on the Accreditation website and provide input and suggestions to Vice President Berta Cuaron or Glynda Knighten.
Policies & Procedures:	Copies of the following joint agreement between the Faculty Senate/Palomar Faculty Federation were provided for information:

**Faculty Senate/Palomar Faculty Federation
Joint Agreements**

Agreement (AP 7120 Recruitment & Hiring Policy)
In accordance with Title 5 (Section 53203), the Faculty Senate has purview over the appointment of faculty to committees in general, including selection committees. This agreement speaks to appointments of faculty to executive, administrative, director, and dean selection committees. In this case, we agree that the Faculty Senate appoints all faculty members, assuring that, of all faculty appointed to a given selection committee, one member is a PFF representative (ref: Title 5, Section 53203).

Procedure for Formation of Selection Committee
1. The Administration appoints a chair for a hiring committee.
2. The chair then sends an e-mail to all constituency groups, including the Faculty Senate President, asking for representation.
3. The Faculty Senate President gives that information to the chair of the Committee on Committees (COC).
4. The chair of the COC then sends out a call to all faculty soliciting volunteers, per the Committee on Committee Guidelines (http://www.palomar.edu/facultysenate/coc/).
5. The PFF looks to its e-board and membership for a person to serve as its representative and votes to approve that person.
6. The PFF sends that name forward to the chair of the COC together with that person's statement of interest by the stated deadline for Faculty Senate appointment.
7. In case of an election (i.e., more volunteers than positions), the Faculty Senate assures that one elected member is the PFF representative.

Monika Brannick indicated that she and PFF Co-President Shayla Sivert have worked jointly on the document, which has been discussed and accepted by the E-Board. She

asked Senate members to review the document for further discussion and/or action at next week's meeting.

SLO Summary
Reports:

Marty Furch reported that several sets of SLO reports have been distributed to department chairs and their respective teams. The reports included information on the number of SLOs written for each course and/or program, the assessment methods (if identified), and the timeline for assessment, as well as follow-up information.

She added that she hopes that the Faculty Senate, the Curriculum Committee, and the Learning Outcomes Council will have a parallel discussion on how to move forward with those courses and programs which are have not identified Student Learning Outcomes, or are not assessing for planning purposes. To date, there are currently 195 courses that have no SLOs or assessment plans. Of the 210 programs, 50% have no SLOs. Support is available to faculty through the SLOAC Coordinator and Assistant Coordinator as well as POD Squads, who will assist departments and/or faculty to utilize software and/or complete SLOs. The Learning Outcomes website also contains instructions for completing the process. Considering current accreditation demands, there are questions on how to proceed and make progress to meet the required standards.

A lengthy discussion by Senate members followed on how to move the process forward toward completion. This item will remain on the agenda for further discussion at next week's meeting.

TERB: Part-time
Evaluation Report/
Revision/On-line
Evaluation/
Accreditation:

Barb Kelber indicated that there is another draft of the Part-time Evaluation Report, which will be reviewed by members of the Tenure & Evaluations Review Board at their next meeting before it is brought back to the Faculty Senate for input.

Concerning On-line Evaluations, Kelber reported that "Evaluation Kit," a program adopted for the delivery of on-line evaluations, will be utilized beginning Wednesday, October 19. It provides a pop-up window to students asking them to participate in evaluating their instructor. They are given the option of immediately participating, or clicking on a "remind me later" button. After one week the "remind me later" option will no longer exist, and the student will have to respond in order to enter into the class environment.

Faculty Senate Goals:

Senators were provided with copies of the 2010-11 Faculty Senate Goals at last week's meeting. Monika Brannick asked that input or suggestions be sent to her prior to next week's meeting. The document will also be discussed at the next Faculty Council meeting.

Instructional Planning
Council:

Reporting on the Instructional Planning Council, Linda Morrow indicated that each department will be receiving feedback on their Program Review & Planning (PRP) documents soon.

Palomar Faculty Federation (PFF):	Perry Snyder indicated that members of the PFF are discussing ongoing efforts to bring the current PFF Constitution in-line with the National and State CFT Constitutions.
	He added that, at their last meeting, the group reached agreement that a formally defined Policy & Procedure will be approved for the PFF.
Academic Technology Committee:	Lillian Payn stated that members of the Academic Technology Committee are meeting regularly. The group continues their work on the Palomar Online Education Training (POET).
	Payn also provided the latest statistics from Blackboard: 99.941% "up" time over the last month 62.1% of fall students have logged on to Blackboard 45.8% of fall courses are available on Blackboard The average time on the Blackboard site for each student is 9 minutes, 58 seconds 324 Help Desk tickets were written.
Governing Board:	Monika Brannick reported that the Student Success Task Force Draft Report was presented and discussed at the last Governing Board meeting.
	Brannick added that President Deegan and Vice President Cuaron invite faculty members to give presentations to the Board demonstrating their role in the college's success. At the last meeting, Theresa Hogan Egkan and Katie Morris gave a report on the 2011 Summer Bridge Program.
Learning Outcomes Council:	Marty Furch stated that the next meeting of the Learning Outcomes Council will be held on Thursday, October 27. She added that she and Katy French will give a presentation to the Governing Board on October 25.
Faculty Service Area Committee:	Lori Graham indicated that members of the Faculty Service Area Committee are meeting on the first and third Tuesday of each month. The group is making progress and anticipates hosting PowerPoint workshops for Department Chairs to differentiate between minimum qualifications, FSAs, and Equivalency.
Strategic Planning Council:	The next meeting of the Strategic Planning Council will be held on October 18.
Budget Committee:	Fari Towfiq indicated that members of the Budget Committee are currently discussing Fund 69 for retirees. Teresa Laughlin added that the proposal from the district includes three parts: adding more money to Fund 69, tiering the costs of benefits, and putting some of the monies in an irrevocable trust.
Student Services Planning Council:	Diane Studinka indicated that members of the Student Services Planning Council heard a presentation from the County on Mental Health Services, which included information on suicide awareness as well as other issues.

The group also heard a presentation on Program Review & Planning (PRP) from Michelle Barton.

The Student Health Fee is being raised from $17 to $18.

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

Respectfully submitted,

Melinda Carrillo, Secretary

EXHIBIT A

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Mark Lane/Dan Sourbeer					Date: 10-17-11	

Proposed Name of Requested Group: Title V HSI STEM Grant Steering Committee

	Council	X	Committee		Subcommittee		Task Force
Action Requested:		X	**Add**		**Delete**		**Change**

ROLE, PRODUCTS, REPORTING RELATIONSHIPS:

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, 2nd 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
- Earth, Space, and Aviation Sciences
- Math
- Physics & Engineering
- Counseling

**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.

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Reviewed by Faculty Senate:

Comments:

First Reading: