THE FACULTY SENATE
PALOMAR COLLEGE

Minutes of the
MEETING OF THE FACULTY SENATE
October 21, 2013

APPROVED

PRESENT:	Sandra Andre, Glyn Bongolan, Melinda Carrillo, Jenny Fererro, Joel Glassman, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Christina Moore, Linda Morrow, Patrick O'Brien, Lillian Payn, Travis Ritt, Susan Snow, Diane Studinka, Rocco Versaci
ABSENT:	Rebecca Alvarez, Fari Towfiq
GUESTS:	Berta Cuaron, Genesis Gilroy, Adrian Gonzalez, Kendyl Magnuson, Norma Miyamoto
CALL TO ORDER:	The meeting was called to order by the President, Greg Larson, at 2:00 p.m. in Room SU-30.
Approval of Minutes:	
Motion 1	MSC Laughlin, Fererro: Faculty Senate approval of the minutes of October 14, 2013, as amended. The motion carried.
Public Comments:	There were no public comments.
Announcements:	Lillian Payn announced that Graphic Communications will host an Open House on Thursday, October 24, from 5:00 – 8:00 p.m. in the MD building, first floor. Several exhibits as well as a gallery of student works will be featured.
	Patrick O'Brien announced that the college will be hosting a College Fair Day on Tuesday, October 22. Several colleges will be present to provide information to students.
Agenda Changes:	Senators agreed to suspend the agenda to discuss Information Items A & E, Student Success Task Force (SSTF) Recommendations, and Academic Calendar, due to guests being present.
SSTF Recommendations:	Adrian Gonzales, Vice President of Student Services, shared a slideshow on the Student Success & Support Program. He provided data on the historical context behind the program, which is the creation of a 20 member task force by the California Community College Board of Governors to develop a strategic plan for improving student success. The Task Force developed 8 recommendations and a review of outcomes based funding. Within the 8 recommendations, there are 22 specific policy changes, and the following recommendations now have legislation in place to support them:

- Recommendation 2: Strengthen Support for Incoming Students (assessment, orientation, SEPs, required participation in support services, better use of technology). This policy requires students to participate in diagnostic assessment, orientation and the development of an educational plan (SB 1456).

- Recommendation 3: Incentivize Student Behaviors (enrollment priorities, conditions for receiving a BOG Waiver.) This policy requires Palomar to adopt system-wide enrollment priorities reflecting the core mission of community colleges (Title 5) and to ensure that students receiving a BOG Fee Waiver meet various conditions and requirements.
- Recommendation 8: Align Resources with Student Success Recommendations. This policy requires Palomar to invest in the new Student Support Initiative (SB 1456).

Next steps for Palomar:
- Engage the campus community in a review and discussion of the SSTF recommendations -
  Faculty Senate
  BSI Committee
  Instructional Planning Council
  Student Services Planning Council
  Strategic Planning Council
- Consider the role and purpose of the Matriculation Advisory Committee in relation to other committees on campus –
  Review existing matriculation plan and develop new plans in alignment with upcoming Title 5 changes (due October 2014)
- Review Orientation Program and delivery mechanisms
- Review Student Education Plan (SEP) development
- Discuss the role of instructional faculty in advising services
- Refine current priority enrollment process to align with Title 5 changes
- Implement changes in PeopleSoft to address process changes and MIS data collection needs.

A lengthy question and answer period followed. Some Senate members expressed concern with outcomes-based funding and urged the administration to speak on behalf of faculty and students about the importance of authentic student success. Gonzalez and Cuaron agreed. They indicated the need for faculty participation and oversight throughout the process of responding to these changes and suggested the creation of a Steering Committee to provide oversight and a process for open communication.

Academic Calendar: The Academic Calendar Workgroup was convened in Spring 2013 to develop recommendation(s) for an academic calendar that is compliant with all Title 5 requirements and to provide guidelines for the development of current and future calendars. The workgroup met on May 8, September 19, and September 26, 2013, and used the following guiding principles in developing its recommendation(s):
Guiding Principles
1. Develop academic calendar options that:
   a. Comply with Title 5 regulations §55700 §58142, 175-day traditional calendar
   b. Comply with State of California Mandated holiday dates (Ed Code 79020)
   c. Ensure 16 class meeting days for primary teaching days of Monday – Friday for both Fall and Spring semesters to facilitate scheduling classes at least the minimum lecture or lab face-to-face contact hours required per one credit hour (Title 5 §55002.5)
   d. Support existing class scheduling blocks as much as possible
   e. Protect 12 professional development days

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              f. Consider calendar trends of surrounding K-12 and community college districts
2. Recommendations for future planning:
        a. When Veteran's Day Holiday must be observed on Monday –
              i. the instructional day (Monday) may be made up on the Monday of Thanksgiving week, or
              ii. the term can be extended to capture the trailing Monday (using 3 non-instructional days in the Fall term of adjust the PD days)
        b. Research the option to move to a 32-week Compressed Calendar.

Berta Cuaron and Kendyl Magnuson distributed copies of two options for the 2014-15 academic calendar, and discussion occurred on the proposals.

Greg Larson noted that the membership of the Calendar Committee includes three faculty appointed by the PFF but none appointed by the Faculty Senate, stating that this is an academic matter as well as a working conditions issue. Teresa Laughlin indicated that the membership structure is included in the contract, though the issue can be brought before the eBoard for consideration.

Committee Appointment Election Process:

Patrick O'Brien reminded Senate members of discussion held several weeks ago and the change made to the Faculty Senate voting process, which now states that a candidate needs a majority vote to be appointed to a committee. There was an issue raised on how multiple appointments for service on the same committee would be made and if a change to the current process would be proposed. O'Brien indicated that there is no precedence in place with the Statewide Academic Senate because in those instances the President makes the appointment. The Senate will retain its current process for multiple appointments with the highest vote-getters being appointed.

Committee Appointments:

Motion 2

MSC O'Brien, Laughlin: Faculty Senate approval of the following committee appointments:

<u>Finance & Administrative Services Planning Council</u>
(13-15) Mayra Hernandez/Mathematics/Mathematics and the Natural and Health Sci.

<u>Strategic Planning Council</u>
(12-14) Kelly Falcone – Health, Kinesiology and Recreation Management/Social and Behavioral Sci.

(13-14) Kim Velasquez – Life Sciences/Mathematics and the Natural and Health Sci.

The motion carried.

Elections:

Patrick O'Brien reported that Rebecca Alvarez has recently been automatically elected to serve as the part-time Faculty Senate representative.

Curriculum:

The following Curriculum items were distributed to Senate members electronically:

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Palomar College Curriculum Committee Actions
Wednesday, October 16, 2013

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I. **SECOND READING – 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 curriculum changes, pending appropriate approvals, will be effective Fall 2014.

A. **SECOND READING - ACTION**
Program Changes

1) Program Title: Library and Information Technology
Discipline: Library Technology (LT)
Award Type: A.S. Degree Major/Cert. Achievement
Total Units: 25.00 - 26.00
Added ENG 100 or BUS 125 option, removed elective category, removed BUS 205, CE 100, CE 150, and LT 197, updated unit range to 25-26.
Linda Morrow

B. **Credit Course – New**

1) Course Number and Title: PHYS 130 Preparation for Principles of Physics
Short Title: Prep for Principles of Physics
Discipline: Physics (PHYS)
Transfer Acceptability: CSU *(proposed)*
Standalone Course
Justification: Currently, Physics 230 students are not well prepared in both mathematics and physics fields. Physics 130 will cover basic skills needed in Physics 230.
Takashi Nakajima

C. **Credit Course – Change**

1) Course Number and Title: GEOG 100 Physical Geography
Discipline: Geography (GEOG)
Associate Degree General Education - B: Natural Sciences
CSU GE Area B: Scientific Inquiry and Quantitative Reasoning - B1: Physical Science
IGETC Area 5: Physical and Biological Sciences - 5A: Physical Science
Transfer Acceptability: UC, CSU
Updated content outline and textbooks.
Douglas B. Key

D. **Credit Course Deactivations**

1) Course Number and Title: ACCT 101L Bookkeeping Electronic Spreadsheet Lab
Short Title: Bookkeeping Spreadsheet Lab
Discipline: Accounting (ACCT)
Co-requisites: ACCT 101
Impacts to the following programs; changes needed for:
       a. Graphic Communications Emphasis in Management A.S. Degree Major/Cert. Achievement
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Reason for Deactivation: Lab no longer needed.
Carol Bruton

E. **Distance Learning**
The following courses may be offered as distance learning and meet Title 5 Regulations 55200- 55210, effective Fall 2013.

Catalog/Subject Number   **Learning Offerings**
There is no distance learning

F. **Requisites and Advisories**
The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2013.

Catalog Number	Type	Description	Proposal Type
PHYS 230	Recom. Prep	PHYS 130	Change
PHYS 231	Prerequisite	PHYS 230	Change

G. **Technical Corrections**

PSYC 100 was approved at the November 7, 2012 Curriculum Committee meeting with a prerequisite of ENG 50. This course should have been approved with a prerequisite of ENG 50 or eligibility for ENG 100 (See addition to prerequisite underlined).

Course Number and Title: PSYC 100 Introduction to Psychology
Discipline: Psychology (PSYC)
Prerequisites: ENG 50 or eligibility for English 100 as determined through the English placement process

II. **Course Outline Reviews**
The following courses have completed the course outline review process between September 28, 2013 and October 11, 2013 and are effective Fall 2014.

ANTH	107	Language and Culture
HIST	101	History of Graphic Communications
GC	102	History of the Book and Publishing: Papyrus to Pixels
GCIP	152	Digital Publishing/Illustrator I
GCIP	190	Copyright for Graphic Designers & Web Developers
GCMW	100	History of Multimedia

III. **2013-2014 Curriculum Activity Summary**

Proposal Type	Current Agenda	2013-2014 Cumulative
New Courses	1	1
Course Changes	3	3
Course Reactivations	0	0
Course Deactivations	1	1
Course Reviews (9/28/2013 – 10/11/2013)	6	13
New Programs	0	0
Program Changes	1	1
Program Deactivations	1	1
Total Activity	**13**	**20**

These items will be brought back next week for Faculty Senate ratification.

Oversight Committee/
Grant Funded Projects: Teresa Laughlin shared the following proposed Governance Structure for a Faculty Senate committee that will review proposed Grant Funded Projects:

Roles and responsibilities:
This committee will review grant funded projects subject to Senate approval and give its recommendation to the Faculty Senate.

• Review grants.
• Determine the long run liabilities that the college may incur when the grant money expires.
• Make recommendation to the Faculty Senate

Membership:
• Chairperson: member of the Senate
• Four faculty members appointed by the Senate

Meetings: As necessary

	Grant writers must allow 3 – 4 weeks for Faculty Senate approval.
Motion 3	MSCU Laughlin, Andre: Faculty Senate approval of the Committee Governance Structure for the Faculty Senate Oversight Committee for Grant Funded Projects. The motion carried.
2013-14 Faculty Senate Goals:	Copies of revised Faculty Senate Goals for 2013-14 were provided. Senators discussed the document, and some additional amendments were proposed.
	Due to the lateness of the day, Senate members recommended that this item be postponed until next week's meeting.
Motion 4	MSP Morrow, Andre: Faculty Senate approval of the 2013-14 Faculty Senate Goals. The motion was postponed.
Motion 5	MSC Martin, Laughlin: To postpone Motion 4 until the October 28, 2013, meeting. The motion carried.
ADJOURNMENT:	The meeting was adjourned at 3:30 p.m.
	Respectfully submitted,
	Pam McDonough, Secretary