

Minutes of the
MEETING OF THE FACULTY SENATE
October 24, 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, Linda Morrow, Wendy Nelson, Patrick O'Brien, Perry Snyder, Diane Studinka, Fari Towfiq
- ABSENT:** Christine Moore, Lillian Payn
- 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 Furch, Laughlin: Faculty Senate approval of the minutes of October 17, 2011, as amended. The motion carried.
- Public Comments:** Lori Graham shared the following information with Senate members:

PROTECTIONS RETURN FOR CALIFORNIA PRIVATE POSTSECONDARY STUDENTS

Bureau for Private Postsecondary Education Created Effective January 1, 2010

FOR IMMEDIATE RELEASE
January 6, 2010

CONTACT:
Luis Farias – (916) 574-8170

SACRAMENTO –On January 1, 2010, California students attending private postsecondary schools were afforded comprehensive protection as the California Private Postsecondary Education Act of 2009 (Act), took effect.

The new law creates a new Bureau for Private Postsecondary Education (BPPE) to regulate private postsecondary colleges and schools. The Bureau has been charged with licensing and enforcement activities, and specifically;

- Requires unaccredited private postsecondary schools to obtain approval to operate, and requires all private postsecondary schools, whether nationally accredited or not, to comply with numerous student protections;
- Brings back the Student Tuition Recovery Fund to help students get their money back if their schools close unexpectedly, without refunding their tuition;
- Protects prospective students from false advertising by schools and requires schools to post graduation and job placement rates; and
- Gives BPPE the authority to take enforcement action against schools that fail to comply with the law.

"The regulation of private postsecondary schools is critical to safeguarding students' educational investments and makes it much more difficult for fly-by-night schools to operate in California," said DCA Director Brian Stiger.

The Bureau, housed under the Department of Consumer Affairs, is beginning its licensing and enforcement activities, and will have regulations in place by February 1, 2010.

In the meantime, students who have complaints about private postsecondary schools can contact DCA's Consumer Information Center at (800) 952-5210. In addition, DCA has materials designed to help students make the best possible choices and protect themselves as they search for the perfect school. They can be found at <http://www.bppe.ca.gov/students/links.shtml>.

Graham reported to Senators that Governor Brown has formed a committee to assist students who may have been affected. Individuals who are interested in serving on this committee can contact DCA Director Brian Stiger at brian_stiger@dca.ca.gov.

Patrick O'Brien reported the following application periods for the UCs and CSUs:

October 1 – November 3 CSUs

November 1 – November 30 UCs

He added that the Transfer Center is hosting several workshops to assist students in the application process. More information is available on the Transfer Center website.

Announcements: Senators welcomed ASG Representative Cody Dean.

Committee
Appointments:

Motion 2 MSC O'Brien, Fererro: Faculty Senate approval of the following committee appointments:

Basic Skills Committee

Rodolfo Jacobo/Social and Behavioral Sciences

Wendy Kinsinger/Social and Behavioral Sciences

Erin Feld/Languages and Literature

Interim Dean/Languages and Literature Selection Committee

Brandon Whearty/Speech Communications/Forensics

The motion carried.

Service Learning
Coordinator:

Senators were provided electronic copies of a letter of interest from faculty member Dillon Emerick for the position of Service Learning Coordinator.

Motion 3 MSC Laughlin, Morrow: Faculty Senate support of the appointment of Dr. Dillon Emerick to the position of Service Learning Coordinator, for a term through the end of the spring semester of 2012. The motion carried.

Curriculum: Copies of the following Curriculum items were provided electronically:

PALOMAR COLLEGE CURRICULUM COMMITTEE ACTIONS

Wednesday, October 19, 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 Non-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. Program Title: Archaeology
Discipline: Anthropology (ANTH)
Award Type: A.A. Degree Major
Total Units: 35.00
Changes: Reflected ANTH 121 unit value increase from 2 to 3 units and program total from 34-35 units.
Philip L. De Barros

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: MCS 125 Women, Culture, and Islam
Discipline: Multicultural Studies (MCS)
Associate Degree General Education - C: Humanities
Associate Degree General Education - D: Social and Behavioral Sciences
Associate Degree Multicultural Requirement - Yes

CSU GE Area C: Arts and Humanities - C2: Humanities
CSU GE Area D: Social Sciences - D3: Ethnic Studies
CSU GE Area D: Social Sciences - D4: Gender Studies
CSU GE Area D: Social Sciences - D6: History
CSU GE Area D: Social Sciences - D7: Interdisciplinary, Social or Behavioral Science
IGETC Area 3: Arts and Humanities - 3B: Humanities
IGETC Area 4: Social and Behavioral Sciences - 4C: Ethnic Studies
IGETC Area 4: Social and Behavioral Sciences - 4D: Gender Studies
IGETC Area 4: Social and Behavioral Sciences - 4F: History
IGETC Area 4: Social and Behavioral Sciences - 4G: Interdisciplinary, Social or Behavioral Science
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
John Valdez

L. Credit Courses - Change

1. Course Number and Title: READ 50 Reading Improvement
Discipline: Reading (READ)
Distance Learning Offering(s): Computer Assisted
Repeatability: May be taken 2 times.
Standalone Course
Changes: Minor changes to catalog description, objectives and assignments.
Decreased repeatability, updated title 5 language, added computer assisted distance learning.
Melinda D. Carrillo

M. Credit Courses – Reactivations

1. There are no Credit Course Reactivations for this agenda.

N. Credit Courses - Deactivations

1. Course Number and Title: WTE 225 / WWT 225 San Diego Regional Internship
Discipline: Water Technology Education (WTE) / Wastewater Technology Education (WWT)
Course Included in the Following Programs:
 A. Water Technology Education A.A. Degree Major or Certificate of Achievement
 B. Wastewater Technology Education A.A. Degree Major or Certificate of Achievement
Transfer Acceptability: CSU
Grading Basis: Pass/No Pass Only
Repeatability: May be taken 4 times.
Reason for Deactivation: Program now managed by San Diego County Water Authority (SDCWA).
Mollie R. Smith

O. Non Credit Course – New

1. There are no New Noncredit Courses for this agenda.

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

MCS 125
READ 50

Distance Learning Offerings (s)

Online
Computer Assisted

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

VII. RESUMPTION OF REGULAR AGENDA

A. The following curricular changes, pending appropriate approvals, will be effective FALL 2011:

1. Course Number and Title: READ 110 Power Reading
Discipline: Reading (READ)

Associate Degree General Education - E: Lifelong Learning and Self- Development
 CSU GE Area E: Lifelong Learning and Self-Development - E: Lifelong Learning and Self-Development
 Transfer Acceptability: CSU
 Distance Learning Offering(s): Computer Assisted, Online
 Changes: Updated textbooks and outline. Added computer assisted distance learning.
Melinda D. Carrillo

2. Course Number and Title: WTE 100 Waterworks Distribution
 Discipline: Water Technology Education (WTE)
 Prerequisites: WTE 110 / WWT 110
 Repeatability: May be taken 4 times.
 Changes: Added textbooks.
Mollie R. Smith

C. Distance Learning*

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2011.

Catalog/Subject Number	Distance Learning Offerings (s)
READ 110	<u>Computer Assisted</u> , Online
* <u>underline</u> indicates new, strikethrough indicates deletion, plain text indicates no change	

D. Requisites and Advisories*

The establishment of the following advisories meets Title 5 Regulation 55003, effective Fall 2011.

<u>Catalog Number</u>	<u>Type</u>	<u>Description</u>	<u>Proposal Type</u>
WTE 100	Prerequisite	WTE/WWT 110	Change

E. INFORMATION

a. 2011-2012 Curriculum Activity Summary

	Current Agenda	2011-12 Cumulative
New Courses	1	7
Course Revisions	3	6
Course Deactivations	1	9
Course Reviews (9/28/2011 – (10/14/2011)	0	2
New Programs	0	0
Program Revisions	1	2
Program Deactivations	0	2
Total Activity	6	28

Motion 4

MSC Larson, O'Brien: Faculty Senate ratification of the Curriculum Committee items dated October 19, 2011. The motion carried.

Faculty Senate/PFF
Joint Agreement:

Copies of the joint agreement between the Faculty Senate/Palomar Faculty Federation were provided to Senators at last week's meeting (see below). Copies of the Proposed Procedure AP 7120, Recruitment and Hiring, were also provided for information (Exhibit A).

Monika Brannick stated that she and PFF Co-President Shayla Sivert have worked on the Joint Agreements, which have been discussed and accepted by the E-Board. She provided a brief history of AP 7120, which has been in the discussion stages for the past three years. After the initial phase, members of the Palomar Faculty Federation (PFF) expressed the need for PFF representation on hiring committees, particularly for Vice President and Dean positions. As a result of the recent meetings between Brannick and Sivert, the following Joint Agreement was created:

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.

Senators discussed the documents, and some minor wording changes were made to AP 7120. Some Senate members also expressed concern with the appointment process as outlined in the Joint Agreement, particularly when a name is brought forward by the PFF from a department which is already represented on the committee. Lengthy discussion followed concerning faculty representation on committees, and there was agreement that faculty appointed to committees serve to represent the entire faculty as a whole.

Senators agreed that AP 7129 should be brought back to the Policies and Procedure Task Force for further discussion.

Student Success Task

Force Recommendations: Legislation was enacted last year which called on the California Community Colleges Board of Governors (BOG) to convene a 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. Beginning in January 2011, the Task Force, chaired by BOG Member Peter MacDougall, has met monthly to develop draft recommendations.

Monika Brannick indicated that there was lengthy discussion on this issue at the recent local Area D meeting of the Statewide Academic Senate in Long Beach, where David Morris, an English Professor at Long Beach City College, assured all that the recommendations in its first draft allowed for significant faculty input. Faculty members are encouraged to participate in online dialogue, which can be accessed at <http://studentsuccess.ideascale.com/>.

Brannick reminded all Senators of the upcoming forum, scheduled for Thursday, October 27, from 4:00 – 6:00 p.m. in the Governing Board room, where faculty, staff, and administrators are invited to gather and discuss these recommendations. She added that

she and PFF Co-President Shayla Sivert would also be attending a Town Hall Meeting in Los Angeles on this issue Thursday morning prior to the forum.

Repetition and
Withdrawals from
Credit Courses:

Following up on discussion at last week's meeting, Monika Brannick reminded Senators of new Title 5 regulations with regard to repetition of credit courses. On July 11, 2011, the Board of Governors adopted regulations limiting the number of times a community college district can receive apportionment for students who enroll in the same credit course multiple times. The district will receive apportionment for three repetitions only, with certain, limited exceptions. 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. Faculty can read about the details regarding this change at:

<http://www.cccco.edu/ChancellorsOffice/Divisions/Legal/RegulationNotices/tabid/411/Default.aspx>, and access the document "Apportionment Limits for Credit Course Enrollment Repetition and Withdrawal." These changes have been in effect since October 12, 2011 and must be implemented by the summer session 2012. Students will not be "grandfathered in", meaning that any previous official enrollments will count toward the total of three allowable repetitions per course.

Lengthy discussion followed on the change and how it will significantly impact faculty in the way they teach their courses, and add to the pressure many students experience while striving to complete necessary courses.

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. Information is posted on Planning Agenda 8, as well as Recommendations 6, 7, and 8.

Policies & Procedures:

No additional Policies & Procedures will be brought forward this week.

SLO Summary
Reports:

At last week's meeting, Marty Furch provided an update on the Student Learning Outcomes (SLO) Reports, and reported on the need for a parallel discussion between the Faculty Senate, the Curriculum Committee, and the Learning Outcomes Council on how to move forward with those courses and programs which have not identified Student Learning Outcomes, or are not assessing for planning purposes.

Furch provided an updated report from the database from earlier in the day:
1,622 courses have SLOs entered into the database with results, and
169 courses still have no SLOs entered into the database.

There are 207 programs, including degree programs:
49% have SLOs
51% have no Program SLOs entered into the database
Of those entered, 14% include results.

90% of Palomar's courses currently have SLOs; however only 26% have assessment results.

Furch stated that, since the database is being utilized as the central reporting source, this information is needed for proper data entry into the mid-term report, which is due in March 2012. She reiterated the importance of Program Review, which is a significant part of the process, and discussion followed on the importance of moving the process forward toward completion. Furch added that she and Vice President Berta Cuaron would be sending out a joint letter to faculty members soon offering assistance as needed.

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

Barb Kelber provided updated copies of the drafts for the Part-time Faculty Evaluation Report. She asked Senators to review the documents for action at next week's meeting.

Faculty Senate Goals: This item will be discussed next week.

ADJOURNMENT: The meeting was adjourned at 3:29 p.m.

Respectfully submitted,

Melinda Carrillo, Secretary

EXHIBIT A

Proposed Palomar Community College District *Procedure*

CCLC No. 7120

Human Resources
DRAFT as of 11/20/09

AP 7120 RECRUITMENT AND HIRING

References:

Education Code Sections 70902 (d); 87100 et seq., 87400, 87408-87408.6, 88003, and 88021;
Title 5 Code Sections 53000 et seq.;
Accreditation Standard III.A

I. General Provisions:

A. Equal Employment Opportunity (EEO) – Commitment to Diversity:

- a. In all phases of recruitment and hiring, equal opportunity is afforded to all employees and qualified applicants for employment without discrimination on the basis of ethnic group identification, race, color, national origin, religion, socio-economic status, age, gender, physical or mental disability, sexual orientation, language, accent, citizenship status, political affiliation, transgender, parental status, marital status, veteran status, medical conditions, union membership, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
- a.b. Applicants not possessing specific qualifications as outlined in the job announcement who feel that their background and experience are equivalent to the minimum requirements are encouraged to apply.
- c. Equal employment opportunity issues (e.g., diversity of applicant pool) are addressed in BP/AP 3420 titled Equal Employment Opportunity and the District's EEO Plan.

II. Announcements and Recruitment:

- A. Announcements:** The position announcement is developed through a collaborative process involving the appropriate personnel and Human Resource Services (HRS). Human Resource Services must approve all announcements prior to posting.
 - 1. Approval: Announcements must receive final authorization as indicated in Table 1.

Table 1. Announcement Authorizations by Position Type.

<u>Position Type</u>	<u>Required Approval</u>
<u>Superintendent/President</u>	<u>Governing Board</u>
<u>Vice President</u>	<u>Superintendent/President or Designee</u>
<u>Directors and Deans</u>	<u>Appropriate Executive Administrator</u>
<u>Administrators Below Director</u>	<u>Supervisor of Position or Designee</u>

Faculty	Hiring Committee Chair, Department Chair or Program Director, Dean of the appropriate division, and the appropriate Vice President; <u>in cases where the Program Director is not a faculty member, a faculty representative shall be appointed instead.</u>
Classified	Supervisor of Position or Designee
CAST (Confidential and Supervisory Team)	Supervisor of Position or Designee
Child Development Center Teachers	Supervisor of Position or Designee

2. Components: The position announcement must include the following:

- a. A description of the position duties, responsibilities, salary, assignment, benefits, and terms of employment (including working hours and conditions, employment group, and status);
- b. For academic positions, minimum qualifications as determined by the Board of Governors, and for classified positions, ??? as determined by the Governing Board (Board);
- c. Preferred qualifications (when listed) that are job related and consistent with business necessity;
- d. For faculty positions, a provision for determination of equivalency;
- e. Depending on employment unit, a statement regarding required participation in shared governance;
- f. Additional language required for compliance with federal, state, and District regulations (e.g., Equal Opportunity Employer notice);
- g. Any application procedures specific to the posted position.

B. Advertising:

1. HRS provides assistance including the identification of appropriate advertising media. Table 2 outlines minimum advertising durations.
2. Job announcements are advertised through various organizations (e.g., the California Community Colleges Registry) and through various electronic and print media;
3. Transfer Opportunities: For eligible positions, notice of transfer opportunities will be distributed internally to provide current employees notice of such positions, subject to provisions of applicable collective bargaining agreements or employee handbooks.

Table 2. Advertising Durations for Permanent Positions.*

Position	Minimum Advertisement Duration
Educational Administrators	8 weeks, open until filled
Classified Administrators	4 weeks, open until filled
CAST	4 weeks, open until filled
Classified	2 weeks, open until filled
Faculty	8 weeks,** open until filled
Child Development Teachers	4 weeks, open until filled

* A minimum two-week advertising period is required for all interim appointments.

** In extenuating circumstances, a six-week advertising period may be authorized by the appropriate Vice President.

C. Recruitment Methods:

1. HRS recruits all permanent positions.

2. Presidential searches will be handled in accordance with BP 2431 titled Superintendent/President Selection.
3. Part-Time Faculty: HRS will accept applications on an ongoing basis for part-time faculty positions (see the section titled Part-Time Faculty).
 - a. All applications shall be submitted to HRS.

D. Applications:

1. Applications are attached to each job announcement and are available online through the District website. Hard copy applications are available in the HRS Office. The application will contain the following basic components:
 - a. Application form inclusive of educational and professional histories, skills and qualifications, and references;
 - b. Attachment to application (conviction history questionnaire); and
 - c. Confidential data sheet for federal and state collection and reporting purposes.
2. HRS will accept application materials until the position is filled.

III. Screening and Interview:

- A. **Pre-Screening:** HRS will pre-screen all applications for completeness and evidence of minimum qualifications prior to forwarding applications to the selection committee.
- B. **Selection Committee Screening:** Screening criteria and interview questions must be approved by HRS before Selection Committee members receive applications. Screening criteria are developed from the position description and the qualifications and requirements listed in the position announcement. Depending on the volume of applications received for a particular position, additional screening criteria may apply, **as determined by the hiring committee.**
- C. **Selection Committee:**
 1. Composition: Selection Committee composition is outlined in Table 3 below and applies to both permanent and interim appointments.

Table 3. Composition of Selection Committee by Position Type and Interview Level.

Position	Committee Chair	1st-Level Committee	2nd-Level Committee
Assistant Superintendent/ Vice President for Instruction*†‡ Ψ	<ul style="list-style-type: none"> • 1st-Level: Another Vice President • 2nd-Level: Superintendent/President 	<ul style="list-style-type: none"> • At least one faculty member from each instructional division; and one faculty member from Student Services • Two Instructional Deans appointed by the Superintendent/President • One member of the Administrative Association • One member of the Confidential & Supervisory Team • Two classified employees to include one from Instruction and one at-large • Two students 	<ul style="list-style-type: none"> • All other Vice Presidents
Assistant Superintendent/ Vice President for Student	<ul style="list-style-type: none"> • 1st-Level: Another Vice President • 2nd-Level: Superintendent/President 	<ul style="list-style-type: none"> • Four faculty members, to include two from Student Services and two at-large • Two Student Services 	<ul style="list-style-type: none"> • All other Vice Presidents

<p>Services*†‡ Ψ</p>		<p>administrators appointed by the Superintendent/President</p> <ul style="list-style-type: none"> • One member of the Confidential & Supervisory Team • One member of the Administrative Association • Four classified employees to include three from Student Services and one at-large • Two students 	
<p>Assistant Superintendent/ Vice President for Finance & Administrative Services*†‡ Ψ</p>	<ul style="list-style-type: none"> • 1st-Level: Another Vice President • 2nd-Level: Superintendent/President 	<ul style="list-style-type: none"> • Four faculty members to include three instructional faculty members and one from Student Services • One representative from Instruction appointed by the Assistant Superintendent/Vice President for Instruction • One representative from Student Services appointed by the Assistant Superintendent/Vice President for Student Services • Two Finance & Administrative Services Directors appointed by the Superintendent/President • One member of the Confidential & Supervisory Team • One member of the Administrative Association • Four classified employees to include three from Finance & Administrative Services and one at-large • Two students 	<ul style="list-style-type: none"> • All other Vice Presidents

Position	Committee Chair	1st-Level Committee	2nd-Level Committee
Assistant Superintendent/ Vice President for Human Resource Services*†‡ Ψ	<ul style="list-style-type: none"> • 1st-Level: Another Vice President • 2nd-Level: Superintendent/President 	<ul style="list-style-type: none"> • One faculty member from each division; • One Instructional Dean appointed by the Assistant Superintendent/Vice President for Instruction • One Student Services Dean or Director appointed by the Assistant Superintendent/Vice President for Student Services • One Finance & Administrative Services Director appointed by the Assistant Superintendent/Vice President for Finance & Administrative Services • One member of the Administrative Association • One member of the Confidential & Supervisory Team • Four classified employees • One representative of Human Resource Services appointed by the Superintendent/President • Two students 	<ul style="list-style-type: none"> • All other Vice Presidents
Dean*†‡	<ul style="list-style-type: none"> • 1st-Level: Co-chairs consisting of an existing Dean from any division (with the approval of the appropriate Vice President) and a faculty member appointed by the Faculty Senate • 2nd-Level: Superintendent/President 	<ul style="list-style-type: none"> • One faculty member from each constituent discipline/department within the affected division • One representative from each of the other constituent employee groups: Administrative Association, Confidential & Supervisory Team, and the bargaining unit represented by CCE/AFT • Additional members may be appointed at the President's discretion 	<ul style="list-style-type: none"> • The appropriate Vice President • The Dean co-chair of the 1st-level committee • <u>An add'l member from relevant/affected divisions may be appointed by the Superintendent/President where appropriate</u>
Director*†‡	<ul style="list-style-type: none"> • 1st-Level: Any executive, senior, or Administrative Association administrator (for directors who report to 	<ul style="list-style-type: none"> • One representative from each of the constituent employee groups: Administrative Association, Faculty, Confidential & Supervisory Team, and the 	<ul style="list-style-type: none"> • Chair of the 1st-Level Committee • <u>An add'l member from relevant/</u>

	<p>the Superintendent/President, the chair shall be appointed by the Superintendent/President or designee)</p> <ul style="list-style-type: none"> • 2nd-Level: Appropriate executive or senior administrator 	<p>bargaining unit represented by CCE/AFT</p> <ul style="list-style-type: none"> • Additional members may be appointed at the discretion of the executive or senior administrator to whom the position reports 	<p>affected divisions may be appointed <u>by the executive or sr. administrator where appropriate</u></p>
Faculty*	<ul style="list-style-type: none"> • 1st-Level: Department Chair/Director or faculty designee (co-chairs may be appointed) • 2nd-Level: Two interviews are conducted for each finalist and are as follows: • President's interviews: Superintendent/President (serves as both chair and the sole committee member) • Joint Selection Committee's interviews: Appropriate Dean 	<ul style="list-style-type: none"> • Majority of committee must consist of faculty members from the discipline or a closely related discipline (Note: may substitute one community member or faculty member from another institution) • One faculty member from outside of the department • One student (optional – non-voting) • Choices regarding substitutions shall be made by the appropriate discipline faculty • Observers is chosen by faculty and must be a faculty member 	<ul style="list-style-type: none"> • Joint Selection Committee: • Appropriate Vice-President • Chair of the first-level committee • At least two add'l members from the 1st-level committee <p>Note: Not to exceed seven members, including the chair, except where extenuating circumstances exist</p>

Position	Committee Chair	1st-Level Committee	2nd-Level Committee
All other Administrative Association positions, Confidential & Supervisory Team positions, Child Development Center Teacher positions, and Classified positions*	<ul style="list-style-type: none"> Supervisor of the position or designee 	<ul style="list-style-type: none"> Majority of committee must consist of employees from within the affected department/program One employee from outside of the department <p>Note: Committee must consist of three members at minimum; at least one committee member must be of the same constituent employee group as the vacant position</p>	<p>2nd-Level interviews are not required; if conducted, the committee consists of the following:</p> <ul style="list-style-type: none"> Supervisor of the position All or some members of the 1st-level committee The executive, senior, or other administrator to whom the position's supervisor reports (optional) Additional members may be appointed at the executive, senior, or other administrator's discretion (optional)

* A District Compliance Officer, appointed by HRS, is required to observe and monitor all stages of the 1st- and 2nd-level hiring processes. The Compliance Officer is a non-voting member.

† For these positions, the 1st-level committee shall appoint a faculty member of the committee to serve as a non-voting observer during the 2nd-level interviews (for faculty positions, the non-voting observer is appointed to the Superintendent/President's interviews).

‡ For these positions, except where otherwise indicated, constituent group representatives are appointed by the leadership of their representative constituent groups (e.g. classified employees are appointed by the CCE/AFT Executive Council; students are appointed by the Associated Student Group leadership; administrators by the Administrative Association; and faculty are appointed by the Faculty Senate, ~~and administrators by the Administrative Association~~).

Ψ For these positions, interim Vice Presidents who are not applying for the position in question may serve on 2nd-Level Committees.

2. Verification of Committee Composition: HRS verifies compliance of selection committee membership with applicable Board policies and procedures.
3. Diversity: The selection committee should be balanced in its diversity and, to this end, will seek representation from under-represented groups whenever possible.
4. Confidentiality: Each participant in the hiring process is responsible for maintaining the confidentiality of all aspects of the selection process, including written materials, oral discussions and any other information that relates to the selection process. Such information may be shared only with members of the Selection Committee, HRS, and the administrators involved. Confidentiality must be maintained permanently.
5. Training:
 - a. Prior to participating as a selection committee member, members must receive training on the selection process. Such training must occur within one year prior to serving on a selection committee. HRS shall provide selection committee training. See the Selection Committee Training Packet available through HRS.
 - b. Training shall include the philosophy and commitment to staff diversity as outlined in the District's Equal Employment Opportunity Plan and inclusive of cultural diversity, the roles and responsibilities of all members of the selection committee, the selection process, interview procedures and techniques (including guidelines on appropriate follow-up questions and reference checks), and the confidentiality of the selection process.
6. Responsibilities:
 - a. The Committee Chair/Co-Chairs shall be responsible for:
 - i. Ensuring compliance with District policies and procedures in conjunction with the hiring process;
 - ii. Coordination of calendars to ensure participation of all committee members, including the Compliance Officer;
 - iii. Coordination of candidate interviews with HRS;
 - iv. Maintaining committee records;
 - v. Performing other duties determined by agreement with the committee.
 - b. Voting Committee Members shall be responsible for:
 - 1) Identifying selection criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position. Screening criteria will include an evaluation of the extent to which applicants have and demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college;
 - 2) Developing interview questions, directly related to the position announcement criteria, designed to distinguish candidates who will best meet the needs of the District in the position;
 - 3) Screening all applications forwarded by HRS to select candidates for interview;
 - 4) Interviewing candidates selected for interview using pre-approved questions.
 - 5) The voting members of the Selection Committee recommend an unranked list of finalists for consideration. All of the finalists recommended must be fully acceptable to the Committee.
7. Attendance: All members of the Selection Committee must be present for all interviews. If a voting member of the committee misses any part of an interview, the committee member is ineligible for further participation in the hiring process.
8. The Compliance Officer's Role: It is the responsibility of the Compliance Officer to observe and monitor the hiring process to ensure complete fairness and consistency for each applicant and to serve as a non-voting resource person to the selection committee(s). For faculty positions, see the Faculty Senate's Faculty Hiring Procedure on the Faculty Senate website for details on the Compliance Officer's role. For all other positions, see the Selection Committee Training Packet available on the HRS website.
9. The Observer's Role:
 - a. The observer may observe the interviews, but not actively participate. S/he may not ask questions of or comment on the candidates during or between the interviews;

- b. The observer may attend the deliberations for Vice President, Dean, and Director positions at the discretion of the chair of the second-level hiring committee. For faculty positions, the observer is required to attend the deliberations;
 - c. If attending the deliberations after the interviews, the observer's role remains non-participatory. He/she may only discuss the interviews, candidates, results of reference checks, or any other information related to the hiring process if specifically invited to do so by the chair of the second-level hiring committee or, for faculty positions, the Superintendent/ President;
 - 1) Since the observer's role is non-participatory, he/she is not permitted to conduct reference checks on finalists;
 - 2) Other first-level committee members, including the chair of the first-level committee, may conduct the reference checks.
- D. **Background Checks:** Policies and procedures governing applicant background checks are as outlined in AP 7126 titled Applicant Background Checks.
- E. **Reference Checks:** Reference checks are required for all positions. See the Selection Committee Training Packet, available via the HRS website, for specific procedures designed to assist committees in conducting reference checks.

Table 4. Reference Check Process by Employment Unit.* †

Employment Unit	Deciding Authority/Process
Classified, Confidential & Supervisory Team, and Administrative Association* (except directors)	Supervisor or designee checks prior to submitting finalists or making a hiring recommendation.
Faculty, Directors*, Deans*, and Vice Presidents*	1 st -level committee conducts reference checks and forwards to 2 nd -level committee

* The supervisor of the position may conduct additional reference checks in accordance with established procedures prior to the job offer.

† For all non-faculty positions, HRS may conduct reference checks in lieu of or in addition to those conducted as provided in Table 4.

- F. **Interviews:**
- 1. Practical Skills, Demonstrations and Testing: The initial interview process may involve skills testing and performance demonstrations appropriate to the position. All skills tests and performance evaluation processes must be approved in advance by HRS.
 - a. Faculty positions require in-person teaching demonstrations as indicated in the Faculty Hiring Procedure available on the Faculty Senate's website.
 - 2. Interviews are conducted as outlined in Tables 3 and 5.
 - 3. In the event a selected applicant declines the position or is otherwise unable to be employed in the position, the qualified applicant pool for any posted position may be utilized for up to 90 days after an offer of employment has been extended.

Table 5. Positions Requiring Second-Level Interviews and Specific Components.

	Vice Presidents	Directors	Deans	Faculty
Open Forum	X (required)			
Site Visits	X (optional)		X (optional)	
Reference Checks between 1st and	X (required)	X (required)	X (required)	X (required)

2nd level Interview				
Teaching Demonstration				X (required)

4. Final Administrative Interviews: The Superintendent/President interviews the finalists for all senior and executive administrative positions recommended by the Selection Committee. It is at the Superintendent/President's discretion to include other Palomar employees in the final interview or to arrange additional interviews or meetings with appropriate campus constituencies.

G. Applicant Travel Expenses: Palomar College does not reimburse applicants for first-level interviews for expenses incurred during the application and/or first-level interview process. Second-level applicant expenses will be eligible for reimbursement as follows:

1. For full-time faculty and some administrator positions (president, vice-president, director, dean), applicants who must travel 150 miles or more one way from their residence to the District are eligible for reimbursement with proper verification. Reimbursement is available only for 2nd-level interviews.
2. All expense documentation must be submitted to HRS within 30 days of completing travel. Only original receipts shall be accepted as proper travel expense documentation for reimbursement purposes.
3. Reimbursement is limited to \$1,000.00 to cover the travel costs incurred by the applicant on behalf of him/herself only. Allowable travel costs and associated processes are outlined in the District's travel procedure contained in the Finance and Administrative Services Handbook.

H. Deliberation and Selection Process:

1. Deliberations: For all positions, after interviews are completed, the voting members of the Selection Committee discuss and evaluate the qualifications of the interviewed candidates.
2. **For positions requiring second-level interviews, a minimum of two unranked candidates must be forwarded. Exceptions require the approval of the Superintendent/President or designee. Where an exception to the minimum candidates is not warranted, the original applicant pool shall be revisited for potential candidates and the position recruitment shall be extended.**
3. Table 6 below outlines the alternatives where there are insufficient finalists for a position.

Table 6. Actions and Required Authorization for Insufficient Position Finalists.

Authorized Action	Deciding Authority
Cancel the recruitment	Responsible administrator
Authorize a single candidate	Superintendent/President or designee
Review the applicant pool again	Responsible administrator and the 1st Level Committee
Extend 1st Screening Duration	Responsible administrator and the 1st Level Committee, subject to HRS approval

4. Selection: Final selection is the sole responsibility of the Superintendent/President, and is subject to Governing Board approval. See BP 2430 titled Delegation of Authority to the Superintendent/ President and BP/AP 7110 titled Delegation of Authority. For faculty hiring, the Superintendent/President relies primarily on the recommendation of the selection committee.
5. If none of the finalists are selected for hire, the Selection Committee and the appropriate administrator will:
 - a. Review information regarding the recommended finalists and/or the nature of the position; and/or

- b. Review the interview pool to ensure that other potential finalists have not been overlooked; and/or
- c. Recommend that the search be extended..

IV. Employment Offers:

A. Conditional Offers: All employment offers are conditional pending satisfaction of employment requirements, including submission of required forms, background and/or reference checks, fingerprinting, proof of eligibility for employment, TB test results and certificate of freedom from communicable disease (see BP/AP 7330 titled Communicable Disease) and Governing Board approval. All conditions of employment must be met prior to employment.

B. Pre-Employment Requirements:

1. Physical Examination: Depending on the nature of the position, a pre-employment physical examination may be required to ensure sufficient fitness for the duties associated with the particular position. See BP 7335 titled Health Examinations.
2. Criminal History-Live Scan Verification: All offers of employment are conditional pending receipt of satisfactory criminal history reviews via Live Scan. See: AP 7337 titled Fingerprinting.

C. Conditional employment offers are made as follows:

1. For classified, CAST, administrative and child development teacher positions, HRS will make the offer;
2. For full-time faculty positions, the appropriate dean will make the offer;
3. For dean positions, the appropriate vice president will make the offer; and
4. For vice-president positions, the president will make the offer.
5. HRS coordinates all necessary intake and orientation procedures and extends the formal job offer after completion of all pre-employment requirements.

V. Full-Time Faculty Selection: The selection process is described in the Faculty Hiring Procedure, which can be obtained through the Faculty Senate, and is intended to reflect the District's commitment to shared governance, as outlined in BP/AP 2510 titled Participation in Local Decision Making.

VI. Part-Time Faculty Recruitment and Selection: The following provisions shall apply to all faculty for part-time positions.

A. Announcement and Recruitment:

1. Establishing the Position: Departments shall notify HRS when a position becomes available.
2. Advertising the Position: HRS shall advertise all part-time faculty positions.

B. Applications, Screening and Selection:

1. All application packets (including the appropriate application form and attachments, transcripts, and other documents/forms as required by the appropriate departments) shall be submitted directly to HRS;
2. HRS shall record all legally required applicant information and remove and/or redact any confidential data;
3. Prior to forwarding applications to the appropriate departments for selection, HRS shall conduct a preliminary screen to determine completeness of application and satisfaction of minimum qualifications and/or possible need for equivalency;
4. The Department shall select qualified candidates for interview and conduct all interviews. The Department Chair/Director shall notify the appropriate Dean and HRS of his/her selection of part-time faculty.
5. HRS shall retain all applications for a minimum of three years.