

Minutes of the MEETING OF THE FACULTY SENATE October 28, 2013

APPROVED

PRESENT: Rebecca Alvarez, Sandra Andre, Glyn Bongolan, Melinda Carrillo, Jenny Fererro, Joel

Glassman, Barb Kelber, Greg Larson, Jackie Martin, Pam McDonough, Christina Moore, Linda Morrow, Lillian Payn, Travis Ritt, Susan Snow, Diane Studinka, Fari Towfiq

ABSENT: Teresa Laughlin, Patrick O'Brien, Rocco Versaci

GUESTS: Genesis Gilroy

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 Morrow, Towfiq Faculty Senate approval of the minutes of October 21, 2013, as

presented. The motion carried.

Welcome: Senators welcomed new Senator and part-time faculty member Rebecca Alvarez.

Public Comments: There were no public comments.

Announcements: Senate members expressed best wishes to faculty member Rocco Versaci, who recently

underwent surgery.

Committee Appointments:

Motion 2 MSC Martin, Towfiq: Faculty Senate approval of the following committee appointment:

Accreditation Standard II.C Writing Team

Linda Morrow

The motion carried.

Constitutional

Review Committee: Greg Larson indicated that members of the Faculty Council have appointed Senators Joel

Glassman and Travis Ritt to the Constitutional Review Committee. The committee composition calls for three members, and Larson asked for an additional Senate

representative. After brief discussion, Barb Kelber also volunteered to serve.

Curriculum:

Motion 3 MSC Andre, Morrow: Faculty Senate ratification of the Curriculum Committee Action

items dated October 16, 2013. The motion carried.

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Faculty Senate Goals:

Senate members were provided with an amended version of the goals. Discussion followed, and some additional changes were made to the document.



GOALS FOR 2013-14

GOAL		IN	ON	ACCOMPLISHED	RESPONSIBLE
		PROGRESS	HOLD		PARTIES
1	Oversee the college's implementation of the Enrollment Management Plan while helping departments maintain the quality and integrity of their programs.				
2	Create an Oversight Committee for Grant-Funded Projects.			X	
3	Update the Faculty Constitution.				
4	Update Committee on Committee Guidelines on Faculty Senate Webpage.				
5	Review Operational Committees.				

ONGOING RESPONSIBILITIES

1	Actively participate in the college's response to the Student Success Task Force Recommendations while helping departments maintain the quality and integrity of their programs.		
2	Maintain oversight and reporting relationships in the following areas: a. Basic Skills/Title V HSI Committee b. GRAD (Goals, Responsibility, Attitude, Determination) c. Academic Technology Committee d. Workforce and Community Development Advisory Group e. Academic Technology Resources Center f. STEM Grants 1 & 2 Committees g. Learning Outcomes Council h. Tenure & Evaluations Review Board i. Curriculum Committee		
3	Increase faculty service on committees and councils by a. Ensuring that membership calls are sent out regularly b. Reminding faculty of the importance of service on councils and committees.		
4	Review proposed guidelines related to the academic and professional elements of online courses and instruction.		
5	Monitor the use of the Palomar Outcomes Database/TracDat data-collection system in Student Learning Outcomes Assessment.		
6	Encourage faculty to continue to actively participate in the SLOAC.		
7	Actively participate in the process of maintaining accreditation status.		

8	Actively participate in the revision of the Palomar College Governing Board Policies & Procedures.
9	Guide and approve the development of Transfer AA/AS Degrees.
10	Influence the college's review, discussion, and implementation of proposed changes in a. system-wide policies for The California Community Colleges b. State legislation
11	Maintain a collaborative relationship between the Faculty Senate and the Palomar Faculty Federation.
12	Monitor grant-funded projects through the Oversight Committee for Grant-Funded Projects.

Motion 4

MSC McDonough, Towfiq: Faculty Senate approval of the 2013-14 Faculty Senate Goals, as amended. The motion carried.

Workforce & Community Devel. Advisory Group:

Diane Studinka distributed draft copies of the Workforce and Community Development (WCD) Advisory Group Proposal for WCD Instructor Model. The model is for any full-time or part-time faculty member as well as for any outside person who will teach contract education or fee-based classes. The district is not actively seeking or marketing for these classes but will support department and community needs as they arise.

The document contained general information, salary information, prep time guidelines, and information on materials fees and marketing.

Studinka provided an overview of the data included in the draft, and Senators asked follow-up questions relating to the need for departmental input, monitoring of costs, and hiring and marketing processes. Recommendations were made for minor amendments to the wording. This item will be brought back for Faculty Senate Action at next week's meeting.

Student Success Task Force Recommendations:

Greg Larson announced that he will be inviting Cynthia Anfinson, Shayla Sivert, and Molly Smith to an upcoming Senate meeting to share an update on the Basic Skills Initiative (BSI), particularly as it relates to the Student Success Task Force Recommendations.

Faculty Service Areas:

Greg Larson stated that members of the Faculty Service Area Committee continue to hold meetings. To provide clarity, he stated that "Faculty Service Area" is defined as a service or instructional subject area or group of related services or instructional subject areas performed by faculty and established by the Palomar College district. There are two uses for Faculty Service Areas: for a lateral transfer if a faculty member wishes to teach in a different department and for work force reduction should one ever be necessary. The committee is presently meeting to update the current policy as it has been many years since the policy has been reviewed and discussed.

A question and answer period followed. One Senator questioned if a list exists of faculty FSAs, noting that the current procedure calls for faculty members to be assigned Faculty Service Areas by their hiring departments at the time of initial employment, something which is not occurring at this time. There was also a request to obtain information on how to adjust, or amend, current FSAs. Currently departments vary widely in the scope of

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their stated FSAs, with some requiring the minimum qualifications and others having additional requirements.

This item will remain on the agenda for additional discussion next week.

Area D Meeting: Greg Larson indicated that the Statewide Academic Senate's Fall session will be held on

November 6 – 8. The five resolutions discussed at the local Area D meeting will be

brought forward for a vote.

Policies & Procedures: Barb Kelber reported that members of the Policies & Procedures Task Force are currently

reviewing the Discrimination & Harassment Policy.

Academic Calendar: Greg Larson reminded Senators of the discussion held at last week's meeting, where

members of the Academic Calendar Workgroup shared options for the 2014-15 academic

calendar.

He indicated that the group has chosen "Option 1" for recommendation and that it will be

brought to the next Governing Board meeting for approval.

Travis Ritt added that a new work group will be formed in the spring to begin review on

the option of a condensed calendar.

Academic

Technology: Lillian Payn provided the following Academic Technology report:

The Academic Technology Resource Center (ATRC) is working with Blackboard and Information Services to analyze the Blackboard server space on campus. Through this analysis it was discovered less than optimum uses of server space. It has been worked on and there should be a noticeable improvement. A Tier 3 analyst from Blackboard is working on improving the network, and Information Services may recommend that the district hire analysts from Blackboard to determine what is best for this district's needs and our network system.

For future needs, the ATRC is recommending getting "hosted management" from Blackboard services. In other words, we currently have a Blackboard product but are using our server. If the district used an off-site hosting system, there would be sufficient system space and staff available to provide 24-hour coverage. The cost will be

approximately \$60 - 70,000 for the first year.

ADJOURNMENT: The meeting was adjourned at 3:33 p.m.

Respectfully submitted,

Pam McDonough, Secretary