THE FACULTY SENATE

PALOMAR COLLEGE

Minutes of the
MEETING OF THE FACULTY SENATE
November 10, 2014

APPROVED

PRESENT:	Richard Albistegui-Dubois, Sandra Andre, Melinda Carrillo, April Cunningham, Jenny Fererro, Joel Glassman, Greg Larson, Teresa Laughlin, Lawrence Lawson, Shannon Lienhart, Jackie Martin, Pam McDonough, Christina Moore, Patrick O'Brien, Lillian Payn, Diane Studinka, Fari Towfiq, Rocco Versaci
ABSENT:	Marty Furch, Barb Kelber, Travis Ritt
GUESTS:	Mario Gaspar
CALL TO ORDER:	The meeting was called to order by the President, Greg Larson, at 2:00 p.m. in Room SU-30.

Please note: All votes are presumed unanimous unless indicated otherwise.

Approval of Minutes:

Motion 1   MSC Albistegui-Dubois, Towfiq: Faculty Senate approval of the minutes of November 3, 2014, as presented. The motion carried. Abstention: Studinka

Public Comments: There were no public comments.

Announcements: There were no announcements.

Strategic Planning
Council: Greg Larson indicated that members of the Strategic Planning Council discussed the timeline for the Presidential Search Committee at their last meeting. Members of the Governing Board have asked that the faculty membership list of that committee be brought to their December meeting.

President Deegan: Greg Larson stated that he and Jackie Martin met with President Deegan last week. The conversation centered on the budget and the district's need to have expenses in-line with the college's revenue. This will likely occur through enrollment management.

Palomar Faculty
Federation (PFF):   Christina Moore reported that the resolution regarding funding for part-time faculty office hours and the conversion of part-time to full-time faculty has made its way up to the Governor's office and Chancellor's office. Jim Mahler, President of the AFT Guild, Local 1931, is leading this effort.

Faculty Service Area
(FSA) Committee: Responding to some recent questions, Greg Larson indicated that FSAs apply only to transfers into departments, not new hires. This means faculty who wish to teach in

another department must meet FSA Requirements; but those hired to teach in a specific department are automatically granted a FSA in that department.

Human Resources Planning Council:

Christina Moore announced that she will no longer be able to serve on the Human Resources Planning Council due to scheduling challenges. A new PFF representative for that committee will be sought.

Committee Appointments:

Motion 2

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

Electronic Prerequisite Enforcement Workgroup
Richard Albistegui-Dubois (FT)/Life Sciences
Valerie Chau (PT)/Business Education
P.J. DeMaris (FT)/Counseling
Kathleen Sheahan (FT)/World Languages
Diane Studinka (FT)/Child Development

Student Program Eligibility Appeals Committee
(13-15) Faculty representative appointed by Faculty Senate
Andre Sanz (PT)/Counseling

The motion carried. Abstentions: Andre and McDonough

Discussion occurred on the duties and responsibilities of the Electronic Prerequisite Enforcement Workgroup and its membership structure. Some Senators expressed concern that rather than going through the traditional procedure of creating a Governance Structure request as occurs with new committees, task forces and work groups have no such procedure and are sometimes moved through the process without sufficient campus-wide discussion and input.

Curriculum:

Senate members were provided with copies of the Palomar College Curriculum items dated October 29, 2014, last week.

Motion 3

MSC Versaci, Laughlin: Faculty Senate ratification of the Palomar College Curriculum Actions dated Wednesday, October 29, 2014. The motion carried.

Copies of the Curriculum items dated November 5 were also distributed electronically.

Palomar College Curriculum Actions
Wednesday, November 5, 2014

I. **CONSENT CALENDAR**

SECOND READING – ACTION
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 2015**:

A. **New Programs**

1. Program Title: Social Media *(Chancellor's Office Approval Required)*
Discipline: Business Education (BUS)
Award Type: Certificate of Achievement
Total Units: 19.00
74% Distance Ed available
Gainful Employment Program
Justification: The Social Media certificate was created in response to the rising need in the job market for employees with social media skills.
Mary Cassoni

B. **Program Changes**
1. Program Title: Digital Arts *(Chancellor's Office Approval Required)*
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: A.S. Degree Major/Cert. Achievement
Total Units: 18
67% Distance Ed available
Gainful Employment Program
Changed from a Certificate of Proficiency to a Certificate of Achievement, added GCIP 122, reflected unit value changes for GCIP 140, GCIP 141 and GCIP 240, from 4 to 3, updated total units from 15 to 18.
Kenneth Dodson

2. Program Title: Digital Imaging
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: A.S. Degree Major/Cert. Achievement
Total Units: 30
80% Distance Ed available
Gainful Employment Program
Added GCMW 120, reflected unit value changes for GCIP 122, GCIP 140, GCIP 141, GCIP 240, GCMW 204 and GCMW 205 from 4 to 3, reflected total units from 34 to 30.
Lillian S. Payn

C. **Credit Courses - Change**
1. Course Number and Title: CHDV 185 Introduction to Curriculum
Discipline: Child Development (CHDV)
Recommended Prep: A minimum of 12 Child Development units.
Transfer Acceptability: CSU
Removed CHDV 105 prerequisite, added CHDV 105 as prerequisite or concurrent enrollment, updated textbooks.
Jenny Fererro

2. Course Number and Title: CINE 120 Film Criticism
Discipline: Cinema (CINE)
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C1: Arts
IGETC Area 3: Arts and Humanities - 3A: Arts
Transfer Acceptability: UC, CSU
Updated objectives, outline, textbooks, required reading, suggested reading, outside assignments, critical thinking and required writing.
Lisa Cecere

3. Course Number and Title: CSCI 260 Video Game Programming I
Discipline: Computer Science and Information Technology - Computer Science (CSCI)
Prerequisites: CSCI 222
Course Included in the following programs:
       A. Video Game Developer, Cert. Proficiency
       B. Video Game Developer, Cert. Achievement
Transfer Acceptability: CSU
Distance Learning Offering(s): Computer Assisted, Telecourse, Online
Decreased unit value from 4 to 3, decreased lecture hours from 3.5 to 2, increased lab hours from 1.5 to 3, updated description, objectives, methods of instruction, outline, textbooks, and critical thinking.
Richard L. Stegman

4. Course Number and Title: GCIP 103 Acrobat for Print
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Course Included in the following programs:
       A. Graphic Communications Emphasis in Production, A.S. Degree Major/Cert. Achievement

Transfer Acceptability: CSU
Decreased unit value from 4 to 3, decreased LEC hours from 3 to 1.5, increased LAB hours from 3 to 4.5, updated textbooks, critical thinking and methods of assessment.
Kenneth Dodson

5. Course Number and Title: GCIP 105 Design for Print Production
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Course Included in the following programs:
      A. Electronic Publisher, Certificate of Proficiency
      B. Graphic Communications Emphasis in Production, A.S. Degree Major/Cert. Achievement
      C. Screen Printing, A.S. Degree Major/Cert. Achievement
Transfer Acceptability: CSU
Decreased unit value from 4 to 3, decreased LEC hours from 3 to 1.5, increased LAB hours from 3 to 4.5, methods of instruction, updated textbooks, critical thinking and methods of assessment.
Kenneth Dodson

6. Course Number and Title: GCIP 149 Page Layout and Design I
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Course Included in the following programs:
      A. Digital Publishing, Certificate of Achievement
      B. Electronic Publisher, Certificate of Proficiency
      C. Graphic Communications Emphasis in Production, A.S. Degree Major/Cert. Achievement
      D. Public Relations, Certificate of Proficiency
Transfer Acceptability: CSU
Decreased unit value from 4 to 3, decreased LEC hours from 3 to 1.5, increased LAB hours from 3 to 4.5, methods of instruction, updated textbook and critical thinking.
Kenneth Dodson

7. Course Number and Title: GCIP 170 Screen Printing
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Course Included in the following programs:
      A. Screen Printer, Certificate of Proficiency
      B. Screen Printing, A.S. Degree Major/Cert. Achievement
Transfer Acceptability: CSU
Decreased unit value from 4 to 3, decreased LEC hours from 3 to 1.5, increased LAB hours from 3 to 4.5, outside assignments, and critical thinking.
Kenneth Dodson

8. Course Number and Title: GCIP 172 Textile Screen Printing
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Course Included in the following programs:
      A. Screen Printer, Certificate of Proficiency
      B. Screen Printing, A.S. Degree Major/Cert. Achievement
Transfer Acceptability: CSU
Decreased unit value from 4 to 3, decreased LEC hours from 3 to 1.5, increased LAB hours from 3 to 4.5, outside assignments, and critical thinking, XB09 changed from "X" to "N-Section does not include work based learning activities."
Kenneth Dodson

9. Course Number and Title: GCIP 180 Image Production Technologies
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Course Included in the following programs:
      A. Digital Prepress Operator Certificate of Proficiency
      B. Graphic Communications Emphasis in Production A.S. Degree Major/Cert. Achievement
      C. Screen Printing A.S. Degree Major/Cert. Achievement
Transfer Acceptability: CSU
Decreased unit value from 4 to 3, decreased LEC hours from 3 to 1.5, increased LAB hours from 3 to 4.5, textbooks, required reading, outside assignments, critical thinking, required writing and methods of assessment.
Kenneth Dodson

10. Course Number and Title: GCIP 182 Digital Prepress and Press
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Course Included in the following programs:
      A. Digital Prepress Operator Certificate of Proficiency
      B. Screen Printing A.S. Degree Major/Cert. Achievement
Transfer Acceptability: CSU

Changed title, decreased unit value from 4 to 3, decreased LEC hours from 3 to 1.5, increased LAB hours from 3 to 4.5, textbooks, and critical thinking, removed distance learning (television course).
Kenneth Dodson

11. 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
Transfer Acceptability: UC, CSU
Increased LEC hours from 2 to 3, removed LAB hours.
Wing Cheung

12. Course Number and Title: ID 141 Commercial Interior Design
Discipline: Interior Design (ID)
Transfer Acceptability: CSU
Removed ID 100 and ARCH 105 as prerequisites, updated objectives, methods of instruction, outline, textbooks, required reading, suggested reading, outside assignments and required writing.
Sandra Andre

13. Course Number and Title: WWT 56 / WTE 56 Instrumentation and Controls
Discipline: Wastewater Technology Education (WWT)/Water Technology Education (WTE)
Course Included in the following programs:
        A. Wastewater Technology Education, A.S. Degree Major/Cert. Achievement
        B. Water Technology Education, A.S. Degree Major/Cert. Achievement
Removed WTE/WWT 50 as prerequisite, changed XB09 to "W-Section includes work based learning activities."
Mollie R. Smith

D. **Noncredit Course Changes**
1. Course Number and Title: N CTED 901 Community Emergency Response Team
Short Title: Community Emer Response Team
Discipline: Noncredit Career and Technical Education (N CTED)
Changed from N HSED to N CTED and methods of evaluation, removed online DE, changed CB09 from "D" to "C-occupational."
Mollie R. Smith

E. **Noncredit Course Reactivations**
1. Course Number and Title: N BASC 201 Algebra Review
Short Title: Algebra Review
Discipline: Noncredit Basic Education (N BASC)
Added 24-48 LEC hours, updated description, objectives, methods of instruction, outline and textbook, added required reading, outside assignments, critical thinking and required writing.
Wendy R. Metzger

F. **Credit Course Deactivations**
1. Course Number and Title: CSCI 110 Programming for Computer Science
Short Title: Programming/Computer Science
Discipline: Computer Science and Information Technology - Computer Science (CSCI)
Prerequisites: CSCI 108
Course Included in the following programs:
        A. University Studies-Emphasis in Business, A.S. Degree Major
        B. University Studies-Emphasis in Mathematics and Science, A.S. Degree Major
        C. Mathematics, A.S. Degree Major
CSU GE Area B: Scientific Inquiry and Quantitative Reasoning - B4: Mathematics/Quantitative Reasoning
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Online
Reason for Deactivation: No longer relevant.
Richard L. Stegman

2. Course Number and Title: OCN 101 Oceanography
Discipline: Oceanography (OCN)
Course Included in the following programs:
        A. General Studies-Emphasis in Science and Mathematics, A.S. Degree Major
        B. University Studies-Emphasis in Mathematics and Science, A.S. Degree Major
Associate Degree General Education - B: Natural Sciences
CSU GE Area B: Scientific Inquiry and Quantitative Reasoning - B1: Physical Science

CSU GE Area B: Scientific Inquiry and Quantitative Reasoning - B3: Laboratory Activity
IGETC Area 5: Physical and Biological Sciences - 5A: Physical Science
IGETC Area 5: Physical and Biological Sciences - 5C: Laboratory Activity
Transfer Acceptability: UC, CSU
Reason for Deactivation: Course is no longer taught in the Oceanography Program.
Alan O. Trujillo

G. **Distance Learning**
The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2015.

Catalog/Subject Number	Learning Offerings
CSCI 260	Computer Assisted, Telecourse, Online
GCIP 182	~~Television Course~~
N CTED 901	~~Online~~

H. **Requisites and Advisories**
The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2015.

Catalog Number	Type	Description	Proposal Type
CHDV 185	Prerequisite	~~CHDV 105~~	Change
	Prereq./Concurrent	CHDV 105	
	Recomm. Prep	A minimum of 12 Child Devel. Units	Change
CSCI 260	Prerequisite	CSCI 222	Change
GEOG 150	Prerequisite	MATH 60	Change
ID 141	Prerequisite	~~ID 100 and ARCH 105~~	Change
WWT/WTE 56	Prerequisite	~~WTE/WWT 50~~	Change

VII. **RESUMPTION OF REGULAR AGENDA**
A. The following curriculum changes, pending appropriate approvals, will be effective **Spring 2015**:

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
Distance Learning Offering(s): Online
Updated required reading, suggested reading, required writing and methods of assessment, added online distance learning.
Catherine M. Jain

B. **Distance Learning**
The following courses may be offered as distance learning and meet Title 5 Regulations 55200- 55210, effective Spring 2015.

Catalog/Subject Number	Learning Offerings
GEOG 100	Online

C. **Action – Technical Corrections**

1. **BUS 80, Medical Terminology and Anatomy** was approved with T.O.P Code 0514.00, Office Technology/Office. The T.O.P. Code is being changed to **1208.20, Administrative Medical Assisting**.

2. **GEOG 125** was approved with the Geology T.O.P Code. The T.O.P Code was changed to **2206.00**, Geography.

3. Due to the variable units of **KINE 117B**, a unit value of 2.5 has been added to the variable unit options. Variable units are 1, 1.5, 2 and 2.5.

4. New course, **ACS 180**, was approved for **2 units, 6 - 9.5 hours per week** of **laboratory hours**. Based upon feedback from the Chancellor's Office, the course is being changed to **3 units, 9 hours per week** of **laboratory hours**.

VIII. **INFORMATION**

A. **Course Outline Reviews**

The following courses have completed the course outline review process between October 11, 2014 and October 31, 2014 and are effective Fall 2015.

BUS	157	E-Commerce
CHDV	100	Child Growth and Development
MATH	205	Calculus with Analytic Geometry, Third Course
MATH	206	Calculus with Differential Equations

B. **2014-2015 Curriculum Activity Summary**

Proposal Type	Current Agenda	2014-2015 Cumulative
New Courses	0	1
Course Changes	14	28
Course Reactivations	1	1
Course Deactivations	2	52
Course Reviews (10/11/2014 - 10/31/2014)	3	4
New Programs	1	2
Program Changes	2	2
Program Deactivations	0	1
Total Activity	**23**	**91**

Details of all program and course proposals may be viewed at *www.curricunet.com/palomar*
Select "track" and "check status" to view programs and courses. Select the Pencil icon in order to navigate through the various pages of the proposal. Reports include "COR," "PR" or "WR," Course Outline of Record or Program Report. "CC" displays proposed changes for the course outline of record or program.

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

Superintendent/ President Search Committee Formation:

Copies of the following proposal for the announcement for faculty representation on the Presidential Search Committee were provided:

ANNOUNCEMENT/SELECTION PROCESS FOR FACULTY REPRESENTATION ON PRESIDENTIAL SEARCH COMMITTEE

Seven (7) full-time faculty members, including one at-large full-time faculty member, and two (2) part-time faculty members are needed to serve on the Search Committee for the Superintendent/President position.

The seven full-time faculty members will include one representative from each division (Social and Behavioral Sciences, Languages and Literature, Math and Natural Health Sciences, Arts, Media, Business and Computer Science, Career and Technical and Extended Education, and Student Services), plus the Faculty Senate President as the at-large representative.

It is preferred that the part-time members have a long-term association with Palomar College. Part-time faculty must be currently teaching and have taught at least one class in each of the previous five semesters in order to submit their names for consideration.

Duties of the Search Committee include, but are not limited to, setting a timeline for the search process, selecting a search firm to assist in the process, determining interview questions, selecting candidates, conducting first-level interviews, conducting background checks, selecting finalists, setting up all-college forums for the finalists, and organizing site visits.

The selection of a Superintendent/President is a long process that is expected to take place during the Fall 2014, Spring 2015, Summer 2015, Fall 2015 and possibly Spring 2016 semesters. Faculty submitting their names for consideration must commit to serving for the duration of the search process. If a committee member leaves the committee during the process, we lose a faculty position on the committee. Therefore, any faculty member who anticipates a possibility of not being able to serve on the Search Committee for each of those semesters due to

an upcoming retirement or leave (sabbatical, Family and Medical Leave of Absence, load bank, etc.) is asked to refrain from submitting his or her name for consideration.

Faculty who are interested in serving on this committee please reply to this email by Friday, November 21, 2014. The Senate strongly encourages interested faculty to write a short statement of interest and qualification for the committee. Please submit your name, statement, and indicate which of the following positions you qualify for:

Full-time representative from Social and Behavioral Sciences
Full-time representative from Languages and Literature
Full-time representative from Math, Natural and Health Sciences
Full-time representative from Arts, Media, Business and Computer Science
Full-time representative from Career, Technical and Extended Education
Full-time representative from Student Services
Part-time representative

The faculty members of the Presidential Search Committee will be determined and confirmed from among the submitted names at the December 1, 2014 Faculty Senate meeting.

Discussion followed on the document and some minor amendments were made to the wording.

Motion 4	MSC Fererro, Versaci: Faculty Senate approval of the announcement and timeline for the distribution of the announcement for the Superintendent/President position, as amended. The motion carried.
Policies & Procedures:	At last week's meeting, Senate members discussed AP 3430, Prohibition of Harassment, and BP 3410, Nondiscrimination. There were varying opinions on whether additional language on bullying should be added to the documents as there were specific notations of bullying in that policy but the definition on harassment is not as clear. It was also felt that some incidences were up to interpretation and could potentially violate free speech.

Lawrence Lawson shared examples with copies of information from several policies on bullying from colleges in the area and brief discussion followed. It was also noted that without a lot of case law history in this area it would be extremely challenging to create a policy that could cover all possible scenarios.

Teresa Laughlin also noted that any change in Board policy that could result in discipline is a working conditions issue and subject to bargaining so it would have to go to the PFF for contract negotiations.

After some discussion, Senate members agreed that the current policy should remain as written and could be brought back for further review if necessary. |
| ASCCC Fall Plenary Resolutions: | Senate members were provided with electronic copies of the packet containing the ASCCC Fall Plenary Resolutions. Greg Larson reminded Senators that he would be attending the Fall session on November 12 – 15 in Irvine, CA. He shared some of the Resolutions on the overhead and heard the Senate's recommendations on voting. |
| Faculty Hiring Procedures/Faculty Summit: | Shannon Lienhart shared the following summary of Faculty hiring solutions proposed at the recent all-faculty hiring summit: |

Faculty Hiring Solutions Proposed at the all-faculty hiring summit

Problems with the application process:

1. Applicants receive letters that state the committee decided not to interview them, when in fact, the co
   A very low percentage of applications are forwarded from HR to hiring committees.

2. Many applicants believe that they submitted a complete application only to find out too late that their applications were not forwarded due to being incomplete.

3. Applicants receive letters that state the committee decided not to interview them, when in fact, the committee never saw the application.

4. Applicants who attempt to turn in paper applications are told that the college will not accept them even though there is no written policy stating this.

5. Hiring Committee Chairs are not allowed to view rejected applications.

Proposed solutions for the application process:

1. Applicants should be allowed to submit pdf or paper files of their application.

2. If an application is incomplete, HR should notify the applicant and give them an opportunity to correct their application.

3. Hiring committee chairs should be allowed to view all applications that were received.

4. Palomar College will commit resources to ensure that the online process is reliable.

Problems with the application timeline:

1. Currently, hiring committees do not begin the process until late fall or early spring, thereby missing opportunities for an expanded and more diverse pool of applicants.

Proposed solutions for the application timeline:

1. College administration needs to demonstrate a commitment to hiring full-time faculty so that hiring decisions are made early and are not necessarily tied to the FON.

2. Departments should be notified by September 1st if they will be able to hire that school year. If budget is a concern and the number of full-time hires is in question, some job descriptions can go out with the wording "subject to available funding."

3. HR should identify compliance officers by the end of October.

4. Timelines for the search process need to be flexible as individual departments have different industry conventions, therefore departments should be able to determine their own timeline and protocols for the search process. (where and when to advertise).

5. Departments who are given a hire in a given year should prepare the following by the end of October:
   o trained committee members
   o job description
   o search timeline and protocols
   o application review and interview timelines

6 Palomar College will devote adequate resources to ensure that the search process is robust.

Problems with Diversity:

1. Diversity across the campus is not well defined.

2. Different disciplines have different diversity needs.

3. Diversity is not always apparent.

Proposed solutions for the application process:

1. Faculty should host a campus forum regarding diversity that includes governing board members and administrators.

2. Departments should prepare a report with the following information
   - Define diversity for their discipline,
   - Discuss problems associated in attracting diverse candidates,
   - Prepare a list of the current faculty diversity in their department.

3. There should be flexibility in the number of hires each department will receive.

4. Palomar College should devote resources for applicant travel expenses.

Senate members discussed the document. There was agreement with the need for transparency in the process and the assurance that there isn't "over screening" in the process of application review. Jenny Fererro noted that these changes, once approved, will be incorporated into revision of the district's Faculty Hiring Procedure. This item will be brought back for Faculty Senate Action at next week's meeting and once approved, the work group tasked with updating the district's hiring procedure will have this information for incorporation into that document.

Faculty Senate Goals: Several weeks ago, Senate members discussed their goals for the 2014-15 Academic year. One issue raised was the need to review the Campus Governance Structure as it has not been updated for many years. This task will begin with the Committee on Committees reviewing all of the district's committees and seeing how they connect. If there is a possibility of merging some of these groups or creating more compact, productive structure of committees it would create a more efficient work and reporting environment. Because this is such a large task, Senate members agreed that the process could begin with a review of the Faculty Senate committees and their role in the Governance Structure and then discuss how to move forward based on that outcome.

Disaster/Emergency Response Training: Senators discussed the need for district-wide Disaster/Emergency Response training. As an example, there was a power outage earlier in the day for several hours and faculty and staff were not notified of the district's plan of action until approximately one to one and a half hours after the power loss. In the case of any campus-wide emergency there needs to be a structured procedure in place so everyone on campus knows how to proceed in various scenarios. To provide an opportunity for widespread training, a time could be set aside during the plenary sessions for both part and full-time faculty.

This item will be brought back for Faculty Senate Action at next week's meeting.

ADJOURNMENT: The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Jenny Fererro, Secretary