THE FACULTY SENATE

PALOMAR COLLEGE

Minutes of the
MEETING OF THE FACULTY SENATE
November 21, 2011

APPROVED

PRESENT:	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, Christina Moore, Lillian Payn, Perry Snyder, Diane Studinka
ABSENT:	Bruce Bishop, Linda Morrow, Patrick O'Brien, Wendy Nelson, Fari Towfiq
GUESTS:	
CALL TO ORDER:	The meeting was called to order by the President, Monika Brannick, at 2:00 p.m., in Room SU-30.
Approval of Minutes:	
Motion 1	MSC Laughlin, French: Faculty Senate approval of the minutes of November 14, 2011, as amended. The motion carried.
Public Comments:	There were no public comments.
Announcements:	There were no announcements.
Committee Appointments:	
Motion 2	MSC Laughlin, Fererro: Faculty Senate approval of the following committee appointments:

<u>Title V HSI STEM Grant Steering Committee</u>
Unlimited number of faculty representatives from the following departments
Chemistry, Earth, Space, and Aviation Sciences, Life Sciences, Math, Physics and
Engineering, Counseling

Natarajan Geetha/Chemistry

Glyn Bongolan/Counseling
Elvia Nuñez-Riebel/Counseling
Renee Roth/Counseling

Jim Gilardi/Life Sciences
Kim Marshall/Life Sciences

Lesley Blankenship-Williams/Life Sciences

Mona Ellis/Mathematics
Tracy Johnston/Mathematics
Martha Martinez/Mathematics
Annette Squires/Mathematics

The motion carried.

Other:
Copies of a Governance Structure Group Request for the Title V, HSI STEM II Basic Skills Steering Committee were provided. Senators were asked to review the document for approval at next week's meeting. Monika Brannick indicated that two positions will be created with the formation of the committee:
Title V HSI STEM Basic Skills Grant STEM Curriculum Coordinator
Title V HSI STEM Basic Skills Grant STEM Student Outreach and Support Coordinator.

Both positions, which will be filled by faculty members in the Math department, include 80% release time and are for two-year terms. Brannick noted that, because the positions begin in the spring semester, the announcements should be distributed as soon as possible.

Senators discussed the positions. Teresa Laughlin asked whether the release time for the positions has been brought to the Palomar Faculty Federation (PFF) for their review. She stated that, because many requests have been received for adjustments for current assigned time, Appendix F of the current contract, which addresses release time, will need to be reviewed. It is hoped that additional information on this will be available by next week's meeting.

Curriculum:
Senators were provided electronic copies of the following Curriculum items:

PALOMAR COLLEGE CURRICULUM COMMITTEE MEETING ACTION ITEMS
Wednesday, November 16, 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 **on 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. There are no Program Changes for this agenda.

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. There are no new Credit Courses for this agenda.

L. **Credit Courses - Change**

1. Course Number and Title: MATH 56 Beginning/Intermediate Algebra
Discipline: Mathematics (MATH)
Prerequisites: MATH 50, or MATH 50B, or eligibility determined through the math placement process
Associate Degree General Education - A2: Communication and Analytical Thinking
Distance Learning Offering(s): Computer Assisted
Changes: Added MATH 50 and 50B as prerequisite options, updated methods of instruction, outline, textbooks, assignments, and methods of assessment, added computer assisted instruction distance learning.
Jay R. Wiestling

2. Course Number and Title: OIS 80 Medical Terminology and Anatomy
Short Title: Medical Terminology/Anatomy
Discipline: Office Information Systems (OIS)
Course Included in the following programs:
      A. Medical Language Specialist A.A. Degree Major or Certificate of Achievement
      B. Medical Office Specialist A.A. Degree Major or Certificate of Achievement
Distance Learning Offering(s): Online
Changes: Increased LEC hours from 3 to four hours and unit value from 3 to 4 units, added methods of instruction, textbooks and assignments.
Judith L. Dolan

3. Course Number and Title: RTV 170 / CINE 170 Introduction to Video Editing
Discipline: Radio and Television (RTV) / Cinema (CINE)
Course Included in the following programs:
      A. Radio and Television A.A. Degree Major or Certificate of Achievement
      B. Digital Video A.A. Degree Major or Certificate of Achievement
      C. Interactive Media Design--Emphasis in Multimedia Design A.A. Degree Major or Certificate of Achievement
      D. New Media Compositing/Authoring/Distribution A.A. Degree Major or Certificate of Achievement
Associate Degree General Education - C: Humanities
Transfer Acceptability: CSU

Grading Basis: Grade Only
Changes: Added CINE cross-listing, updated description, outline, and textbooks, changed to graded only.
Patrick J. Hahn

4. Course Number and Title: RTV 194A Radio Operations
Discipline: Radio and Television (RTV)
Prerequisites: RTV 130 / ENTT 130
Course Included in the following programs:
      E. Radio and Television A.A. Degree Major or Certificate of Achievement
Transfer Acceptability: CSU
Grading Basis: Pass/No Pass Only
Repeatability: May be taken 4 times.
Changes: Added RTV/ENTT 130 as prerequisite, updated methods of assessment, assignments, updated title 5 repeatability language.
Patrick J. Hahn

5. Course Number and Title: RTV 294A Radio Programming Projects
Discipline: Radio and Television (RTV)
Prerequisites: RTV 130 / ENTT 130
Course Included in the following programs:
      A. Radio and Television A.A. Degree Major or Certificate of Achievement
Transfer Acceptability: CSU
Repeatability: May be taken 4 times
Changes: Added RTV/ENTT 130 as prerequisite, added textbook, updated assignments, updated methods of assessment and title 5 repeatability language, changed to graded only.
Patrick J. Hahn

M. Credit Courses – Reactivations
1. There are no Credit Course Reactivations for this agenda.

N. Credit Courses - Deactivations

1. Course Number and Title: LT 154 Information for Life Long Learning
Short Title: INFORMATION/LIFE LONG LEARNING
Discipline: Library Technology (LT)
Course Included in the following programs:
      A. Internet-Business Education Emphasis A.A. Degree Major or Certificate of Achievement
      B. General Studies-Emphasis in Arts and Humanities A.A. Degree Major 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
Reason for Deactivation: Department decision. No longer relevant to the program.
Linda Morrow

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*

OIS 80   Online
underline indicates new, ~~strikethrough~~ indicates deletion, plain text indicates no change

S. Requisites and Advisories*
The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2012.

Catalog Number	Type	Description	Proposal Type
MATH 56	Prerequisite	MATH 50, or MATH 50B, or eligibility determined through the math placement process	Change
RTV 194A	Prerequisite	RTV/ENTT 130	Change

| RTV 294A | Prerequisite | RTV/ENTT 130 | Change |

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

VIII. RESUMPTION OF REGULAR AGENDA

A. **ITEMS REMOVED FROM THE CONSENT CALENDAR**

1. 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)
CHIN 102	Computer Assisted, Video Two Way, Video One Way, Telecourse, Online
FREN 101	Computer Assisted, Video Two Way, Video One Way, Telecourse, Online
FREN 102	Computer Assisted, Video Two Way, Video One Way, Telecourse, Online
GERM 101	Computer Assisted, Video Two Way, Video One Way, Telecourse, Online
GERM 102	Computer Assisted, Video Two Way, Video One Way, Telecourse, Online
ITAL 101	Computer Assisted, Video Two Way, Video One Way, Telecourse, Online
ITAL 102	Computer Assisted, Video Two Way, Video One Way, Telecourse, Online
MATH 56	Computer Assisted

B. **INFORMATION**
a. Academic Senate - Fall 2011 Plenary
b. 2011-2012 Curriculum Activity Summary

	Current Agenda	2011-12 Cumulative
New Courses	0	11
Course Revisions	12	42
Course Deactivations	1	28
Course Reviews (10/28/2011 – (11/9/2011)	0	3
New Programs	0	0
Program Revisions	0	10
Program Deactivations	0	2
Total Activity	**13**	**96**

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

POET: Modules 1 & 3:

Lillian Payn provided a slideshow presentation on Modules 1 & 3, Palomar Online Education Training (POET). A question and answer period followed. Palomar must show how its instructors prepare to teach online, according to Accreditation recommendations. In response to the ACCJC's recommendation, the Academic Technology Committee (ATC) created the POET module, which will assure preparation for online instructors. Members of the Senate approved the "Validation of Preparedness to Teach Online" document as a pilot, which was brought forward by the ATC last year**,** but it now must be approved as part of the package. Senators viewed and approved Module 1 in October. Members of the Academic Technology Committee will begin hosting Professional Development sessions on these modules beginning January 12.

A cop**y** of the presentation will be forwarded to Senators by email. It provides a "Senate View" link for Senate members to self-enroll and participate**.**

This item, as well as Module 2, will be brought back for further discussion and/or action at next week's meeting.

SLO Summary
Reports:

Marty Furch stated that members of the Learning Outcomes Council hosted a workshop on Friday, November 18 in the Library, which was well attended. She added that, in the past 8 days, courses with recorded SLOs, assessment methods, assessment results, program SLOs, and program results increased by 1%.

Student Success
Task Force
Recommendations/
Repetition and
Withdrawals from
Credit Courses:

Monika Brannick indicated that the Policies & Procedures Task Force met last week. Herman Lee presented proposed changes to the "Course Adds and Drops" administrative procedure due to the recent change in Title 5 regulations with regard to repetition of credit courses. Discussion occurred at the task force meeting with regard to changing the withdrawal date (without notation on a transcript) to coincide with the census date. Brannick reported that the California Community College League recommended that there be a change to administrative procedure because Title 5 now requires colleges to have a policy in place concerning whether they will allow students to take courses more than three times (plus one), provided the district does not claim apportionment. The newly adopted regulations limit the number of times a community college district can receive apportionment for students who enroll in the same course multiple times.

Brannick added that changes to Title 5 now recommend an Intervention Program for students. For example, if students have taken a course once or twice previously, a program assisting them to improve their chances of a successful outcome should be in place. Senators talked about the fact that issues relating to student success should be overseen by faculty. Senators recalled discussion at last week's meeting on how to encourage communication among faculty members regarding the Student Success Task Force recommendations. It was suggested that this Ad Hoc group should bring a resolution to the Faculty Senate which will ensure that the development of any intervention program is under the purview of the faculty and will encourage administrators to work more closely with the Faculty Senate when implementing changes coming from all SSTF recommendations.

Brannick reported that there is already a mechanism in place which reminds students who are registering for a class how many times they have taken that class. She further reported that she talked with President Deegan, Vice Presidents Cuaron and Vernoy, and Communication Director Laura Gropen to ensure that communication will be sent out to inform the Palomar College community and the community at large about these changes.

Accreditation:

Monika Brannick reported that members of the Strategic Planning Council received copies of the Accreditation Midterm Draft Report 2012 for a first reading last week. Copies will be available on the Accreditation Website soon. Those interested in receiving a hard copy can contact Glynda Knighten.

TERB: Part-time
Evaluation Forms:

Barb Kelber indicated that the changes recommended by the Faculty Senate at its October 31st meeting were accepted by members of the Tenure & Evaluations Review Board

(TERB). Changes will be forwarded to members of the Palomar Faculty Federation (PFF) and the District for negotiation and inclusion in the contract. In addition to those brought forward previously, corresponding forms for Counselors and Library faculty, which were approved by those faculty members, were also approved by TERB.

Kelber distributed copies of new drafts of the full and part-time Student Ratings of Instructor forms. Members of TERB will begin revisions of these forms and are considering using separate full-time and part-time versions of the form. For example, a question regarding office hours on the part-time rating form does not apply, since part-time instructors are not compensated for office hours. These forms will be brought back for further discussion and/or action at next week's meeting.

Governing Board: Members of the Governing Board met on November 15. Lengthy discussion occurred on the Student Services Task Force recommendations.

Strategic Planning
Council: Monika Brannick indicated that members of the Strategic Planning Council discussed the Accreditation Mid-Term Report at their last meeting. The group also discussed the Student Priority Plan Fund (SPPF) fund requests. Some requests submitted did not follow the guidelines outlined in the process, particularly those which requested funds for longer than the one year allotted, as the SPPF funds are one time funds only.

Student Services
Planning Council: Diane Studinka provided the following report of the Student Services Planning Council meeting held November 9:
The group completed their ranking of the SPPF funds.
Health Services will begin their on-campus move on November 28 – December 2.
The group discussed Staffing Plans and PRPs.

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

Respectfully submitted,

Melinda Carrillo, Secretary