

Minutes of the  
MEETING OF THE FACULTY SENATE  
February 1, 2010

APPROVED

PRESENT: Monika Brannick, Valerie Chau, Haydn Davis, Ralph Ferges, Marty Furch, Lawrence Hahn, Barb Kelber, Teresa Laughlin, Stan Levy, Linda Morrow, Sue Norton, Patrick O'Brien, Perry Snyder, Diane Studinka, Fari Towfiq

ABSENT: Bruce Bishop, Jackie Martin-Klement, Roger Morrissette

GUESTS: John Aragon, Herman Lee, Gary Sosa

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 Chau, Laughlin: Faculty Senate approval of the minutes of January 25, 2010, as amended. The motion carried.

Public Comments: There were none.

Announcements: Barb Kelber referred to an email she sent to Senators and PFF Executive Board members regarding potential meeting times for the Joint Council. After brief discussion, Senators agreed that those meetings will continue to be held on alternate Mondays after the Faculty Senate meeting. She reminded Senators that it is an open meeting, and all are invited to attend. The group will appoint a facilitator from among members of the group at their next meeting.

Kelber added that as recommended by the Senate last semester, an upcoming Faculty Senate meeting will be designated as a Special Meeting of The Faculty. The Joint Council will host that meeting, which will be held on a Monday at 2:00 p.m. It is anticipated that the Joint Council will host one or two of these meetings per semester. An agenda will be distributed to all faculty members as soon as a date is determined.

Monika Brannick reported that Senator Roger Morrissette has resigned his Senate seat due to schedule conflicts.

Brannick distributed copies of the Resource Allocation Model, which will be brought forward for a second reading by the Strategic Planning Council (SPC) at their February 2<sup>nd</sup> meeting. Senators were asked to review the document and forward any comments or suggestions to Faculty Council members prior to tomorrow's SPC meeting. Discussion followed, and several comments and suggestions were offered. Kelber noted that the document reflects many meetings and discussions about the plans for the new Resource Allocation process, designed as a direct result of Accreditation Recommendation #1, which states that funding must be tied to planning.

Brannick also provided copies of the Program Review and Planning Supplemental form, 2009-2010, which will be brought to tomorrow's SPC meeting for information and discussion. The document will be used for requests for new monies by individual departments based on their priorities.

Other: Due to visitor Herman Lee's attendance at today's meeting, Senate members agreed to move the agenda to discuss Information item C, Priority Enrollment Guidelines.

Priority Enrollment  
Guidelines:

At last week's meeting, Senate members discussed enrollment priorities, and there were some questions as to how those priorities and guidelines are established. Copies of AP and BP 5055, Enrollment Priorities, were distributed for discussion. Herman Lee stated that Palomar College has had an Enrollment Priority System in place for several years and referred to Palomar's written enrollment priority scheme:

1. Disability Resource Center, EOP&S, and TRIO/SS Students who are
  - a. Continuing students or,
  - b. New, returning, and transfer students who submit an application and complete assessment and orientation prior to the deadline date.
2. New, returning, transfer, and continuing students who complete orientation and assessment in the immediate period of time prior to the deadline date.
3. Continuing students (students who are actively registered at census the prior semester or actively registered in a course as of the deadline date) are assigned appointments on the basis of units completed at Palomar College.
4. New, returning, or transfer students who are not in category 2.
5. Non-high school graduates age 15 to 18.
6. Some classes may have waiting lists for students wanting to enroll:
  - a. The department chair and the dean will establish the wait list size. The practice of establishing an unlimited wait list as a measure of demand for a course is to be minimized.
  - b. All instructors should follow the wait list system. However, if an instructor will not follow the wait list system, no wait list will be established for those sections taught by that instructor.
  - c. Admittance into a closed class will occur only with permission of the instructor.

Monika Brannick added that this item will be brought to the Strategic Planning Council meeting on February 2, as a new requirement will add Veterans and active-duty military to the priority list.

Herman Lee stated that the state does require that each college have a board adopted Enrollment Priority System, but there are no specific guidelines to determine those priorities in every category. Title 5 Administrative Regulations also provide for the option of each district to allow priority registration assistance to students who are defined as disabled or educationally disadvantaged. Though it has never been formally written as a requirement, most community college districts have included assistance from counselors, tutors, or mentors to assist with registration along with providing enrollment priority.

Discussion followed regarding Palomar's current policy, and Herman Lee noted the specific wording of the policy. In some cases, "Special registration assistance *may* be given..." and in others "Special registration assistance *shall* be given..." Local policy can design a priority enrollment scheme within these guidelines. The new requirement for eligible Veterans and active-duty military, for instance, mandates that special registration assistance *shall* be given.

Senators asked whether it may be appropriate to establish a certain percentage of a course that could be occupied by those students who receive priority registration. One Senator provided data from his department indicating that courses are almost entirely filled during the priority registration period, leaving a very small number of seats for students who

register later, in spite of the fact that those students may need the class more urgently to complete a program or prepare for transfer.

Discussion followed and some Senators shared information about enrollment in their departments. One Senator noted that her department approached the Matriculation Committee about the possibility of capping the number of seats available for students who participate in the Early Acceptance Program (EAP) during the Saturday sessions prior to Open Enrollment. The cap is now in place, and Senators noted that this seems to be a reasonable compromise, ensuring the effort to continue with the larger mission of the college, serving first-year students as well as students closer to transferring.

Monika Brannick added that in the particular example of the EAP, the district initially began with a 50% class cap, and when the issue was revisited it was changed to a 40% class cap. Many departments feel that 25% is acceptable, and the Vice President for Instruction will be contacting Department Chairs for input as the issue is revisited.

Additional discussion followed, as Senators suggested that perhaps similar caps could be applied to other categories within the priority registration scheme. One Senator cautioned that policy changes of this kind may create the unintended consequence of discrimination, and any moves in that direction should be taken with this negative potential in mind. This issue will be brought back for further discussion and/or action at next week's meeting. The Senate thanked Herman Lee for his time and expertise.

Basic Skills:

Gary Sosa updated Senate members on the work of the Basic Skills/Title V, HSI Steering Committee.

At the Escondido Teaching/Learning Center, counselors are now available for twenty hours each week in the early afternoon and evening hours, including two ESL tutors.

Five Learning Communities have been scheduled for this semester. More information will be forthcoming.

Two BSI meetings have also been scheduled for the spring semester:

February 22 at San Diego Miramar College from 3:30 – 5:00 p.m. This will be a CB 21Regional Recoding meeting for Basic Skills courses. Faculty involved in Recoding issues may be interested in attending. For more information, contact Terri Wallace in the Instruction office.

February 26 in Anaheim from 9:30 a.m. – 3:30 p.m. This meeting will cover non-credit issues, particularly examining the pathway students take from lower level education into non-credit classes, then into credit classes.

Brief discussion followed, as Senators asked for clarification regarding the term "recoding," and Sosa indicated that it involves a statewide effort to apply a new and more comprehensive coding system to courses formally recognized as "basic skills" courses.

Sosa also reported that BSI co-chair Judy Wilson is currently working on upcoming Faculty Inquiry Groups and Training. She will make a report to the Senate soon.

Committee  
Appointments:

Motion 2

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

Information Services (IS) Director

*One full-time faculty member*

Jay Baker/Library Technology

Academic Technology Committee

*(08-10) Student Services*

Tim Hernandez/Counseling

Curriculum Committee

*(08-11) Arts, Media, Business & Computer Science*

N. Rand Green/CSIS

Instructional Planning Council

*(09-11) Career, Technical, and Extended Education (at-large position)*

Susan Miller/Behavioral Sciences

Learning Outcomes Council

*(08-10) at-large*

Judy Wilson/Psychology

The motion carried.

Patrick O'Brien noted that for the position on the Instructional Planning Council, several announcements were distributed in an attempt to fill the vacancy within the division. Following Senate guidelines, a call was sent out to all faculty members. He asked whether it would be appropriate to fill the vacancy for a shorter term and solicit within the division again in an attempt to have divisional representation, or whether having a faculty member outside the division serve for the entire term would provide the benefit of longevity. After brief discussion, Senators agreed that because several attempts have already been made to fill the position within the division with no success, the appointment outside of the division should be for a full term.

Motion 3

MSC O'Brien, Kelber: Faculty Senate acceptance of the ballot for the following committee appointment:

Scholarship Committee

Julie Van Houten /Nursing

The motion carried.

Elections:

Elections Committee Chair, Stan Levy, expressed his disappointment with the number of current vacancies in the Senate. In compliance with the Constitution, a call for nominations will not be distributed until early April. Levy asked that the record reflect his dissatisfaction with the delay. Senators noted that all Faculty Senate meetings are open meetings, and agreed that all faculty should be reminded that they are welcome to attend them.

Curriculum:

Monika Brannick reported that the next meeting of the Curriculum Committee is scheduled for February 3.

Brannick added that faculty are reminded to take action in Curricunet for those courses that have yet to be launched.

Marty Furch stated that faculty should continue to input Student Learning Outcomes into Curricunet.

TERB Forms:

At last week's meeting, copies of the Proposed Online Class Observation Form and the Proposed Student Questionnaire for online evaluations (and currently-used forms as a basis for comparison), were distributed for information.

Barb Kelber provided copies of the Online Course Observation Form from the Tenure and Evaluations Review Board (TERB), as well as the Worksheet to accompany the Online Observation Form. Kelber stated that the online form is relatively equivalent to the traditional Class Observation Form. The worksheet, previously called a "checklist," is based on feedback received from the Faculty Senate, the Academic Technology Committee, and the TERB. She outlined the minor amendments, and Senators offered some additional suggestions, particularly with regard to requirements for "universal access" and related ADA (Americans with Disabilities Act) compliance issues. The Senate expressed general support of the updated documents, and encouraged the TERB to make the necessary revisions.

This item will be brought back for further discussion and/or action at next week's meeting. Kelber noted that the document will also be reviewed by the PFF prior to implementation.

Policies &  
Procedures:

Senators were provided with copies of AP 4400, and BP 4400, Community Services.

Diane Studinka indicated that members of the Workforce and Community Development Advisory Group have reviewed the documents, and minor changes were made to wording in the BP relating to Visual and Performing Arts. In the AP, minor wording was added to the language. After brief discussion, Senate members supported AP & BP 4400, Community Services, to be forwarded on to the Policies & Procedures Task Force.

Senators were also provided copies of:

AP 4235, Credit by Examination  
AP & BP 4105, Minimum Qualifications and Equivalencies

Monika Brannick reminded Senate members that AP 4235 was brought to the Senate last semester. The document was also reviewed by Herman Lee, who provided input on reorganization, making it easier to read and to distinguish between examinations conducted by other institutions and examinations conducted by Palomar. She asked Senators to review the document again for further discussion at next week's meeting.

Regarding AP & BP 4105, Fari Towfiq and Stan Levy, Equivalency Committee Co-chairs, have reviewed the document. After brief discussion, Senate members supported forwarding these to the Policies & Procedures Task Force.

Brannick added that she forwarded electronic copies of AP 4015, Minimum Qualifications for Equivalencies, and AP & BP 7211, Faculty Service Areas and Competencies, to Senators on Sunday. She stated that she met with PFF Co-President Shannon Lienhart, Vice President John Tortarolo, and Karen Robinson last week to discuss AP 4015; no problems were apparent in the policies. The group also discussed AP & BP 7211. She noted that FSA's have not been reviewed by faculty or departments in some time, and she pointed out wording in the document that states..."every three

years the Faculty Senate shall review the faculty service areas for completeness and currency..." Because this is primarily a PFF issue, Brannick recommended that the documents be forwarded to the Joint Council for review, then to the Faculty Senate. It was also suggested that the Faculty Service Area Review Committee could take on this role if their areas of responsibility are expanded. The current membership on the committee includes "1 Administrator with Faculty Service Area responsibility, and 7 probationary or tenured faculty members appointed by the Faculty Senate." Senators agreed that a PFF member should be a designated appointment as well. Once the committee is in place, work could begin with the Joint Council on not only the Policies & Procedures, but also on the task of facilitating departments' reviews of Faculty Service Areas.

After brief discussion, Senate members expressed support for the recommendation. This item will be brought back to next week's meeting.

ASG:

John Aragon reported that members of the ASG collected 1,300 pairs of shoes for Haiti.

Student Services  
Planning Council:

Valerie Chau provided the following written report from the recent Student Services Planning Council meeting:

1. Palomar Strategic Plan (Mark Vernoy): Asks the SSPC members to read it and to offer feedback. Says SPC has been working on it for 6-8 months.
  - \* Objective 4.2: Develop staffing plan for classified staff is being looked at by SPC. The current situation is that when a classified staff member leaves, the existing work is spread out among remaining staff rather than hiring a new person. However in the future hiring may occur and thus a plan needs to be created for the staffing.
  - \* Goal 6: Optimize our technological environment. We need to continually upgrade our technological environment for Student Services.
  - \* Passed around the Master Plans document we got in the Senate, showing the Educational Master Plan driving the other master plans for Facilities, Staffing, Technology and Capital. He explained that the Facilities and other master plans haven't been updated in 8 years. However Prop M allows Palomar College to build earlier than state funds alone and therefore we are building now rather than waiting for state funds. Stated that the Technology Master Plan has largely been ignored and thus will be reworked. Herman Lee mentioned that we need to add data security and disaster preparedness to our Technology Master Plan. Mark stated that by Capital Master Plan we mean large equipment purchases such as the Digistar Projector and that all master plans feed into Palomar's Strategic Plan.
2. Budget/Resource Allocation Model (Mark Vernoy): Passed around a handout showing the Resources Allocation Model to be approved by the SPC on 2/2/2010. It shows Palomar College's Baseline budget with two parts: the Discretionary and Non-Discretionary Budgets, along with the Available Resources. He asked SSPC members to read this material and give feedback quickly so that SPC could take into account any feedback from us. Mark noted that Palomar needs at least 20,000 FTES to get funding from state as a 'large' school but the state actually funds us only for 19,500 FTES.
  - \* Herman Lee asked GRAD program will be implemented. Mark said that the Faculty Senate drives this goal, which is: "to let the students know they have personal responsibility themselves to succeed at Palomar College."
  - \* Jayne Conway said the Health Center services are built on a personal self responsibility model for students.
  - \* Discussion followed, where several people mentioned that Counseling services are needed for students and we need more counselors to serve the students now. Counseling is planning to set up workshops to let students know what is expected of them in online courses. There are also going to be several math anxiety workshops for students.
  - \* Sherry Titus said that Student Services needs to partner with as many groups as possible to get more resources to serve our students.
  - \* This led to a discussion about SLOs and SAOs having equal value.
3. Accreditation Follow-up Report - Mark Vernoy asked SSPC members to read it and please give feedback.
4. Program Review and Planning - again Mark Vernoy asked us to read it and to participate in this effort.
5. SAOs (Mark Vernoy):
  - \* By 2012 all courses should have SLOs and assessments, with these being used to improve instruction. There are nearly 2000 courses needing SLOs.

\* Same is true for SAOs - they need to be all completed by 2012 and we are on track to do this. Mark reported that every basic area of the college has created at least one SAO and he will share those with the SSPC. Mark reported that he is creating a binder containing all of the SAOs.

\* Counseling used the SAO concept to survey students to find out what they are most worried about and that is why we are offering several math anxiety workshops. Counseling will continue to improve these workshops and other planned workshops based on feedback from students who participate.

Next SSPC meeting 2/10/2010.

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

Respectfully submitted,

Barb Neault Kelber, Secretary