

Minutes of the
MEETING OF THE FACULTY SENATE
March 15, 2010

APPROVED

PRESENT: Bruce Bishop, Monika Brannick, Valerie Chau, Marty Furch, Lawrence Hahn, Barb Kelber, Teresa Laughlin, Stan Levy, Jackie Martin-Klement, Linda Morrow, Sue Norton, Patrick O'Brien, Perry Snyder, Diane Studinka, Fari Towfiq

ABSENT: Haydn Davis, Ralph Ferges

GUESTS: John Aragon, Jay Baker, Mehrasb Farahani (ASG), Candi Francis, Lori Graham, Herman Lee,

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, Hahn: Faculty Senate approval of the minutes of March 8, 2010, as amended. The motion carried.

The following amendment will also be made under, "Announcements" in the minutes of March 1, 2010:

Senator Towfiq noted that the course is currently being taught by part-time Medical Assisting instructors ~~from the Nursing department, although there isn't necessarily support for the program to be relocated to that department, either.~~ Senators discussed the issue, and there was overall agreement that because there is sufficient enrollment in the program, it should be relocated rather than deactivated.

Public Comments: ASG Senator Mehrasb Farahani reported that the student government is participating in a letter-writing campaign to Legislators regarding budget cuts. The letter also includes references to Categorical Programs such as DRC, DSPS, EOPS, CARE, CalWorks, TRIO, Financial Aid, and Veterans Services. He provided several copies of the letter and asked faculty to consider making it available to their students.

Announcements: Monika Brannick referred to an email she received from Berta Cuaron regarding recent discussions about moving the Medical Assisting program to the Emergency Medical Education department (EME). EME Program Director Debi Workman has indicated that department members discussed the issue at a recent staff meeting and were unanimous in their decision to refuse the placement of the Medical Assisting program within their department. The primary concerns involved the additional increase in workload for the Director, especially in light of significant changes facing both the EMT and Paramedic Program in the next year due to state and federal changes. There was also concern expressed about the increased workload it would create for clerical staff, as well as the planned retirement of two faculty members in the next 3 ½ years.

Cuaron has indicated that she would be reconvening the group to review the EME department's response and discuss other options.

Agenda Changes: Due to guests' attendance at today's meeting, Senators agreed to address Information Item C, Academic Renewal, followed by Information item B, Associate Degree as Minimum Qualifications for Faculty, then Information item D, Campus Safety and Security.

Academic Renewal: At last week's meeting, Senators were provided with copies of AP 4240, Academic Renewal. The discussion focused on the question of whether the district should consider amending Palomar's current time frame for Academic Renewal. Currently, Palomar students must wait three years until they can apply for Academic Renewal, whereas other colleges in the area have requirements of either one or two years.

Senators were reminded of last week's discussion:

Discussion followed, and Senators asked whether this is primarily a matter of creating an advantage for Palomar students in relation to competitive GPA's for consideration in transfer applications. O'Brien indicated that this would be the primary value in the change, and that the Counseling department has voted unanimously to support the request for a reduced time requirement for Academic Renewal. Senators asked whether a reduction from 3 years to 1 year might be the better change, given the primary focus of the request. Because there is a need for clarification on some items in the policy, Senators asked that Herman Lee be invited to an upcoming Faculty Senate meeting.

Herman Lee answered Senators' questions and stated that Palomar's current policy for Academic Renewal has been in place for many years. He expressed no objection to a change to one or two years. The policy will require that a student seeking Academic Renewal "must have successfully completed 24 semester units" and "must have a minimum 2.0 GPA since the time of attempting the course work to be disregarded."

In response to a question, Lee indicated that the district receives under 100 applications for Academic Renewal each year.

Senator Patrick O'Brien provided copies of Title 5, Article 4, regarding Course Repetition and Academic Renewal.

...(c) The policies and procedures adopted pursuant to subdivision (a) shall address all of the following:

- 1.The maximum amount of coursework that may be alleviated;
- 2.The amount of academic work to have been completed at a satisfactory level (minimum 2.0) subsequent to the coursework to be alleviated;
- 3.The length of time to have elapsed since the coursework to be alleviated was recorded...

Discussion followed on Palomar's current process as well as recent changes that will allow students to apply for Academic Renewal for specific classes rather than wipe out an entire semester of classes. Herman Lee reminded Senators that although the Academic Renewal process does not require a statement of extenuating circumstances, the petitioning process is still in place under Academic Review, and adjustments are considered on a case-by-case basis by the Academic Review committee. A student who seeks Academic Renewal before the minimum time of two years will be required to use the process for Academic Review.

Motion 2 MSC O'Brien, Morrow: Faculty Senate support of a change to AP 4240 (Academic Renewal) to read, "~~Three~~ Two years must have passed since attempting the course work to be excluded from GPA calculations." The motion carried.

Herman Lee recommended that the Senate review the Policies & Procedures relating to Course Repetition and Grade Change, noting that the lapse-of-time requirements should be consistent across policies. After brief discussion, Senate members agreed to revisit those Policies & Procedures.

Associate Degree as
Minimum Qualification
for CTE Faculty:

Lori Graham indicated that the Statewide Academic Senate will vote on *Resolution S09 10, 11 No Equivalent to the Associate Degree for MQs*, at their April session. She provided an outline of pros and cons and asked Senators to consider them before Monika Brannick participates in the voting at the Statewide Academic Senate meeting next month.

Discussion followed on the proposed resolution. Graham expressed her personal opinion supporting a “no” vote on the resolution, noting that her understanding of the issues had been expanded at a recent meeting of CTE faculty (Career and Technical Education). She acknowledged a need for careful scrutiny in the Equivalency process, particularly with regards to currency in the discipline. Senators discussed the elements of the resolution and the arguments presented in support of either side of the question.

Monika Brannick noted that this item would remain on the agenda for additional discussion at next week’s meeting.

Campus Safety and
Security:

At last week’s meeting, Senators received information from the Safety & Security Committee regarding recent break-ins and incidents of vandalism in several areas on campus. The committee is discussing the possible use of security cameras in all new buildings. The cameras will be placed in hallway areas rather than offices and classrooms.

Dean Candi Francis referred to several recent incidents in the NS building involving vandalism. She noted that many of the rooms are left unlocked at various times of the day, evenings, and Saturdays. The building currently has approximately 27 access doors, and because of the building’s unique design and the fact that it is a three-story building, issues have been raised about how to keep the entire facility secure.

Senators discussed various ways to improve security, including the use of an electronic key system. Francis noted that the new Health Sciences building currently under construction is being retrofitted with an electronic key system, but to install such a system in an existing building is costly. It is unlikely that such an addition would be made to the NS building. The installation of cameras would be a more cost-effective solution. Discussion followed regarding whether the cameras would be monitored, whether signs would be posted to make people aware of the surveillance, and whether the cameras are truly a deterrent.

It was noted that cameras are currently used in the Student Union and surrounding areas, as well as at the Escondido Center. One Senator did express some concern with the cameras, noting that there is always the potential for employee monitoring. Francis reiterated that the cameras will be installed in public areas and will be utilized for campus security only.

Senators agreed that the issue should be forwarded to the PFF for further discussion and consideration.

One Senator asked that the Fallbrook campus be included in discussions of safety and increased security.

Academic Technology
Committee:

Jay Baker, Academic Technology Committee (ATC) Co-Chair, reported that the committee continues its work on Accreditation Recommendation #3, which consisted of ensuring the quality of Distance Education. Several elements are involved in the recommendation, and the ATC has been working in sub-groups to address the various strands. Baker answered Senators questions about the checklist created by the ATC for the purpose of validation of instructors' preparedness to teach online. Last month, a pilot study began with six courses and was successful. The checklist will be slightly revised and that process will continue. The committee determined that there are two ways to be validated as prepared to teach online at Palomar. For current and experienced instructors, the checklist will be used to validate their course(s). New faculty assigned to teach online will be directed to complete an online, self-paced Blackboard Essentials Pack. There have been some concerns that the self-paced directive is not complete enough, and one of the ATC Workgroups is working to ensure that it is sufficient to validate preparedness of teaching online.

A question and answer period followed, and Senators asked for additional information on the process for faculty validation. Baker noted that the process will include two ATC committee members and one representative from the faculty member's discipline. There was also a question as to whether unfavorable decisions could be challenged, and Baker stated that he was unsure of how that process would occur.

Monika Brannick asked Senators to consider these issues and forward any additional questions to the Academic Technology Committee.

Technology Master
Planning Task Force:

Jay Baker also reported that the Technology Master Plan 2016 Work Group is currently scheduling Contributor Interviews. He asked Senate members if they would be willing to participate in an interview at a future meeting. Senators agreed to add the item to an upcoming Faculty Senate agenda.

Committee
Appointments:

There were none.

Patrick O'Brien indicated that faculty will receive a notice of upcoming committee vacancies the week after spring break.

Elections:

Stan Levy reported that a call to fill Faculty Senate vacancies will be distributed this week.

Curriculum:

Curriculum Committee items were presented for information at last week's meeting.

Motion 3

MSC Chau, Morrow: Faculty Senate approval of the Curriculum Committee Action Items dated March 3, 2010. The motion carried.

TERB Forms:

Barb Kelber stated that the Academic Technology Committee continues with its review of the worksheet designed to accompany the Online Observation Form. It will be brought to the Senate at a later date.

Policies & Procedures: Senators were provided with copies of AP 3050, Institutional Code of Ethics, at last week's meeting. Monika Brannick indicated that members of the Accreditation Team noted that a Code of Ethics was in place for faculty, written into the Faculty Constitution, but none existed for the other employee groups. The Team recommended that a Code of Ethics be adopted for each of the groups on campus. The District is proposing AP 3050, written primarily by the office of Human Resources, as an Institutional Code for all employee groups. Faculty members of the SPC are recommending a change to the language to provide clarity regarding the applicability issues, noting that the policy currently contains contradictory language.

Brannick pointed out that AP 3050 is an example of an AP (Administrative Procedure) that is perhaps unnecessarily lengthy, including too much detail.

Barb Kelber stated that members of the Joint Council discussed shortening AP 3050, and will recommend to members of the Strategic Planning Council that it be sent back to the Policies & Procedures Task Force for reconsideration. In the meantime, the Joint Council can discuss the best options for moving the document forward.

Senate members were also provided copies of AP 3430, Prohibition of Harassment. Senators were directed to the section on Academic Freedom, which states that... "If the faculty member wishes to use sexually explicit materials in the classroom as a teaching technique, the faculty member must review that use with an administrator to determine whether or not this violates the sexual harassment policy..." Monika Brannick stated that she has been in communication with the English and Behavioral Sciences departments and has heard their concerns. She has also spoken with Vice President Cuaron and has expressed faculty members' dissatisfaction with the proposed procedure. This P&P, as well as some others which have been deemed "controversial," will be discussed with Vice President Tortarolo, PFF Co-President Shannon Lienhart, and others before being brought back to the Policies & Procedures and/or Faculty Senate.

Brannick also referred to AP 3435, Discrimination and Harassment Investigations and Training, and stated that it will be brought back at a later date. She reiterated her concerns that many of these Policies & Procedures are unnecessarily long and detailed.

**Study Abroad
Resolution:**

Monika Brannick stated that she and Barb Kelber have not had an opportunity to complete the Study Abroad and Field Courses resolution discussed at the March 1 meeting. Kelber expressed some uncertainty about moving forward with the resolution, given the unresolved issues relating to curriculum and faculty compensation for the Spain Study Abroad trip, specifically. The Faculty Senate cannot support the Spain Study Abroad program as it stands, recognizing that the curriculum and compensation questions are unanswered.

There is some uncertainty about a more general resolution as well, as there is broad agreement, undisputed by the administration, that the courses and sections recently cut from the schedule of offerings should be reinstated as soon as possible.

Brannick stated that she has spoken with Vice President Cuaron about this concern. Because Enrollment Management is under the purview of the Faculty Senate, Brannick recommended to VP Cuaron that, in the future, the administration should consult with the Faculty Senate before proceeding with class cuts, even before going to Department Chairs.

Brannick asked Senators to consider whether they would like to bring a resolution forward urging the district to consult with the Faculty Senate before such decisions are made in the future. Senate members agreed, adding that campus-wide dialogue should occur before any cuts are made, as those cuts have profound effects for students, faculty and staff.

Student Services
Planning Council:

Senators were provided with an electronic copy of the recent Student Services Planning Council meeting attended by Senator Valerie Chau:

SSPC meeting March 10

1. Technology Master Plan: Terry Gray, Scott McClure, Jose Vargas attended our meeting and posed to us some standard questions about technology at Palomar. We were not provided with the questions in written form.
2. Program Review and Planning Priorities: Mark Vernoy provided us with the 2009/2010 Instructional Program Review and Planning Supplemental Form. We didn't discuss it.
3. Staff Priorities Workgroup: Lynda Halttunen provided us with a draft of her subcommittee's Student Services Priorities Plan. This subcommittee is new and met for the first time. Their draft plan includes a purpose, outcomes, and processes/activities. 2002 is the baseline for staffing levels.
4. Investing in Innovation: Lynda Halttunen provided us with a handout entitled "Palomar College: Investing in Innovation (I3)". The objective is to help grant funded student programs apply for an I3 grant.

Official minutes of this meeting are not yet posted on the web.

ADJOURNMENT:

The meeting was adjourned at 3:31 p.m.

Respectfully submitted,

Barb Neault Kelber, Secretary