

Minutes of the
MEETING OF THE FACULTY SENATE
March 9, 2009

APPROVED

- PRESENT: Bruce Bishop, Monika Brannick, Valerie Chau, Ralph Ferges, Katy French, Marty Furch, Brent Gowen, Lawrence Hahn, Richard Hishmeh, Stan Levy, Jackie Martin-Klement, Linda Morrow, Sue Norton, Patrick O'Brien, Kathleen Sheahan, Diane Studinka, Fari Towfiq
- ABSENT: Judy Wilson
- GUESTS: Claudia Duran, Brandon Morales
- 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, Gowen: Faculty Senate approval of the minutes of March 2, 2009, as amended. The motion carried.
- Public Comments: There were none.
- Announcements: There were none.
- Committee Appointments:
- Motion 2 MSC O'Brien, Chau: Faculty Senate approval of the following committee appointments:
- Learning Outcomes Council
(08-10) Library
Katy Farrell French - Library
- Education and Facilities Master Plan 2022 Update Task Force
(8-10) AMB&S
Sasha K. Reibstein – Art
- The motion carried.
- Elections: Stan Levy reminded Senators that the nomination period for upcoming Faculty Senate vacancies closes on March 16, 2009.
- He added that because no nominations were received for the Service Award, an announcement extending the nomination period will be made this week.
- Curriculum: No Curriculum items were presented.
- Academic Standards & Practices Committee: Copies of a draft document from the Academic Standards and Practices Committee on Administrative Retreat Rights was provided at last week's meeting, and Senators reviewed and discussed the committee's recommendations.

Monika Brannick noted that in March of 1992, the Faculty Senate President was provided a revised policy with procedures for Administrator Retreat Rights. Senate members were provided a copy of the document for their review. Bruce Bishop noted the similarities between the 1992 document and the draft discussed last week. This item will be brought back for further discussion/and or action after the ASPC schedules its next meeting.

Policies & Procedures
Task Force:

Senators received electronic copies of the following Policies and Procedures from the Chapter Four workgroup:

BP 4230, Grading and Academic Record Symbols
BP 4231, Grade Changes
BP 4232, Pass – No Pass
BP 4240, Academic Renewal
BP 4250, Probation Disqualification Readmission
BP 4010, Academic Calendar
BP 4226, Multiple and Overlapping Enrollments
BP 4070, Auditing and Auditing Fees
BP 4225, Course Repetition
BP 4230, Grading and Academic Record Symbols

AP 4230, Grading and Academic Record Symbols
AP 4231, Grade Changes
AP 4232, Pass – No Pass
AP 4255, Disqualification and Dismissal
AP 4266, Multiple and Overlapping Enrollments
AP 4070, Auditing and Auditing Fees
AP 4010, Academic Calendar
AP 4225, Course Repetition
AP 4227, Course Repetition Absent Substandard Academic Work
AP 4228, Course Repetition – Sig Lapse of Time
AP 4229, Course Repetition – Variable Units
AP 4230, Grading and Academic Record Symbols
AP 4231, Grade Changes
AP 4232, Pass – No Pass
AP 4240, Academic Renewal
AP 4250, Probation

Senators were asked to review the documents for discussion at next week's meeting. Hard copies of BP 4250, AP 4250, and AP 4255 were also provided.

Brent Gowen provided a brief overview of several of the documents provided at last week's meeting, and discussion followed on some of the proposed changes.

After the Senate's review and its conclusion that no further discussion was needed on these items, the Senate agreed to forward AP 4020, AP 4103, BP 4103, and BP 4104, to the larger task force.

Monika Brannick also provided copies of BP 7120, and AP 7120, Recruitment and Hiring. Vice President Tortarolo has asked that the Faculty Senate review the proposed changes and provide input. This item will be brought back for further discussion and/or action at next week's meeting.

TERB Coordinator
Position:

At last week's meeting, Senators discussed the issue of the current Tenure & Evaluations Review Board (TERB) Coordinator's term ending in the fall, simultaneous with the upcoming maternity leave of TERB's Academic Department Assistant. As a result, concern arose that the incoming coordinator will not have the assistance that he or she may need to transition into the position. MaryAnn Drinan, the current TERB Coordinator, has agreed to serve for one additional semester in a joint appointment with the new coordinator to assist in the training process.

It was noted that the newly appointed coordinator would not receive release time during the fall's training period, and s/he would begin serving in an official, compensated capacity in spring 2010.

Discussion followed on whether some compensation could or should be offered to the incoming coordinator during the fall. There was also some discussion of whether most of the training would be provided to the ADA's replacement or to the new TERB coordinator. One Senator pointed out that incoming TERB Coordinators do not traditionally receive a training period, but this particular instance is complicated by the lack of knowledgeable support staff to aide in the transition.

Monika Brannick noted that the Instruction office has expressed their support of Drinan's offer, and although extra compensation for the trainee was discussed, no offer or decision has been made.

It was also suggested that because the bulk of the workload for that office occurs in the fall semester, it may benefit new coordinators to begin their assignments, as in this exceptional case, during spring semesters to allow them to acclimate to the position under less demanding circumstances.

After further discussion, there was consensus that Drinan should continue to serve through the fall semester to provide training to the new coordinator, who will officially begin his or her two-year term in the spring 2010 semester.

ASG Snack Shack
Expansion:

ASG Senator Brandon Morales provided copies of a resolution passed by the ASG on December 10, 2008, recommending the expansion of the Snack Shack to include RF-1.

This issue was brought to the Faculty Senate several weeks ago, and Senators again reiterated their concern of losing classroom space to this expansion. Senators recommended finding another possible location for the expansion. Senator Bishop reported that this issue was also discussed in 2007, and members of the Facilities Planning Committee rejected the proposal to expand the Snack Shack to RF-1 because of building code restrictions.

After brief discussion, Senate members agreed to support the concept of expanding the Snack Shack, assuring that classroom space not be compromised.

Motion 3

MSC Bishop, Towfiq: The Faculty Senate supports the concept of the expansion of the Snack Shack, insofar as it does not negatively impact instruction or classroom space, and only with the support of any instructional department who may be affected. The motion carried.

Service Pins: Over the past few weeks, Senate members have been discussing action taken in 2008 to support the distribution of service pins to part-time faculty members. Due to severe budget constraints facing the district, the practice of distributing service pins to all faculty and staff has become a point of concern. At last week's meeting, Senate members voted to solicit the Palomar College Foundation to cover the cost of all service pins for the 2009 academic year.

Senators again discussed the cost associated with the pins and whether it was appropriate to forego their distribution this academic year, or to follow through with the decision to solicit the Palomar College Foundation to purchase the pins. Opinions varied, but Senate members concurred that the most appropriate funding source this year would be the Foundation.

Faculty Manual Update: There was no report.

Accreditation: Monika Brannick reminded Senate members that members of the Accreditation team have requested a meeting with the Faculty Senate on Tuesday, March 10.

Open Forums will be held on Wednesday, March 11, at 12:30 p.m., and 5:00 p.m., in the Governing Board room.

The final report of Palomar's visit will be presented on Thursday, March 12, at 2:00 p.m. in the Howard Brubeck Theatre.

Academic Technology Coordinator: Copies of the job description for the Academic Technology (AT) Coordinator were provided for information. Monika Brannick stated that members of the Faculty Council have discussed the benefits of having the AT Coordinator as a named position on the Faculty Senate and being the named chair of the Faculty Senate's Academic Technology Committee.

Monika Brannick noted that she would be meeting with Dean Mark Vernoy and AT Coordinator Haydn Davis for their input, and she asked that Senate members review the document and consider the Council's recommendations for further discussion and/or action at next week's meeting.

Price of Textbooks: Monika Brannick stated that she brought this item forward after receiving an email from Governing Board member Michelle Nelson expressing concern about the high price of text books and the challenges many students face purchasing their books.

Senators discussed various options, including eBooks, noting that eBook prices are often not much lower than the cost of purchasing hardcopies through the bookstore.

It was noted that this issue was discussed by the Faculty Senate last year, and the best option for students appears to be the purchase of used books, which can be bought at discounted prices and sold back to the bookstore at a 50% return, as long as the book is still being used by a Palomar faculty member.

ASG: Claudia Duran provided the following ASG report:

- An Outreach table has been purchased for students.
- The letter-writing campaign continues.
- The issue of providing a class meeting cancellation link on Palomar's webpage will be discussed by the Curriculum Committee at their next meeting.
- The rally to support overturning Proposition 8 was held on Thursday, March 5, and it was well attended by students and faculty.
- Women's History Month and Caesar Chavez events are being scheduled.
- Members of the ASG will attend the Region 10 meeting on Friday, March 13.

Jackie Martin-Klement added that a website hosted by the Committee to Combat Hate is up, and it is hoped that the following link will be added to Palomar's main page soon: www.palomar.edu/pc3h.

President Deegan: Monika Brannick reported that at their weekly meeting with President Deegan, she and Fari Towfiq discussed the Accreditation visit and the distribution of Service Pins.

Governing Board: The next meeting of the Governing Board will be held on March 10.

Strategic Planning Council: Brent Gowen reported that members of the Strategic Planning Council continue to discuss budget issues and the related decisions facing the district for the upcoming academic year.

Instructional Planning Council: Kathleen Sheahan indicated that the Instructional Planning Council also continues its discussions of budget issues and the Accreditation visit.

Academic Technology Committee: Kathleen Sheahan provided copies of a One Question Survey created by the Academic Technology Committee. Faculty will be asked to provide their opinion on what percentage of a fulltime faculty member's teaching load should be able to be taught online.

After brief discussion, Senators expressed their support for the distribution of the survey. Faculty should expect the survey via email soon.

Finance/Administrative Services Planning Council: Monika Brannick reported that a Senator is still needed to serve on the Finance/Administrative Services Planning Council.

Human Resources Planning Council: Sue Norton stated that members of the Human Resources Planning Council discussed the ongoing study of where Palomar students travel from to attend school here.

The group is also discussing various ways to improve Palomar's homepage, including issues related to aesthetics, functionality, and usability.

Palomar Faculty Federation: Jackie Martin-Klement reported that the next Palomar Faculty Federation meeting would be held on Thursday, March 12 from 4:00 – 6:00 p.m. in room SU-30.

Learning Outcomes
Council:

Marty Furch provided the following report of the Learning Outcomes Council (LOC):

- The group approved the addition of a part-time faculty member to the Basic Skills/BSI Title 5 Committee.
- Professional Development workshops continue to be held. Faculty and staff are invited to the next workshop on Friday, March 13 from 9:00 a.m. – 1:00 p.m.
- The following LOC workgroups continue to meet:
 - The Professional Development Workgroup
 - The GE Workgroup
 - The Communications Workgroup
 - The Systems Workgroup

ADJOURNMENT: The meeting was adjourned at 3:42 p.m.

Respectfully submitted,

Richard Hishmeh, Secretary