

Minutes of the
MEETING OF THE FACULTY SENATE
April 12, 2010

APPROVED

PRESENT: Monika Brannick, Valerie Chau, Ralph Ferges, Marty Furch, Barb Kelber, Stan Levy, Jackie Martin-Klement, Linda Morrow, Sue Norton, Patrick O'Brien, Perry Snyder, Diane Studinka, Fari Towfiq

ABSENT: Bruce Bishop, Lawrence Hahn, Teresa Laughlin

GUESTS: John Aragon, Jay Baker, Ashley Planchon (*Telescope*), Don Sullins, Tamara Weintraub

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, Snyder: Faculty Senate approval of the minutes of April 5, 2010, as presented. The motion carried.

Public Comments: Barb Kelber informed Senate members that she has received a Public Records Request from David Larsen, attorney for the District. She passed around a copy of the letter, dated April 1, 2010, along with the pertinent Government Code. Larsen is requesting information and documents from a number of people and categories. For instance:

“pursuant to Government Code 6252 (g) including, but not limited to, hard copies and electronic mail of communications from, to, or between Rocco Versaci, Julie Ivey, Mary Ann Drinan or any other members of the Tenure and Evaluations Review Board between November 1, 2005, and March 1, 2006, including, but not limited to, those writings and emails which address the evaluations of apprenticeship instructors or the inclusion of apprenticeship instructors in any bargaining unit represented by the Palomar Faculty Federation.”

Kelber indicated that she is informing the Senate because she has been asked by colleagues whether such a request has, in fact, been made, and she hopes to limit speculation and assure the faculty that the office of Tenure and Evaluations remains committed to confidentiality.

The question of the evaluation of apprenticeship instructors came to the TERB as a consequence of specific contract language, Section 17.2.3: “Subject to the approval of the Federation and the District, the TERB may designate unique categories of faculty members who shall be evaluated by procedures other than those in this Article.” The TERB minutes and pertinent documents relating to the question are a matter of public record. Upon receiving the Public Records Request, Kelber immediately turned the letter over to Vice President Cuaron and notified the people named in the document. She gave Vice President Cuaron the pertinent minutes and the documents requested in the letter, and she is hopeful that the District will withdraw the request for emails.

Kelber has been contacted by Mary Ann Drinan, who expresses “serious principled objections” to the terms of the request. Kelber explained that she shares those objections with Drinan and has grave concerns regarding the broad language of the request and the dangerous precedent it might represent. She is unwilling to act as the attorney’s agent in seeking compliance from faculty members. She is especially concerned about the vulnerable situation in which this places the administrative secretary in the office of

Tenure and Evaluations, and Kelber has expressed these concerns to Vice President Cuaron. A meeting is scheduled with John Tortarolo, and Monika Brannick expressed her willingness to attend in order to represent the view of the Faculty Senate in opposition to the extended and vague terms of the request.

According to the Government Code cited in the letter, Kelber is legally required to respond within ten days. Senators expressed their support, and encouraged her to maintain the integrity and confidentiality associated with the office of Tenure and Evaluations.

Brief discussion followed.

Announcements: Monika Brannick informed Senators of changes to the Agenda. The following Information items have been removed:

- Hate Speech -- This item was on the agenda to discuss a possible joint response to incidents of vandalism and hate speech that occurred at Cal State San Marcos in March. No action was taken on the matter. Meanwhile, the Palomar College Committee to Combat Hate (PC3H) continues its work on Palomar's campus, seeking to raise awareness, encourage tolerance, and promote safety, particularly for Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) members of the campus community.
- Intellectual Property Rights/Academic Honesty – This item was on the agenda to discuss an advertisement running in *The Telescope*. The ad offers students a connection to a website which offers to purchase students' papers and tests. Brannick stated that because *The Telescope* depends on ad revenue from various organizations and businesses, the editorial staff makes the decisions about advertising. Brannick expressed a hope, though, that the paper is aware of faculty's objections to that particular ad and will be more selective in the future. One Senator recommended that the Faculty Senate forward a letter to *The Telescope* expressing their concern. After brief discussion, Monika Brannick stated that she will compose a draft letter and bring it back to next week's meeting.

Committee
Appointments: There were none.

Patrick O'Brien reported that an announcement has been forwarded to all faculty members to fill current and upcoming committee vacancies.

Elections: Stan Levy reported that the nomination period for Faculty Senate positions has closed. Because the number of nominations did not exceed the number of seats, no election will be held. The following faculty members have been automatically re-elected or elected to the Faculty Senate:

Terms through 2013:

Bruce Bishop
Monika Brannick
Haydn Davis
Lori Graham
Linda Morrow

Term through 2012:

Patrick O'Brien

Terms through 2011:
Marty Furch
Dan Sourbeer

Part-time faculty representative through 2013:
Erin Hartensveld

Levy noted that some vacancies remain, including two Faculty Council at-large positions. There are also some Senators who will be retiring this year, and perhaps some Senate members whose schedules may not permit them to return in the fall. An announcement to fill any remaining vacancies will be distributed in September, 2010.

One Senator suggested that the Senate should consider taking a more active role in recruiting faculty members during Faculty Orientation and the plenary session.

Emeritus:

Motion 2 MSC Levy, Chau: The Faculty Senate grants Emeritus Status to the following Palomar College retirees:
Donald R. Piche
Patricia Waterman

The motion carried.

Research Award: Monika Brannick asked for Faculty Senate volunteers to form a small workgroup to review the Research Award submissions.

After brief discussion, last year's Research Award workgroup members, Ralph Ferges, Patrick O'Brien, and Diane Studinka, volunteered.

After completion of their review, in a few weeks, the workgroup will bring a recommendation back to the Faculty Senate.

Curriculum: Electronic copies of the following Curriculum items were provided:

**PALOMAR COLLEGE
CURRICULUM COMMITTEE ACTION ITEMS**
Wednesday, April 7, 2010

**I. CALL TO ORDER
II. MINUTES OF March 17, 2010
III. ACTION ITEMS**

Details of all program and course proposals can be viewed at: <http://www.curricunet.com/palomar>

- Select Track, All Proposals.
- 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, then 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.

A. 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 one motion.

The following curricular changes, pending appropriate approvals, will be effective FALL 2010:

A. Credit Course/Program Packages

1. There are no Credit Course/Program Packages on this agenda.

B. Noncredit Course/Program Packages

1. There are no Noncredit Course/Program Packages on this agenda.

C. New Programs

1. There are no New Programs for this agenda.

D. New Vocational Programs

1. Program Title: Architecture
Discipline: Architecture (ARCH)
Award Type: A.A. Degree Major
Total Units: 39.00
Added program student learning outcomes and assessment timeline.
Kenneth E. Swift

E. Program Changes

1. There are no Program Changes for this agenda.

F. Vocational Program Changes

1. Program Title: Architectural Drafting
Discipline: Architecture (ARCH)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 40.00
Added program student learning outcomes and assessment timeline.
Kenneth E. Swift

G. Program Deactivations

1. There are no Program Deactivations for this agenda.

H. Vocational Program Deactivations

1. There are no Vocational Program Deactivations for this agenda.

I. Credit Courses – New

1. There are no New Courses for this agenda.

J. Credit Course – Change

1. Course Number and Title: EME 100 / PE 104 First Responder
Discipline: Emergency Medical Education (EME)/Physical Education (PE)
Course Included in the following programs:
 A. University Studies - Emphasis in Health and Fitness A.A. Degree Major
 B. EMT-Basic Certificate of Proficiency
Transfer Acceptability: UC, CSU
Changed title, updated course objectives, outline, required writing, added textbook, critical thinking. Student learning outcome and assessment timeline present.
Debi Workman

2. Course Number and Title: ESL 130 Academic Reading for ESL I
Discipline: English as a Second Language (ESL)
Transfer Acceptability: CSU
Standalone Course
Updated catalog description, added methods of instruction and methods of assessment, updated textbook. Student learning outcome and assessment timeline present.
Colleen S. Weldele

3. Course Number and Title: FCS 185 / BIOL 185 Science of Human Nutrition

Discipline: Family and Consumer Sciences (FCS)/Biology (BIOL)
CSU GE Area E: Lifelong Understanding and Self-Development - E
Lifelong Understanding and Self-Development
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Online
Added student learning outcomes and assessment timeline.
Nancy J. Galli

4. Course Number and Title: GCIP 197A / R GCIP 197A Topics in Graphic Communications
Short Title: Topics/Graphic Communications
Discipline: Graphic Communications - Imaging and Publishing (GCIP)/
Graphic Communications - Imaging and Publishing (R GCIP)
Transfer Acceptability: CSU
Repeatability: May be taken 3 times.
Standalone Course
Updated R GC cross-listing to R GCIP, changed unit value, deleted L/L component and hours, added LEC component and variable lecture hours 1,2,3, and 4, added LAB component and variable laboratory hours 3,6,9 and 12, added critical thinking and methods of assessment, updated repeatability provision. Added student learning outcomes and assessment timeline.
Lillian S. Payn

5. Course Number and Title: ID 151 Advanced Computer Aided Drafting for Designers
Short Title: Adv Comp Aided Draft/Designers
Discipline: Interior Design (ID)
Course Included in the following programs:
A. Interior Design, A.A. Degree Major
Transfer Acceptability: CSU
Standalone Course
Increased unit value from 3 to 4, deleted L/L component and hours, added LEC component and hours, added LAB component and hours, added course objectives, updated methods of instruction, outline, textbook and methods of assessment. Added student learning outcomes and assessment timeline.
Sandra Andre

6. Course Number and Title: PHOT 150 Digital Photography I
Discipline: Photography (PHOT)
Course Included in the following programs:
A. Photography, A.A. Degree Major or Certificate of Achievement
Decreased unit value from 3.5 to 3.0, deleted L/L component and hours, added LEC component and hours, added LAB component and hours, deleted prerequisite, updated textbooks, added required reading and critical thinking. Student learning outcome and assessment timeline present.
Paul W. Stachelek

7. Course Number and Title: TA 157 / MCS 157 Theatre and Social Justice
Discipline: Theatre Arts (TA)/ Multicultural Studies (MCS)
Associate Degree General Education - C Humanities
CSU GE Area C: Arts, Literature, Philosophy and Foreign Languages - C1 - Arts, Dance, Music, Theater
Transfer Acceptability: CSU
Repeatability: May be taken 3 times.
Updated outline, textbook, required reading, suggested reading, added repeatability and repeatability provision. Student learning outcome and assessment timeline present.
Michael A. Mufson

K. Credit Courses - Reactivations

1. There are no Credit Course Reactivations for this agenda.

L. Credit Courses – Deactivations

1. There are no Credit Course Deactivations for this agenda.

M. Noncredit Course - New

1. There are no New Noncredit Courses for this agenda.

N. Noncredit Course - Change

1. There are no New Noncredit Course Changes for this agenda.

O. Noncredit Course - Deactivation

1. There are no Noncredit Course Deactivations for this agenda

P. Distance Learning*

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2010:

Catalog Subject/Number	Distance Learning Offering (s)
COUN 110	Online, Video Two-Way, Television
FCS 185	Online

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

Q. Requisites and Advisories*

The establishment of the following advisories meets Title 5 Regulation 55003, effective Fall 2010:

Catalog Subject/Number	Type	Description	Proposal Type
<i>*underline indicates new, strikethrough indicates deletion, plain text indicates no change</i>			

B. RESUMPTION OF REGULAR AGENDA

A. ITEMS REMOVED FROM THE CONSENT CALENDAR

1. Course Number and Title: COUN 110 College Success
Discipline: Counseling (COUN)
Course Included in the following programs:
 - A. General Studies-Emphasis in Social and Behavioral Sciences A.A. Degree Major
Transfer Acceptability: UC, CSU
Changed title, updated course description, objectives, outline, textbooks, suggested reading, required writing, outside assignments, and methods of assessment. Student learning outcome and assessment timeline present.
Rebecca Barr

B. TECHNICAL CORRECTIONS

1. The following courses approved by the Curriculum Committee at the March 2, 2010 meeting were approved for .5, 1, 1.5, 2, 2.5, 3, 3.5, and 4 Lecture hours per week and .5 and 1 laboratory hours per week. These courses should have been approved for 1.5, 2 or 3 hours lab per week.
 - A. DNCE 210 - Ballet III
 - B. DNCE 211- Ballet IV
 - C. DNCE 225 - Palomar Contemporary Dance Ensemble

C. INFORMATION/DISCUSSION

1. Status of Course Outline Reviews
 - A. The following courses have completed the course outline review process between March 11, 2010 and March 31, 2010 and are effective Fall 2010.

ANTH	126	Cultures of Africa
ASL	205	American Sign Language III
ASL	206	American Sign Language IV
CS	130	Contemporary Mexican Culture
CS	135	Mexican Art History
ENGR	126	Introduction to Electrical and Computer Engineering
ESL	131	Academic Reading for ESL II
ESL	40	Introduction to Academic Reading and Writing
FREN	201	French III
HIST	150	History of Latin America to 1824
MATH	110	College Algebra
MATH	50B	Beginning Algebra Part II
PHYS	101	Introduction to Physics
PHYS	102	Introduction to Physics (Lecture)
PHYS	230	Principles of Physics
PHYS	231	Principles of Physics
SPCH	100	Oral Communication
SPCH	115	Interpersonal Communication
TA	184	Creative Theatre Ensemble
ZOO	145	Introduction to Anatomy and Physiology

ZOO 145L Introduction to Anatomy and Physiology Laboratory

6. 2009-2010 Curriculum Activity Summary

	Current Agenda	2009-10 Cumulative
New Courses	0	31
Course Revisions	8	338
Course Deactivations	0	76
Course Reviews (3/11/2010-3/31/2010)	21	346
New Programs	1	6
Program Revisions	1	70
Program Deactivation s	0	2
Course SLOs (as of 3/31)	29	539
Program SLOs (as of 3/31)	2	72
Total Activity	62	1480

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

Monika Brannick added that two additional items will be brought forward for discussion and/or Action at next week’s meeting:

1. Changes which are coming from the Chancellor’s Office regarding Certificates of Achievement.
2. Some departments are listing ADAs as co-contributors to the Course Outline of Record in Curricunet. This trend must stop. The faculty must maintain responsibility for curriculum development. Departments will need to be reminded of this responsibility. In addition, there may be a need for additional programming in Curricunet in order to make clear distinctions between co-contributors and data support staff.

Policies & Procedures: Senators were provided copies of the following Policy & Procedure:
 BP 3430, Prohibition of Harassment

There was brief discussion about the length of the procedure at approximately four pages. Senate members have already made recommendations on some of the Policies & Procedures, recommending that they be substantially shortened. BP 3430, Prohibition of Harassment, will be forwarded back to the Task Force for changes that would shorten the document. The Palomar Faculty Federation (PFF) will work with the language to make some specific suggestions, and they’ll do the same with regard to the policy against Discrimination. These policies will be the subject of discussion in the Joint Council of the Senate and the PFF.

Diane Studinka noted that the Workforce and Community Development Task Force has reviewed AP 4400, Community Services. This document will be brought to the Senate for review next week.

Validation of
 Preparedness to
 Teach Online:

Jay Baker provided draft copies of the document “Validation of Preparedness to Teach Online,” created by the Academic Technology Committee.

The Senate Academic Technology Committee (ATC) developed a rating instrument that would identify the necessary and desirable attributes and resources that an effective online course would have. When this instrument is deemed acceptable by the ATC and the Academic Senate, it may serve as a series of benchmarks that new or experienced online instructors can use to evaluate their own online course. The rating instrument

could be used in formative and summative evaluations of online courses. A rating of "Accomplished Online Course" will document the online instructor's preparedness to teach an online class at Palomar College. A rating of "incomplete Online Course" will indicate areas that require revision.

Senators were asked to review the document, as it will be brought back for Action on April 26.

TERB Form:
Library Instruction:
Individual or Group
Observation Form:

Barb Kelber distributed copies of the Tenure and Evaluations form, "Library Instruction: Individual or Group Observation." She noted that the form was approved by the TERB on March 15, 2010, and will be brought back to the Senate for endorsement again before the TERB formally passes it on to the PFF to be negotiated.

Tamara Weintraub noted that the document had been developed in response to a revision of the Librarians' current Peer Review forms which were piloted this year and which will be implemented in the Fall semester for non-probationary faculty.

The document will be brought back for Senate action at next week's meeting.

GRAD Program:

Monika Brannick reminded Senators of a group that was formed approximately two years ago to discuss methods intended to inform students about the demands of college-level study and to raise students' awareness of their own responsibility for achieving their educational goals. This project, now being referred to as the "GRAD Campaign" (Goals, Responsibility, Attitude, Determination) is assigned as a joint responsibility with the ASG in the Strategic Plan 2013.

ASG member John Aragon noted that members of the student government have already begun work on the project, and they welcome input from Senate members.

After brief discussion, Brannick asked for Senate volunteers to work with members of the ASG to create a preliminary report. Valerie Chau and Patrick O'Brien agreed to work with the ASG on this task.

It was noted that the first draft of the document is due on April 15, only two days away. Due to the short time-frame, the group will submit the draft to Michelle Barton to be forwarded on to the Strategic Planning Council. Senators will have an opportunity to review the draft at the April 19 Senate meeting.

Other:

Because Don Sullins and Jay Baker were present to conduct a Technology Master Plan 2016 Interview with the Faculty Senate, the remaining items on the agenda will be postponed until next week.

Technology Master
Plan 2016 Interview:

Before the interview began, Senator Linda Morrow and faculty member Tamara Weintraub expressed their objection to a specific question which was asked in interviews previously conducted in the four major Planning Councils on campus. The question was, "Would you support an increase in electronic information resources in the Library such as Electronic Books, knowing it would further reduce the physical holdings in the Library?"

Several members of the library faculty have expressed concern that the question implies a fundamental misunderstanding of BP and AP 4040, which place library "collection

development” squarely within the purview and responsibility of the library faculty. The librarians explained to the Senate that format is only one criterion, and instructional and academic concerns are primary. The principles for collection development are outlined on the Palomar College Library website.

The library faculty wish to register their disappointment in the faulty premise of the question, and to make the Senate aware that they made a formal request to have the question changed or removed before it was asked in all the councils, but the request was denied. They also note that the librarians should have been consulted prior to its inclusion in the interview questions.

Lengthy discussion followed, and Senate members expressed their concern that the question was not changed following the librarians’ request. Don Sullins indicated that the question was not changed in the interest of retaining consistency in the interviews, and each set of questions was formed only for the groups who were responding to them.

Senators recommended that the question be deleted or re-written with input from members of the Library, and that the responses to the question in its current format be removed. Sullins noted that the majority of the respondents indicated that, although it is beneficial to increase electronic offerings, it should not be at the expense of written materials.

After additional discussion occurred, there was agreement that the committee would electronically distribute a clarification to all who received the question. Members of the Academic Technology and several of the Librarians can meet and create the specific wording of the clarification.

The interview continued at this time.

ADJOURNMENT: The meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Barb Neault Kelber, Secretary