



Minutes of the
MEETING OF THE FACULTY SENATE
April 16, 2012

APPROVED

- PRESENT:** Bruce Bishop, Monika Brannick, Melinda Carrillo, Haydn Davis, Jenny Fererro, Katy French, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Christina Moore, Linda Morrow, Wendy Nelson, Patrick O'Brien, Lillian Payn, Diane Studinka, Fari Towfiq
- ABSENT:** Lori Graham, Perry Snyder
- GUESTS:** Kathy Grove, Shannon Lienhart, Kenneth Levin, Tylor Ellard, ASG, Katie Townsend-Merino
- 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, Morrow: Faculty Senate approval of the minutes of April 9, 2012, as amended. The motion carried.
- Public Comments:** There were no public comments.
- Announcements:** Teresa Laughlin announced that several members of the Palomar Faculty Federation (PFF) recently attended the CFT annual Convention where the PFF received awards. Laughlin expressed her gratitude to faculty for their involvement with the union. She added that the CFT/Brown Tax Initiative petitions are available in several locations on campus.
- Wendy Nelson invited all to attend the upcoming Media and Communication Days the week of April 23, 2012. Palomar's Journalism and Communications Department has joined forces with CSUSM and Mira Costa College to organize a four-day event that will bring professionals from media and communication fields to the three campuses. Every event is free and open to the public. For more information, visit <http://mediadays.the-telescope.com>.
- Lillian Payn announced that Academic Technology established an iPad user group last semester. She invited Senators to attend a session on Wednesday, April 18, at 2:30 p.m. in room LL111 of the Library.
- Agenda Changes:** Senators agreed to amend the agenda to address Information and Action items relating to guests who were present to discuss those items.
- Equivalency for Minimum Qualifications:**

PFF's Concerns: Shannon Lienhart addressed Senators on the issue of Equivalency for Minimum Qualifications. She stated that, although the issue is an academic and professional matter, there are implications that affect the PFF. She stated that the matter came to the group a couple of months ago when it was learned that the Senate was approving Single Course Equivalencies for Minimum Qualifications. She explained that current procedure allows any faculty member who meets minimum qualifications to teach any course in that discipline. In order to minimize any potential conflicts within departments, Lienhart suggests that a policy be adopted to clarify this issue.

Lienhart provided Senate members with a copy of Legal Opinion L 03-28, regarding Single Course Equivalencies, from the Chancellor's Office, which states that a district is not authorized to establish a single course equivalency as a substitute for meeting minimum qualifications in a discipline. She stated that, because there is no legal recognition and because the union is required to uphold the legal rights of faculty, this can potentially cause problems for some departments on campus. She added that it is hoped that the Senate will adopt a policy of no longer approving single-subject equivalencies. It was noted, too, that language can be incorporated into the contract that allows those overseeing scheduling to make those distinctions regarding teaching specific courses.

Fari Towfiq, chair of the Equivalency Committee, stated that members of the committee discussed this issue in 2009 and distributed questionnaires to each department to identify which ones would be affected by eliminating single-course equivalency. The result of the review was that the committee decided to continue with the same practice of granting discipline-wide as well as single-course equivalency, with single-course equivalency being granted only when absolutely necessary until the Chancellor's Office specifically directed otherwise. Towfiq indicated that the committee will be discussing this issue again at their next meeting, and invited Lienhart to attend if her schedule permits.

Executive Committee
of the Statewide
Academic Senate:

At last week's meeting, Katie Townsend-Merino asked for the support of the Faculty Senate in her request for the appointment to the Executive Committee of the Academic Senate for California Community Colleges (ASCCC). She provided a brief history of her qualifications, and asked for a resolution of support from this Senate body for the appointment, which may allow for up to 40% release time. Because she is a non-tenured faculty member who is required to teach a full load, some of those will be overload courses because of the release time offered with the position.

Motion 2

MSC Davis, Laughlin: Whereas Katie Townsend-Merino was the Faculty Senate president at Palomar College 6 years ago;

Whereas Katie Townsend-Merino has current and past experience working for and with the Academic Senate for the California Community Colleges;

Resolved that the Faculty Senate of Palomar College supports Katie Townsend-Merino's candidacy for a position on the Executive Committee of the Academic Senate for the California Community colleges. The motion carried.

Elections:

Bruce Bishop referred to an email he distributed to Senators expressing his concern related to the action the Senate took on April 2, 2012 to elect our new President. The Senate does need to follow the bylaws of the Faculty Senate which requires that we hold an election during the first meeting of April. There is also a requirement to follow California state law – specifically the Brown Act – which requires the agenda to provide advanced notice of any action being considered by the Senate. When state law and our bylaws come in conflict, we are required to follow state law. Although there is a regular agenda item that identifies “committee appointments and elections,” this is not specific enough to cover the election of the President nor is it clear enough to meet the reasonable notice standard or the spirit of the Brown Act.

There were no objections raised to invalidate the April 2, 2012, election and hold another election for the position of Faculty Senate President.

Nominations were accepted for the position of Faculty Senate President.

Greg Larson was nominated and accepted the nomination.

No other nominations were made.

Senators accepted Greg Larson to the position of Faculty Senate President, effective May, 2012, by acclamation.

One Senator noted that she had considered bringing her name forward for consideration and found the duties and responsibilities of the position as listed in the current Constitution vague. She asked if the Senate would consider creating a specific job description for the position that could provide more clarity for the future. Monika Brannick indicated that this is a matter the Senate could discuss next semester.

Governance Structure:
Committee on
Service Learning:

Senators received a copy of the Governance Structure Group request for a Committee on Service Learning last week. Although there is currently no formal committee in place for Service Learning, there has been support from the Senate for it since its inception approximately four years ago. 20% release time is being sought for the Faculty Service Learning Coordinator, which, if approved by the Senate, will need a funding source. Teresa Laughlin indicated that it has been requested by the PFF but was not ultimately approved by the district. Brief discussion followed.

Kathy Grove also provided the following update of the Service Learning Program for the Academic year 2011-12:

- 2,752 hours of student service
- 248 students participating
- Total number of professors involved since 2010: 28
- Total number of student hours logged since 2010: 11,194
- Total number of participating community agencies: 28
- Departments/programs participating:
Earth Sciences, Library Science, Sociology, Psychology, Anthropology, American Indian Studies, Interior Design, Philosophy

Activities this year:

- Mission 4 leadership presentation, fall

- PD workshop “Nuts and Bolts of Service Learning”, fall, spring
- Lunch workshop for faculty, January 2012
- “Community-Faculty meeting.” Representatives from 10 agencies came to Palomar College and spoke to classes and met one-on-one with interested faculty.
- Community Liaison. Attending community functions, arranging for faculty lecture series, contacts with new partners...
- Professional workshops
Rachel Horn presented a paper at two conferences
- Paperwork
Keeping Website up-to-date
Reminding Faculty about on-line registration and other forms
Checking insurance and liability forms
Generating and updating MOUs.

Motion 3 MSC Larson, Moore: Faculty Senate approval of the Governance Structure Group request for the Committee on Service Learning, as amended. The motion carried.

Evaluation Dispute: At last week’s Senate meeting, Monika Brannick shared a letter she recently received from part-time faculty member Kenneth Levin, who is disputing an evaluation and trying to have it removed from his permanent record. She noted that the department chair and the faculty evaluator who conducted the evaluation were also invited to today’s meeting but are not in attendance.

Levin shared his experience with his October 2011 evaluation, as well as his objections to the process and outcome.

After hearing from Mr. Levin, Monika Brannick informed Senate members that she was advised that, because Mr. Levin has filed a grievance and the matter has been forwarded to an attorney, these matters are not usually discussed without legal representation.

Committee
Appointments:

Motion 4 MSC O’Brien, Laughlin: Faculty Senate approval of the following appointments:

Academic Standards & Practices Committee
(12-14) Tracy Fung/ESL

Academic Technology Committee
(11-13) *Mathematics and the Natural and Health Sciences*
Richard Albistegui-DuBois/Life Sciences

(12-14) *Social and Behavioral Sciences*
Kalyna Lesyna/Sociology

(11-13) *Student Services*
Rebecca Barr/Counseling

Bookstore Subcommittee
(12-14) *Faculty member at large*
Hope Farquharson/NMHS/Nursing Education

Campus Police Committee
(12-14) PJ DeMaris/Counseling

Curriculum Committee

(12-14) Social and Behavioral Sciences
Kristen Campbell/History

Distinguished Faculty Award Committee

(12-14) Karen Donovan/Nursing Education

Equal Employment Opportunity Advisory Committee

(12-14) Charles Ingham/English

Equivalency Committee

(12-14) Arts, Media, Business, and Computing Systems
Gracie Fowler/Graphic Communications

(12-14) Career, Technical, and Extended Studies

Sergio H. Hernandez/Trade and Industry

Food Services Subcommittee

(12-14) Cynthia Torgison/Mathematics

Government Affairs Committee

(12-14) Wing Cheung/Earth Sciences

Instructional Planning Council

(12-14) Library Services

Byung Kang/Library Services

(12-14) Student Services

Jose Fernandez/Counseling

(12-14) member of the subcommittee

Chantal R. Maher/ Languages and Literature/World languages

Learning Outcomes Council

(12-14) Languages and Literature

Melinda Carrillo/Reading Services

(12-14) Social and Behavioral Sciences

Philip Debarros/Behavioral Sciences

Perkins Planning and Advisory Committee

(12-14) faculty members from CTE programs

Anita R. Talone/Career Technical and Extended Education/Design and Consumer Education

Lori Graham/Career Technical and Extended Education/Design and Consumer Education

Professional Development Advisory Board

(12-14) Languages and Literature

Martin Japtok/English

(12-14) Social and Behavioral Sciences

Kalyna Lesyna/Sociology

(12-14) Student Services
Theresa Hogan Egkan/Counseling

Safety & Security Committee
(12-14) Marilee Nebelsick-Tagg/Nursing Education

Scholarship Committee
(12-14) Gabriela Bryant/Business Administration

(12-14) Chuong Nguyen/Mathematics

Student Program Eligibility Appeals Committee
(12-14) one generalist counselor appointed by Faculty Senate
April Woods/Counseling Services

Tenure & Evaluations Review Board
(12-14) Career & Technical Education
Sandra Andre/Design and Consumer Education

(12-14) Languages and Literature
Melinda Carrillo/Reading Services

Title V HSI STEM Grant Steering Committee
Gabriela Bryant/Business Administration
Wing Cheung/Earth Sciences

The motion carried.

Motion 5

MSC O'Brien, Laughlin: Faculty Senate acceptance of the results of the ballots for the following committee appointments:

Academic Review Committee
(12-14) Faculty member from Instructional Divisions and/or Library
Bruce Orton/Languages and Literature/English

Disability Resource Center Advisory Committee
(12-14)
Charles Ingham/Languages and Literature/English

Registration Committee
(12-14) one faculty at large
Wing Cheung/MNHS/Earth Sciences

Vocational and Technical Educational Act Planning and Advisory Committee
(12-14) one faculty member from an academic discipline
Mary Cassoni/AMBCS/Business Administration

The motion carried.

Emeritus:

Motion 6 MSC Laughlin, Fererro: Faculty Senate ratification of Emeritus Status to the following faculty members:

Zachary Seech, Professor, Behavioral Sciences, effective May 19, 2012. He has served Palomar College for 32 years from September 2, 1980, to May 18, 2012.

Stephen Wozniak, Professor, English, effective May 19, 2012. He has served Palomar College for 38 years from September 4, 1974, to May 18, 2012.

The motion carried.

Curriculum: Senators were provided with the Curriculum Committee meeting action items dated April 4, 2012, last week.

Motion 7 MSC Larson, Morrow: Faculty Senate ratification of the Curriculum items dated April 4, 2012. The motion carried.

GE Assessment Project:

Senators were provided with copies of the GE Assessment Project, Spring 2012, at last week's meeting. Katy French indicated that faculty are currently utilizing assignments and scoring their students' abilities on information literacy and critical thinking, and forwarding that information on to Institutional Research & Planning. She indicated that over the summer an analysis of the data will be completed using the research methods being brought forward today for Senate approval.

Motion 8 MSC Larson, Fererro: Faculty Senate approval of the GE Assessment Project, Spring 2012. The motion carried.

Health Fee Trailer Bill:

At last week's meeting, Jayne Conway distributed information on a Health Fee Trailer Bill being brought forward by Governor Brown's office with a proposed change to Ed Code (SEC 18. 76355) that would un-mandate health services. Current law states that districts are responsible to maintain the level of service that was in existence in 1986. Some of the smaller schools may then be required to provide support from their general fund, but Palomar's current Health Fee of \$18 per student in the spring and fall covers these expenses.

Motion 9 MST Moore, McDonough: The Faculty Senate rejects the Health Fee Trailer Bill and offers its support to keep Palomar College's Health Services at their current state. The motion was tabled.

Motion 10 MSC Laughlin, Fererro: To Table Motion 9 until April 23, 2012. The motion carried.

Some Senators asked about the level of support from students and members of the ASG. Because the ASG representative has left the meeting and Jayne Conway is not in attendance today, it was agreed to table the motion and bring the item back for action next week.

Distance Education
Policy:

Lillian Payn provided copies of AP 4105, Distance Education. She provided clarification on the changes being recommended by the Academic Technology Committee.

Monika Brannick added that members of the Policies & Procedures Task Force put together a policy for the Course Outline of Record and initially thought this information was included. The California Community College League is recommending that, because distance education is becoming more prominent, it is recommended to have a separate procedure in place for it.

Discussion followed and several minor amendments were suggested. Payn will bring these recommendations back to the committee and this item will be brought back next week for further discussion and/or action.

Policies & Procedures:

At last week's meeting, Senators discussed BP 7361, Academic Due Process. In the document, references to disputes between other constituency groups have been removed and a new policy would need to be created to address these dispositions. Senators discussed whether the policy should remain as is for utilization by faculty only, or whether changes should be made concerning all employee groups. Senators asked that Monika Brannick contact the CCE/AFT President to invite her to an upcoming meeting, or to receive clarification.

Providing an update, Brannick indicated that due to scheduling issues, CCE/AFT representatives are unable to attend Senate meetings. Representatives Debbi Claypool and Chris Wick have stated that they do have a Grievance Procedure in place at this time with the exception of a grievance involving a faculty member. Both asked that the Senate consider keeping the policy general to include other employee groups.

ADJOURNMENT:

The meeting was adjourned at 3:32 p.m.

Respectfully submitted,

Melinda Carrillo, Secretary