THE FACULTY SENATE
PALOMAR COLLEGE

Minutes of the
MEETING OF THE FACULTY SENATE
May 12, 2014

APPROVED

PRESENT:	Richard Albistegui-Dubois, Sandra Andre, Melinda Carrillo, April Cunningham, Jenny Fererro, Marty Furch, Joel Glassman, Mayra Hernandez, Barb Kelber, Greg Larson, Teresa Laughlin, Lawrence Lawson, Jackie Martin, Pam McDonough, Patrick O'Brien, Lillian Payn, Travis Ritt, Diane Studinka, Fari Towfiq, Judy Wilson
ABSENT:	Shannon Lienhart, Christina Moore, Rocco Versaci
GUESTS:	Molly Faulkner, Genesis Gilroy, Linda Morrow
CALL TO ORDER:	The meeting was called to order by the President, Greg Larson, at 2:00 p.m. in Room SU-30.
Approval of Minutes:	
Motion 1	MSC Laughlin, Andre: Faculty Senate approval of the minutes of May 5, 2014, as amended. The motion carried.
Public Comments:	There were no public comments.
Announcements:	Molly Faulkner invited all to a celebration tomorrow (5/13) evening at 7:00 p.m. in the Howard Brubeck theatre to celebrate the literary journal, Bravura. Dancers from Performing Arts will be introducing each decade of the 50 years in which it's been published.
	Greg Larson announced that the Senate Educational Committee of the California State Legislature has voted 8 - 0 in favor of supporting SB 850, a pilot program which would allow each community college to offer limited Bachelor's Degrees. Larson will report the Statewide and local Senate's opposition to the bill at the May 13 Governing Board meeting.
Strategic Planning Council:	Reporting on the recent Strategic Planning Council meeting, Greg Larson indicated that a goal specifically referencing teaching and learning has been added to the Year-Two Strategic Plan with wording supporting excellence in Instruction and Academic Programs.
Instructional Planning Council:	A Senator is needed to serve on the Instructional Planning Council. After brief discussion, Jackie Martin volunteered to serve.
Motion 2	MSC Towfiq, Fererro: Faculty Senate approval of the appointment of Jackie Martin to serve on the Instructional Planning Council. The motion carried.

Senate members thanked Linda Morrow for her years of service on the Instructional Planning Council.

Academic Technology Committee:

Lillian Payn provided the following report of the Academic Technology Committee (ATC):

There are 14 members on the committee ending the year, including two new members. There are additional vacancies for faculty who are interested in serving.

18 new POET Certificates have been issued this year, for a total of 68 validated instructors.

The transition to Managed Hosting is progressing smoothly, and many instructors attended the recent Open House for assistance in transferring their courses for summer session. The final move will occur after spring semester grades are due.

Committee members continue to contribute to Accreditation Standards 2A and 3C.

Staff in the Academic Technology Resources Center will be working on updating the district's website. This will occur outside of the committee's involvement as it is felt that it is not in their purview.

Work continues on the Digital Information Literacy Plan, which will be brought to the Senate in the fall semester.

Members of ATC continue to discuss MAC platform issues, the Satisfaction Survey for online students, and issues relating to accommodating ADA students with a legally compliant process.

Academic Calendar:

Greg Larson stated that he, Berta Cuaron, Teresa Laughlin, and Shannon Lienhart met recently to discuss some options for a compressed 2015-16 Academic Calendar. The option will be brought forward in the fall for campus-wide discussion.

Election of Faculty Senate Vice President and Secretary:

Nominations were accepted for Faculty Senate Vice President.

Jackie Martin was nominated and accepted the nomination. No other nominations were made.

Motion 3

MSC Towfiq, Studinka: To close nominations and support the appointment of Jackie Martin to the position of Faculty Senate Vice President through 2015. The motion carried.

Nominations were accepted for Faculty Senate Secretary.

Jenny Fererro was nominated and accepted the nomination. No other nominations were made.

Motion 4

MSC Laughlin, Ritt: To close nominations and support the appointment of Jenny Fererro to the position of Faculty Senate Secretary through 2015. The motion carried.

New Senators:	Newly seated Senate members Richard Albistegui-Dubois, April Cunningham, Marty Furch, Mayra Hernandez, Lawrence Lawson, and Judy Wilson were welcomed. Other new Senators Shannon Lienhart and Christina Moore were not present.

Committee
Appointments:

Motion 5   MSC O'Brien, Laughlin: Faculty Senate approval of the following committee appointments:

Instructional Planning Council
(14-16) Social and Behavioral Science
Michael Lockett/Philosophy

Strategic Planning Council
(14-16) Teresa Laughlin/Economics, History and Political Science.

Student Equity Plan workgroup

ESL	Nimoli Madan
Basic Skills Committee	Cynthia Anfinson
Basic Skills Committee	Patrick OBrien
DRC	Lori Waite
IPC	Wendy Nelson

Title V, HSI STEM II Basic Skills Steering Committee
(13-15) One Part-Time Faculty Member, at-large
Krystal Rypien/Life Sciences

The motion carried.

Motion 6   MSC O'Brien, Laughlin: Faculty Senate acceptance of the ballot for the following committee appointments:

Student Equity Plan Workgroup
Mathematics
Martha Martinez

Student Services Planning Council
Rosie Antonecchia/Counseling/Career Center Director

The motion carried.

Curriculum: The following Curriculum items were distributed to Senate members electronically:

Palomar College Curriculum Actions
Wednesday, May 7, 2014

I. **CONSENT CALENDAR**
SECOND READING – ACTION
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 curriculum changes, pending appropriate approvals, will be effective Fall 2014:

A. **Program Changes**

1. Program Title: Advertising, Marketing, and Merchandising
Discipline: Business Education (BUS)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 27.00 - 28.00
Percent Distance Education: 63% of major courses approved for Distance Education
Added BUS 104 and BMGT 110 to electives, removed BUS 158, BUS 189, BMGT 110, CSIT 105,
CSIT 120 and OIS 101 to elective category.
L. Jackie Martin

2. Program Title: Legal Support Assistant
Discipline: Legal Studies (LS)
Award Type: Certificate of Proficiency
Total Units: 14.00 - 16.00
Percent Distance Education: 53% of major courses approved for Distance Education
Removed OIS 115 and 210, added BUS 125 and BUS 165, updated total, removed BUS 110, BUS 125 and OIS
102 from recommended electives, added BUS 173 to recommended electives.
L. Jackie Martin

B. **Credit Course – Deactivations**

1. Course Number and Title: FL 194A Foreign Languages Experimental Topics
Short Title: Foreign Lang Experimental Tpcs
Discipline: Foreign Languages (FL)
Transfer Acceptability: CSU
Rationale: Course has not been offered/scheduled in four years.
Kathleen M. Sheahan

2. Course Number and Title: FL 194B Foreign Languages Experimental Topics
Short Title: Foreign Lang Experimental Tpcs
Discipline: Foreign Languages (FL)
Transfer Acceptability: CSU
Rationale: Course has not been offered/scheduled in four years.
Kathleen M. Sheahan

3. Course Number and Title: FL 194C Foreign Languages Experimental Topics
Short Title: Foreign Lang Experimental Tpcs
Discipline: Foreign Languages (FL)
Transfer Acceptability: CSU
Rationale: Course has not been offered/scheduled in four years.
Kathleen M. Sheahan

4. Course Number and Title: READ 50 Reading Improvement
Discipline: Reading (READ)
Distance Learning Offering(s): Computer Assisted
Read 50 will be replaced by Read 49 in the Fall 2014 semester.
Melinda D. Carrillo

5. Course Number and Title: SPAN 296 Special Studies in Spanish
Discipline: Spanish (SPAN)
Transfer Acceptability: CSU
Rationale: Course has not been offered/scheduled in four years.
Kathleen M. Sheahan

C. **Credit Course - Change**

1. Course Number and Title: BUS 120 Introduction to Office Information Systems
Short Title: Intro to Office Info Systems
Discipline: Business Education (BUS)
Course Included in the following programs:
     1. Administrative Assistant, A.S. Degree Major/Cert. Achievement
     2. Medical Office Specialist, A.S. Degree Major/Cert. Achievement
     3. Retail Management, Certificate of Achievement

4. Medical Language Specialist, A.S. Degree Major/Cert. Achievement
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Changed from OIS to BUS, added methods of instruction, required reading, critical thinking and methods of assessment, removed television distance education, added online.
L. Jackie Martin

2. Course Number and Title: CHEM 115 General Chemistry
Discipline: Chemistry (CHEM)
Prerequisites: CHEM 110, and CHEM 110L,
Recommended Prep: Concurrent enrollment in CHEM 115L
Associate Degree General Education - B: Natural Sciences
CSU GE Area B: Scientific Inquiry and Quantitative Reasoning - B1: Physical Science
IGETC Area 5: Physical and Biological Sciences - 5A: Physical Science
Transfer Acceptability: UC, CSU
Updated description, outline, textbooks, outside assignments and methods of assessment.
Natarajan Geetha

3. Course Number and Title: MUS 178 Classical Guitar
Discipline: Music (MUS)
Prerequisites: MUS 175,
Course Included in the following programs:
      1. Music, A.A. Degree Major
Transfer Acceptability: UC, CSU
Decreased unit value from 2 to 1, removed lecture hours, added 3 lab hours, removed "or ability to read music" from prerequisite, added "approval of instructor" as limitation on enrollment, updated methods of instruction, added textbooks, updated critical thinking and required writing, removed repeatability.
Ellen Weller

4. Course Number and Title: MUS 179 Beginning Flamenco Guitar
Discipline: Music (MUS)
Prerequisites: Basic knowledge of guitar performance technique
Course Included in the following programs:
      1. Music, A.A. Degree Major
Transfer Acceptability: UC, CSU
Decreased unit value from 2 to 0.5 units, removed lecture hours, added lab hours, added "performance technique" to prerequisite, updated description, objectives, methods of instruction, content, textbooks, critical thinking and required writing, removed repeatability.
Ellen Weller

C. **Distance Learning**
The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2014.

Catalog/Subject Number	Learning Offerings
BUS 120	Online

B. **Requisites and Advisories**
The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2014.

Catalog Number	Type	Description	Proposal Type
CHEM 115	Prerequisite		
	Recomm. Prep.	CHEM 110 and CHEM 110L Concurrent enrollment in CHEM 115L	Change
MUS 178	Prerequisite	MUS 175 ~~or ability to read music~~ or	
	Limit. on Enroll.	Approval of instructor	Change
MUS 179	Prerequisite	Basic knowledge of guitar performance technique	Change

VIII. **Action – Technical Corrections**

A. **Dance TOP Code Changes**
The following TOP Code corrections are effective immediately:

Course	Old T.O.P.	New T.O.P.
DNCE 101	100800	1008.1

DNCE 110	100800	1008.1
DNCE 110	100800	1008.1
DNCE 111	100800	1008.1
DNCE 111	100800	1008.1
DNCE 120	100800	1008.1
DNCE 120	100800	1008.1
DNCE 121	100800	1008.1
DNCE 121	100800	1008.1
DNCE 124	100600	1008.1
DNCE 127	100810	1008.1
DNCE 128	100810	1008.1
DNCE 130	100800	1008.1
DNCE 130	100800	1008.1
DNCE 131	100800	1008.1
DNCE 131	100800	1008.1
DNCE 135	100800	1008.1
DNCE 135	100800	1008.1
DNCE 136	100800	1008.1
DNCE 136	100800	1008.1
DNCE 137	100810	1008.1
DNCE 138	100810	1008.1
DNCE 140	100800	1008.1
DNCE 140	100800	1008.1
DNCE 141	100800	1008.1
DNCE 141	100800	1008.1
DNCE 145	100800	1008.1
DNCE 146	100800	1008.1
DNCE 148	100810	1008.1
DNCE 149	100810	1008.1
DNCE 150	100810	1008.1
DNCE 151	100810	1008.1
DNCE 152	100810	1008.1
DNCE 153	100810	1008.1
DNCE 154	100810	1008.1
DNCE 155	100810	1008.1
DNCE 156	100810	1008.1
DNCE 158	100810	1008.1
DNCE 159	100810	1008.1
DNCE 161	100800	1008.1
DNCE 162	100810	1008.1
DNCE 163	100810	1008.1
DNCE 165	100800	1008.1
DNCE 165	100800	1008.1
DNCE 170	100800	1008.1
DNCE 170	100800	1008.1
DNCE 182	109900	1008.1
DNCE 183	109900	1008.1
DNCE 190	100810	1008.1
DNCE 205	100800	1008.1
DNCE 205	100800	1008.1
DNCE 206	100800	1008.1
DNCE 206	100800	1008.1
DNCE 215	100800	1008.1
DNCE 215	100800	1008.1
DNCE 216	100800	1008.1
DNCE 216	100800	1008.1
DNCE 227	100810	1008.1
DNCE 228	100810	1008.1
DNCE 230	100800	1008.1
DNCE 230	100800	1008.1
DNCE 231	100800	1008.1
DNCE 231	100800	1008.1
DNCE 237	100500	1008.1
DNCE 238	100500	1008.1
DNCE 248	100500	1008.1
DNCE 249	100810	1008.1

DNCE 250	100810	1008.1
DNCE 251	100810	1008.1
DNCE 252	100810	1008.1
DNCE 253	100810	1008.1
DNCE 254	100810	1008.1
DNCE 255	100810	1008.1
DNCE 256	100810	1008.1
DNCE 258	100810	1008.1
DNCE 259	100810	1008.1
DNCE 262	100810	1008.1
DNCE 263	100810	1008.1
DNCE 273	100800	1008.1
DNCE 273	100800	1008.1
DNCE 275	100800	1008.1
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DNCE 278	100800	1008.1
DNCE 279	100800	1008.1
DNCE 279	100800	1008.1
DNCE 280	100800	1008.1
DNCE 280	100800	1008.1
DNCE 287	100800	1008.1
DNCE 288	100800	1008.1
DNCE 289	100800	1008.1
DNCE 290	100810	1008.1

B. **Computer Science TOP Code Changes**
The following TOP Code corrections are effective immediately:

Course	Old T.O.P.	New T.O.P.
CSCI 110	070720	070600
CSCI 112	070710	070600
CSCI 114	070710	070600
CSCI 146	179900	070600 *(Math Department)*
CSCI 170	070710	070700
CSCI 171	070710	070700
CSCI 210	070730	070600
CSCI 210	070730	070600
CSCI 212	070710	070600
CSCI 220	070710	070600
CSCI 222	070710	070600
CSCI 222	070710	070600
CSCI 222	070710	070600
CSCI 240	070710	070700
CSCI 272	070710	070700
CSCI 275	070710	070700
CSCI 295	070600	070700
CSIT 105	070200	070100
CSIT 120	070210	051400
CSIT 121	070210	051400
CSIT 131	070210	051400
CSIT 132	070710	051400
CSIT 133	070210	051400
CSIT 134	070710	051400
CSIT 135	070710	051400
CSIT 135	070710	051400
CSIT 140	079900	070100
CSIT 145	070710	070700
CSIT 170	070710	070700
CSIT 180	070710	070700
CSIT 270	070710	070700
CSIT 271	070720	070700
CSIT 280	070710	070700

CSIT 295	070600	070700
CSNT 110	070820	070800
CSNT 110	070820	070800
CSNT 111	070810	070800
CSNT 111	070810	070800
CSNT 120	070720	070800
CSNT 121	070720	070800
CSNT 140	070600	070800
CSNT 141	070810	070800
CSNT 160	070810	070800
CSNT 161	070810	070800
CSNT 180	070810	070800
CSNT 181	070810	070800
CSNT 221	070810	070800
CSNT 222	070810	070800
CSNT 224	070810	070800
CSNT 230	070810	070800
CSNT 231	070810	070800
CSNT 235	070810	070800
CSNT 260	070810	070800
CSNT 261	070810	070800
CSNT 261	093430	070800
CSWB 130	070900	061430
CSWB 150	070710	061430
CSWB 210	070730	061430
CSWB 220	070100	070710
CSWB 220	070100	070710

Program Title	Old TOP	New TOP
Computer Science	070700	070600
Information Systems	070100	070100
Computer Science: Video Gaming	061420	061420
Computer Science: Video Gaming	061420	061420
Computer Science	070600	070600

IX. **Integrating Curriculum and SLOAC Processes**

X. **INFORMATION**

A. **Technical Updates**
i. Web Developer with Emphasis in Java/Open Source - CSWB 220 was moved to the elective category in addition to previous updates changing CSWB 170 from 2.5 to 3 units, updating its title, updating the title of CSWB 110 and updating the total unit value of the certificate to 15.

ii. New courses CSIT 125, CSIT 145, and CSIT 146 should have been noted on the Curriculum Committee agendas as Stand Alone courses. All three have been included in a new program titled Information Systems Associate in Science Degree/Certificate of Achievement. However, until the new program is approved by the Chancellor's Office, the new courses must be coded as CB 24=2, Stand Alone.

B. **Curriculum Institute**
July 10-July 12, Hayes Mansion, San Jose, CA

C. **Course Outline Reviews**
The following courses have completed the course outline review process between April 11, 2014 and May 2, 2014 and are effective Fall 2014.

AIS 125 American Indians Today
ART 100 Introduction to Art

D. **2013-2014 Curriculum Activity Summary**

Proposal Type	Current Agenda	2013-2014 Cumulative
New Courses	0	59
Course Changes	2	172
Course Reactivations	0	2

Course Deactivations	5	41
Course Reviews		
(4/11/2014 – 5/2/2014)	2	52
New Programs	0	12
Program Changes	2	41
Program Deactivations	0	19
Total Activity	**11**	**398**

Details of all program and course proposals may be viewed at www.curricunet.com/palomar
Select "track" and "check status" to view programs and courses. Select the Pencil icon in order to navigate through the various pages of the proposal. Reports include "COR," "PR" or "WR," Course Outline of Record or Program Report. "CC" displays proposed changes for the course outline of record or program.

Motion 7	MSC Laughlin, Martin: Faculty Senate ratification of the Curriculum Committee Actions dated May 7, 2014. The motion carried.
Governance Structure Change: Tutoring Committee:	Senators were provided with copies of the Governance Structure for the Tutoring Committee. Patrick O'Brien outlined the changes being proposed and brief discussion followed on the membership structure.
Motion 8	MSC O'Brien, Cunningham: Faculty Senate approval of the proposed Governance Structure for the Tutoring Committee, as amended. The motion carried.
Participation in Common Assessment Initiative:	Senate members were provided with a handout on the Common Assessment Initiative. The California Community Colleges Chancellor's Office seeks Pilot Colleges to participate in the Common Assessment Initiative, and to provide support and feedback in the development of a Common Assessment System.

Lengthy discussion followed on several items, particularly the need for input from the Math, English, and ESL departments in the very short timeline provided (May 15, 2014). No application materials were attached to the document, so it has yet to be determined what exactly is involved in the process. It was also noted the correlation between assessment and evaluations of faculty. Although this will likely go forward without the support of most faculty, there was a suggestion that it may be useful to participate in its formation for an opportunity to provide input on how it moves forward.

Senate members also talked about what, if any, benefit there is to students or faculty of this Common Assessment System. Some Senators felt that each college or district should be determining the best way to assess their students as needs will vary based on the population. |
Motion 9	MSF Martin, Andre: Faculty Senate support of Palomar College's participation in the Common Assessment Initiative. The motion failed.
TERB: Revision of Forms:	Barb Kelber indicated that the Part-time Faculty Evaluation Review Report revisions are currently being reviewed by the PFF. This item will be brought back in the fall semester.
Distance Education Workgroup:	Greg Larson reminded Senate members of Berta Cuaron's report to the Senate in April on the Distance Education Report. The district now has a high number of courses offered that are strictly Distance Education, and a workgroup is being formed to discuss the many issues that need to be addressed as we move forward. The group will provide input on

matters such as improving student readiness and preparedness, and the number of online classes each department should schedule to provide a good balance to students.

The following Senators volunteered to serve:
April Cunningham
Jenny Fererro
Joel Glassman
Mayra Hernandez
Barb Kelber
Lillian Payn

Senators were asked to be aware of working conditions issues during discussions as those will need to be brought to the PFF eBoard for consideration.

Course Cancellation and Transfer:

Lillian Payn distributed a copy of the Course Transfer Recommendations from the Academic Technology Committee (ATC). Senate members have discussed this issue over the past month or so, particularly as it relates to intellectual property. The document contains wording stating that in the event that a class is assigned from one instructor to another, due to the addition of a class section, or the reassignment of a course to another professor, the Department Chair initiates a sys sheet change.

The following options are being proposed by the ATC:
1.   Instructor 1 deletes own content, but dilemma is that if instructor cannot be reached in a timely manner.
2.   Department Chair to copy/delete content, but dilemma is if this is a different workload that may need to be negotiated with the union.
3.   ATRC technical specialists to copy delete content. Challenges:
   a.   Time lag to place a work order and have it processed. While it is processed, if any new content is placed by instructor 2, it would also be deleted. There would be no way for the staff to know what is new vs. old material. The process would be paralyzed until the staff would inform the chair that it is now safe to add material.
   b.   Staff do not want to delete any material that is faculty, as they are not faculty. It would be a discretionary action to delete faculty content, directed by someone other than the faculty owner of the BB shell.
   c.   This may also be a union issue to be negotiated.

After brief discussion, it was recommended that this item be brought to the PFF eBoard for their input before it is discussed any further by the Senate.

Hiring Process and Human Resources:

At last week's meeting, Vice President John Tortarolo was present to hear several concerns expressed by Senate members with recent applications, particularly the large number of applications that Human Resources does not forward to hiring committees and the lack of transparency about the reasons why these applications are not forwarded. There was also concern about irregularities in the process used to screen applications.

Senators felt that although some information provided by VP Tortarolo was useful in that the Senate were provided with documents showing the process used when an application is received for permanent faculty and staff positions, it was hoped that more would be learned about the actual experience an applicant has when applying for a position online.

Discussion followed on some of the discrepancies heard from Tortarolo versus what is posted on the website, as well as misleading wording used in notifying applicants that they were not selected for an interview.

Last week, Tortarolo agreed to look into the Senate concerns regarding the following issues:
The source of an HR directive about including an SLO question at the first-level interview as faculty are responsible for formulating interview questions at the first-level.
The wording used in notifying candidates that they were not selected for an interview, including why they were not selected.
More transparency about which documents are missing in incomplete applications that are not forwarded to the hiring committees.

There was agreement that these and other issues need to be addressed and followed up on as this issue continues to be discussed in the fall semester.

Impact of AP 4240 on Students:

Patrick O'Brien distributed copies of AP 4240 Academic Renewal. A proposed change to the Procedure in the policy is being proposed as follows: ~~The majority of course work in the term(s)~~ At least 50% of the units attempted in the terms under consideration must be standard, the total GPA of which is less than 2.0; and must no longer reflect the students current level of performance and capabilities.

A change is also being proposed in the final section, Annotation of Permanent Record:
It is important to understand that the student's permanent record (transcript) will be annotated in such a manner that all course work will remain legible, insuring a true and complete academic history. Academic renewal actions are irreversible <u>and these courses may not be taken again within the Palomar College District for academic credit</u>.

Enrollment Services has asked for clarification from the Chancellor's Office and their interpretation of Title V that Academic Renewal is not a reason for a student to repeat a class. Pending a response from the Chancellor's Office, the district will revert back to the old policy for now. Depending on the outcome of that response, this issue may be brought back for further discussion in the fall semester.

Policies & Procedures:

Greg Larson informed Senators that a Senate member is needed to serve on the Policies & Procedures Task Force. The group meets on the first Friday of each month from 9:00 – 11:00 a.m.

ADJOURNMENT:

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Jenny Fererro, Secretary