THE FACULTY SENATE
PALOMAR COLLEGE

Minutes of the
MEETING OF THE FACULTY SENATE
September 16, 2013

APPROVED

PRESENT:	Sandra Andre, Glyn Bongolan, Melinda Carrillo, Jenny Fererro, Joel Glassman, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Christina Moore, Linda Morrow, Patrick O'Brien, Lillian Payn, Travis Ritt, Susan Snow, Diane Studinka, Rocco Versaci
ABSENT:	Fari Towfiq
GUESTS:	Berta Cuaron, Wendy Nelson, Shayla Sivert
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, Fererro: Faculty Senate approval of the minutes of September 9, 2013, as amended. The motion carried.

Public Comments:
There were no public comments.

Announcements:
There were no announcements.

Agenda Changes:
Senators agreed to suspend the Agenda to discuss Information Items C, PRP Year 2 Update and Timeline, and Information Item B, Faculty Senate/BSI Allocation Report, due to guests being present.

PRP Year 2 Update
and Timeline:
At last week's meeting, Senators were presented with draft copies of the Palomar College – Program Review and Planning (PRP) Update, and Berta Cuaron provided information on data included in the document, noting the timeline and sequence for approval. Senators made some recommendations for changes to the wording to provide clarification, and this week an updated copy was provided. Cuaron noted the changes, and during discussion a few minor amendments were proposed. This item will be brought back next week for Faculty Senate approval.

Faculty Senate/BSI
Allocation Report:
Shayla Sivert provided revised copies of the 2012-13 ESL/Basic Skills Allocation End-Of-Year Report – 2013-14 ESL/Basic Skills Allocation Goals/Action Plan and Expenditure Plan. At last week's meeting, Senators reviewed a draft copy of the document and made some recommended changes, particularly as it relates to grant-funded projects and the need for ongoing funding decisions to be made through the planning process. Sivert indicated that she worked with Senators Melinda Carrillo and Pam McDonough to make some wording changes to the narrative to address that concern.

Sivert noted those changes and other specific changes made to the document, and a brief question and answer period followed. This item will be brought back next week for Faculty Senate approval.

Faculty Senate Voting Process:

Over the past several weeks, Senators have discussed changing the way that committee members are appointed in an effort to align its practice with that of the Statewide Academic Senate. Currently, the Faculty Senate appoints to a committee the faculty member who receives the most votes. It is being proposed that faculty members must receive at least 50% of the votes for appointment.

Motion 2

MSC Fererro, O'Brien: Faculty Senate approval of the proposed revision to the Committee on Committee Guidelines *(Italicized Section)*:

<u>Confirming and Voting</u>
8. The Committee will provide the Senate with a list of volunteers for committees for which the number of volunteers does not exceed the number of positions available and ask the Senate to confirm these committee members.
9. The Committee will provide the Senate with a ballot when the number of volunteers exceeds the number of positions available and ask the Senate to confirm the results of the vote.
10. To be elected, a volunteer must receive a vote from a majority of senators present and voting.
11. In the event no volunteer for a position receives a majority, the run-off will be limited to the top two volunteers with the largest number of votes, including all ties.

The motion carried.

Committee Appointments:

Motion 3

MSC Laughlin, Morrow: Faculty Senate approval of the following Peer Review Department chairs for whom Peer Committee Chairs need approval:

Mark Bealo – requests Ken Dodson
Doug Key – requests Cathy Jain
Kathleen Sheahan – requests Carlos Pedroza
Cristina Tejeda – requests Dennis Lutz

The motion carried.

Motion 4

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

<u>Learning Outcomes Council</u>
(13-15) Counseling (at-large)
Erin Feld/Reading

<u>Sabbatical Leave Committee</u>
(11-14) Career, Technical and Extended Education (at-large)
Nimoli Madan/ESL

The motion carried.

Elections: Patrick O'Brien announced that a call will be distributed to part-time faculty to fill Senator Perry Snyder's position. As noted in the Constitution, if a vacancy occurs within one month of an election, a special election will be held to fill that position. Snyder resigned prior to the beginning of the semester, a time which was within the allotted time period.

Curriculum: The next Curriculum Committee meeting will be held on September 18, 2013.

Student Success
Task Force
Recommendations: Each week, Senate members have continued the discussion on the recommendations of the Student Success Task Force (SSTF), and because members of the Senate have expertise in varying areas, those interested in reviewing specific recommendations have taken the lead in researching and obtaining additional information, and possibly making recommendations.

Patrick O'Brien indicated that during his research for a presentation to the BSI committee on the SSTF recommendations, he learned that a lot of the items will be addressed through Title 5 and so will be out of our purview, though preparation is needed to be ready for those changes before they become mandated. O'Brien noted that he took special note of the consistent reference to the use of technology in the SSTF recommendations, particularly as it relates to Educational Plans. He added that the complexity of implementing such a wide-ranging, varying system, particularly for community college students, needs discussion.

Glyn Bongolan added that she is doing some research on 2.2 (Diagnostic assessment, orientation & educational plan), 2.5 (Declare a program of study), and 3.1(System-wide enrollment priorities), and the need to define educational plans, noting it is seemingly impossible to create educational plans for students campus-wide with the current number of available counselors. She noted web-based programs such as my.edu are being recommended, as well as some sample educational plan templates. Other ideas such as group educational planning are also being discussed. She noted it was important for the college to take the lead before legislation defines the process and then we will have to conform to those requirements. Bongolan also stated that a resource web page is available for counselors to assist them with the new requirements, and training is being offered on its use.

Senators O'Brien and Bongolan noted that they have met with the new Vice President of Student Services Adrian Gonzales to discuss these issues, and it is hoped that more progress can be made once a new dean of counseling is hired, hopefully by October or November.

Additional discussion followed. Senators noted it would be beneficial to invite Vice President Gonzales to an upcoming meeting to provide more information on Palomar's progress in some areas stemming from the Student Success Task Force Recommendations.

Committee Appts. –
Identifying Full and
Part-Time Faculty
on Ballots:

At last week's meeting, Senate members discussed whether it would be useful for those voting on committee appointments if the designation of part-time or full-time faculty was noted on the ballots. It was also recommended that faculty members be asked to include a short description of their experience and/or reason why they wish to serve. Opinions varied on whether including the description would be sufficient rather than identifying faculty members' full-time or part-time status. Patrick O'Brien distributed copies of the current Committee on Committee Guidelines, and brief discussion followed. There was agreement on both the importance of not deterring faculty from volunteering, but also the value for Senators of having as much information as possible before voting.

This item will be brought back for Action on September 30.

Accreditation:

Greg Larson reported that the Accreditation Writing Teams continue meeting on a regular basis.

Academic Technology
Committee:

Lillian Payn provided the following written report from the Academic Technology committee:

ATC Report September 16, 2013 —

1. A Mock Interview for DE was held at Grossmont Sept. 6. Lillian, Kelly Falcone, and Pat Lupica attended. We took notes on the questions and evidence presented. We recommend that our Standards Groups could have mock interviews; the Standards groups could interview each other in-house.
2. Palomar was asked to participate in the Distance Education Satisfaction survey from the Chancellor's office (Spring 2013), since we had opted out of participation. ATC passed a motion to reduce it from 63 to 20 questions, and send to our ATC members for forwarding to their students from Fall 2012/Spring 2013. The Research office is unable to conduct the survey considering our time constraints. The committee considered that the questions were flawed, redundant, and possibly confusing. We do not want to do a worthless "busy work" project.

   The DE reps at the SDICCCA group selected 9 questions to present, and we finally selected a few more for a total of 17. The ATC members agreed to promote the survey for a convenience sample, which was adequate for our purposes. Reducing the questionnaire to a smaller pool of questions would give us more worthwhile date for:
   a) Accreditation Self-Study Standard IIA
   b) Presentation to the Presidents at the Nov 4 SDICCC meeting
3. The Accreditation Self-Study Work Groups were established to contribute to our main standards teams.
4. 2014 BB upgrade schedule (approved by the Instruction Office and Dean Kahn)
   1) Jan 2, 3, 4, 5
   2) June 2, 3, 4, 5
   3) Aug 1, 2, 3
5. ATRC has begun a full training schedule as part of PD for faculty: f2f, online, and mediated. We gave a number of orientation and training sessions to part- and full-time faculty the week before classes began.

6. BB July 31 stats: The Academic Tech. Center staff helped 494 instructors and students in the month of August.

July 2013
BB Student Headcount: 10214
Total Enrollments: 16386
Active Student Accounts: 6807
Active Student Rate: 66.6%
BB Courses Available: 283
Total Courses: 555
Adoption Rate: 51.0%

August 2013
Student Headcount: 10,287
Total Enrollments: 16,454
Active Student Accounts: 6,271
Active Student Rate: 61.0%
Courses Available: 218
Total Courses: 532
Adoption Rate: 41.0%

September 2013
Student Headcount: 25,964
Total Enrollments: 74,666
Active Student Accounts: 18,515
Active Student Rate: 71.3%
Courses Available: 1,306
Total Courses: 2,483
Adoption Rate: 54.8%

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

Respectfully submitted,

Pam McDonough, Secretary