



Minutes of the
MEETING OF THE FACULTY SENATE
September 24, 2012

APPROVED

- PRESENT:** Haydn Davis, Ken Dodson, Katy French, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Christina Moore, Linda Morrow, Lillian Payn, Perry Snyder, Diane Studinka, Katie Townsend-Merino, Fari Towfiq
- ABSENT:** Melinda Carrillo, Patrick O'Brien
- GUESTS:** Berta Cuaron, Lynda Halttunen, Angel Jimenez, Wendy Nelson, April Testerman, Mark Vernoy
- 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 Morrow, Moore: Faculty Senate approval of the minutes of September 17, 2012, as amended. The motion carried.
- Public Comments:** There were no public comments.
- Announcements:** Greg Larson announced that the Area D meeting will be held on October 20 at Mt. San Jacinto College. The fall Plenary will be held November 8 – 10, 2012, in Irvine. The new Leadership Committee of the Statewide Academic Senate has also scheduled four Regional Leadership meetings, with one scheduled at Grossmont College on December 1 as an all-day meeting. More information is available on the Statewide Academic Senate's website.
- Agenda Changes:** With no objections, the agenda was suspended to discuss Information item D, Student Success Task Force.
- Student Success Task Force:** At their August 20 meeting, Senators discussed at length the roles and responsibilities of the recently formed Faculty Advisory Board on Student Success Task Force Recommendations, and there was some concern expressed that there may be overlap with other groups, such as the Student Services Planning Council, as well as others. Although there is a need for the Faculty Senate to oversee the process of how the college responds to the Student Success Task Force Recommendations and to have a voice in how the College responds to these recommendations, there was a suggestion that some Senators continue to meet after the Faculty Senate meetings as an informal group to discuss those recommendations rather than formalizing another task force. Senators also asked that Vice Presidents Cuaron and Vernoy be invited to today's meeting to provide an update before the Senate takes any formal action.

Berta Cuaron, Lynda Halttunen, and Mark Vernoy updated Senators on Palomar's response to date on the Student Success Task Force Recommendations. Vernoy distributed a handout that he had prepared for the meeting that listed the recommendations, followed by some observations about the status of Palomar's response to each recommendation. The list showed, among other things, what activities are already in place that address various recommendations and what College groups are currently involved in overseeing these activities. The Faculty Senate appreciated this first start at mapping the overall College response as the Senate pursues its goal of deciding how best to provide the necessary faculty representation and oversight to the College's response to the recommendations while avoiding overlap with other groups that already have adequate faculty representation.

Below is the handout produced by Vernoy:

[Recommendations of the Student Success Task Force](#)

Recommendation 1

Increase College and Career Readiness

1.1 Collaborate with K-12 to jointly develop common standards for college and career readiness

- This is a statewide initiative.

Recommendation 2

Strengthen Support for Entering Students

2.1 Develop and implement common centralized diagnostic assessments

- This is a statewide initiative.

2.2 Require students to participate in diagnostic assessment, orientation and the development of an educational plan

- We do this for our EAP students and encourage all our students to take advantage of these services. SB-1456 requires this if funding is available.

2.3 Development and use technology applications to better guide students in educational processes

- We are implementing the Academic Advising Module of PeopleSoft that will help with educational plans and degree audits. We are also partnering with Cynosure to create online orientations. (We plan to go online with both of these in spring 2013.) SB-1456 requires this if funding is available.

2.4 Require students showing a lack of college readiness to participate in support resources

- This is an admirable goal, but currently, aside from assessment in the support of prerequisites, we are unable to enforce this for all students. SB-1456 requires this if funding is available.

2.5 Require students to declare a program of study early in their academic careers

- We require everyone to declare an immediate goal when they apply for admission. But this is not the same as a specific program of study.

Recommendation 3

Incentivize Successful Student Behaviors

3.1 Adopt system-wide enrollment priorities reflecting the core mission of community colleges

- This was adopted by the Board of Governors at their September 10, 2011 meeting in San Diego. (Title 5, Section 58108) Palomar has already implemented most of the suggested changes to the enrollment priorities. Full implementation at Palomar expected Spring 2013 for enrollment in Fall 2013, but not required until Fall 2014.

3.2 Require students receiving Board of Governors Fee Waivers to meet various conditions and requirements

- This will be implemented by Fall 2013 as required in SB-1456, the Seymour-Campbell Student Success Act of 2012.

3.3 Provide students the opportunity to consider attending full-time

- We currently do this for all of our students.

3.4 Require students to begin addressing basic skills deficiencies in their first year

- This is recommended, but not required at this time.

Recommendation 4

Align Course Offerings to Meet Student Needs

4.1 Give highest priority to courses advancing student academic progress

- IPC is in the process of developing enrollment management guiding principles and schedule priorities.

Recommendation 5

Improve the Education of Basic Skills Students

5.1 Support the development of alternative basic skills curriculum

- This is a curriculum issue but activities are being addressed by the Basic Skills Committee, STEM and Strategic Plan Objective 2.3.

5.2 Develop a comprehensive strategy for addressing basic skills education in California

- This is a state-wide issue.

Recommendation 6

Revitalize and Re-Envision Professional Development

6.1 Create a continuum of mandatory professional development opportunities

- Currently faculty professional development is mandatory, but attendance at specific workshops, etc. is not mandatory.

6.2 Direct professional development resources toward improving basic skills instruction and support services

- We have done this for some professional development resources.

Recommendation 7

Enable Efficient Statewide Leadership & Increase Coordination among Colleges

7.1 Develop and support strong community college system office

- This is being attempted.

7.2 Set local student success goals consistent with statewide goals

- We are doing this especially as it related to matriculation.

7.3 Implement a student success scorecard

- This will be done when the necessary requirements and guidelines are provided to the college.

7.4 Develop and support a longitudinal student record system

- This will have to be done in coordination with the system office.

Recommendation 8

Align Resources with Student Success Recommendations

8.1 Encourage categorical program streamlining and cooperation

- This has already been done....We are so streamlined that we are approaching invisibility.

8.2 Invest in the new Student Support Initiative

- Ok.

8.3 Encourage innovation and flexibility in the delivery of basic skills instruction

- This is a curriculum issue.

Vernoy noted that many of the items on the list are already occurring at Palomar or have been completed by the Matriculation and Transfer Committee, the Instructional Planning Council, the Student Services Planning Council, Basic Skills Committee, and the HSI Steering Committee. Lengthy discussion occurred on the recommendations and ways in which all groups on campus can communicate and work together to address these recommendations. Also discussed were potential funding issues at local and statewide levels, the impact of potential budget cuts on moving forward, and the extent of local control in how colleges respond to these recommendations. The Faculty Senate thanked Cuaron, Halttunen, and Vernoy for their insights, which will be helpful as the Faculty Senate decides what the scope and direction of the Faculty Advisory Board on Student Success Task Force Recommendations should be or even whether the Faculty Advisory Board is the most useful way to provide Faculty Senate oversight to these recommendations, which will have far-reaching effects.

This item will be placed on next week's agenda for further discussion and/or Action.

Committee
Appointments:

Motion 2 MSC Towfiq, Townsend-Merino: Faculty Senate approval of the following committee appointments:

Equal Employment Opportunity Advisory Committee

(12-14)

Byung Kang/Library Technology

Title V HSI STEM Grant Steering Committee

Counseling

Patrick O'Brien/Counseling

The motion carried.

Motion 3 MSC Towfiq, Laughlin: Faculty Senate approval of the results of the ballot for the following committee appointments:

Elections Committee

Terrie L. Canon/Arts, Business, Media, and Computer Science

The motion carried.

Curriculum: Senators were provided with electronic copies of the following Curriculum items:

PALOMAR COLLEGE CURRICULUM COMMITTEE MEETING ACTION ITEMS

Wednesday, September 19, 2012

I. ACTION ITEMS

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

Select "track,"

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, 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.

II. 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 **routin**e and will be approved by **one motion**.

The following curricular changes, pending appropriate approvals, will be effective FALL 2013:

A. Credit Course/Program Packages

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

B. Non-Credit Course/Program Packages

1. There are no Non-Credit Course/Program Packages for this agenda.

C. New Vocational Programs

1. There are no new Vocational Programs for this agenda.

D. Program Reactivations

1. There are no Program Reactivations for this agenda.

E. Program Changes

1. There are no Program Reactivations for this agenda.

F. Program Deactivations

1. Program Title: Astronomy
Discipline: Astronomy (ASTR)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 38 – 40
Reason for Deactivation: Lack of enrollment.
James P. Pesavento

G. Vocational Program Changes

1. There are no new Vocational Program Changes 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 Credit Courses for this agenda.

J. Credit Course – Change

1. Course Number and Title: AS 100 Introduction to African American Studies
Short Title: Intro African American Studies
Discipline: Africana Studies (AS)
Course included in the following programs:
 A. University Studies - Emphasis in Culture and Society A.A. Degree Major
 B. General Studies-Emphasis in Social and Behavioral Sciences A.A. Degree Major
Associate Degree General Education - D: Social and Behavioral Sciences
CSU GE Area D: Social Sciences - D3: Ethnic Studies
IGETC Area 4: Social and Behavioral Sciences - 4C: Ethnic Studies
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Online
Changed title, updated methods of instruction.
Martin Japtok

2. Course Number and Title: AS 115 Introduction to African American Literature
Short Title: Intro to African American Lit
Discipline: Africana Studies (AS)
Course included in the following programs:
 A. General Studies-Emphasis in Arts and Humanities
 B. University Studies - Emphasis in Humanities A.A. Degree Major
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C2: Humanities
IGETC Area 3: Arts and Humanities - 3B: Humanities
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Online
Changed title, updated objectives, textbooks, suggested reading and critical thinking.
Martin Japtok

3. Course Number and Title: AS 116 Introduction to African Literature and Arts
Short Title: Intro to African Lit and Arts
Discipline: Africana Studies (AS)
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C2: Humanities
IGETC Area 3: Arts and Humanities - 3B: Humanities
Transfer Acceptability: UC, CSU
Changed title, updated objectives, textbooks, required reading and critical thinking.

Martin Japtok

4. Course Number and Title: CINE 125 / DBA 125 Beginning Film and Video Field Production
Short Title: Beg Film/Video Field Productn
Discipline: Cinema (CINE)/Radio and Television (DBA)
Course Included in the following programs:
A. Cinema-A.A. Degree Major or Certificate of Achievement
B. GCMW Digital Media-Certificate of Proficiency
C. Radio and Television, AA Degree Major or Certificate of Achievement
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Online
Updated discipline name from RTV to DBA in title, updated outline, textbook/resources, outside assignments and required reading, added online.
Lisa Cecere

5. Course Number and Title: CINE 225 / DBA 225 Intermediate Film and Video Field Production
Short Title: Inter Film/Video Fld Productn
Discipline: Cinema (CINE) / Radio and Television (DBA)
Prerequisites: CINE 125 / DBA 125
Prerequisite: Completion of or enrollment in DBA 110
Course Included in the following programs:
A. Cinema-A.A. Degree Major/Certificate of Achievement
B. Radio and Television, AA Degree Major or Certificate of Achievement
C. University Studies - Emphasis in Media and Communication A.S. Degree Major
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Online
Updated discipline name from RTV to DBA in title and requisites, updated catalog description, methods of instruction, outline, and required writing, added online.
Lisa Cecere

6. Course Number and Title: DBA 135 Beginning Radio Station Operations
Short Title: Beg Radio Station Operations
Discipline: Digital Broadcast Arts (DBA)
Prerequisites: DBA 130 / ENT 130
Course Included in the following programs:
A. Radio and Television, AA Degree Major or Certificate of Achievement
Transfer Acceptability: CSU
Updated discipline name from RTV to DBA in title and requisites, removed corequisite
Removed repeatability.
Patrick J. Hahn

7. Course Number and Title: DBA 136 Advanced Radio Station Operations
Short Title: Adv Radio Station Operations
Discipline: Digital Broadcast Arts (DBA)
Prerequisites: DBA 130 / ENT 130
Course Included in the following programs:
A. Radio and Television, AA Degree Major or Certificate of Achievement
Transfer Acceptability: CSU
Grading Basis: Grade Only
Updated discipline name from RTV to DBA, removed corequisite, updated repeatability justification, changed to graded only. Removed repeatability.
Patrick J. Hahn

8. Course Number and Title: DNCE 165 Production Management
Discipline: Dance (DNCE)
Course Included in the following programs:
A. Dance - Emphasis in Euro-Western Dance A.A. Degree Major or Certificate of Achievement
B. Dance - Emphasis in General Dance A.A. Degree Major or Certificate of Achievement
C. Dance - Emphasis in World Dance A.A. Degree Major or Certificate of Achievement
Transfer Acceptability: CSU
Added 2.5 unit value, removed 3 and 4 unit values, removed 2.5, 3, 3.5 and 4 lecture hours, added 2 lab hours, removed 4.5 lab hours, updated catalog description, methods of instruction, textbooks, and critical thinking.
Removed repeatability.
Patriceann J. Mead

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. Non Credit Course – New

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

N. Non Credit Course - Change

1. There are no Non Credit Course Changes for this agenda.

O. Non Credit Course - Deactivation

1. There are no Non Credit 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 2013.

Catalog/Subject Number	Distance Learning Offerings (s)
AS 100	Online
AS 115	<u>Online</u>
CINE/DBA 125	<u>Online</u>
CINE/DBA 225	<u>Online</u>

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

Q. Requisites and Advisories*

The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2013.

Catalog Number	Type	Description	Proposal Type
CINE/DBA 225	Prerequisite	CINE 125/ RTV <u>DBA</u> 125	Credit Course Change
CINE/DBA 225	Prerequisite	Completion of or enrollment in RTV <u>DBA</u> 110	Credit Course Change
DBA 135	Prerequisite	RTV <u>DBA</u> /ENTT 130	Credit Course Change
DBA 136	Prerequisite	RTV <u>DBA</u> /ENTT 130	Credit Course Change

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

VII. RESUMPTION OF REGULAR AGENDA

A. ITEMS REMOVED FROM THE CONSENT CALENDAR

B. The following curricular changes, pending appropriate approvals, will be effective FALL 2012:

1. Course Changes

a. Course Number and Title: BIOL 135 / ZOO 135 Biology of Marine Mammals

Discipline: Biology (BIOL) / Zoology (ZOO)

Associate Degree General Education - B: Natural Sciences

CSU GE Area B: Scientific Inquiry and Quantitative Reasoning - B2: Life Science

IGETC Area 5: Physical and Biological Sciences - 5B: Biological Science

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Telecourse, Online

Added television and online distance education, methods of instruction, updated outline, textbooks, assignments and methods of assessment.

Lesley Blankenship-Williams

2. Program Changes

a. Program Title: Economics

Discipline: Economics (ECON)

Award Type: A.A. Degree Major or Certificate of Achievement

Total Units: 22.00 - 23.00

Added ECON 120 to Group I options.

Jonathan Smith

b. Program Title: Fire Technology - General

Discipline: Fire Technology (FIRE)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 33.00
Converted from A.A. Degree Major/Certificate of Achievement to A.S. Degree Major/Certificate of Achievement. Reflected unit increase to FIRE 151 in elective category.
Carl Lofthouse

C. Distance Learning*

The following courses may be offered as distance learning and meet Title 5 Regulations 55200- 55210, effective Fall 2012.

Catalog/Subject Number	Distance Learning Offerings (s)
BIOL/ZOO 135	<u>Online</u>

D. DISCUSSION

1. Prerequisite/Corequisite Report to Chancellor's Office
2. Prerequisites, Corequisites and Limitations on Enrollment/Content Review

§ 55003. Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation.

(a) The governing board of a community college district may establish prerequisites, corequisites, and advisories on recommended preparation, but must do so in accordance with the provisions of this article. Nothing in this subchapter shall be construed to require a district to establish prerequisites, corequisites, or advisories on recommended preparation; provided however, that a prerequisite or corequisite shall be required if the course is to be offered for associate degree credit and the curriculum committee finds that the prerequisite or corequisite is necessary pursuant to sections 55002(a)(2)(D) or 55002(a)(2)(E). Unless otherwise specified in this section, the level of scrutiny required to establish prerequisites, corequisites, and advisories on recommended preparation shall be based on content review as defined in subdivision (c) of section 55000 or content review with statistical validation as defined in subdivision (f) of this section. Determinations about prerequisites and corequisites shall be made on a course-by-course or program-by-program basis.

3. Repeatability
 - a. Repeatability Changes: General Overview and Impact on P.E. and Athletics
 - b. Repeatability Changes: General Overview and Impact on Visual and Performing Arts
 - c. Principles for Developing Families of Courses
 - d. Repeatability Timeline and Procedures
4. Curriculum Committee Goals 2012-2013 (Previous Year's Goals)
5. Transfer Degree Status
6. Other

E. INFORMATION

1. Student Success Taskforce
2. Curriculum Committee Training – Handout “*The Course Outline of Record: A Curriculum Reference Guide*”
3. Curricunet Meta
4. Status of Course Outline Reviews

The following courses have completed the course outline review process between April 24, 2012 and September 12, 2012 and are effective Fall 2012.

HIST	101	History of the United States Through Reconstruction
HIST	105	History of Western Civilization Through the Reformation
HIST	106	History of Western Civilization Since the Reformation
HIST	107	World History to 1650
HIST	108	World History Since 1650
HIST	121	History of California
MATH	115	Trigonometry

5. Quick Tip – Important Websites

- a. California Community Colleges Chancellor's Office-<http://www.cccco.edu/>
 - i. Academic Affairs- <http://extranet.cccco.edu/Divisions/AcademicAffairs.aspx>
 - ii. Title 5/Legislative Resources<http://extranet.cccco.edu/Divisions/Legal/Resources.aspx>
- b. Academic Senate for California Community Colleges - <http://asccc.org/>
- c. Course Identification Numbering System/TMCs - <http://www.c-id.net/>

d. Accrediting Commission for Community and Junior Colleges- <http://www.accjc.org/>

6. 2011-2012 Curriculum Activity Summary

	Current Agenda	2012-13 Cumulative
New Courses	0	0
Course Revisions	9	9
Course Reactivations	0	0
Course Deactivations	0	0
Course Reviews (4/24/2012– 9/12/2012)	7	7
New Programs	0	0
Program Revisions	0	0
Program Deactivations	0	0
Total Activity	16	16

The following attachments were also provided:

[Prerequisite Survey – 2012](#)

[Principles of Families](#)

[Curriculum Committee Goals](#)

[Transfer Model](#)

[Handout – Group Repeatability](#)

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

PFF/Senate
Joint Meetings:

At the September 10, Senate meeting, there was discussion on the former campus organization known as “The Faculty,” which used to meet once per month to discuss current issues and concerns. When the vote for union representation was approved, that organization was disbanded, but due to the end of “The Faculty,” there is no longer a time when all faculty members get together to share their concerns and discuss issues. Last semester, members of the Faculty Council and the Palomar Faculty Federation (PFF) were beginning the process of scheduling joint meetings in hopes of improving communication between the two groups. It was suggested that those discussions could begin again, as well as the possibility of scheduling joint meetings.

Teresa Laughlin suggested that these discussions be folded into the Negotiations Advisory Council, a group that already meets regularly to discuss issues relating to faculty members, as well as union issues. Senate members expressed their support for this recommendation.

Motion 4

MSC Laughlin, Moore: The Faculty Senate directs that the PFF/Senate Joint Meetings occur in conjunction with the Negotiations Advisory Council meetings on the 2nd Wednesday of each month at 3:00 p.m., location to be determined. The motion carried.

2012 GE/ILO
Assessment Report:

At last week’s meeting, Wendy Nelson provided copies of the 2012 GE/ILO Assessment Report, Part 1 ([GE/ILO Assessment Report, Part 1](#)).

Nelson put copies of the Learning Outcomes Council recommendations on the overhead and provided a brief history of the process to date, as well as its progression. The recommendations are based on last year’s assessment of the GE/ILOs of Information Literacy and Critical and Creative Thinking, both of which were assessed with rubrics designed by a subgroup of the Learning Outcomes Council. Nelson stated that an important part of the assessment process is faculty discussion and analysis of the results.

She noted that some of the results of the first year's assessment were unexpected and have led to a rethinking of the rubrics and modifications of the process. This, however, is part of the assessment cycle, to reflect on the results and make necessary changes. A brief question and answer period followed, and it was noted that Part 2 of the report will be brought to the Senate soon. The Faculty Senate thanked Nelson and Katy French for their efforts in writing the report and bringing it to the Senate.

This item will be brought forward for Faculty Senate Action at next week's meeting.

Policies &
Procedures:

Greg Larson reported that Senators are needed to serve on the Policies & Procedures Task Force. Last semester, he took over former Senate President Monika Brannick's position on the task force, and Senator Barb Kelber volunteered to serve as well.

Senators discussed Kelber's contributions to the process to date and expressed hope that she would be willing to continue serving. This item will be brought back for Action at next week's meeting.

Faculty Webpages:

Lillian Payn distributed the following draft document on Faculty Webpage Guidelines:

Faculty Webpage Guidelines

Palomar College Faculty Web pages (whether residing on an official Palomar College or other server) reflect faculty members' own thoughts, interests, and activities rather than representing official positions and policies of Palomar College. However, faculty members, when developing their Palomar College Web pages, should review the Palomar College statement on academic freedom (Board of Governors Policy 4030), as well as, Palomar College's statement on discrimination [???include HR/Faculty manual policy on non-discrimination, expansion on our policy of academic freedom?]

All Web pages should include:

1. The author's name and contact information.
2. Respect people's privacy rights, including posting others' contact information or pictures without written permission.
3. Follow legal and ethical standards for copyrighted material and intellectual property.
4. Follow College policies and local, state, and federal laws.

There was some discussion on whether there was a need to obtain permission before publishing photos, such as those posted on the Palomar College webpage after graduation. This item will be brought back for Action at next week's meeting.

ASG:

Angel Jimenez reported that members of the ASG recently held their fall retreat and for the first time included members of the other Palomar College clubs. Police Chief Cruz provided a presentation on Campus Police services.

Members also recently participated in a workshop hosted by the SSCCC Region 10 Governor, where they learned about effective ASGs and Parliamentary Procedure.

ADJOURNMENT:

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

Respectfully submitted,

Pam McDonough, Secretary