

**MNHS Division DRAFT  
Meeting Minutes - March 18, 2009**

Day, Time, Place: Wednesday, March 18, 2009, 8:00 to 9:00 a.m.  
 Members Present: David Boyajian, Judy Eckhart, Ralph Ferges, Candi Francis, Takashi Nakajima, Denise Rudy, Steve Spear, Jay Wiestling  
 Recorder: Debra McBrayer

<b>Information/Discussion</b>	
<b>Call to Order</b>	
<b>Item</b>	
1. Accreditation Update	<p>The accreditation visit did not go well. They will likely be back in October. We must have everything substantially finished by that time. The had six recommendations relating to diversity, SLOs, planning, benefits, re-hiring procedures, and classified evaluations. If we lose accreditation, we will lose Federal Financial Aid, Grants, EOPS, TRIO, HSI, and transferability.</p> <p>We thought we were at the development stage of SLOACs. They said we were still at the awareness stage. Our data must ring true to them. We will rebut the errors in fact. Ferges asked if we know what will satisfy the team with respect to SLOACs. The team leader from Gavilan College suggesting asking other colleges how they are doing the assessment piece. There are 41 other colleges on various levels of sanctions. We are number 42. The team said we are going about the SLOAC process incorrectly. They said we should start with the program first, and then the courses. Eckhart said that wasn't how curriculum was built. The team never visited or addressed what was happening in the classroom.</p>
2. a. SLOs	<p>Only 12% of Palomar College courses has been completed. The bottom line is that SLOs for every course and every program. Their definition of a program is that it provides a certificate upon completion. We also need to make substantial inroads into the assessment piece of programs (transfer rate, jobs, etc.). It was suggested that the SLOs be completed prior to the summer break. We don't have to reinvent the wheel. Some colleges are way ahead of us. Dean Francis is willing to help. She will also invite Michelle Barton to come in and talk about the assessment piece. However, the process must be faculty driven.</p>
b. IRPs	<p>Our division did a good job completing IRPs. We will continue to improve the process to include costs. If equipment is needed, what will it be used for, where will it be located, and how much will it cost. The accreditation team recommended that the budget planning and the IRPs be tied more closely together.</p>
c. Diversity in Hiring	<p>The accreditation team wanted to see more diversity in faculty hiring. We are going out earlier and recruiting in more diverse markets. We do not believe that there is any discrimination going on. We hire the most qualified candidates. It will change overtime as population trends continue. With the hiring freeze, we aren't hiring anyone anyway.</p>
d. Staff Evaluations	<p>Our division had most of the Staff Evaluations submitted prior to the site visit by the accreditation team. Because there are questions regarding who provides the appropriate supervision, administrators will be taking on that role.</p>
3. NS Building Projects	
a. Shelves	<p>Shelving for the glass cabinet in the foyer was discussed. Earth is waiting for shelves to hold rocks, minerals, and fossils. Life Sciences and Chemistry would like adjustable shelves.</p>
b. Seating	<p>Life Sciences would like a few more benches on the second floor--two or three on each side. Chemistry would like two more. Both would like to see more outside tables. Those in the breezeway are getting a lot of use. There has been no decision yet regarding furniture for the four balcony areas.</p>
c. Summer 2009	<p>Construction will happen during the summer in the least disruptive manner possible.</p>

d. Equipment	Prop M funds are available to assist in getting additional equipment we were unable to get when moving into the NS Building. Make a list and prioritize equipment needs based on what was included in department IRPs. We are hoping to have some leftover Prop M funds to spend on hardscape for the new Planetarium.
4. Two Year Plans	Handouts were given. Departments were asked to revise and update as needed.
5. Attendance at Chair/ Director Meetings	Attendance is not optional. There were complaints that the meetings didn't feel important and felt like a waste of time. The same information was repeated and read from the same handout that had already been given at previous meetings. Other deans should have department meetings like we do so the information doesn't have to be repeated. Our meetings are informative and very productive. Handouts are passed out and we are allowed to run with it. Berta will be provided with feedback from this discussion.
6. Division-wide minimum pre-requisites	Poorly prepared students are getting into classes. They don't have the basic skills needed to do the work. It was suggested that high school algebra and eligibility for English 100 be division-wide prerequisites. It is not possible to check math/English placement tests and keep students from enrolling in the sciences? Math can enforce the prerequisites for other math classes. Reading is another concern since most texts are at the 14th grade level. Can't PeopleSoft keep students from registering for classes when they haven't met the prerequisites? Life Sciences requires transcripts to verify prerequisites have been met. It was suggested that advisories be listed versus prerequisites, since they don't require validation and can be helpful to students. One-third of our students do not have the basic skills to take science classes. Students tend to put off taking math until the end, and often can't get into English. Math is getting pressure from the Chancellor's Office to lower the cut scores. A student completing pre-calculus in high school tests into pre-algebra here. To get into the Nursing program, students must pass the TEAS test with a 67% score. It should be 85%. Another complaint is the early, priority registration given through disability services. Students ready to learn are unable to get into the class.
7. Other: Groundbreaking	The Health Sciences Building Groundbreaking will occur on Friday April 17.
<b>Adjournment</b>	Meeting adjourned at 9:50 a.m.

**Next meeting: April 1, 2009**