



Minutes of the
MEETING OF THE FACULTY SENATE
February 24, 2014

APPROVED

PRESENT: Rebecca Alvarez, Sandra Andre, Melinda Carrillo, Jenny Fererro, Joel Glassman, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Linda Morrow, Patrick O'Brien, Lillian Payn, Travis Ritt, Susan Snow, Diane Studinka, Fari Towfiq,

ABSENT: Rocco Versaci

GUESTS: Marty Furch, Genesis Gilroy

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, Fererro: Faculty Senate approval of the minutes of February 10, 2014, as presented. The motion carried.

Public Comments: Jenny Fererro indicated that she attended the Active Learning Leaders Conference (ALL) this past weekend and found the event both informative and inspirational.

Announcements: Greg Larson announced that Senator Christina Moore has resigned.

Emeritus:

Motion 2 MSC Fererro, Laughlin: Faculty Senate ratification of the granting of Emeritus Status to the following faculty members:

James P. Pesavento, Professor, Earth, Space and Aviation Sciences, effective May 20, 2014. He has served Palomar College for 39 years from September 8, 1975 to May 19, 2014.

Larry L. Roberts, Professor, Public Safety Programs Department, effective May 20, 2014. He has served Palomar College for 20 years from August 20, 1994 to May 19, 2014.

Cristina Tejada, Professor, Design and Consumer Education, effective February 14, 2014. She has served Palomar College for 23 years from August 24, 1990 to February 13, 2014.

The motion carried.

Committee
Appointments:

Motion 3 MSC O'Brien, Laughlin: Faculty Senate approval of the following committee appointments:

NCHEA
(12-14) Philip DeBarros/Behavioral Sciences

Committee on Service Learning
(12-14) Mathematics and the Natural and Health Sciences (at-large)
Sean Figg/Earth, Space and Aviation Sciences

Student Success and Support Program (3SP Task Force Workgroups:

Outreach/Marketing
P.J. DeMaris, Counseling
April Woods, Counseling
Elvia Nunez, Counseling
Mark Bealo, Graphic Communications
Katy French, Library
Mayra Hernandez, Mathematics
Ellen B. Weller, Music

Orientation
Jose Fernandez, Counseling
P.J. DeMaris, Counseling
Karmi Flores, Counseling
Sierra Lovelace, Counseling
Trong Nguyen, EOP&S
Mark Bealo, Graphic Communications
Cindy Anfinson, Mathematics

Counseling/Advising
P.J. DeMaris, Counseling
Letty Aguirre, Counseling
Tim Hernandez, Counseling
Renee Roth, Counseling
Gabriel Sanchez, Counseling
Karan Huskey, Counseling
Elvia Nunez, Counseling
Lorena Lomeli-Hixon, Counseling
Ellen Weller, Music

Follow-Up
Letty Aguirre, Counseling
Tim Hernandez, Counseling
Katie Morris, Counseling
Gabriel Sanchez, Counseling
Andre Sanz, Counseling
Tom Ventimiglia, Counseling
Rosie Antonecchia, Counseling
Lisa Romain, Counseling
Larry Lawson, ESL

The motion carried.

Elections: Patrick O'Brien announced that a call was recently distributed to fill a Senate vacancy. It will fill a vacated term through May, 2014. A call to fill upcoming vacancies will be distributed early in March.

Curriculum: Senate members were provided with electronic copies of the Palomar College Curriculum Actions dated February 5, 2014, last week.

Motion 4 MSC O'Brien, Laughlin: Faculty Senate ratification of the Curriculum Actions dated February 5, 2014. The motion carried.

Copies of the following Curriculum items were also distributed to Senators electronically:

Palomar College Curriculum Actions
Wednesday, February 19, 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. Credit Course/Program Packages

1. Package Title: KINE 117 Golf Pack
Discipline: Kinesiology (KINE)
Description: Changing course numbers. Leveling courses.
Robert C. Vetter

A. Kinesiology Golf Package Credit Course Changes

1. Course Number and Title: KINE 117A Beginning Golf: Techniques and Analysis
Short Title: Beginning Golf
Discipline: Kinesiology (KINE)
Course Included in the following programs:
 A. Kinesiology, AA-T Transfer Major
Transfer Acceptability: UC, CSU
Changed course number from 117 to 117A, minor change to title punctuation, updated description, objectives, outline, textbooks, required reading, suggested reading, outside assignments, critical thinking, required writing and methods of assessment.
Robert C. Vetter

2. Course Number and Title: KINE 117B Intermediate Golf: Techniques and Analysis
Short Title: Intermediate Golf
Discipline: Kinesiology (KINE)
Course Included in the following programs:
 A. Kinesiology, A.A - Degree Major/CA
Transfer Acceptability: UC, CSU
Changed course number from 118 to 117B, minor change to title punctuation, updated description, objectives, methods of instruction, outline, textbooks, required reading, suggested reading, outside assignments, critical thinking, required writing and methods of assessment.
Robert C. Vetter

3. Course Number and Title: KINE 117C Advanced Golf: Techniques and Analysis
Short Title: Advanced Golf
Discipline: Kinesiology (KINE)
Transfer Acceptability: UC, CSU
Standalone Course
Changed course number from 117 to 117C, minor change to title punctuation, updated description, objectives, outline, textbooks, required reading, suggested reading, outside assignments, critical thinking, required writing and methods of assessment.
Robert C. Vetter

B. New Programs

1. Program Title: Microsoft Office Specialist
Discipline: Business Education (BUS)
Award Type: Certificate of Achievement
Total Units: 18 (100% DE - 18 of 18 units approved for DE)
Justification: THE MOS Program will prepare students to take the MOS Test in our Certiport Testing Center in MD335. CSIS discontinued this program and in meetings with Chairs from both BUS ADM and CSIS, both departments decided that BUS ADM would be the best suited department to offer this very valuable certification.
Leah J. Martin-Klement

2. Program Title: Medical Records Specialist
Discipline: Business Education (BUS)
Award Type: Certificate of Achievement
Total Units: 12 (100% DE - 12 of 12 units approved for DE)

Justification: This is a Certificate of Achievement for students to gain necessary skills for employment in the medical insurance billing and coding arena; it leads to the Medical Office Specialist degree which leads to the Medical Office Management degree.

Leah J. Martin-Klement

3. Program Title: Philosophy
Discipline: Philosophy (PHIL)
Award Type: AA-T Transfer Major
Total Units: 60.00 (85% DE - 51 of 60 units approved for DE)
Justification: Transfer model degree.
Ryan Emerick

C. Program Changes

1. Program Title: Architectural Drafting
Discipline: Architecture (ARCH)
Award Type: A.S. Degree Major/Cert. Achievement
Total Units: 29
Reflected change of DT/ARCH 125 to ARCH 135, removed ARCH 155, added ARCH/ID 150 to program requirements, removed DT 202 cross listing from ARCH 202, removed ARCH 120, ARCH 121, CE 100, CSIT 120, DT 126, DT 127 and MATH 115, removed elective category, updated total units.
Kenneth E. Swift

2. Program Title: Architecture
Discipline: Architecture (ARCH)
Award Type: A.S. Degree Major/Cert. Achievement
Total Units: 31.00
Updated description, added option to take ARCH 120 or ARCH 121, reflected ARCH 135 unit increase from 3 to 4 units, added ARCH 155 to program requirements, removed DT/ARCH 125 and GCIP 140 from elective category, removed elective category and program footnote, updated total units.
Kenneth E. Swift

3. Program Title: Cabinetmaking and Millwork
Discipline: Cabinet and Furniture Technology (CFT)
Award Type: A.S. Degree Major/Cert. Achievement
Total Units: 27.00 - 28.00
Removed CFT 163, CFT 165 and CFT 167 from program requirements, added option of CFT 167A or CFT 165B and CFT 167B, added elective category with CFT 163 and CFT 169, updated total units.
Jon K. Stone

4. Program Title: Case Furniture Construction/Manufacturing
Discipline: Cabinet and Furniture Technology (CFT)
Award Type: A.S. Degree Major/Cert. Achievement
Total Units: 24.00
Removed CFT 110 and CFT 111, added option to take 110A and CFT 111A or CFT 110B and CFT 111B.
Jon K. Stone

5. Program Title: E-Marketing
Discipline: Business Education (BUS)
Award Type: A.S. Degree Major/Cert. Achievement
Total Units: 30.00
Added BUS 152 to program requirements, removed BUS 205, added BUS 104 and BUS 205 to elective category.
Mary Cassoni

D. Program Deactivations

1. Program Title: Medical Language Specialist
Discipline: Office Information Systems (OIS)
Award Type: A.S. Degree Major/Cert. Achievement
Total Units: 23.00 - 26.00
Reason for Deactivation: Deactivating this program with the transition of OIS to BUS.
Judith L. Dolan

E. Credit Courses – New

1. Course Number and Title: MUS 90 Fundamental Preparation for Music Majors

Short Title: Fund Prep for Music Majors

Discipline: Music (MUS)

Course Included in the following programs:

A. Basic Music Skills, Certificate of Proficiency

B. Music, A.A. Degree Major

Justification: Reflects the need to "jump-start" music majors who are not yet ready for the University-level theory curriculum.

Ellen Weller

F. Credit Course – Change

1. *Item removed for separate action.*

2. Course Number and Title: ARCH 135 Architectural Materials and Methods of Construction

Short Title: Arch Materials/Methods Constr

Discipline: Architecture (ARCH)

Course Included in the following programs:

A. Architectural Drafting, A.S. Degree Major/Cert. Achievement

B. Architecture, A.S. Degree Major/Cert. Achievement

C. Eco-Building Professional, Cert. of Achievement

Transfer Acceptability: CSU

Increased units from 3 to 4, increased LEC hours from 1.5 to 3, decreased lab hours from 4.5 to 3, updated objectives, content, textbooks, required writing and methods of assessment, CB09 changed to Occupational, XB09 changed to "includes work-based learning."

Kenneth E. Swift

3. Course Number and Title: DMT 200 Diesel Engine Rebuilding I

Discipline: Diesel Mechanics Technology (DMT)

Prerequisites: DMT 100,

Recommended Prep: DMT 105

Course Included in the following programs:

A. Diesel Technology, A.S. Degree Major/Cert. Achievement

Transfer Acceptability: CSU

Changed course number from 61 to 200, added prerequisite of DMT 100, replaced DMT 100 with DMT 105 as recommended preparation, updated textbooks and methods of assessment, removed repeatability, CB05 changed to "Transfer to CSU," XB09 changed to "Section Includes Work-Based Learning," Allow Multiple Enrollments changed to "No."

Sergio Hernandez

4. Course Number and Title: EME 100 / HE 104 Emergency Medical Responder

Discipline: Emergency Medical Education (EME) / Health (HE)

Course Included in the following programs:

A. Kinesiology, AA-T Transfer Major

B. Kinesiology A.A. Degree or Certificate of Achievement

C. University Studies - Emphasis in Health and Fitness A.S. Degree Major

D. EMT-Basic Certificate of Proficiency

E. Fire Academy Certificate of Achievement

F. Adult Fitness and Health Certificate of Achievement

G. Outdoor Leadership A.A. Degree Major or Certificate of Achievement

H. Recreation Agency Leader A.A. Degree Major or Certificate of Achievement

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Online

Updated title, description, objectives, content and textbooks.

Debi Workman

5. Course Number and Title: MUS 157 Guitar Ensembles

Discipline: Music (MUS)

Course Included in the following programs:

A. Basic Music Skills, Certificate of Proficiency

B. Music, A.A. Degree Major

Transfer Acceptability: UC, CSU

Decreased unit value from 2 to 1, removed LEC hours, added 3 hours LAB, updated methods of instruction and required writing, removed repeatability.

Ellen Weller

6. Course Number and Title: MUS 175 Beginning Guitar
Discipline: Music (MUS)

Course Included in the following programs:

A. Basic Music Skills, Certificate of Proficiency

B. Music, A.A. Degree Major

Transfer Acceptability: UC, CSU

Decreased unit value from 2 to 0.5, removed LEC hours, added 2 hours LAB, updated methods of instruction, outline, textbooks and required writing, removed repeatability.

Ellen Weller

G. 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
AIS 175	Telecourse, Online
EME 100/HE 104	Online

H. Requisites and Advisories

The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2014.

Catalog Number	Type	Description	Proposal Type
DMT 200	Prerequisite	DMT 100	Change
	Recomm. Prep.	DMT 100 , DMT 105	Change

VII. RESUMPTION OF REGULAR AGENDA

A. Course Number and Title: AIS 175 American Indian Science and Technology

Short Title: American Indian Science/Tech

Discipline: American Indian Studies (AIS)

Course Included in the following programs:

A. American Indian Studies, Certificate of Achievement

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Telecourse, Online

Grading Basis: Grade/Pass/No Pass

Changed grading basis to "Grade/Pass/No Pass," added objectives, methods of instruction, content, textbooks, required reading, suggested reading, critical thinking, required writing and methods of assessment, updated outside assignments.

Deborah W. Dozier

VIII. TECHNICAL CORRECTION EFFECTIVE FALL 2014 – ACTION

A. The following Curriculum change, pending appropriate approval, will be effective **Fall 2014**:

PHIL 201 was approved with a prerequisite of **MATH 56 or MATH 60**. The prerequisite should be **MATH 56 or 60 or eligibility for MATH 100 as determined through the math placement process**.

IX. INFORMATION

A. Technical Updates

The following updates to programs and courses are necessary to reflect course changes that were approved by the Curriculum Committee and Faculty Senate. These updates will be entered into Curricunet by Instructional Services and reflected in the 2014-15 College Catalog.

Program Name	Technical Update
Adult Fitness and Health CA	EME 100/HE 104 change title " First <u>Emergency Medical Responder</u> "
Architectural Drafting AS/CA	ARCH 135 change units from 3 to 4 change total units from 40 to 41
Architecture AS/CA	ARCH 135 change units from 3 to 4 change total units from 33 to 34
Eco-Building Professional CA	ARCH 135 change units from 3 to 4 change total units from 18 to 19
EMT-Basic CP	EME 100/HE 104 change title " First <u>Emergency Medical Responder</u> "

Fire Academy CA	EME 100/HE 104 change title " First <u>Emergency Medical Responder</u> " EME 100/HE 104change title " First <u>Emergency Medical Responder</u> "
Kinesiology AA	KINE 448-117B; change "-" to ":"
Music AA	Add MUS 90 under Program Requirements MUS 157 change units from 2 to 1 MUS 175 change units from 2 to 0.5 change total units from 41-42 to 43-44
Outdoor Leadership AA/CA	EME 100/HE 104 change title " First <u>Emergency Medical Responder</u> "
Recreation Agency Leader AA/CA	EME 100/HE 104 change title " First <u>Emergency Medical Responder</u> "

B. Course Outline Reviews

The following courses have completed the course outline review process between January 31, 2014 and February 13, 2014 and are effective Fall 2014.

SPCH 131 Intercultural Communication

C. 2013-2014 Curriculum Activity Summary

Proposal Type	Current Agenda	2013-2014 Cumulative
New Courses	1	38
Course Changes	9	130
Course Reactivations	0	2
Course Deactivations	0	19
Course Reviews (1/31/2014 – 2/13/2014)	1	45
New Programs	3	8
Program Changes	5	30
Program Deactivations	1	15
Total Activity	20	287

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.

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

Electronic Cigarette Policy:

At the February 10 Senate meeting, discussion was held regarding the use of electronic cigarettes on campus. The district has a No Smoking policy (BP 3570), but nothing in place regarding the use of electronic cigarettes, and their usage is on the rise among students and staff/faculty. Senators discussed the proposed resolution, and some minor amendments were made to the wording.

Motion 5

MSC Andre, Glassman: Whereas, local cities, agencies, and institutions of higher learning in San Diego County are including the use of e-cigarettes in their ban against cigarettes and tobacco products; and

Whereas, the Food and Drug Administration (FDA) intends to issue a proposed rule extending FDA's tobacco product authorities beyond cigarettes, cigarette tobacco, roll-your-own tobacco, and smokeless tobacco products to include other products like e-cigarettes; and

Whereas, there have been reports of students and faculty using e-cigarettes in buildings and during class time and causing distractions and health concerns to others in the room/area;

Resolved, the Faculty Senate requests the Governing Board include e-cigarettes in Palomar's Board Policy 3570, which currently bans smoking and tobacco products.

The motion carried.

Professional Development

Coordinator: Senators reviewed the letter of interest and accompanying information to fill the position of Professional Development Coordinator.

Motion 6

MSC Payn, O'Brien: The Faculty Senate supports the appointment of Kelly Falcone to the position of Professional Development Coordinator for the Fall 2014 – Spring 2016 term. The motion carried.

Academic Calendar
Workgroup:

Greg Larson reported that members of the Academic Calendar Workgroup will begin meeting in March.

Responsibilities for
SLOAC Activities:

At the February 10 Senate meeting, Marty Furch distributed a handout on Department Chair SLOAC Responsibilities, which reflected discussion by members of the Learning Outcomes Council about contract language regarding SLOs and department chair/designee responsibilities.

Department Chair SLOAC Responsibilities
2012/2013 Contract language:

12.9 Student Learning Outcomes and Assessment: The Chair or designee is responsible for leading and coordinating the department's Student Learning Outcome and Assessment (SLO) process. The Chair or designee shall perform the following duties each fall and spring semester:

Learning Outcomes Council Discussion Notes in italics

- a. Participates in SLOAC/POD (*TracDat*) (Palomar Outcomes Data Base) training as requested by the SLOAC Coordinator
The SLO Coordinators provide guidelines and training for the department chair or their designee to ensure they are adequately trained in reporting SLOs.
- b. Provides department and/or one-on-one SLOAC/POD (*TracDat*) training to faculty each semester
Provides training to faculty as needed.
- c. Coordinates the development and assessment of SLOs for all disciplines in the department.
Works with department members and coordinates development, assessment, and action plans of SLOs.
- d. Coordinates and ensures that the department's SLOAC data is inputted and current each semester in POD
Provide a summary report to SLO Coordinators and LOC.
- e. Ensures that the department meets the semester and annual goals and timelines established by the Learning Outcomes Council (LOC).
Meets deadlines according to LOC/SLOAC timeline. Provides a report to deans summarizing current assessment activities.

Senate members questioned the possible overlap of submitting a summary report to both the SLO Coordinators and the LOC in item d, then providing another report in item e, but the LOC recommended a report to the dean because deans work with Curriculum more now than in the past.

Senators noted that the SLO process is driven by faculty, and deans are already provided with a summary of SLO progress in PRPs. Reports are also being provided to the SLO Coordinators and the LOC.

This week, Furch shared a report on the overhead of courses without assessment results and in some cases without SLOs. Furch noted this information is needed to report properly to the district, and it is helpful to have in place a systematic process whereby the department/SLO Coordinator is responsible for providing that data on a semester-to-semester basis. Lengthy discussion followed. One Senate member suggested that rather than providing a separate report, or reports, an additional section could be added in the POD in TracDat that allowed a brief summary of the department's SLO assessments. Another Senate member noted that what is being proposed for department chairs/designee goes beyond the current contract, and amending contract language requires a negotiations cycle to occur.

This item will remain on the agenda for further discussion in the upcoming weeks.

SSTF Recommendations:
Student Success and
Support Program (3SP)
Task Force:

Greg Larson indicated that workgroups are being formed and are beginning to meet to address the Student Success Task Force Recommendations. Members of the Student Success and Support Program (3SP) will meet the first week in March to receive updates from some of those groups.

Accreditation:

Greg Larson stated that 3rd drafts of the Accreditation reports are due on March 14, 2014.

Policies & Procedures:

Senators were provided with copies of AP 5055, Enrollment Priorities. Greg Larson referred to the section relating to Approved Special Programs – Any program or special group of students may petition to the Registration Committee for inclusion in the “Approved Special Programs” registration priority group. Few students use priority registration, approximately 30%, and it is unknown exactly how many students use their exact registration date. Discussion followed on the proposed changes to the document.

It was also suggested that it could be beneficial to add to the list of those who get priority registration students who are achieving a high GPA since this might motivate students to do well and provide a reward for those who are excelling.

Greg Larson indicated that Senators will be provided with information on BP 7211, Faculty Service Areas and Competencies, at next week's meeting.

Regarding the Policy & Procedure on Equivalency recently discussed by the Faculty Senate, one Senator expressed frustration on Human Resources granting extensions to applicants to provide Equivalency documentation. The Senator stated that this policy not only holds up the hiring process, but potentially gives an unfair advantage to a particular group and that hiring committees rather than Human Resources should make the decision to provide an extension to an applicant. Another Senator noted that this change is a short-term solution that addresses a faculty concern that faculty, not Human Resources, should determine whether a candidate meets minimum qualifications.

Academic Technology
Committee:

Lillian Payn provided the following written report of the Academic Technology
Committee:

ATC Report to Senate 2/24/14

1. POET stats for academic year-to-date:
 - a. 9 have completed POET
 - b. 3 have completed training in an accredited program other than POET.
 - c. (61 total since we started tracking validated instructors)
2. 3 of the ATC members presented at the ALL conference on Saturday, 2/22.
(Rick Cassoni, Kelly Falcone, Lillian Payn)
3. New Academic Technology Committee Website: <http://www2.palomar.edu/pages/academic-technology-committee/>
4. Feb 11 Board of Governor's meeting
 - a. Manager's Position of ATRC approved (previously Supervisor, held by Terry Grey)
 - b. Managed Hosting / Blackboard approved (Thank you to administration for support)Discussion / questions by the Trustees, addressed:
 - i. Pres. Deegan: no positions lost due to this license
 - ii. VP Cuaron: perspective of instructors' needs
 - iii. Dean Kahn: the level of service (24/7) cannot be fulfilled on campus, as well as maintenance cycle (speed and scheduling, e.g., 2 am Sundays)
 - iv. L. Payn: volume of traffic (number of pages accessed, % students enrolled, % courses across both online and f2f classes) is growing exponentially; we shall be unable to maintain an adequate level of service as we continue to experience such growth.
5. ATC Meeting: Blackboard Course Transfer Procedure
(as a Result of Course Cancellation)

Recommendations

It is the faculty's responsibility to back up Blackboard Courses.

1. The department chair will notify the instructor to make a back-up prior to submitting change in Sys Sheet.
2. The department chair assigns self or adds self on sys sheet to any course that may potentially be reassigned.
3. The department chair may make a back-up. The department chair would distribute the back-up copy to the previous instructor.
4. The department chair would delete the Blackboard course if the previous instructor cannot be contacted or the previous instructor doesn't wish to share course content. (The next Service Pack 14 will have a bulk delete capability.)
5. The department chair submits the sys sheet with the re-assignment.

ATRAC would distribute an instruction sheet for making back-ups and bulk deletes as needed.

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

Respectfully submitted,

Pam McDonough, Secretary