



Minutes of the
MEETING OF THE FACULTY SENATE
March 9, 2015

APPROVED

PRESENT: Sandra Andre, Melinda Carrillo, Jenny Fererro, Joel Glassman, Barb Kelber, Greg Larson, Teresa Laughlin, Lawrence Lawson, Shannon Lienhart, Jackie Martin, Pam McDonough, Lillian Payn, Diane Studinka, Fari Towfiq, Rocco Versaci

ABSENT: Richard Albistegui-Dubois, April Cunningham, Christina Moore, Patrick O'Brien, Travis Ritt

GUESTS: Fern Menezes (Telescope), 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.

Please note: All votes are presumed unanimous unless indicated otherwise.

Approval of Minutes:

Motion 1 MSC Laughlin, Glassman: Faculty Senate approval of the minutes of March 2, 2015, as amended. The motion carried.

Public Comments: There were no public comments.

Announcements: There were no announcements.

Strategic Planning Council: Greg Larson reported that members of the Strategic Planning Council (SPC) reviewed the Strategic Plan Goals at their last meeting.

Larson noted that the weekly distribution memo from the President's Office listing the Information/Action items from the SPC meeting erroneously stated that there was a change to the Vice President for Instruction Search Committee composition. The make-up of the committee is consistent with AP 7120 and no change has been made.

Governing Board: The next meeting of the Governing Board is scheduled for March 10, 2014.

President Deegan: Greg Larson stated that he and Jackie Martin attended their regularly scheduled meeting with President Deegan last week. Discussion focused on the Vice President for Instruction Search Committee, and Deegan provided clarification that another announcement will go out for the position. Because there was only one candidate, it constituted a failed search and the pool will be expanded to include internal and external applicants. The committee will remain intact with its current composition and the current applicant will be included in the pool when those submissions are reviewed.

Palomar Faculty
Federation (PFF):

Shannon Lienhart indicated that the PFF Speakers Bureau will be speaking at the Unitarian Church in Vista on Wednesday, March 11.

The PFF will be hosting an “April Blitz” to provide an opportunity for discussion on the Right to Work issue affecting California. Unions are hosting events to increase awareness of the importance of union membership.

Lienhart announced AFT’s partnership with First Books, who will partner with 20 schools in the United States to offer free books to select K-12 schools. More information will be forthcoming.

Student Services
Planning Council:

Diane Studinka provided the following report from the February 25, Student Services Planning Council meeting:

- The Career Center has a new workshop to help give students a helping hand on finding their ideal career. The new interactive workshop, “Student Lingo,” is a virtual career workshop that students can access from the career center website. The workshop covers career exploration, resumes, cover letters, and student success skills. It also has a workshop specifically for Spanish-speaking students, focusing on college student success skills. Rosie Antonecchia, Career Center Director, is overseeing the process. To access the workshops, go to: <https://www.studentlingo.com/palomar>.
- Career Day will be held on April 1, 2015, from 10:00am to 1:00pm near the clock tower. Career Day is an opportunity for community members to network with local business for prospective job opportunities and to find out about Palomar College’s many courses, certificate programs, and Associate Degree programs.

Instructional Planning
Council:

Jackie Martin stated that members of the Instructional Planning Council are currently discussing the prioritization of staff positions. Those results will factor into replacing positions as vacancies occur throughout the year.

Other financial requests are also being discussed and sorted.

Learning Outcomes
Council:

Melinda Carrillo reported that an LOC workgroup continues to work on the rubrics for writing and that the Learning Outcomes Council (LOC) had a successful meeting with members of the Accreditation Team. Senators congratulated members of the LOC and the Library for the high praise they received during the Accreditation process.

Academic Technology
Committee:

Lillian Payn indicated that the Academic Technology Committee will meet on Thursday, March 12.

The website revamp continues. Soon all faculty, staff, and students will receive an invitation to review the new website format, which will be presented in two phases. The first phase will include a tour through the product, as well as an opportunity to provide feedback.

Finance & Administrative
Services Planning
Council:

Shannon Lienhart reported that members of the Finance & Administrative Services Planning Council will meet on Thursday, March 12. There is an item on the agenda from Facilities to make all single-stall restrooms gender-neutral.

Workforce and
Community
Development:

At the February 23 Senate meeting, Senators heard information on a proposed co-enrollment policy from the Workforce and Community Development (WCD) Advisory Group. Several departments, in order to maintain the high level and quality of their programs, need to have students in their courses that have experience and expertise to assist the novice students. Additionally, some courses require that students be able to retake the class multiple times in order to continue participating in the program.

At today's meeting, Senate members discussed the fee structure for the courses as well as how the funds would be collected and how WCD is operating under a restricted fund being monitored by Fiscal Services. Co-enrollment fees will be deposited in the restricted WCD account and maintained separately from the college's general fund account. Some Senators asked whether it was Fund 11 or Fund 12, and Studinka indicated that she would get clarification from the committee on that.

One Senator shared information on some issues that have arisen in the past relating to some Workforce and Community Development courses and the lack of oversight. It was requested that the committee advocate for oversight of Workforce and Community Development, as there is no formal procedure in place for not-for-credit courses; no curriculum process and no input from Palomar on faculty teaching these classes.

Lengthy discussion occurred on the importance of Workforce and Community Development and the many positive aspects of the program. With a college-wide commitment of open communication and transparency with faculty and administrators, there is an opportunity to essentially re-build the program.

This item will remain on the agenda for further discussion at next week's meeting.

Faculty Hiring
Processes:

The Senate will again discuss the Faculty Hiring Process after spring break.

In relation to the Part-time Faculty Hiring Process, Senate members agreed that no change should be made to the procedure until there is some kind of discussion between Human Resources and department chairs. Barb Kelber noted that a small task force is being created out of the Policies & Procedures Task Force that will review both the full and part-time faculty processes.

Committee
Appointments:

There were no committee appointments.

Research Award:

Greg Larson announced that the announcement for the Faculty Senate Award for Scholarly and Professional Achievement (formerly the Research Award) was distributed earlier in the day. He asked for Senate volunteers to review the submissions.

Motion 2 MSC Laughlin, Martin: Faculty Senate approval of the appointment of Jenny Fererro and Lawrence Lawson to the Task Force to review the submissions for the Faculty Senate Award for Scholarly and Professional Achievement. The motion carried.

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

Palomar College Curriculum Actions - March 4, 2015

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 2015**:

A. Program Changes

1. Program Title: Digital Media

Discipline: Graphic Communications - Multimedia and Web (GCMW)

Award Type: Certificate of Proficiency Total Units: 15

Distance Education: 60%

Reflected unit value change from 4 to 3 for GCMW 165, GCMW 204 and GCMW 205, removed GCMW 204 and GCMW 205 added option for CINE/DBA 125 or GCMW 165, updated total units.

Wade Rollins

2. Program Title: Digital Video

Discipline: Graphic Communications - Multimedia and Web (GCMW)

Award Type: A.S. Degree Major/Cert. Achievement 18 units/more

Total Units: 30 *Distance Education: 60% Gainful Employment*

Updated description, in requirements, reflected unit value change from 4 to 3 for GCIP 140, GCMW 165, GCMW 204 and GCMW 205, in electives reflected unit value change from 4 to 3 for GCMW 101, GCMW 201 and GCMW 203, added DBA 50, DBA 110, DBA 150, DBA/CINE 170, ENTT/RTV 120, GCMW 104, GCMW 206, GCIP 141, GCMW 229, GCIP 152, GCIP 240, and GCIP 168, reflected cross-listing for CINE 225 with DBA 225, updated total units.

Wade E. Rollins

3. Program Title: Internet-Graphic Communication Emphasis

Discipline: Graphic Communications - Multimedia and Web (GCMW)

Award Type: A.S. Degree Major/Cert. Achievement 18 units/more Total Units: 21

Distance Education: 85.71%

Gainful Employment

From requirements, removed GCMW 103 and GCMW 108, reflected unit value change from 4 to 3 for GCMW 120, GCMW 140, GCMW 202 and GCMW 217, updated total units. *Lillian S. Payn*

II. RESUMPTION OF REGULAR AGENDA

A. ACTION - Credit Course Change

1. Course Number and Title: MATH 120 Elementary Statistics

Discipline: Mathematics (MATH) Prerequisites: MATH 56, or MATH 60, or eligibility determined through the math placement process

Course Included in the following programs:

A. Accounting, A.S. Degree Major/Cert. of Achieve.

B. Administration of Justice, A.S.-T Transfer Major

C. Adult Fitness and Health, Cert. Of Achieve.

D. Advertising, Marketing, and Merchandising, A.S. Degree Major/Cert. of Achieve.

E. Anthropology, A.A.-T Transfer Major

F. Aviation Operations and Management A.S. Degree Major/Cert. of Achieve.

G. Business Administration, A.S.-T Transfer Major

H. Economics, A.A. Degree Major/Cert. of Achieve.

I. General Studies-Emphasis in Science and Mathematics, A.S. Degree Major

J. Geography, A.A. Degree Major

K. Journalism A.A.-T Transfer Major

L. Kinesiology, A.A.-T Transfer Major

M. Management Information Systems, A.S. Degree Major/Cert. of Achieve.

- N. Mathematics, A.S. Degree Major
- O. Mathematics, A.S.-T Transfer Major
- P. Nutrition and Dietetics, A.S.-T Transfer Major
- Q. Public Administration, A.S. Degree Major/Cert. of Achieve.
- R. University Studies-Emphasis in Business, A.S. Degree Major
- S. University Studies-Emphasis in Health and Fitness, A.S. Degree Major
- T. University Studies-Emphasis in Mathematics and Science, A.S. Degree Major
- U. University Studies-Emphasis in Social Sciences, A.A. Degree Major

Associate Degree General Education - A2: Communication and Analytical Thinking
 CSU GE Area B: Scientific Inquiry and Quantitative Reasoning - B4: Mathematics/Quantitative Reasoning
 IGETC Area 2: Mathematical Concepts and Quantitative Reasoning - 2A: Mathematical Concepts and Quantitative Reasoning
 Transfer Acceptability: UC, CSU Distance Learning Offering(s): Computer Assisted, Online
 Increased units and lecture hours from 3 to 4, updated description, objectives, methods of instruction, content, textbooks, required reading, suggested reading and critical thinking.
 Wendy R. Metzger

2. **Distance Learning**
 The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2015.

<u>Catalog/Subject Number</u>	<u>Learning Offerings</u>
MATH 120	Computer Assisted, Online

3. **Requisites and Advisories**
 The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2015.

<u>Catalog Number</u>	<u>Type</u>	<u>Description</u>	<u>Proposal Type</u>
MATH 120	Prerequisite	MATH 56, or MATH 60, or eligibility determined through the math placement process.	Change

B. ACTION – The following corrections are effective fall 2015:

1. The CB 21 “Course Prior to College” Code for MATH 52A and MATH 53 was changed from “Y = Not Applicable” to “B = 2 Levels below Transfer.” The Chancellor’s Office requested re-evaluation of this code for both courses.

- VII. **Discussion**
 A. Student Learning Outcomes in the College Catalog

- VIII. **Information**
 Technical Updates for 2014-15 Curriculum Cycle.

B. Course Outline Reviews

The following courses have completed the course outline review process between February 13, 2015 and February 27, 2015 and are effective Fall 2015.

ANTH	100L	Biological Anthropology Laboratory
SOC	135	Gender and Society

2014-15 Curriculum Activity Summary

Proposal Type	Current Agenda	2014-15 Cumulative
New Courses	0	29
Course Changes	1	95
Course Reactivations	0	1
Course Deactivations	0	65
Course Reviews (2/13/15 – 2/27/15)	2	26
New Programs	0	4
Program Changes	3	25
Program Deactivations	0	5
Total Activity	6	250

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 on March 23, 2015.

Accreditation:

Greg Larson referred to the Accreditation Exit Report held on Thursday, March 5. Palomar was given six recommendations for improvement and six commendations. The team recommends that the college:

1. Implement a district-wide enrollment management plan.
2. Provide tutoring for on-line students. Increase support services at the Camp Pendleton site.
3. Develop a process to ensure sufficient staff numbers.
4. Fix the disconnect between enrollment management and institution budgeting.
5. Create an environment that includes the participation of all employees in shared governance.
6. Stop deficit spending.

The team congratulated the college on:

1. Developing and sustaining faculty-driven process for Student Learning Outcomes.
2. Creating a culture that supports student engagement and leadership.
3. Creating an innovative library webpage that provides 24/7 access to educational resources for all students, faculty and staff.
4. Dedicating significant resources to a professional development program for faculty and staff.
5. Effective use of voter-approved money to renovate or build campus buildings.
6. Commitment to the community through the campus renovation.

The final report will be submitted to the district in late June or early July.

Policies & Procedures:

Several policies and procedures continue to be reviewed, including the search committee membership for administrative positions outlined in AP 7120.

ADJOURNMENT:

The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Jenny Fererro, Secretary