



Minutes of the
MEETING OF THE FACULTY SENATE
April 23, 2012

APPROVED

PRESENT: Monika Brannick, Melinda Carrillo, Haydn Davis, Jenny Fererro, Katy French, Lori Graham, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Christina Moore, Linda Morrow, Wendy Nelson, Patrick O'Brien, Lillian Payn, Perry Snyder, Diane Studinka, Fari Towfiq

ABSENT: Bruce Bishop

GUESTS:

CALL TO ORDER: The meeting was called to order by the President, Monika Brannick, at 2:00 p.m., in Room SU-30.

Approval of Minutes:

Motion 1 MSC Laughlin, Moore: Faculty Senate approval of the minutes of April 16, 2012, as amended. The motion carried.

Fari Towfiq noted that the following changes needed to be made under the "Equivalency Report" in the April 9, 2012, minutes:

Assignment of Tasks:

Group 1: Wendy Nelson, Kathleen Sheahan, and Sergio Hernandez to work on revising the Application for Equivalency

Group 2: The committee agreed to concentrate on this task during Fall 2012.

Group 3: Greg Larson to research if we are in compliance with other institutions and the statewide guidelines for granting equivalency.

Public Comments: There were no public comments.

Announcements: Monika Brannick announced that an agreement has been reached for release time for the Faculty Senate, including an increase of 20% for the Senate and 20% for the Academic Technology Coordinator. She asked for Senate support in providing the extra 20% to the Service Learning Coordinator because the incoming Senate president, Greg Larson, will also be in the position of Curriculum Co-Chair, and will be receiving 100% release time while in both positions. The matter will be discussed again when Larson is no longer in the Curriculum co-chair position.

Teresa Laughlin noted that although the release time has been approved, it will not be official until signed off by the district on May 4.

Monika Brannick stated that Professional Development Coordinator Leanne Maunu recently received her evaluation in the position by Berta Cuaron. Copies of the documents are in the Instruction and Senate offices.

Greg Larson reminded Senators that, although the Faculty Senate does not usually schedule a meeting during finals week, it will be necessary to meet this semester to welcome the new Senators and hold elections for the positions of Faculty Senate Vice President and Secretary. Per the Faculty Constitution, the elections must be held on the second Monday in May.

Appointments:

Motion 2 MSC O'Brien, French: Faculty Senate approval of the following committee appointments:

Academic Technology

(11-13) Social and Behavioral Sciences

Jonathan Smith/Economics/History/Political Science Department

Campus Police Committee

(12-14) Katie Morris/Counseling

Curriculum Committee

(12-15) Arts, Media, Business & Computer Science

Carol Bruton/Business Administration

Distinguished Faculty Award Committee

(12-14) Lorena Lomeli-Hixon

Equal Employment Opportunity Advisory Committee

(12-14) Part-time Faculty Member

Miriam Joan Allen-Hart/Business Administration

Instructional Planning Council

(12-14) Arts, Media, Business, and Computing Systems

Mark Bealo/Graphic Communications

Personnel Standards & Practices Committee

(12-14) Rocío Giráldez/Languages and Literature

(12-14) Richard Stegman/Computer Science and Information Systems Department

(12-14) Kathleen N. J. Young/Behavioral Sciences

Scholarship Committee

(12-14) Craig Forney/Behavioral Sciences

The motion carried.

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

Academic Standards & Practices Committee

(12-14) Rocío Giráldez/Languages and Literature/World Languages

The motion carried.

Accreditation Tri-Chair Position: One letter of interest was received for the position of Accreditation Tri-Chair, beginning in the Fall semester, and ending in Spring, 2014. Monika Brannick shared the letter of consideration.

Motion 4 MSC Laughlin, Morrow: Faculty Senate support of the appointment of Brent Gowen to the position of Accreditation Tri-Chair. The motion carried.

Faculty Resource Coordinator Position: One letter of interest was received for the position of Faculty Resource Coordinator, beginning July 2012, and finishing with the beginning of the Fall, 2013 semester. Monika Brannick shared the letter of consideration.

Motion 5 MSC Nelson, Fererro: Faculty Senate support of the appointment of Patrick O'Brien to the position of Faculty Resource Coordinator, effective July, 2012, to Fall, 2013. The motion carried.

Emeritus:

Motion 6 MSC Laughlin, Fererro: Faculty Senate ratification of the granting of Emeritus Status for the following faculty members, effective May, 2012:

Peter Gach, Professor, Performing Arts Department, effective May 19, 2012. He has served Palomar College for 31 years from September 9, 1981, to May 18, 2012.

Ralph Ferges, Professor, Life Sciences Department, effective May 19, 2012. He has served Palomar College for 32 years from September 2, 1980, to May 18, 2012.

Barbara Hohman, Professor, English Department, effective May 19, 2012. She has served Palomar College for 21 years from August 23, 1991, to May 18, 2012.

The motion carried.

Monika Brannick stated that an announcement will be distributed soon to fill the position of Title V HSI STEM II Basic Skills Grant Curriculum Coordinator.

Health Fee Trailer Bill:

At the April 9 Senate meeting, Jayne Conway distributed information on a Health Fee Trailer Bill being brought forward by Governor Brown's office with a proposed change to the Ed Code that would un-mandate health services. At last week's meeting, Senators tabled a motion rejecting the Health Fee Trailer bill because the level of support from students and members of the ASG was unknown as the ASG representative had already left the meeting and Conway was not in attendance.

Because Jayne Conway nor the ASG representative was present at today's meeting, this item will be postponed until next week. Diane Studinka added that she would bring up the matter at the next meeting of the Student Services Planning Council as well.

Distance Education Policy:

Lillian Payn distributed copies of the most recent version of AP 4105, Distance Education Policy:

Palomar Community College District Procedure

**AP 4105
Instructional Services
Recommendations as of 4/12/12 DRAFT as of 9/24/11**

AP 4105 DISTANCE EDUCATION

**AT THE DECEMBER 10, 2010 TASK FORCE MEETING THIS PROCEDURE WAS
RECOMMENDED FOR DELETION**

References:

Title 5 Sections 55200 et seq.

**Recommend Deletion of AP 4105 titled Distance Education per Instructional
Services and Faculty Senate
See Distance Education language in AP 4023 titled Course Outline Rev. 11-9-10**

Note: *This procedure is **legally required** if the District has implemented distance education courses. Local practice may be inserted, but must include the following minimum requirements contained in Title 5.*

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Course Approval

Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020 titled Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification

When approving distance education courses, the [designate authority] Curriculum Committee will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses. Areas that are part of the Distance Education Review process include:

- o Student Access to Resources
- o Student Services
- o Intervention and Remediation Recommendations
- o Test Security
- o Academic Integrity

Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the [designate authority, e.g. faculty, curriculum committee] Curriculum Committee approval procedures.

Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

Instructor Competency:

Palomar College has established a training series through Professional Development activities in order to prepare instructors to teach online. Palomar Online Education Training (POET).

Instructors may validate their preparedness to teach online through coursework, certificates, and/or degrees that focus on online teaching and learning taken at an accredited higher education institution.

□ Instructors may demonstrate THAT by validating that their online course meets the standards LISTED in the "Online Course Best Practices Checklist" (Validation of Preparedness to Teach Online) BY CAREFULLY EXAMINING THE ONLINE COURSE IN CONCERT WITH THE DEPARTMENT CHAIR OR DESIGNEE (E.G., PEER GROUP OR ACADEMIC TECHNOLOGY COMMITTEE SUBGROUP).

□ Accessibility Standards: Electronic course materials, e-textbooks, websites, and course packs must be accessible to individuals with disabilities. Tests and examinations must be available without charge. E-textbooks must be downloadable or printable.

Duration of Approval

All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

Office of Primary Responsibility: Instruction Office AND SENATE

NOTE: This procedure is **legally required** if the District offers distance education courses. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue ink** is additional language to consider including in this procedure.

PURPLE INK: Academic Technology Committee recommendations

CAPS/CROSS-OUTS: Senate revisions

Date Approved:

(This is a new procedure recommended by the CC League and the League's Legal counsel)

Payn outlined the changes made as a result of discussion at last week's Senate meeting, and some additional amendments were recommended. This item will be brought back for further discussion and/or action at next week's meeting.

Equivalency Committee Update:

Fari Towfiq reported that members of the Equivalency Committee continue to meet. Group 3 is currently discussing compliance with other institutions and has invited PFF Co-President Shannon Lienhart to their next meeting to provide additional information. She added that work continues on updating the equivalency forms, and it is hoped those will be brought to the Senate in the next one to two weeks.

TERB Policies and Procedures:

Over the past two weeks, members of the Senate have received correspondence and heard from a part-time faculty member who is disputing an evaluation, trying to have it removed from his permanent record. The part-time faculty member shared his experience concerning his October 2011 evaluation at last week's meeting, as well as his objections to the process and outcome.

This week, Barb Kelber asked for an item on the agenda to allow for discussion regarding the Tenure & Evaluations Review Board's (TERB) general policies and procedures for part-time faculty members. She welcomed the Senate's attention in this matter and noted that she values the Senate's interest in the Tenure and Evaluations process.

She provided information on TERB's policies and procedures surrounding evaluations and emphasized the goal of maintaining consistency in each case. Many evaluations are considered and overseen each semester, and the process generally works well, although in some cases (as in the one which has been brought to the attention of the Senate) the TERB is asked to review an evaluation and/or the process surrounding it. Each case is considered independently and carefully.

Members of TERB are bound by protocols and policies outlined in Article 17 of the faculty contract. Work continues on revisions of those policies, and MOUs and updated forms have been negotiated as needed. Updates and revisions are brought to the Senate

for feedback and support before being offered to the District and the PFF for negotiation. For example, the Senate recently considered revisions of evaluation forms for part-time faculty for inclusion in the contract.

Kelber noted TERB's points of contact, which are the PFF, the Instruction Office, and the Office of Human Resources. Work is also regularly done with departments, and a reporting relationship is maintained with the Faculty Senate. This confluence of support, representation, and attention to protocol serves the faculty well and has been present in every case during the time that Kelber has served as TERB coordinator.

Kelber explained that the PFF offers consistent support and advocacy for faculty members in matters relating to evaluations. Per the faculty contract, two representatives of PFF serve on the TERB as regular members (one full-time and one part-time), and Kelber has observed fairness and consistency in their actions and communications, whether as members of TERB or in consideration of grievances and faculty concerns.

Kelber stated that she will offer sessions at the Faculty Plenary (both part-time and full-time) in the fall to introduce faculty to the new forms for evaluation of part-time faculty and to answer questions about the process.

Discussion followed on the TERB process, and it was noted by some Senators that there should be a process in place for faculty to challenge their evaluation if they feel that the content of the evaluation is biased and unfair. There have been cases in the past in which faculty felt that their evaluation was not conducted in good faith.

The contract outlines the process by which faculty are given the opportunity to write a response, and Kelber noted that she observes the wishes of the faculty member as to whether he or she would like that response to be shared with the evaluator, the department, the committee, or beyond. Regardless of those directions from the faculty member, the written response is attached to the evaluation report and turned over to HR for inclusion in the personnel file.

Senators asked about the possibility of appeals and/or reviews of evaluations at the department level. Kelber noted that approaches vary in departments with regards to follow-up evaluations after any sub-standard performance rating.

Kelber said she will note the questions and concerns expressed by the Senate and will bring them to the TERB for consideration. She hopes Senators will attend the sessions during the Faculty Plenary and will bring these matters for general discussion and feedback.

Web Page Policy for Faculty:

Several weeks ago, Senate members discussed faculty web pages and whether there is a policy in place regarding their content. AP 3720, Computer & Network Use, could be utilized as a guideline. There is wording which states that district computers cannot be used for political activities or to advertise for profit. At that meeting, lengthy discussion occurred on academic freedom concerning what is being posted or which links are added that readers may find offensive. Some colleges and universities utilize uniformity with their web pages which provides consistency, but creating guidelines and defining what is and is not offensive varies by individual and may stifle creativity. Senators asked members of the Academic Technology Committee to research the policies of other institutions regarding posting materials on faculty and staff webpages.

Lillian Payn provided the following data regarding faculty web pages at other educational institutions:

2 BRIEF POLICY STATEMENTS FOR FACULTY WEB PAGES

<http://faculty.everettcc.edu/index.php>

A disclaimer (Everett CC, WA):

DISCLAIMER ## Posting to unofficial Everett Community College pages by individuals or organizations reflect their own thoughts, interests, and activities, they do not implicitly or explicitly represent official positions and policies of Everett Community College. Links to External Sites and Authors of unofficial web pages assume responsibility and liability for the content of their documents. Please address all comments and other feedback to the author of the page. For further assistance, contact the College webmaster.

=====

[\(Northwestern University // Judd A. and Marjorie Weinberg College of Arts and Sciences\)](#)

Policy for Individual Faculty Web Pages

Weinberg grants faculty members the right to create personal research- and teaching-focused sites within the limit of available resources. Access to the Weinberg shared web server resources is a privilege, and is provided with an expectation of responsible and acceptable use. Users who create personal web pages must follow all Northwestern University policies, and local, state, and federal laws.

Personal pages represent the views and opinions of their authors only. It is necessary to distinguish between the official Weinberg/department web sites, which represent the university, and personal web pages, which may contain individual opinions and other content not related to the university.

Your Weinberg server account is for NU teaching and research purposes only. Your account can be suspended, and disciplinary action may be taken, if you use your personal site for commercial purposes.

Principles and Guidelines

The specific principles and guidelines include, but are not limited to the following:

- Authorized users are those individuals for whom the netid has been approved for this purpose. The netid and password combination is your identity and license to access and use the Weinberg web server space for which you are specifically authorized. See [Technical Guidelines](#) for more information.
- Authorized users will abide by institutional policies along with applicable local, state and federal regulations. Please see additional information about use of your netid and password on the NUIT site: [Rights and Responsibilities for the Use of Central Network and Computing Resources at Northwestern University](#)
- Authorized users are responsible for the accuracy of the information published on their personal pages.
- Weinberg does not actively monitor or generally restrict the content of materials published on the faculty personal pages. However, the use of Weinberg resources is a privilege and not a public forum. Therefore Weinberg reserves the right to restrict or deny usage of the web server space when such usage does not support the mission of Northwestern University and the Weinberg College of Arts and Sciences.
- All personal pages should include:
 - The author's name (e.g., "Created by: Author")
 - The 'last modified' date
 - A link to the [Weinberg Personal Page Disclaimer](#)
- Users must adhere to legal and ethical standards governing copyright and intellectual property. Some [relevant links](#) are listed below.
- Web pages that advocate hate, hostility, or violence, or contain offensive material, will be referred to the Dean's Office for review.

- Be aware of privacy issues. Don't publish an individual's contact information or photo on your web site unless you obtain [written permission](#) beforehand.
- Be respectful of other publishers' property. While it is easy to copy text, graphics, multimedia files, etc., from other sites, you must have [permission from the copyright holder](#) to use them on your personal site.
- Be mindful of the user. Avoid graphics that take too long to download. Avoid "under construction" pages; if you have any incomplete pages, don't publish them until you are ready. Avoid long, scrolling pages. Make effective use of links.

Additional Standards and Resources

- [U.S. copyright office](#)
- [Copyright Request Form](#) (PDF)
- [Photo Release Form](#) (PDF)
- [Links to Commercial sites](#)
- [Weinberg Web Communications](#)
- [Weinberg Web Standards](#)
- [Northwestern Web Standards](#) (read pages 10 -17)

Assistance to Users

- If you have any questions related to Weinberg standards, processes, and policies, e-mail web@wcas.northwestern.edu or visit the [Contact Us](#) page.
- Consultation, assistance and time from Weinberg personnel is provided on a limited basis and as it becomes available. The Weinberg Web Communications office can be reached via web@wcas.northwestern.edu. Priority will be given to individuals who have taken [Web Publishing Tutorials](#) on how to create web pages.
- The Weinberg Web Communications office provides [templates for creating personal pages](#).

Discussion followed on the document, and Senators discussed that there may be an advantage to posting a disclaimer rather than a list of policies because it might imply policing or monitoring. It was also suggested that a combination of both, a disclaimer and a policy, could be created, and one Senate member stated that faculty may not be aware of potential legal issues when posting items such as class photos, etc. After further discussion, Senator Pam McDonough agreed to work with Academic Technology Coordinator Lillian Payn on creating a document they would bring to the Senate for further discussion.

Student Success Task

Force Recommendations: Greg Larson reported that members of the Senate group discussing the Student Success Task Force recommendations will meet again next week. Members will continue to work on the governance structure and to agree on a formal name.

Diane Studinka added that the members of the Student Services Planning Council (SSPC) discussed this group at their last meeting and are recommending that a member from Student Services be included in the membership.

Monika Brannick added that she attended the Statewide Academic Senate's Spring Session this past weekend. Several workshops were held on the Student Success Task Force Recommendations and it was reiterated that this issue does fall under the purview of faculty and the Faculty Senate. It is recommended that a group of faculty, perhaps Senators, form a group/committee to keep abreast of issues at the statewide level and then keep faculty, administrators, and staff informed of these issues as they arise and before they are legislated.

She also noted that the issue of prerequisites in terms of content review across disciplines was discussed as well. Local Senates are being urged to begin discussing this issue in line with Recommendation 3.4, Basic Skills, which was passed.

Accreditation: Monika Brannick indicated that news on the mid-term report should be received by the district in June.

Policies & Procedures: Monika Brannick stated that several Policies & Procedures will be brought forward for review next week. She asked Senators to check their mails so that the material can be reviewed before the next Senate meeting.

Retired Faculty (RT)
Versus Part-time
Faculty (PT):

Monika Brannick informed Senators of a request she received from a faculty member who asked if the Senate would discuss the issue of applying designations of "Retired Faculty" for those who have retired with Emeritus Status, and "Part-time Faculty," for those who are teaching part-time. The purpose would be to honor our teaching Emeritus faculty by designating them with that title rather than just referring to them as part-time faculty.

Discussion followed on the proposal, and Senators noted that retired faculty who come back to teach part-time are part-time faculty members with the designation of Emeritus Status, which is very honorable. To create another designation, such as "RF" could cause complications by creating too many tiers of faculty. One part-time faculty member also pointed out that part-time faculty members may feel that it lowers them to another level among their peers. After further discussion, Senators agreed that there was no support for this proposal.

Instructional Planning
Council:

Linda Morrow reported that members of the Instructional Planning Council will meet on Wednesday and will review Faculty Requests.

Learning Outcomes
Council:

Katy French reported that members of the Learning Outcomes Council (LOC) continue their work on the GE Assessment Project, and surveys will be distributed to those faculty who participated in the project.

French added that Marty Furch gave a 40-minute presentation on Student Learning Outcomes to members of the ASG at their last meeting.

Strategic Planning
Council:

Monika Brannick indicated that members of the Strategic Planning Council reviewed their one-year Progress Report of goals and objectives of the Strategic Plan 2013, at their last meeting. SPFF funds have been reduced from approximately \$460,000 to \$200,000 for the coming year due to budget cuts.

75/25 Workgroup:

Monika Brannick stated that members of the 75/25 Workshop have met several times over the past year. The group is working on a document that will be added to the Staffing Plan explaining prioritization of faculty positions and how the Superintendent/President determines which positions to fill as well the number of positions to fill.

Palomar Faculty
Federation:

Jackie Martin-Klement encouraged all to keep up-to-date on issues affecting faculty by visiting the PFF blog at: <http://www.palomarfacfed.org/>. Christina Moore added that beginning next week, Shannon Lienhart will officially be in the position of PFF President and she will be in the position of PFF Co-President.

Faculty Service
Areas:

Lori Graham reported that members of the Faculty Service Area Committee met last week. The group has scheduled a workshop for Professional Development in September, and the presentation for FSA's is now complete and ready to move forward.

Student Services
Planning Council:

Diane Studinka indicated that members of the Student Services Planning Council continue their review of SPFF funds, the budget, and PRP's. The group also asked for clarification on how faculty are selected to read names at graduation. Monika Brannick indicated that the Faculty Senate President makes those selections, and works with the President's office and Instruction office on planning the tea and other events associated with the end of the semester festivities.

Academic Technology
Committee:

Lillian Payn provided that members of the Academic Technology Committee have completed their End-Of-Year Progress Report for the Strategic Plan 2013, which was submitted and accepted.

She also provided the following POET update:

34 instructors are participating, and 7 have completed the training and received a certificate.

20 instructors have been identified as having received degrees and/or certificates for teaching and training online from an accredited, higher educational institution. 1 instructor has received a national award for his online course.

Human Resources
Planning Council:

Christina Moore stated that members of the Human Resources Planning Council received a tour of the new offices at their last meeting.

Workforce &
Community
Development:

Diane Studinka reported that the Workforce & Community Development Committee met earlier in the day. Policies & Procedures previously being worked on by the group have been passed on to the Policies and Procedures Task Force and PFF.

There was also discussion on simplifying the Contract Approval Process.

Discussion on the 8% Administrative Costs that are charged to Workforce & Community Development on all the fees collected was tabled until next year.

ADJOURNMENT:

The meeting was adjourned at 3:36 p.m.

Respectfully submitted,

Melinda Carrillo, Secretary