



Minutes of the  
MEETING OF THE FACULTY SENATE  
May 4, 2015

APPROVED

**PRESENT:** Richard Albistegui-Dubois, Sandra Andre, Melinda Carrillo, April Cunningham, Jenny Ferrero, Joel Glassman, Barb Kelber, Greg Larson, Teresa Laughlin, Shannon Lienhart, Jackie Martin, Pam McDonough, Christina Moore, Patrick O'Brien, Lillian Payn, Travis Ritt, Diane Studinka, Fari Towfiq, Rocco Versaci

**ABSENT:** Lawrence Lawson

**GUESTS:** Erin Feld, Marty Furch, Sergio Hernandez, Susan Miller, Irma Salazar

**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 Ritt, Lienhart: Faculty Senate approval of the minutes of April 27, 2015, as presented. The motion carried. Abstentions: Laughlin, Moore, Versaci.

**Public Comments:** There were no public comments.

**Announcements:** Greg Larson announced that the Articulation Officer position will be advertised early in the fall semester, and will be a permanent faculty position housed in Counseling. P.J. DeMaris has agreed to serve in the position in the interim.

Larson asked Senate members to provide information to the Senate office on their summer availability.

Larson also announced that there have been no letters of interest submitted for the Accreditation Tri-Chair position. Another call will go out early in the fall semester.

Larson informed Senators that at next week's meeting, elections will be held to fill the Faculty Senate Vice President and Secretary positions.

Christina Moore invited all to attend the 9<sup>th</sup> Annual Latino Graduation Celebration on Friday, May 8, from 6:00 – 10:00 p.m.

Travis Ritt also invited all to attend the Scholarship Regalia on Thursday, May 13, at 6:00 p.m. in the student union area.

**Agenda Changes:** Greg Larson indicated that Information item B has been postponed, and Information Item A, Tutoring Committee, will be discussed first due to Erin Feld being present.

**Tutoring Committee:** Erin Feld shared information with Senators from the Tutoring Committee on providing online tutoring support services. An Accreditation requirement, the service would provide opportunities for students with a broad range of options to receive assistance. She shared information on three options that were reviewed and discussed by the committee. The recommendation being made is the utilization of WorldWide Whiteboard (Net Tutor), which seemed to be the most user-friendly and intuitive. The service is available to all community colleges throughout the state with the recent selection of Link Systems International (LSI) as the provider of online tutoring services for the California Community Colleges (CCC) Online Education Initiative. In addition, LSI products and services rigorously adhere to accessibility requirements of both the federal 508C legislation and User Agent Web Accessibility Initiative.

Feld indicated that the program will be piloted in the fall semester in two or three departments for online classes as well as their courses at Camp Pendleton. The pilot will be small, and will be followed by surveys to determine future scope.

A question and answer period followed. Although any college can implement this online platform immediately at no cost and utilize tutors already on staff, there will be a charge for utilizing LSI's tutors. Colleges that choose to contract with NetTutor for services will likely use the services for after-hours online tutoring as a supplemental service, or for subject-specific online tutoring needs. Funding for the program, if needed, has yet to be determined, though it is anticipated it will be obtained through the Basic Skills Initiative. Feld noted that during the piloting of the program, the services will be available only during center hours utilizing tutors already employed by the district.

Discussion followed on several issues, including the need for assessment on the success of the program. There was agreement if a decision is made to utilize the NetTutor in the future campus-wide discussions need to be held on how those services will be implemented and utilized prior to its implementation.

**Strategic Planning Council:**

The next meeting of the Strategic Planning Council will be held on May 5, 2015.

**Governing Board:**

Greg Larson indicated that a special meeting was held by the Governing Board on Tuesday, April 27 to discuss the process for appointing an interim president. PPL, Inc., the consultants working with the Presidential Search Committee, will be bringing forward candidates for the position before July 1.

**Palomar Faculty Federation (PFF):**

Shannon Lienhart reported that in response to correspondence recently distributed on the PFFs actions relating to the Supplemental Retirement Plan (SRP), an email will be distributed later in the day outlining the timeline of the PFFs request to postpone implementation of the SRP. Lienhart indicated that there has been misinformation shared on this issue, and clarification will be provided on why the PFF has opposed the implementation of the SRP for some college administrators who may have a conflict of interest.

**Faculty Service Area Committee (FSA)**

Greg Larson shared examples of several FSAs recently reviewed by the FSA committee that are at or near the final approval stage. He noted that he will be bringing all those documents recently shared with the Senate to next week's meeting for ratification.

He noted that those departments who wished to update their FSAs have done so, and in-line with policy, they must be reviewed every three years. Those who did not submit the form will be reviewed for currency next year.

Instructional Planning  
Council:

Jackie Martin reported that the Faculty Rationale Request forms were due for submission to deans on April 30, and then forwarded on to the Vice President for Instruction before review by the subcommittees. The timeline has been altered somewhat due to the postponement of the SRP.

Learning Outcomes  
Council:

Marty Furch stated that members of the Learning Outcomes Council (LOC) held their last meeting of the semester on Thursday, April 30. She shared the following information on what the committee has been working on:

- All data must be entered into TracDat.
- An upgrade to TracDat will occur over the summer. Although the webpage will look very different, its utilization will remain similar to its current format.
- The SLO website has been revamped due to the college's transition to Word Press.
- Members of LOC will be assessing Digital Literacy as a GEILO in the fall. Intercultural Knowledge has been assessed this semester.
- LOC has established the need for a planning tool for faculty to assist them in organizing their plans for upcoming assessments. It will be delivered to the SLO Facilitators who will then use that planning tool to share that information with the SLO Coordinators in September. This is due to the fact that Program SLO data will now be included in both the printed and online versions of the college catalog.

Academic Technology  
Committee:

Lillian Payn indicated that faculty continue to work towards POET certification. Twenty-three certificates have been issued since last fall's Faculty Tea, and ninety total since January, 2012.

Tenure & Evaluations  
Review Board:

Reporting on the Tenure & Evaluations Review Board (TERB), Barb Kelber shared a reminder that Evaluation Requests must come from department chairs. If it is determined by a discipline specialist that there is a need for an out-of-cycle evaluation of a part-time faculty member, that information needs to be shared with the department chair who can then initiate that out-of-cycle evaluation. If a dean is made aware of concerns regarding a faculty member the dean should discuss those concerns with the department chair.

Kelber stated that in the fall semester, restructuring of many probationary committees may be occurring, depending on the number of retirements.

Members of TERB will also review contract language as it relates to appeals of faculty members who are assigned to those committees. A probationary faculty member can appeal the committee formation, excluding the chair. Currently that process can only be used for first or second year probationary faculty. Members of TERB are currently discussing the addition of wording to add the third year to that appeal process.

Lastly, Kelber indicated that forms revised last year are still being negotiated. They will be implemented when that process is complete.

Constitutional Review  
Committee:

Travis Ritt stated that members of the Constitutional Review Committee have met and reviewed the Constitution. Although no changes are being proposed at this time, review of the document will continue.

The group did agree on a recommendation that all Senators should read the Constitution each year, and that an event or announcement be made each year at New Faculty Orientation encouraging faculty to familiarize themselves with the document.

Committee  
Appointments:

Motion 2

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

Basic Skills Committee (14-17)

Full-Time Faculty Members, at-large – Kevin Kearney (FT)/English

Curriculum Committee (15-18)

Career, Technical and Extended Education – Sarah DeSimone (FT)/Emergency Medical Education

Human Resources Planning Council (15-17)

Ken McMullen (PT)/Economics, History & Political Science

Learning Outcomes Council (15-17)

At-large – Kevin Kearney (FT) - English

Palomar College Committee to Combat Hate (PC3H) (15-17)

Monica Brannick (FT)/Mathematics

Tutoring Committee (15-17)

DRC – Leigh Ann Van Dyke /DRC

The motion carried.

Motion 3

MSC O'Brien, Laughlin: Faculty Senate approval of the ballot for the following committee appointment:

Academic Review Committee (15-17)

Melinda Carrillo (FT)/Reading

Behavioral Health and Campus Wellness Committee

(15-17) Non-Instructional

Lisa Romain (FT)/Counseling

Scholarship Committee (15-17)

Jose Esteban (FT)/Economics, History & Political Science

The motion carried.

Welcome: Senate members welcomed new Senate members Sergio Hernandez and Irma Salazar. Other Senators recently elected were Chris Sinnott and Seth San Juan. Returning Senators who were reelected are Teresa Laughlin, Jackie Martin, Barb Kelber, and Rocco Versaci. Pam McDonough was elected to Faculty Council. All new Senators will be officially seated at next week's meeting.

Senators also thanked Patrick O'Brien, who is going on Sabbatical next semester, for all of his work on behalf of the Senate and as the Committee on Committees Chair.

Title III HSI STEM II  
Basic Skills Grant Math  
Curriculum Specialist:

Senate members reviewed information submitted for consideration for the position of Title III HSI STEM II Basic Skills Grant Math Curriculum Specialist.

Motion 4

MSC O'Brien, Albistegui-Dubois: Faculty Senate support of the appointment of Wendy Metzger to the position of Title III HSI STEM II Basic Skills Grant Math Curriculum Specialist. The motion carried.

Other:

Jenny Fererro indicated that the Senate sub-group has reviewed the information submitted for the Faculty Senate Award for Scholarly and Professional Achievement (formerly the Research Award). Carl Lofthouse and Morgan Peterson are this year's joint recipients for the submission of a textbook on Ethics in Public Service.

Faculty Hiring  
Procedures:

Barb Kelber shared the most recent version of the Faculty Hiring Procedures for Full-Time Faculty. She noted the changes made as a result of previous recommendations. Brief discussion followed as Senators reviewed the document.

Motion 5

MSC Kelber, Andre: Faculty Senate approval of the Faculty Hiring Process for Full-Time Faculty, as amended. The motion carried.

MOUs with  
Outside Colleges:

Jenny Fererro reported that she, Richard Albistegui-Dubois, and Lawrence Lawson have begun their research to obtain information on the process of obtaining and renewing Memorandums of Understanding (MOUs). The group has located some information in reviewing past minutes from the district's website, but also will bring forward the following questions:

1. What is process for the district to sign contracts with outside vendors?
2. Where does the process originate?
3. How are proposals solicited?
4. Who reviews those proposals and makes a determination?
5. Once a contract is signed, what is the typical length of time before the contract is up for renewal?
6. Are new proposals solicited or are contracts automatically renewed with existing vendors?
7. What is the length of time given, if any, to solicit new proposals before renewing with existing vendors?
8. How many contracts does Palomar currently have with outside vendors? When do those contracts expire?

9. What role does user groups play in determining which vendors are chosen and retained?

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The position of Director of Contract and Business Services has been vacant for several years so these contracts have been handled by various staff members, and the committees whose role includes overseeing these processes have not met for some time.

Fererro added that she was informed that interviews are now occurring to fill the position of Director of Contract and Business Services.

It was also noted that Follett not only brings in revenue for the district, but has made some large donations to the district as well.

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

ADJOURNMENT: The meeting was adjourned at 3:22 p.m.

Respectfully submitted,

Jenny Fererro, Secretary