



Minutes of the  
MEETING OF THE FACULTY SENATE  
August 20, 2012

APPROVED

- PRESENT: Melinda Carrillo, Haydn Davis, Ken Dodson, Katy French, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Christina Moore, Linda Morrow, Patrick O'Brien, Lillian Payn, Perry Snyder, Diane Studinka, Katie Townsend-Merino, Fari Towfiq
- ABSENT: Lesley Williams
- GUESTS: Angel Jimenez, ASG
- 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 Laughlin, Morrow: Faculty Senate approval of the minutes of May 14, 2012, as amended. The motion carried.
- Public Comments: There were no public comments.
- Announcements: Greg Larson announced that he has been called to Federal Jury Duty for the month of October, but he intends to continue as President during that time.
- Committee Appointments:
- Motion 2 MSC O'Brien, Laughlin: Faculty Senate approval of the following committee appointments:
- Academic Technology Committee  
*(12-14) Mathematics and the Natural and Health Sciences*  
Nirmala Kashyap/Mathematics
- Committee on Service Learning  
*(12-14) Languages and Literature*  
Erica Duran/English
- (12-14) Library*  
Katy French/Library
- (12-14) Mathematics and the Natural and Health Sciences*  
Wing Cheung/ Earth, Space, and Aviation Sciences
- (12-14) Social and Behavioral Sciences*  
Laurel Anderson/Child Development

Elections Committee  
(12-14) Mark Clark/Mathematics  
(12-14) Jon Panish/English

Learning Outcomes Council  
(11-13) AMB&S  
Michael Gilkey/Business Administration

Strategic Planning Council  
(12-14) Teresa Laughlin/Economics/History and Political Science  
(12-14) Kate Stewart/Economics/History and Political Science

The motion carried.

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

Academic Review Committee (12-14)  
Bruce Bishop/ Speech Communications

Disability Resource Center Advisory Committee (12-14)  
Kathleen Young/Behavioral Sciences

Perkins Planning and Advisory Committee (12-14)  
Wing Cheung/Earth, Space, and Aviation Sciences

Personnel Standards & Practices Committee (12-14)  
Juliane Van Houten/Nursing Education

Team Life Committee (12-14)  
Cord (Buck) Taylor/Kinesiology/Athletics

The motion carried.

Patrick O'Brien announced that Senators are needed to serve on the following committees:

Academic Standards & Practices Committee  
Accreditation Steering Committee  
Committee on Committees  
Faculty Service Area Review Committee  
Human Resource Services Planning Council  
Professional Procedures Committee

After some discussion, some Senators volunteered to fill vacancies and a motion was brought forward for approval.

Motion 4 O'Brien, Laughlin: Faculty Senate approval of the following committee appointments:

Elections Committee  
Barb Kelber

Professional Procedures Committee  
Pam McDonough

Human Resources Planning Council  
Christina Moore

The motion carried.

Distinguished Faculty  
Award Governance  
Structure:

Senators were provided with a copy of the Governance Structure Group Request form currently being proposed by the Distinguished Faculty Award Committee.

Role: To select faculty members to be recipients of the Distinguished Faculty Award.

Reporting Relationship: Faculty Senate

Meeting Schedule: At least three times a year.

Chair: The Chair will be the DFA full-time faculty winner from two years prior. The Vice-Chair will be the DFA full-time faculty winner of the previous year. The Chair and the Vice-Chair will work closely together to prepare the Vice-Chair for the next year's Chair position. The Chair will then serve one more year on the committee as a member.

Faculty Members: Up to 8 full time Faculty at-large (at least 3 of whom are former recipients) and up to 3 adjunct Faculty.

Patrick O'Brien indicated that he would be bringing this item back for Action at next week's meeting.

Team Life  
Governance Structure:

Greg Larson stated that the Team Life Committee is seeking a Faculty Senate representative. There was some question from Senators as to why it had to be a Senate representative rather than a faculty member at-large. Copies of the proposed Governance Structure will be brought to next week's meeting.

Student Services  
Resources:

Lillian Payn brought forward a recommendation of the Academic Technology Committee (ATC) to address Title V requirements that students be offered the same services made available to face-to-face students. While one solution would be for online instructors to include a services page on their syllabi, another would be to have a global page on Palomar.edu with those services. The ATC recommends that rather than instructors providing their own page, that all instructors direct students to the same online page (<http://www.palomar.edu/students/>) as this would save instructors from having to duplicate something available elsewhere, and it would be easier to keep a single page up-to-date. The ATC also recommended specific things to make the page more useful, including fixing broken links and adding phone numbers. The ATC also recommends placing a link to the page in "Quick Links," a link in eServices for students (both face-to-face and online) to see when they register, and a reference to this page in Palomar Online Education Training (POET) as a recommendation for instructors to include the link on their syllabi.

This item will be brought for Action at next week's meeting.

Student Success  
Task Force

Recommendations:

Greg Larson reminded Senators that the Governance Structure for the Faculty Advisory Board on Student Success Task Force Recommendations was approved by the Senate at its May 7, 2012, meeting. The structure for the board is as follows:

**CHAIR: Two Faculty Senators: Co-Chairs**

**Members:**

**One faculty representative from each of the following:**

**Basic Skills Committee**

**Curriculum Committee**

**Learning Outcomes Council**

**Student Services Planning Council**

**Other members:**

**VP of Instruction**

**Invited as needed:**

**Faculty at large**

**Representation of constituencies such as**

**Matriculation**

**Articulation**

**Counseling**

**Student Services**

**Financial Services**

**Research and Planning**

Lengthy discussion followed on the roles and responsibilities, as well as membership of the Board. There was some concern expressed that there may be overlap with other groups, such as the Student Services Planning Council (SSPC), although there is probably overlap with other groups as well. Some Senators questioned whether instead of the Faculty Advisory Board, a work group should be formed to discuss strategies and then meet with the appropriate committee(s) and bring those ideas together. However, one Senator noted that the Senate discussed this issue over several weeks last semester and agreed that the formation of the Faculty Advisory Board (FAB) was the appropriate course of action, particularly when there are only two instructional faculty members currently serving on the SSPC. The spirit behind the recommendation to form the Faculty Advisory Board was to ensure that faculty had a voice in important decisions made in response to the Student Success Task Force Recommendations. Another Senator reminded the Senate that the Committee Structure was approved last year, so now it is time to choose the co-chairs. Once the Board is formed the members can begin to more clearly focus their goals. Senators agreed to review the Governance Structure again and bring this item back for further discussion and/or action next week.

In relation to the actual recommendations, Greg Larson indicated that there are a total of 22, with 9 slated for immediate implementation. Among the 9 that are highly prioritized are:

--Collaboration with K-12 to establish common academic standards

--Common assessments

--Enrollment priorities for students based on how successfully they follow the mission of the college and adhere to an educational plan.

--Enrollment Management  
--Student Success Score Card

Discussion followed on the recommendations, the ways in which they might affect students and the college as a whole, and the need to provide resources for students.

ASG:

Angel Jimenez provided the following report from the ASG:

One introduction event has been held to allow an opportunity for students to meet the new ASG President and Vice President, with another one scheduled. Because of the success of the day, an Orientation has been scheduled for next week to provide additional information about service in Student Government.

Palomar will work with CSUSM and Mira Costa to collaborate on an event to support the passage of Proposition 30 and the importance of voting.

The ASG will schedule a "Scholarship Day" with numerous organizations, including the Palomar College Foundation, to provide information on scholarship opportunities available to students.

Jimenez is working to create a program to acknowledge "Star Students" each month. Faculty will be asked to identify those "star" students who stand out in their classes and submit those names to the ASG. The ASG will then acknowledge those students by visiting the classroom and presenting them with a certificate of recognition. It is hoped that such a program will not only elevate school spirit, but promote the ASG and increase membership interest.

Over the summer, Jimenez was elected as the SSCCC Regional Advocacy Senator and will travel to Sacramento each month to attend those meetings. She was also appointed as Region X Advocacy Senator on the SSCCC Council (Equity and Diversity Committee Academic Senate Student Rep for Standards, Equity, Access and Practices Committee).

The first meeting of the ASG for the semester will be held on Wednesday, August 22, 2012, at 1:00 p.m.

Learning Outcomes  
Council:

Katy French reported that many of the colleges have begun submitting their reports to the ACCJC, with Palomar's due in the spring.

The first round of assessments for Information Literacy and Critical and Creative Thinking for General Education/Institutional Learning Outcomes (GE/ILO's) is complete, and a draft report has been completed with the results, observations, ideas, and recommendations. This draft will go to the Learning Outcomes Council (LOC) for approval in the next few weeks. It will then be brought to the Senate before it is distributed college-wide.

French added that she and Marty Furch have been invited to speak by the Research & Planning group at the Student Success Conference about Palomar's GE Assessment Plans and the approach used in their implementation.

Strategic Planning  
Council:

Greg Larson stated that members of the Strategic Planning Council held their Orientation meeting last week. The group has scheduled its next meeting early in September.

Governing Board:

Greg Larson indicated that the Governing Board meetings over the summer were focused on upcoming projects. There was also much discussion on Proposition 30 and efforts underway by ASG President Jonathan Farmer and Trustee Chadwick to promote its passage.

Palomar Faculty  
Federation:

Jackie Martin reported that the Palomar Faculty Federation (PFF) was very active over the summer. The annual audit has been completed and went well despite the challenges involved with a change of leadership and the hiring of a new administrative assistant.

Faculty members are encouraged to check the PFF blog to keep up-to-date on the activities of the PFF, and they have hopefully participated in the recent survey to provide alternatives to potential salary cuts.

Instructional Planning  
Council:

Linda Morrow reminded all that PRP's are due to deans on September 14, 2012.

Academic Technology:

Lillian Payn provided the following report on Academic Technology:

Six new POET Certificates were issued over the summer months, and twenty-five faculty members are currently enrolled. A "Blackboard Learn" upgrade was completed in June, and on August 2-5 Blackboard was closed down to complete a major upgrade.

To address any further database issues, David Gray has been approved to obtain some additional "My Sequel" training.

The Academic Technology Committee will hold their first meeting of the semester on Thursday, August 23.

ADJOURNMENT:

The meeting was adjourned at 3:29 p.m.

Respectfully submitted,

Pam McDonough, Secretary