



Minutes of the
MEETING OF THE FACULTY SENATE
September 14, 2015

APPROVED

PRESENT: Richard Albistegui-Dubois, Melinda Carrillo, April Cunningham, Jenny Ferrero, Joel Glassman, Sergio Hernandez, Barb Kelber, Greg Larson, Teresa Laughlin, Lawrence Lawson, Shannon Lienhart, Jackie Martin, Pam McDonough, Lillian Payn, Travis Ritt, Seth San Juan, Chris Sinnott, Fari Towfiq

ABSENT:

GUESTS: Lazarric Caldwell (ASG), Olga Diaz, Marty Furch, Fern Menezes (Telescope), Nancy Moreno

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 Sinnott, Ritt: Faculty Senate approval of the minutes of August 31, 2015, as amended. The motion carried.

Public Comments: Travis Ritt shared the news of a Delta State University instructor who had been shot on the school's Mississippi campus earlier in the day. Senators expressed concern and condolences.

Announcements: Greg Larson announced that Assembly Bill 288 has passed through the Legislature, though it has not yet been signed by the Governor. This bill expands opportunities for high school students to dually enroll at community colleges.

Larson noted that several Senators will be absent from the October 5 Senate meeting because it coincides with the Presidential Search Committee meeting. He asked all Senators who are not participating in that committee to be sure to attend so that a quorum is reached.

Chris Sinnott announced that auditions will be held on Thursday, September 17, in D-10 for some upcoming Performing Arts events.

Agenda Changes: Senate members agreed to suspend the Agenda to discuss Information Item A, Student Success and Equity.

Student Success and Equity: Olga Diaz, Director of Student Success and Equity, holds a new position within the Counseling area to seek new and various ways for different divisions to work together to

achieve student success. Faculty and staff volunteers will be sought to participate in a Faculty Advising Design and Implementation Project. It will include training on FERPA (Family Educational Rights and Privacy Act) Standards, as well as PeopleSoft training to record student advising sessions. She also shared some examples of the basic plan for the Design & Implementation Project:

Basic Plan

Formalize Faculty Advising

Identify Early Adopters

Create Advising Model that Includes:

Clear expectations for advisors and students

Advisor Training

Opportunity to refine model to best serve students

Spring 2016 Early Roll-out

Fall 2016 Full Implementation

Early Adopters

Faculty, Staff, Students

Diaz encouraged faculty to contact her at odiaz@palomar.edu for more information, to participate, and/or to attend the first meeting of the group on Monday, September 21, at 1:00 p.m. in room AA140.

Nancy Moreno, Manager of Orientation and Follow-Up Services, spoke of her work with Diaz on various aspects of student success and equity, particularly as it relates to efforts to increase student participation in the orientation process. She also shared information with Senators on the Student Ambassador Program, which currently has 11 students going to high schools in the area to provide outreach as well as tours of the campus.

Committee Appointments:

Motion 2

MSC Ritt, Laughlin: Faculty Senate approval of the following committee appointments:

Equivalency Committee

(15-17) Phil Debarros (FT) Anthropology

Student Services Planning Council

(15-17) Lori Myers (FT) DRC

Learning Outcomes Council

(15-17) John Harland (FT) Mathematics (at-large position)

(15-17) Sara Krause (FT) Life Sciences

Basic Skills Committee

(13-16) Benhui Zou (FT) Library

The motion carried.

Motion 3

MSC Ritt Laughlin: Faculty Senate acceptance of the results of the ballot for the following committee appointment:

Perkins Planning and Advisory Committee

(14-16) Sergio Hernandez (FT) Diesel Technology

The motion carried.

Motion 4 MSC Ritt, Laughlin: Faculty Senate acceptance of the results of the ballot for the Elections Committee. In the case of a tie, the chair of the Elections Committee will determine the outcome.

Elections Committee

Kimberly Christensen (FT) Mathematics
Candace Rose (FT) Media Studies

The motion carried.

Motion 5 MSC Fererro, Hernandez: Faculty Senate approval of the following committee appointment:

Selection Committee for the Director of the Disability Resource Center (DRC)

Kevin Struxness

The motion carried.

Travis Ritt also provided an update on faculty committee representation to date: Campus-wide there is 91.33% committee representation, with 75% of the committees having full representation. It was noted that this is in-line with Accreditation recommendations.

Senators are also needed to serve on the Workforce & Community Development Committee and the Student Services Planning Council.

Curriculum: The following Curriculum items were provided to Senators electronically:

Palomar College Curriculum Actions
Wednesday, September 2, 2015

I. Technical Updates

A. **GCMW 221** – TOP Code change from 0936.00 Printing and Lithography to **0614.60* - Computer Graphics and Digital Imagery**.

B. **TA 106** must be removed from Palomar’s Associate in Arts in Theatre Arts for Transfer degree until C-ID approval is received.

C. The **CB24** status of **KINE 117A**, **KINE 155A**, and **KINE 155C** was changed from Standalone to Program Applicable at the direction of the Chancellor’s Office. These courses are included in Palomar’s Associate in Arts in Kinesiology for Transfer degree.

D. Removing the note “*corresponds to two years of high school study*” from the courses listed below in the college’s catalog. This information is unique to every high school district, is difficult to maintain and could be misleading to students. The American Indian Studies, American Sign Language and World Languages department approves the REMOVAL of this note from the following courses:

- | | | |
|--------|------|--------------------------|
| 1. AIS | 107A | Elementary Luiseño IA |
| 2. AIS | 107B | Elementary Luiseño IB |
| 3. AIS | 108A | Elementary Luiseño IIA |
| 4. AIS | 108B | Elementary Luiseño IIB |
| 5. AIS | 151 | Elementary Cupeño IA |
| 6. AIS | 152 | Elementary Cupeño IB |
| 7. AIS | 153 | Elementary Cupeño IIA |
| 8. AIS | 154 | Elementary Cupeño IIB |
| 9. ASL | 100 | American Sign Language I |

10. ARAB 101	Arabic I
11. ARAB 101B	Arabic IB
12. CHIN 101	Chinese I
13. FL 107A	Elementary Luiseño IA
14. FL 107B	Elementary Luiseño IB
15. FL 108A	Elementary Luiseño IIA
16. FL 108B	Elementary Luiseño IIB
17. FREN 101	French I
18. GERM 101	German I
19. ITAL 101	Italian I
20. SPAN 101	Spanish I
21. SPAN 101B	Spanish IB
22. SPAN 102	Spanish II
23. SPAN 201	Spanish III

II. Information

A. Course Outline Reviews

The following courses have completed the course outline review process between May 1, 2015 and August 28, 2015 and are effective Fall 2015:

ART	100	Introduction to Art
ART	163	Arts of Asia
ART	165	History of Art I – Survey of Western Art
ART	166	History of Art II – Survey of Western Art
AT	105	Automotive Electricity
AT	105L	Automotive Electricity Computer Training Lab
AT	110	Automotive Tune-up and Engine Analysis
AT	110L	Automotive Tune-up Computer Training Lab
AT	115	Automotive Fuel Injection and Fuel Systems
AT	115L	Automotive Fuel Systems Computer Training Lab
AT	215	Automotive Emission Control
PHIL	140	History of Ancient Philosophy
PSYC	235	Principles of Learning and Behavior Modification

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

Learning Outcomes Council:

Marty Furch reported that members of the Learning Outcomes Council met on Thursday, September 10. Members of the group have met with the SLO Facilitators and have put into TracDat the planning tools which provide the opportunity to faculty to review Assessment Plans and make changes. Another meeting with Facilitators will be held on September 25.

ASG:

Lazarric Caldwell indicated that ASG membership is currently at 6 Senators and 3 three delegates. Members of the group are currently reviewing and discussing the district's Smoking Policy.

TERB Forms:

Barb Kelber shared copies of revised drafts of the Teaching Faculty Evaluation Review Report and the Self-Evaluation Form. Kelber noted the changes made and as Senators discussed the documents, some minor additional amendments were made.

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

Tutoring Committee Governance Structure:

Fari Towfiq provided copies of a Governance Structure Group Request change for the Tutoring Committee. It is being recommended that the wording, "or faculty designee" be added to several members on the list, as well as the removal of the Social & Behavioral Sciences Dean from the membership.

After review of the document, there was agreement that the Senate should appoint all faculty representatives to the committee, and that an “or faculty designee” reference should be added for the Faculty Resource Coordinator position. Towfiq noted that there was some discussion by the committee that certain positions stay within the departments noted on the membership due to faculty expertise in those areas. This item will be brought back to the Tutoring Committee for clarification and placed on a future Agenda.

Statewide Academic
Senate Awards:

Greg Larson reminded Senators of discussion at the last Senate meeting regarding the Statewide Academic Senate awards. There are currently four awards being offered and more information about participating is available on their website: <http://www.asccc.org/>. Larson also stated that he would send out information to all faculty about these opportunities.

Accreditation:

Greg Larson expressed thanks to Richard Albistegui-Dubois for communicating Senate discussions to faculty in his division.

Other:

Senators briefly discussed the procedure for faculty hiring. Barb Kelber noted that Lisa Hornsby will be writing up the current procedure as it is currently understood and utilized by Human Resources (HR) so there is a starting point for discussions. There have been talks in the past about departments creating hiring pools for part-time faculty to fill positions in a timely manner and offer diversity and an expansion of pools. Some conflicting information has been disseminated about whether that is allowable. HR has stated in the past that if there is not a current need in a department applications are not accepted or processed. Departments who wish to utilize those pools need some direction from HR as to who makes the determination of how long a pool is open, who interviews the candidates, and whether the Equivalency process will be utilized. Chris Sinnott added that he would also raise the issue at the next Human Resources Planning Council meeting.

Policies & Procedures:

Greg Larson reported that members of the Policies & Procedures committee met on September 4. The Academic Procedure on Grants was discussed, and Larson asked that the Senate be involved in the approval of grants relating to Academic and Professional Matters. Interim Vice President Sourbeer and Interim President Gonzales were receptive to that, and work on revising the procedure will begin soon.

Barb Kelber provided copies of the revised Faculty Hiring Procedures which was also discussed at the recent Policies & Procedures Task Force meeting. Kelber noted that Adrian Gonzales has shared his goal in relation to diversity to engage in a serious dialogue and training, and there is support for this, though faculty needs to be involved in how those goals will be met. She noted the recent changes made to the document.

Senators also discussed the FON (Faculty Obligation Number) and its impact on faculty hiring. Palomar’s enrollment number was higher which would provide a higher FON but its recent designation as a medium-sized college will most likely have an effect. Opinions varied whether it could potentially be beneficial for the district to replace retired faculty members over a two-year period rather than in the first year due to the challenges of having a large number of new faculty members. Processes related to tenure, sabbaticals, and others could be challenging.

Governing Board:

Greg Larson stated that at the recent Governing Board Meeting, Board President John Halcón praised the recent article in the Union Tribune which reported Palomar College being chosen as the 2nd best community college in the country.

Academic Technology
Committee:

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

ATC Report to Senate, September 14, 2015

Progress for the Senate/Academic Technology Committee Recommendations for Blackboard Access Levels

Please recall that the interpreters asked for a way they can get Blackboard access without having to become a student. The ATC also found other areas of concern where faculty and staff were not properly accommodated. The Faculty Senate discussed and approved a revised recommendation. The delay in implementation has been largely due to the many areas on campus that give access to our system, such as PeopleSoft, IS, HR, Payroll, and ATRC. IS and PeopleSoft are ready to move forward with implementing the following new "Roles for Access". While we do not have a date for implementation, the new IS Director, Connie Moise, recognizes the issues that have prevented implementation to date and is fully ready to move forward to finalizing our recommendations. The new ROLES are:

1. Instructor (full read/write access) for instructors and substitute instructors
2. Limited Instructor (read/write access, but NO course copy, archive, export, bulk delete permitted)
3. Non-Instructional staff (similar to student access levels, but no write privileges) for Peer Reviewers, Tutors, ASL interpreters, class/lab assistants, interns, etc.)
4. Student (read/write via student account access)

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

Respectfully submitted,

Jenny Fererro, Secretary