



Minutes of the
MEETING OF THE FACULTY SENATE
September 21, 2015

APPROVED

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

ABSENT: Lawrence Lawson, Pam McDonough, Chris Sinnott

GUESTS: Lazarric Caldwell (ASG), Fern Menezes (Telescope), Shayla Sivert

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 Hernandez, Lienhart: Faculty Senate approval of the minutes of September 14, 2015, as amended. The motion carried.

Public Comments: There were no public comments.

Announcements: April Cunningham invited all to attend a workshop on Open Educational Resources on Thursday, September 24, from 3:00 – 4:00 p.m. in MD-103. This project is prioritizing the review of free textbooks for highly enrolled undergraduate textbooks.

Seth San Juan announced that the 42nd Annual California Indian Day Celebration will be held on Thursday, September 24 at 12:30 p.m. in MD-157. Special guest, local author/writer Gordon Johnson, will provide a presentation, and food and refreshments will be provided.

Barb Kelber shared that Melissa Kloz, the Administrative Secretary of the Tenure & Evaluations Review office, will be leaving her position and Palomar College in mid-October. She will be missed.

Agenda Changes: Senators agreed to suspend the Agenda to address Information Item B, BSI Action Plan, due to a guest being present.

BSI Action Plan: Shayla Sivert shared the district's [2015-16 Expenditure Plan Form](#) for the Basic Skills Action Plan. She noted specific items in the document related to how basic skills funds are utilized, the goals of the plan, and data analysis on expenditures.

Discussion and a brief question and answer period followed. This item will be brought back for Faculty Senate Action at next week's meeting.

Strategic Planning
Council:

Greg Larson reported that members of the Strategic Planning Council are forming a task force to examine and assess operational communication and dissemination of information.

Palomar Faculty
Federation (PFF):

Reporting on the PFF, Shannon Lienhart stated that 93% of faculty voted to accept the newest contract. It will now go to the Governing Board for approval at their next meeting. She added that a negotiations session will be held later in the day to discuss benefits. Senators expressed their thanks to those who participated in negotiating on behalf of faculty. Tenure & Evaluations Review Forms recently reviewed and accepted by the Senate are also going to the PFF for their input and approval.

Faculty Service
Area Committee:

Greg Larson indicated that many Faculty Service Areas were reviewed and updated last year. The process is continuing with those that remain.

Budget Committee:

Joel Glassman provided the following report on the Budget Committee:

- The district has a \$10 million fund balance, which is slightly higher than what was projected. It is anticipated that next year's budget will have a \$13.6 million ending fund balance due to an approximate savings of \$3.3 million from the Supplemental Early Retirement Plan (SERP).
- The projections for the current budget provide \$1.2 million for full-time faculty hiring. The district is also receiving \$10 million for a one-time mandated block grant.
- This year the district will be funded as a large college, though that funding status will change in two years as our designation shifts to a medium-sized college.

Instructional Planning
Council (IPC):

Jackie Martin stated that members of the Instructional Planning Council reviewed the hiring list recently distributed by Human Resources which authorized the recruitment of 23 full-time faculty positions for the 2016/17 school year. Announcements for those positions will be posted by October 12, 2015.

ASG:

Lazarric Caldwell reported that members of the ASG hosted a voter drive during Constitution Day on Thursday, September 17, which was attended by approximately 10 students.

The ASG is also reviewing the district's smoking policy, particularly as it relates to enforcement of faculty vs. students smoking on campus.

Academic Technology
Committee:

Lillian Payn indicated that members of the Academic Technology committee met on Thursday, September 17. The group began comparing existing Higher Education Distance Ed policies across the United States as well as locally. The group is also planning the Canvas pilot program and is seeking 10 objective participants.

She invited all to visit the library display on the 3rd floor about the Academic Technology Resource Center.

Payn added that she recently shared information with faculty from the San Diego and Imperial County Community College Association (SDICCCA) about a Teacher Prep Pipeline Grant. To date, 6 Career & Technical Education (CTE) instructors have expressed interest, and Payn was awarded an internship to shadow one of the instructors.

Tenure & Evaluations

Review Board (TERB):

Barb Kelber stated that she is in need of 2 or 3 tenured faculty members to serve as outside members to participate in the reconfiguration of second and third-year evaluation committees for one semester. These are substitutions for faculty on leave or sabbatical.

She stated that at today's meeting, members of TERB will discuss clarifying contract language in relation to the membership structure as there have been changes campus-wide in department sizes, configurations, and discipline expertise. Article 17.6.2 talks about a Tenure Evaluation Committee (probationary committee) and the committee structure. A Memorandum of Understanding (MOU) will be brought forward at TERB which states...“the department chair (or his/ her tenured designee) shall serve as chair. Whenever possible the department chair shall designate as Tenure Evaluations Chair (TEC), a tenured department member in the same discipline or a discipline as close as possible to the discipline of the evaluatee.”

Learning Outcomes

Council (LOC):

There was no report for LOC today. The council will meet this Thursday and will discuss TracDat reports and the assessment results for Intercultural Competency, Quantitative Literacy, and Written Communication ILOs.

Committee

Appointments:

Motion 2

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

Curriculum Committee

(13-16) Wendy Gideon (FT) Life Sciences

Learning Outcomes Council

(15-17) Sandy Somo (PT) Behavioral Sciences (at-large position)

The motion carried.

Curriculum:

Motion 3

MSC Fererro, Laughlin: Faculty Senate ratification of the Curriculum Committee Action Items dated September 2, 2015. The motion carried.

Jenny Fererro added that the Curriculum Committee is currently discussing the current and past practice of handling course unit changes. Although the college has traditionally treated unit changes as Course Changes, the Chancellor's Office considers unit changes to necessitate New Course status, with subsequent change in numbering and title.

Senators were also provided electronic copies of the following Curriculum items from the committee's September 16 meeting:

Palomar College Curriculum Actions

Wednesday, September 16, 2015

I. Discussion

A. Curriculum Workgroups for Courses

II. SECOND READING – ACTION

The following curriculum changes, pending appropriate approvals, will be effective **Fall 2016**:

A. Credit Course Changes (Designated new courses due to Chancellor's Office Guidelines)

1. Course Number and Title: CSIT 270 Visual Basic II

Discipline: Computer Science and Information Technology - Information Technology (CSIT)

Prerequisites: CSIT 170

Course Included in the following programs:

A. Information Technology, A.S. Degree Major/Cert. Achievement

Transfer Acceptability: CSU

Distance Learning Offering(s): Online, computer assisted instruction, television course

Decreased units from 4 to 3, decreased lecture from 3.5 to 2, increased lab from 1.5 to 3, removed Lec/Lab method of instruction, added method of assessment, removed computer assisted instruction and TV course delivery methods, changed SAM code from C to B.

Ronald Burgher

2. Course Number and Title: FASH 135 Introductory Sewing for Apparel

Short Title: Intro Sewing for Apparel

Discipline: Fashion (FASH)

Course Included in the following programs:

A. University Studies: Emphasis in Fine and Performing Arts, A.A. Degree Major

B. Costume Design, A.S. Degree Major/Cert. Achievement

C. Visual Merchandising, A.S. Degree Major/Cert. Achievement

D. Family and Consumer Science-General, A.S. Degree Major/Cert. Achievement

E. Entertainment Technology, A.A. Degree Major/Cert. Achievement

F. Technical Theatre, A.A. Degree Major/Cert. Achievement

Transfer Acceptability: CSU

Decreased units from 4 to 3, decreased lab from 6 to 3, updated textbooks.

Rita Campo Griggs

3. Course Number and Title: FASH 136 Advanced Sewing for Apparel

Discipline: Fashion (FASH)

Prerequisites: FASH 135

Course Included in the following programs:

A. University Studies: Emphasis in Fine and Performing Arts, A.A. Degree Major

B. Costume Design, A.S. Degree Major/Cert. Achievement

C. Fashion Design, A.S. Degree Major/Cert. Achievement

D. Family and Consumer Science-General, A.S. Degree Major/Cert. Achievement

Transfer Acceptability: CSU

Decreased units from 4 to 3, decreased lecture from 2 to 1.5, decreased lab from 6 to 4.5 and updated textbooks.

Rita Campo Griggs

4. Course Number and Title: GCMW 123 Audio for the Internet

Discipline: Graphic Communications - Multimedia and Web (GCMW)

Course Included in the following programs:

A. Interactive Web Multimedia and Audio, A.S. Degree Major/Cert. Achievement

B. New Media Compositing, Authoring, and Distribution, A.S. Degree Major/Cert.

Achievement

Transfer Acceptability: CSU

Distance Learning Offering(s): Telecourse, Online

Decreased units from 4 to 3, decreased lecture from 3 to 1.5, increased lab from 3 to 4.5, updated methods of instruction, textbooks, updated required reading, critical thinking, and methods of assessment, removed suggested reading and distance learning.

Grace A. Fowler

B. Credit Course Changes

1. Course Number and Title: FASH 141 Advanced Pattern Making/Draping

Short Title: Adv Pattern Making/Draping
Discipline: Fashion (FASH)
Prerequisites: FASH 139
Co-requisites: FASH 167
Recommended Prep: FASH 135
Transfer Acceptability: CSU
Updated title, removed FASH 167 as co-requisite and FASH 135 as recommended prep.
Rita Campo Griggs

C. Credit Course Deactivations

1. Course Number and Title: ACCT 205 Cost Accounting
Discipline: Accounting (ACCT)
Prerequisites: ACCT 202
Transfer Acceptability: CSU
Reason for Deactivation: Course has not been taught for some time.
Carol Bruton

2. Course Number and Title: ART 167 History of Modern Art I: 19th Century Europe and America
Short Title: History of Modern Art I
Discipline: Art (ART)
Course Included in the following programs:
 A. General Studies: Emphasis in Arts and Humanities, A.A. Degree Major
 B. University Studies: Emphasis in Fine and Performing Arts, A.A. Degree Major
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C1: Arts
IGETC Area 3: Arts and Humanities - 3A: Arts
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Computer Assisted, Telecourse
Reason for Deactivation: To meet C-ID descriptors, and AA in Art History program requirements, this class has been reconfigured into (pending class) Art 169.
Mark J. Hudelson

3. Course Number and Title: ART 168 History of Modern Art II: 20th Century Europe and America
Short Title: History of Modern Art II
Discipline: Art (ART)
Course Included in the following programs:
 A. General Studies: Emphasis in Arts and Humanities, A.A. Degree Major
 B. University Studies: Emphasis in Fine and Performing Arts, A.A. Degree Major
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C1: Arts
IGETC Area 3: Arts and Humanities - 3A: Arts
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Computer Assisted, Telecourse
Reason for Deactivation: To meet C-ID descriptors, and AA in Art History program requirements, this class has been reconfigured into (pending class) Art 169 (Survey of Modern Art).
Mark J. Hudelson

4. Course Number and Title: ARTI 230 Illustration Techniques III - Experimental Techniques
Short Title: Illustration Techniques III
Discipline: Art-Illustration (ARTI)
Prerequisites: ARTI 220
Transfer Acceptability: CSU
Reason for Deactivation: No longer part of degree program.
Lily Glass

5. Course Number and Title: FASH 165 Sewing Laboratory
Discipline: Fashion (FASH)
Transfer Acceptability: CSU
Grading Basis: Pass/No Pass Only
Reason for Deactivation: Not offering anymore. No longer necessary.
Rita Campo Griggs

6. Course Number and Title: FASH 166 Tailoring Laboratory
Discipline: Fashion (FASH)
Transfer Acceptability: CSU

Reason for Deactivation: Lab is integrated into the course.
Rita Campo Griggs

7. Course Number and Title: FASH 167 Pattern-Making Laboratory
Discipline: Fashion (FASH)
Co-requisites: FASH 139, or FASH 141
Transfer Acceptability: CSU
Reason for Deactivation: Lab is integrated into the course.
Rita Campo Griggs

8. Course Number and Title: LS 295 Directed Study in Legal Studies
Short Title: DIRECTED STUDY/LEGAL STUDIES
Discipline: Legal Studies (LS)
Prerequisites: Approval of project or research by department chairperson/director
Course Included in the following programs:
 A. Legal Studies, A.A. Degree Major
Transfer Acceptability: CSU
Distance Learning Offering(s): Video Two Way, Video One Way, Telecourse
Reason for Deactivation: Not offered in 10 years, does not fit the curriculum.
Angelo J. Corpora

9. Course Number and Title: PSYC 205L / SOC 205L Data Analysis in Psychology and Sociology
Short Title: DATA ANALYSIS IN PSYC AND SOC
Discipline: Psychology (PSYC) / Sociology (SOC)
Co-requisites: PSYC 205 / SOC 205
Course Included in the following programs:
 A. University Studies: Emphasis in Mathematics and Science, A.S. Degree Major
 B. University Studies: Emphasis in Social Sciences, A.A. Degree Major
Transfer Acceptability: UC, CSU
Reason for Deactivation: Course no longer offered and no longer necessary. This content is now covered in Psychology and Sociology 205 which has been expanded to a 4 unit class.
Susan A. Miller

D. Distance Learning

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

Catalog/Subject Number	Learning Offerings
CSIT 270	Online, Computer Assisted Instruction, Television Course
GCMW 123	Telecourse, Online

E. Requisites and Advisories

The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2015.

Catalog Number	Type	Description	Proposal Type
CSIT 270	Prerequisite	CSIT 170	Change (New)
FASH 136	Prerequisite	FASH 135	Change (New)
FASH 141	Prerequisite	FASH 139	Change
FASH 141	Co-Requisite	FASH 167	Change
FASH 141	Recommended Prep	FASH 135	Change

III. Technical Updates

A. **TA 106** must be removed from Palomar's Associate in Arts in Theatre Arts for Transfer degree because it was deactivated (changed to TA 106A).

IV. Information

A. Course Outline Reviews

The following courses have completed the course outline review process between August 29, 2015 and September 11, 2015 and are effective Fall 2015.

CSCI	160	Overview of the Video Game Industry
CSCI	161	Video Game Design
CSIT	180	C# Programming I

ECON 110 Comparative Economic Systems

B. 2015-2016 Curriculum Activity Summary

Proposal Type	Current Agenda	2015-2016 Cumulative
New Courses	0	0
Course Changes	5	5
Course Reactivations	0	0
Course Deactivations	9	9
Course Reviews (8/29/2015– 9/11/2015)	4	4
New Programs	0	0
Program Changes	0	0
Program Deactivations	0	0
Total Activity	18	18

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

Integrating Roles of
Counseling and Other
Faculty:

Greg Larson indicated that there appears to be some communication issues between instructional faculty and counseling faculty members as it relates to curriculum changes and advising on academic programs. Although some members of the counseling department expressed concern with this item being on the agenda for discussion today, all faculty are encouraged to attend Senate meetings when there are agenda items that interest them or pertain to their area or department. These are open meetings and hearing information and suggestions from all areas on campus is always encouraged.

Larson asked Senators to provide input on how to improve communication between instructional and counseling faculty. Senators discussed the role of the Student Success and Equity Committee and the potential for dialogue, as well as two specific Student Services positions on the Curriculum Committee (Student Services faculty and Articulation Officer) so the mechanism for communication is there.

Additional discussion followed on how the Curriculum Committee communicates with departments and the need for all faculty to be aware of updates and changes in courses and programs. It was noted that Counseling has over 80 part-time faculty members and it is not known how information is disseminated within that department. It was also stated that a lack of communication, or lack of information sharing, coupled with the possible lack of an efficient course search mechanism used by counselors, can have a negative impact on enrollment. Jackie Martin noted that all of the Chairs in her division will be attending an upcoming Counseling Department meeting to discuss and share information. All faculty have the same challenges with strategies to assist our colleagues with programs that are struggling, and working together will provide benefits for both students and faculty.

Greg Larson added that he would schedule a meeting with Brian Stockert and possibly Lisa Romain to share the Senate's discussion on this.

Contracts with
Outside Vendors:

Jenny Fererro stated that she is waiting to hear from Bernard Sena, Manager of Outside Contracts, with an update on when the Food Services and Bookstore Advisory Committees are meeting.

Accreditation Report: Greg Larson indicated that members of the Accreditation Steering Committee are meeting on September 30. He will invite Erin Feld to an upcoming Senate meeting to provide an update.

Policies &
Procedures: Barb Kelber reported that members of the Instructional Planning Council will review the Hiring Procedure at their meeting on Wednesday, September 23. It is anticipated to come to the Senate for its approval at next Monday's meeting, Policies and Procedures on October 2nd, and to the Governing Board in October for implementation this semester.

ADJOURNMENT: The meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Jenny Ferrero, Secretary