



Minutes of the  
MEETING OF THE FACULTY SENATE  
October 15, 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, Fari Towfiq

ABSENT:

GUESTS: Angel Jimenez, April Testerman

CALL TO ORDER: The meeting was called to order by the President, Greg Larson, at 2:02 p.m., in Room SU-30.

Approval of Minutes:

Motion 1 MSC Morrow, Towfiq: Faculty Senate approval of the minutes of October 8, 2012, as amended. The motion carried.

Public Comments: Teresa Laughlin reminded the Senate of the upcoming Political Economy Days event scheduled for October 17<sup>th</sup> and 18<sup>th</sup>. Copies of the schedule of events were distributed, which list speakers who will be presenting from 8:00 a.m. – 3:30 p.m. each day.

Announcements: Greg Larson asked if any Senators were interested in assisting in the Candidates Forum event on Tuesday, October 23, at 5:00 p.m. In addition to another moderator, timers and individuals to collect questions from audience members are needed.

Some Senate members noted that three of the candidates will not be attending due to the late notice in scheduling the event. The candidates were notified of the event early last week, and with only one candidate scheduled to attend, there was some concern expressed about the short amount of time given to the candidates to adjust their schedules. In particular there was concern that the candidates had not been invited the same week that the Faculty Senate and ASG had agreed to co-host the event.

Committee  
Appointments:

Motion 2 MSC O'Brien, Kelber: Faculty Senate approval of the following committee appointment:

Tenure & Evaluations Review Board (TERB)  
Russ McDonald, Counseling (2012-14)

The motion carried.

Patrick O'Brien stated that Senators are needed to serve on the Faculty Service Area Committee and the Accreditation Steering Committee.

Motion 3 MSC Laughlin, McDonough: Faculty Senate approval of the appointment of Katy French to the Accreditation Steering Committee. The motion carried.

Curriculum:

Motion 4 MSC Towfiq, O'Brien: Faculty Senate ratification of the Curriculum Committee Consent Calendar dated October 3, 2012, as well as drafts of Repeatability Update Options and Defining Families of Courses. The motion carried.

Faculty Webpages: Senators reviewed and discussed the draft document on Faculty Webpage guidelines several weeks ago. Copies of an amended version were distributed.

Motion 5 MSC Martin, Laughlin: Faculty Senate endorsement of the following document:

Guidelines for Faculty Webpages:

While Faculty members exercise academic freedom in designing their personal webpages, they should also keep in mind the College's strong commitment to tolerance and diversity. Below is the Mission Statement of the PC3H Committee (Palomar College Committee to Combat Hate) that sums up this commitment:

We at Palomar College celebrate differences and advocate the civil rights and safety of all members of our community. We do not tolerate hate on campus, and we condemn in the strongest possible terms the abuse of those who are lesbian, gay, bisexual, or transgender. We are committed, in compliance with the guidelines of AB 537 and all applicable state and federal laws, to creating a safe, secure environment where real and open communication, trust, and acceptance can begin to take root and grow. We take pride in our sexual, religious, ethnic, and racial diversity.

**In designing their webpages, faculty should:**

Follow College policies and local, state and federal laws governing web pages, including following legal and ethical standards for copyrighted material and intellectual property.

Respect people's privacy rights; seek written permission before posting others' contact information or pictures.

Consider including the following statement: "Palomar College Faculty webpages (whether residing on an official Palomar College or other server) reflect faculty members' own thoughts, interests, and activities rather than representing official positions and policies of Palomar College."

Include name and contact information.

The motion carried

In response to a question of where these guidelines would be published, it was stated that that they would be posted in the Academic Technology Resource Area and in POET, since these are guidelines to help faculty members as they create their webpages rather than college policy.

Student Success Task  
Force:

The Senate was reminded that Senator Haydn Davis is preparing a spreadsheet that will list the ways in which Palomar is currently addressing the Student Success Task Force Recommendations. He has been talking to various people on campus and will soon be sharing the information with the Senate.

Katy French shared information from the Research & Planning Group's Strengthening Student Success Conference she recently attended, particularly a session on the Student Success Task Force Recommendations. Members of the Chancellor's Office were in attendance and made a presentation on the listed recommendations, focusing on four recommendations: the Student Success Score Card, Enrollment Priorities, The Student Success Act, and Common Assessment

French noted that the Score Card is essentially a revision of ARCC. The report will have a four-tiered framework. The first level will report on the state of the California Community College system, e.g. graduation, transfer rates, etc. The second tier, a.k.a. the Score Card, will provide student success data for each college. This data will be disaggregated by racial and ethnic groups, units earned, developmental and transfer students, CTE rates, non-credit, college prep, etc. The third tier will provide further data using the improved Datamart 2.0, and the fourth tier will allow college researchers to download and analyze raw data. College peer grouping will also be available, and colleges will no longer be required to submit a 5000 word self-assessment upon receiving the report. More information is available at:

[http://extranet.cccco.edu/Portals/1/TRIS/Research/Accountability/ARCC2\\_0/ARCC%20BOG%20Handout%20.pdf](http://extranet.cccco.edu/Portals/1/TRIS/Research/Accountability/ARCC2_0/ARCC%20BOG%20Handout%20.pdf)

French reported on the discussion of Enrollment Priority. Recommendations are being brought forward for an order of priority, although each college will have discretion to make some changes as necessary. Enrollment priorities will be the following:

First, active duty military and veteran students and current and former foster youth who are new and fully matriculated, or are continuing and in good standing,  
Second, existing Title 5 new and continuing fully matriculated EOPS, DSPS students in good standing. (French noted that colleges could collapse these first two categories.),  
Third, continuing students in good standing and new fully matriculated students,  
Fourth, Districts have the flexibility to set priorities and categories for other students.

There will be some District flexibility to set priorities and categories for students in these last two areas.

All of the recommendations will be released in November 2012 and then put into place in the Fall of 2014.

French also reported that information was heard on the Student Success Act (SB1456), which was recently signed into law on September 27. This relates to mandated services for students, i.e. orientation, assessment, educational plans, etc. An implementation timeline has also been created, and work groups are being formed now although funding will not go into effect until fiscal year 2015/2016. More information is available on this at the Chancellor's website.

Lastly, a presentation was made on The Common Assessment. Although no state funding is currently available, alternatives such as a multiple measures approach are being considered.

French recommended that Senators visit the cccco.edu website for more information on these important issues that will affect all faculty members in the near future.

Confidentiality Agreement:

Senators heard from John Tortarolo and Lisa Hornsby last week on the amended Human Resource Services Selection Committee Confidentiality and Conflicts of Interest Agreement. Based on discussions and recommendations made last week, this item will be brought back soon for further review by the Senate. It was recommended that it be moved back to Information on the agenda.

Student Success Task Force:

Senate members also agreed that Action item D, Student Success Task Force/Faculty Advisory Board, should be moved back to Information on the agenda, and reports will be heard as needed.

Motion 6

MSC Kelber, Laughlin: Action item D, “Student Success Task Force/Faculty Advisory Board,” will be moved to Information on the Faculty Senate Agenda. The motion carried.

Faculty Senate Goals:

Copies of the 2011-12 Faculty Senate Goals were distributed for discussion.

**FACULTY SENATE GOALS FOR 2011-12**

GOAL		IN PROGRESS	ON HOLD	ACCOMPLISHED
1	Develop a process for administrative retreat rights.			
2	Influence the college’s review, discussion, and implementation of proposed changes in a. system-wide policies for The California Community Colleges b. State legislation.			
3	Define, guide, and participate in the implementation of Title 5 changes regarding repetition and the proposed changes to repeatability of courses and content review.			
4	Guide and approve the development of Transfer AA/AS Degrees.			
5	Encourage faculty to continue to actively participate in the SLOAC.			
6	Actively participate in the revision of Palomar College Governing Board Policies and Procedures.			
7	Begin work toward a formal document delineating roles and jurisdictions of the Faculty Senate and the Palomar Faculty Federation.			
8	Actively participate in the process of maintaining accreditation status.			

**ONGOING RESPONSIBILITIES**

1	Maintain oversight and reporting relationships in the following areas: <ul style="list-style-type: none"> <li>a. Basic Skills/Title V HSI Committee</li> <li>b. Academic Technology Committee</li> <li>c. Workforce and Community Development Advisory Group</li> <li>d. Academic Technology Resources Center</li> <li>e. STEM Grants 1 &amp; 2 Committees</li> <li>f. Learning Outcomes Council</li> <li>g. Tenure &amp; Evaluations Review Board</li> <li>h. Curriculum Committee</li> </ul>
2	Increase faculty service on committees and councils by <ul style="list-style-type: none"> <li>a. Ensuring that membership calls are sent out regularly</li> <li>b. Reminding faculty of the importance of service on councils and committees.</li> </ul>
3	Review proposed guidelines related to the academic and professional elements of online courses and instruction.
4	Monitor and evaluate the implementation of the Palomar Outcomes Database/TracDat data-collection system in Student Learning Outcomes Assessment.

Senators discussed the document, and some changes were recommended. This will be brought back next week for further discussion so the 2012-13 Goals can be discussed.

Revision – Student Evaluations Form:

At the October 1, 2012, Senate meeting, Senators discussed proposed revisions to the Student Evaluations Form and made suggestions regarding potential amendments.

At today’s meeting, Barb Kelber stated that a suggestion has been made to add a question to the Student Evaluations Form that asks students to describe two concepts or skills they have learned in the course. The recommendation was initially brought forward in a plenary session, and it has been discussed by members of the Tenure & Evaluations Review Board (TERB). Some Senate members did not support the addition, stating that it may not be an appropriate question to include in an evaluation because it may appear that the students are evaluating their own work rather than what was taught. It was also not clear what purpose such a question would serve in the evaluation process. While it was noted that sometimes students do not think they gained much from a class, there were already places on the form for students to comment on this.

Kelber noted that the document would be brought to an upcoming ASG meeting to hear input from the students as well.

Kelber also outlined some other proposed changes in the Evaluation Procedure, and Senators provided input on the recommendations being made. Kelber discussed the addition of some language that would allow the possibility of an evaluative observation

being scheduled with less than the customary one week's minimum notice. Some Senators agreed that there might be occasions when it was necessary to schedule an observation quickly; however, it was noted that the language could be clearer, and so this item will be brought back to the Senate with changes.

Regarding another matter, Kelber placed a Memorandum of Understanding document on the overhead. This MOU would allow for the TERB Coordinator to invite an outside disciplinary expert to conduct an in-class observation if such an expert was not available in the department since disciplinary expertise is the cornerstone of the evaluation process. As in all evaluations the Chair of the Evaluation Committee would draw on the observation form in preparing the Review Report. There were questions about how this process would actually work. This item, also, will be brought back for further discussion.

Academic Senate Part-  
Time Faculty Caucus  
Resolutions:

At last week's meeting, Perry Snyder brought forward two resolutions from the Academic Senate Part Time Faculty Caucus and asked that the Senate consider expressing its support as they are brought forward to the Fall session of the Statewide Academic Senate in early November. The resolutions contain the following wording...

*...Be it Therefore Resolved that the Academic Senate for the California Community Colleges create a yearly award for part-time faculty that follows criteria for excellence in part-time faculty contributions and that is similar to the Hayward Award.*

*...Be it therefore resolved that every District should include at least 10% of its total seats for part-time faculty or, should local Senates comprise less than 10 members, at least one of those seats include a part-time faculty member.*

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

ADJOURNMENT:

The meeting was adjourned at 3:31 p.m.

Respectfully submitted,

Pam McDonough, Secretary