

Minutes of the  
MEETING OF THE FACULTY SENATE  
October 26, 2009

APPROVED

PRESENT: Bruce Bishop, Monika Brannick, Valerie Chau, Haydn Davis, Ralph Ferges, Marty Furch, Brent Gowen, Lawrence Hahn, Barb Kelber, Teresa Laughlin, Stan Levy, Jackie Martin-Klement, Roger Morrissette, Linda Morrow, Sue Norton, Patrick O'Brien, Kathleen Sheahan, Perry Snyder, Diane Studinka, Fari Towfiq, Judy Wilson

ABSENT: Molly Faulkner

GUESTS: John Aragon, Andrew Bissell, Armando Telles, Ann Hong, John Jang, Sherry Titus

CALL TO ORDER: The meeting was called to order by the president, Monika Brannick, at 2:00 p.m., in Room SU-30.

Approval of Minutes:

Motion 1 MSC Chau, Gowen: Faculty Senate approval of the minutes of October 19, 2009, as amended. The motion carried.

Public Comments: Senate Secretary Barb Kelber referred to an email from Senator Roger Morrissette, received by all Senators, requesting that an item be placed on the Senate agenda. The email specifically requested discussion of a recent email distributed by the PC3H committee in response to an email by a former student.

Because the Faculty Senate continually strives for openness in its meetings and its procedures, Kelber noted that this may be an appropriate time to review the Senate's procedure relating to the formation of the Faculty Senate agenda. She outlined the current, informal process by which the agenda is developed by the Faculty Council.

One Senator noted that any Senate member can request that an item be placed on the agenda by making a formal motion to that effect. If the motion is supported by a majority of the Faculty Senate, the item will be placed on the agenda.

Student Armando Telles expressed his opinion that the issue of these emails should be addressed by as many constituent groups as possible to provide input on all sides. Vice President Vernoy's office is currently looking into this matter, and Telles expressed his hope that the investigation will include student input. In addition, he encourages further investigation by an outside party.

Announcements: Barb Kelber welcomed Sherry Titus, Director of Student Affairs, and students John Aragon, Andrew Bissell, Armando Telles, John Jang, along with ASG Student Representative Ann Hong.

Motion 2 MSC Kelber, Gowen: To suspend the agenda to discuss Action item D, Formation of an ASG Advisory Committee. The motion carried.

Formation of an ASG Advisory Committee: Barb Kelber explained to the Senate that she had attended last Wednesday's ASG meeting in order to invite students to today's Senate meeting for the initial discussion of the potential formation of an ASG Advisory Committee. Acknowledging that this idea

will only make sense with the support of the student leadership, Kelber described the possibility of an advisory group which might offer a peripheral, additional resource for students in the ASG. Interested faculty, staff, and administrators could participate in such a committee and provide support and guidance for student leaders. They could also be in a position to support the work of the Director of Student Affairs.

Discussion followed in which Senators offered a critique of the idea, noting that the district currently has policies in place to assist all students who seek guidance or a formal resolution with regard to any specific issue. Most faculty members, when approached by students, are glad to provide advice or suggestions.

Student John Aragon expressed his appreciation for the idea, but questioned the need to formalize an advisory function, particularly if it could potentially limit the ASG's autonomy. He suggested that a list of faculty members who might be willing to offer expertise or guidance in relation to their disciplines would be helpful to the ASG as an alternative to a formal committee.

Sherry Titus noted that many opportunities exist for faculty to assist in student success by acting as club advisors and providing assistance in fundraising efforts.

Brief discussion followed, and Senators agreed that the students should take the lead by bringing this issue forward at a later date if they choose to do so. In the meantime, the Senate will generate a list of willing faculty members and their areas of expertise, making that list available to the ASG as an additional resource.

Committee  
Appointments:

Motion 3 MSC O'Brien, Gowen: Faculty Senate approval of the following committee appointment:

Facilities Review Committee  
(08-11) Karen Mifflin, Mathematics

The motion carried.

Curriculum: Monika Brannick reported that the Curriculum Committee is now meeting every two weeks and continues its work on the Accreditation recommendations. She noted that the most recent meeting was very productive, as information was provided by Kathleen Sheahan in relation to the work of the Academic Technology Committee, and by Jackie Martin-Klement in the area of Computer Literacy and Information Competency.

Motion 4 MSC Laughlin, Chau: To suspend the agenda to discuss Information item E, Bridge to Peace Project. The motion carried.

Bridge 2 Peace Project: Palomar student John Jang, Vice President of the Fellowship of Phi Theta Kappa, provided information on the 'Bridge 2 Peace' project. The current objective of Bridge 2 Peace is to collect and ship new, or like new, elementary level English books and teaching supplies to Sri Lanka. These items include picture vocabulary books, ESL books, alphabet magnets, blocks, posters, and related teaching materials. Those interested in participating should contact John at 858-848-4567 or [john.jh.jang@gmail.com](mailto:john.jh.jang@gmail.com) to determine the best time of the week for one of the committee members to come into faculty members' classes for a brief project description or to pick up donation items.

Other:

Motion 5 MSC Morrisette, Bishop: That an item be added to the November 2, 2009, Faculty Senate agenda entitled: The actions of the PC3H Committee in labeling a former student's email as "hate speech." The motion carried.

It was noted that the Senate will focus its discussion solely on the PC3H's use of the term "hate speech" in relation to an email from former student Shaun Briggs. The Senate's discussion will exclude any of the other issues currently being investigated as a result of accusations contained in the aforementioned emails.

Policies & Procedures: Senators were provided with copies of BP & AP 4232, Pass/No Pass Grading Option, several weeks ago, and discussed possible changes in wording at last week's meeting. Members of the Task Force and the Senate have noted circumstances in which a student might want to repeat a course on a Pass/No Pass basis after taking the same course for a letter grade. Some Senators felt that the policy should be re-worded to apply to situations in which the student initially received a failing grade, rather than a "letter grade."

The following wording was offered as an addition to BP & AP 4232, Pass/No Pass: "Students may repeat a course on a P/NP basis previously taken for a letter grade. A student who earns a 'P' upon repetition may petition for grade adjustment if the previous grade was a 'D' or an 'F.'"

Patrick O'Brien provided clarification on the proposed change, and noted that counselors will still be advising students never to take transferrable courses on a Pass/No Pass basis, especially if those courses are taken in preparation for the major.

Motion 6 MSC Gowen, Chau: Faculty Senate approval of BP 4232, and AP 4232, Pass/No Pass Grading Option, as amended. The motion carried.

One Senator noted that students have a third opportunity to repeat a class for a grade after receiving first a grade, then a Pass/No Pass, and it's not clear what the consequences of that repetition might be. Gowen will ask the Policies and Procedures Task Force to consider this circumstance when it reviews this BP/AP.

Brent Gowen informed Senators that more Policies & Procedures would be electronically forwarded to them for review later in the week.

Faculty Senate & PFF  
Communications/  
Joint Meetings:

Barb Kelber reported on the Faculty Senate and PFF's policy of holding Joint Council meetings on a weekly basis to provide information and exchange ideas. This semester, because of scheduling challenges, meetings have not occurred on a regular basis. Both groups have a desire to work together for the benefit of all faculty, so it is important to continue these meetings by rescheduling or reformulating the Joint Council to improve attendance, participation, and communication.

Motion 7 MS Kelber, Laughlin: Faculty Senate support of the formation of a work group, in collaboration with the PFF, to refine and improve the communication between the Faculty Senate and the Palomar Faculty Federation. The motion was amended.

Lengthy discussion followed about the need for these meetings to occur in order to keep communications between both groups open and productive. This is particularly necessary

in relation to “grey areas” of policy and shared governance in which coordination between the two representative groups is critical for the faculty body as a whole. Some Senators suggested expanding the group to include other faculty members, or opening the meetings to all faculty who might like to attend, but others wondered if this might be too idealistic as a goal, given the pressures of busy schedules and the diminishing opportunities for meeting times.

Motion 7 amended

MSC Kelber, Laughlin: The Faculty Senate requests that the Faculty Council, in collaboration with the PFF leadership, review the Joint Council’s role and its meeting times. The motion carried.

PFF Named Positions  
on IPC and SSPC:

Motion 8

MSC Snyder, Laughlin: To remove Motion 8 from the table. The motion carried.

Motion 8  
(Tabled at the  
10/19 Senate  
Meeting)

MSC: Wilson, Snyder: Faculty Senate support of the Palomar Faculty Federation’s request for representation on the Instructional Planning Council and the Student Services Planning Council. The motion carried.

Lengthy discussion occurred at last week’s meeting on the PFF’s intention to seek named positions for representation on the Instructional Planning Council (IPC) and the Student Services Planning Council (SSPC), and some Senators asked for further discussion on each group’s role in the process.

One Senator suggested that although there may be support for a PFF member to have official membership on IPC, perhaps the Senate’s statement of support should stipulate that while we support the PFF’s request for named positions on the IPC, we do not recommend that the PFF representative serve as a member of the IPC subcommittee for prioritization of faculty positions, which is an academic and professional matter.

Motion 8 amended

MSF Gowen, Kelber: Faculty Senate support of the Palomar Faculty Federation’s request for representation on the Instructional Planning Council and the Student Services Planning Council. Palomar Faculty Federation representation will not be included in the membership of the Instructional Planning Council subcommittee for the prioritization of requests for new faculty positions, which is an academic and professional matter. The motion failed.

Additional discussion followed on the proposed amendment and the current role of the IPC subcommittee. One Senator questioned the Faculty Senate’s role in making recommendations to the committee’s membership. Another Senator clarified the suggestion, noting that the Senate should be as precise as possible in determining what matters are primarily academic and professional, as distinct from salary and benefits issues.

Other:

Monika Brannick pointed out the change to the agenda format, moving Reports up to directly follow Action items. No Faculty Senate agenda reports have been heard yet this semester due to the time needed to discuss other items on the agenda. Senators who have longer reports can forward them to the Senate Secretary for inclusion into the minutes, or they can have the item placed on the agenda under Information. The Senate will attempt to adhere to the informal policy of limiting the time of reports to two minutes.

ASG: Ann Hong reported that members of the ASG attended a leadership conference this past weekend, which was very successful. The group is looking forward to attending the General Assembly in two weeks. Membership is almost at a full complement now, with vacancies filling rapidly. She invited all to the “Halloween Escape” event on Thursday, October 29.

Lastly, she thanked the Faculty Senate for their assistance and support this semester.

Strategic Planning  
Council:

Brent Gowen reported that the Strategic Planning Council continues to schedule Friday retreats to develop the new Strategic Plan 2013; Faculty Senate representatives will bring reports back to the Senate as soon as the plan moves from brainstorming to drafting.

Concurrent with the development of the new Strategic Plan, the SPC meets on three Tuesdays each month. A good portion of each of those meetings is dedicated to the development of the new Resource Allocation model, which is going to attempt to have a positive interface between so called top-down college-wide priorities, and bottom-up department/divisional priorities.

Instructional Planning  
Council:

Kathleen Sheahan stated that the Instructional Planning Council (IPC) has held some joint meetings with the Master Plan Task Force, and the two groups have received some reports from the consulting group *Cambridge West*. Interviews have been conducted and quantitative and qualitative data has been compiled. PowerPoint presentations are available on those and will be forwarded to Senators for information.

She added that members of IPC continue their discussion on their contribution to the list of Strategic Planning Council goals, and the review of the Program Review and Planning Document, which will be forwarded to Department Chairs soon for their input.

IPC continues its work on a new process to conduct planning and prioritization which will be in line with the new budget model.

Lastly, she added that the group is still waiting for a response from the Chancellor’s Office about the Faculty Obligation Number, which could impact potential hiring in the future.

Finance & Administrative  
Services Planning;  
Human Resources  
Planning Council;  
Student Services  
Planning Council:

Senators are still needed to serve on these committees.

Academic Technology  
Committee:

Kathleen Sheahan provided the following Academic Technology Committee report:

**Work Group 1: Student Evaluations**

Refine the evaluation questions that students answer in the evaluation of their online instructors.

1. *TERB: MaryAnn Drinan/Barb Kelber*
2. *Dillon Emerick*
3. *Erin Hiro*
4. *Wing Cheung*
5. *Lillian Payn*

6. *Kathy Grove*
7. *Kalyna Lesyna*

**Work Group 1: Increasing student participation in evaluation of online classes**

Develop a process for increasing student participation in the evaluation of their online instructors.

1. *TERB: MaryAnn Drinan/Barb Kelber*
2. *Brandan Whearty*
3. *Haydn Davis*
4. *Jay Baker*
5. *Sherry Gordon*

**Work Group 3: Online Observations**

Develop a process for evaluating the class environment (website, blackboard class) of an online class. Create a process for determining which class in a FT faculty member's load will be evaluated.

1. *TERB: MaryAnn Drinan/Barb Kelber*
2. *Carlos Pedroza*
3. *Kelly Falcone*
4. *Anne Hohman*
5. *Donna Cosentino*

**Work Group 4: Verification of Preparedness (Faculty)**

Establish a process for validating the preparedness of faculty teaching an online course. Create a series of measures to prepare faculty teaching online for the first time.

1. *ATG Coordinator: Haydn Davis*
2. *Sherry Goldsmith*
3. *Teresa Pelkie*
4. *Hope Farquharson*
5. *Mike Arguello*

**Work Group 5: Student Preparedness**

Develop a process to prepare students to be successful in an online class. Students need help with technology, study skills, time management, understanding what is expected of them in an online course, and navigating an online class (blackboard, eservices).

**Work Group 6: Distance Education as compared to Face-to-Face instruction**

Consider the success and retention rates of students taking classes online, as compared to students taking face-to-face classes.

Palomar Faculty  
Federation:

Jackie Martin-Klement reported that faculty can access minutes and budget information from the PFF website.

Negotiations are scheduled for November 5.

All faculty members are invited to attend the next PFF meeting, scheduled for Thursday, October 29<sup>th</sup>, from 4 – 6 p.m. in the Bill Bedford Faculty Senate Room.

Learning Outcomes  
Council:

Marty Furch indicated that the Learning Outcomes Council met on Wednesday, October 21. The group's discussion focused on determining General Education competencies and the role of department chairs and deans in the Learning Outcomes approval process. The next meeting will be held on November 5. The Council hopes that by the end of the semester there will be consensus regarding what core competencies students should be developing during their time at Palomar College.

ADJOURNMENT:

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Barb Neault Kelber, Secretary