

Minutes of the  
MEETING OF THE FACULTY SENATE  
October 5, 2009

APPROVED

PRESENT: Bruce Bishop, Monika Brannick, Valerie Chau, Molly Faulkner, Ralph Ferges, Marty Furch, Brent Gowen, 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: Lawrence Hahn

GUESTS: Michelle Barton, Linda Cox, Berta Cuaron, MaryAnn Drinan, Rick Herren, Ann Hong

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

Public Comments: There were none.

Announcements: There were none.

Approval of Minutes:

Motion 1 MSC Faulkner, Chau: Faculty Senate approval of the minutes of September 28, 2009, as amended. The motion carried.

Motion 2 MSC Laughlin, Chau: To suspend the agenda to discuss Information item F, Assessment and Data Management Software for SLOs. The motion carried.

Assessment and Data  
Management for SLOs:

Senators approved the Student Learning Outcomes and Assessment Cycle Plan 2009-14, at last week's meeting. Marty Furch provided additional information on the SLOAC implementation and the district's plan to purchase and begin implementation of the data-management software "TracDat." This element of the plan was not included in the previously approved timeline. Furch reported that the examination of the software involved a lengthy process over an 8-month period. Those involved in the discussions included members of the Learning Outcomes Council, specific faculty who were invited to participate, and representatives from Academic Technology, Information Systems, and the Instruction office.

A question and answer period followed. In response to an inquiry about the cost to the district, Furch indicated that the initial cost would be approximately \$40,000, followed by approximately \$6,700 annually to support the system if data storage is maintained on Palomar's server. If a decision is made to have the system hosted by the provider, the annual cost will rise, but Palomar will not be required to maintain its own mode of support.

Furch will provide a demonstration of the process via an overhead presentation to Senate members at next week's meeting and will also electronically provide Senators with a TracDat link where they can learn more.

Michelle Barton, Director of Research and Planning, and Berta Cuaron, Vice President of Instruction, added that many training opportunities will be provided to faculty during the transition period. Barton provided technical information about how the system will assist faculty in storing and organizing assessments. It will provide the capability to track the implementation of the assessment cycle and to create reports based on that information.

Motion 3 MSC Snyder, Gowen: To suspend the agenda to address Action item E, Revised Teaching Performance Standards. The motion carried.

Revised Teaching Performance Standards:

At last week's meeting, Senate members were provided with an amended copy of the Standards of Performance for Teaching Faculty approved by the Tenure & Evaluations Review Board in September. Changes in two of the standards now refer to classroom or online environments.

MaryAnn Drinan provided a brief report on the proposed changes.

Motion 4 MSC Gowen, Laughlin: Faculty Senate approval of the Standards of Performance for Teaching Faculty. The motion carried.

Motion 5 MSC Levy, Laughlin: To suspend the agenda to address Action item C, Policies & Procedures. The motion carried.

Policies & Procedures: Senators discussed AP 4232, and BP 4232, Pass/No Pass Grading Option, at last week's meeting. Members of the greater Policies & Procedures Task Force have discussed the policy and procedure, focusing on specific wording: "Students may not repeat a course on a ~~CR/NC P/NP~~ basis ~~a course~~ taken previously ~~taken~~ for a letter grade."

This wording was originally intended to protect students' GPA's; however, members of the Task Force and the Senate have noted circumstances in which a student would want to repeat a course on a Pass/No Pass basis after taking the same course for a letter grade.

Patrick O'Brien stated that the wording in the Policy and Procedure is in line with district policy but is not a statewide requirement.

A question and answer period followed in which Linda Cox provided additional information on Palomar's current process. She also outlined expected changes in programming that will improve tracking capabilities, and she noted the guidelines required in Title 5.

Monika Brannick added that if there was agreement regarding the need to change district policy, the recommendation would move from the Senate to the Policies & Procedures Task Force. This item will be brought back for additional discussion at next week's meeting.

Motion 6 MSC Laughlin, Chau: To resume the agenda. The motion carried.

Committee Appointments:

Motion 7 MSC O'Brien, Gowen: Faculty Senate approval of the following committee appointment:

Student Services Planning Council

*One faculty member from Instructional Divisions*

Jerry Rafiki Jenkins, English

The motion carried.

Motion 8

MSC Levy, Gowen: Faculty Senate approval of the following appointment of a peer review committee chair. This approval is required for faculty who are department chairs, as well as for faculty who teach/counsel in departments that have an administrative director instead of a faculty chair.

Tim Hernandez, Counseling

Chair: JoAnne Lesser

The motion carried.

Other:

Patrick O'Brien reported that faculty positions on committees have increased by a total of approximately thirty within the last three years. Although faculty hiring hasn't increased with these numbers, the Senate's action to open up committee service to part-time faculty has assisted in the process of keeping committees represented by faculty. O'Brien noted that faculty representation on committees is currently at 91%.

In response to a question regarding administrative participation on committees, O'Brien stated that he would have to do further research.

Senators are still needed to serve on the Committee on Committees, Finance & Administrative Services Planning Council, Human Resources Planning Council, Student Services Planning Council, and the Learning Outcomes Council.

Curriculum:

The next meeting of the Curriculum Committee will be held on October 7.

Monika Brannick followed up on information provided at last week's meeting on EME (Emergency Medical Education) courses being taught through Contract Education at the Camp Pendleton campus. Brannick reported that those courses are, in fact, being offered for credit, and they are taught by both fulltime and part-time Palomar faculty. Unfortunately, several of the classes have been cancelled due to low enrollment.

Policies & Procedures:

Brent Gowen provided the following report on the Policies & Procedures Task Force:

- The Policy & Procedure on Chairs and Directors will be forwarded to the Personnel Standards & Practices Committee for their review and recommendation.
- Policies on Academic Honesty and Retreat Rights are still being reviewed by the Professional Procedures Committee.

Senate Committee

Roles:

Senate members approved the changes to the Personnel Standards and Practices Committee at last week's meeting and discussed the proposed changes to the Professional Procedures Committee. The role and purpose of each committee has changed as a result of PFF representation and the recent accreditation visit.

Discussion at last week's meeting centered on faculty members who may need to resolve differences between or among themselves, especially when these differences involve the faculty members' understanding and interpretation of the Faculty Constitution and/or by-

laws, Governing Board Policies and Administrative Procedures relating to departmental by-laws, or the role of the PFF.

Barb Kelber stated that these concerns are central to any decisions the Senate might make regarding the role and purpose of the Professional Procedures Committee, and she noted overlap and/or ambiguity relating to the roles of the Senate and the PFF in several areas, including Tenure & Evaluations. As Kelber is scheduled to take on the job of TERB coordinator in January, these matters are of immediate concern. She suggested that it may be beneficial for the Senate to wait for further discussion before voting on the proposed changes to the role and purpose of the Professional Procedures Committee.

Kelber asked for the Senate's approval of an invitation intended to bring members of the Senate and the PFF leadership together for discussion about how the two groups can work together to ensure clarity in faculty representation.

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MSC Kelber, Laughlin: To approve Barb Kelber's request for Senate support of an invitation intended to bring the Faculty Senate and the PFF leadership together for discussion of roles and responsibilities in faculty representation. The motion carried.

Discussion followed on the roles of the PFF, the Senate, and the Department Chair, continuing the conversation about possible options for conflict resolution in cases involving faculty members.

Academic Technology  
Committee:

Kathleen Sheahan provided the following report on the following Academic Technology Committee workgroups:

- Student Evaluations Workgroup: This group continues its work on a proposed revision of the student questionnaire to be used in the evaluation of instructors for on-line classes.
- Online Observations Workgroup: This group is working on a proposed revision of the form for the observation of on-line courses by a peer or a department chair.
- Student Participation in the Evaluation Process: This group is working to increase student involvement in the instructor evaluation process for on-line classes.
- Validation of Preparedness: This group is working in response to the accreditation recommendation #3, which asks for validation of training and preparation for faculty members who teach on-line.

Lengthy discussion followed, as Senators expressed concern about the "double standard" implied by this requirement. Senator Haydn Davis, who chairs the workgroup tasked with this element of the recommendation, acknowledged that while the "double standard" is undeniable, better training and preparation will provide necessary support for some faculty members. He noted cases in which faculty members would like to begin teaching on-line or are simply assigned to do so. In these cases, the requirement of preparation and training may ensure greater consistency in the quality of instruction in distance education.

Administrative  
Evaluations:

Monika Brannick indicated that she and Brent Gowen would be meeting with Vice President Tortarolo to discuss Administrative Evaluations and how the process may occur in the future. The issue will also be discussed by the Policies & Procedures Committee before coming back to the Senate for action.

She also noted that the Senate needs to discuss how the evaluations will be stored, or whether they should be destroyed. A legal opinion is forthcoming from VP Tortarolo's office on this issue.

Review/Revision  
Of Forms:  
Overlapping  
Classes Form and  
Audit Form:

The Faculty Senate has reviewed the Review/Revision of Overlapping Classes Form, and the Policies & Procedures Task Force has discussed the document. Concern has been expressed that some faculty may be becoming lax in allowing students to take overlapping courses without following up with students as necessary. The Senate will also take another look at the Audit Form to assure that proper procedures are being followed with both documents.

The forms will come back to the Senate for further review, discussion, and action at an upcoming meeting.

Other:

Monika Brannick requested that Senators review the recent copy of the Goals distributed several weeks ago and prepare for discussion on the current processes involving Faculty Senate Awards.

Hopefully time will allow for these items to be discussed at next week's meeting.

ADJOURNMENT:

The meeting was adjourned at 3:34 p.m.

Respectfully submitted,

Barb Neault Kelber, Secretary