

Minutes of the
MEETING OF THE FACULTY SENATE
November 15, 2010

APPROVED

- PRESENT:** Bruce Bishop, Monika Brannick, Haydn Davis, Marty Furch, Lori Graham, Erin Hartensveld, Barb Kelber, Teresa Laughlin, Jackie Martin-Klement, Pam McDonough, Linda Morrow, Patrick O'Brien, Perry Snyder, Diane Studinka, Fari Towfiq, Wendy Nelson
- ABSENT:**
- GUESTS:** Channing Shattuck, Judy Wilson
- 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 Snyder, Laughlin: Faculty Senate approval of the minutes of November 8, 2010, as amended. The motion carried.
- Public Comments:** Barb Kelber explained that a faculty member has requested that the Senate be made aware of her concerns regarding the noise level in classrooms near construction zones on campus. The faculty member urges greater awareness on the part of the administration and a better system for notification of faculty members who teach near the construction zones. One Senator reinforced the point, emphasizing the seriousness of the concern and suggesting that perhaps this will require more than a simple email system of notification. Given the long-term plans for constant, extensive construction, the college may need a coherent policy going forward.
- Monika Brannick indicated that she would discuss the issue with President Deegan and Vice President Cuaron.
- Channing Shattuck informed Senate members that the ASG is seeking donations for an off-campus project with foster children. Items needed include glue sticks, construction paper, child scissors, crayons, and yarn. All donations are greatly appreciated and can be dropped off in SU-104 or SU-201, no later than Wednesday, November 17.
- Shattuck also reported that the ASG is looking for students who need a helping hand with painting and small drywall repair, light bulbs, light landscaping, etc. in their homes. Students can pick up an application for consideration at the Student Government Offices in SU-104 or SU-102.
- Announcements:** Monika Brannick reminded Senators that copies of the PRP's (Program, Review, and Planning) were distributed via email. The documents, which were approved by the Instructional Planning Council on November 19, will be brought to the Senate next week.
- Agenda Changes:** Noting that GRAD Program (Goal, Responsibility, Attitude, Determination) task force member Judy Wilson was in attendance, Monika Brannick opened discussion of Information Item C, GRAD Program, with no objection.
- GRAD Program:** Monika Brannick informed Senate members that GRAD Program task force member Judy Wilson was present to provide information to Senate members on the recent survey distributed to all faculty members. Brannick apologized for contributing to any misconception that the faculty survey came from the Faculty Senate. In fact, the survey was generated by the GRAD Program group.

Judy Wilson updated Senators on the work of the group and emphasized the group's focus on how to improve students' attitudes, participation, and behavior in relation to their own educational success. In addition, the GRAD program group hopes to encourage faculty contributions to the process. The survey is intended to provide an opportunity to gain insight from a faculty member's point of view regarding what can be done to contribute to the process.

A question and answer period followed. Barb Kelber explained to the Senate that she had specifically requested clarification about the source of the survey, as the Senate had neither reviewed nor supported the document. She was especially concerned about the language used in the invitation to participate, which indicated that the information "will be used to guide the process of developing faculty resources to support students on our campus." Kelber noted that this language will likely be associated with the college's newly adopted "Resource Allocation Model" (RAM) which ties data analysis and Student Learning Outcomes (SLOs) directly to program review and funding. Given this model, which privileges "data-driven" decision making, Kelber is concerned that the faculty survey will misrepresent the faculty.

Wilson stated that the word "resources" in the invitation to participate referred to the fact that the Basic Skills Initiative group is planning for the time when a Teaching and Learning Center will open on the San Marcos campus and will include a Faculty Resource Center. This center will specifically assist faculty in pursuing various ways to approach teaching and collaboration.

Wilson noted that the survey was sent to both full-time and part-time faculty. Thus far, 32 responses have been received from part-time faculty, and 52 responses have been received from full-time faculty. She hopes that many more will be received prior to the closing date.

Strategic and Master
Planning Request for
Funding (1/2 or 1%)
Form:

Senate members were provided with copies of Resource Request Forms from the GRAD program seeking a portion of the 1/2 of 1% of the District's unrestricted budget to fund institutional goals and objectives (Exhibits 1 & 2). Discussion followed on the documents, and Senators noted that it is important to make the distinction that the GRAD group is not working in direct collaboration with the Senate. It is a group that has taken shape specifically to design the GRAD campaign. The Faculty Senate President is identified in the Strategic Plan 13/Action Plan as the person responsible for the specific Objective relating to the GRAD program. Thus, the connection to the Senate.

Discussion followed on the funding requests, and Senators questioned whether it would be appropriate to prioritize them. ASG President Channing Shattuck provided a brief overview of each request, and Senators discussed those items. Both he and Monika Brannick indicated that, overall, the request for funds to "Create Student-Generated Content Videos and the Creation of GRAD Awareness Campaign" generated the most interest among students. They view this funding request as an acknowledgement of the need to create as much publicity and awareness as possible for the campaign. The second priority is the Implementation of the Academic Advising module of PeopleSoft, followed by the request for a three-day professional development seminar on using college success skills in the classroom.

Brannick noted that all requests for funding will be distributed to assigned groups, who will also review and prioritize requests which will then be reviewed by the Strategic Planning Council.

Motion 2

MSC Snyder, Towfiq: To move Information Item C, GRAD Program (Goal, Responsibility, Attitude, Determination) to Action. The motion carried.

Motion 3

MSC O'Brien, Towfiq: Faculty Senate support of the GRAD Program's three requests for consideration by the Strategic Planning Council. The Grad Program group seeks funds from the 1/2 of 1% of the District's unrestricted budget, set aside to fund institutional goals and objectives. The motion carried.

Committee
Appointments:

Motion 4 MSC O'Brien, Hartensveld: Faculty Senate approval of the appointment of Pam McDonough as a Faculty Senate representative to the Human Resources Planning Council. The motion carried.

Elections: Patrick O'Brien reported that the Senate's membership will be below the two-thirds membership in the spring semester due to an upcoming sabbatical and asked for input as to whether a call for nominations should be distributed now or in the spring. After brief discussion, Senate members agreed that the call should be distributed prior to the end of this semester.

Curriculum
Committee:

Monika Brannick informed Senate members that no letters of interest were received in response to the recent call for a new Faculty Co-Chair for the Curriculum Committee. Senators discussed whether it would be appropriate to send out another call, appoint Brannick for another year, or try to fill the position in the spring semester.

After brief discussion, there was agreement to send out the call again during the spring semester. In the meantime, Brannick has agreed to remain in the co-chair position.

Curriculum Committee items dated November 3, 2010, were provided to Senate members last week.

Motion 5 MSC Morrow, Graham: Faculty Senate ratification of the Curriculum items dated November 3, 2010. The motion carried.

Recommendation
Regarding
Dissemination of
SLO's:

Following up on discussion at last week's meeting regarding the reporting relationship of the Learning Outcomes Council, Monika Brannick provided clarification that the Learning Outcomes Council does indeed report directly to the Faculty Senate, rather than first to the Curriculum Committee as was reported last week.

Marty Furch read the motion passed by the Learning Outcomes Council (LOC): "The Learning Outcomes Council recommends that faculty communicate SLO's to students in a way that they feel students will see, options including course syllabi, course websites, department websites, podcasts, Blackboard, etc." Furch stated that members of the LOC agreed that the motion allowed faculty to have a variety of broad options to communicate SLO's to their students.

Senate members discussed the motion at length, and some Senate members expressed concern with the wording, particularly the use of the word "recommends," as it invites a variety of interpretations. Some Senators pointed to the potential for a recommendation to function as a directive, eventually becoming a "best practice" and then a standard requirement.

Motion 6 MSF Morrow, Davis: The Faculty Senate supports the recommendation of the Learning Outcomes Council "that faculty communicate SLO's to students in a way that they feel students will see, options including course syllabi, course websites, department websites, podcasts, Blackboard, etc." The motion failed.

Discussion continued, and Furch referred to ACCJC standards, which clearly articulate the expectation of public awareness of what is being done, how it is being done, and how it can be accomplished. Some suggestions were made to amend the motion with a change in wording. One Senator suggested that the recommendation should be contextualized to acknowledge the intention to comply with accreditation standards rather than to misrepresent the Senate's attitude toward directives relating to faculty syllabi, etc.

Motion 7 MSW Bishop, Snyder: The Faculty Senate will form a small sub-committee to create a motion regarding the dissemination of SLO's and bring it back to the entire Senate for consideration. The motion was withdrawn.

Bruce Bishop indicated that the group writing this motion could craft language to clearly and succinctly express the Senate's concerns and to take that feedback to the Learning Outcomes Council. Barb Kelber noted that, as Tenure and Evaluations Coordinator, her primary focus involves the relationship between "recommendations" and the practical impact those recommendations might have on faculty evaluations. Whether from the Senate, the LOC, or the Curriculum Committee (see the minutes of November 8, 2010) the words and their possible interpretations are a serious matter for evaluations. Kelber told the Senate she will take the discussion to the Tenure & Evaluations Review Board (TERB) meeting later in the day and ask for their input. She will not participate in a Senate committee; rather, she will work on this issue as TERB coordinator.

Motion 8 MSC Bishop, Snyder: To withdraw Motion 7. The motion carried.

Learning Outcomes Council:

Marty Furch reported that members of the Learning Outcomes Council will submit a Strategic and Master Plan Request for one-time funding (1/2 of 1%) to the Strategic Planning Council for two major projects: to create faculty mentor teams to assist with the input of data and to offer guidance and support regarding the Student Learning Outcomes Assessment Cycle (SLOAC), and second to send faculty and staff to conferences and workshops relating to Student Learning Outcomes.

Policies & Procedures: Senators were provided with copies of the following Policies & Procedures:

AP 4023 Course Outline (Appendix 3)

Monika Brannick indicated that although this AP (Administrative Procedure) has already been brought forward, it was stalled at the Strategic Planning Council level when it was discovered that there is a separate procedure for Distance Education courses. There is no such thing as a "Distance Education Course," or an "Online Course." Every Course Outline of Record, according to Title 5, has to be created to be taught face-to-face. Title 5 indicates that if there is a Distance Education component, that component will be reviewed separately, which the Curriculum Committee has been doing over the last year and a half or so. What is being suggested is that the whole Distance Education procedure be deleted, and that AP 4023 be sent forward as amended.

AP 4300 Field Trips and Excursions (Appendix 4)

Monika Brannick reported that she and Diane Veach looked over the district's field trip forms and added to this procedure what is currently written on those forms.

Brief discussion occurred regarding the proposed changes, and Senate members expressed their support for the documents moving forward in the approval process.

Standards of Practices for California Community College Library Faculty and Programs:

Linda Morrow reported that a request was made at the recent Statewide Academic Senate meeting to postpone the item, "Standards of Practices for California Community College Library and Faculty Programs," but unfortunately it was adopted at that meeting. Monika Brannick added that there was heated debate about the paper, as well as insistence that it had not been vetted enough. Those who brought it forward disagreed, stating that it had been in distribution and discussed in workshops for approximately two years.

Brannick added that all of the papers that were submitted were adopted at the meeting, but can always be revisited at a later date.

Statewide Academic
Senate:

Monika Brannick informed Senators that she would provide a complete report next week on her recent attendance at the Statewide Academic Senate.

Academic
Technology:

Haydn Davis distributed updated copies of the Palomar College Procedure for Validating the Preparedness to Teach Online. This document was designed in response to a recommendation in the 2009 Accrediting Commission for Community and Junior Colleges (ACCJC) report which “advised the college to develop a means of validating the quality of its Distance Education Program.” He asked Senate members to review the document for discussion at next week’s meeting.

At last week’s meeting, Senators agreed that it would be beneficial for faculty members to provide input before implementation by distributing the document campus-wide. Davis responded that members of the Academic Technology Committee are still discussing that approach, and he will report on that next week as well.

ADJOURNMENT:

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Barb Neault Kelber, Secretary

APPENDIX 1

Palomar College Strategic and Master Planning Request for Funding (1/2 of 1%) Form

Through its Resource Allocation Model (RAM), the college has designated that ½ of 1% of our unrestricted budget go towards funding institutional goals and objectives. The amount to be disbursed is about \$460,000. The *Strategic Plan 2013 Action Plan – Year 1* (see link below) identifies this year's goals and objectives along with individuals and groups assigned to coordinate the work to complete them.

The Strategic Planning Council (SPC) expects that identified needs will exceed the amount set aside. Therefore, the council will review and prioritize requests for these funds.

If you have a recommended activity that supports one of the objectives identified in the work plan, please complete the following resource request form and submit it to the individual identified in the Action Plan as responsible (i.e., the objective leader) for that objective. This individual is listed in the first column of the Action Plan. All requests are due to objective leaders by the target date of November 5 at 4:00 p.m.

Once requests are received, objective leaders will work with their assigned groups to review and prioritize requests to move forward to SPC. Then, they will forward their prioritized list to SPC for further consideration. SPC will begin reviewing requests on November 23rd and make a final determination for funding items by the beginning of December.

Please review the Strategic Plan 2013 Action Plan – Year 1 at:

<http://www.palomar.edu/strategicplanning/SP2013ActionPlan/ActionPlanYear1.pdf>

If you have any questions please contact the individual assigned to your objective or Institutional Research and Planning at extension 2360. Thank you for working to help achieve the college's goals and objectives.

Strategic and Master Plan Request for One-time Funding (1/2 of 1%): Strategic Plan 2013 Action Plan – Year 1 (AY2010-2011)

1. Strategic Plan 2013 Action Plan Year 1: Prior to completing this form, read *Strategic Plan 2013 Action Plan Year 1* to review the goals, objectives, and person responsible for leading the work on them. The person assigned responsibility (i.e., objective leader) for an objective is listed in the first column of the Action Plan. If you have a funding request that will help complete a specific objective, complete this form and submit it to the objective leader. You can find the Action Plan at: <http://www.palomar.edu/strategicplanning/SP2013ActionPlan/ActionPlanYear1.pdf>

2. Due Date: Submit completed form to your objective leader by November 5th at 4:00 p.m.

3. General Information: Fill in the information below.

Person submitting request:

Title of project/request:

Requested amount:

Project start date:

Project end date:

4. Funding Criteria: Groups (e.g., councils, faculty senate, committees, and departments) assigned to coordinate and implement the work on your objective will use the following criteria when considering requests.

A. Directly linked to the objectives in *Strategic Plan 2013 Action Plan - Year 1*.

B. Directly linked to a Master Plan

C. Evidence of direct impact to students can be provided

D. District-wide impact

E. Addresses one of the college's Accreditation Self-study Planning Agendas at:

<http://www.palomar.edu/accreditation/Self-Study%202009%20Folder/PlanningAgendas.htm>

F. One-time funding request

G. Impact/Effectiveness of expenditure is measurable

H. Other resources to fund the activity are limited

I. Encourages collaboration

5. Other Funding Sources: Have other sources to fund this request been sought or identified? YES or NO. Prior to funding, requestors may be asked to confirm that the funding request is not being funded by a grant or other source of funds.

6. Description of Request: Provide a description of your request by completing the section below. (*Use Tab key to move between boxes.*)

<p>Identify the objective from Strategic Plan 2013 Action Plan - Year 1 that this request addresses.</p>	<p>Identify the funding criteria that this request meets. (The funding criteria are listed in item #4 of this form.)</p>	<p><i>Briefly</i> describe the activity.</p>	<p>Provide a breakdown of the expenditures for this activity.</p>	<p>Describe how you will measure the success of this activity in meeting the identified Strategic Plan 2013 - Year 1 Action Plan objective. (Funded projects will require a year-end report of progress)</p>
<p>2.3 Implement the GRAD campaign which encourages students to take responsibility for achieving their educational goals</p>	<p>A.,B.,C., D.,F.,H.,I.</p>	<p>Create Student Generated Content Videos on topics proven to increase student responsibility and graduation rates to include, but not limited to, interviews on the benefit of selecting a major, student engagement, working in groups, and mentoring. Work with PCTV to stream these onto TV's across campus. Ask participating faculty to display videos in classrooms.</p> <p>Create GRAD AWARENESS campaign using other media such as posters and T-shirts.</p>	<p>\$1200...three HD Video cameras.</p> <p>\$1800...student talent and coordination of project.</p> <p>\$4000...T-shirts.</p> <p>Total: \$7000</p>	<p>Student Survey before and after the GRAD campaign will show that more students can identify necessary steps to graduation.</p>

APPENDIX 2

1. **Description of Request:** Provide a description of your request by completing the section below. (*Use Tab key to move between boxes.*)

<p>Identify the objective from Strategic Plan 2013 Action Plan - Year 1 that this request addresses.</p>	<p>Identify the funding criteria that this request meets. (The funding criteria are listed in item #4 of this form.)</p>	<p><i>Briefly</i> describe the activity.</p>	<p>Provide a breakdown of the expenditures for this activity.</p>	<p>Describe how you will measure the success of this activity in meeting the identified Strategic Plan 2013 - Year 1 Action Plan objective. (Funded projects will require a year-end report of progress)</p>
<p>2.3 Implement the GRAD campaign which encourages students to take responsibility for achieving their educational goals</p>	<p>A.,B.,C., D.,F.,H.,I.</p>	<p>Implement the Academic Advising module of PeopleSoft. This will allow students to conduct on-line degree audits of their educational plans. PC will be able to enforce prerequisites across the curriculum. These funds will augment Title V and PC Foundation funding to finalize the implementation.</p>	<p>\$20,000...back-fill Articulation Officer in order to set up prior course work equivalencies. \$28,000...data entry of degree requirements using hourly staff.</p>	<p>System will track the number of students who access the “degree audit” functionality in e-Services & assess their satisfaction with the new features.</p>

PRIORITY # (**Do not complete.** This will be assigned by the group(s) reviewing your request.) _____

ASSIGNED BUDGET CODE (**Do Not complete.** This will be completed by Fiscal if request is funded.) _____

QUESTIONS???? Please contact the Office of Institutional Research and Planning at ext.2360 for assistance in completing this form. Please contact the individual assigned responsibility for your objectives with questions related to the objective and work plan.

APPENDIX 3

Palomar Community College District Procedure

CCLC No. 4023

Instructional Services
DRAFT as of 4/28/10 11/9/10

AP 4023 COURSE OUTLINE

References:

Title 5 Sections 55002, 55003, 55044, 55050, 55130, 55150, 55151, 55152, ~~and~~ 55153, [55204](#), and [55206](#)

❖ From current Palomar AP 303 titled Course Outline

The following information must be contained in each course outline for A.A. Degree applicable credit courses:

Course number and title, unit value, ~~minimum number of semester hours, entrance requirements, basic skills requirements, scope of course,~~ the expected number of contact hours for the course as a whole; prerequisites, co-requisites and advisories; basic skills requirements; catalog description; specific course objectives; content in terms of specific body of knowledge; required reading; critical thinking; required writing; outside assignments; instructional and evaluation methodology, ~~grading policy and standards, and repeatability.~~

Local requirements:

- Minimum number of weekly lecture semester hours and/or minimum number of weekly laboratory semester hours
- Open entry/Open exit category
- At least one textbook no older than five years of the current year
- Course repeatability-repetition if applicable
- Grading restrictions such as Pass/No Pass Only or Graded Only

The following information must be contained in each course outline for Non-A.A. Degree applicable credit courses:

~~Course number and title, unit value, minimum number of semester hours,~~ the expected number of contact hours for the course as a whole, prerequisites, co-requisites and advisories; ~~basic skills requirements, entrance requirements, scope of course,~~ catalog description, ~~specific course objectives, content in terms of specific body of knowledge,~~ at least one textbook no older than five years of the current year, ~~required reading,~~ critical thinking, required writing, outside assignments, ~~instructional~~ and evaluation ~~methodology,~~ ~~grading policy and standards, and repeatability.~~

Local requirements:

- Minimum number of weekly lecture semester hours and/or minimum number of weekly laboratory semester hours
- Open entry/open exit category
- At least one textbook no older than five years of the current year
- Course repetition if applicable
- Grading restrictions such as Pass/No Pass Only or Graded Only

The following information must be contained in each course outline for a Noncredit course:

Course number and title, contact hours, advisories or course entry expectations (optional), catalog description, objectives, content in terms of specific body of knowledge, methods of instruction, examples of assignments and/or activities (out of class work is optional); methods of evaluation (grades optional).

Distance Education

Definition

Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Any portion of a course conducted through distance education includes regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities.

Separate Course Approval

If any portion of the instruction in a proposed or existing course or course section is designed to be provided through distance education in lieu of face-to-face interaction between instructor and student, the course shall be separately reviewed and approved according to the district's adopted course approval procedures.

~~Course outlines are viewed by the program/department and division dean on a five-year cycle with 20 percent reviewed annually. At the end of each spring semester, the Instruction Office provides to the department chairpersons/directors and division deans a list of the course outlines due for review. Course outlines should be approved and forwarded to the Instruction Office by the end of April the following year.~~

Office of Primary Responsibility: Instructional Services
Aqua font indicates changes made by Office of Instructional Services

NOTE: The information in **blue ink** is additional language to consider including in this procedure. The language in **black ink** is from current Palomar Procedure 303 titled Course Outline with no date. The language in **green ink** was added by Instructional Services.

Date Approved:

(Replaces current Palomar Procedure 303)

Palomar Community College District Procedure

CCLC No. 4300

APPENDIX 4

Instructional Services

DRAFT as of 10/28/07 10/21/10 11/9/10

AP 4300 FIELD TRIPS AND EXCURSIONS

Reference:

Title 5 Section 55220

Note: The following is sample language recommended by the Community College League and the legal firm of Liebert, Cassidy, Whitmore. Local practice may be inserted, which should address the following concepts:

The District recognizes the value of combining classroom instruction with field experiences which are consistent with the provisions of law and authorizes implementation.

The District may conduct field trips and excursions in connection with courses of instruction or District-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students.

The District shall engage ~~instructors~~ faculty members, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District.

The District shall, at the discretion of the ~~[designated position]~~ Office of Finance and Administrative Services transport students, ~~instructors~~ faculty members, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

If a District vehicle is desired, a Vehicle Request Form must be submitted to Facilities Office. If chartered transportation is desired, a purchasing requisition must be submitted to Purchasing Services.

The District may pay expenses of ~~instructors~~ faculty members, chaperones, and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the ~~designate position~~ Office of Finance and Administrative Services. ~~The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source.~~

Forms for requesting approval of a field trip or excursion are available on the Instructional Services web page. It is the faculty member's responsibility to be familiar with the regulations governing field trips and excursions. Only students registered in the class (or employees of the district?) may participate.

Students who participate in field trips or other College-sponsored activities such as performance or athletic events or competitions which may conflict with regularly scheduled classes are responsible for any work missed as a result of the absence. Students must notify faculty members in advance of impending absences. Faculty members are encouraged to afford sincere students the opportunity to make up missed work without penalty when advance notice has been provided.

No faculty member may require or excuse a student's absence from another faculty member's class. Students who miss participating in field trips or other College-sponsored performances or competitions as a result of class conflicts shall not be penalized.

The faculty member must make arrangements with the Cashier's office for the collection of any student fees, if applicable. Faculty members are not to collect fees from students.

No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

Single-Day Field Trip Authorization Request is due to division dean five weeks prior to the proposed trip if it is outside of the Country, or two weeks prior to the proposed trip if it is within the Country. Students cannot be required to attend a single-day field trip unless such request is noted in the syllabus.

Field Course Authorization Request is due at least eight weeks prior to the proposed trip, and must receive Governing Board approval prior to the date of the trip. An itinerary that identifies required activities, total instructional hours, and specific meeting times is required.

Extended Field Trip Authorization Request is due at least five weeks prior to the proposed trip and must receive Governing Board approval prior to the date of the trip. An itinerary which identifies required activities, total instructional hours, and specific meeting times is required.

Study Abroad Course Authorization Request is due at least eight weeks prior to the date of the trip and must receive Governing Board approval prior to the date of the trip. An itinerary which identifies required activities, total instructional hours, and specific meeting times is required.

❖ ~~From current Palomar AP 306 titled Field Trips/Off-Campus Classes~~

~~The State Education Code makes a distinction between field trips and off-campus classes. Instructors involved in taking students away from the campus must check with the Office of the Assistant Superintendent/Vice President for Instruction for proper identification of the student activity. Forms may be obtained from the Office of the Assistant Superintendent/Vice President for Instruction for listing dates of the trip, destination, and general purpose. The forms are to be signed by the department chairperson, division dean, and are then forwarded to the Office of the Assistant Superintendent/Vice President for Instruction. Requests should be submitted to the Office of the Assistant Superintendent/Vice President for Instruction TWO WEEKS IN ADVANCE of the date of departure.~~

~~In the case of out-of-state, out-of-country field trips, signed waivers (Release to Hold Harmless and Indemnify) are also required of each student. These waivers, along with a list of all making the trip and an itinerary, must be attached to the field-trip form and must be filed with the Office of the Assistant Superintendent/Vice President for Instruction prior to the field trip. Instructors should consult the division dean if student fees are being considered. The instructor must make arrangements with the Cashier's Office in Fiscal Services for collection of student fees, if applicable. Instructors are not to directly collect fees. If a College District vehicle is desired, a Request for Use of College District Vehicle must be submitted to Buildings and Grounds. If chartered transportation is desired, a purchasing requisition must be submitted to Purchasing.~~

See also Use of College Vehicles (507.22). **(Note: Current Palomar AP 507.22 is now included in new AP 6530 titled Vehicles)**

Office of Primary Responsibility: Instructional Services

Aqua font indicates changes made by Instructional Services

NOTE: This procedure is **legally advised**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue ink** is additional language to consider including in this procedure. The language in **black ink** is from current Palomar AP 306 titled Field Trips/Off-Campus Classes with no adoption date indicated.

Date Approved:

(Replaces current Palomar Procedure 306)

