

Minutes of the  
MEETING OF THE FACULTY SENATE  
November 16, 2009

APPROVED

PRESENT: Bruce Bishop, Monika Brannick, Valerie Chau, Haydn Davis, Ralph Ferges, Marty Furch, Brent Gowen, Barb Kelber, Teresa Laughlin, Stan Levy, Linda Morrow, Sue Norton, Patrick O'Brien, Perry Snyder, Diane Studinka, Fari Towfiq, Judy Wilson

ABSENT: Lawrence Hahn, Jackie Martin-Klement, Roger Morrisette, Kathleen Sheahan

GUESTS: John Aragon, Fergal O'Doherty, Gary Sosa

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 November 9, 2009, as amended. The motion carried.

Public Comments: Monika Brannick referred to Senator Bruce Bishop's comments at last week's meeting that 'members of committees appointed by the Senate are responsible to the Senate. It is entirely appropriate for the Senate to request that committee representatives explain or justify their actions, if, as a body, the Senate questions the decisions or actions of the committee.' Brannick responded, saying that faculty members serving on committees are appointed to serve and represent the best interests of their fellow faculty members, not the Faculty Senate.

Announcements: None.

Basic Skills: Fergal O'Doherty and Gary Sosa updated Senate members on the work of the Basic Skills/Title V, HSI Steering Committee.

Two positions have recently been filled in the area of Basic Skills/Title V, funded by the Title V grant.

Hispanic Serving Institution (HSI)/Title V Project Supervisor: Siria Martinez  
Tutorial Specialist: Jessica Ambrosia-Perez

O'Doherty and Sosa provided a brief overview of the qualifications and preparedness of Martinez and Ambrosia-Perez. Describing the job requirements and intended duties and responsibilities, O'Doherty and Sosa noted that the new hires will begin their work after the Governing Board meeting in December. In the meantime, temporary workers are providing services to faculty and students in the Teaching/Learning Center. The center is currently open Monday – Thursday until 8:00 p.m.

A brief question and answer period followed. Senators expressed their hope that Martinez and Ambrosia-Perez will be introduced at an upcoming Senate meeting.

O'Doherty and Sosa also reported that the Basic Skills Initiative funds will support the revival of the Faculty Mentoring Program. Kevin Barrett and Morgan Peterson will be overseeing the program again. Faculty interested in serving as Mentors should contact Barrett or Peterson for more information.

Committee

Appointments: There were no committee appointments.

Basic Skills Committee/  
HSI Steering Committee  
Co-Chair:

Senators were provided with a letter of interest from Judy Wilson for the position of Basic Skills Committee/HSI Steering Committee Co-Chair.

Motion 2

MSC Laughlin, Gowen: Faculty Senate support of the appointment of Judy Wilson as the Basic Skills Committee/HSI Steering Committee Co-Chair. The motion carried.

Curriculum:

Motion 3

MSC Gowen, Levy: Faculty Senate ratification of the Curriculum items dated November 4, 2009. The motion carried.

Other:

Monika Brannick distributed copies of a Formal Linkage Agreement between San Diego State University, San Diego University Army ROTC and Palomar College.

The purpose of the agreement is to provide a basis for guaranteed transfer of students and academic credits from Palomar College to San Diego State University (SDSU) for students enrolled at Palomar College who may also be enrolled in the Senior Army ROTC Program at San Diego State University (SDSU).

Brannick added that two Palomar students are currently enrolled in the Senior Army ROTC Program at SDSU.

Senators were asked to review the document as it will be presented for action at next week's meeting.

Learning Outcomes  
Council:

Marty Furch stated that members of the Learning Outcomes Council are currently discussing the development of General Education and Institutional Learning Outcomes. At last week's meeting, Senators were provided with copies of a draft of a proposed GE/Institutional Learning Outcomes Mission Statement for Palomar College, developed by the Association of American Universities and Colleges. She distributed copies of the following document which summarizes those outcomes:

**Palomar College  
General Education/Institutional  
Student Learning Outcomes and Competencies\***

The Essential Learning Outcomes – Beginning in school, and continuing at successively higher levels across their college studies, students should prepare for twenty-first-century challenges

**Knowledge of Human Cultures and the Physical and Natural World**

- Through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts  
***Focused** by engagement with big questions, both contemporary and enduring*

**Intellectual and Practical skills, including**

- Inquiry and analysis
- Critical and creative thinking
- Written and oral communication
- Aesthetic sensitivity literacy

- Quantitative literacy
  - Information literacy
  - Teamwork and problem solving
- Practiced extensively***, across the curriculum, in the context of progressively more challenging problems, projects, and standards for performance

**Personal and Social Responsibility, including**

- Civic knowledge and engagement – local and global
  - Intercultural knowledge and competence
  - Ethical reasoning and action
  - Foundations and skills for lifelong learning
- Anchored*** through active involvement with diverse communities and real-world challenges

**Integrative Learning, including**

- Synthesis and advanced accomplishment across general and specialized studies
- Demonstrated*** through the application of knowledge, skills, and responsibilities to new settings and complex problems

\*This list has been adapted from the LEAP Essential Learning Outcomes Framework developed by the Association of American Colleges and Universities.

Senators discussed the document, and a few minor amendments were suggested. Copies were also provided of **Article 3, Promises of CSU General Education Breadth, 3.1 Background**, and **3.2 CSU Student Learning Outcomes**, that could be utilized as examples to identify specific outcomes. Furch added that faculty, with expertise in their fields, will be determining how their courses speak to each learning outcome. Given this expectation, members of the Learning Outcomes Council recommend beginning with the broad framework in order to leave more specific outcomes language to be developed by faculty members and departments. She added that civic knowledge and engagement can be measured in various ways, including Service Learning projects similar to Campus Explorations, and even various campus clubs.

Senators discussed the difficulties inherent in “measurement” and assessment in some of these categories and one senator offered a reminder regarding the State Academic Senate’s recommendation that the demonstration of knowledge and skills is, in some cases, “observable” to the faculty member whose judgment is based on expertise in the discipline. Faculty should be careful not to lose sight of this recommendation when areas being assessed are difficult to define and measure.

Brief discussion followed, as there was some disagreement regarding the need for definition in every area.

Furch stated that faculty and staff members will be given the opportunity to provide input and suggestions as the document will be “sunshined” soon. The Senate will bring the item back for action after the comments have been received.

**Policies & Procedures:**

Brent Gowen expressed his appreciation to Senators for their continued review of the Policies and Procedures. This process began with approximately 50 sets of Instructional Policies and Procedures to be reviewed, and approximately 8 remain; these are currently being discussed by appropriate groups.

He added that Josie Silva has created a link from the Governing Board website which gives everyone the opportunity to review all of the Policies & Procedures.

Senators received an electronic copy of AP 4101, Independent/Directed Study, a few weeks ago. That item will be brought back for further discussion at next week’s meeting.

Other Policies & Procedures currently being reviewed by various committees:

AP/BP 4700 Chair-Director Responsibilities (Personnel Standards & Practices Committee)

AP/BP 4400 Community Service Education (Workforce & Community Development Work Group)

AP/BP 4104 Contract Education (Workforce & Community Development Work Group)

Faculty Senate Goals: Senators have been discussing the 2009-10 Faculty Senate Goals over the past few weeks. The most recent version was distributed, and additional suggestions and recommendations were made.

This item will be brought back for further discussion and/or action at next week's meeting.

Review/Revision of  
Forms: Audit Form,  
And Overlapping  
Classes Form:

Several weeks ago, the Policies & Procedures Task Force asked for a specific review of two documents, the forms for Application for Audit and Request for Approval of Overlapping Classes. Senators were provided with copies of the forms, and during the initial review Senators recommended that the form include wording indicating a time restriction for the overlap, depending on the length of the class. There was also a question as to why a Division Dean's signature is required on the Request for Approval of Overlapping Classes, as this process should always be overseen and ultimately approved by the faculty member. Senators suggested that a Department Chair's signature would be more appropriate, as the Chair's input would be based on more specific knowledge of departmental needs.

Monika Brannick reported that her inquiry into the matter clarifies some of these issues. The signature line for the Division Dean is required for reporting purposes, in compliance with admission requirements. She stated that the Senate's recommendation for the addition of a signature by the Department Chair could be added. Senator Patrick O'Brien said that he checked with some other community colleges in the area to explore the possibility of a time restriction to be specified on the form for Overlapping Classes and found no examples of such specifications. This is most likely to provide the faculty member with the opportunity to make that determination.

In discussing the Application for Audit form, one Senator questioned whether, given the current environment, these accommodations should be made in any case, as the district is currently not "chasing enrollment." Other Senators agreed that approvals for audits and overlapping classes should be given with much discretion and only in rare cases.

Motion 4

MSC Chau, Gowen: Faculty Senate approval of the Request for Approval of Overlapping Classes, as amended. The motion carried.

Approval of the Application for Audit form was postponed until more information could be obtained regarding the determination of fees. The Faculty Senate wishes to make a formal statement on auditing an overlapping classes. These policies will be discussed further at next week's meeting.

ASG:

Senator John Aragon reported that members of the ASG are currently reviewing their goals:

I. Raise Student Awareness and Improve Communication

Possible Objectives

- a. Print ASG Pamphlet
- b. Devise a way to inform students of statewide issues, region X issues
- c. Improve student awareness of Palomar Resources and telecommunications
- d. Improve ASG website.

II. Improve student quality of life on campus.

Possible Objectives

- a. Increase awareness of designated smoking areas
- b. Survey students on smoking issues.
- c. Address student concerns regarding counseling appointments, and tutoring center.
- d. Replace lava rock landscaping in quad with bricks. (Possible fund raising idea).

III. Student Space

Possible Objectives

- a. Increase Office/Meeting space for clubs
- b. Increase office space for ASG
- c. Investigate and advocate student space in new buildings on campus.

Aragon added that the ASG is advocating participation in the “March Forth on March 4<sup>th</sup>” demonstrations of support for community college funding. Marches will be held in San Diego and Sacramento on that date.

President Deegan &  
Governing Board:

Monika Brannick reported that a presentation for the renovation of the Howard Brubeck Theatre was held at the November 10 Governing Board meeting. Vice President Mark Vernoy also provided a report to the Board detailing the district’s thorough investigation of allegations included in emails received from a former student. Monika Brannick believes that this constitutes an exoneration of all accusations made against Sherry Titus, the Director of Student Affairs.

Strategic Planning  
Council:

Monika Brannick reported that the Strategic Planning Council continues to meet each Tuesday from 2:00 – 5:00 p.m.

The Writing Group continues to meet and is currently working on the goals for the Strategic Plan 2013.

Instructional Planning  
Council:

Sue Norton reported that the most recent meeting of the Instructional Planning Council was a joint meeting with the Facilities Master Planning Committee. A slide show was presented outlining the available space on the main campus and at the centers, with a view toward what will be available in 2013.

Student Services  
Planning Council:

Valerie Chau provided the following written report of the recent Student Services Planning Council meeting:

Report to Senate of Student Service Planning Council Meeting 11/11/9

1. Herman Lee, Transcript Fees: proposed raising cost of enrollment verification and cost of transcripts after the first 2 free ones from \$3 to \$5. Motion passed. This will support costs of moving to electronic (paperless) processing. His office has been able to transmit information electronically to several other colleges.

2. Herman Lee, Drops and Nonpayment of Fees: discussed what to do about students who fail to pay fees. There is no automated process to do this at Palomar; we have to drop each non paying student individually. Thus our uncollected Accounts Receivables are growing large and we are not able to collect most of these. We need some sort of electronic system created in order to be able to drop such non paying students. In addition we need to determine when we want to drop these students. Students currently have no limit on the number of courses they

can enroll for and since our classes are very full now, we should have a policy to drop students for non payment prior to the first day of classes so that other students on the class wait lists can enroll. Furthermore, students out of the district are also able to enroll in as many classes as they want to, and when they don't pay, local students are not able to get the classes they need. Since financial aid students have their fees waived, all of this discussion would not affect them, but faculty need to be diligent in dropping students who don't attend fairly quickly. It was proposed that the drops occur prior to the first day of classes.

3. Tim Hernandez, SARS Alert System: Currently only counselors can access this system, but Tim proposed that maybe the Office of Student Services and Financial Aid along with other offices be able to view and update these records. Currently the records show if a student is not allowed on campus due to suspensions and upon rare instances if a student has special needs or appears to be violent. Liability concerns were raised during this discussion based on student rights to privacy vs. campus need to protect its members during health and safety emergencies. Was left for more discussion at a later date.

4. Tony Cruz, Eliminate Grace Period for Parking: Tony brought to the group's attention the fact that some other community colleges do have a 2 week grace period but the 4 year institutions have no grace period. He further explained that all of the community colleges who have the 2 week grace period protect staff parking slots during that period and also their police forces are partly or fully supported by the general fund, whereas Palomar's police force is fully self supporting. The group still supports eliminating our grace period.

5. Mark Vernoy in place of Jayne Conway who was out sick, H1N1 update: Our campus is not expected to get many does of this vaccine. It is recommended that we let everyone know so that they can find other places to get vaccinated.

6. Tony Cruz, Toy Drive: The 8th Annual Toy Drive has begun; we are supporting EOPS. In addition GEAR UP is supporting a toy drive for teens...and next week there will be a student event where if students donate 3 non expired cans of food they will get a free hamburger lunch.

Academic Technology  
Committee:

Haydn Davis reported that the Academic Technology Committee will provide a complete report to the Faculty Senate at next week's meeting.

Palomar Faculty  
Federation:

Perry Snyder reported that the Palomar Faculty Federation (PFF) is happy to have such strong Senate support. Faculty and our community all benefit from a united faculty. He offered the following statements:

The PFF recently distributed a statement from the Executive Board of the Palomar Faculty Federation strongly opposing the characterization of the student e-mails dated 10/13/09 and 10/14/09 as 'hate mail.'

The PFF has always protected faculty's rights in terms of the types of information that the District can accumulate about a faculty member – who has access to that information, and the way that information can be used. Our evaluation language is very specific about how evaluations will be conducted and who has access to that information. Faculty members are allowed to enter comments to their evaluation. Also, the District is only allowed to have one personnel file on each faculty member. They can't keep secret files on people and build a case against someone without their knowledge. If anything derogatory goes into a faculty members personnel file, they have to be given notice of that and an opportunity to respond. PFF is very concerned about the way that TracDat information may be stored and used by the administration. Since we have no current protocol for this, PFF will be issuing the District a "Demand to Bargain" letter by signaling our intent to bargain over the way that TracDat information is gathered, who has access to it, and how it can be used.

Marty Furch stated that a representative from TracDat responded to those concerns during previous information sessions, and she will provide specific information at next week's Senate meeting regarding these issues.

Statewide Academic  
Senate Meeting:

Monika Brannick reported that she attended the Statewide Academic Senate meeting on November 11 – 13. She provided a brief report of her attendance at the meeting, noting that several ideas were introduced for early-stage discussion, including the possibility of community colleges awarding BA and BS degrees at some time in the future.

There was a resolution presented at the past spring semester meeting on *No Equivalent to Associate Degree for Minimum Qualifications* that was sent back to the Academic Standards and Practices Committee of the Statewide Academic Senate. If passed, this resolution would greatly affect Palomar's CTE division, as every instructor in those courses would be required to have at least an AA or an AS degree, which is not the case at this time. It will come back to the Statewide Academic Senate next spring. This issue will likely be brought forward to the Faculty Senate in the future.

Brannick added that a resolution was also passed regarding Class Caps, recommending that enrollment caps be based solely on pedagogical factors.

Also discussed were the 50% Law, and the Transfer Degree (or University Studies Degree), which is being discussed again.

Administrative  
Evaluation Files:

Monika Brannick reminded Senators of several discussions held over the past few months about the Administrative Evaluation files and where they should be stored. John Tortarolo has agreed to store the documents in a locked cabinet in Human Resources. Access to the files would be allowed only after a signature of approval by the Superintendent/President.

This item will be brought forward for action at next week's meeting.

Public Safety:

Monika Brannick reported that the Public Safety department has now been divided into two sections, including an Academic Department chaired by Kevin Barrett. Faculty members in that department include Carl Lofthouse, Morgan Peterson, and Larry Roberts. The department is now separate from the Fire Academy and Police Academy, which now, by law, requires full time representation with Administrative Directors. There are now two directors, one with a 45% position and one with a 60% position.

Brannick also noted that the Curriculum that comes out of the Police Academy and the Fire Academy must be submitted and written by a faculty member to follow current, appropriate procedure. It may be recommended that the Chair of the Public Safety oversee that process so it can be formally submitted by a faculty member rather than an Administrative Director.

ADJOURNMENT:

The meeting was adjourned at 3:32 p.m.

Respectfully submitted,

Barb Neault Kelber, Secretary