



Minutes of the  
MEETING OF THE FACULTY SENATE  
November 16, 2015

APPROVED

PRESENT: Richard Albistegui-Dubois, Melinda Carrillo, April Cunningham, Jenny Fererro, Sergio Hernandez, Barb Neault Kelber, Greg Larson, Teresa Laughlin, Lawrence Lawson, Shannon Lienhart, Jackie Martin, Pam McDonough, Lillian Payn, Seth San Juan, Chris Sinnott, Fari Towfiq

ABSENT: Joel Glassman, Travis Ritt

GUESTS: Barbara Blanchard, Olga Diaz, Marty Furch

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

Please note: All votes are presumed unanimous unless indicated otherwise.

Approval of Minutes:

Motion 1 MSC Towfiq, Hernandez: Faculty Senate approval of the minutes of November 9, 2015, as presented. The motion carried.

Public Comment: There were no public comments.

Announcements: Greg Larson announced that the Governing Board will be holding a Special Meeting on Tuesday, November 17 to discuss the two finalists for the Superintendent/President position. It is unknown if a final decision will be made.

Chris Sinnott invited all to attend two upcoming events from the Performing Arts department:

- Too Much Light Makes the Baby Go Blind: 3 plays in 60 minutes. It will be held November 13-22.
- Winter Dance 2015. It will be held December 4 & 5.

More information about these events can be found on the Performing Arts website.

Senators expressed their sadness as a result of the recent tragedies in Beirut and Paris over the weekend.

Agenda Changes: Greg Larson indicated that the order of the agenda would be changed to accommodate guests.

Learning Outcomes  
Council:

Marty Furch announced that the Learning Outcomes Council (LOC) met on November 12. She shared information on the Assessment of Written Communication and the final report that was presented by Wendy Nelson:

Written Communication was assessed in the Fall of 2014 with 38 courses participating and a total of 853 students participating. This was an effective cross-section of the disciplines across campus, with the results indicating that just over 81% of students are competent or more in writing. A holistic rubric was used which the English department contributed to and the LOC looked at the different results from this and broke it down by ethnicity, age, gender, number of units completed, and whether another language besides English is spoken in the home.

Members of LOC also discussed the SLO faculty facilitators and the reports received from each area. Most of the SLO faculty facilitators participated well, and some are still working with their disciplines. Most of the reports submitted indicated that nearly all programs and courses have SLO plans but additional research found that some of those courses are not being taught. This may be a Curriculum matter and further research will be done on it.

As a result of the review of the reports, it was clear that there needs to be more engagement with part-time faculty.

Faculty SLO Facilitators have indicated that success depends on coordination and communication on a departmental level.

This item will be placed on a future Agenda for further discussion related to assessment of written communication.

Other:

Greg Larson informed Senate members that he forwarded a letter to Chancellor Brice Harris regarding the Senate's support of the Chancellor's Accreditation Task Force Report and support of moving forward with the recommendations contained in the report.

Student Equity Plan:

Olga Diaz asked for the Senate's endorsement of the [Student Equity Plan](#). At last week's meeting Senators reviewed the document and Diaz shared information about equity issues with targeted interventions, increased student support services, processes that support student success and equity, as well as detailed information relating to funding.

At today's meeting, Diaz shared information related to final funding data and allowable uses for that funding, particularly as it relates to faculty advising. There was information shared on how various programs and areas would benefit from this funding, and Diaz noted that it is hoped that a pilot program could be implemented in the Spring semester. It would include a small group of faculty to pair with students with majors in their area of study to provide that one-on-one interaction that would benefit so many of Palomar's students. Senate members supported department chairs overseeing this process rather than deans, and that part-time faculty who are interested in participating be included as well. In relation to training, Diaz noted that she has talked with the Professional Development Coordinator to offer opportunities for faculty who are interested in participating.

In response to a question of how many community colleges in the system are not utilizing CCC Apply, Diaz indicated that there were four, including Palomar. Senators noted the

apparent move system-wide towards standardization. Although it is beneficial for students that these opportunities exist in relation to student services and student engagement, they go hand-in-hand with standardizing curriculum in ways that are concerning and vary greatly from what is expected of the UC and CSU systems.

Motion 2 MSC Lawson, Sinnott: Faculty Senate acceptance of the [Student Equity Plan](#) 2015 Draft Update. The motion carried.

Committee Appointments: There were no committee appointments.

Sabbatical Leave Committee: Greg Larson asked Senators to consider serving on the Sabbatical Leave Committee starting in the Spring semester.

Curriculum:

Motion 3 MSC Fererro, Laughlin: Faculty Senate ratification of the Curriculum Committee Meeting Actions dated November 4, 2015. The motion carried.

Governance Structure Group Request: Copies of a revised Governance Structure Group Request for the Tutoring Committee was provided. Fari Towfiq reminded Senators that they reviewed the document several weeks ago. There is a proposal to add a full-time CSIT faculty member appointed by the department.

Motion 4 MSC Towfiq, Martin: Faculty Senate approval of the amended Governance Structure Group Request for the Tutoring Committee. The motion carried.

Statewide Academic Senate Diversity Award: Senate members were provided with copies of a letter asking for the Senate's support of the nomination of Dr. Rodolfo Jacobo for the Regina Stanback-Stroud Diversity Award. Senators briefly discussed the contents of the letter and expressed their support for bringing forward Dr. Jacobo as a candidate for the award.

Motion 5 MSC Kelber, Hernandez: The Faculty Senate supports the nomination of Dr. Rodolfo Jacobo as a candidate for the Regina Stanback-Stroud Diversity Award. The motion carried.

Distinguished Faculty Award Committee: Greg Larson reminded Senators of the procedure utilized by the Distinguished Faculty Award Committee that the previous year's recipient becomes the Chair the year after they receive the award. Last year's recipient has resigned so the procedure will have to be changed. The committee is recommending that they elect the Chair from among their members. After brief discussion, Senators expressed their support for this procedural change for the 2016/17 year, due to the special circumstances.

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

Vice President

Sourbeer &

President Gonzales:

Greg Larson informed Senate members that he will continue discussions with Vice President Sourbeer and President Gonzales on effective communication between Counseling and Instructional faculty.

Student Services

Planning Council:

April Cunningham reported that members of the Student Services Planning Council have added a member from the Administrative Association to the committee. That prompted some discussion about the possibility of restructuring the committee to draw members more effectively from the Student Services area.

Budget Committee:

Reporting on the Budget Committee, Teresa Laughlin indicated that the district will “borrow” 250 FTES from 2015-16 and apply it to 2014-15 as a re-count situation, which would generate \$1 million in funding for the 2014-15 year. This will result in a 19,570 FTES cap which would be funded for the 2015-16 year based on the same number.

A Budget Sub-Committee has been formed to discuss and address additional FTES that have been discovered, which results in approximately \$2.7 million dollars over two years. Those funds, as well as other sources, will be needed to address academic year 2016-17, when the district is making the transition from a large to medium-sized college. So far, the only area being discussed for restructuring or reduction is Instruction. The sub-committee, which will begin meeting in December, will work to create a formula that could be fairly and equitably applied district-wide.

Instructional Planning

Council:

Jackie Martin reminded Senators that PRP reports are due to the Instruction Office by December 16. Division deans have their own due dates earlier in the month.

Academic Technology:

Lillian Payn provided the following report of the Academic Technology Committee:

- Instructors have been selected for the Campus Pilot Project. The Blackboard sections have been selected for comparison with the Canvas sections and the shells have been created for that process to begin with the 13 instructors who have elected to participate. It also has the capacity to train 400 students.

Payn announced the Palomar Teaching with Technology Award, “Best of the Best.” Faculty are encouraged to enter their course submission in the 4<sup>th</sup> Annual Palomar Showcase. Information can be found at <http://www2.palomar.edu/pages/onlineshowcase/>.

Human Resources

Planning Council:

Chris Sinnott reported that the Human Resource Services Planning Council met on November 3. The group discussed the Strategic Plan 2016 – Action Plan Year Three and the plan to allocate 75% of Fiscal Year 2015-16 SPPF (Strategic Planning Priority Funds) to a major project and the remaining 25% to other projects.

The group also discussed a new Onboarding Plan that will assimilate new employees to the Palomar College community and provide them with the tools and knowledge they need to become successful at their new job.

There was also discussion on the new model for the Staffing Master Plan.

Finance & Administrative  
Services Planning  
Council:

Shannon Lienhart indicated that members of the Finance & Administrative Services Planning Council discussed the new Library completion next fall and when that move may take place so remodeling of the old Library can begin. The group also discussed identifying gender neutral restrooms in Palomar College buildings and the need to create a policy related to gender neutral restroom provisions.

Bernard Sena, of Contract Services, is currently working to renegotiate contracts with Aramark and the Bookstore.

There was also discussion on the policy on Technology use on campus.

Policies & Procedures:

Copies of the draft of AP 3570, Smoking and/or Other Tobacco Use, were distributed. Jenny Fererro reported that members of the Policies & Procedures Committee will be discussing it again at their December meeting, particularly as it relates to enforcement and consequences. She noted that the language used in the document was taken from other districts that have this policy in place, and is to be used as a starting point for discussion.

Fererro noted that funds collected from fines are limited to the education and promotion of tobacco cessation treatment options. Members of the ASG are supportive of the proposal only if it is equally enforced for both students and faculty/staff.

Teresa Laughlin noted that the document would need to be negotiated by the various employee groups. Discussion followed by Senate members, particularly as it relates to the lack of success of enforcing the policy to date, whether it be with designated smoking areas or a smoke-free campus. Senators expressed general support for a tiered fine structure, punishments that are community service oriented, and limiting the fines below \$100 per infraction.

This item will be brought back for discussion on December 7, 2015.

ADJOURNMENT:

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

Respectfully submitted,

Jenny Fererro, Secretary