



Minutes of the
MEETING OF THE FACULTY SENATE
November 17, 2014

APPROVED

PRESENT: Richard Albistegui-Dubois, Sandra Andre, April Cunningham, Jenny Fererro, Joel Glassman, Barb Kelber, Greg Larson, Teresa Laughlin, Lawrence Lawson, Shannon Lienhart, Jackie Martin, Pam McDonough, Christina Moore, Patrick O'Brien, Lillian Payn, Travis Ritt, Diane Studinka, Fari Towfiq

ABSENT: Melinda Carrillo, Marty Furch, Rocco Versaci

GUESTS: Mario Gaspar

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 Moore, Lawson: Faculty Senate approval of the minutes of November 10, 2014, as presented. The motion carried. Abstentions: Kelber, Ritt

Public Comments: There were no public comments.

Announcements: There were no announcements.

Palomar Faculty Federation (PFF): Shannon Lienhart reported that the PFF recently conducted a survey of faculty and students on the proposed policy to institute fines for violating the campus smoking policy:
200 faculty members responded with 80% supporting a fine for offenders.
6 Faculty members conducted surveys in their classes with those students responding also favoring a fine for offenders.

Lienhart has been appointed as the PFF representative on the Superintendent/President Hiring Committee. Two other PFF positions have yet to be filled.

Christina Moore added that a statewide resolution has been passed supporting part-time office hours and compensation, as well as an additional \$1 million from Governor Brown's budget for its implementation.

Moore also stated that the Vice Chancellor's interpretation of utilizing funds from the Student Equity Plan contradicted the statement made by Vice President Gonzales in that part-time office hours compensation is not categorical and each district should target resources for it.

Student Services
Planning Council:

Diane Studinka reported that members of the Student Services Planning Council (SSPC) will accept a recommendation from PC3H (Palomar College Committee to Combat Hate) that a member of the Pride Center be added to the membership structure of SSPC.

SSPC also discussed Strategic Plan Priority Funds (SPPF) recommendations and the ranking of their distribution. The top four are:

Case Management software for the Office of Student Affairs. This will be used for Counselors for mental health counseling, Administration, Health Services, and Campus Police to assist students in need.

Technology data for the Office of Student Affairs.

Customer Relations Management Module, which allows tracking of potential students keep them informed of enrollment dates, etc.

Banners and brochures for the ASG.

Software Management to decrease wait-times, specifically standing in line, for students on campus.

Senators discussed the need for clear guidelines on SPPF requests relating to software. Once those computer software items are purchased with SPPF funds, departments are responsible for financing updates and maintenance of those programs.

Budget Committee:

Joel Glassman indicated that a new rate for funding FTES is in place for the 2015-16 academic year which will result in an additional \$738,000 for the district.

Glassman also distributed copies of a proposal which shows a potential new Growth Formula outlining various factors to be considered. Instead of districts receiving a set percentage, which has occurred in the past, various factors such as Educational Attainment (percent of individuals 25 years of age or older that do not have a bachelor's degree), Unemployment (percent of individuals 16 years of age and older who are unemployed living within the district's legal boundary), Pell (annual percentage of students receiving a Pell Grant), Participation Rate (a ratio expressed as a rate of enrolled students per 1,000 comparable individuals within a district's legal boundary), and Unfunded FTES (for districts that have at least 1% unfunded FTES in each of the three previous years, this measure calculates the three-year average unfunded FTES in the district) will be tallied. This formula will affect how funds are allocated, and instead of each district receiving a fixed statewide rate, funds will be allocated based on these calculations. This is still in the proposal stage and has not been formally approved or adopted.

ASG:

Mario Gaspar reported that members of the ASG are currently hoping to get two student representatives to serve on the Presidential Search Committee. The Governing Board's proposal of limiting student participation on the hiring committee to one student is unsatisfactory to the ASG, as they worry that finding a student who can commit to being at Palomar for the duration of the search might be difficult. If a committee member leaves mid-search, that position is not replaced, and so the students could potentially lose their voice on the search committee. At this point, the ASG is unable to find one student participant for the committee. Discussion followed on various ways to appropriately fill student positions on the Presidential Search Committee.

The recent approval of the request for more banners and brochures will provide students to learn more about the ASG and its service to students.

Gaspar stated that he and another ASG member recently attended the General Assembly and participated in the voting on several important resolutions.

Academic Technology
Committee (ATC):

Lillian Payn shared copies of a document providing recommended practices for Department Chairs for Course Transfers. Payn asked that it be placed on the next Senate Agenda for Information.

Course Transfer: Recommended Practices for Department Chairs
(Approved by Academic Technology Committee/November 13, 2014)

To encourage scheduling practices that are consistent and respectful of the Intellectual Property of Full Time and Part Time faculty, the following practices are recommended:

1. Please remind faculty to back up their own Blackboard courses and save the export and/or archive files outside of Blackboard.
2. When scheduling courses that will be taught by new Full Time hires who are yet to be hired, please designate STAFF on the SIS sheet. This alleviates the risk of a Part Time instructor building a course that they most likely will never teach. It also maintains an empty, unassigned Blackboard shell that is waiting for the new hire.
3. When a course is transferred after it has been assigned to an instructor who filled the Blackboard shell with course content, please give a reasonable amount of notice to the original instructor to copy the contents. Please remind the instructor to delete the contents if s/he does not wish to share the course with the newly assigned instructor. Please get permission for the second instructor to use the original instructor's course materials if the course is to be passed on with the contents.
4. If special circumstances prevent the original instructor from copying and/or deleting the Blackboard course contents, please see Academic Technology Resource Center staff for assistance before assigning the course to a new instructor on the SIS sheet in order to back up the course, save the archive and export files, and pass along an empty Blackboard shell.

Payn also distributed copies of Digital Information Literacy Assessment Recommendations for Senate discussion at the December 1 meeting.

DIGITAL INFORMATION LITERACY ASSESSMENT RECOMMENDATIONS
(Approved by Academic Technology Committee/November 13, 2014)

The Academic Technology Committee recommends that Palomar College shall have a Digital Information Literacy Assessment in place by Fall, 2015 campus-wide to coincide with SP3, Student Equity Plan, and the Student Portal. The recommendation is to implement the Northstar Literacy Exam (<https://www.digitalliteracyassessment.org>), specifically the Basic Computer, the World Wide Web, and Windows 7/Mac OS X modules.

1. **BACKGROUND:** The Academic Technology Committee conducted a study to address Digital Information Skills; as a result, the committee identified a number of Issues that impact student success: Digital Divide, Ongoing Preparedness, Identification of At-Risk Students, Setting Entry Standards for High Schools, and Meeting Accreditation Standards for DIL and Ongoing Preparedness. The committee determined that Palomar College needs to be proactive in assessing incoming students for technology skills as well as provide remediation. The Committee also listed the necessary technical skills required to complete classes successfully, which included basic computer, Microsoft Office, and Internet skills. As a result of a meta-analysis of existing published tests, Northstar was selected as the best assessment tool.
2. **The NORTHSTAR SOLUTION:**
The Committee voted to approve the Northstar solution (<https://www.digitalliteracyassessment.org>).
 - i. The rationale is that it is national, grant-funded, modular, and scalable. Northstar processes 4 – 8,000 tests per week nationally.

- ii. The basic computer digital literacy standards and modules cover eight main areas: Basic Computer Use, Internet, Windows Operating System, Mac OS, Email, Word Processing (Word), Social Media, and Excel. (Northstar has recently added new modules, which indicates that this instrument is continually evaluated and updated. Also, note that the institution can select which modules are included in our assessment.)
- iii. In our field tests, the students self-reported their scores, but the Committee members felt it was important to have the scores reported via the software directly to Palomar College for tracking. Field tests were conducted by Prof. Kelly Falcone and Prof. Jackie Martin-Klement in their classes. In the first field test the students took the assessment tests online, collected the results, which were then posted by them in a spreadsheet for analysis. In the second field test, students took the assessment tests online, but the instructor collected and analyzed the results.
- iv. COSTS:
 - a. The testing itself is free to students, who can receive a certificate or badge of completion upon passing the modules.
 - b. In order to become a "sponsored" site and brand the test to Palomar College, there is an annual fee of \$1,200.
 - c. To avoid a labor intensive solution of student reporting and/or processing the free certificate at Palomar College, the Committee recommends transferring the test scores directly to our PeopleSoft system. There are two ways to accomplish this:
 1. The latest version of PeopleSoft can connect directly to NorthStar with no extra charge. However, we do not have the latest version, and Palomar's PeopleTools has no firm update schedule (approximately 2 years from now is projected).

OR....
 2. Approximately \$20,000 for the SOA Gateway (Service-Oriented Architecture Security solution) to transfer the payload from the current web gateway to our legacy PeopleTools component of PeopleSoft.
3. **IMPLEMENTATION.** Options:
 - i. Assessment Day battery of tests. Official results will appear with other assessment results.
 - ii. Incentives such as 1-credit as part of registration.
 - iii. Included in the First Year Experience and TLC.
 - iv. Remediation can be identified through existing classes on campus, DRC, CSIS, Business. Students will automatically receive a list of recommended and/or required courses they would need to complete based on their Northstar test scores.
4. **K – 12 ALIGNMENT.** Based on conversations with instructors from North County and Valley Center School Districts, they tell us that they are looking to us to set the standards they will teach. As they prepare students to achieve the standards in Northstar, then we will have increasingly prepared incoming students.
5. **CTE.** Industry Advisory Boards recommend that Palomar College prepare students so that they exit with high level digital information skills.
6. **ACCESSIBILITY:** An issue to consider is to accommodate students who need assistance to complete a technology assessment. Sherry Goldsmith verified that this assessment is not acceptable because it is a mouse-based graphical interface. (Our meta-analysis did not find any assessments of technology skills that were not mouse-based.)

Both documents were approved by the ATC on November 13.

Committee
Appointments:

Motion 2

MSC O'Brien, Laughlin: Faculty Senate approval of the following committee appointments:

Student Success and Equity Council
(14-16)1 faculty member from Reading Department
Melinda Carrillo (FT)/Reading Services

(14-16)1 faculty member at-large (instruction) as appointed by the Faculty Senate
Katy French (FT)/Library

(14-16)1 faculty member at-large (student services) as appointed by the Faculty Senate
Glyn Bongolan (FT)/Counseling

The motion carried.

Motion 3 MSP O'Brien, Lawson: Faculty Senate approval of the following committee appointment:

Student Success and Equity Council
(14-16)1 faculty member from English Department
Monica Rodriguez (PT)/English

The motion was postponed.

Senators discussed the need for full-time faculty representation on this important committee representing such a large department. Most Senate members agreed that it should be postponed until next week's meeting.

Motion 4 MSC Laughlin, Towfiq: To postpone Motion 3 until December 1, 2014. The motion carried. Nay votes: Albistegui-Dubois, Cunningham.

Motion 5 MSC O'Brien, Laughlin: Faculty Senate approval of the following committee appointments:

Student Success and Equity Council
Elvia Nunez-Riebel (FT)/Counseling
Lisa Romain (FT)/Counseling

The motion carried.

Motion 6 MSC Kelber, Andre: Faculty Senate approval of the following committee appointments:

Evaluation Appeals Committee
Jenny Ferrero (FT)/Child Development (Alternate)
Patrick O'Brien (FT)/Counseling (Alternate)

The motion carried.

Curriculum: Senate members were provided with electronic copies of the Palomar College Curriculum Committee Actions dated November 5, 2014, last week.

Motion 7 MSC McDonough, O'Brien: Faculty Senate ratification of the Palomar College Curriculum Committee Actions dated November 5, 2014. The motion carried.

Faculty Hiring Process Workgroup: The need for an updated Faculty Hiring Process has been discussed by Senators for several months. Those appointed to this workgroup will be tasked with reviewing the current Faculty Hiring Process.

Motion 8 MSC Moore, Andre: Faculty Senate approval of the following Faculty Senate Workgroup:

Faculty Hiring Process Workgroup

Barb Kelber
Teresa Laughlin
Lawrence Lawson

The motion carried.

Faculty Senate Support
for Emergency

Disaster Training:

At last week's meeting, Senate members discussed the need for district-wide Disaster/Emergency Response training. In the case of any campus-wide emergency there needs to be a structured procedure in place so everyone on campus knows how to proceed in various scenarios. Although the district provides basic training in various areas, many faculty members feel that a hands-on activity provided at the Plenary Session would provide an opportunity for faculty to participate in an environment where all are present, with mandatory attendance of full-time faculty and administrators. Jenny Ferrero indicated that she would contact the Professional Development Coordinator to discuss this option. This item will be brought back for further discussion and/or Action at the December 1 meeting.

STEM II Outreach
and Support

Coordinator:

A letter of interest was shared for the position of STEM II Outreach and Support Coordinator.

SLOAC Program

Review Coordinator:

A letter of interest was shared for the position of SLOAC Program Review Coordinator.

Motion 9

MSC O'Brien, Ritt: Faculty Senate support of the following position appointments:

STEM II Outreach and Support Coordinator

Wing Cheung (through 2016)

SLOAC Program Review Coordinator

Susan Miller (through 2017)

The motion carried.

Faculty Senate Goals:

Senators have discussed their [2014-15 Goals](#) at several meetings this semester. Revised copies were distributed and Greg Larson noted the revisions. After some discussion, Senate members were in agreement to adopt the 2014-15 Faculty Senate Goals.

Senators also discussed the need for a review and revision of the governance and reporting structure of all campus committees.

Resolution to Improve
Student Success and

Retention:

Shannon Lienhart provided copies of the following Resolution to improve student success and retention.

Resolution to Improve Student Success and Retention by virtue of Securing Adequate Funding for Pay Equity and Paid Office Hours for Temporary Faculty, and the Conversion of Existing Temporary Faculty to Full-Time Permanent Status.

Whereas, the California State Budget is the strongest it has been in years; and

Whereas, many programs that benefit temporary faculty and contribute to student success and retention have been cut or eliminated during the Great Recession and have yet to be restored; and

Whereas, temporary faculty now comprise 75 percent of higher education instructors in the United States; and

Whereas, temporary part-time faculty are required to hold the same academic qualifications and credentials as their full-time colleagues; and

Whereas, at most colleges full-time instructors are paid significantly more than part-time faculty for the same duties of preparation, teaching, and grading/assessment; and

Whereas, many colleges do not fund or underfund office hours for temporary faculty; and

Whereas, due to poor prospects for career advancement and inadequate pay many qualified temporary faculty leave the profession annually; and

Whereas, the retention of qualified instructors supports institutional viability and directly contributes to student success; and

Whereas, most temporary instructors are not compensated for, yet are essential to, the task of realigning courses and updating programs to meet the needs of a changing world; and

Whereas, recent studies have shown that a well-paid, stable faculty workforce contributes to student success and retention; and

Whereas, student access to faculty outside of the classroom and during office hours is an important contributor to student success; and

Whereas, current full-time faculty are already overworked and overburdened with many of the responsibilities of shared governance and serving student needs;

Therefore, be it resolved, that the Faculty Senate of Palomar Community College requests that the Governor and the Department of Finance allocate additional funds in the January 2015 budget proposal for parity/equity compensation and paid office hours for part-time temporary faculty in the California Community College system in the amount of \$30 million for paid office hours, and \$50 million for parity/equity compensation; and

Therefore, be it further resolved that the Faculty Senate of Palomar Community College requests that the Governor and the State Legislature allocate \$100 million for the conversion of existing part-time temporary faculty to full-time faculty status.

Christina Moore added that the Resolution has been accepted and supported by over 650 schools in California. This item will be brought back for further discussion and/or Action at the December 1 meeting.

Scholarship Committee: At the October 27 Senate meeting, Travis Ritt reported that members of the Scholarship Committee were informed that the roles and responsibility of the committee will soon change, including the outsourcing of some committee duties to a third-party. Ritt indicated that the process is moving forward with the vendor, "Academic Works," out of

Texas. The Palomar College Foundation has funded the \$13,000 one-time fee for the first year, but there is an ongoing maintenance fee of \$5,000 per year that was not addressed. The Financial Aid department has indicated that they do not have the resources to review the material sufficiently and that there is no department specifically tied to scholarships.

Ritt reiterated that the decision to utilize this vendor was not a recommendation made by the committee, but by the department. Unfortunately it is unclear how the information is being sent to the vendor, or how or what format will be utilized when it is returned. There is also a chance that students will be charged a fee to have transcripts from other schools sent to this vendor, which is a concern.

Members of the Scholarship Committee are scheduled to meet after the Thanksgiving holiday and Ritt will bring more information to the Senate soon.

Discussion followed and Senate members were concerned with the lack of campus-wide discussion on this prior to making a decision that will affect so many students.

ADJOURNMENT: The meeting was adjourned at 3:30 p.m.
Respectfully submitted,

Jenny Fererro, Secretary