



Minutes of the  
MEETING OF THE FACULTY SENATE  
November 28, 2011

APPROVED

- PRESENT:** Bruce Bishop, Monika Brannick, Melinda Carrillo, Haydn Davis, Jenny Fererro, Katy French, Marty Furch, Lori Graham, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin-Klement, Linda Morrow, Pam McDonough, Patrick O'Brien, Wendy Nelson, Lillian Payn, Perry Snyder, Diane Studinka, Fari Towfiq
- ABSENT:** Christina Moore
- GUESTS:** Dan Sourbeer
- 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 Bishop, Morrow: Faculty Senate approval of the minutes of November 21, 2011, as amended. The motion carried.
- Public Comments:** Katy French commented on the passing of faculty member Mark Coppedge, stating that he was a valued member of the faculty and the POD Squad for the Career, Technical, and Extended Education Division.
- Monika Brannick referred to an email distributed last week by Laura Gropen, regarding a report of a sexual assault at the modular building in Parking Lot 2. Students, faculty, and staff are reminded to take precautions when on campus, including avoiding isolated or dark areas, empty classrooms, and to be aware of their surroundings. Escorts are available through the Palomar College Police Department at ext. 2289.
- Announcements:** There were no announcements.
- Agenda Changes:** Due to Dean Sourbeer's attendance, Senators agreed to suspend the agenda to discuss Action Item D, Title V, HSI STEM Basic Skills Steering Committee.
- Title V HSI STEM Basic Skills Steering Committee:** Senators were provided with a copy of the updated Governance Structure Group Request for the Title V HSI STEM II Basic Skills Steering Committee (Appendix A).

Monika Brannick noted the changes made to the document, and Senators discussed the revisions. Pam McDonough voiced concerns that while the proposal states that the English department was involved in the development of the grant, it was not, even though the grant outlines specific ways in which the English department would provide writing instruction. After some discussion, Senators agreed to remove “English” from the list of members and coordinators until that department has had an opportunity to review the grant.

Dan Sourbeer stated that the grant was applied for in May and received in October, so the process has moved forward quickly. He asked for the Senate’s support in approving the Governance Structure so that the two faculty tri-chair positions could be filled and appointees could begin working with the various departments involved. Committee member positions would be filled in the Spring and the remaining coordinator positions next Fall.

Discussion followed on the Title V HSI STEM II Coordinator positions, assigned time for the positions, and the negotiation process in approving those assigned times.

Motion 2 MSC Towfiq, Davis: Faculty Senate approval of the Governance Structure Group Request for the Title V, HSI STEM II Basic Skills Steering Committee, as amended. The motion carried.

Committee Appointments: Patrick O’Brien reported that a call will be distributed this week to fill upcoming committee vacancies in the Spring semester.

Motion 3 MSC Towfiq, Larson: Faculty Senate approval of the appointment of Kimberly Marshall to the position of Title V HSI STEM Supplemental Instruction (SI) Coordinator. The motion carried.

Curriculum:

Motion 4 MSC Larson, Furch: Faculty Senate ratification of the Curriculum Committee Meeting Action Items dated November 16, 2011. The motion carried.

POET: Modules 3 & 4: Senate members viewed the Palomar Online Education Training (POET) Modules 3 & 4 at last week’s meeting.

Motion 5 MSC Morrow, Towfiq: Faculty Senate approval of the Palomar Online Education Training (POET) Modules 3 & 4 for Professional Development training in the Spring semester. The motion carried.

POET Module 2: Lillian Payn shared a chart on the overhead that showed Senate members the three-pronged approach to taking the POET series and becoming “validated.” Members of the Academic Technology Committee have been very careful to separate validation from Tenure and Review or Peer Review, providing clear notification that this process is for online teaching preparation that is part of the faculty’s possible Professional Development activities. In response to a question about faculty Professional Development hours for participation, Payn indicated that faculty who complete all four modules will receive 12 hours of Professional Development credit.

Senators discussed online teaching and departmental autonomy. In order to ensure the quality of online courses, faculty are encouraged to participate in this Certificate of Validation Process in their departments.

Payn invited Senators to enroll in Module 2 this week before this item is brought back for Action on December 5.

SLO Summary  
Reports:

Marty Furch reported that departments continue to complete their Action Plans. A recent status report of completed Course and Program SLOs and Assessment Methods shows that as of last week, only 10 departments have yet to submit their information. Furch will continue to work with those departments to complete the process.

Student Success Task  
Force Recommendations/  
Repetition and  
Withdrawals from  
Credit Courses:

Monika Brannick reported that members of the Student Success Task Force (SSTF) are meeting on December 9. Once more information has been made available and the revised SSTF recommendations are distributed, the information will be shared with all faculty members. Brannick also anticipates holding another forum next semester to provide an update.

Accreditation:

Monika Brannick stated that members of the Strategic Planning Council are reviewing the Accreditation Midterm Draft Report 2012. Those interested in receiving a hard copy can contact Glynda Knighten.

Policies &  
Procedures:

Monika Brannick indicated that members of the Policies and Procedures Task Force will hold their last meeting of the semester on December 9.

TERB: Part-time  
Evaluation Forms:

Barb Kelber distributed copies of the new drafts of the full and part-time Student Ratings of Instructor forms. Members of TERB continue making revisions to these forms, which require utilizing separate full-time and part-time versions due to a question regarding office hours. Keeping office hours is not required of part-time instructors as they are not compensated for them.

Senators discussed the forms at length and some minor changes were suggested. There was also a strongly supported recommendation to remove the question relating to office hours from both forms. Many Senators agreed that, as many students choose not to visit instructors in their offices, this is an appropriate question for a Peer Review Evaluation rather than a Student Evaluation. Removing the question would also provide simplicity by making it possible to use one form for both full and part-time faculty members.

Service Learning  
Coordinator:

Monika Brannick reported that an announcement was distributed earlier in the day to fill the position of Service Learning Coordinator. Applications will be accepted until December 9.

ADJOURNMENT: The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Melinda Carrillo

APPENDIX A

**GOVERNANCE STRUCTURE GROUP REQUEST**

**Request submitted by**  
Fari Towfiq and Dan Sourbeer

**Date 11/21/2011**

**Proposed Name of Requested Group: Title V, HSI STEM II Basic Skills Steering Committee**

	<b>Council</b>	<b>X</b>	<b>Committee</b>	<b>Subcommittee</b>	<b>Task Force</b>
<b>Action Requested:</b>	<b>Add</b>		<b>Delete</b>	<b>Change</b>	

**ROLE, PRODUCTS, REPORTING RELATIONSHIPS:**

The Title V, HSI STEM II Basic Skills Steering Committee will advance the Title V, HSI grant entitled "Strengthening the Palomar STEM Transfer Pathway with a Focus on Math" at Palomar College

**DUTIES:**

1. Supervise a remodel of the Math Learning Center.
2. Promote dialogue, understanding, and response to the Title V, HSI STEM Basic Skills grant.
3. Implement, evaluate, and revise the priorities of the grant as necessary.
4. Continue to research and develop strategies to meet the needs of basic skills, Hispanic and low-income students taking STEM courses, or expressing an interest in STEM majors.
5. Implement project activities in compliance with approved grant goals, objectives, data collection, and reporting and budget.

**PRODUCTS:**

- A remodeled Math Learning Center
- Increased awareness of STEM disciplines, and STEM educational and career opportunities among Palomar students, faculty, and staff.
  - Establishment and coordination of activities/strategies, in accordance with grant guidelines, which promote innovation in instruction, curriculum, and student learning.
  - A robust student support system that includes Supplemental Instruction, tutoring and other services working synergistically with established programs.
  - Evidence of increased success in math basic skills classes.
- A transfer agreement between Palomar College and CSUSM.
  - Monthly and annual reports from STEM Grant Coordinators.

**REPORTING RELATIONSHIPS:**

The Title V, HSI Basic Skills Steering Committee reports to the Faculty Senate. In accordance with Palomar's BP 2510, the Governing Board relies primarily upon the advice and judgment of the Faculty Senate on Academic and Professional Matters.

**Meeting Schedule:** 2<sup>nd</sup> Friday of each month: 2-3:30 p.m.

**Chair:** Faculty Tri-Chair: Title V HSI STEM Basic Skills Grant Curriculum Coordinator (2 year term)  
Faculty Tri-Chair: Title V HSI STEM Basic Skills Grant Student Outreach and Support Coordinator (2 year term)  
Administrative-Tri-Chair: Dean of Mathematics and the Natural and Health Sciences

**Members:**

- Faculty Members (to be appointed by the Faculty Senate)
  - Faculty Representatives from the following departments:
    - Math
    - Counseling
    - Reading
    - ESL
    - Professional Development
    - The following MNHS departments: Earth, Space and Aviation Sciences; Chemistry; Life Sciences; and Physics and Engineering
  - One Full-Time Faculty Member, at-large
  - One Part-Time Faculty Member, at-large
  - \*\* Title V HSI STEM Basic Skills Curriculum Coordinator
  - \*\* Title V HSI STEM Basic Skills Student Outreach and Support Coordinator
  
- Other members
  - Dean of Mathematics and the Natural and Health Sciences
  - Dean of Languages and Literature
  - Dean of Counseling
  - \*\*Director, Institutional Research and Planning or designee
  - \*\*Title V HSI STEM Basic Skills Project Supervisor
  - MNHS Division Secretary
  - One Student appointed by ASG

**The following 6 additional faculty curriculum coordinators will be added at a later time.**

- \*\*6 Additional Faculty curriculum coordinators from the following disciplines appointed by the Faculty Senate to 2 year terms: Math, Counseling, Reading, ESL, and a Science
- \*\*Professional Development Specialist

\*\*Members of the Project Evaluation workgroup – Monitors and collects all grant activity data and expenditures, completes and submits quarterly and annual reports, discusses and resolves implementation issues, meets as needed with external project evaluator, and ensures compliance with overall grant agreement terms and conditions.