



Minutes of the  
MEETING OF THE FACULTY SENATE  
December 2, 2013

APPROVED

PRESENT: Rebecca Alvarez, Sandra Andre, Jenny Fererro, Joel Glassman, Barb Kelber, Greg Larson, Pam McDonough, Christine Moore, Linda Morrow, Patrick O'Brien, Lillian Payn, Travis Ritt, Fari Towfiq

ABSENT: Glyn Bongolan, Melinda Carrillo, Teresa Laughlin, Jackie Martin, Susan Snow, Diane Studinka, Rocco Versaci

GUESTS: Berta Cuaron, Marty Furch, Genesis Gilroy, Adrian Gonzales, Wendy Nelson

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

Approval of Minutes:

Motion 1 MSC Andre, Fererro: Faculty Senate approval of the minutes of November 25, 2013, as amended. The motion carried.

Public Comments: There were no public comments.

Announcements: Wendy Nelson announced that the Winter 2013 issue of *Impact* is now available campus-wide.

Committee  
Appointments:

Motion 2 MSC O'Brien, Fererro: Faculty Senate approval of the following committee appointments:

Academic Standards & Practices Committee  
(12-14) Nirmala Kashyap/Mathematics

Basic Skills Committee/Title V, HSI Steering Committee  
(13-16) Mathematics  
Juan Rivera/Mathematics

Food Services Subcommittee  
(13-15) Steven Wilkinson/Life Sciences

Human Resource Services Planning Council  
(13-15)  
Krista Eliot/Behavioral Sciences

Oversight Committee/Grant Funded Projects

(13-15)

Angelo Corpora/Business Education  
Shannon Lienhart/Mathematics

Student Equity Committee

(13-15)

Mathews Chakkanakuzhi/Mathematics  
Carlos Pedroza/World Languages  
Judy Wilson/Behavioral Sciences

(13-15) *One Counseling Faculty Member*

Theresa Hogan Egkan/Counseling

(13-15) *One Librarian*

April Cunningham/Library

Student Services Planning Council

(12-14) *One EOP&S faculty member*

Veronica Aguilera/EOP&S

The motion carried.

Curriculum:

Motion 3

MSC Morrow, Moore: Faculty Senate ratification of the Curriculum Committee Action Items dated November 20, 2013. The motion carried.

Greg Larson noted that the Curriculum Committee would be meeting on Wednesday, December 4. Senators should check their emails for those items as they will be brought forward for ratification at next week's Faculty Senate meeting.

GE/ILO Report:

Wendy Nelson and Marty Furch shared the GE/ILO Report on General Education/Institutional Learning Outcomes Assessment for spring 2013 on the overhead. Oral Communication and Critical Thinking were assessed, with instructors from 39 randomly selected courses participating in the assessment.

Nelson and Furch provided data on the number of students assessed, noting the positive feedback from those who participated. A report outlining all of the specific information will be posted on the Learning Outcomes Council website by the end of the semester. Nelson and Furch hope that faculty participation in GE/ILO assessments will continue to increase as more information is made available and discussed campus-wide. They also encourage faculty members to visit [www.palomar.edu/dashboard](http://www.palomar.edu/dashboard) to review information available to students. Written Communication and Quantitative Literacy will be assessed in the spring semester, and for information Nelson and Furch distributed the rubrics they plan to use.

A brief question and answer period followed.

TERB: Revision  
Of Forms:

Barb Kelber reminded Senate members of discussion at last week's meeting regarding information which the ACCJC recommends including in the Evaluation Review Report for full-time teaching faculty. Currently, the Tenure and Evaluations Review Board (TERB) website includes documents for the Part-Time Review Report, with a supplement for the department chair to fill out. The supplement includes a question relating to the part-time faculty member's communication with the department, as well as a yes or no question asking if the faculty member participates appropriately in the development and assessment of student learning outcomes in accordance with department guidelines. This supplement was added as a way to foreground student learning outcomes while maintaining department autonomy in relation to student learning outcomes. After the part-time evaluation revision was completed, the full-time counseling faculty and the full-time librarian faculty revised their forms to include the same question about student learning outcomes. Members of TERB are now beginning work on revising the Review Report Form for the teaching faculty as it has not been revised since before the last Accreditation site visit in 2009. TERB is discussing amending the question on student learning outcomes in the Review Report Form to provide consistent wording for all three faculty groups. Kelber distributed a page from the evaluation forms of both the librarians and counselors to show their question on student learning outcomes. So that Senate members could review all of the forms together, Kelber also distributed copies of the Peer Evaluation Report for teaching faculty; this form also includes a question relating to student learning outcomes, but it is different than the one used by the librarians and counselors.

Discussion followed on the forms and included the suggestion that some of the evaluation questions could be changed to simply "yes" or "no" questions as they evaluate areas that faculty members either do or do not do. Senators also discussed possible overlap with some of the questions, as well as the challenges of evaluating elements that are not part of the formal evaluation process.

This item will remain on the agenda for further discussion at next week's meeting.

Policies & Procedures:

Members of the Policies & Procedures will meet on Friday, December 6.

Research continues on Policies & Procedures relating to Copyright, Acquisition of Copyright, and Intellectual Property, including looking at policies used at other schools in the area.

Student Success  
Task Force

Recommendations:

Adrian Gonzales updated Senate members on a request which will be brought forward to the Strategic Planning Council on December 4 to create a task force to begin work on the Student Success and Support Program (formerly Matriculation). One requirement that came out of the Student Success Act was to create a new Matriculation Plan by October 2014. The task force will include various work groups that will discuss and make recommendations on different components of the Plan. Gonzales noted the difference between this proposed task force and the Faculty Senate's Faculty Advisory Board (FAB), which will be addressing the approximately 20 Student Success Task Force Recommendations. Gonzales suggested that the Senate group review those recommendations yet to become law. The two groups should provide feedback to each other to keep communication open as well; the task force's work for Matriculation could

assist in guiding some of the discussions in the FAB while the FAB's work could provide insight on what should be included in the Matriculation Plan.

Gonzales noted the impact of the plan on all services relating to Orientation, Assessment, Counseling, follow-up, and Student Education Plans. Berta Cuaron noted that ultimately the Student Education Plans will provide information to the Instruction office on scheduling based on student needs as outlined in those plans.

Discussion followed on the membership for the task force and the need to address the requirements stemming from the Student Success Task Force Recommendation with open and broad communication.

Academic Technology  
Committee:

Lillian Payn provided the following written report regarding Blackboard stats:

1. Blackboard stats / November, 2013:

Student Headcount (district): 26973  
Total Enrollments in BB: 74273  
Active Student Accounts BB: 16232  
Active Student Rate: 60.2%

Adoption Rate:

Courses Available in BB: 1449  
Total Courses(district): 2518  
Adoption Rate: 57.5%

Average Course Enrollment: 29.5 students

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

Respectfully submitted,

Pam McDonough, Secretary