

Minutes of the
MEETING OF THE FACULTY SENATE
January 24, 2011

APPROVED

- PRESENT: Bruce Bishop, Monika Brannick, Melinda Carrillo, Katy French, Lori Graham, Erin Hartensveld, Barb Kelber, Teresa Laughlin, Pam McDonough, Linda Morrow, Patrick O'Brien, Perry Snyder, Diane Studinka, Fari Towfiq
- ABSENT: Haydn Davis, Wendy Nelson
- GUESTS: Marlita Donan (ASG), Laura Rivera
- 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 December 6, 2010, as amended. The motion carried.
- Welcome: The Senate welcomed two new Senators, Melinda Carrillo and Katy French. Monika Brannick also welcomed back all returning Senators and wished everyone a happy new year.
- Public Comments: Monika Brannick invited all to attend the Grand Opening of the LGBTQ Resource Center on Wednesday, January 26, from 1:00 – 4:00 p.m., in room ST-72.
- Senators received copies of the Accreditation Follow-Up Report 2011. Hard copies of the document are available by request through the Faculty Senate or the Instruction office.
- Announcements: The Academic Senate for California Community Colleges has offered the following call for nominations for the Regina Stanback-Stroud Diversity Award:
The Academic Senate for California Community Colleges and the Foundation for California Community Colleges are sponsoring the Regina Stanback-Stroud Diversity Award. Serving the most diverse student population of any higher education system in the country, the California Community College system is largely comprised of demographic groups that have traditionally faced barriers to education and are often underprepared when they reach the classroom. It is the challenge and responsibility of our faculty to demonstrate the sustained dedication and support necessary to really engage and excite these students. Fortunately, the state has a cadre of committed faculty who consistently rise to meet these challenges.
- The Stanback-Stroud Diversity Award seeks to honor these champions of our students. It publicly acknowledges the individual who performs in an exceptional manner to advance intercultural harmony, equity, and campus diversity by making exceptional contributions to the college beyond usual obligations. Each college may nominate one faculty member to receive this prestigious honor, which includes a cash award of \$5,000. All faculty, both inside and outside of the classroom, are eligible for consideration. The award recipient will be honored at the 2011 Spring Plenary Session on April 15, 2011, in San Francisco.
- Completed applications must be received in the Academic Senate Office in Sacramento by 5:00 p.m. Wednesday, February 2, 2011. Visit www.asccc.org for more information.

Committee
Appointments:

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

Basic Skills Committee/Title V, HSI Steering Committee
(08-11) DRC

Jane Mills/Disabled Students Program & Services

Bookstore Subcommittee
(09-11)

Rocco Versaci/*Languages and Literature*

Curriculum Committee

(08-11) *Arts, Media, Business & Computer Science*

Lillian Payn/Graphic Communications

Faculty Service Area Review Committee

(09-11) *Counseling*

Rosie Antonecchia/Counseling

Instructional Planning Council

(09-11) *Languages and Literature*

Shayla Sivert/ESL

Professional Development Advisory Board

(10-12) *Arts, Media, Business, and Computer Science*

Martin Japtok/English (at-large position)

The motion carried.

Motion 3 MSC O'Brien, Towfiq: Faculty Senate approval of the following committee appointment:

Strategic Planning Council

(10-12)

Cari Martinez/Counseling

The motion carried.

Explaining that there will now be two faculty members from the Counseling Department on the Strategic Planning Council, Patrick O'Brien noted that there is already a full-time Counselor serving, and Part-time counselor Cari Martinez was the only faculty member who responded to the recent call.

Motion 4 MSC O'Brien, Morrow: Faculty Senate acceptance of the results of the ballot for the following committee appointments:

Academic Technology Committee

(10-12) *Social and Behavioral Sciences*

Jonathan Smith/Economics

(10-12) Languages and Literature
Shayla Sivert/ESL

The motion carried.

Faculty Service Area
Review Committee:

Patrick O'Brien informed Senate members that a Senator is needed to chair the Faculty Service Area Review Committee.

Senator Barb Kelber offered some information on the duties and responsibilities of the committee, which will work in collaboration with representatives of the Palomar Faculty Federation (PFF). The Statewide Academic Senate has called for a review of Faculty Service Areas (FSAs), and FSAs are noted specifically in Article 18 of the faculty contract, which states that "the FSAs in the 2001-2001 Faculty Manual in provision 176 on pages 86-94 shall continue to be the FSAs established in the District, except that the Governing Board of the District may add to, delete or modify the FSA's in that provision upon the positive recommendation of the Superintendent/President, and after both the Federation and the Faculty Senate have had a reasonable opportunity for input" (18.4).

Senators asked for additional information regarding Faculty Service Areas, and Monika Brannick asked all Senators to consider volunteering to chair the committee.

Curriculum:

The next meeting of the Curriculum Committee will be held on February 2, 2011.

Monika Brannick added that a proposal has been made by the Academic Senate to the Board of Governors to change the language in Title 5 that relates to prerequisites. These Title 5 changes relate only to prerequisites across departments. The proposal calls for the previous method, "Content Review with Statistical Analysis," to be replaced with a policy entitled "Content Review," which will turn the process over to the faculty. The proposal has been presented as a first reading and is being vetted for 45 days before being brought forward for a second reading.

Update on SB1440
and SB 1143:

The 1440 Implementation group (now called the "1440 Intersegmental Curriculum Workgroup") has made considerable progress. The group hopes to release detailed information to colleges in January, including a calendar of roll-out dates for disciplines regarding the Transfer Model Curriculum (TMC) and an explanation of the approval processes and deadlines. In addition, the group will begin to provide training for faculty, administrators and others, mostly via webinars (although various other venues are being planned). Announcements/updates will be sent to academic senates, curriculum committees and articulation officers. The Academic Senate Curriculum Committee and the System Advisory Committee on Curriculum (SACC) will be involved in the implementation activities, and they will be joined in the effort by other advisory committees such as the Chancellor's Office Advisory Group on Counseling. The Chancellor's Office is the agency behind the implementation efforts, and representatives from both student services and instruction are providing leadership. In February, colleges will be able to consider the adoption of the first round of programs in the TMC project, which will be followed by additional disciplines shortly after.

The Academic Senate clarified that **the official names of the degrees** (per SB 1440) are: "An **AA in ___X___ (discipline) for transfer**" and "An **AS in ___Y___ (discipline) for transfer**." The Academic Senate has been clear in its desire to have these degrees viewed

as legitimate associate degrees, emphasizing that these are associate degrees in a *major* – not in "transfer."

Because these new AA and AS degrees carry distinct characteristics which typically will be explained in places like a footnote in catalogs and elsewhere, the designation that will be used to instruct students, to post on transcripts, for data collection, program inventory etc. will be **AA-T** and **AS-T**. Note: this is not a new degree name; instead, it is an AA or AS degree with special characteristics.

In addition, the Academic Senate passed a resolution 9.03 F08 calling for a change in Title 5 such that the **associate of science degrees would be used for the STEM (Science, Technology, Engineering, and Mathematics) and most career technical education degrees while associate of arts would be for the remaining degrees.**

The Board of Governors on Monday approved the 20-member task force on Student Success required with the passage of SB 1143. The Academic Senate has four appointees participating in the task force; in addition, one Board of Governors representative on the group is Manuel Baca, who is also a faculty member. The Academic Senate appointees:

Rich Hansen, Math, De Anza College, Teaches basic skills and transfer, has state level union and FACCC experience.

David Morse, English, Long Beach City College, Teaches basic skills and transfer courses.

Cynthia Rico Bravo, Counseling, San Diego Mesa College, Provides counseling and student services perspective.

Jane Patton, Communication Studies, Mission/Academic Senate President

Teresa Laughlin reminded Senators of the Special Meeting of the Faculty Senate scheduled for Monday, January 31, in the Governing Board room, where SB1440 and SB1143, will be discussed at length.

Other: Monika Brannick informed Senate members that she received an email from Service Learning Coordinator Kathleen Grove regarding the continuing success of the Service Learning program. Faculty are encouraged to participate in the Service Learning Program. For additional information visit www.palomar.edu/Servicelearning.

TERB: Senators were given copies of the proposed Peer Evaluation Report Protocol (Appendix A) and the proposed Peer Remediation Plan Protocol (Appendix B). Barb Kelber explained that the documents were initially developed by a working group of TERB and PFF members in Spring, 2008, and were approved by the TERB at that time, before Kelber was involved in Tenure and Evaluations. The proposed protocols were never brought forward to be considered by the Faculty Senate or the PFF, but they have now been reviewed and re-affirmed by the current TERB. Consequently, Kelber is asking for the Senate's consideration of the proposals before they move on for negotiation by the PFF and the District.

Kelber directed faculty members to Article 17.8.1 of the faculty contract, which specifically refers to peer review, and she pointed out the need for greater clarity in the current document. Kelber indicated that she would be working with PFF lead negotiator

Teresa Laughlin on updating the Evaluations Article, and each proposed change will be brought to the Faculty Senate for consideration and discussion.

These items will be brought back for further discussion and/or action in two weeks.

Policies &
Procedures:

No Policies & Procedures were brought forward this week. Monika Brannick indicated that the remaining P&P's are being discussed by the appropriate groups and committees and will be brought forward soon.

GRAD Program:

Reporting on the GRAD (Goals, Responsibility, Attitude, and Determination) Program, Monika Brannick reported that all funds were granted. Funds will be distributed to the Instructional Planning and Student Services Councils and be utilized in ways which will directly impact students.

Palomar College and
Calif. Community
College Glossary of
Commonly Used Terms
And Acronyms:

Senators were provided electronic copies of the Palomar College and California Community Colleges Glossary of Commonly Used Names, Terms, and Acronyms (Appendix C). The document was the result of the efforts of a workgroup chaired by Vice President Mark Vernoy. The Strategic Planning Council approved the Glossary as a "continuously modified document." Faculty members should contact VP Vernoy's office with suggestions for correction and/or additions.

Change to the Faculty
Senate Constitution:

Monika Brannick asked for input from members of the Senate on whether the Senate should propose a change to the Constitution that would state that the Academic Technology Coordinator would chair the Academic Technology Committee *and* be included as a formal member of the Faculty Senate.

Brief discussion followed on whether including a commitment to serve on the Faculty Senate could possibly be a deterrent for those interested in the position, or whether it would be sufficient to ask for a monthly or bi-monthly report from the committee chair. It was also suggested that the Senate may wish to consider the co-chair of the Learning Outcomes Council for a named position of the Senate as well. This issue will be brought back for further discussion in two weeks.

ASG:

There was no ASG report.

Strategic Planning
Council:

Monika Brannick reported that members of the Strategic Planning Council discussed the recent Accreditation report at their last meeting.

President Deegan:

Monika Brannick and Fari Towfiq will meet with President Deegan on Wednesday, February 9.

Student Services
Planning Council:

Diane Studinka indicated that members of the Council are reviewing the Program Review Planning Prioritization document.

- Instructional Planning Council: Linda Morrow reported that members of the Instructional Planning Council will meet on Wednesday, January 25. The group will discuss the Staffing Plan.
- Governing Board: Monika Brannick reported that the Governing Board has a new member: Mr. Paul McNamara. She indicated that Mr. McNamara has expressed an interest in attending an upcoming Faculty Senate meeting, and she has invited him to do so.
- Other: A Senator expressed concern about matters currently being written about in *The Telescope* and being discussed at the Governing Board meetings regarding conflicts between members of the ASG and the Office of Student Affairs. Monika Brannick reported that members of the Governing Board asked Vice President Vernoy to review the issues being brought forward, and Vice President Vernoy reported that no evidence of wrongdoing was found in the Office of Student Affairs. Brannick noted that Trustee McNamara suggested that a review be conducted by an independent person, but it is unknown if that process has moved forward.
- Human Resources Planning Council: There was no report from the Human Resources Planning Council.
- Palomar Faculty Federation: Jackie Martin-Klement reported that the PFF will meet on Wednesday, January 26 at 4:00 p.m. in room SU-30. The group is currently discussing membership dues.
- Members of the Senate expressed their gratitude to the PFF for offering to provide the refreshments for the Special Meeting of the Faculty Senate next week in the Governing Board room.
- Joint Senate/PFF Council: Members of the Joint Senate/PFF Council will meet on the first Wednesday of each month from 5:00 – 6:00 p.m., and on the third Tuesday of each month from 4:00 – 5:00 p.m. in room SU-30. All are invited to attend.
- Finance/Administrative Services Planning Committee: A Senator is needed to serve on the Finance/Administrative Services Planning Committee.
- Learning Outcomes Council: Katy French reported that the Learning Outcomes Council will meet on Thursday, January 27. The group will utilize funds from the Strategic Planning Council grant to provide team training to faculty for transferring SLO's and SLO Assessment Plans from Curricunet into the new Outcomes Database. Those transfers need to be complete by the beginning of June when the WASC report is due.
- ADJOURNMENT: The meeting was adjourned at 3:09 p.m.

Respectfully submitted,

Barb Neault Kelber, Secretary

APPENDIX A

Peer Evaluation Report Protocol

Writing a peer evaluation report concludes a thoughtful review of a peer's performance. The report consists of a series of evaluation summaries, so care must be taken to ensure that each summary is factually-based and includes the evidence and reasoning that the committee used to reach a specific performance-rating decision. The facts and analysis used in the report must justify the conclusions that the committee reached. Responses must specifically address criteria listed on the evaluation report form.

1. A faculty member has the right to respond in writing to an evaluation report as long as the written response is submitted within 10 working days after the evaluatee signs the report. The response will be attached directly to the evaluation report and become a part of the evaluatee's personnel file.
2. A faculty member who receives a negative evaluation has a right to meet with TERB in closed session at any time during the process either at a regularly scheduled meeting or a special meeting.
3. A peer review committee has a right to meet with TERB in closed session at any time either at a regularly scheduled meeting or a special meeting.
4. TERB will review and approve all peer evaluation reports in which a peer review committee concludes that overall performance is substandard.

APPENDIX B

Peer Remediation Plan Protocol

Writing a peer evaluation report concludes a thoughtful review of a peer's performance. The report consists of a series of evaluation summaries, so care must be taken to ensure that each summary is factually-based and includes the evidence and reasoning that the committee used to reach a specific performance-rating decision. The facts and analysis used in the report must justify the conclusions that the committee reached. Responses must specifically address criteria listed on the evaluation report form.

1. A peer evaluation report that results in a remediation plan must provide clear, accurate, and adequate documentation regarding the evidence and reasons as to why a remediation plan is needed.
2. A peer remediation plan is a formative process that must be developed in good faith.
3. The remediation plan must specifically:
 - a. Identify all performance categories that are rated as substandard,
 - b. Designate a specific mentor, (see 5 below.)
 - c. Specify the corrective actions that will become part of the plan, and
 - d. Identify the standards or criteria the committee will use to judge performance improvement.(A template will be provided on the TERB website; though, other formats may be used as long as they include the priorities listed above.)
4. Because the remediation plan is formative, the faculty member in remediation must participate in the development of the plan in cooperation with peer review committee members.
5. The evaluatee in remediation must work with a faculty mentor, a faculty member selected from the tenured faculty at-large, for the purpose of discussing pedagogy. The mentor selected must be mutually agreeable to the evaluatee and the members of the peer review committee.
6. A faculty member has the right to respond in writing to an evaluation report as long as the written response is submitted within 10 working days after the evaluatee signs the report. The response will be attached directly to the evaluation report and become a part of the evaluatee's personnel file.
7. A faculty member who receives a negative evaluation has a right to meet with TERB in closed session at any time during the process either at a regularly scheduled meeting or a special meeting.
8. A peer review committee has a right to meet with TERB in closed session at any time either at a regularly scheduled meeting or a special meeting.
9. TERB will review and approve all peer evaluation reports in which a peer review committee concludes that overall performance is substandard.
10. TERB will review and approve all remediation plans.

APPENDIX C

Version 1/7/2011

**Palomar College and California Community Colleges
Glossary of Commonly Used Names, Terms, and Acronyms
Names and Terms**

AB 1725. Comprehensive California community college reform legislation passed in 1988, that covers community college mission, governance, finance, employment, accountability, staff diversity and staff development.

Academic Employees. Those persons who are employed in positions for which the Board of Governors has established Minimum Qualifications. The term generally includes faculty (including librarians and counselors) and educational administrators. (And at Palomar College Child Development Teachers are considered Academic Employees.)

Academic Review Committee. Reporting to the Student Services Planning Council, the role of the Academic Review Committee is to act on petitions for exceptions to academic regulations and catalog policies.

Academic Year. Period of time schools use to measure a quantity of study. Academic year can vary from school to school and even from educational program to educational program at the same school, but generally refers to July 1 through June 30.

Accreditation. The review of the quality of higher education institutions and programs by an association comprised of institutional representatives. The Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC) accredits California's community colleges.

Accreditation Steering Committee. Reporting to the Strategic Planning Council the Accreditation Steering Committee provides the overall planning, guidance, response, and preparation for the selfstudy, mid-term report, and other report requirements from ACCJC/WASC. The Committee is responsible for coordinating and organizing information, data, and resources in preparation for accreditation-related reports and site visits. The Committee makes recommendations on any issues related to accreditation throughout the six-year cycle. The Committee maintains currency with accreditation standards and procedures, including attending accreditation workshops. The Committee communicates and distributes information related to accreditation standards and procedures.

Ad Hoc Committee. A working group or sub-group created by a council or operational committee to address and make recommendations on a particular subject. The members need not be from a council or committee.

Administrative Association (AA). The Administration Association represents all management-level personnel including educational administrators and classified administrators in the meet-and-confer process with the District.

Adopted Budget. Legislatively required that each District adopt a fiscal year budget by September 15th, unless a statewide extension, as a result of a budget impasse, is enacted.

Advisory Committee. A group created to provide direction and/or input in compliance with state and federal regulations or other external mandates. Not part of the governance structure but may bring items to SPC as information only. Membership may be defined by state and federal regulations or external mandates and may be appointed by the appropriate constituent group(s).

Allocation. The division or distribution of resources according to a formula or plan.

Annual Implementation Plan (AIP). Annual review process for the goals and objectives as defined within a Strategic Plan time period.

Apportionment. Federal, state or local monies distributed to college districts or other governmental units according to certain formulas. For Palomar College, these are funds received for FTES. The funds are comprised of a combination of property tax, enrollment fees, and a State allocation. The total apportionment is computed by the State assuming a certain level of growth and including a projection for the property tax and enrollment fees that will be collected. If on a statewide basis the property tax and/or the enrollment fees do not meet the projection made by the Department of Finance, then a deficit will be applied to the apportionment for each district.

Articulation. The process of developing a formal, written agreement that identifies courses (or sequences of courses) on a "sending" campus that are comparable to, or acceptable in lieu of, specific course requirements at a "receiving" campus.

Associated Student Government (ASG). The Associated Student Government represents the students on student related matters. It consists of students from Palomar's student body. The ASG focuses on issues that students have, represents the students of Palomar on and off campus, and researches and advocates for the students legislatively. They participate throughout the college by appointing representatives to shared governance committees.

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Bagley-Keene Act. State law that establishes notice and open meeting requirements for state bodies, including the Board of Governors.

Base. A foundation to which comparisons are made when projecting a current condition; also refers to ongoing funding to which additions or subtractions are made in the annual budget.

Basic Aid District. A community college or K-12 district that does not receive state funds because its revenues from local property taxes provide more than it would receive under state formulas.

Basic Skills. Courses in reading, writing, computation, and English as a Second Language that prepare students for college-level work. Also called remedial or developmental courses.

Basic Skills Committee/Title V, HSI Steering Committee. Reporting to the Learning Outcomes Council the Basic Skills Committee/Title V, HSI Steering Committee, guided by the Learning Outcomes Council, will advance the Basic Skills Initiative and the Title V, HSI grant at Palomar College.

Benefits Committee. Reporting to the Human Resource Services Planning Council, comprised of membership from the Palomar Faculty Federation, the Administrative Association, the Confidential and Supervisory Team, CCE/AFT, and the President's Cabinet, the Benefits Committee reviews current and future employee benefits and makes recommendations for additions and changes to employee and retiree health and welfare benefits plans. It reviews benefits plan design changes in light of federal and state laws, as well as District planning and policy decisions. The Committee seeks input from employees and retirees for benefits needs, considers costs of benefits, and advises employee and retiree groups and the administration as necessary.

Block Grant. The provision of funds for distinct purposes in a single allocation that allows local discretion in spending among those purposes.

Board of Governors (BOG). The Board of Governors of the California Community Colleges sets policy and provides guidance for the 72 districts and 110 colleges which constitute the system. The 17-member Board, appointed by the state's Governor, formally interacts with state and federal officials and other state organizations.

Board of Governors Enrollment Fee Waiver (BOGW). A state-funded program that waives enrollment fees for California residents if they are (a) recipients of CalWORKs, SSI or General Assistance benefits; (b) are in low-income households based on income and family size; or (c) have financial need according to federal standards for student financial aid. Students who qualify for the BOGFW are also entitled to discounted parking fees and a waiver of any health services fees charged by a district.

Bookstore Committee. Reporting to the Finance and Administrative Services Planning Council the Bookstore Committee works as a liaison between students, faculty, staff, Business Services, and the bookstore vendor to assist in providing quality services from the vendor, and to make recommendations to the vendor for improvement/changes in services to students, faculty, and the college.

Brown Act (The Ralph M. Brown Act). The Ralph M. Brown Act (Gov. Code, § 549501 et seq., hereinafter "the Brown Act," or "the Act") governs meetings conducted by local legislative bodies, such as boards of supervisors, city councils and school district boards. The Act represents the Legislature's determination of how the balance should be struck between public access to meetings of multi-member public bodies on the one hand and the need for confidential candor, debate, and information gathering on the other.

Budget Act. The bill the Governor signs to become law is the Budget Act. Prior to the Budget Act, budget bills voted on in each house are usually referred to a conference committee to resolve differences that exist between the Senate and Assembly Budget Bills. A 2/3rds vote in each house is required to pass the final budget package agreed to by the conference committee before it's submitted to the Governor for signature. June 15th is the Constitutional deadline for the Legislature to pass the Budget Bill (a deadline rarely met).

Budget Change Proposal. A request developed by a state agency and provided to the Department of Finance to request changes in the amount of money the state provides for any purpose.

Budget Committee (BC). Reporting to the Strategic Planning Council the Budget Committee recommends the process for development of the guidelines for the preparation of the unrestricted and designated budgets.

Budgeting and Accounting Manual (BAM). The BAM has the authority of regulation in accordance with Title 5 Section 59011 of the California Code of Regulations (CCR), is distributed as part of the Board of Governors' responsibility to define, establish, and maintain the budgeting and accounting structure and procedures for the California Community Colleges as defined in California Education Code (EC) Section 70901.

California Articulation Number. A course identification system that facilitates the identification of lower-division, transferable major preparation courses taught at one CCC or CSU campus, as comparable to similar courses taught at another.

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California Community College Chancellor's Office (CCCCO). The CCCCCO is currently comprised of 72 districts, 109 campuses, 64 approved educational centers, and 20 separately reported district offices. These assets include 58.4 million gross square feet of space housed in 4,629 buildings atop more than 20,489 acres of land. Website: www.cccco.edu

Campus Police Committee. Reporting to the Student Services Planning Council the Campus Police Committee is charged with providing input and recommendations on Campus Police Department services.

Cap. An enrollment limit beyond which districts do not receive funds for additional students.

Capacity Load Ratio. This number is computed by comparing the total number of students that a classroom or laboratory could accommodate during the primary hours of a week with the number of students that actually use the classroom or laboratory during that same time frame. For example: If a classroom could hold 40 students for 50 hours per week then its capacity would be 40 times 50 which equals 2000. If the actual number of students utilizing that room for any given week was 1000 then the capacity load ratio would be 2000/1000 or exactly 2.00. As a percentage that would be 200%. That says that the capacity is 200% of the usage or load. A high percentage shows low usage while a low percentage shows a high usage. The percentage is computed separately for classrooms, laboratories, offices, and other miscellaneous types of rooms. If the ratio is too high then the State will indicate that the district will not qualify for capital outlay funding for that type of facility. In addition the operating costs for the District will be high if the ratio is too high.

Capital Outlay. The acquisition of or additions to fixed assets, including land or existing buildings, improvements of grounds, construction of buildings, additions to buildings, remodeling of buildings, or equipment.

Capital Projects. Funds that are used for the acquisition or construction of capital outlay items, e.g. buildings, major equipment.

Categorical Programs/Categorical Funds. Provided in the law and budget for specific uses. Examples of categorical programs are Deferred Maintenance, Part-time Faculty Office Hours, EOPS and DSP&S.

CCCApply. A California Community Colleges website (www.cccapply.org), that supports a common online admissions application accepted by most colleges in the system. It also provides information about campus programs and services and is the primary student portal to the system for those who do not enter through a specific college.

CCC Confer. A systemwide audio and e-conferencing system that allows communication and collaboration for all staff, faculty and administrators in the California Community College system via telephone and the Internet.

CDS Code. A series of numbers assigned to a California community college and utilized as a database to track, sort, and identify community college campuses.

Census Week. A week during each semester used to count enrollment for funding purposes.

Center. An off-campus site administered by a parent college that offers programs leading to certificates or degrees that are conferred by the parent institution.

Certificated. Prior to AB 1725, referred to personnel (faculty, administrators, supervisors, nurses, librarians, etc.) who, by law, had to have a credential to perform their duty. Certification has been superseded by the designation of Minimum Qualifications for academic employees, except for Child Development Teachers and academic employees who hold qualifying certificates earned prior to July 1, 1990.

Certificates of Completion or Achievement. Granted by colleges to students for specific vocational and workforce training programs. Do not require general education or elective units.

Certificates of Participation. Used to finance the lease/purchase of capital projects. Essentially, they are the issuance of shares in the lease for a specified term.

Chief Executive Officer. A term used to describe a multi-college district chancellor, the superintendent/president of a single-college district.

Classified Professional Growth Committee. Reporting to the Vice President of Human Resource Services the Classified Professional Growth Committee reviews and approves the professional growth programs for classified employees and monitors the progress of classified employees enrolled in professional growth programs. The Committee recommends changes and additions to the requirements and structure of the program.

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Classified Staff. Employees of a district not in academic positions, including secretarial staff, computer and program technicians, instructional aides, accountants and maintenance personnel.

Common Course Numbering. A numbering system to identify comparable courses at multiple institutions. The CAN numbering system has been adopted by the California Community Colleges as its official common course numbering system.

Community Service (Extension Courses). One of the missions of the community colleges; the Ed Code authorizes colleges to offer not-for-credit classes and events of interest to the community. Fees paid by students must support the full cost of such classes.

Comparable Colleges. Several years ago, Palomar College established a list of comparable colleges that would be used for comparison purposes for items involving budgets, salaries, and other issues. This comparable colleges' list was originally compiled based upon a statewide study conducted and identified as the *Gooder Report*. In the past Palomar College referred to comparable colleges as the "Gooder Colleges"; presently, the colleges are merely referred to as the "comparable colleges."

Competitive Cal Grant. A limited number of Cal Grants to help pay college expenses, available on a competitive basis to students who are not recent high school graduates or otherwise don't qualify for an Entitlement Cal Grant.

Conference Committee. A legislative committee that settles differences between Assembly and Senate versions of bills, or House and Senate bills in the federal arena.

Confidential and Supervisory Team (CAST). The Confidential and Supervisory Team is comprised of all confidential and supervisory employees at Palomar College and represents all team members in the meet-and-confer process with the District.

Consultation. The mechanism for systemwide shared governance through which the Chancellor confers on policy issues with institutional and interest group representatives prior to making his recommendations to the Board of Governors. The Consultation Council consists of representatives of the Chief Executive Officers, Chief Business Officers, Chief Human Resources Officers, Chief Instructional Officers, Chief Student Services Officers, Academic Senate, Student Senate, California Student Association of Community Colleges, faculty and classified unions, and Trustees.

Contract Education. Courses or programs that provide customized training on a fee- for-service basis for businesses and government agencies.

Continuation funds. This term is used to distinguish between the expenditure for items that recur on an annual basis as compared to items that are strictly a one-time outlay of funds. Items that are identified as one-time outlay of funds can be used from identified ending balance funds and do not need to be limited to continuation funds. However, items that require an on-going commitment of funds cannot be paid for with ending fund balance unless continuation funds in subsequent budget years have been identified prior to making the expenditure. (Note: See One-time funds.)

Cooperative Agencies Resources for Education. A state-funded program that provides EOPS students who are welfare-dependent single heads of household with supplemental educational support, such as specialized counseling and advisement, peer support, grants and allowances for child care, transportation, textbooks and school supplies, tutoring, and other services.

Council. A group of constituency representatives designated or selected to act in an advisory capacity that meets on a regular basis. The charge of a council entails college-wide issues and reports directly to the Strategic Planning Council (SPC).

Council of Classified Employees (CCE/AFT). Palomar College classified employee representative union and is the exclusive representative of the classified employee bargaining unit.

Curriculum Committee. Reporting to the Faculty Senate and to the Governing Board via the Vice President for Instruction and the Superintendent/President the Curriculum Committee is the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee coordinates, evaluates and reviews the college curricula to encourage innovation and excellence in instruction.

Data Mart. A database program maintained on the Chancellor's Office website (www.cccco.edu/division/tris/mis/reports.htm) that enables external users to query student and staff MIS data and generate aggregated reports by college, district or statewide.

Deficit Financing. This term is used in different ways but for Palomar purposes it is defined as a budget that projects expenditures that exceed the revenue. This type of projection assumes the reserves will be reduced. The Palomar College budget for FY2005-06 will probably reflect deficit financing. However it is hoped that savings, especially through unanticipated vacancies, will reduce and perhaps eliminate

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any projected deficit.

Department of Finance. A state agency that represents the Governor's office in shaping budgetary priorities and controlling state spending.

Developmental Education. Courses and programs that are below college level, designed to prepare students for college level work. Also called basic skills or remedial education.

Disabled Students Programs and Services. A state-funded categorical program that provides funds for the additional costs related to supporting students with disabilities in community colleges.

Disciplines. Curricular subject matter areas designated by the Board of Governors (relying on the work of the Academic Senate), and used in establishing Minimum Qualifications for faculty.

Distance Education/Distance Learning. Classes and other educational services offered via television, the Internet, or other technological means of teaching at a distance.

District-wide Reserve. This is an amount of funds that are set aside to accommodate unexpected situations such as an unanticipated reduction in revenue or an emergency situation that requires extra expenditures. The Governing Board required reserve is 5%.

Donahoe Higher Education Act. Established the Master Plan for Higher Education in 1960, delineating the roles of the CCC, CSU, and UC segments.

Dual Admissions. A program where an applicant to a four-year institution of higher education is guaranteed admission in a future academic year upon completion of specified courses and requirements at a community college.

Early College High School. A program, funded by a \$9 million grant from the Gates Foundation to the Foundation for California Community Colleges to support the creation of small high schools that provide students the opportunity to finish 4 years of high school and the equivalent of 2 years of college during a 4-5 year period.

Economic and Workforce Development Program. A California Community College program that supports regional centers and systemwide initiatives to address current and emerging workforce development needs. It links colleges and employers so that training programs are up to current industry standards, students have immediate employment options upon graduation, and business innovation and development is supported.

Educational Employment Relations Act. Regulates collective bargaining for K-12 and community college districts. Also called the Rodda Act.

Educational Research Information Center. A federally funded repository for information about a variety of higher education issues, including, community colleges.

Education Code. The body of law that regulates education in California. Other laws that affect colleges are found in the Government code, Public Contracts code, Penal Code and others.

Encumbered Funds. Obligations in the form of purchase orders, contracts, salaries, and other commitments, for which part of an appropriation is reserved.

Enrollment Fee. The fee charged by districts pursuant to Ed. Code section 76300 per credit unit of enrollment. The enrollment fee for 2003-04 is \$18 per unit.

Enrollment Management. The term used to describe processes related to setting priorities for student enrollment.

Entitlement Cal Grant. A grant to help pay educational expenses available to all California resident high school graduates who apply in their senior year and meet income and GPA requirements.

Equalization. State funds provided to address the historic disparity in funding per FTE student among community college districts.

Evaluation Appeals Committee (EAC). According to Article 17 of the Faculty Contract, the EAC considers Tenure or Rehire appeals. The primary role of the EAC is to review the appeal with all appropriate documents and to make a recommendation to the Superintendent/President to uphold or not uphold the recommendation of the TEC.

APPENDIX C, cont'd

Expenditures. Amounts actually dispersed for the expenses associated with operations of a fund. (Note: Accounts kept on an accrual basis include all charges whether paid or not. Accounts kept on a cash basis include only actual cash disbursements.)

Extended Opportunity Programs and Services. A state-funded program to support the enrollment of disadvantaged students through services including counseling and advisement, tutoring, peer support, books and financial aid.

Facilities Review Committee (FRC). Reporting to the Finance & Administrative Services Planning Council the Facilities Review Committee generates the 20-Year Facilities Master Plan and keeps the plan current. It develops policy and plans to increase the quality and effective use of College facilities.

Faculty and Staff Development Fund. State funds allocated to districts to support professional development for faculty, administrators and staff.

Faculty Senate. The Faculty Senate represents the faculty to the Governing Board on academic and professional matters. The Governing Board has agreed to rely primarily on the Faculty Senate regarding academic and professional matters.

Field Act. A law that defines earthquake standards for school and community college facilities.

Fifty-Percent Law. Requires at least 50 percent of each district's current expense of education to be spent on the salaries of classroom instructors and instructional aids.

Finance & Administrative Services Planning Council (FASPC). Reporting to the Strategic Planning Council, the Finance & Administrative Services Planning Council (FASPC) annually reviews proposed budgets for all Finance & Administrative Services (F&AS) departments, ensuring alignment with the mission, goals, and objectives of the District's existing Strategic and Master Plans.

Financial Aid Appeals Committee. Reporting to the Student Services Planning Council the Financial Aid Appeals Committee advises and makes recommendations to the Director of Financial Aid, Veterans' and Scholarship Services on matters related to the application of policy, procedures, and practices relative to the administration of federal, state, and institutional student financial aid programs. The Committee also reviews and makes recommendation to the Director of Enrollment Services on written appeals from students regarding financial aid status.

Finance and Compliance Audit. An examination leading to the expression of an opinion on (1) the fairness of presentation of the audited entity's basic financial statements in conformity with generally accepted accounting principles (GAAP), and (2) the audited entity's compliance with the various finance related legal and contractual provisions used to assure acceptable governmental organizational performance and effective management stewardship. Public sector oversight bodies typically require independent auditors to include responses to standardized legal compliance audit questionnaires in financial and compliance audit reports.

Fiscal Data Abstract. Annual Chancellor's Office publication of budget and enrollment statistics for each district.

Fiscal Year. Twelve calendar months; for governmental agencies in California, it is the period beginning July 1 and ending June 30. Some special projects use a fiscal year beginning in October 1 and ending September 30, which is consistent with the federal government's fiscal year.

Flexible Calendar. Colleges may designate up to 10 instructional days per year for professional development. "Flex" activities are designed for faculty and staff development.

Food Services Subcommittee. Reporting to the Finance & Administrative Services Planning Council the Food Services Subcommittee works as a liaison between students, faculty, staff, Business Services, and the food services vendor to assist in providing quality services from the vendor, and to make recommendations to the vendor for improvement/changes in services to students, faculty, and the college.

Free Application for Federal Student Aid (FASFA). The uniform application for federal, Cal Grant and campus-based financial aid.

Full-Time Equivalent Faculty (FTEF). The total number of full- and part-time faculty counted in terms of full teaching loads, not headcount. A measurement used to convert 1 FTEF = One faculty member teaching 100% load....e.g. if a 100 % faculty teaching load is 15 lecture hours per week, a professor teaching 5 three-unit lecture classes would be = 1 FTEF. This calculation varies by discipline and by lab & lectures.

Full-Time Equivalent Students (FTES). A measurement used to convert part-time and full-time student headcount into a full-time load equivalent. An FTES represents 525 class (contact)hours of student instruction/activity in credit and noncredit courses. FTES is one of the workload measures used in the computation of state aid for California Community Colleges.

APPENDIX C, cont'd

Full-Time Faculty. Includes regular (those who have tenure) and contract (those hired on a probationary tenure-track basis, prior to achieving tenure) faculty who are hired as full-time employees.

Full-Time Faculty Obligation. The number of full-time faculty a district is required to hire or maintain under Education Code requirements aimed at achieving the goal that 75 percent of the hours of credit instruction provided by each college be taught by full-time faculty.

Fund for Instructional Improvement. A competitive grant program administered by the system office that focuses on innovative curriculum and faculty and staff development projects. The program is not currently funded.

Fund for the Improvement of Postsecondary Education. A federal competitive grant program that supports innovative programs in higher education.

Fund for Student Success. A competitive grant program administered by the system office that originally focused on innovative models of service and learning delivery. Limited funds currently support MESA and Middle College High School grants to selected colleges and the system's contribution to administration of the Puente program.

General Education. A required pattern of courses covering a breadth of subjects thought to be useful for all college students regardless of major.

General Fund: The fund used to account for the ordinary operations of the district. It is available for any legally authorized purpose not specified for payment by other funds (Fund 11).

Generally Accepted Accounting Principles (GAAP). Uniform minimum standards and guidelines for financial accounting and reporting.

Generally Accepted Accounting Standards (GAAS). Uniform minimum standards and guidelines for financial accounting and reporting.

General Obligation Bond, Proposition 39 (GO39). An initiative that reduced the percent of voters required for passage of local bonds for K-12 and community colleges to 55% of electorate. Bond propositions may only be presented to electorate in even year elections. Prop M is an example of a General Obligation Bond.

Gooder Colleges. Several years ago, Palomar College established a list of comparable colleges that would be used for comparison purposes for items involving budgets, salaries, and other issues. This comparable colleges' list was originally compiled based upon a statewide study conducted and identified as the *Gooder Report*. In the past Palomar College referred to comparable colleges as the "Gooder Colleges"; presently, the colleges are merely referred to as the "comparable colleges."

Governmental Accounting Standards Board (GASB). The authoritative accounting and financial reporting standard-setting body for governmental entities, organized in 1984. The standards act as a guide for the generally accepted accounting procedure for preparation of financial reports and demonstrate financial accountability of publicly funded organizations to the general public and are the basis for investment, credit and many legislative and regulatory decisions.

Government Affairs Committee. Reporting to the Superintendent/President the Government Affairs Committee develops recommendations for an annual District advocacy agenda for local, state, and federal issues.

Grandfathering. Provisions that protect existing programs or program participants from being affected by changes in regulation, law or policy.

Growth. For each fiscal year a base number of credit and noncredit FTES is established. If the State budget provides for growth funding and the college exceeds its base numbers, then the college will qualify for additional funds which are called growth funds. The State Chancellor's Office determines the amount of growth funds for each district in California. If a district does not grow to the level determined by the Chancellor's Office, then those unused growth funds are distributed to districts that have excess growth.

Growth Funds. For each fiscal year a base number of credit and noncredit FTES is established. If the college exceeds those base numbers, then the college will qualify for additional state apportionment funds which are called growth funds. The State Chancellor's Office determines the amount of growth funds for each district in California. If a district does not grow to the level determined by the Chancellor's Office, then those unused growth funds are distributed to districts that have excess growth.

Headcount Enrollment. The actual number of students enrolled.

APPENDIX C, cont'd

Hispanic Association of Colleges and Universities (HACU): HACU represents nearly 450 colleges and universities committed to Hispanic higher education success in the U.S., Puerto Rico, Latin America, Spain and Portugal.

Hispanic Serving Institution (HSI): A term used for a Federal program designed to assist colleges or universities in the United States that attempt to assist first generation, majority low income Hispanic students. Title V specifies an HSI as an institution of higher education that— (A) is an eligible institution; and (B) has an enrollment of undergraduate full-time equivalent students that is at least 25 percent Hispanic students at the end of the award year immediately preceding the date of application.

Hold Harmless. Any mechanism that assures that no district will receive fewer funds under a new funding system than under a prior one.

Human Resource Services Planning Council (HRSPC). Reporting to the Strategic Planning Council the HRSPC is responsible for developing recommendations for the strategic plans of Human Resource Services.

Independent Citizens Oversight Committee (ICOC): Required under GO39 regulations, the ICOC is composed of local citizens that monitor the expenditure of funds acquired after the passage of Prop M.

Independent College. A non-public institution of higher education.

Instructional Planning Council (IPC). Reporting to the Strategic Planning Council the Instructional Planning Council develops, implements, evaluates continuously and revises, if necessary, Instruction's plans and initiatives, both long- and short-term.

Instructional Services. Services that support the teaching-learning process, such as libraries and media centers.

Interjurisdictional Exchange. A type of contract that allows the Chancellor's Office to temporarily hire an employee from a local community college district to work in the Chancellor's Office or conversely to allow a Chancellor's Office employee to work at a district.

Intersegmental General Education Transfer Curriculum. A set of courses meeting lower division general education requirements for CSU, UC and the community colleges.

Intersegmental Major Program Articulated Curriculum. A joint effort of the UC, CSU and CCC Academic Senates to define common lower division coursework in college majors.

Learning Outcomes Council (LOC). Reporting to the Faculty Senate the Learning Outcomes Council, as the core working group, facilitates the development of a college-wide discussion of the assessment of learning at Palomar College and will support departments and work areas as they develop their specific approaches to learning outcomes assessment cycles, consistent with the Principles of Assessment.

Lease Revenue Bonds. Bonds secured by a lease agreement and rental payments. Community colleges use lease revenue bonds to finance construction or purchase facilities.

Management Information System. Refers to computer-based systems that manage student, fiscal and other information. The CCC MIS database is comprised of unit record student and staff data from all colleges in the system.

Mandated Costs. College district expenditures that occur as a result of federal or state law, court decisions, administrative regulations or initiative measures, wherein the state or other regulatory agency authorizes reimbursement of such costs to the school district.

Master Plan for Higher Education. State policy on priorities within higher education and the missions of the CCC, CSU and UC systems. Originally enacted by the Donahoe Higher Education Act in 1960.

Mathematics Engineering Science Achievement. A state-funded grant program administered by UC to encourage educationally disadvantaged students to seek careers in math, science and engineering.

Matriculation. A state-funded categorical program and campus process that includes admission, orientation, assessment, counseling, follow-up, and evaluative services to help students define and attain their educational goals.

Matriculation and Transfer Committee. Reporting to the Student Services Planning Council the Matriculation and Transfer Committee reviews and supports the activity of the Matriculation and Transfer programs.

May Revise. The Governor's revision of his January budget proposal based on up-to-date projections of revenues and expenses.

APPENDIX C, cont'd

Middle College High School. Collaborative high school/community college programs that enable high potential, "at-risk" students to complete their high school education while concurrently receiving direct access to college courses and services.

Minimum Qualifications. Statewide standards adopted by the Board of Governors (relying on the Academic Senate) that faculty must have in order to be hired. They are discipline based.

Noncredit Education. Courses for adults that may include basic skills, English as a second language, short-term vocational programs, parenting, health and safety, home economics, and specialized courses for immigrants and older adults.

North County Higher Education Alliance (NCHEA). NCHEA is a tri-campus committee that is dedicated to improving educational opportunities for North County citizens and to promoting working relationships among California State University, San Marcos; Mira Costa College; and Palomar College.

Object Codes. Chancellor's Office budget codes to identify types of expenditures, such as salary, supplies, and capital outlay.

Occupational Education. Refers to business, technical and allied health programs in the colleges. Also referred to as Vocational Education.

Office of the Secretary for Education. A cabinet-level appointment of the Governor charged with providing policy input on pre-Kindergarten through University issues.

One-Stop Centers. Centers that provide comprehensive services related to job training and employment; may involve partnerships with Employment Development Department and other workforce related agencies in addition to community colleges.

One-time funds. Unspent funds that remain after a fiscal year has ended are generally referred to as one-time funds. These are funds that would not be replicated or replenished in subsequent years.

Operational Committee. A standing committee of constituency representatives intended to consider all matters pertaining to procedural issues as defined by its role. An operational committee is part of the governance structure.

Overload. Refers to classes taught by faculty that are over the standard full-time faculty workload and compensated as such.

Palomar College Committee to Combat Hate (PC3H). Reporting to the Strategic Planning Council the Palomar College Committee to Combat Hate celebrates differences and advocates the civil rights and safety of all members of our community.

Palomar Faculty Federation (PFF). Palomar College Faculty Union (CFT/AFT) and is the exclusive representative of the Faculty bargaining unit.

Participatory (Shared) Governance. The practice of involving faculty, staff, administrators, and students in policy discussions at the local and state levels.

Partnership for Excellence. A program wherein the system received additional state funds in return for a commitment to improve student outcomes in six areas.

Part-time Faculty. Faculty who teach less than 67 percent of a full workload who are hired on a nontenure track basis.

Peer Review Committee (PRC). A committee convened for the evaluation of each permanent faculty member at least once in every three years.

Pell Grant. A federal financial aid program that provides funds to low-income students to help pay their educational expenses.

Perkins Act. The Carl D. Perkins Vocational and Technical Education Act, which provides funds to states to support secondary and postsecondary career and technical education.

Phi Theta Kappa. The honors society for community college students.

Positive Attendance. Alternative to census week counts, positive attendance counts the actual number of persons present in class each day.

APPENDIX C, cont'd

Professional Development (PD). Professional Development allows faculty members to continually extend their professional competence by keeping current in their fields, by increasing their workplace effectiveness (e.g. enhancing teaching or counseling skills) and by contributing to the organizational dynamics of the College.

Program and Course Approval. A process whereby colleges submit new programs and courses that they have locally approved through their curriculum committee for required Chancellor's Office (and CPEC) approval.

Program-Based Funding. The formula used to allocate community college general funds according to standards in five areas: instruction, instructional services and libraries, student services, maintenance and operations, and institutional support.

Property Tax Backfill. A mechanism to make district budgets whole if property tax revenues fall short of projected revenues for a given year.

Prop M. A \$694,000,000 Proposition 39 General Obligation Bond passed by the voters of the Palomar Community College District.

Proposition 98. Constitutional provisions that set minimum funding levels as a share of total state revenues for K-12 schools and community colleges.

Proprietary School. A non-public, for-profit, educational entity.

Public Employees Retirement System (PERS). One of two major statewide retirement programs. Academic employees generally belong to the State Teachers Retirement System, while administrators, classified and state employees belong to PERS.

Public Employment Relations Board (PERB). The Public Employment Relations Board is a quasi-judicial administrative agency charged with administering the collective bargaining statutes covering employees of California's public schools, colleges, and universities, employees of the State of California, employees of California local public agencies (cities, counties and special districts), trial court employees and supervisory employees of the Los Angeles County Metropolitan Transportation Authority.

Puente Project. A state-funded program administered by UC for high schools and colleges that provides mentoring and counseling to increase college enrollment and transfer rates for disadvantaged students.

Recalculation ("Recalc"). Final Principal Apportionment (usually completed in January/February of each year).

Registration Committee. Reporting to the Student Services Planning Council the Registration Committee serves primarily to review, examine, and make recommendations concerning the registration process and plan for system improvement.

Request for Applications. Used by the Chancellor's Office to solicit applications for grants.

Request for Proposal. Announces the availability of contract funds; outlines the process for application and selection. State agencies and districts utilize the RFP process to select vendors for equipment, services, etc.

Revenue Limit. The specific amount of student enrollment fees and state and local taxes a college district may receive per student for its general education budget. Annual increases are determined by a Proposition 98 formula or the Legislature.

Rodda Act. The Act that established collective bargaining for K-12 schools and community colleges. Also called the EERA.

RP Group. Research and Planning Group for California Community Colleges; the professional association for community college institutional researchers.

Safety and Security Committee. Reporting to the Administrative Services Planning Council the Safety and Security Committee reviews, examines, and makes recommendations concerning the operation of the College with respect to safety and security. Areas considered by the Committee are: safety manual, periodic safety inspections, general security of facilities, inspection of hazardous materials and equipment, designation of dangerous areas, general laboratory safety, and all matters concerning risk management.

Scheduled Maintenance. Major repairs of buildings and equipment. Matching state funds are available to districts to establish a scheduled maintenance program as approved in the State's Annual Budget Act.

APPENDIX C, cont'd

Scholarship Committee. Reporting to the Student Services Planning Council the Scholarship Committee reviews applications for Palomar College scholarships, recommends the selection of award recipients, and assists the Director of Financial Aid and Scholarships in recommending policies relative to the administration of the scholarship program.

Service Learning. A policy and programs that advocate community service as an integrated component of a student's education.

Seventy-five/twenty-five (75/25). Refers to policy enacted as part of AB 1725 that sets 75 percent of the hours of credit instruction as a goal for classes to be taught by full-time faculty.

Shared (Participatory) Governance. The practice of involving faculty, staff, administrators, and students in policy discussions at the local and state levels.

Shortfall. An insufficient allocation of money, requiring an additional appropriation, expenditure reduction, or producing deficits.

Small College Factor. A factor in funding formulas that recognizes the disproportionately higher per student costs of operation for small colleges.

Special Admits. High school students who are able to attend community colleges for advanced scholastic course work with parental and principal permission.

Staff Development and Training Committee. Reporting to the Strategic Planning Council the Staff Development and Training Committee makes recommendations concerning the identification and assessment of staff development and training needs, recommends funding, and reviews staff development and training outcomes.

Standing Orders. Directives from the Board of Governors that focus on aspects of systemwide administration that the Board has elected to delegate to the Chancellor or other parties, under the authority of Education Code Section 71090(b).

State Apportionment. An allocation of state money to a district, determined by multiplying the district's total FTES times its base revenue per FTES.

State Mandates. Activities required by state legislation.

State Scheduled Maintenance (SSM). Program that provides a 50-50 match for specific scheduled maintenance projects. The District is required to submit a 5-year Scheduled Maintenance Plan to the State annually.

State Teachers Retirement System (STRS). A retirement system utilized by K-12 and community college faculty.

Strategic Planning Council (SPC). The Strategic Planning Council, representing all constituent groups of Palomar College, in the development of the strategic plan, and governance policies, and communicates with the respective groups. The strategic planning process guides budget priorities. Recommendations made by the Strategic Planning Council will reflect the values and support the mission of the College and be in the best interest of improving student success and serving the community.

Student Equity Committee. Reporting to the Assistant Superintendent/Vice President of Student Services the Student Equity Committee prepares and makes recommendations concerning the Student Equity Plan, monitors the District's progress toward meeting its student equity goals, and keeps the District's Student Equity Plan up to date.

Student Senate. An organization that provides policy input to the Consultation Council on behalf of community college students.

Student Services Planning Council (SSPC). Reporting to the Strategic Planning Council the Student Services Planning Council makes recommendations concerning the development, implementation, evaluation, and revision of Student Services' plans and initiatives, both short- and long-term.

Subcommittee. A permanent sub group convened by a standing committee or council designated to consider specific subjects in detail for recommendations back to the standing committee or council. The chair must be a member of the committee or council to which it reports. Other members need not be members of the committee to which it reports but may be appointed by the appropriate constituent group(s) as defined by the subcommittee membership.

Sunset. A fixed date by which a program, unless reauthorized, will terminate.

APPENDIX C, cont'd

Task Force. A constituency-represented group specifically convened by and reporting to SPC or to the Superintendent/President to address a special college-wide subject/issue and meets until the subject/issue is resolved.

Taxonomy of Programs Codes. Used by the Chancellor's Office to code teaching disciplines and other program areas.

Tax Revenue Anticipation Notes (TRANS). A cash management tool used by districts to borrow money in anticipation of receiving state and local tax revenues.

Teacher and Reading Development Partnerships. A state-funded program to encourage community college students to pursue a career in teaching through development of partnerships with local K-12 districts and CSU campuses. Not currently funded.

Team Life Committee. Reporting to the Human Resource Services Planning Council the Team Life Committee Provides opportunities for achieving mind, body, social, and spiritual wellness in order to cultivate positive change in a supportive campus community environment.

Temporary Assistance to Needy Families. The federal welfare program that replaced Aid to Families with Dependent Children; known in California as CalWORKS.

Tentative Budget. Each district is legislatively required to adopt a "tentative" fiscal year budget by June 15th.

Tenure. Employment protection provided to permanent, full-time faculty to allow academic freedom.

Tenure and Evaluations Review Board (TERB). According to Article 17 of the Faculty Contract, the TERB "shall oversee and make recommendations regarding the development and use of evaluation forms, oversee and make recommendations regarding the evaluations of faculty members, hear and consider matters of concern brought to it by faculty members and the District regarding the faculty evaluations process and/or procedures, and perform other duties which specifically are delegated to it by this Article."

Tenure Evaluation Committee (TEC). A committee established for the evaluation of each probationary (contract) faculty member.

Tidal Wave II. Refers to the large number of students graduating from high school and projected to enter college between 1995 and 2005.

Title 5. The section of the California Administrative Code that regulates community colleges. The Board of Governors adopts Title 5 regulations.

Trailer Legislation or Trailer Bill. Legislation that follows other adopted legislation to clean up or correct technical issues. Also refers to legislation implementing provisions of the Budget Act.

Transfer Admission Agreement. An agreement between a four-year institution and a community college student that guarantees he/she will be accepted as a transfer student to that institution if certain conditions are met. May also be called a Transfer Admission Guarantee (TAG).

Unduplicated Annual Headcount Enrollment. Represents the number of distinct individuals who have enrolled in any community college course or program during a specified twelve-month period. A student who was enrolled full-time in the fall and spring terms and a student who took a single .5 unit course are each counted once.

Vocational and Technical Education Act. The Carl D. Perkins Vocational and Technical Education Act, which provides funds to states to support secondary and postsecondary career and technical education.

Weekly Student Contact Hours (WSCH). A measure of the hours that credit students are in classes, including lecture, laboratory and other modes of instruction. This term refers to a computation used for reporting purposes to the Chancellor's Office. For an individual instructor it would be computed by counting the number of students in the instructor's classes each hour for one week and adding all the numbers together. Thus if an instructor had an average class size of 35 for 15 hours in one week, then that instructor's WSCH would be 35 times 15 which equals 525. In the apportionment process WSCH always refers to the computation that takes place each semester during the census week. The census week is the week that occurs closest to 20% of the way through the semester. During the census week the WSCH for all instructors are combined and the total WSCH determines the amount of apportionment that will be received for courses that operate for the full semester.

Workforce Development. Programs designed to anticipate emerging industry needs in order to prepare students for real jobs when they leave college.

Workforce Investment Act. Federal legislation to support workforce training.

APPENDIX C, cont'd

Work Study. A type of financial aid program that provides money for students in return for working at the college or in off-campus placements made by the college.

Commonly Used Acronyms

AA Administrative Association
AACC American Association of Community Colleges
AAO Affirmative Action Officer
AAWCC American Association of Women in Community Colleges
AB Assembly Bill
ACA Assembly Constitutional Amendment
ACBO Association of Chief Business Officers
ACCCA Association of California Community College Administrators
ACCE Association of Community and Continuing Education
ACCJC Accrediting Commission for Community and Junior Colleges
ACCT Association of Community College Trustees
ACCTLA Association of California College Tutoring and Learning Assistance
ACHRO Association of Chief Human Resources Officers
ACR Assembly Concurrent Resolution
ACT American College Testing
ADA Americans with Disabilities Act
AFT American Federation of Teachers
AG Attorney General
AIA Association of Instructional Administrators
AICCU Association of Independent California Colleges and Universities
AIP Annual Implementation Plan
APAHE Asian Pacific Americans in Higher Education
API Academic Performance Index
AS Associated Students
ASACC American Student Association of Community Colleges
ASB Associated Student Body
ASBGP Associated Student Body Government Presidents
ASCCC Academic Senate for the California Community Colleges
ASG Associated Student Government
ASP Academic Senate President
ASSIST Articulation System to Stimulate Inter-institutional Student Transfer
BAM Budgeting and Accounting Manual
BC Budget Committee
BCP Budget Change Proposal
BFAP Board Financial Assistance Program
BOG Board of Governors
BOGW Board of Governors fee Waiver
BPPVE Bureau for Private Postsecondary and Vocational Education
CACCRAO California Association of Community College Registrars and Admissions Officers
CACT Centers for Applied Competitive Technologies
CALPASS California Partnership for Achieving Student Success
CALSACC California Student Association of Community Colleges
CALWORKS California Work Opportunity and Responsibility for Kids
CAN California Articulation Numbering
CARE Cooperative Agencies Resources for Education
CARL-S California Academic and Research Libraries
CAST Confidential and Supervisory Team
CBO Chief Business Officer
CCC California Community Colleges
CCCCAAA Community College Counselors/Advisors Academic Association for Athletics
CCCCO California Community Colleges Chancellor's Office
CCCI California Community College Independents
CCCCS California Community College Classified Senate

APPENDIX C, cont'd

CCCAA California Community College Athletic Association
CCCSAT California Community College Satellite Network
CCCCSSAA California Community College Chief Student Services Administrators Association
CCCT California Community College Trustees
CCD Community College District
CCE/AFT Council of Classified Employees/American Federation of Teachers
CCIA Community College Internal Auditors
CCLC Community College League of California
CCLDI Community College Leadership Development Institute
CCPRO Community College Public Relations Organization
CDE California Department of Education
CDS California Directory of Schools
CENIC Corporation for Education Network Initiatives in California
CEO Chief Executive Officer
CEOCCC Chief Executive Officers of the California Community Colleges
CFIER California Foundation for Improvement to Employer-Employee Relations
CFT California Federation of Teachers
CHRO Chief Human Resources Officer
CIO Chief Instructional Officer
CIOCCC Chief Instructional Officers of the California Community Colleges
CISO Chief Information Systems Officer
CISOA Chief Information Systems Officers Association
COFHE Capital Outlay Fund for Higher Education
COFO Council of Faculty Organizations
COLA Cost-of-Living Adjustment
CPEC California Postsecondary Education Commission
CPR California Performance Review
CSAC California Student Aid Commission
CSEA California State Employees Association or California School Employees Association
CSSO Chief Student Services Officer
CSU California State University
CTA California Teachers Association
CTC Commission on Teacher Credentialing
DED Data Element Dictionary
DETAC Distance Education Technical Advisory Committee
DOF Department of Finance
DSP&S Disabled Students Programs and Services
EAC Evaluation Appeals Committee
EAP Early Acceptance Program or Early Assessment Program
ECHS Early College High School
EDD Employment Development Department
ED>Net Economic Development Network
EDPAC Economic and Workforce Development Program Advisory Committee
EERA Educational Employment Relations Act
EOPS Extended Opportunity Programs and Services
ERAF Educational Revenue Augmentation Fund
ERIC Educational Research Information Center
ESL English as a Second Language
FACCC Faculty Association for California Community Colleges
FAFSA Free Application for Federal Student Aid
FAO Financial Aid Officer (or Office)
FAQ Frequently Asked Questions
FASPC Facilities & Administrative Services Planning Council
FERPA Family Educational Rights and Privacy Act
FII Fund for Instructional Improvement
FIPSE Fund for Improvement of Postsecondary Education
FRC Facilities Review Committee
FSA Faculty Service Area

APPENDIX C, cont'd

FSS Fund for Student Success
FTE Full-time Equivalent
FTEF Full-time Equivalent Faculty
FTEs Full-time Equivalent Students
FY Fiscal Year
GAAP Generally Accepted Accounting Principles
GAAS Generally Accepted Accounting Standards
GASB Governmental Accounting Standards Board
GCEPD Governor's Committee on Employment of People with Disabilities
GE General Education
GED General Equivalency Diploma
GO39 General Obligation Bond, Proposition 39
GRAD Goal, Responsibility, Attitude, Determination
GSL Guaranteed Student Loan
HACU Hispanic Association of Colleges and Universities
HBCUs Historically Black Colleges and Universities
HRSPC Human Resources Planning Council
HSEE High School Exit Exam
HIS Hispanic Serving Institution
ICAS Intersegmental Committee of Academic Senates
IDRC Industry-Driven Regional Collaborative
I-ECC Industry Education Council of California
IGETC Intersegmental General Education Transfer Curriculum
IJE Interjurisdictional Exchange
ILP Independent Living Program
IMPAC Intersegmental Major Preparation Articulated Curriculum
IPC Instructional Planning Council
IPEDS Integrated Postsecondary Educational Data System
IPM Integrated Planning, Evaluation and Resource Allocation Decision-Making Model
IT Information Technology
ITV Instructional Television
JPA Joint Powers Authority
LAN Local Area Network
LAO Legislative Analyst's Office
LEP Limited English Proficiency
LOC Learning Outcomes Council
MALDEF Mexican-American Legal Defense and Education Fund
MCHS Middle College High School
MESA Mathematics Engineering and Science Achievement
MIS Management Information System
MP2022 Palomar Community College District Master Plan 2022
MOE Maintenance of Effort
MOU Memorandum of Understanding
MQs Minimum Qualifications
NCHEA North County Higher Education Alliance
NCLB No Child Left Behind
NSF National Science Foundation
OAL Office of Administrative Law
OCR Office of Civil Rights
OE Office of Education
OSE Office of the Secretary of Education
P-1 First Principal Apportionment
P-2 Second Principal Apportionment
PD Professional Development
PCCD Palomar Community College District
PC3H Palomar College Committee to Combat Hate
PERB Public Employment Relations Board
PERS Public Employees Retirement System

APPENDIX C, cont'd

PFE Partnership for Excellence
PFF Palomar Faculty Federation
PIO Public Information Officer
PRC Peer Review Committee
Q & A Questions and Answers
RAM Resource Allocation Model
RFA Request for Applications
RFP Request for Proposals
SB Senate Bill
SBE State Board of Education
SBGP Student Body Government President
SCA Senate Constitutional Amendment
SCANS Secretary of Labor's Commission on Achieving Necessary Skills
SCO State Controller's Office
SCR Senate Concurrent Resolution
SEIU Service Employees International Union
SNRC Student Neighborhood Relations Commission
SPC Strategic Planning Council
SRTK Student Right to Know
SSCCC Student Senate for the California Community Colleges
SSM State Scheduled Maintenance
SSPC Student Services Planning Council
STRS State Teachers Retirement System
STW School to Work
TANF Temporary Assistance to Needy Families
TBA To Be Announced
TEC Tenure Evaluation Committee
TERB Tenure and Evaluations Review Board
TMI Technology Mediated Instruction
TOEFL Test of English as a Foreign Language
TQM Total Quality Management
TRANS Tax Revenue Anticipation Notes
TRDP Teacher and Reading Development Partnership Program
TTAC Technology Technical Advisory Committee
TTIP Telecommunications & Technology Infrastructure Program
UC University of California
UCOP University of California, Office of the President
VTEA Vocational and Technical Education Act
WIA Workforce Investment Act
WSCH Weekly Student Contact Hours
WWW World Wide Web