



Minutes of the
MEETING OF THE FACULTY SENATE
January 30, 2012

APPROVED

PRESENT: Bruce Bishop, Monika Brannick, Melinda Carrillo, Haydn Davis, Jenny Fererro, Katy French, Lori Graham, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin-Klement, Christina Moore, Linda Morrow, Pam McDonough, Patrick O'Brien, Wendy Nelson, Lillian Payn, Perry Snyder, Diane Studinka, Fari Towfiq

ABSENT:

GUESTS: Armando Telles, ASG

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 Laughlin, Morrow: Faculty Senate approval of the minutes of January 23, 2012, as amended. The motion carried.

Public Comments: There were no public comments.

Announcements: Monika Brannick announced that faculty are invited to attend the Accreditation Institute hosted by the Academic Senate on February 10 and 11 at the Sheraton Park Hotel in Sacramento. Those interested should contact Katy French or Berta Cuaron for more information.

Monika Brannick reminded Senators that Beth Smith of the Statewide Academic Senate will be attending next week's meeting.

Committee
Appointments:

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

Matriculation and Transfer Committee
(10-12) English
Benedict Jones/English

Tenure & Evaluations Review Board
(11-13) Social and Behavioral Sciences
Tamara Weintraub/Library

The motion carried.

Patrick O'Brien indicated that faculty are still needed to serve on the following councils:
Human Resources Planning Council – meets the 1st and 3rd Tuesday from 4:00 – 5:00 p.m.

Finance & Administrative Services Planning Council – meets the 2nd and 4th Thursday from 2:00 – 3:30 p.m.

Motion 3 MSC Laughlin, Fererro: Faculty Senate approval of the appointment of Christina Moore to the Human Resources Planning Council. The motion carried.

Curriculum: Copies of the Palomar College Curriculum Committee Meeting Action Items were provided last week.

Motion 4 MSC Larson, O'Brien: Faculty Senate ratification of the Palomar College Curriculum Committee Meeting Action Items and the Attachment dated December 7, 2011. The motion carried.

Greg Larson indicated that the next meeting of the Curriculum Committee is on Wednesday, February 1.

GE/ILO Assessment
Plans 2012:

Copies of the GE/ILO Spring 2012 Assessment plans were distributed for information:

FE/ILO Spring Assessment Plans
LOC report to Faculty Senate
January 30, 2012

GE/ILOs to be assessed in Spring 2012
Critical and Creative Thinking
Information Literacy

Description of Assessment Project

Together with the Office of Institutional Research and Planning, LOC will identify a random sample of courses with one or more course SLOs mapped to one of the GE/Institutional Learning Outcomes being assessed this semester (critical and creative thinking; information literacy).

Faculty teaching those identified courses will be invited to participate in the assessment of the outcome(s). Participating faculty will select student work (e.g. exam, assignment, portfolio) that demonstrates students' ability to meet the outcome. They will assess the outcome by applying a common rubric to student work. The draft rubrics were developed by a PC faculty group in the summer of 2011. Participating faculty will refine and norm the rubrics prior to using them.

After assessment, the faculty will provide summary reports to an LOC-appointed faculty group who will compile the data, including feedback about the assessment process and the viability of the rubrics. The faculty who participate will be compensated via the Strategic Planning Priority Funding approved by the Strategic Planning Council.

1. To be eligible to participate, the course must have at least one course SLO mapped to the GE/ILO to be assessed.
2. Topics, independent study, noncredit, and cross-listed courses are not eligible for selection.
3. Sections must have more than five (5) students in the section, and class must start by January 30 (census day).
4. Institutional Research & Planning staff will provide a random sample of courses/sections to be assessed.
5. If an adequate number of sections is not selected in the first sample, a second sample will be pulled until LOC confirms 20 sections for each GE/ILO being assessed. 20 sections are ample for a pilot program of this nature.
6. A student roster will be re-pulled at the time of the assessment due date to ensure that students are enrolled in the section.
7. Faculty whose courses are selected will be contacted individually by the SLOAC Coordinators and/or POD Squad members and asked to participate. Faculty are not obligated to participate.

8. POD Squad members representing each division will contact participating faculty in the division to offer to serve as a guide/contact during the process. POD Squad members will be compensated with 2011-12 SPPF money.
9. Faculty must sign an agreement outlining their responsibilities and LOC responsibilities throughout the process.
10. Faculty must participate in training and must review, revise, and norm the rubrics. Faculty will administer the assessment and score student artifacts using the rubrics.
11. Faculty will report the rubric scores for each student using a reporting form developed by IR&P. Rubric scores must be submitted to LOC by early May.
12. Faculty will report their experiences throughout the process via surveys, focus groups, and/or other means as appropriate.
13. Upon completion of the process, faculty will receive a \$500 stipend from SPPF money for their participation.
14. A group appointed by LOC will analyze the assessment data and the process in Summer 2012.
15. Information should be disseminated to faculty. Assessment planning information – including the timeline, the process, and the rubrics – should be included on the Learning Outcomes website.

Katy French also provided drafts for GE/Institutional SLO Critical & Creative Thinking, and GE/Institutional SLO Information Literacy rubrics. French indicated that the documents were developed over the summer. The rubrics will be reviewed and amended as necessary by faculty who will then participate in the assessment. More information on how the data will be used will be available later this semester.

A lengthy question and answer period followed as Senators reviewed the documents.

French indicated that, after the initial study, if the college decides to move forward with this assessment method, the number of participating sections will rise to approximately 40-50 sections. In response to a question regarding student anonymity, French indicated that all student and faculty names will be removed before analysis.

Grant Procedure:

At last week's meeting, Senators discussed the process used for grant application, and questioned whether a formal process exists at Palomar. Currently, a faculty member would discuss their intent to apply for a grant with their dean and the Vice President of Instruction. Michelle Barton would also be included in the discussion because of her expertise in the grant writing process.

There was additional discussion on the current process, noting that grants including significant release time or stipends need to go through the Palomar Faculty Federation. Rather than coming up with a formal procedure, Senators agreed that the Senate President should provide general directions via email to all department chairs, deans, the Vice President of Instruction, the Palomar College Foundation, and Michelle Barton, outlining the various steps needed for a successful outcome.

Student Success
Task Force:

Monika Brannick indicated that, in an effort to keep everyone informed of the progress toward implementation of the Student Success Task Force recommendations, the Chancellor's Communications Office has launched a monthly newsletter. The newsletter will be distributed to all Chief Instructional Officers in an attempt to keep everyone updated on the progress, key dates, legislation, and other topics relevant to the student success recommendations.

The Senate Education and Assembly Higher Education committees have scheduled a February 1 joint hearing to review the Student Success Task Force (SSTF) recommendations. The hearing will be held 9:30 a.m. to 11:30 a.m. in the Capitol, room 4202. The Education Budget Subcommittees from both houses have also been invited to

participate. The legislation that formed the SSTF (SB 1143, Liu) included a provision that the recommendations be presented to the Legislature no later than March 2012.

After the Board of Governors unanimously endorsed the recommendations of the SSTF at its January meeting, the California Community Colleges Chancellor's Office is moving toward a phased-in, coordinated implementation of the recommendations that will include consultation with a wide range of stakeholders. Some of the recommendations can be moved on rather quickly, others will take longer. Working groups are being identified and will develop strategies for the most effective implementation of the recommendations.

Discussion followed on the impact to students as more and more class sections are removed. Monika Brannick reminded all of the need for the formation of a Palomar College task force to review the recommendations and determine the best way to proceed for Palomar students and faculty.

Accreditation: Monika Brannick reported that the Governing Board continues their review and discussion of the Accreditation Mid-Term Report.

Policies & Procedures: Monika Brannick provided a review of AP 7120, Recruitment & Hiring, on the overhead. She reminded all that this had come to the Senate previously, where some changes were recommended and the document was sent back to the Policies & Procedures Task Force for their input on those changes.

Brannick indicated that Vice President Tortarolo was supportive of all of the recommendations suggested by the Senate, with the exception of the following addition: "For faculty hiring, the Superintendent/President relies primarily on the recommendation of the selection committee." Currently, in accordance with Article 7.1 of the contract, the Superintendent/President makes the final decision after two candidates are brought forward and supported equally by the selection committee.

Discussion followed on the language in the document and whether the Senate should request that members of the Policy & Procedures Task Force review the recommendation again for reconsideration. Brannick noted that the document has been brought before the group several times and the changes suggested by the Senate were not supported.

The document will be brought to the next Policies & Procedures Task Force in February with the Senate's request for reconsideration.

ASG: Armando Telles reported that members of the ASG are preparing to elect members of the Elections Committee and the Executive Board President and Vice President for the next term.

February is African American History month with several events scheduled for students to celebrate the contributions of African Americans to our society.

Learning Outcomes Council: Katy French reported that, at the last Learning Outcomes Council meeting, the group discussed adding the program Learning Outcomes to the online college catalog.

President Deegan: Monika Brannick and Fari Towfiq will meet with President Deegan for their bi-monthly meeting on February 7.

Palomar Faculty
Federation:

Teresa Laughlin reported that members of the Palomar Faculty Federation have approved the Tenure & Evaluations Review forms that were brought to the Faculty Senate last semester.

Instructional Planning
Council:

Linda Morrow indicated that the PRP Allocations have been made and will be distributed very soon. Members of the Instructional Planning Council are currently discussing Staffing Requests.

Faculty Service
Area Committee:

Lori Graham reported that members of the Faculty Service Area Committee are scheduled to meet on February 7.

Strategic Planning
Council:

Monika Brannick stated that members of the Strategic Planning Council will meet for a Special Meeting on Friday, February 3, at 9:00 a.m. to discuss the budget.

Student Services
Planning Council:

Diane Studinka indicated that members of the Student Services Planning Council are currently discussing SPPF funding, including the Student Equipment Technology Priority Master List, and the vacant, budgeted, and proposed positions for the Student Services List. Studinka indicated that she has requested that those positions funded by grants be placed in a separate category than those funded by the district.

Academic Technology
Committee:

Lillian Payn reported that members of the Academic Technology Committee held another POET (Palomar Online Education Training) session on Friday, January 27. One-on-one sessions will also be offered to those who request them.

Payn added that she met with Accreditation Co-Chair Brent Gowen last week to discuss POET training and how it can be tied in to the Accreditation Report.

Members of the Academic Technology Committee met on January 26 and established their goals, addressing topics such as future training and lab space. The group also discussed a recommendation regarding the Distance Education Policy, and made recommendations regarding Digital Information Literacy as a basic skill and how that training and testing could be implemented. There was also discussion of possibly reformatting the check-list. The group will meet again on February 9.

ADJOURNMENT:

The meeting was adjourned at 3:36 p.m.

Respectfully submitted,

Melinda Carrillo, Secretary