



Minutes of the
MEETING OF THE FACULTY SENATE
February 27, 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
- 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 O'Brien, French: Faculty Senate approval of the minutes of February 13, 2012, as amended. The motion carried.
- Public Comments:** There were no public comments.
- Announcements:** Armando Telles invited all to participate in the Phi Theta Kappa "Relay for Life" event currently scheduled for June 2nd and 3rd at Orange Glen High School. Members of the ASG will be contacting faculty members and departments to provide information on various fundraising efforts currently under way.
- Agenda Changes:** With no objections from Senate members, Information item A, TERB Revised Forms, was moved forward for discussion.
- TERB Revised Forms:** Barb Kelber reminded Senators of their review of the Peer Review Form for Instructional Faculty (full-timers) last year. The document was approved by members of the Tenure & Evaluations Review Board (TERB), the Faculty Senate, the district, as well as the Palomar Faculty Federation (PFF). Discussion centered around item # 9 of the document which included Learning Outcomes. Kelber added that members of TERB continue their work on revisions of the language pertaining to Learning Outcomes for all part-time faculty members (instructional faculty, librarians, and counselors).
- Review of the forms for fulltime faculty, counselors, and librarians is currently underway, and Kelber has met with members of the Counseling Department.

The department proposed changes to the document which mirror some of those made in the forms for instructional faculty as well as the addition of a Chairs Supplement to the Peer Review form. Kelber distributed draft copies of the form for information, as well as drafts of the Counselor Peer Evaluation Report.

Lengthy discussion followed on the process for review of both full-time and part-time faculty members, and Kelber answered questions regarding the documents. This item will be brought back to next week's meeting for further discussion and/or action.

Kelber also distributed copies of the Library Faculty Peer Evaluation Report. She noted the change in language for #7 relating to the development and assessment of student learning and/or service area outcomes. This item will also be brought back to next week's meeting for further discussion and/or action.

Committee
Appointments:

Motion 2

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

Strategic Planning Council

(11-13)

Craig Thompson/English

Student Services Planning Council

(10-12) EOP&S Faculty member (at-large)

Elisabeth Nicholes/Behavioral Sciences

The motion carried.

Patrick O'Brien noted that the faculty member appointed to the Student Services Planning Council is an at-large member because no faculty members from the EOP&S department submitted their names for consideration.

Motion 3

MSC Kelber, Nelson: Faculty Senate approval of the following Peer Review Committee Chair appointment:

Terrie Cannon, Peer Committee Chair for Rand Green.

The motion carried.

Professional Development

Coordinator:

Senators reviewed the application packet received from Leanne Maunu for consideration of the position of Professional Development Coordinator.

Motion 4

MSC Fererro, Morrow: Faculty Senate support of the appointment of Leanne Maunu as the Professional Development Coordinator through 2014. The motion carried.

Curriculum:

The following Curriculum items were distributed to Senators electronically:

PALOMAR COLLEGE CURRICULUM COMMITTEE MEETING ACTION ITEMS

Wednesday, February 15, 2012 Room AA-140 at 2:30 p.m.

I. ACTION ITEMS

Details of all program and course proposals can be viewed at: <http://www.curricunet.com/palomar>

Select "ack,"

- From the list of pending proposals, select the Check Status button for the program or course you wish to view.
 - Select the Pencil icon in order to navigate through the various pages of the proposal, or
 - Select the "COR" or "WR" icon to view the Course Outline of Record or Program Report, or
 - Select the "CC" icon to view a report that displays proposed changes for the course outline of record or program
 - Select the "CR" icon to view a report that displays ALL proposed changes for the course
- To View Packages
- Select Packages under Create/Edit Proposals, select the Pencil icon to see individual proposals included in the Package. Various icons will be accessible for creating Reports or viewing the pages of each proposal.

II. CONSENT CALENDAR

There will be no separate discussion of these items unless a Curriculum Committee member or guest requests that a particular item be removed from the Consent Calendar. Items so removed will be considered separately. All matters remaining under Consent Calendar are considered to be routine and will be approved by one motion.

The following curricular changes, pending appropriate approvals, will be effective FALL 2012:

A. Credit Course/Program Packages

1. Package Title: CSIT Course Deactivations

Discipline: Computer Science and Information Systems - Information Technology (CSIT)

Description: Courses to be deactivated June 2012

Ronald Burgher

a. CSIT Course Deactivations

i. Course Number and Title: CSIT 132 Excel

Discipline: Computer Science and Information Systems - Information Technology (CSIT)

Course Included in the Following Programs:

A. Microsoft Office User Specialist, Certificate of Proficiency

B. Engineering Technician, Certificate of Proficiency

Transfer Acceptability: CSU

Distance Learning Offering(s): Computer Assisted, Telecourse, Online

Repeatability: May be taken 2 times.

Reason for Deactivation: Budget constraints restrict offering this course.

Ronald Burgher

ii. Course Number and Title: CSIT 133 PowerPoint

Discipline: Computer Science and Information Systems - Information Technology (CSIT)

Course Included in the Following Programs:

A. Microsoft Office User Specialist, Certificate of Proficiency

Transfer Acceptability: CSU

Distance Learning Offering(s): Computer Assisted, Telecourse, Online

Repeatability: May be taken 2 times.

Reason for Deactivation: Budget constraints restrict offering this course.

Ronald Burgher

iii. Course Number and Title: CSIT 197 Topics in Information Technology

Short Title: Topics in Info Technology

Discipline: Computer Science and Information Systems - Information Technology (CSIT)

Transfer Acceptability: CSU

Repeatability: May be taken 4 times.

Reason for Deactivation: Budget constraints restrict offering this course.

Ronald Burgher

iv. Course Number and Title: CSIT 271 Visual Basic III

Discipline: Computer Science and Information Systems - Information Technology (CSIT)

Prerequisites: CSIT 270

Course Included in the Following Programs:

A. Information Technology A.A. Degree Major or Certificate of Achievement

B. Visual Basic Certificate of Proficiency

Visual Basic Certificate of Proficiency

Transfer Acceptability: CSU

Distance Learning Offering(s): Computer Assisted, Telecourse, Online

Reason for Deactivation: Technology change indicates no longer needed in program

Ronald Burgher

v. Course Number and Title: CSIT 290 Systems Analysis and Design
Discipline: Computer Science and Information Systems - Information Technology (CSIT)
Prerequisites: CSIT 170, or CSCI 110, or CSCI 220
Course Included in the Following Programs:
A. Computer Science A.S. Degree Major/Cert. Achievement
18 units/more
B. Computer Science with Emphasis in Video Gaming A.A. Degree Major or Certificate of Achievement
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Computer Assisted, Telecourse, Online
Reason for Deactivation: Budget constraints restrict offering this course.
Ronald Burgher

vi. Course Number and Title: CSIT 50 Practical PC
Discipline: Computer Science and Information Systems - Information Technology (CSIT)
Distance Learning Offering(s): Online
Repeatability: May be taken 3 times.
Reason for Deactivation: Budget constraints restrict offering this course.
Ronald Burgher

vii. Course Number and Title: CSIT 60 Introduction to Online Learning
Short Title: Intro to Online Learning
Discipline: Computer Science and Information Systems - Information Technology (CSIT)
Distance Learning Offering(s): Telecourse, Online
Reason for Deactivation: Budget constraints restrict offering this course.
Ronald Burgher

viii. Course Number and Title: CSIT 70 Web 2.0 - The Web's Edge
Discipline: Computer Science and Information Systems - Information Technology (CSIT)
Course Included in the Following Programs:
A. E-Marketing A.A. Degree Major or Certificate of Achievement
B. Information Technology A.A. Degree Major or Certificate of Achievement
C. Web 2.0 Certificate of Proficiency
Distance Learning Offering(s): Online
Reason for Deactivation: Budget constraints restrict offering this course.
Ronald Burgher

ix. Course Number and Title: CSIT 74 Gmail
Discipline: Computer Science and Information Systems - Information Technology (CSIT)
Course Included in the Following Programs:
A. Web 2.0 Certificate of Proficiency
Distance Learning Offering(s): Online
Reason for Deactivation: Budget constraints restrict offering this course.
Ronald Burgher

x. Course Number and Title: CSIT 75 Google Docs
Discipline: Computer Science and Information Systems - Information Technology (CSIT)
Course Included in the Following Programs:
A. Web 2.0 Certificate of Proficiency
Distance Learning Offering(s): Online
Reason for Deactivation: Budget constraints restrict offering this course.
Ronald Burgher

xi. Course Number and Title: CSIT 77 Google Apps I
Discipline: Computer Science and Information Systems - Information Technology (CSIT)
Course Included in the Following Programs:
A. Web 2.0 Certificate of Proficiency
Distance Learning Offering(s): Online
Reason for Deactivation: Budget constraints restrict offering this course.
Ronald Burgher

xii. Course Number and Title: CSIT 78 Google Apps II
Discipline: Computer Science and Information Systems - Information Technology (CSIT)
Course Included in the Following Programs:

A. Web 2.0 Certificate of Proficiency

Distance Learning Offering(s): Online
Reason for Deactivation: Budget constraints restrict offering this course.
Ronald Burgher

C. Non-Credit Course/Program Packages

1. There are no Credit Course/Program Packages for this agenda.

D. New Programs

1. There are no New Programs for this agenda.

E. Program Reactivations

1. There are no Program Reactivations for this agenda.

F. Program Changes

1. Program Title: Adult Fitness/Health Management

Discipline: Kinesiology (KINE)

Award Type: Certificate of Achievement

Total Units: 35.00 - 36.00

Removed HE 100L from program requirements, reduced group three minimum requirements from three to one, deleted KINE 112 and KINE 125 from group three, added KINE 125, KINE 130, KINE 165, KINE 168, KINE 231 and KINE 232 to group three, added Group four Health/Fitness Courses, deleted KINE 129, KINE 130, KINE 151, KINE 165, KINE 168, KINE 170, KINE 231, and KINE 232, added HE 100L. KINE 135, KINE 136, KINE 140, KINE 141, KINE 142, KINE 150 and KINE 151, decreased total unit range.

Robert C. Vetter

2. Program Title: Kinesiology

Discipline: Kinesiology (KINE)

Award Type: A.A. Degree Major

Total Units: 31.00 - 33.00

Removed HE 100L from program requirements, added KINE 118 to second block, added KINE 128, KINE 135, KINE 140, KINE 141 and KINE 142 to third block, deleted KINE 118, KINE 127, KINE 129, KINE 136, KINE 141 and KINE 231, reduced minimum requirement from third block, reduced total unit range.

Robert C. Vetter

G. Credit Courses – New

1. Item pulled.

2. Item pulled.

H. Credit Course - Change

1. Course Number and Title: BUS 180 Access Basic

Discipline: Business Education (BUS)

Transfer Acceptability: CSU

Distance Learning Offering(s): Online

Repeatability: May be taken 4 times.

Added open entry/open exit option, changed title, updated textbook.

Judy Dolan

2. Course Number and Title: HE 100 Health Education and Fitness Dynamics

Short Title: Health Ed/Fitness Dynamics

Discipline: Health (HE)

Associate Degree General Education - E: Lifelong Learning and Self- Development

Associate Degree Health Requirement - Health Lecture - HE 100L

CSU GE Area E: Lifelong Learning and Self-Development - E: Lifelong Learning and Self-Development

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Telecourse, Online

Removed HE 100L as a corequisite.

Robert C. Vetter

3. Course Number and Title: HE 100L Health Performance Lab

Discipline: Health (HE)

Associate Degree Health Requirement - PE/Activity Lab - He 100

Transfer Acceptability: UC, CSU

Repeatability: May be taken 3 times.

Removed HE 100 as a corequisite, updated description, outline, assignments, methods of assessment, added repeatability and repeatability justification.
Robert C. Vetter

4. Course Number and Title: OIS 101 Beginning Keyboarding
Discipline: Office Information Systems (OIS)
Course Included in the following programs:
 A. Accounting, A.S. Degree Major/Cert. Achievement 18 units/more
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Decreased lab hours from six to three, added one lecture hour and updated textbooks.
Judith L. Dolan

5. Course Number and Title: OIS 102 Intermediate Keyboarding
Discipline: Office Information Systems (OIS)
Recommended Prep: OIS 101, or a keyboarding speed of 30 net words per minute
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Decreased lab hours from six to three, added one lecture hour, updated catalog description, updated textbooks and methods of assessment.
Judith L. Dolan

6. Course Number and Title: RTV 180 Sports Broadcasting
Discipline: Radio and Television (RTV)
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C2: Humanities
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Grading Basis: Grade Only
Repeatability: May be taken 4 times.
Updated repeatability justification, added online.
Patrick J. Hahn

I. Credit Courses – Reactivations

1. There are no Credit Course Reactivations for this agenda.

J. Credit Courses - Deactivations

1. Course Number and Title: ENGR 231 Engineering Measurement Analysis
Short Title: Engr Measurement Analysis
Discipline: Engineering (ENGR)
Prerequisites: MATH 140
Transfer Acceptability: UC, CSU
Reason for Deactivation: The Course has not been offered for last 15 years.
Currently this course is not transferable to most four year universities.
Takashi Nakajima

K. Non Credit Course – New

1. There are no New Noncredit Courses for this agenda.

L. Non Credit Course - Change

1. There are no Non Credit Course Changes for this agenda.

M. Non Credit Course - Deactivation

1. There are no Non Credit Course Deactivations for this agenda.

N. Distance Learning*

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2012.

Catalog/Subject Number	Distance Learning Offerings (s)
BUS 180	Online
HE 100	Telecourse, Online
OIS 101	Online
OIS 102	Online
RTV 180	<u>Online</u>

*underline indicates new, ~~strikethrough~~ indicates deletion, plain text indicates no change

O. Requisites and Advisories*

The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2012.

Catalog Number	Type	Description	Proposal Type
HE 100	Corequisite	HE-100L	Credit/Change
HE 100L	Corequisite	HE-100	Credit/Change
OIS 102	Recom Prep.	OIS 101, or a keyboarding speed of 30 net words per minute	Credit/Change

*underline indicates new, ~~strikethrough~~ indicates deletion, plain text indicates no change

VII. RESUMPTION OF REGULAR AGENDA

A. INFORMATION

a. Technical Updates by Instructional Services

The technical updates listed below are effective Fall 2012. These updates will be entered into the 2012-13 College Catalog and into Curricunet.

COURSE	DESCRIPTION OF UPDATE
ACCT 110	Prerequisite Course Number Changes From BUS 105 To ACCT 101, And From ACCT 103 To ACCT 201
ACCT 205	Prerequisite Course Number Change From ACCT 108 To ACCT 202
ACCT 120	Prerequisite Course Number Change From ACCT 103 To ACCT 201

DISCIPL.	PROGRAM NAME	DESCRIPTION OF TECHNICAL UPDATE
ART	Pictorial Arts-Painting AA	Remove Deactivated PHOT 110 From Electives
ART	Pictorial Arts-Printmaking AA	Remove Deactivated PHOT 110 From Electives
ART	Three-Dimensional Arts-Jewelry And Metalsmithing AA	Remove Deactivated PHOT 110 From Electives
ART	Three Dimensional Arts - Ceramics AA	Remove Deactivated PHOT 110 From Electives
ART	Three Dimensional Arts - Crafts AA	Remove Deactivated PHOT 110 From Electives
ART	Three Dimensional Arts - Glass AA	Remove Deactivated PHOT 110 From Electives
ART	Three Dimensional Arts - Sculpture AA	Remove Deactivated PHOT 110 From Electives
AVIA	Aviation Operations And Management AA,CA	Number Change Of ACCT 103 To ACCT 201
BMGT	Business Management AA	Title Change For BUS 180
BUS	Entrepreneurship CP	Number Change Of BUS 105 To ACCT 101; Number Change Of BUS 105L To ACCT 101L; Course Title Change For BUS 180; Add BUS 181 And Bus 182 As Electives
BUS	E-Marketing AA, CA	Number Change Of BUS 105 To ACCT 101; Number Change Of BUS 105L To ACCT 101L; Remove Deactivated CSIT 70 From Electives
BUS	Internet - Business Education Emphasis AA, CA	Remove Deactivated LT 154; Reduce Total Units From 27 To 24
BUS	Retail Management CA	Change Course Number Of ACCT 103 To ACCT 201
CSCI	Computer Science With Emphasis In Video Gaming AA, CA	Decrease Unit Value Of CSCI 222 From 4.5 To 3.5; Remove Deactivated CSIT 290 From Electives
CSIT	Visual Basic CP	Remove Deactivated CSIT 271; Reduce Total Units From 15 To 11
GCIP	Graphic Communications - Emphasis In Management AA, CA	Number Change Of BUS 105 To ACCT 101; Number Change Of BUS105L To ACCT 101L
GCMW	Web Data Base Design CP	Title Change For BUS 180
INS	Commercial And Personal Insurance Services AS	Title Change For BUS 180
OIS	Medical Office Specialist AA, CA	Increase Units Of OIS 80 From 3 To 4; Increase Total Units From 22-23 To 23-24; Program Is Pending Approval By Chancellor's Office
OIS	Medical Language Specialist AA, CA	Increase Units Of OIS 80 From 3 To 4; Increase Total Units From 22-25 To 23-26
PA	Public Administration AA, CA	Change Course Number Of ACCT 103 To ACCT 201

PHOT	Photography AA, CA	Remove Deactivated PHOT 110 And PHOT 115 From Electives; No Impact On Total Units
RE	Real Estate Salesperson License Prep CP	Change Course Number Of ACCT 103 To ACCT 201
COUN	University Studies	All Necessary Course Additions, Deletions, Number Changes, Title Changes
COUN	General Studies	All Necessary Course Additions, Deletions, Number Changes, Title Changes

b. 2011-2012 Curriculum Activity Summary

	Current Agenda	2011-12 Cumulative
New Courses	2	25
Course Revisions	6	66
Course Deactivations	13	47
Course Reviews (12/2/2011– 1/27/2012)	0	3
New Programs	0	3
Program Revisions	2	29
Program Deactivations	0	6
Total Activity	23	179

These items will be brought back for Faculty Senate ratification at next week’s meeting.

Greg Larson noted that the Curriculum Committee would hold their next meeting on March 14.

GE/ILO Assessment
 Plans Resolution:

At the February 6 and February 13 Senate meetings, there was discussion on the possibility of bringing forward a resolution supporting the members of the Learning Outcomes Council (LOC) in their work even though there may be reservations about the process itself. Monika Brannick expressed her concerns about bringing forward such a resolution at this time. It was suggested that perhaps the Senate would like to consider making a motion endorsing the process while noting that changes may need to be made as the process moves forward.

Senators discussed their support of the LOC while still having concern for the Student Learning Outcomes process including issues relating to instructor and student confidentiality, access, and academic freedom, and the need to have those concerns voiced publicly and on the record.

Motion 5

MS Bishop: The Faculty Senate endorses the work of the Learning Outcomes Council and the product, while recognizing that it is inherently flawed. The motion died for a lack of a second.

Motion 6

MSC Kelber, Laughlin: The Faculty Senate supports the GE/ILO Assessment Plan and requests special consideration of the following elements of the plan, as these are areas of particular concern for the Faculty Senate: privacy, the role of department chairs, the effect of the stipend, and questions regarding statistical significance. The motion carried.

Service Points:

Monika Brannick referred to an email she received from Professional Development Coordinator Leanne Maunu. Members of the Professional Development Advisory Board have brought forward recommendations regarding Service Points:
 Academic Technology Committee – change to 2 points a semester since it meets twice a month.
 Learning Outcomes Council – change to 2 points a semester since it meets twice a month.

Any Hiring Committee – change to 2 points a semester since hiring committees require many hours of work.

STEM I and II Steering Committee should each have 1 Service Point per semester attached to them.

Senate members noted that an increase should be brought forward for serving on the Faculty Senate since it meets once per week. It was also stated that Service Points should be provided to those assigned to formal working groups, which usually meet frequently.

Motion 7 MSC Laughlin, Bishop: Faculty Senate support of the increase in the number of Service Points to 2 per semester to those serving on the Academic Technology Committee, the Learning Outcomes Council, and any hiring committee. The motion carried.

Motion 8 MSC Bishop, Laughlin: Faculty Senate support of providing 2 Service Points per semester to those evaluating part-time faculty members. The motion carried.

Motion 9 MSC Bishop, Fererro: Faculty Senate support of providing 1 Service Point per semester to those serving on the STEM I and II Steering Committees. The motion carried.

Motion 10 MSC Laughlin, Fererro: Faculty Senate support of providing 1 Service Point per semester to those serving on formal Working Groups. The motion carried.

Motion 11 MSC Bishop, Laughlin: Faculty Senate support of providing 4 Service Points per semester to those serving on the Faculty Senate. The motion carried.

Faculty Senate Student Success Task Force:

Monika Brannick reported that Senators on the Faculty Senate Student Success Task Force continue to meet each week. The group is currently discussing the creation of a steering committee.

She added that the two forums held last week were well attended by faculty.

Student Success Task Force:

On Friday, February 24, Senate Bill 1456, the Student Success Act of 2012, was introduced. The author of the bill is Senator Lowenthal and the co-author is Senator Liu. It is expected that the first Senate Education Committee policy hearing will be held in Mid-April. A copy of the bill can be accessed at http://www.leginfo.ca.gov/pub/11-12/bill/sen/sb_1451-1500/sb_1456_bill_20120224_introduced.pdf.

Senators discussed ways to keep faculty and students informed of the ongoing changes relating to these issues. Wendy Nelson added that she is encouraging reporters from *The Telescope* to do a series on Student Success and the Student Success Task Force.

Accreditation:

Katy French shared part of a letter sent to Vice President Cuaron from the ACCJC on when and how they will assess whether Palomar has reached Proficiency Level for Student Learning Outcomes and Assessment:

...Colleges are expected to be at the sustainable, continuous, quality improvement level in the areas of Program Review and Planning.

Beginning in Fall of 2012, colleges are expected to be at the proficiency level with Student Learning Outcomes. In order to validate their implementation level of Student Learning Outcomes Assessment, colleges will be asked to submit a report to the Commission. The format for this report

will be finalized by the Commission at its Commission Development Workshop and will be distributed to the colleges by the first week in April...

French added that Palomar's report will be due in Spring of 2013.

Wendy Nelson added that the ACCJC is considering a close examination not only of the number of assessments but of the quality of the assessments as well.

Policies & Procedures: Monika Brannick shared BP 4231, Grade Changes (Exhibit A), and BP 7361, Academic Due Process (Exhibit B), on the overhead. Senators discussed the documents and Brannick noted the minor changes. With no objections, these will be forwarded on to the Policies & Procedures Task Force.

Academic Technology
Committee:

Lillian Payn reported that a third instructor has completed the POET (Palomar Online Educational Training) Series.

She noted issues with the Sandbox last week, and stated that there are some issues with Blackboard that need to be addressed. In the meantime, the old version of Blackboard has been reinstalled and it is up and running.

Payn also shared copies of the Spring 2011 version of [Palomar's Validation of Preparedness to Teach Online](#) as well as the updated [Online Course Best Practices Checklist](#). She noted some of the changes and encouraged Senators to review the documents and provide suggestions at next week's meeting.

ADJOURNMENT: The meeting was adjourned at 3:34 p.m.

Respectfully submitted,

Melinda Carrillo, Secretary

EXHIBIT A

BP 4231 GRADE CHANGES

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

**This policy will be reviewed at the December 18, 2009 Task Force Meeting.
(Shannon explained that the Faculty Senate and PFF are still in discussions)**

The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud, or incompetence, the grades awarded by faculty shall be final
- Procedures for students to challenge the correctness of a grade
- The installation of security measures to protect grade records and grade storage systems from unauthorized access
- Limitations on access to grade records and grade storage systems
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies, as appropriate, if unauthorized access to grade records and grade storage systems is discovered to have occurred

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records

NOTE: This policy is **legally required**. The language in **red ink** is recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** is recommended by the Office of Instruction, Faculty Senate, and Student Services. The Task Force reviewed this policy at the August 28, 2009, September 18, 2009, and November 20, 2009 Task Force Meetings.

Date Adopted:

(This is a new policy recommended by the CC League and the League's Legal Counsel)

EXHIBIT B

Proposed Palomar Community College District Policy

CCLC No. 7361

Human Resources
DRAFT as of 12/12/08

BP 7361 ACADEMIC DUE PROCESS
Should it be moved into chapter 4?

Monika requested that this policy be reviewed again at the February 20, 2009 Meeting

❖ From current Palomar Policy 177 titled Academic Due Process (81-8903)

~~The Governing Board endorses the principles of academic due process. The principle embodied in the legal concept of confrontation of witnesses and examination of evidence should govern academic due process. Each individual must be informed of all the charges and all the evidence against him/her; he/she must be given full opportunity to deny, refute, and rebut. It is a fundamental principle of fairness that charges against a person are to be made the basis of action only when proven, and that the burden of proof rests upon those who bring the charges.~~

~~Personnel issues may involve contractual grievances or non-contractual disputes or problems. The former will be resolved through the grievance procedure of the collective bargaining agreement between the District and the appropriate union: CCE/AFT or PFF/AFT. Non-contractual employment disputes for administrative, supervisory, and confidential employees are resolved by the procedures in their respective employee handbooks.~~

~~Other conflicts between or among faculty members may be addressed through the District's Faculty Senate's Academic Due Process Policy and Procedure, which is available may be found on the Faculty Senate's web page.~~

~~Claims of discrimination on the basis of sex, race, or handicap are grievable.~~

~~To ensure implementation of academic due process in the disposition of any personnel issue on campus, the College adopts the following principles:~~

- ~~A. All issues will be processed in the sequence of preliminary action, informal conciliation, formal hearing and final action within a reasonable time schedule. In the case of extenuating circumstances or pressing vacation problems AND with the mutual consent of both parties, the time limits indicated in the Guidelines and Procedures may be extended.~~
- ~~B. Informal conciliation shall be conducted by an ombudsperson, a person dispassionate to the issues of the dispute and acceptable to both parties in accordance with the following principles:
 - ~~1. Charges or complaints will be presented in writing to the ombudsperson, who will provide copies to the other party.~~
 - ~~2. Only parties to the dispute and the ombudsperson shall be present at the conciliatory conference. No tape or other recording of these informal proceedings shall be made.~~
 - ~~3. The person making the charge shall assume the burden of proof.~~
 - ~~4. The ombudsperson will keep all proceedings at this stage confidential.~~~~
- ~~C. The committee responsible for the formal hearing on the issues shall conduct its proceedings according to the following guidelines:
 - ~~1. The committee shall receive a signed, written charge specifying the time, place, and nature of the charge and transmit a copy to each party with due notification of rights and responsibilities in the procedure for disposing of the charge.~~
 - ~~2. The committee shall discuss the charge, examine witnesses and receive all available evidence pertaining to the charge.~~
 - ~~3. Both parties shall have the right to present statements, testimony, evidence, and witnesses. Each party shall have the right to be represented by counsel and to question witnesses.~~
 - ~~4. The accused person may be present at the hearing and be represented by a person of his/her choice.~~
 - ~~5. The person making the charge shall assume the burden of proof.~~
 - ~~6. The hearing shall be closed to the public unless the accused person desires a public hearing. Privileged information will not be disclosed or discussed outside the hearing except at the express~~~~

~~request of the accused.~~

~~7. The committee shall judge the relevance and weight of testimony and evidence. It shall make its findings of fact, limiting its investigation to the formal charge. It shall make recommendations for disposition of the charges.~~

~~8. A transcript of the proceedings shall be kept in a confidential file and shall be available at all times to the accused person.~~

~~D. It is desired and anticipated that the Superintendent/President of the College, or designee, and the Governing Board shall be governed by the recommendation of the hearing committee.~~

~~GB 4-13-82~~

[Also see AP 7216 titled Employees: Grievance/Complaint Procedures](#)

[Office of Primary Responsibility: Human Resource Services](#)

NOTE: The information in **blue type** is additional language to consider including in this policy. The information in **black ink** is current Palomar Policy 177 titled Academic Due Process adopted on 4-13-82. The language in **green ink** reflects revisions/additions made by Human Resource Services. This policy was reviewed at the December 12, 2008 Task Force Meeting.

Date Adopted:

(Replaces current Palomar Policy 177)

