

Minutes of the
MEETING OF THE FACULTY SENATE
March 16, 2009

APPROVED

- PRESENT: Bruce Bishop, Monika Brannick, Valerie Chau, Ralph Ferges, Katy French, Marty Furch, Brent Gowen, Lawrence Hahn, Richard Hishmeh, Stan Levy, Linda Morrow, Sue Norton, Patrick O'Brien, Kathleen Sheahan, Diane Studinka, Fari Towfiq
- ABSENT: Jackie Martin-Klement, Judy Wilson
- GUESTS: Claudia Duran
- 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 Gowen, Morrow: Faculty Senate approval of the minutes of March 9, 2009, as presented. The motion carried.
- Public Comments: Monika Brannick reported that Berta Cuaron will provide a report on the recent Accreditation visit at the March 30, Senate meeting.
- Brannick added that MaryAnn Drinan will provide information from the Tenure and Evaluations Review Board on revised standards related to the evaluation process at the March 30, Senate meeting.
- Announcements: There were none.
- Committee Appointments:
- Motion 2 MSC Levy, Gowen: Faculty Senate approval of the following committee appointments:
- Academic Technology Committee
(08-10) Student Services
Lori Meyers – Disability Resource Center (DRC)
- Learning Outcomes Council
(08-10) Languages and Literature
Jerry Rafiki Jenkins – English
- (08-10) part-time faculty at-large
Emiko Kiyochi – Foreign Languages
- The motion carried.
- Faculty Senate Elections: Stan Levy reminded Senators that Faculty Senate nominations close at 5:00 p.m. today, March 16. Several nominations have been received.

Emeritus Status:

Motion 3 MSC Levy, Towfiq: The Faculty Senate grants Emeritus Status to the following Palomar College retirees:

Nancy M. Jessop
Lester V. Knapp
Inder Singh

The motion carried.

Monika Brannick added that the Faculty Senate will vote on the Emeritus Status of retiring faculty members Maura Gage and Loren Lee at the end of this semester, as their retirements will be more official at that time.

Retired faculty member Marc Newman was also included on the list for consideration, but his 16 years of service does not automatically qualify him for Emeritus status. As such, additional research is necessary to determine his eligibility.

Curriculum: The next scheduled meeting of the Curriculum Committee is on March 18, 2009.

Policies & Procedures: Senators were asked to continue their review of the various copies of the Policies and Procedures documents forwarded to them to date. Further discussion and/or action on these items will occur at the March 30, Senate meeting.

Academic Technology
Coordinator: Senators were provided with a copy of the job description for the Academic Technology (AT) Coordinator at last week's meeting. Monika Brannick indicated that Dean Mark Vernoy and current AT Coordinator Haydn Davis are also reviewing the job description. After their review, the document will come back to the Senate for discussion/action soon.

Faculty Manual
Update: Monika Brannick reported that a Senator is still needed to assist in the revision of the Faculty Manual. Possible reassigned time is still being discussed.

Accreditation Site
Visit: Senators discussed the recent Accreditation site visit and the team's meeting with the Faculty Senate on Tuesday, March 10. Bruce Bishop was commended for providing clarity on how items are brought to the Senate, as was Marty Furch for answering questions on Palomar's ongoing development of Student Learning Outcomes. Members of the Accreditation team did express some concern about Palomar's Administrative Evaluation process, questioning whether the Faculty Senate is the appropriate body to conduct such evaluations.

Discussion continued on the site visit, particularly as it related to the broad issues of planning, outcomes, and assessment in all areas of the college. Marty Furch emphasized the need for an increase in faculty participation in the Student Learning Outcomes process.

Tutoring Committee: Monika Brannick reported that the BSI Committee is currently discussing Palomar's tutoring needs. Faculty members from the Math, Reading, DRC, and ESL departments, some of whom are on the BSI committee, are discussing whether a formal committee on tutoring needs should be created to broaden the discussion.

Senators discussed whether there were obvious advantages to creating another committee, and they agreed that it would be more beneficial for the BSI group to formalize a taskforce or subgroup on this issue. This taskforce will report directly to the BSI committee, which, in turn, will continue to report to the Senate.

Academic Technology Committee:

At last week's meeting, there was brief discussion on the membership of the Academic Technology (AT) Committee. Two issues were raised: whether part-time faculty members should be appointed to full-time vacancies, and whether another part-time position should be added to the overall membership.

Kathleen Sheahan described the current AT committee structure which is as follows: at least one, but no more than three, full-time faculty members representing each instructional division; one part-time faculty member-at-large; the Academic Technology Coordinator; the Coordinator of the Adapted Computer Center; three representatives appointed by the PFF; and one faculty member from the Curriculum committee.

Senators discussed the current membership, particularly its large size, and whether additional representation is needed. Senate members agreed to keep the current structure in place and to revisit this issue if necessary.

ASG:

Claudia Duran provided the following ASG report:

- The group is preparing for the Women's History Celebration on March 18. The event begins with the Palomar Women's Choir at 12:00pm at the Student Union.
- The letter-writing campaign continues.
- Information on upcoming student elections is available on the ASG website.

President Deegan:

Monika Brannick stated that at their weekly meeting with President Deegan, she and Fari Towfiq discussed the Accreditation visit.

Governing Board:

Monika Brannick reported that at the March 10th Governing Board meeting, Accreditation team member, Steven Kinsella, was introduced to those in attendance. A presentation was also made on the Early Acceptance Program, and faculty receiving tenure were announced.

Strategic Planning Council:

The next meeting of the Strategic Planning Council is scheduled for March 17.

Instructional Planning Council:

Kathleen Sheahan reported that some members of the Accreditation team met with the Instructional Planning Council (IPC). They discussed faculty hiring and prioritization, as well as the processes through which faculty requests and dean requests are met.

Sheahan reported that members of the IPC will hold a joint meeting with the Educational and Facilities Master Planning Task Force on April 1.

The group also discussed the process by which the IRP is evaluated, and how those will be prioritized.

Lastly, the group discussed adding a line on budget request forms that allows the costs of requested items to be estimated.

Student Services
Planning Council:

Katy French reported that the Student Services Planning Council discussed productive ways to work on the budget, including potential areas to cut costs, as well as new ways to generate revenue.

The group also met with the WASC committee later in the day.

Finance/Administrative
Services Planning
Council:

A Senator is needed to serve on the Finance/Administrative Services Planning Council.

Human Resources
Planning Council:

Sue Norton reported that members of the Human Resources Planning Council met with Dr. Lesley Kawaguchi of the Accreditation team at their last meeting. The group discussed Palomar's current hiring process and HRPC's redesign of Palomar's employment application.

The group also discussed the EEO plan and the challenges of gathering accurate data related to this plan.

Palomar Faculty
Federation:

There was no report due to Jackie Martin-Klement's absence.

Learning Outcomes
Council:

Marty Furch invited faculty members to the next LOC workshop on Friday, April 10, from 9:00 a.m. – 1:00 p.m. Faculty should check their emails for more information. She added that the Steering committee is currently meeting weekly.

Workforce/Community
Development
Advisory Group:

Diane Studinka reported that the Workforce and Community Development Advisory Group recently met. The group discussed how Palomar faculty who also teach courses through contract education might better communicate with their departments about their additional courses and the content of these courses. This will create effective cross-communication, which will help mediate scheduling and other conflicts.

Some Senators expressed concern with load issues related to Palomar faculty members teaching Contract Education courses on top of their regular departmental load obligation, as Contract Education and Venture courses cannot be a part of a faculty member's teaching load.

Lengthy discussion followed, particularly on the idea of offering regular credit courses through contract education at a higher cost to students. As proposed, a regular Palomar faculty member would teach his/her identical credit course through contract education. The course fee and the instructor's compensation would be determined through contract education. The proposal generated many concerns over the equity and legality of this proposal, and this topic will require further discussion.

ADJOURNMENT: The meeting was adjourned at 3:20 p.m.

Respectfully submitted,

Richard Hishmeh, Secretary