

Minutes of the  
MEETING OF THE FACULTY SENATE  
March 28, 2011

APPROVED

PRESENT: Bruce Bishop, Monika Brannick, Melinda Carrillo, Haydn Davis, Erin Hartensveld, Barb Kelber, Teresa Laughlin, Jackie Martin-Klement, Pam McDonough, Linda Morrow, Wendy Nelson, Patrick O'Brien, Perry Snyder, Diane Studinka, Fari Towfiq

ABSENT: Katy French, Lori Graham

GUESTS: Marlita Donan (ASG), Greg Larson

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, Hartensveld: Faculty Senate approval of the minutes of March 14, 2011, as amended. The motion carried.

Under the section "50/50 Joint Appointment for Lateral Transfer" in the March 14 minutes, one Senator indicated that she wished there to be clarification that the Senate was not just discussing a lateral transfer with partial loads, but the implications of a 50/50 Joint Appointment (a new faculty position) as well.

Public Comments: Senate members were welcomed back after spring break.

Announcements: There were no announcements.

Committee  
Appointments:

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

Compliance Officers

Rosie Antonecchia  
Eric Duvall  
Karan Huskey  
Kevin McLellan  
Shayla Sivert

The motion carried.

Elections: Patrick O'Brien announced that nominations for upcoming Faculty Senate vacancies will be accepted through April 6.

Faculty Service  
Award & Research  
Award:

Monika Brannick stated that the announcements for the Faculty Service Award and the Faculty Research award have been distributed.

Curriculum: Senators were provided with electronic copies of the following Curriculum items:

**PALOMAR COLLEGE CURRICULUM COMMITTEE MEETING ACTION ITEMS**

Wednesday, March 16, 2011  
Room SU-30 at 3:00 pm

**I. CALL TO ORDER**

**II. MINUTES OF March 2, 2011**

**III. ACTION ITEMS**

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

- Select Track, All Proposals.
- 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, then 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.

**IV. 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 2011:

**A. Credit Course/Program Packages**

1. Package Title: Fashion Updates

Discipline: Fashion (FASH)

Description: Added information for SLOs, changed Lec/Lab to Lecture and Laboratory, Corrected Distance Education, etc.

*Nancy J. Galli*

**a) Fashion Credit Course Changes**

1) Course Number and Title: FASH 110 Textiles

Discipline: Fashion (FASH)

Decreased LEC hours, increased LAB hours, updated objectives, outside assignments, and methods of assessment.

*Nancy J. Galli*

2) Course Number and Title: FASH 115 Visual Merchandising I

Discipline: Fashion (FASH)

Transfer Acceptability: CSU

Updated methods of assessment.

*Nancy J. Galli*

3) Course Number and Title: FASH 119 Fashion Buying/Management I

Discipline: Fashion (FASH)

Updated SLOs.

4) Course Number and Title: FASH 126 Fashion Show Presentation

Discipline: Fashion (FASH)

Transfer Acceptability: CSU

Repeatability: May be taken 4 times.

Removed L/L component and hours, added LAB component and hours, added LEC component and hours, removed textbook, updated title 5 repeatability language.

*Nancy J. Galli*

5) Course Number and Title: FASH 135 Basic Sewing Construction

Discipline: Fashion (FASH)  
Co-requisites: FASH 165  
Transfer Acceptability: CSU  
Repeatability: May be taken 2 times.  
Removed L/L component and hours, added LAB component and hours, added LEC component and hours, updated methods of instruction, updated title 5 repeatability language.  
*Nancy J. Galli*

6) Course Number and Title: FASH 136 Advanced Sewing Construction  
Discipline: Fashion (FASH)  
Prerequisites: FASH 135,  
Co-requisites: FASH 165  
Transfer Acceptability: CSU  
Repeatability: May be taken 2 times.  
Removed L/L component and hours, added LAB component and hours, added LEC component and hours, updated methods of assessment, updated title 5 repeatability language.  
*Nancy J. Galli*

7) Course Number and Title: FASH 137 Tailoring  
Discipline: Fashion (FASH)  
Co-requisites: FASH 166,  
Recommended Prep: FASH 136  
Transfer Acceptability: CSU  
Removed L/L component and hours, added LAB component and hours, added LEC component and hours, updated methods of instruction, and textbooks, removed repeatability.  
*Nancy J. Galli*

8) Course Number and Title: FASH 139 Pattern Making/Fashion Design  
Discipline: Fashion (FASH)  
Co-requisites: FASH 167  
Recommended Prep: FASH 135  
Transfer Acceptability: CSU  
Repeatability: May be taken 2 times.  
Removed L/L component and hours, added LAB component and hours, added LEC component and hours, updated title 5 repeatability language, removed distance education.  
*Nancy J. Galli*

9) Course Number and Title: FASH 141 Advanced Pattern Making/Fashion Design  
Short Title: Adv Pattern Making/Fash Design  
Discipline: Fashion (FASH)  
Prerequisites: FASH 139,  
Co-requisites: FASH 167,  
Recommended Prep: FASH 135  
Transfer Acceptability: CSU  
Removed L/L component and hours, added LAB component and hours, added LEC component and hours, updated objectives, removed repeatability.  
*Nancy J. Galli*

10) Course Number and Title: FASH 145 Fashion Illustration and Presentation  
Short Title: Fash Illustration/Presentation  
Discipline: Fashion (FASH)  
Course included in the following programs:  
    A. University Studies - Emphasis in Fine and Performing Arts A.A. Degree  
    B. FASH Fashion Design/Technical A.A. Degree Major  
Transfer Acceptability: CSU  
Increased LAB hours, decreased LEC hours, decreased unit value, updated objectives.  
*Nancy J. Galli*

11) Course Number and Title: FASH 146 Computer Aided Design (CAD) for Fashion  
Short Title: Computer Aided Design/Fashion  
Discipline: Fashion (FASH)  
Co-requisites: FASH 168  
Transfer Acceptability: CSU  
Repeatability: May be taken 2 times.  
Removed L/L component and hours, added LAB

component and hours, added LEC component and hours, added required reading, updated suggested reading and title 5 repeatability language.

*Nancy J. Galli*

12) Course Number and Title: FASH 147 Advanced Computer Aided Design(CAD)For Fashion

Short Title: Adv Comptr Aided Desgn/Fashion

Discipline: Fashion (FASH)

Prerequisites: FASH 146,

Co-requisites: FASH 168

Transfer Acceptability: CSU

Repeatability: May be taken 2 times.

Removed L/L component and hours, added LAB component and hours, added LEC component and hours, updated suggested reading and title 5 repeatability language.

*Nancy J. Galli*

13) Course Number and Title: FASH 148 Digital Design for Fashion

Discipline: Fashion (FASH)

Transfer Acceptability: CSU

Repeatability: May be taken 2 times.

Removed L/L component and hours, added LAB component and hours, added LEC component and hours, updated objectives and title 5 repeatability language.

*Nancy J. Galli*

14) Course Number and Title: FASH 165 Sewing Laboratory

Discipline: Fashion (FASH)

Co-requisites: FASH 135, or FASH 136

Transfer Acceptability: CSU

Grading Basis: Pass/No Pass Only

Repeatability: May be taken 4 times.

Updated title 5 repeatability language.

*Nancy J. Galli*

2. Package Title: Fire L/L conversion

Discipline: Fire Technology (FIRE)

Description: Fire L/L conversion

**a) FIRE Credit Course Changes**

1) Course Number and Title: FIRE 118 Fire Prevention Technology

Discipline: Fire Technology (FIRE)

Course Included in the following programs:

A. Fire Technology - Emergency Management, A.A. Degree Major or Certificate of Achievement

B. Fire Technology - General, A.A. Degree Major or Certificate of Achievement

Transfer Acceptability: CSU

Decreased LEC hours, decreased unit value, updated description, updated textbooks, and critical thinking deleted suggested reading.

*Carl Lofthouse*

2) Course Number and Title: FIRE 151 Fire Fighter I Academy

Discipline: Fire Technology (FIRE)

Prerequisites: EME 106, or certification as an EMT 1, and admission to the Fire Fighter I Academy program

Transfer Acceptability: CSU

Removed L/L component and hours, added LAB component and hours, added LEC component and hours, updated textbooks, required reading, and methods of assessment.

*Carl Lofthouse*

3) Course Number and Title: FIRE 152 Driver Operator Academy

Discipline: Fire Technology (FIRE)

Recommended Prep: FIRE 100, and FIRE 151

Transfer Acceptability: CSU

Removed L/L component and hours, added LAB component and hours, added LEC component and hours, updated description, textbooks, and required reading.

*Carl Lofthouse*

4) Course Number and Title: FIRE 168 Volunteer Fire Fighter Academy

Discipline: Fire Technology (FIRE)

Transfer Acceptability: CSU

Removed L/L component and hours, added LAB component and hours, added LEC component and hours, updated objectives and methods of instruction.

*Carl Lofthouse*

5) Course Number and Title: FIRE 51 Fire Academy Preparation

Discipline: Fire Technology (FIRE)

Repeatability: May be taken 4 times.

Removed L/L component and hours, added LAB component and hours, added LEC component and hours, updated description, methods of instruction, outline, textbooks, methods of assessment and title 5 repeatability language.

*Carl Lofthouse*

6) Course Number and Title: FIRE 98 Fire Service Skills

Discipline: Fire Technology (FIRE)

Grading Basis: Pass/No Pass Only

Repeatability: May be taken 4 times.

Removed L/L component and hours, added LAB component and variable hours, added LEC component and variable hours, updated description, added methods of instruction, textbooks, methods of assessment and title 5 repeatability language.

*Carl Lofthouse*

#### **b) FIRE Program Changes**

1) Program Title: Fire Technology - Emergency Management

Discipline: Fire Technology (FIRE)

Award Type: A.A. Degree Major or Certificate of Achievement

Total Units: 30.00

Added FIRE 101, and 176 to elective block, deleted FIRE 105 from elective block, reflected unit value decrease to FIRE 118.

*Carl Lofthouse*

2) Program Title: Fire Technology - General

Discipline: Fire Technology (FIRE)

Award Type: A.A. Degree Major or Certificate of Achievement

Total Units: 33.00

Added FIRE 101 to program requirements, deleted FIRE 105 from elective block, increased total units to reflect changes.

*Carl Lofthouse*

3. Package Title: OIS ONE-UNIT COURSES

Discipline: Office Information Systems (OIS) Description: Conversion from L/L to Lecture and Lab; and, course review.

*Judith L. Dolan*

#### **a) OIS Credit Course Changes**

1) Course Number and Title: OIS 103 Advanced Keyboarding

Discipline: Office Information Systems (OIS)

Recommended Prep: OIS 102, or a keyboarding speed of 45 net words per minute

Transfer Acceptability: CSU

Distance Learning Offering(s): Online

Removed L/L component, added LEC component and hours, added LAB component and hours, updated description, methods of instruction, textbooks, and methods of assessment, added required reading, suggested reading and critical thinking, added distance learning.

*Judith L. Dolan*

2) Course Number and Title: OIS 108 Data Entry Skills I

Discipline: Office Information Systems (OIS)

Recommended Prep: OIS 101, or a keyboarding speed of 30 net words per minute

Distance Learning Offering(s): Online

*Standalone Course*

Removed L/L component, added LEC component and hours, added LAB component and hours, updated description, methods of instruction and methods of assessment, added textbooks suggested reading and critical thinking.

*Judith L. Dolan*

- 3) Course Number and Title: OIS 109 Data Entry Skills II  
Discipline: Office Information Systems (OIS)  
Recommended Prep: OIS 108  
Distance Learning Offering(s): Online  
*Standalone Course*  
Removed L/L component, added LEC component and hours, added LAB component and hours, updated description, objectives, methods of instruction and methods of assessment and textbooks, added required reading, suggested reading and critical thinking.  
*Judith L. Dolan*
- 4) Course Number and Title: OIS 115 Filing and Records Management  
Discipline: Office Information Systems (OIS)  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Computer Assisted, Online  
Removed L/L component, added LEC component and hours, added LAB component and hours, updated methods of instruction, textbook, required reading required writing, textbooks, and methods of assessment, added suggested reading and critical thinking.  
*Judith L. Dolan*
- 5) Course Number and Title: OIS 136.1 Word Basic  
Discipline: Office Information Systems(OIS)  
Recommended Prep: OIS 102, and OIS 120  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Online  
Repeatability: May be taken 4 times.  
Removed L/L component, added LEC component and hours, added LAB component and hours, updated description, objectives, methods of instruction, textbooks, required reading, suggested reading, required writing, methods of assessment, and title 5 repeatability language.  
*Judith L. Dolan*
- 6) Course Number and Title: OIS 136.2 Word Intermediate  
Discipline: Office Information Systems (OIS)  
Recommended Prep: OIS 136.1  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Online  
Repeatability: May be taken 4 times.  
Removed L/L component, added LEC component and hours, added LAB component and hours, updated description, objectives, methods of instruction, textbooks, required reading, suggested reading, required writing, methods of assessment, and title 5 repeatability language, added critical thinking.  
*Judith L. Dolan*
- 7) Course Number and Title: OIS 136.3 Word Advanced  
Discipline: Office Information Systems (OIS)  
Recommended Prep: OIS 136.2  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Online  
Repeatability: May be taken 4 times.  
Removed L/L component, added LEC component and hours, added LAB component and hours, updated objectives, methods of instruction, textbooks, required reading, suggested reading, required writing, critical thinking methods of assessment, and title 5 repeatability language.  
*Judith L. Dolan*
- 8) Course Number and Title: OIS 231.1 Medical Machine Transcription I  
Short Title: Med Machine Transcription I  
Discipline: Office Information Systems (OIS)  
Recommended Prep: OIS 102, and OIS 220;OIS 80  
Transfer Acceptability: CSU  
Removed L/L component, added LEC component and hours, added LAB component and hours, removed MA 55 and 56 from recommended preparation, added OIS 80 to recommended preparation.  
*Judith L. Dolan*
- 9) Course Number and Title: OIS 231.2 Medical Machine Transcription II  
Short Title: Med Machine Transcription II  
Discipline: Office Information Systems (OIS)  
Recommended Prep: OIS 231.1  
Transfer Acceptability: CSU

Removed L/L component, added LEC component and hours, added LAB component and hours, updated methods of assessment.

*Judith L. Dolan*

10) Course Number and Title: OIS 231.3 Medical Machine Transcription III

Short Title: Med Machine Transcription III

Discipline: Office Information Systems (OIS)

Recommended Prep: OIS 231.2

Transfer Acceptability: CSU

Removed L/L component, added LEC component and hours, added LAB component and hours, updated methods of assessment.

*Judith L. Dolan*

11) Course Number and Title: OIS 231.4 Medical Machine Transcription IV

Short Title: Med Machine Transcription IV

Discipline: Office Information Systems (OIS)

Recommended Prep: OIS 231.3

Transfer Acceptability: CSU

Repeatability: May be taken 4 times

Removed L/L component, added LEC component and hours, added LAB component and hours, updated methods of assessment, added repeatability and title 5 repeatability language.

*Judith L. Dolan*

**B. Non-Credit Course/Program Packages**

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

**C. New Programs**

1. There are no new Programs for this agenda.

**D. New Vocational Programs**

1. There are no new Vocational Programs for this agenda.

**E. Program Reactivations**

1. There are no Program Reactivations for this agenda.

**F. Vocational Program Reactivations**

1. There are no Vocational Program Reactivations for this agenda.

**G. Program Changes**

1. Program Title: Adult Fitness/Health Management

Discipline: Kinesiology (KINE)

Award Type: Certificate of Achievement

Total Units: 35.00 - 36.00

Changed program discipline. In program requirements: deleted BUS 140 and CE 100, reflected number update from PE 104/EME 100 to EME 100/HE 104 and added KINE 100, added CE 100 to group one, and added ZOO 200 to group two. In group III, reflected discipline change from PE to KINE for KINE 112, 125, 128, 129, 151, 165, 168, 231 and 232, added KINE 112, 130 and 170, updated unit values for KINE 129, 151, 165 and 168, updated total units.

*Robert C. Vetter*

2. Program Title: Kinesiology

Discipline: Kinesiology (KINE)

Award Type: A.A. Degree Major

Total Units: 31.00 - 37.00

Change program discipline, changed program title. Added EME 100/HE 104 to program requirements, reflected discipline change from PE to KINE for 100 and 176. In second block, reflected discipline change from PE to KINE for 137, 156, 165, 166, 168, 210, and 212, added KINE 211, 214, 215 and 216. In third block, reflected discipline change from PE to KINE for 118, 127, 136, 141 and 150, added KINE 129 and 231. For entire program, updated unit values for KINE 100, 176, 137, 156, 165, 166, 168, 211, 212, 214, 215, 216, 118, 136, 141, and 150 updated total units.

*Robert C. Vetter*

3. Program Title: Theatre Arts

Discipline: Theatre Arts (TA)

Award Type: A.A. Degree Major

Total Units: 27.50 - 30.00

Updated description, added TA/FASH 131 as option to program requirements, assigned unit requirement for elective category, removed TA 215, added TA 216, updated total units.

*Michael A. Mufson*

#### **H. Vocational Program Changes**

3. There are no Vocational Program Changes for this agenda.

#### **I. Program Deactivations**

1. There are no Program Deactivations for this agenda.

#### **J. Vocational Program Deactivations**

1. Program Title: Electrician Trainee  
Discipline: Electrician Trainee (ELTR)  
Award Type: Certificate of Achievement  
Total Units: 35  
Reason for Deactivation: No market value and low enrollment.

#### **K. Credit Courses – New**

1. Course Number and Title: DNCE 228 Spanish Flamenco IV  
Discipline: Dance (DNCE)  
Prerequisites: DNCE 127  
Course included in the following program:  
    A. Dance – Emphasis in World Dance, A.A. Degree Major or Certificate of Achievement  
Repeatability: May be taken 4 times.  
*Patriceann J. Mead*

#### **L. Credit Courses – Changes**

1. Course Number and Title: AT 150 Chassis Restoration and Assembly  
Short Title: Chassis Restoration/Assembly  
Discipline: Automotive Technology (AT)  
Prerequisites: AT 100  
Repeatability: May be taken 3 times.  
Removed L/L component, added LEC component and hours, added LAB component and hours, updated description, methods of instruction, outline, methods of assessment, and title 5 repeatability language.  
*Steven L. Bertram*

2. Course Number and Title: CSWB 110 Web Site Development with XHTML  
Short Title: Web Site Development w/XHTML  
Discipline: Computer Science and Information Systems – Web Technology (CSWB)  
Course Included in the following programs:  
    A. Information Technology, A.A. Degree Major or Certificate of Achievement  
    B. Internet-Business Education Emphasis, A.A. Degree Major or Certificate of Achievement  
    C. Web Developer with Emphasis in Java/Open Source, Certificate of Proficiency  
    D. Web Server Administrator with Emphasis in Linux, Certificate of Proficiency  
    E. Web Developer with Emphasis in Windows Certificate of Proficiency  
    F. Web Server Administrator with Emphasis in Windows Certificate of Proficiency  
    G. Internet-Graphic Communication Emphasis A.A. Degree Major or Certificate of Achievement  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Online  
Repeatability: May be taken 3 times.  
Removed ROP cross-listing from course number, updated title 5 repeatability language.  
*Ronald Burgher*

3. Course Number and Title: FASH 90 Design Collection  
Discipline: Fashion (FASH)  
Recommended Prep: At least one of the following courses:, FASH 135, FASH 136, FASH 139, FASH 145  
Repeatability: May be taken 2 times.  
*Standalone Course*  
Removed L/L component, added LEC component and hours, added LAB component and hours, increased unit value, increased repeatability and updated title 5 repeatability language.  
*Nancy J. Galli*



4. Course Number and Title: GCIP 260 Portfolio Development and Presentation

Short Title: Portfolio Dev/Presentation

Discipline: Graphic Communications - Imaging and Publishing (GCIP)

Prerequisites: GCIP 140, and GCIP 152

Course Included in the following programs:

- A. Graphic Communications Emphasis in Electronic Publishing, A.A. Degree Major or Certificate of Achievement

Transfer Acceptability: CSU

Repeatability: May be taken 4 times.

Removed ROP cross-listing from course number, removed ROP crosslistings from prerequisites, updated methods of assessment and title 5 repeatability language.

*Lillian S. Payn*

5. Course Number and Title: PHOT 170 The Photography and Photographers of California

Short Title: Photographers of California

Discipline: Photography (PHOT)

Prerequisites: PHOT 100, or PHOT 150

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

Transfer Acceptability: UC, CSU

Repeatability: May be taken 2 times.

Removed L/L component, added LEC component and hours, added LAB component and hours, added PHOT 150 option to prerequisite, updated methods of instruction, outline, textbooks, suggested reading, outside assignments, methods of assessment, and title 5 repeatability language, added required reading and critical thinking.

*Donna Cosentino*

6. Course Number and Title: PHOT 209 Photographic Portfolio

Discipline: Photography (PHOT)

Prerequisites: PHOT 105, or PHOT 155

Course included in to following programs:

- A. Commercial Photography Certificate of Proficiency
- B. Fine Art Photography Certificate of Proficiency
- C. Photography A.A. Degree Major or Certificate of Achievement

Transfer Acceptability: CSU

Repeatability: May be taken 3 times.

Removed L/L component, added LEC component and hours, added LAB component and hours, increased unit value, added PHOT 155 option to prerequisite, updated methods of instruction, textbooks, suggested reading, outside assignments, and title 5 repeatability language, added required reading and critical thinking.

*Donna Cosentino*

7. Course Number and Title: PHOT 212 Landscape Photography

Discipline: Photography (PHOT)

Prerequisites: PHOT 100, or PHOT 150

Course included in to following programs:

- A. Photography A.A. Degree Major or Certificate of Achievement

Transfer Acceptability: CSU

Repeatability: May be taken 4 times.

Removed L/L component, added LEC component and hours, added LAB component and hours, increased unit value, added PHOT 150 option to prerequisite, updated methods of instruction, outline, textbooks, required writing, methods of assessment, and title 5 repeatability language, added required reading, suggested reading and critical thinking.

*Donna Cosentino*

8. Course Number and Title: PHOT 215 Creative Photography

Discipline: Photography (PHOT)

Prerequisites: PHOT 100

Transfer Acceptability: UC, CSU

Removed L/L component, added LEC component and hours, added LAB component and hours, updated objectives, outline, textbooks, and required writing, added required reading and critical thinking.

*Donna Cosentino*

9. Course Number and Title: RTV 120 / ENT 120 Digital Television Production

Discipline: Radio and Television (RTV) / Entertainment Technology (ENTT)

Transfer Acceptability: CSU

Removed L/L component, added LEC component and hours, added LAB component and hours, updated methods of instruction, textbook, and methods of assessment, added critical thinking.

*Lisa Faas*

**M. Credit Courses - Reactivations**

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

**N. Credit Courses – Deactivations**

1. Course Number and Title: DNCE 123 Arts Across the Curriculum  
Discipline: Dance (DNCE)  
Transfer Acceptability: CSU  
Reason for Deactivation: Title 5 restructure.

*Patriceann J. Mead*

**O. Noncredit Course - New**

1. Course Number and Title: N ESL 362 Beginning Level Listening and Speaking II  
Discipline: English as a Second Language (N ESL)

*Standalone Course  
Nimoli Madan*

**P. Noncredit Course - Change**

1. There are no noncredit course changes for this agenda

**Q. Noncredit Course - Deactivation**

1. There are no Noncredit Course Deactivations for this agenda.

**R. Distance Learning\***

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2011:

Catalog Subject/Number	Distance Learning Offering (s)
FASH 139	Telecourse
OIS 103	<u>Online</u>
OIS 108	Online
OIS 109	Online
OIS 115	Computer Assisted, Online
OIS 136.1	Online
OIS 136.2	Online
OIS 136.3	Online
CSWB 110	Online

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

**S. Prerequisites and Advisories\***

The establishment of the following advisories meets Title 5 Regulation 55003, effective Fall 2011:

Catalog Number	Type	Description	Proposal Type
DNCE 228	Prerequisite	<u>DNCE 227</u>	New
FASH 135	Corequisite	FASH 165	Change
FASH 136	Prerequisite	FASH 135	Change
FASH 136	Corequisite	FASH 165	Change
FASH 137	Corequisite	FASH 66	Change
FASH 137	Recommended Prep	FASH 136	Change
FASH 139	Corequisite	FASH 167	Change
FASH 139	Recommended Prep	FASH 135	Change
FASH 141	Prerequisite	FASH 139	Change
FASH 141	Corequisite	FASH 167	Change
FASH 141	Recommended Prep	FASH 135	Change
FASH 146	Corequisite	FASH 168	Change
FASH 147	Prerequisite	FASH 146	Change
FASH 147	Corequisite	FASH 168	Change
FASH 165	Corequisite	FASH 135 or FASH 136	Change
FIRE 151	Prerequisite	EME 106 or certification as an EMT 1, and admission to the Fire Fighter I Academy program	Change
FIRE 152	Recommended Prep	FIRE 100 and FIRE 151	Change
OIS 103	Recommended Prep	OIS 102 or a keyboarding speed	Change

		of 45 net words per minute	Change
OIS 108	Recommended Prep	OIS 101 or a keyboarding speed of 45 net words per minute	Change
OIS 109	Recommended Prep	OIS 108	Change
OIS 136.1	Recommended Prep	OIS 102 and OIS 120	Change
OIS 136.2	Recommended Prep	OIS 136.1	Change
OIS 136.3	Recommended Prep	OIS 136.2	Change
OIS 231.1	Recommended Prep	OIS 102 and OIS 220; OIS 80	Change
OIS 231.2	Recommended Prep	OIS 231.1	Change
OIS 231.3	Recommended Prep	OIS 231.2	Change
OIS 231.4	Recommended Prep	OIS 231.3	Change
DNCE 228	Prerequisite	DNCE 127	Change
AT 150	Prerequisite	AT 100	Change
FASH 90	Recommended Prep	At least one of the following courses: FASH 135, FASH 136, FASH 139, FASH 145	Change
GCIP 260	Prerequisite	GCIP 140 and GCIP 152	Change
PHOT 170	Prerequisite	PHOT 100 or PHOT 150	Change
PHOT 209	Prerequisite	PHOT 105 or PHOT 155	Change
PHOT 212	Prerequisite	PHOT 100 or PHOT 150	Change
PHOT 215	Prerequisite	PHOT 100	Change

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

## VII. RESUMPTION OF REGULAR AGENDA

### A. ITEMS REMOVED FROM THE CONSENT CALENDAR

### B. TECHNICAL CORRECTIONS

1. Disregard the course change proposal for **AP AC 207**, approved at the November 17, 2010 Curriculum Committee meeting. The department would like to further revise the course. **AP AC 207** was a part of the **Acoustical Installer Course Changes Package**.
2. Disregard the credit course deactivation of **BIOL 106**, approved by the Curriculum Committee at the November 11, 2010 meeting and the Faculty Senate at the November 29, 2010 meeting. The department wishes this course to remain active.
3. **DA 82** approved at the November 3, 2010 Curriculum Committee meeting should have a prerequisite which reads "Admission to the Registered Dental Assisting Program."
4. **DNCE 225**, approved at the March 2, 2011 Curriculum Committee meeting, should have had LAB hours removed. Course should be approved as Lecture only with variable hours of 1, 1.5, 2 and 3.
5. Disregard **DNCE 230**, presented at the February 16 Curriculum Committee meeting as a **new course**. **DNCE 132** was **changed** to **DNCE 230** on the March 2 agenda.
6. **DNCE 255**, presented at the February 16 Curriculum Committee meeting as a **new course** should have been presented as a **course change**. **DNCE 157** was **changed** to **DNCE 255**.
7. **N ESL 361 Beginning Level listening and Speaking 1**, approved at the February 25 Curriculum Committee meeting, has had a title change to **Beginning Level listening and Speaking 1 I**.
8. **N ESL 363 Beginning Level Listening and Speaking**, approved at the February 25 Curriculum Committee meeting, has had a title change to **Beginning Level Listening and Speaking III**.

### C. INFORMATION

#### 1. Status Of Course Outline Reviews

The following courses have completed the course outline review process between February 24, 2011 and March 11, 2011 and are effective Fall 2011.

FASH 116	Visual Merchandising II
FASH 120	Fashion Buying/Management II
FASH 125	Retailing/Promotion

#### 2. 2010-2011 Curriculum Activity Summary

	<b>Current Agenda</b>	<b>2010-11 Cumulative</b>
New Courses	2	58
Course Revisions	40	503
Course Deactivations	1	156
Course Reviews (2/24/2011– 3/11/2011)	3	166
New Programs	0	15
Program Revisions	5	61
Program Deactivations	1	17
<b>Total Activity</b>	<b>52</b>	<b>976</b>

#### **D. DISCUSSION**

1. ACCJC Action On Policies
  - a. Policy of Institutional Degrees and Credits (Attachment)
  - b. Policy on Distance and Correspondence Education (Attachment)
  - c. Academic Integrity in Online Education (Attachment)

#### **ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES**

*Western Association of Schools and Colleges*

**Policy on Institutional Degrees and Credits**

*(First Reading June 2010, First Reading January 2011)*

#### **Background**

*The Accreditation Standards (particularly Standard II) and Eligibility Requirements 8 and 9 require institutions to meet generally accepted practices when awarding credit. These practices require evidence of:*

1. *academic study of sufficient content, breadth, and length;*
2. *levels of rigor appropriate to the programs and/or degrees offered;*
3. *statements of expected student learning outcomes relevant to the disciplines;*
4. *assessment results which provide sufficient evidence that students are achieving key institutional and program learning outcomes.*

*In response to federal requirements the Commission has developed a definition of credit hour for associate's degrees and adopted the federal definitions of terms related to institutional degrees and credits.*

#### **Policy Elements**

*An accredited institution conforms to a commonly accepted minimum program length of 60 semester credit hours or 90 quarter credit hours for associate's degrees. Any exception to this minimum, such as an institutional decision to award a degree on the basis of student achievement of defined learning outcomes for the degree, must be explained and justified. [34 CFR 600.2 & 668.8]*

#### **Federal Definitions**

**Contact hour or clock hour:** *a unit of measure which represents an hour of scheduled instruction given to a student. [Source: IPEDS1]*

1 Integrated Postsecondary Education Data System (<http://nces.ed.gov/ipeds/>)

**Credit or credit hour:** *a unit of measure representing the equivalent of a hour (50 minutes) of instruction per week over the entire term and is applied to the total number of credit hours needed for completing requirements for a degree, diploma, certificate or other institutional award. [Source: IPEDS]*

**Semester credit hour or semester hour:** *a semester hour must include at least 15 clock hours of instruction [34 CFR 668.8]. The actual amount of academic work which goes into a single semester credit hour is often calculated as follows:*

- a. *One lecture, seminar, or discussion credit hour represents 1 hour per week of scheduled class/seminar time and 2 hours of student preparation time. Most lecture and seminar courses are awarded 3 credit hours per semester, this formula represents at least 45 hours of class time and 90 hours of student preparation/study per semester.*
- b. *One laboratory credit hour represents 1 hour per week of lecture or discussion time plus 1-2 hours per week of scheduled supervised or independent laboratory work, and 2 hours of student preparation time. Most laboratory courses are awarded up to 4 credit hours. For a laboratory course earning 3 credit hours, this formula represents at least 45 hours of class time, between 45 and 90 hours of laboratory time, and 90 hours of student preparation per semester.*
- c. *One practice credit hour (supervised clinical rounds, visual or performing art studio or supervised field work) represents 3-4 hours per week of work and this, in turn, represents between 45 and 60 hours of work per semester.*

**Quarter credit hour or quarter hour:** quarter credit hours represent proportionately less work than semester hours due to shorter terms; this equates to about two-thirds of a semester credit hour. [Source: USNEI2] 2 U.S. Network for Education Information (<http://www2.ed.gov/about/offices/list/ous/international/usnei/edlite-index.html>)

**Academic Year:** for the purposes of Federal student assistance programs, an academic year has a minimum of 30 weeks of instructional time for a course of study that measures its program length in credit hours or a minimum of 26 weeks of instructional time for a course of study that measures its program length in clock hours. A full time student is expected to complete at least 24 semester credit hours or 36 quarter credit hours in an academic year. [Source: 20 USC 1088]

An academic year in a direct assessment program is a period of instructional time that consists of a minimum of 30 weeks of instructional time during which a full time student is expected to complete the equivalent of at least 24 semester credit hours, 36 quarter hours or 900 clock hours. [34 CFR 668.10]

**Program:** a combination of courses and related activities organized for the attainment of broad educational objectives described by the institution. These may include:

**Certificate:** a formal award certifying the satisfactory completion of a postsecondary education program; or

**Associate degree:** an award that requires completion of an organized program of study at the postsecondary level below the baccalaureate degree which is at least 2 but less than 4 years of full-time equivalent college work. [Source: IPEDS]

**Competency-Based or Direct Assessment Programs:**

Programs in which credits and degrees are awarded based solely on successful student demonstration of expected competencies, and not through credit or clock hours, are defined as **direct assessment programs**. A direct assessment program is an instructional program that, in lieu of credit hours or clock hours as a measure of student learning, utilizes direct assessment of student learning or recognizes the direct assessment of student learning by others. The assessment must be consistent with the accreditation of the institution or program utilizing assessment results.

## ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES

Western Association of Schools and Colleges

### Policy on Distance Education and on Correspondence Education

(Adopted June 2001, Edited August 2004, Revised June 2005, Revised January 2010,  
*First Reading January 2011*)

#### Background

Recognizing that most institutions must make use of the growing range of systems modalities for delivery of instructional and educational programs and services, including various electronic means, the Commission for Community and Junior Colleges (ACCJC) has adopted a policy based on principles of good practice to help ensure that distance learning is characterized by the same concerns expectations for quality, integrity, and effectiveness that apply to more traditional modes of instruction.

*This policy reflects the federal regulatory requirements regarding distance education and correspondence education.*

As methods used to facilitate/conduct distance learning evolve, the ACCJC policies that address distance learning also change. This policy statement has drawn from several previous policies and is intended to replace those policies with a single, unified, and up-to-date statement. Further development of this policy may well be appropriate in the not-so-distant future.

#### Definition of Distance Education

"Distance education is defined, for the purpose of accreditation review as a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously. Distance education often incorporates technologies such as the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs, in conjunction with any of the other technologies.

*Distance Education means [34 CFR §602.3]:*

*Education that uses one or more of the technologies listed in paragraphs (1) through (4) to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include –*

*(1) The internet;*

*(2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;*

*(3) Audioconferencing; or*

*(4) Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).*

**Definition of Correspondence Education**

*Correspondence education means [34 CFR §602/3]:*

*(1) Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to student who are separated from the instructor.*

*(2) Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student.*

*(3) Correspondence courses are typically self-paced.*

*(4) Correspondence education is not distance education.*

**A Correspondence course is:**

~~(1) A course provided by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and student is limited, is not regular and substantive, and is primarily initiated by the student. Correspondence courses are typically self-paced;~~

~~(2) A course which is part correspondence and part residential training, the Secretary considers the course to be a correspondence course; and,~~

~~(3) Not distance education."~~

**Policy**

Commission ACCJC policy specifies that all learning opportunities provided by our accredited institutions *must* have the same *equivalent* quality, accountability, and focus on student outcomes, *regardless of mode of delivery*, whether they are delivered electronically or by more traditional means. *This* intent of the policy is to *provide* a framework that allows institutions the flexibility to adapt their delivery modes to the emerging needs of students and society while maintaining quality. Any institution offering courses and programs *electronically through distance education or correspondence education* is expected to meet the requirements of accreditation in each of its courses and programs and at each of its sites.

**Policy Elements**

- Development, implementation, and evaluation of all courses and programs, including those offered via distance education or correspondence education, must take place within the institution's total educational mission.
- Institutions are expected to control development, implementation, and evaluation of all courses and programs offered in their names, including those offered via distance education or correspondence education.
- Institutions are expected to have clearly defined and appropriate student learning outcomes for all courses and programs, including those delivered through distance education or correspondence education.
- ~~Institutions are expected to provide the resources and structure needed to accomplish these outcomes *and to demonstrate that their students achieve these outcomes through application of appropriate assessment.*~~
- ~~Institutions are expected to demonstrate that their students achieve these outcomes through application of rigorous assessment.~~
- ~~Institutions are expected to provide the ACCJC reasons to believe that these outcomes will continue to be accomplished.~~
- Institutions are expected to provide the ACCJC advance notice of intent to initiate a new delivery mode, such as distance education or correspondence education, through the Substantive Change process.
- Institutions are expected to provide the ACCJC advance notice of intent to offer a program in which 50% or more of the courses are via distance education or correspondence education, through the Substantive Change process. *For purposes of this requirement, the institution is responsible for calculating the percentage of courses taught through distance or correspondence education.*
- Institutions which offer distance education or correspondence education *must* have processes in place through which the institution establishes that the student who registers in a distance education or correspondence course or program is the same person who participates every time in and completes the course or program and receives the academic credit. This requirement will be met if the institution verifies the identity of a student who participates in class or coursework by using, at the institution's discretion, such methods as a secure log-in and password, proctored examinations, and/or new or other technologies and/or practices that are developed and effective in verifying each student's identification. The institution must also publish to their students, policies

that ensure the protection of student privacy and will notify students at the time of class registration of any charges associated with verification of student identity [34 CFR§602.17g].

*Direct assessment of student learning means a measure by the institution of what a student knows and what the student can demonstrate in terms of a body of knowledge and identified student learning outcomes at the course, program, and institutional levels which comprise the learning outcomes for the program. These measures provide evidence that a student has command of a specific subject, content area, or skills or that the student demonstrates a specific quality such as creativity, analysis or synthesis associated with the subject matter or program. Examples of direct measures include projects, papers, examinations, presentations, performances, and portfolios.*

*To be eligible, direct assessment programs must meet the requirements in 34 CFR 668.10. The institution must establish a methodology to reasonably equate the direct assessment program to credit or clock hours for the purposes of complying with applicable regulatory requirements. Institutions with direct assessment programs must apply to the Federal Secretary of Education for approval and must include documentation from ACCJC indicating that the Commission has evaluated the institution's offering of direct assessment program(s) and has included the program(s) in the institution's grant of accreditation. [Sources: 34 CFR 668.10 & 20 USC 1088]*

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

Faculty Workgroup:  
Guidelines to Protect  
Faculty and Depts.  
After Lateral Transfer:

Monika Brannick began a follow-up discussion related to last week's Senate meeting in which Senate Vice President Fari Towfiq announced that a workgroup has been created to discuss the issue of lateral transfers and joint faculty appointments. The issue was brought forward after two faculty members in the English department expressed interest in splitting a full-time lateral transfer to the Multicultural Studies department. Towfiq described the workgroup:

Towfiq announced that a workgroup has been created to discuss these issues. The group will meet on the first and third Wednesday of each month at 12:30 p.m. in SU-30, and all are invited to attend. Members include Senate President Monika Brannick, Senate Vice President Fari Towfiq, an advisory member of the Palomar Faculty Federation, Martin Japtok, Rafiki Jenkins, and department chairs of the English and Multicultural Studies departments. The group will discuss not only this particular situation, but will attempt to identify the issues that may arise after any 50/50 shared lateral transfer is approved (Faculty Senate Minutes 3/14/11).

Brannick explained that the purpose of the group's initial meeting with members of the Faculty Council was to understand the situation and consider potential implications before the issue was brought to the Senate agenda for information. Meetings are currently scheduled on the first and third Wednesday of each month at 12:30 p.m. in room SU-30, and all are invited to attend, as indicated above.

Senator and PFF negotiator Teresa Laughlin expressed concern with the creation of a workgroup and particularly with the announcement that such a group would exist with a PFF member attending in an "advisory" role. She noted that this announcement was the first the PFF had heard of the plans for a discussion group, and the advisory designation to the PFF was both inappropriate and disrespectful. She asserted that given the nature of the discussion and the central role of the contract in the establishment of a new type of faculty position, the workgroup would create a redundancy, as it will be considering issues relating to evaluations, which should be addressed by the Tenure & Evaluations Review Board (TERB), and issues relating to reduction in force, representation, and seniority, which will require contract language and negotiation. She stated that she feels it is presumptuous for the workgroup to move forward, as there is a danger that the group will subvert the processes already in place, particularly given the role of the Negotiations Advisory Council, which is open to all faculty members.

Monika Brannick acknowledged that the group was not formed by any formal Senate action, and it is not intended to negotiate or define specific language, but instead wishes to discuss and identify possible issues which may arise.

Pam McDonough reiterated her concern that the central distinction is being lost in the discussion. The “lateral transfer” is covered in the contract, and the idea of a partial load is also accommodated in established language. The significant concern now is with the implications of a 50/50 Joint Appointment. She reminded the Senate that the English department, when it voted to support the shared lateral transfer, recognized that this would create a new type of faculty position which would require discussion by the larger faculty body – specifically the Senate, the PFF and TERB.

Brannick noted that no formal request was made by the English department to bring the matter to the Faculty Senate for discussion.

Discussion followed, and there was general agreement that any group having such discussions would act in an advisory capacity only, recognizing that although some overlaps may occur in discussions, it can be beneficial for this issue to be discussed in another forum where no formal action is taken.

Laughlin asserted that her critique is not intended to block open discussion of any issue, but is meant to emphasize that any group having such discussions should follow the processes already established.

Policies &  
Procedures:

Senators were provided with copies of the proposed revision of BP 550, Standards of Conduct, in November. Bruce Bishop, as Chair of the Academic Standards and Practices Committee, was asked to review the document and respond to it. The following text indicates changes/amendments being considered in the Policies and Procedures Taskforce, along with notations by Bruce Bishop:

BP 5500 Standards of Conduct

(pg 2) Consequences:

Consequences for violating this code may result in any or all of the following:

A. At the discretion of the instructor the student may receive:

1. A failing grade for the assignment/project/exam.
- ~~2. A failing grade for the course.~~

*Section A, subpoint 2: Consistent with faculty senate procedures this subpoint should remain in text.*

*2.A failing grade for the course*

*Additional language should be included to allow for other options – “consequences...may result in any or all of the following.” (“At the discretion of the instructor...”).*

- *verbal or written reprimand*
- *re do of the assignment/project/exam (with or without a grade penalty)*
- *etc???*

*I would suggest this section of CA Ed Code be included and referenced:*

76032. The adopted rules of student conduct may authorize an instructor to remove a student from his or her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the chief administrative officer for appropriate action.



*I suggest the emphasized language from CA ED Code be included.*

76033. As used in this article “good cause” **includes, but is not limited to** [*emphasis added*], the following offenses:

- a) Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- b) Assault, battery, or any threat of force or violence upon a student or college personnel.
- c) Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.
- d) The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.
- e) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
- f) Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

Bishop outlined the proposed amendments and the reasoning reflected in his notes. Monika Brannick reported that this item will be brought back for further discussion at next week’s meeting and an updated copy of BP 5500 will be provided.

GRAD Program: Monika Brannick reported that members of the GRAD project (Goals, Responsibility, Attitude, Determination) are still waiting to receive funds from the Strategic Planning Council Grant to begin implementing the plans for the project.

SB1440 Update: Senate members were provided with electronic copies of an SB 1440 update, as well as a revised timeline for Groups 1, 2, and 3. Group 2 was the Mathematics transfer degree, and the others, which include Administration of Justice, Early Childhood Education, History, Geology, Physics and Theatre, are now under Group 3.

She added that the Statewide Academic Senate will be conducting webinars and workshops. More information can be found at <http://www.ascce.org/>.

Accreditation: Monika Brannick informed Senate members that members of the Accreditation follow-up team will be visiting our campus on Friday, April 1.

Strategic Planning Council: Barb Kelber indicated that members of the Strategic Planning Council (SPC) were provided with a budget update at their last meeting. They completed the first phase of formative evaluation of the processes related to the Integrated Planning Model (IPM) and the Resource Allocation Model (RAM). SPC will complete the second phase during the month of April. As a result of the formative evaluation, SPC will identify goals and objectives for the Strategic Plan 2013/Year 2 Action Plan. The Council heard evaluative reports from Planning Councils and discussed preparation for the upcoming Accreditation site visit.

Academic Technology Committee: The next meeting of the Academic Technology Committee will be held on March 31, 2011.

ASG: Marlita Donan reported that two members of the ASG recently attended meetings with two of California’s Senate representatives in Washington D.C. this past weekend.

Governing Board: The next meeting of the Governing Board will be held on April 5.

Palomar Faculty Federation: Teresa Laughlin reported that she, Shayla Sivert, and Andy Potts recently attended an AFT Conference in Manhattan Beach to discuss the current climate for community colleges.

Equivalency: Fari Towfiq reported that with all of the recent hires, members of the Equivalency Committee continue with their review of Equivalency applications.

ADJOURNMENT: The meeting was adjourned at 2:50 p.m.

Respectfully submitted,

Barb Neault Kelber, Secretary