



Minutes of the
MEETING OF THE FACULTY SENATE
March 31, 2014

APPROVED

PRESENT: Sandra Andre, Melinda Carrillo, Jenny Fererro, Barb Kelber, Greg Larson, Jackie Martin, Pam McDonough, Patrick O'Brien, Lillian Payn, Diane Studinka, Travis Ritt

ABSENT: Joel Glassman, Teresa Laughlin, Susan Snow, Fari Towfiq, Rocco Versaci

GUESTS: Genesis Gilroy

CALL TO ORDER: The meeting was called to order by the President, Greg Larson, at 2:00 p.m. in Room SU-30.

Approval of Minutes:

Motion 1 MSC Kelber, Fererro: Faculty Senate approval of the minutes of March 24, 2014, as presented. The motion carried.

Public Comments: An election for the position of Faculty Senate President will occur at next week's meeting. In response to a request from a Senate member, Greg Larson indicated that he would distribute a list of duties associated with the position to all Senators.

Announcements: There were no announcements.

Committee Appointments: There were no committee appointments.

Curriculum: Greg Larson indicated that some feedback has already been received on the Substantive Change Proposal for Distance Education submitted to the Accrediting Commission. One is a request to provide additional data about success and retention rate for degrees and certificates that offer many on-line courses. Also, there was a suggestion to define what constitutes regular and substantive interaction between instructor and students in an online class. Overall, the commission gave positive feedback on the report, and an updated version will be resubmitted next week.

The purpose of the Substantive Change Proposal for Distance Education (DE) is (1) to report that 86 active degree programs and 75 active certificate programs of Palomar College have the potential for a student to complete 50% or more of the required courses through DE and (2) to secure formal approval of the Commission to continue this practice.

Discussion followed on the importance of departments having conversations about how many courses they wish to offer online, as well as discussions on courses that have the potential to be offered online even if they have not yet been offered in that format. It

was also suggested that data that distinguishes between which courses are actually offered on-line and which courses simply have the potential to be could be collected through the Program Review and Planning process. All faculty need to be aware of exactly what those numbers are in their departments.

Academic Senate
Plenary:

Greg Larson indicated that the resolutions which will be discussed and voted on at the Statewide Academic Senate Spring Session are now available for review at the Academic Senate's website: <http://www.asccc.org/2014-spring-session-resolutions>. He asked Senators to review them and provide any input at next week's Senate meeting.

He also noted that elections will occur at the Spring Session to appoint the next Statewide Academic Senate President. The position is a one-year term, and the current president, Beth Smith, is running for re-election against the current vice president, David Morse.

TERB: Revision of
Forms:

Barb Kelber distributed copies of a first draft of the revised Self-Evaluation Form. The document is being revised based on discussions with faculty, members of the Tenure & Evaluations Review Board (TERB), and the Palomar Faculty Federation (PFF). Kelber noted that the form has not been updated in 6-8 years. Senators discussed the proposed changes and made some recommendations for amendments.

Kelber shared copies of the college's Mission Statement, noting the language relating to learning outcomes. At last week's meeting, Kelber distributed copies of the Faculty Peer Evaluation Report forms for full-time Counseling, Library, and Teaching faculty. There was recently a revision to the part-time evaluation form, including the Department Chair's Supplemental Form, which contains a question about Student Learning Outcomes. TERB is working to refine how this supplemental form is used due to issues relating to clarity during the process, particularly with multi-disciplinary departments. The revised peer evaluations forms for both the full-time Counseling and Library faculty now also include the same question on SLOs that is part of the part-time evaluation forms. There has been talk of making changes to the documents providing a "yes" or "no" option to some of the questions rather than maintaining the rankings, though more discussion is needed due to other issues that will be raised with that change due to variations in departments. Kelber noted the need for communication and collegiality in the process, and TERBs continued effort to assist faculty who may be in need of assistance.

Policies &
Procedures:

Barb Kelber indicated that AP 7120, Recruitment and Hiring, will go back to Policies & Procedures for additional changes and clarification, including a change updating information on the Child Development Center Teachers. The Faculty Senate representatives sought clarification regarding the Compliance Officers and their attendance during all stages of the process, and the role of the Observers was also clarified to encourage consistency; it was noted that the Observers will be asked to comment on factual details only. Lastly, there was agreement that the approach to 2nd level teaching demonstrations will remain the same, with no specific requirement in the language. The procedure relating to the 1st level will also remain in place.

Copies of AP 3430, Prohibition of Harassment, and BP 3410, Nondiscrimination, were distributed for information. Senators discussed AP 3430 at length, and some suggestions were made to clarify the wording.

ADJOURNMENT: The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Pam McDonough, Secretary