



Minutes of the
MEETING OF THE FACULTY SENATE
March 5, 2012

APPROVED

- PRESENT:** Bruce Bishop, Monika Brannick, Melinda Carrillo, Haydn Davis, Jenny Fererro, Lori Graham, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin-Klement, Christina Moore, Linda Morrow, Pam McDonough, Wendy Nelson, Lillian Payn, Perry Snyder, Diane Studinka, Fari Towfiq
- ABSENT:** Katy French, Patrick O'Brien
- GUESTS:** John Tortarolo
- 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 Snyder, Morrow: Faculty Senate approval of the minutes of February 27, 2012, as presented. The motion carried.
- Public Comments:** There were no public comments.
- Announcements:** Monika Brannick referred to the Rationale Form for Full-time Faculty positions sent to Senators earlier in the day. She asked that they review the document for further discussion at next week's meeting.
- Linda Morrow added the following timeline for prioritizing faculty position requests for 2013-14:
- 3/5 or 3/12: Faculty Senate approves form revisions
 - 3/15: Departments receive form before Spring Break
 - 3/26: Data is posted by Research & Planning
 - 4/12: Departments/disciplines submit position requests to Deans for review and discussion
 - 4/20: Position requests are submitted electronically and in print copy to Instructional Services by 4:00 p.m.
- Brannick reminded Senators that Beth Smith, Vice President of the Statewide Academic Senate, would be attending next week's meeting.
- Agenda Changes:** Due to Vice President Tortarolo's attendance at today's meeting, there were no objections by Senators to suspend the agenda to discuss Information item D, Policies & Procedures: AP 7120, Recruitment and Hiring.

Policies & Procedures:
AP 7120, Recruitment
and Hiring:

Monika Brannick placed [AP 7120, Recruitment and Hiring](#), on the overhead. Senators discussed Table 3, Composition of Selection Committee by Position Type and Interview, specifically the wording referring to Deans: *An additional member from relevant/affected divisions may be appointed by the Superintendent/President where appropriate*. Senate members have discussed the item at several meetings, and questioned why the Superintendent/President can add additional members at the second level. Senators have also discussed that there is no faculty involvement for Vice President and Dean positions. John Tortarolo responded that members of the Policies & Procedures Committee are attempting to update policies & procedures by adopting wording in-line with the Community College League of California "Standardized" Policies & Procedures, and although the League may have a starting point for Policies & Procedures, local Governing Boards are advising an extension of that and a need to provide compliance with Title 5. He added that staff from each of Palomar's four divisions did contribute to the wording to provide clarity.

Senators also noted the wording added in level two: *where appropriate*, and questioned how that would be clarified. Tortarolo added that the wording was added to Administrative recruits only and does not apply to faculty hires. Discussion followed and it was pointed out that there is also wording included for the 1st Level Committee for Dean hires that includes the wording: *Additional Members may be appointed at the President's discretion*, which could provide an opportunity for faculty to be outvoted at that level.

Discussion followed on the proposed procedure as well as the current procedure, and issues that could potentially arise in the future. The first level is meant to inform the second level, which includes the voices of faculty. Tortarolo noted that members on the 2nd level do not vote, only provide input. One Senator pointed out that the only individual that is brought to the second level from the first level for Dean hires is the co-chair.

After further discussion, Monika Brannick, Barb Kelber, and Brent Gowen will continue their work on the document so that it can include wording that will hopefully provide consensus from all groups. This item will be brought back to the Faculty Senate soon. Brannick also referenced the Senate's request regarding faculty hiring to include the wording, *...the Superintendent/President relies primarily on the recommendation of the Selection Committee...* One senator read from the existing policy in the Faculty Senate Manual: "The Joint Selection Committee will consider the Superintendent/President's assessment and recommendations before coming to consensus. If the Joint Selection Committee and Superintendent/President agree on the recommended finalist, the name is recommended to the Governing Board. If no agreement is reached the Joint Selection Committee and Superintendent/President will meet to discuss the finalists. The Superintendent/President will make the recommendation to the Governing Board." It was noted that this language – the language which currently stands – suggests much more of a role for the faculty in the final decision than does the proposed change. Tortarolo indicated that the Administration did not accept the Senate's recommendation regarding the addition of that wording because hiring is the sole responsibility of the Superintendent/President. Some Senators expressed concern about the proposed language changes in relation to the policy in the Faculty Manual.

On another matter, Tortarolo also reminded all of the upcoming Diversity Event scheduled for March 29, with events scheduled throughout the day, including a Women's Studies event and a Lesbian, Gay, Bisexual, Transgender, Questioning (LGBTQ) event.

Committee

Appointments: There were no committee appointments.

Curriculum:

Motion 2 MSC Larson, Laughlin: Faculty Senate ratification of the Curriculum items dated February 15, 2012. The motion carried.

TERB Forms: Senators reviewed the draft of the Peer Review Forms for fulltime Counselors and Librarians at last week's meeting. Barb Kelber indicated that members of the Tenure & Evaluations Review Board (TERB) accepted the form for the Librarians and it will move forward in the process. Follow-up feedback has not yet been received from members of the Counseling department based on the suggestions discussed at last week's meeting. Kelber will bring the document back to the Senate after that review is complete.

Online Course Checklist: At last week's meeting, Lillian Payn 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](#). Senators were asked to review the document and provide suggestions to the proposed revisions.

Payn summarized the proposed changes and discussion followed.

Motion 3 MSC Morrow, Towfiq: Faculty Senate approval of the Online Course Best Practices Checklist. 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 working on developing governance structure and is discussing the possibility of changing the name to avoid confusion with the Statewide Student Success Task Force. Work is also continuing on the creation of a steering committee.

Equivalencies:

Fari Towfiq stated that the Equivalency Committee is meeting on a regular basis in addition to reviewing Equivalency Applications. The group has begun to work on the following:

1. Revising the applicant forms. Members of the committee are working with Human Resources to complete this task.
2. The committee continues to work to create improved communication between members of the committee, Human Resources, and departments, particularly department chairs.
3. Creating compliance with all other institutions.

The committee may finish their work late this semester or early in the Fall and will bring it to the Senate for review and/or approval.

Student Success Task

Force Recommendations: Lori Graham provided the following update on the Student Success Task Force recommendations:

Legislation was brought forward on February 28 (SB1560, a reintroduction of the original version of SB1143), which would hold half of the funding for a student's enrollment in a class until the student completes the class.

Monika Brannick shared information about a site on the Chancellor's webpage for Effective Practices for Counselors. The page shows examples of how and which colleges are implementing student support on their campuses:
<http://counselors.cccco.edu/CounselorResources/EffectivePractices.aspx>

Accreditation: There was no report.

Palomar Faculty Federation (PFF): Jackie Martin-Klement indicated that in one day over 3,300 visited the Palomar Faculty Federation's blog as discussion continues on negotiations with the district.

Instructional Planning Council: Linda Morrow reported that members of the Instructional Planning Committee (IPC) voted to cut Discretionary Funding by 20% at their last meeting (it was a split vote). She stated that Vice President Newmeyer had shared information about the budget at the previous IPC meeting.

This item will be forwarded to the Strategic Planning Council for consideration.

Discussion followed on the district's potential budget shortfall and possible savings in other areas.

ADJOURNMENT: The meeting was adjourned at 3:32 p.m.

Respectfully submitted,

Melinda Carrillo, Secretary