

Minutes of the  
MEETING OF THE FACULTY SENATE  
April 11, 2011

APPROVED

- PRESENT:** Bruce Bishop, Monika Brannick, Melinda Carrillo, Katy French, Lori Graham, Barb Kelber, Jackie Martin-Klement, Pam McDonough, Linda Morrow, Wendy Nelson, Patrick O'Brien, Perry Snyder, Diane Studinka
- ABSENT:** Haydn Davis, Erin Hartensveld, Teresa Laughlin, Fari Towfiq
- GUESTS:** Marlita Donan, 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, Snyder: Faculty Senate approval of the minutes of April 4, 2011, as amended. The motion carried.
- Public Comments:** There were no public comments.
- Announcements:** There were no announcements.
- Committee Appointments:** Patrick O'Brien reported that he has distributed two calls to fill a position on the Instructional Planning Subcommittee for faculty hiring, but has received no response. The subcommittee will hold its first meeting on Wednesday, April 13 at 3:00 p.m. He asked if any Senate members would consider serving.
- Motion 2** MSC O'Brien, Morrow: Faculty Senate approval of the appointment of Pam McDonough to the Instructional Planning Subcommittee for faculty hiring. The motion carried.
- O'Brien added that an announcement to fill upcoming fall committee vacancies has also been distributed to faculty members.
- Elections:** Patrick O'Brien indicated that the nominations for Faculty Senate vacancies were accepted through April 6. Because the number of candidates did not exceed the number of vacancies, no election will be held, and the following faculty members will join the Senate in May:  
Richard Hishmeh, Faculty Council Member at-large  
Jenny Fererro  
Katie French  
Marty Furch  
Jackie Martin-Klement  
Pam McDonough  
Christina Moore (part-time position)  
Diane Studinka
- Curriculum:** Senators were provided electronic copies of the following Curriculum items:

**PALOMAR COLLEGE CURRICULUM COMMITTEE MEETING ACTION ITEMS**

Wednesday, April 6, 2011 Room SU-30 at 3:00 pm

**I. 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.

**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 2011:

**A. Credit Course/Program Packages**

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

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

2. 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. There are no Program Changes for this agenda.

**H. Vocational Program Changes**

1. Program Title: Advertising, Marketing, and Merchandising

Discipline: Business Education (BUS)

Award Type: A.A. Degree Major or Certificate of Achievement Total Units: 28.50 - 30 Reduced number of elective requirements, updated total units.

*Mary Cassoni*

2. Program Title: Outdoor Leadership

Discipline: Recreation (REC)

Award Type: A.A. Degree Major or Certificate of Achievement Total Units: 19.00 - 25.00 Deleted GCIP 170, reflected change to PE 104/EME 100 to EME 100/HE 104 and title, added HE 100L, added group one requirement with one selection from KINE 127, 206, 229 and 230 as options, added group two requirement with one selection from KINE 114, 116, 120 and 128 as options, added group three requirement with one selection from KINE 150, 170, 204 and 205 as options, removed PE 230 recommended elective, updated total units.

*Robert C. Vetter*

3. Program Title: Recreation Agency Leader Discipline: Recreation (REC)  
Award Type: A.A. Degree Major or Certificate of Achievement Total Units: 21.50 - 30.00 Deleted GCIP 170, reflected change to PE 104/EME 100 to EME 100/HE 104 and title, added HE 100L, added group one requirement with one selection from KINE 206, 229, 230, added group two requirement with one selection from KINE 112, 115, 129 and 130, added group three requirement with one selection from KINE 110, 170, 175A, 175B, 175C, 175D, 210, 211, 212, 214, 215, and 216, updated total units.  
*Robert C. Vetter*

**I. Program Deactivations**

1. There are no Program Deactivations for this agenda.

**J. Vocational Program Deactivations**

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

**K. Credit Courses – New**

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

**L. Credit Courses – Changes**

1. Course Number and Title: AS 100 Introduction to the Historical Legacy of Africana Peoples  
Short Title: Intro Hist Legacy/Africana  
Discipline: Africana Studies (AS) Associate Degree General Education - D: Social and Behavioral Sciences  
CSU GE Area D: Social Sciences - D3: Ethnic Studies IGETC Area 4: Social and Behavioral Sciences - 4C: Ethnic Studies Transfer Acceptability: UC, CSU Distance Learning Offering(s): Online Updated methods of instruction, textbooks and methods of assessment.  
*John E. Valdez*

2. Course Number and Title: AT 155 Body Restoration and Assembly  
Discipline: Automotive Technology (AT)  
Prerequisites: AT 50 Repeatability: May be taken 3 times. Deleted L/L component and hours, added LAB component and hours, added LEC component and hours, minor change to catalog description, removed ROP cross-listing from pre-requisite, updated methods of instruction and title 5 repeatability language. Removed ROP cross-listing from pre-requisite.  
*Steven L. Bertram*

3. Course Number and Title: COUN 101 Transfer Success  
Discipline: Counseling (COUN)  
Transfer Acceptability: CSU Grading Basis: Pass/No Pass Only Updated catalog description, objectives, methods of instruction, outline, textbooks, critical thinking, required writing, outside assignments and methods of assessment, added required reading, attempting UC transferability.  
*Karan K. Husky*

4. Course Number and Title: CS 155 / ANTH 155 Ancient Civilizations of Meso-America  
Short Title: Ancient Civ of Meso-America  
Discipline: Chicano Studies (CS) / Anthropology (ANTH) Associate Degree General Education - C: Humanities CSU GE Area C: Arts and Humanities - C2: Humanities IGETC Area 3: Arts and Humanities - 3B: Humanities Transfer Acceptability: UC, CSU Added methods of instruction, required reading, critical thinking and methods of assessment, updated textbooks, removed distance education.  
*John E. Valdez*

5. Course Number and Title: DNCE 159 Hawaiian and Tahitian Dance II  
Discipline: Dance (DNCE) Prerequisites: DNCE 158 Course Included in the following programs:  
A. Dance - Emphasis in Euro-Western Dance, A.A. Degree Major or Certificate of Achievement  
B. Dance - Emphasis in General Dance, A.A. Degree Major or Certificate of Achievement  
C. Dance - Emphasis in World Dance, A.A. Degree Major or Certificate of Achievement  
Transfer Acceptability: UC, CSU Repeatability: May be taken 4 times. Deleted L/L component and hours, added LEC component and variable LEC hours, added variable units from .5 to 4, updated methods of instruction, suggested reading, critical thinking, methods of assessment and title 5 repeatability language.  
*Patriceann J. Mead*

6. Course Number and Title: DNCE 182 / ART 182 / AMS 182 / MUS 182 / TA 182 Introduction to Arts Management  
Short Title: Intro to Arts Management  
Discipline: Dance (DNCE) / Art (ART) / American Studies (AMS) / Music (MUS) / Theatre Arts (TA) Transfer

Acceptability: CSU Repeatability: May be taken 3 times. Added methods of instruction, required reading, critical thinking and methods of assessment, updated textbook, added repeatability and title 5 repeatability language.

*Patriceann J. Mead*

7. Course Number and Title: DNCE 183 / AMS 183 / TA 183 / MUS 183 / ART 183 Internship in Arts Management

Discipline: Dance (DNCE) / American Studies (AMS) / Theatre Arts (TA) / Music (MUS) / Art (ART)

Prerequisites: AMS 182 / ART 182 / DNCE 182 / MUS 182 / TA 182 Transfer Acceptability: CSU

Repeatability: May be taken 3 times. Added methods of instruction, textbook, critical thinking, methods of assessment, repeatability and title 5 repeatability language, updated required reading.

*Patriceann J. Mead*

8. Course Number and Title: FASH 167 Pattern-Making Laboratory

Discipline: Fashion (FASH) Co-requisites: FASH 139, or FASH 141 Transfer Acceptability: CSU

Repeatability: May be taken 4 times. Updated outline and title 5 repeatability language.

*Nancy J. Galli*

9. Course Number and Title: GCIP 140 Digital Imaging/Photoshop I Discipline: Graphic Communications - Imaging and Publishing (GCIP) Recommended Prep: Basic computer skills Course Included in the following programs:

- A. Architecture, A.A. Degree Major
- B. Digital Arts Certificate of Proficiency
- C. Digital Imaging, A.A. Degree Major or Certificate of Achievement
- D. Digital Publishing, Certificate of Achievement
- E. Digital Video, A.A. Degree Major or Certificate of Achievement
- F. Drafting Technology-Multimedia A.A. Degree Major or Certificate of Achievement
- G. E-Marketing, A.A. Degree Major or Certificate of Achievement
- H. Electronic Publisher, Certificate of Proficiency
- I. Graphic Communications Emphasis in Electronic Publishing, A.A. Degree Major or Certificate of Achievement
- J. Graphic Communications Emphasis in Management, A.A. Degree Major or Certificate of Achievement
- K. Graphic Communications Emphasis in Production, A.A. Degree Major or Certificate of Achievement
- L. Graphic Design, A.A. Degree Major
- M. Interactive Media Design--Emphasis in 3D Modeling and Animation A.A. Degree Major or Certificate of Achievement
- N. Interactive Media Design--Emphasis in Multimedia Design, A.A. Degree Major or Certificate of Achievement
- O. Interactive Web Multimedia and Audio, A.A. Degree Major or Certificate of Achievement
- P. New Media Compositing/Authoring/Distribution, A.A. Degree Major or Certificate of Achievement
- Q. Photography, A.A. Degree Major or Certificate of Achievement
- R. Screen Printing, A.A. Degree Major or Certificate of Achievement
- S. University Studies - Emphasis in Fine and Performing Arts A.A. Degree Major

Transfer Acceptability: UC, CSU Distance Learning Offering(s): Telecourse, Online Repeatability: May be taken 4 times.

Removed ROP cross-listing from course number.

*Wade E. Rollins*

10. Course Number and Title: PHOT 140 / JOUR 140 Photojournalism Discipline: Photography (PHOT) / Journalism (JOUR)

Course Included in the following programs:

- A. University Studies - Emphasis in Media and Communication A.A. Degree Major
- B. Journalism A.A. Degree Major or Certificate of Achievement
- C. Commercial Photography Certificate of Proficiency
- D. Photography A.A. Degree Major or Certificate of Achievement

Transfer Acceptability: CSU Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, reduced unit value, removed PHOT 100 and PHOT 110 as prerequisites, added methods

of instruction, required reading, and critical thinking, updated textbook, required writing, outside assignments and methods of assessment. *Paul W. Stachelek*

11. Course Number and Title: RTV 103 / ENTT 103 Introduction to Audio-Visual Systems  
Short Title: Intro to Audio-Visual Systems Discipline: Radio and Television (RTV) / Entertainment Technology (ENTT) Transfer Acceptability: CSU Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, added methods of instruction, methods of assessment and updated textbook.  
*Lisa Faas*

12. Course Number and Title: RTV 240 Television News  
Discipline: Radio and Television (RTV) Prerequisites: RTV 120 / ENTT 120, Recommended Prep: RTV 110  
Transfer Acceptability: CSU Repeatability: May be taken 4 times. Deleted L/L component and hours, added LEC component and hours, added LAB component and hours, deleted RTV 110 and RTV 140 from prerequisites, added RTV 110 for recommended preparation, updated title 5 repeatability language.  
*Patrick J. Hahn*

**M. Credit Courses - Reactivations**

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

**N. Credit Courses – Deactivations**

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

**O. Noncredit Course - New**

1. There are no new noncredit courses for this agenda.

**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 55100-55210, effective Fall 2011:

Catalog Subject/Number	Distance Learning Offering(s)
AS100	Online
CS/ANTH 155	Television
GCIP 140	Telecourse, Online

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

**S. Requisites and Advisories\***

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

Catalog Number	Type	Description	Proposal Type
At 155	Prerequisite	<del>R-AT/AT20</del>	Change
DNCE 159	Prerequisite	DNCE 158	Change
DNCE/AMS/TA/ MUS/ART 183	Prerequisite	AMS/ART/DNCE/MUS/TA 182	Change
FASH 167	Co-Requisite	FASH 139 or FASH 141	Change
GCIP 140	Recommended Prep	Basic Computer Skills	Change
RTV 240	Prerequisite	RTV/ENTT 120, <del>RTV-110, RTV-140</del>	Change
RTV 110	Recommended Prep	<u>RTV 110</u>	Change

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

**RESUMPTION OF REGULAR AGENDA**

**A. TECHNICAL CORRECTIONS**

1. **BUS 205** was approved at the **March 2** Curriculum Committee meeting with a prerequisite reading, “**BUS 125 or eligibility determined through the Business English exam process, which is an exam based on content from Business English 125.**” The prerequisite has been changed to read, “**BUS 125 or eligibility determined through the Business English exam process, which is an exam based on content from BUS 125 Business English.**”

2. **CSCI 275**, approved at the November 3, 2010 Curriculum Committee meeting, was submitted as open entry/open exit. This course should **not** be open entry/open exit.
3. **ESL 55** was approved at the February 2 Curriculum Committee meeting with a prerequisite of "**Eligibility determined through the English as a Second Language placement process or ESL 45.**" The prerequisite should include ESL 35. The prerequisite statement now reads, "**Eligibility determined through the English as a Second Language placement process or ESL 35 or ESL 45.**"
4. **GCMW 217** was approved at the March 2 Curriculum Committee meeting with a title of **Online Store Design I**. The correct title should be **Online Store Design**.
5. **KINE 211** was approved at the March 2 Curriculum Committee meeting but did not contain the complete title. The complete and correct title for this course is "**Professional Preparation for Basketball - Theory and Biomechanic Application.**"
6. Corrections to the following **Kinesiology** courses, approved at the 11/17/2010 Curriculum Committee meeting, have been made at the request of the department:
  - a. KINE 117 - Unit Value: 1.0, 1.5, 2.0
  - b. KINE 118 - Unit Value: 1.0, 1.5, 2.0
  - c. KINE 150 - Lecture Hours per Week: .5, 1, 1.5, 2
  - d. KINE 166 - Lecture Hours per Week: .50, 1, 1.5, 2, 3
  - e. KINE 155 - Lecture Hours per Week: .5, 1, 1.5, 2
  - f. KINE 210 - Lecture Hours per Week: .5, 1, 1.5, 2
  - g. KINE 232 - Unit Value: 1, 1.5 or 2
  - h. KINE 232 - Lecture Hours per Week: 0.5, ~~1~~, or 1.5
  - i. KINE 232 - Lab Hours per Week: 1.5, 2, or 3
7. The following correction to **N ESL 394**, approved at the 3/2/2011 Curriculum Committee meeting, has been made at the request of the department:
  - a. N ESL 394 – Lab: ~~0 48-162~~
  - b. N ESL 394 – Lecture: ~~48:00-192:00~~ 16-18

#### B. COMMUNICATING AND DISSEMINATING STUDENT LEARNING OUTCOMES

MSC Trigas, McDonald to accept the following recommendation from the Learning Outcomes Council:

MSC Brannick/McDonald to recommend to Faculty Senate and the Curriculum Committee that course SLOs reside in the Palomar Outcomes Database. Instructional Services will generate a list of all SLOS and publish them on the Learning Outcomes website once per semester. There will be a link in CurricUNET to the Learning Outcomes website. (Motion carried unanimously by the Learning Outcomes Council.)

#### C. INFORMATION

1. Status of Course Outline Review  
The following courses have completed the course outline review process between March 11, 2011 and March 30, 2011 and are effective Fall 2011.  
BUS 136 Personal Finance

2. 2010-2011 Curriculum Activity Summary

	Current Agenda	2010-11 Cumulative
New Courses	0	58
Course Revisions	12	515
Course Deactivations	0	156
Course Reviews	1	167
3/11/2011-3/30/2011		
New Programs	0	15
Program Revisions	4	65
Program Deactivations	0	17
TOTAL ACTIVITY	17	993

Monika Brannick drew particular attention to the motion passed by the Learning Outcomes Council regarding course SLOs. Members of the Curriculum Committee accepted that recommendation at their last meeting.

## B. COMMUNICATING AND DISSEMINATING STUDENT LEARNING OUTCOMES

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### Policies & Procedures:

Monika Brannick reported that AP & BP 4025, Philosophy and Criteria for Associate Degree, will be reviewed by the Learning Outcomes Council and brought to the Senate at a later date.

Senators were provided with copies of AP 3310, Records Retention and Destruction (Appendix A), and a copy of the document was placed on the overhead for discussion.

Monika Brannick referred to the table on page 4 referring to documents. It states that the Assistant Superintendent/Vice President of Instruction is responsible for Academic affairs: Catalog, class schedules, minutes of advisory committee meetings and academic senate meetings; accreditation reports; faculty handbooks. There was a question as to why the academic senate minutes included in that area of responsibility.

Barb Kelber recalled the issue of a Records Request which arose last year for the Tenure & Evaluations office. In that case, the TERB Coordinator was identified as the “custodian” of the documents, but there was some question as to what would be considered part of the “public record.” Ultimately, the Superintendent/President formally identified the TERB Coordinator as the custodian of those documents and the matter was resolved.

After brief discussion Senators agreed that overseeing the storage and upkeep of the Faculty Senate minutes lies with the Faculty Senate president. Some clarification needs to be made, though, in relation to emails and their level of accessibility to anyone other than the intended recipient. This item will be brought back for further discussion next week.

### GRAD Program:

Monika Brannick indicated that members of the GRAD (Goals, Responsibility, Attitude, Determination) will meet Tuesday, April 12, for their first meeting of the semester.

### SB1440 Update:

Monika Brannick reported that faculty are invited to attend a SB1440 workshop on April 30 (Saturday) at Coast Community College District Offices. <http://www.asccc.org/events/2011/04/regional-curriculum-training-1>

The meetings will take place from 10am-4pm, lunch will be provided, and registration is free. Teams of curriculum committee members are encouraged to attend, but the limit will be four attendees per college. The agenda will be mailed out later this month and will cover the associate degrees for transfer, the new regulations on prerequisites and content review, repeatability, and more. If you have questions, please contact Beth Smith directly: [beth.smith@gcccd.edu](mailto:beth.smith@gcccd.edu).

1440 Catalog Language: Faculty are also encouraged to regularly check the Academic Senate and C-ID <<http://www.c-id.net/>> websites for the latest information about the associate degrees for transfer. The Academic Senate, the CIOs, members of the Intersegmental Curriculum Workgroup, and the Chancellor's Office have worked to

develop sample catalog language that colleges could use, modify (or not use) for their catalogs (attached). More specific details have been requested, but discussions with CSU are still in progress.

1440 Discussion Board: The Academic Senate has also created a discussion board. Please visit this page <http://www.asccc.org/content/sb-1440-discussion-board> to ask any questions.

Faculty Workgroup:  
Guidelines to Protect  
Faculty and Depts.  
after 50% Voluntary  
Transfer:

Monika Brannick reported that the Faculty Workgroup created to discuss guidelines relating to Joint Assignments/Transfers met on Wednesday, April 6. The group agreed that the overarching issue of these joint assignments will be the determination of “home” departments.

Discussion followed on issues such as seniority, the importance of defining FSA’s in each department, and the need to discuss the situation in general terms rather than in just this particular instance.

Brannick described the group’s suggestion that the determination of a “home” department will clarify the evaluation process as well. One faculty member from each department should be appointed, and the faculty member from the “home” department should be appointed as chair of the Evaluation Committee.

Barb Kelber noted that any details relating to evaluations will be developed by members of the Tenure & Evaluations Review Board and then brought to the Senate for discussion. Eventually, the TERB will recommend language to the PFF and the District for approval and/or negotiation.

TERB: Proposed  
Revisions for Contract  
Language:

Barb Kelber presented several documents from the Tenure & Evaluations Review Board (TERB) on the overhead for Faculty Senate information. None of the documents are currently ready to be recommended to the PFF and the District for inclusion in the Contract, but the TERB seeks the Faculty Senate’s feedback (per Article 17.2.2) before offering a final draft for recommendation. All of the documents will be brought back for further review.

Article 17, Evaluation Procedure (Appendix B). Kelber noted the proposed addition to the wording in Article 17.1.14, relating to the expansion of the circle of confidentiality in the review of part-time faculty members. Requests have been received from several departments, particularly multi-disciplinary departments, asking for clarification of confidentiality requirements for cases in which several people are necessarily involved in the evaluation: a department chair, a Chair’s designee as evaluator, and a discipline specialist in charge of scheduling assignments.

Discussion followed on the recommendation, and some Senators thought the wording too vague. A Senator also questioned whether there is language in the current procedure that distinctly prohibits the evaluator from contacting anyone they choose. Kelber indicated that the item would be brought back to the Tenure & Evaluations Review Board with the Senate’s comments.



Part-time Faculty Evaluation Report (Appendix C). Kelber noted the following changes, proposed in the TERB's discussions or in the review by the PFF:

- A change in numbering to make sense of the specific change to what is now element #1. The change to #1, making it a "yes" or "no" response with a space for comments, rather than a matter of gradation of performance.
- #4 now includes the phrase "or online environment."
- #7 is a newly developed question, based on feedback in forums and the Negotiations Council: "The instructor adheres to department guidelines and is responsive to communications from the department."
- Addition of a signature line for the Department Chair.
- Addition of a signature line for the Division Dean.

Discussion followed regarding the proposed changes. Senators reached a clear consensus in recommending to the TERB that the signature line for the Division Dean should be deleted.

Evaluation Report Guidelines (Appendix D). Kelber reminded Senators of discussion last semester regarding the requirement to include SLO's in syllabi beginning in the fall semester. The Evaluation Report Guidelines, which are posted on the TERB website but are not formally included in the Contract, are being updated to reflect the changes in the Probationary and Peer report forms. Kelber specifically called the Senators' attention to elements 9 and 10, which reflect the most notable changes, and she expressed the TERB's desire to consider the Senate's feedback. The guidelines for element #9 now include the following proposed language

9. The professor establishes the appropriate learning outcomes for each course and consistently assesses for student learning of those outcomes.

- a. Student evaluations
- b. Course materials (including Course Outline of Record)

**Please note:** Professors are required to include Student Learning Outcomes (SLOs) on their syllabi, and compliance with this requirement is a department matter, outside the scope of individual faculty evaluation.

**For Peer Review, evaluations relating to element #9 must not be based on information or data gathered in the Palomar Outcomes Database (POD).** Evaluators should rely primarily on other course materials, observations, discipline expertise, and the Course Outline of Record.

Senators discussed the proposed language and seemed to agree that they would recommend the deletion of the first sentence following "Please note:," leaving only the sentence beginning "For Peer Review...". Kelber will take the feedback and suggestions back to the TERB for further revision of the guidelines.

#### Special Chairs and Directors Meeting:

Monika Brannick provided the following report from the special Chairs and Directors meeting held on Friday, April 8, where the focus was preparation for a budget shortfall of 8 to 9 million dollars:

- In the past, the district has attempted to exceed 20,000 FTES to receive the extra one million, and are presently funded for only 18,000 FTES, and no immediate changes will be made for an increase.
- The class schedule for summer will be immediately cut by 50%, or approximately 300 class sections, as well as 150 for spring, and 150 for fall.
- Campus priorities are, in order: San Marcos, Escondido, Camp Pendleton, Mt. Carmel, Fallbrook, and Pauma Valley. Classes in Ramona have already been cancelled.
- Curriculum priorities are GE Transfer Courses, CTE Career/Technical, and Basic Skills. Over the past two years all study abroad courses have been removed, as well

as Special Topics and Field Courses, and Stand Alone Courses. An attempt will be made to protect Core courses which are GE and Certificate requirements, and those which prepare students for a major. Integrity of the Golden Four must be maintained (Composition, Critical Thinking, Quantative Reasoning, Oral Communication).

- The Chairs are working with the deans on a schedule reduction. The district isn't looking at courses but rather teaching hours per week. In the next year, the district must reduce another 7% off of the class schedule.
- There is discussion of going to a 10-hour, 4-day work schedule over the summer.

Brannick added that members of the Strategic Planning Council and other planning councils will discuss additional ways the district can cut costs.

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

Respectfully submitted,

Barb Neault Kelber, Secretary

***Palomar Community College District Procedure AP 3310***

**AP 3310 RECORDS RETENTION AND DESTRUCTION**

**References:**

[Title 5 Sections 59020 et seq.:](#)

[Government Code Section 14756:](#)

[Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45](#)

[The Superintendent/President or designee shall supervise the classification and destruction of records and electronically stored information \(ESI\). An annual report shall be made to the Governing Board regarding the classification and destruction of records and ESI.](#)

[The following documents are not "records" and may be destroyed at any time:](#)

- [Additional copies of documents beyond the original or one copy \(a person receiving a duplicated copy need not retain it\)](#)
- [Correspondence between district employees that does not pertain to personnel matters or constitute a student record](#)
- [Advertisements and other sales material received and](#)
- [Textbooks used for instruction, and other instructional materials, including library books, pamphlets, and magazines](#)

**[Classification of Records](#)**

[Except where other state or federal laws and/or regulations are controlling, records shall be reviewed annually and classified consistent with Title 5 as either Class 1–Permanent, Class 2--Optional, or Class 3–Disposable. Classification of records shall not occur during the academic year in which the record was originated. Records of a continuing nature \(i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years\) shall not be classified until such usefulness has ceased. Unless otherwise indicated by law, all records not classified prior to July 1, 1976 are subject to the Title 5 classifications. Reclassification of records and record destruction requests require Governing Board approval.](#)

[In the event of a conflict of laws as to record retention periods or where the prescribed retention calculations result in more than one reasonable timeframe, the District shall observe the longer retention period.](#)

**[Class 1 – Permanent Records](#)**

[Examples of documents in Class 1 –Permanent Records and primary responsibilities for maintenance and retention are outlined in Table 1 below. The original of each of the following records or one exact copy thereof when the original is required by law to be](#)

filed with another agency, is a Class 1 –Permanent record and shall be *retained indefinitely*, unless copied or reproduced in a manner consistent with the requirements of Title 5 Section 59022 (e):

Annual Reports:

- Official budget
- Financial report of all funds, including cafeteria and student body funds
- Audit of all funds
- Full-time equivalent student, including Period 1 and Period 2 reports and
- Other major annual reports, including: those relating to property, activities, financial condition, or transactions; and those declared by Board minutes to be permanent

Official Actions:

- Minutes of the Board or committees thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in minutes but included therein by reference only
- Elections, including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted or canvassed by the Governing Board for a Board member, the Board member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganization, or any other purpose and
- Records transmitted by another agency that pertain to that agency's action with respect to District reorganization

Personnel Records of Employees:

- All detail records relating to employment, assignment, employee evaluations, amounts and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions or withholdings made and the person or agency to whom such amounts were paid
  - In lieu of the detail records, a complete proven summary payroll record for every employee of the District containing the same data may be classified as Class 1 – Permanent, and the detail records may then be classified as Class 3 –Disposable

Student Records:

- Records of enrollment and scholarship for each student, including but not limited to: name of student; place of birth; name and address of a parent having custody or a guardian (if the student is a minor); entering and leaving date for each academic year and for any summer or other extra sessions; subjects taken during each year, half year, summer session or semester; if grades or credits are given, the grades and number of credits toward graduation allowed for work taken
- All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto (except that these records cease to be Class 1 –Permanent records, one year after the claims has been settled or after the applicable statute of limitations has run)
- Exceptions:

Property Records: All detail records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1 –Permanent, and the detail records may then be classified as Class 3 –

Disposable, if the property ledger includes:

- o All fixed assets
- o An equipment inventory and
- o For each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description of identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss or otherwise

***Table 1. Class 1 – Examples of Permanent Records and Responsible Parties.***

Primary Responsibility for  
Maintenance and Retention  
**Superintendent/President**

**Documents**

**Board documents:** Board policies and procedures, minutes, Board agendas.

**Legal counsel opinions**

Elections called by the Board and records of call and results

**District organizations**

**Records relating to Board action,** formation, naming, boundaries, changes in boundaries, reorganizations.

**Palomar College Foundation:** All documents of incorporation, governing by-laws and amendments, and all state and federal exemption designations, financial audits and corresponding regulations governing operation of 501(c)(3) tax exempt nonprofit organizations.

**Conflict of Interest Statements Form 700**

**Assistant Superintendent/  
Vice-President of Finance  
and Administrative  
Services**

**Administrative affairs:** budgets, financial reports (quarterly and annual), annual audit, budget allocation and planning review committee minutes, apportionment notices and worksheets, tentative budget, adopted/final budget, all worksheets and budget change forms/transfers

**Fixed assets and property records:** (1) Buildings: working drawings, blue prints and specifications of all structures, additions, alternations, certificates of approval of completion and related documents, change orders, contracts for construction, contractor payment requests, and appraisals); (2) Equipment: All records relating to model numbers, quantity, type, Identification number assigned, vendor, cost, date of acquisition and disposal.

**Payroll records:** Proven summary of payroll for every employee; salary, wages, deductions and withholdings; absence records; payroll register.

**Risk management:** Certificates of insurance; Worker's Compensation Insurance certificates from vendors; and liability claims files.

**Safety:** Hazardous waste generator reports;

hazardous bill of lading, hazardous waste manifests

**Assistant  
Superintendent/Vice-  
President Human  
Resource Services  
Personnel Records:**

Dates of service rendered; employment, assignment and reassignment records, termination and dismissal notices; evaluations; retirements; professional growth reports; employee contracts; collective bargaining agreements/employee handbooks; grievances; unfair labor practices.

**Risk Management/ Employee Health Benefits:**

Health and benefits contracts, District Worker's Compensation insurance reports and claims files; insurance policies; Insurance summary of loss runs; employee benefits/fringe enrollment forms; OSHA logs; accident or injury reports.

**Assistant  
Superintendent/Vice-  
President Instruction  
Academic affairs:**

Catalog, class schedules, minutes of: advisory committee meetings and academic senate meetings; accreditation reports; faculty handbooks

**Assistant  
Superintendent/Vice-  
President Student  
Services  
Admissions and records:**

Attendance reports, class rosters, instructor grade sheets, permanent transcripts, reports of degrees and certificates, State 320 reports  
**Student governance minutes**

**Class 2 – Optional Records**

Any record worthy of further preservation but not classified as Class 1 – Permanent may be classified as Class 2 – Optional and shall be retained until reclassified as Class 3 – Disposable. If the Superintendent/President or designee determines that classification should not be made at the time of annual document review, all records of the prior year may be classified as Class 2 –Optional, pending further review and classification within one year. Details regarding specific records falling within Class 2 – Optional records and associated retention periods can be found in the appropriate departmental handbooks.

**Class 3 – Disposable Records**

All records, other than continuing records, not classified as Class 1 – Permanent or Class 2 – Optional shall be classified as Class 3 – Disposable. Unless otherwise specified by law, Class 3 –Disposable Records shall be destroyed during the third college year after the college year in which it originated.

Disposable records include, but are not limited to:

- Records basic to audit, including those related to attendance, full-time equivalent student, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, cancelled checks and stubs, student body and cafeteria fund records), and detail records used in the preparation of any other report

- Periodic reports, including daily, weekly and monthly reports, bulleting and Instructions

A continuing record shall not be destroyed until the third year after it has been classified as Class 3 – Disposable. Class 3 – Disposable records basic to an audit shall not be destroyed until after the third July 1 succeeding the completion of an audit required by Education Code Section 84040 or of any other legally required audit or that period specified by Title 5 Section 59118 or after the ending date of any retention period required by law, whichever date is later. Details regarding specific records falling within Class 3 – Disposable records can be found in the appropriate departmental handbooks.

### **Records Reproduction**

Whenever an original Class 1–Permanent record is photographed, micro-photographed or otherwise reproduced on film or electronically, the copy thus made shall be classified as Class 1 – Permanent. The original record may be classified as Class 3 – Disposable if the following conditions have been met:

- The reproduction is accurate in detail
- The Superintendent/President or designee has attached to or incorporated in the copy or system a signed and dated certification of compliance with the provisions of California Evidence Code Section 1531, stating in substance that the copy is a correct copy of the original, or a specified part thereof, as the case may be
- The copy was placed in an accessible location and provision was made for preserving permanently, examining and using same
- If the record is photographed or microfilmed, the reproduction must be on film of a type approved for permanent, photographic records by the United States Bureau of Standards

### **Records Classification and Retention Process and Timeframes**

Each fiscal year and before January 1, the Superintendent/President or designee shall classify and review every record originated during the prior fiscal year. The retention period for Class 3 – Disposable Records shall be designated and such records shall be segregated according to the fiscal year in which they are to be destroyed.

With respect to District records, the Superintendent/President or designee shall:

- Personally supervise the classification of records
- Use District approved, standard-sized record storage boxes with attached labels indicating the classification, record title, and fiscal year in which the records originated. For Class 3 – Disposable Records, the label shall also indicate the fiscal year in which such records are to be destroyed
- Ensure records segregation by classification to avoid accidental destruction

### **Destruction of Records**

The Superintendent/President or designee shall submit to the Governing Board a list of records recommended for destruction, and shall certify that no records are included in the list in conflict with Title 5 or other applicable laws.

Upon order of the Governing Board, the Superintendent/President or designee shall supervise the destruction of records, and such destruction shall be conducted by any method that ensures the record is permanently destroyed, such as shredding, burning or pulping.

### Storage and Retrieval of Stored Records

To preserve available campus space, wherever practical and feasible, storage of Class 1 - Permanent documents shall be via approved electronic reproduction techniques that satisfy title 5, Section 59022 requirements as outlined in the records reproduction section above. Barring significant space and/or accessibility considerations or other practical necessities, Class 2 – Optional and Class 3 - Disposable records shall not be converted to electronic formats. Specific procedures for ESI are detailed in AP 3320 titled Electronically Stored Information.

Hard copy storage shall be in climate controlled locations and in District-approved boxes, which shall include a standardized District records label indicating the records classification, description of contents, year of document origination, and where appropriate, designated destruction date.

All off-site storage requests shall be via District-approved vendors. Records shall be stored in District approved boxes, and shall include an appropriate Records Transmittal Form, indicating the records classification, description of contents, year of document origination, and where appropriate, designated destruction date.

Any hard copy records retrieved from storage require completion of a Storage Records Request Form, which shall include the authorized party retrieving the records and an appropriate contact number, the name(s) of the record(s) retrieved, the date of retrieval, the anticipated date of record return.

Also see BP 5040 titled Student Records and Directory Information, AP 3320 titled Electronically Stored Information, and BP/AP 3300 titled Public Records

Office of Primary Responsibility: Superintendent/President

**NOTE:** The **red ink** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **green ink** is recommended by Human Resource Services. The information in **blue ink** is additional language to consider including in this procedure. This procedure was approved by the Policy and Procedure Task Force on 3-6-09 and was reviewed and approved again at the February 11, 2011 Task Force Meeting.

**Date Approved:**



**District/PFF Agreement  
Board Ratified 5/12/10**

**ARTICLE 17 - EVALUATION PROCEDURE**

17.1 General Provisions

17.1.1 Evaluation decisions shall be made in good faith and shall not be based upon factors that are not directly related to the faculty member's performance of his/her faculty assignment.

17.1.2 All evaluations shall be treated as confidential in accordance with Article 11.

17.1.3 Faculty and administrative evaluators shall notify the evaluatee that he/she is to be observed. This notice shall be given at least one (1) week prior to the observation, unless another time frame for the observation is mutually agreed upon.

17.1.4 Every evaluatee shall receive a signed copy of his/her evaluation.

17.1.5 A "business day" shall be a day when the District offices are scheduled to be open, but shall exclude Saturdays and Sundays.

17.1.6 Wherever a Department Chair or other faculty member is authorized to appoint a designee to assume the designator's role in the evaluation process, the appointed designee shall be a faculty member.

17.1.7 All final evaluation reports that rate a faculty member's overall performance shall use the terms *High Professional Performance*, *Standard Professional Performance*, *Substandard Performance* and *Unsatisfactory*.

17.1.8 The evaluators shall give comments and/or recommendations the weight they believe appropriate.

17.1.9 Faculty review shall be the primary feature of the evaluation process.

17.1.10 Either the Dean or first level administrator or vice president in charge of the evaluatee's discipline may submit comments and/or recommendations to the evaluator(s). Such comments and/or recommendations shall become an official part of the evaluation record.

17.1.11 In accordance with Education Code 87663(c), evaluations of faculty members will include, to the extent practicable and applicable, student evaluations. Faculty members shall have access to their own student evaluation summaries within a reasonable period of time following the posting of final course grades for that semester or session, subject to the availability of the data from TERB. Student evaluations alone shall never be used as the sole justification for a decision in a summative evaluation or in denial of tenure.

17.1.12 Final evaluation reports for all faculty members (regardless of status) shall be filed in the evaluatee's official personnel file. However, an evaluation document will not be entered or filed in a faculty member's personnel file until the faculty member is given notice and an opportunity to review and comment thereon. Such notice will allow ten (10) business days for review and comment. This ten-day (10-day) period may be extended only with the mutual written agreement of the Assistant Superintendent/Vice President of Human Resource Services or designee and the faculty member. A faculty member will have the right to enter comments and have them attached to any such evaluation document. Tenure and rehire evaluations may be appealed by probationary faculty members under the provisions of Article 17.7. However, with the exception of the tenure and rehire appeal process, the attachment to the evaluation document is the sole remedy for the contents and/or recommendation(s) in any evaluation document being entered or filed in a faculty member's personnel file. However, substantial departures from the evaluation procedures prescribed in this Article shall be subject to the grievance procedure (see Article 14) of this Agreement, and the evaluation shall be invalidated if those procedural departures are found to have prejudiced a fair and objective evaluation of the faculty member's job performance.

17.1.13 The contents, including comments and recommendations, of any evaluation document shall not be grievable.

17.1.14 The Department Chair or director, or other faculty member(s) who is (are) responsible for making future assignments for part-time faculty members, shall have access to a part-time faculty member's evaluation documents **and may confer with previous evaluators and/or discipline specialists** for the purpose of making appropriate assignments.

**PALOMAR COLLEGE**

**Part-Time Faculty Evaluation Report**

Part-Time Instructor/Evaluated: \_\_\_\_\_

Evaluator/Dept: \_\_\_\_\_

After reviewing student evaluations and the classroom visitation report, the Department Chair/Director/Designee will complete the following report. A copy of this signed form must be given to the evaluatee and another copy must be sent to the TERB Office. Evaluatees have 10 business days; beginning on the date the report was signed by the evaluatee, to add a response to their evaluation by sending it to the TERB Office (AA-112). After the 10-day comment period, this report and any evaluatee comments become part of evaluatee's personnel file maintained in the Human Resources Office.

**Summary Comments and Recommendations**

**Comments for each item are highly encouraged.** It is appropriate to write positive comments for meaningful feedback and encouragement for each question where it applies. If a "Substandard Performance" or "Unsatisfactory Performance" is checked, **comments are required.**

*Definitions of evaluation categories: (based on the Standards of Performance for Faculty)*

***High Professional Performance** - Frequently exceeds accepted standards of professional performance. (Check this box when the professor's professional performance is beyond what is reasonably expected.)*

***Standard Professional Performance** - Regularly meets accepted standards of professional performance. (This is the standard of performance that is expected of all professors when they are hired and they are expected to maintain this level of performance throughout their tenure at Palomar College.)*

***Substandard Performance** - Does not consistently meet accepted standards of professional performance.*

***Unsatisfactory Performance** - Does not meet minimal standards of professional performance.*

1. Course objectives and requirements are clearly stated in the class syllabus and communicated to the class.

High Professional Performance

Standard Professional Performance

Substandard Performance

Unsatisfactory Performance

Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Comments:**

2. The instructor meets classes as required, teaches according to the Course Outline of Record, and is well prepared.

<input type="checkbox"/> High Professional Performance	<input type="checkbox"/> Standard Professional Performance
<input type="checkbox"/> Substandard Performance	<input type="checkbox"/> Unsatisfactory Performance

**Comments:**

3. The instructor treats students with respect and tolerance, demonstrates patience and a willingness to help when needed, and encourages student participation and questions.

<input type="checkbox"/> High Professional Performance	<input type="checkbox"/> Standard Professional Performance
<input type="checkbox"/> Substandard Performance	<input type="checkbox"/> Unsatisfactory Performance

**Comments:**

4. The instructor demonstrates effective communication skills in the classroom or online environment, presenting course material in an interesting and engaging manner.

<input type="checkbox"/> High Professional Performance	<input type="checkbox"/> Standard Professional Performance
<input type="checkbox"/> Substandard Performance	<input type="checkbox"/> Unsatisfactory Performance

**Comments:**

5. The instructor maintains fair and clearly stated grading policies and provides fair and reasonably prompt evaluation of student work.

<input type="checkbox"/> High Professional Performance	<input type="checkbox"/> Standard Professional Performance
<input type="checkbox"/> Substandard Performance	<input type="checkbox"/> Unsatisfactory Performance

**Comments:**

6. The instructor demonstrates depth of academic preparation and subject area competency.

<input type="checkbox"/> High Professional Performance	<input type="checkbox"/> Standard Professional Performance
<input type="checkbox"/> Substandard Performance	<input type="checkbox"/> Unsatisfactory Performance

**Comments**

7. The instructor adheres to department guidelines and is responsive to communications from the department.

<input type="checkbox"/> High Professional Performance	<input type="checkbox"/> Standard Professional Performance
<input type="checkbox"/> Substandard Performance	<input type="checkbox"/> Unsatisfactory Performance

**Comments:**

**8. Summary Comments (required)**

Department: \_\_\_\_\_

Evaluee: \_\_\_\_\_  
(print name): \_\_\_\_\_

Evaluator: \_\_\_\_\_  
(print name): \_\_\_\_\_

Department Chair: \_\_\_\_\_  
(print name): \_\_\_\_\_

DivisionDean: \_\_\_\_\_  
(print name): \_\_\_\_\_

Date: \_\_\_\_\_

**Overall Recommendation: (Required)**

- High Professional Performance
- Standard Professional Performance
- Substandard Performance
- Unsatisfactory Performance

**Signatures**

My signature acknowledges that I have met with my evaluator and reviewed my evaluation. It does not mean that I agree or disagree with the evaluation summary. I am aware that within ten business days after signing this report, I have the right to submit a response to this evaluation to the TERB Office (AA-112). I am also aware that this evaluation and my response, if any, will become part of my personnel file maintained in the Human Resources Office.

Part-Time Faculty Evaluee: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator : \_\_\_\_\_ Date: \_\_\_\_\_

## **Evaluation Report Guidelines**

**Writing a peer evaluation report concludes a thoughtful review of a peer's performance. The report consists of a series of evaluation summaries so care must be taken to ensure that each summary is factually based and includes the evidence and reasoning that the committee used to reach a specific performance rating decision. The facts and analysis used in the report must justify the conclusions that the committee reached. Responses must specifically address criteria listed on the evaluation report form.**

**To assist you in filling out the evaluation report, listed below are the components relevant to each question.**

1. The professor establishes a classroom or online environment that promotes the active role of students as learners, encouraging questions and other forms of participation.
  - a. Classroom observation / Online course observation
  - b. Professional Improvement Form - self goals
  - c. Student evaluations
  - d. Professional Development contract
  
2. The professor treats students with respect, demonstrating a willingness to work with a diverse student body.
  - a. Classroom observation / Online course observation
  - b. Student evaluations
  
3. The professor teaches a course that is appropriately organized, with clearly-stated objectives in keeping with the Course Outline of Record.
  - a. Course materials
  - c. Classroom observation / Online course observation
  - d. Student Evaluations
  
4. The professor demonstrates subject matter expertise.
  - a. Course Materials
  - b. Professional Development Contract
  - c. Professional Improvement Form
  - d. Classroom observation / Online course observation
  - e. Student evaluations
  
5. The professor is proficient at integrating appropriate material and methods into the classroom or the online environment.
  - a. Classroom observation / Online course observation
  - b. Course materials (including Course Outline of Record)

c. Student evaluations

6. The professor communicates in a clear, informative, and professional manner.
- a. Classroom observation
  - b. Student evaluations
  - c. Course materials

7. The professor designs fair and clearly stated grading policies that promote high standards for student work.
- a. Classroom observation
  - b. Student evaluations
  - c. Course materials

8. The professor provides fair and reasonably prompt evaluation of student work.
- a. Classroom observations
  - b. Student evaluations
  - c. Professional Improvement Form

9. The professor establishes the appropriate learning outcomes for each course and consistently assesses for student learning of those outcomes.
- a. Student evaluations
  - b. Course materials (including Course Outline of Record)

**Please note:** Professors are required to include Student Learning Outcomes (SLOs) on their syllabi, and compliance with this requirement is a department matter, outside the scope of individual faculty evaluation.

**For Peer Review, evaluations relating to element #9 must not be based on information or data gathered in the Palomar Outcomes Database (POD).** Evaluators should rely primarily on other course materials, observations, discipline expertise, and the Course Outline of Record.

10. The professor fulfills the contractual requirements of the position.
- a. Professional Development Contract, service credits
  - b. Professional Improvement Form
  - c. Letter from department chair/program director
  - d. Contract (collective Bargaining Agreement, FY09 – FY11)
11. The professor demonstrated continued professional growth by participation in professional development activities.
- a. Professional Development Contract
  - b. Professional Improvement Form
12. The professor demonstrates commitment to the college and to education by service to the college.
- a. Professional Development Contract
  - b. Professional Improvement Forms