

Minutes of the  
MEETING OF THE FACULTY SENATE  
April 13, 2009

APPROVED

- PRESENT:** Bruce Bishop, Monika Brannick, Valerie Chau, Ralph Ferges, Katy French, Marty Furch, Brent Gowen, Lawrence Hahn, Richard Hishmeh, Stan Levy, Jackie Martin-Klement, Linda Morrow, Patrick O'Brien, Kathleen Sheahan, Diane Studinka, Fari Towfiq
- ABSENT:** Sue Norton, Judy Wilson
- GUESTS:** MaryAnn Drinan, Claudia Duran
- CALL TO ORDER:** The meeting was called to order by the president, Monika Brannick, at 2:00 p.m., in Room SU-30.
- Approval of Minutes:**
- Motion 1** MSC Gowen, Chau: Faculty Senate approval of the minutes of April 6, 2009, as amended. The motion carried.
- Public Comments:** There were none.
- Announcements:** There were none.
- Motion 2** MSC Gowen, O'Brien: To suspend the agenda to discuss Information item D, Part-time Evaluations/Survey Results, and Action item D, TERB Revised Standards of Performance for Teaching Faculty. The motion carried.
- Part-time Evaluations/  
Survey Results:** Copies of a summary of the questionnaire given to Department Chairs regarding part-time evaluations were provided for information. MaryAnn Drinan reported that the TERB used this questionnaire to gather input from department chairs on this relatively new evaluation process, which was implemented in 2005-06. Drinan reported that 30 departments have faculty chairpersons, and 5 departments have directors. Of the 30 chairs who submitted comments, the majority (11 of 17) reported that the information obtained from part-time faculty evaluations was valuable and useful.
- Senators discussed the process as well as some of the comments and suggestions received. Monika Brannick noted that one of the recommendations from the 2003 Accreditation Site Visit was that Palomar should develop a mechanism to evaluate part-time faculty on a regular cycle. Drinan indicated the TERB continues to discuss how to best meet the expectations of the 2003 Accreditation recommendations pertaining to evaluation cycles.
- TERB:** MaryAnn Drinan provided copies of the Standards of Performance for Teaching Faculty approved by the TERB at their April 6 meeting. Drinan outlined some of the changes made, many of which were based on the Senate's recommendations. Discussion followed on the amended document.

Motion 3 MSC Gowen, Chau: Faculty Senate approval of the Standards of Performance for Teaching Faculty. The motion was postponed.

Some additional changes were proposed to the standards, and lengthy discussion followed on the wording and implications of some of the items. Some Senators noted that because faculty duties and responsibilities vary, wording that allows flexibility and latitude to the evaluator is preferable. As such, some Senators recommended framing the standards more broadly, reserving prescriptive expectations for the guidelines. Drinan said she would take the Senate's suggestions back to the TERB and then bring this item back to the April 27 Faculty Senate meeting.

Motion 4 MSC Bishop, Gowen: To postpone consideration of Motion 3. The motion carried.

Motion 5 MSC Gowen, Chau: To resume the agenda. The motion carried.

Committee  
Appointments:

Motion 6 MSC O'Brien, Gowen: Faculty Senate acceptance of the results of the ballot for the following committee appointment:

Palomar College Committee to Combat Hate (PC3H)

Monika Brannick – Math  
Fergal O'Doherty – English  
Bruce Orton – English

The motion carried.

Patrick O'Brien reported that faculty should check their emails for an announcement of fall committee vacancies.

Monika Brannick stated that the Academic Senate for California Community Colleges is in the process of appointing members for Phase IX of their Statewide Career Pathways Project, taking place May 1-2, 2009. Palomar part-time faculty member Jane Thurston, of Occupational and Non-credit Programs, has been nominated to serve in the position.

Motion 7 MSC Gowen, Towfiq: Faculty Senate approval of the following committee appointment:

Academic Senate Phase IX, Statewide Career Pathways Project  
Discipline Work Group for Fashion Merchandising  
Jane Thurston, Occupational and Non-credit Programs

The motion carried.

Curriculum: The next meeting of the Curriculum Committee will be held on April 15.

Policies & Procedures: Senators were forwarded electronic copies of the following Policies and Procedures on April 8:

AP 4040 Library and Other Instructional Support Services Revised

BP 4060 Delineation of Functions Agreements  
AP 4060 Delineation of Functions Agreements  
BP 4102 Industry Advisory Committees  
AP 4102 Career and Technical Programs  
AP 4110 Honorary Degrees  
AP 4220 Standards of Scholarship  
BP 4400 Community Services  
AP 4400 Community Services  
AP 4610 Instructional Service Agreements  
BP 4675 Class Size  
AP 4675 Class Size

Copies of the following Policies and Procedures were provided in hard copies:

AP 4233 Course Content and Grading System  
AP 4300 Field Trips and Excursions  
BP 4300 Field Trips and Excursions  
AP 4025 Philosophy and Criteria for Associate Degree and General Education

Brent Gowen asked Senate members to review the documents for further discussion at next week's meeting.

At last week's meeting, Senators discussed AP 7120 and BP 7120, Recruitment and Hiring. While these documents are quite specific on the composition of the first level hiring committees, Senators were concerned that descriptions of second level committees include the following caveat: "Additional members may be appointed at the executive, senior, or other administrator's discretion (optional)." Moreover, questions arose about observers' roles at the second level. Monika Brannick reported that she and Brent Gowen met with Vice President Tortarolo and Consultant Karen Robinson on Friday, April 10 to discuss these two issues. Vice President Tortarolo is looking into past practice, and this item will be brought back for further discussion after his response.

Other:

Monika Brannick reported that an educational planning company will be brought in by the district to work on departmental plans, to analyze and collect data, and to make suggestions and recommendations for what courses are needed at the Fallbrook and Escondido centers. No information has been provided yet on what the cost will be for this service.

Faculty Manual Update  
& Assigned Time:

Monika Brannick stated that a faculty member will be solicited to undertake the update of the Faculty Manual once a proposal to negotiate assigned time is made to the Palomar Faculty Federation. The document hasn't been updated since approximately 2002.

As requested at last week's meeting, the following report was given on what positions currently offer assigned time:

Curriculum Committee Co-Chair, 40%  
3 members of the Learning Outcomes Steering Committee, 20% for each position  
Faculty co-chair, Learning Outcomes Council, 40%  
TERB Coordinator, 80%  
First Year Experience Coordinator, 80% (HSI Grant)  
Accreditation Self-Study Co-chair, 40%

Professional Development Coordinator, 60%, who is also a Coordinator for the HSI Grant, receives an additional 20%  
Basic Skills Initiative Coordinators, 80% each (2)  
Academic Technology Coordinator, 60%  
NCHEA Director, 20% (currently being used by the Service Learning Coordinator)

Brief discussion followed, and the need for assigned time for the faculty member rewriting the faculty manual was reiterated. It was hoped that the 40% assigned time being used for Accreditation could be redirected to this end, but it is now unlikely that this assigned time will become available before October.

One Senator suggested soliciting the Instruction Office for hourly funds in order to begin assessing how large the task of updating the Faculty Manual will be. Once assessed, the Senate can proceed with a specific request to the PFF for assigned time for this job.

Timeline for SLOs/  
Faculty Involvement:

Senators discussed the recommendations related to the progress of Student Learning Outcomes made by the Accreditation Team on their recent visit, as well as the need for campus-wide unification on meeting these recommendations. Monika Brannick stated that she has received various questions from faculty members regarding Student Learning Outcomes Assessment Cycles (SLOACs), which indicate that such unity is still lacking.

Marty Furch suggested that the Learning Outcomes Council (LOC) should, and will, respond to such inquiries and asked that they be forwarded to the Council. She reported that the LOC will continue to provide updates to the Faculty Senate on their work, and that a joint statement will soon be distributed from her, the LOC Co-Chair; Vice President Cuaron; and Faculty Senate President Monika Brannick. Furch noted that one of the major challenges facing the LOC has been communicating with faculty and improving their response to emails.

In a prepared statement, Furch stated the following: "The LOC has conducted more than 20 general work sessions and workshops and has met with several departments and individual faculty since August, 2008. We have designed these sessions to provide guidance to faculty in developing SLOs and assessment plans.

Numerous faculty have provided feedback to Learning Outcomes Council members that the wording of the SLO questions in Curricunet is vague and somewhat confusing. These messages have been delivered through e-mails, conversations with individuals, workshop participants, chairs/directors meetings, and LOC members.

In the interest of truly helping faculty take the workshop information to the Curricunet process, the LOC SC has proposed revisions to the questions. The goal is that the questions facilitate the process for faculty and that they align themselves with the SLOAC process, as required by ACCJC.

The questions are to first be approved by the LOC, which is holding an emergency meeting on Tuesday, April 14 for this purpose. LOC approved revisions will go to the Curriculum Committee on Wednesday, April 15 for their discussion and action, and then if approved, sent to FS for their discussion and approval.

If approved, any courses reviewed in Curricunet with the revised set of questions will allow the college to report those with an assessment plan, one of the recommendations of the accrediting team.

The LOC will continue to work on a viable set of plans covering the next three years. These plans will outline what the faculty and the college need to do vis-à-vis SLOs and assessment so that we can meet ACCJC standards while maintaining the integrity of the process. These plans will be discussed and approved at the special meeting of the LOC on April 30.”

Discussion followed on the general timeline, on how many SLOs with assessment plans are needed per course and by when, and on what kind of reporting systems are to be generated. Furch indicated that more information will be available after the LOC meeting on April 14.

Copies of the Accrediting Commission for Community and Junior Colleges’ Rubric for Evaluating Institutional Effectiveness, Part III, Student Learning Outcomes, was distributed. Senators discussed the four levels of implementation, and Furch noted that Palomar needs to be at the Proficiency Level by Spring of 2012.

Furch added that the Learning Outcomes Council continues to work on a viable set of plans to outline what faculty and the college need to do over the next three years to meet ACCJC standards while maintaining the integrity of SLO/Assessment process. These plans will be discussed and approved at the special meeting of the Learning Outcomes Council.

Furch also read the following Mission Statement of the Learning Outcomes Council: “The Student Learning Outcome Council facilitates the implementation of the student learning outcome assessment cycles for faculty, staff and administrators. We do this by creating awareness, processes, and structures to support the scholarship of teaching and learning. We value the knowledge we gain through discourse, review, reflection and what the assessment cycle teaches us about what students are learning. We then adapt our processes to improve student learning outcomes. In doing so, we remain committed to academic freedom and the welfare of our students.”

This item will be brought back for further discussion at next week’s meeting.

Due to time constraints, the remaining agenda item, as well as all Reports, will be heard at next week’s meeting.

ADJOURNMENT: The meeting was adjourned at 3:40 p.m.

Respectfully submitted

Richard Hishmeh, Secretary