



Minutes of the  
MEETING OF THE FACULTY SENATE  
April 14, 2014

APPROVED

**PRESENT:** Sandra Andre, Melinda Carrillo, Molly Faulkner, Jenny Fererro, Joel Glassman, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Lillian Payn, Susan Snow, Diane Studinka, Travis Ritt, Fari Towfiq, Rocco Versaci

**ABSENT:** Patrick O'Brien

**GUESTS:** Marty Furch, 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 Morrow, Faulkner: Faculty Senate approval of the minutes of April 7, 2014, as presented. The motion carried.

**Public Comments:** There were no public comments.

**Announcements:** Molly Faulkner announced that as a result of the Steinway Fundraiser held on Saturday, April 5, and assistance from the Palomar College Foundation, a 9-foot Steinway Grand Piano will be purchased and used in the theatre beginning in the fall.

Teresa Laughlin requested an agenda item for next week's meeting on the hiring process and Human Resources.

Lillian Payn announced that Graphic Communications will be holding their Career Day on Tuesday, April 15 from 9:00 a.m. – 2:00 p.m. in MD 119 and MD 135.

Teresa Laughlin reminded all of Political Economy Days being held Wednesday, April 16, and Thursday, April 17, from 8:00 a.m. – 3:30 p.m.

**Committee Appointments:** There were no committee appointments.

**Election of the Faculty Senate President:** Nominations were accepted for the position of Faculty Senate President.

Greg Larson was nominated and accepted the nomination.

Larson asked for the Senate's support in relation to service and volunteering to serve on committees, task forces, etc. It was also noted that members of the Faculty Council have discussed expanding the role and responsibility of the Vice President by increasing

committee service as well as other duties currently not included with the position. Lengthy discussion followed.

Greg Larson was appointed to the position of Faculty Senate President by acclamation.

Academic Technology  
Resources Coord:

Senate members reviewed the letter of consideration received for the position of Academic Technology Coordinator.

Motion 2

MSC Andre, Martin: Faculty Senate support of the appointment of Lillian Payn to the position of Academic Technology Coordinator for a three-year term effective Fall 2014. The motion carried.

Emeritus:

Motion 3

MSC Faulkner, Laughlin: Faculty Senate approval of granting Emeritus status to the following faculty member:

Judith Eckhart, Professor, Nursing Education, effective July 1, 2014. She has served Palomar College for 20 years from August 1994 to June 2014. The motion carried.

Curriculum:

Motion 4

MSC Versaci, Laughlin: Faculty Senate ratification of the Curriculum Committee Action Items dated April 2, 2014. The motion carried.

Rocco Versaci indicated that at an upcoming meeting, the Curriculum Committee will discuss limiting part-time faculty committee membership to one per division.

Course Cancellation  
& Transfer:

Lillian Payn distributed a draft document from the Academic Technology Committee regarding course cancellation and reassignment. The document contains wording stating that in the event that a class is assigned from one instructor to another, due to the addition of a class section, or the reassignment of a course that then goes to another professor, the Chair shall contact both instructors, and ask that the instructor of the original course either delete the course assigned to the other instructor, or work with the receiving instructor, to allow the receiving instructor to use their class (intellectual property). Wording was also included that if the original instructor cannot be contacted, the Chair shall delete the contents of the course before assigning the course to the receiving instructor.

Lengthy discussion followed on the proposal, and opinions varied on whether adding this task to the list of department chair duties should require it going through PFF negotiations or whether it was part of the usual scheduling duties required of the chair. Several suggestions were heard on how the task could be completed, including directing Academic Department Assistants or the Academic Technology department to delete this material.

Payn will take the Senate's concerns to the members of the Academic Technology Committee, and this item will be brought back to the Faculty Senate for further discussion and/or Action on April 28.

Governance Structure  
Change: Basic Skills/  
Title 5 HSI Steering  
Committee:

This item will be addressed at next week's meeting.

Grant Oversight Form:

Copies of the Grant Oversight Approval Form were distributed:

Process for all Grants that need Faculty Senate Approval

Instructions:

- Submit Grant Oversight Approval Form to the current Grant Oversight Committee Chairperson.
- The Grant Oversight Committee will make a recommendation to the Faculty Senate.
- Faculty Senate will vote on approval of the grant.

(Please allow 10 working days.)

1. Name of Grant:
  - a. Type of Grant:
  - b. Duration of Grant:
  - c. Dollar amount:
  - d. Application Time Period:
2. Contact person(s), names and emails:
3. Please briefly describe the benefits to Palomar College of this grant. Whom does it serve?
4. Is the grant cyclical and can the grantee reapply? Is this grant an ongoing funding opportunity?
5. What will the grant fund (e.g. is it for materials, supplies, or staffing)?
6. What is the financial impact on Palomar College, now and when the grant funding ceases? (i.e., are there ongoing costs and/or staffing obligations?)
7. Is there a possibility that the activities of the grant will be institutionalized? If so, what plans have been made to institutionalize these activities?
8. Please attach a 1 page Executive Summary.

Senators discussed the document, and some minor amendments were made.

Motion 5

MSC Laughlin, Kelber: Faculty Senate approval of the Grant Oversight Approval Form.  
The motion carried.

Governance Structure  
Change: Academic  
Technology Committee:

Changes to the membership structure are being proposed. This item will be discussed at next week's meeting.

Academic Senate  
Plenary:

Greg Larson indicated that he attended the Academic Senate's Spring Session this past weekend. At last week's meeting, Senators discussed several of the Resolutions that were to be voted on. Larson provided the following update on some of those Resolutions:

13.01 S14 Researching the Feasibility of the CCC Bachelor's Degree

The resolution opposes adding bachelor's degrees to the mission of California community colleges. It also ties in with Senate Bill 850, Public Postsecondary Education: Community College Districts: Baccalaureate Degree Pilot Program.

Senate members supported a "no" vote on this Resolution, and it was not adopted at the Statewide Academic Senate meeting.

9.02 S14 Changes to Recent Community College Repeatability Regulations

The resolution states the need for California Community Colleges to work with the Consultation Council and the Board of Governors to increase repeatability options needed for student success in order to provide equal access to a balanced, comprehensive, and high-quality education as outlined in the California Master Plan for Education.

Senate members supported a "yes" vote on this Resolution, but it was voted down by the Statewide Academic Senate.

Larson also noted that Vice President David Morse was elected as the new Statewide Academic Senate President.

TERB: Revision of  
Forms:

Barb Kelber distributed copies of a draft of the Tenure and Evaluations Self-Evaluation Form. Kelber indicated that several changes proposed by the Senate and members of the Tenure & Evaluations Review Board (TERB) have already been made to the document. Kelber noted some of the changes, and some minor additional amendments were suggested.

Kelber also reminded Senate members of discussion at last week's meeting regarding the possibility of putting together a pool of willing faculty members for a pilot program in the fall semester to participate in the evaluation process for approximately 30 faculty members in Occupational and Non-Credit Programs who have been outside of the evaluation process for 6-7 years. Progress continues on moving forward with these evaluations.

Student Success and  
Support Program  
(3SP) Task Force:

Greg Larson indicated that 3SP Task Force Work Groups continue their work on drafts outlining their plans for the fall semester.

Distance Education  
Report:

Greg Larson stated that Berta Cuaron will attend the Senate meeting on April 28, 2014, to provide information and solicit Senate input on Distance Education issues.

Policies & Procedures:

Barb Kelber reported that AP 7120, Recruitment and Hiring, will be going forward to the Strategic Planning Council. As discussed several months ago, the Faculty Hiring Procedure is a separate document, and AP7120 refers to it several times. Kelber assured the Senate that the Faculty Hiring Procedure will be reviewed and revised in the coming weeks or early in the fall semester.

ASG:

Genesis Gilroy provided the following report of the ASG:

- Members of the ASG traveled to Washington D.C. last month and were able to meet with Senate representatives Barbara Boxer, Diane Feinstein, and Scott Peters to discuss continuing funding for Pell Grants, the new National Dream Act, and the Student and Family Tax Simplification Act.
- ASG members held an Informational Forum on March 26 to provide information on elections as well as ongoing and upcoming student surveys. Currently, two student surveys are underway on e-Cigarette use on campus as well as the proposed \$10 parking fee increase.
- Members of the ASG have teamed together with the Transfer Center to host a trip to UCLA on April 25.
- ASG members have formally supported a proposal which would allow a transition to a third-party vendor for financial aid distribution. It would allow three options for distribution: a debit card, a check, or direct deposit.

Learning Outcomes  
Council:

Marty Furch stated that members of the Learning Outcomes Council held a special meeting on Thursday, April 3, and will host another on April 24. The group is currently reviewing the timeline for assessing Student Learning Outcomes to assure complete and accurate data on Ongoing Assessment. The potential of a three-year cycle is being discussed which would also line it with Program Review. Furch added that a three-year template has also been created and approved, and that will be brought to the Faculty Senate for Information next week.

Academic Technology  
Committee:

Reporting on Academic Technology, Lillian Payn reported that 9 POET certificates have been issued this academic year. The number has slowed down since the program began, with the total of instructors with POET certificates now at 60.

Members of the Academic Technology Committee (ATC) continue their work on a plan for Managed Hosting, particularly as it relates to authentication.

Payn also distributed information from the ATC regarding a recommendation that the district support a Mac Platform. She requested that this item be brought forward for Action at next week's meeting.

Student Services  
Planning Council:

Diane Studinka reported that members of the Student Services Planning Council discussed the Student Equity Plan and the California English School at their last meeting. She also noted that a suspect has been arrested in relation to some or all the fires recently set in the campus restrooms.

Other:

Marty Furch announced that the new Accreditation Standards are now posted on the ACCJC website: <http://www.accjc.org/>. Comments are being accepted through the end of April.

ADJOURNMENT:

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

Respectfully submitted,

Pam McDonough, Secretary