

Minutes of the
MEETING OF THE FACULTY SENATE
April 18, 2011

APPROVED

PRESENT: Bruce Bishop, Monika Brannick, Melinda Carrillo, Haydn Davis, Katy French, Lori Graham, Erin Hartensveld, Barb Kelber, Teresa Laughlin, Linda Morrow, Wendy Nelson, Patrick O'Brien, Perry Snyder, Diane Studinka, Fari Towfiq

ABSENT: Jackie Martin-Klement, Pam McDonough

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 Hartensveld, Bishop: Faculty Senate approval of the minutes of April 11, 2011, as amended. The motion carried.

Public Comments: There were no public comments.

Announcements: Monika Brannick announced that approximately 100 Palomar College faculty and staff attended the "Hands Across California" event held on Sunday, April 17, 2011. The day joined nearly all of the 112 community colleges in California in a vast statewide line of hand-holding individuals, stretching from San Diego in the south through the Central Valley to above Sacramento in the North, over to San Francisco and down the coast through Los Angeles and Orange County, and back to San Diego to complete the circle. The event created a unified statewide spectacle illustrating the impact of community colleges in the state.

Monika Brannick indicated that she attended the Statewide Academic Senate meeting in San Francisco this past weekend. The Task Force created in December to make recommendations to the Board of Governors on SB1143, Student Success and Completion Rate, has been meeting regularly but is not making the progress the Task Force faculty members had hoped for. Brannick added that many of the "buzzwords" going around include "Specialized Colleges with a Single Mission," and "Centralized Control," and "re-thinking local Governing Boards." There was also discussion on the report coming out of the Legislative Analysts's Office (www.lao.ca.gov) on The 2011-12 Budget: Prioritizing Course Enrollment At the Community Colleges. Brannick encouraged everyone to take a look at the report, which provides information on big decisions being made that will have a very large impact on community colleges. In an effort to be proactive, Brannick is asking the Senate to consider forming a faculty group or task force to provide recommendations on how Palomar can move forward and participate in these changing times.

This item will be on next week's agenda for further discussion.

Committee Appointments: There were no committee appointments.

Other: Monika Brannick announced that applications for the positions of Academic Technology Coordinator are being accepted until 5:00 p.m. today, and the SLOAC Coordinator and Assistant Faculty Coordinator of the Learning Outcomes Council are being accepted until 5:00 p.m. tomorrow. Senators were asked to review the application materials prior to next week's meeting when those appointments will be made.

Curriculum: Senators were provided with electronic copies of the Curriculum Committee meeting Action items at last week's meeting.

Motion 2 MSC Bishop, Laughlin: Faculty Senate ratification of the Curriculum Committee Consent Calendar dated April 6, 2011. The motion carried.

Motion 3 MSC Morrow, Laughlin: Faculty Senate ratification of the Technical Corrections included in the April 6, 2011, Curriculum Committee Consent Calendar. The motion carried.

Motion 4 MSC Laughlin, Towfiq: Faculty Senate support of the following recommendation from the Learning Outcomes Council, which was supported by the Curriculum Committee:
To recommend to the 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.)
The motion carried.

Monika Brannick informed Senators that the Board of Governors approved the recommended language from the Statewide Academic Senate to change the assignment of prerequisites to a process based on Content Review for interdisciplinary courses. The Academic Senate, together with the Chancellor's Office, is working to create guidelines to direct faculty in the process.

Brannick noted other questions that were asked at a Content Review Workshop at the recent Statewide Academic Senate meeting: how can districts ensure that all faculty are teaching to the Course Outline of Record?; are SLOs in line with course objectives?; and how are prerequisites being written? These are just some of the issues being looked at as research is being conducted on success rates and a possible move toward performance-based funding.

Senators will have an opportunity for more extended discussion of these issues next week when Monika Brannick presents a full report on the meeting of the Statewide Academic Senate.

Policies & Procedures: Monika Brannick reported that members of the Policies & Procedures Task Force formed a smaller group to review the Policy on Student Conduct, which the Faculty Senate had recently sent forward. The Senate's revision retained the right of the faculty member to give a student a failing grade in a course as a consequence for an ethics violation. The document will be brought back to the Senate at a later date after review by the special sub-group of the Policies and Procedures Task Force.

Senators discussed the need to maintain faculty's option to fail a student in a course for cheating and/or ethics violations. Faculty members willing to take that serious step would not do so lightly but after serious contemplation. Senators expressed their hope that the

District will recognize this and act in a way that supports the faculty member as much as the student.

Brannick reminded Senators of discussion held at last week's meeting regarding AP 3310, Records Retention and Destruction, and the wording in the procedure that states that the Assistant Superintendent/Vice President of Instruction is responsible for records relating to "Academic affairs: Catalog, class schedules, minutes of advisory committee meetings and academic senate meetings; accreditation reports; faculty handbooks." Senate members questioned why the academic senate minutes were included in that area of responsibility, particularly since the Faculty Senate reports directly to the Superintendent/President.

Brannick reported that she discussed the matter with Vice President Cuaron, who agreed that the Faculty Senate minutes and ancillary records should not be included in her area of responsibility. The document will be revised and brought to the next Strategic Planning Council meeting.

GRAD Program:

Monika Brannick indicated that members of the GRAD campaign (Goals, Responsibility, Attitude, Determination) are meeting to discuss upcoming projects, including a mentoring program, Encores Workshops, and the Academic Advising Module. The group has forwarded its Progress Report to the Strategic Planning Council (SPC) and it will be reviewed at tomorrow's SPC meeting.

SB1440:

Monika Brannick reported that the finalized Transfer Curriculum Models are Communications, Psychology, Sociology, and Math. Many colleges have sent one or two transfer degrees to the Chancellor's Office, and, with the exception of two, they were all sent back due to some minor corrections that required proof that the courses were articulated and the addition of a new form to be included. The proposed degree plans will be resubmitted and are expected to be approved.

Next in the group are Administration of Justice/Criminal Justice, Early Childhood Education, Geology, History, Physics, and Theatre. Faculty members in these areas should consider participating in the review process.

TERB: Proposed
Revisions for Contract
Language:

Last week, members of the Senate reviewed and made recommendations for changes to the following Tenure & Evaluations documents: Article 17, Evaluation Procedure, Part-time Faculty Evaluation Report, and Evaluation Report Guidelines (these draft documents can be found in the Appendix of the April 11 Senate meeting). Barb Kelber indicated that members of TERB are meeting later in the day and will discuss the Senate's feedback and recommendations regarding those drafts.

Kelber referred to an Accreditation recommendation and part of the district's Strategic Plan (Year 1 Action Plan, Objective 2.5) that referred to ensuring the quality of Palomar's Distance Education Offerings. The objective requires input from the Academic Technology Committee (ATC), members of TERB, and the Senate. Several revised documents and protocols were produced by TERB and reviewed by the Senate. The Palomar Faculty Federation and the district created a Memorandum of Understanding to adopt the new online Student Evaluation Form and the Online Observation Form for the evaluation of online instructors. The specific goal of the group has been to raise the student participation rate in the online evaluation process, and several options have been discussed. The district has utilized the services of

“EvaluationKit,” and a pilot project was implemented last spring with 17 instructors who volunteered to be evaluated out of cycle. The results of the pilot project were very good. Prior to the pilot project, the highest percentage of students participating in evaluations was 20%, with an average of 13-15%. These numbers are dramatically low and do not offer a meaningful element for evaluation. Using EvaluationKit and the revised evaluative materials, the Pilot Project produced a participation rate of 39.7%. During this academic year, after returning to the regular cycle, the numbers have dipped again, and the TERB intends to respond quickly by reviewing the data and taking steps to address the low rates of participation.

Members of TERB will continue to discuss ways to improve participation levels and to bring them to the levels accomplished for face-to-face courses. The question now being discussed in Academic Technology and TERB is whether to *require* students in online courses to participate in evaluations. Given the process for student evaluations in the traditional classroom, the requirement is implicit, as a colleague enters the classroom and hands out the material directly to the students. There is a question as to whether that process can be mimicked online. Perhaps a screen could come up (and the instructor can choose the window of time in their course during which that screen would appear), and the student would have to participate in the evaluation in order to get into the course. As with traditional evaluations, a small number of students may move through the evaluation in a cursory or pro forma manner, but they will still be counted as participants.

Kelber indicated that she will continue to discuss these ideas with Academic Technology, the Senate, and TERB before making a recommendation to PFF and the District. She would also like to discuss these ideas with members of the ASG, as they may also be able to provide some feedback relating to student participation levels. Kelber noted that the requirement of online evaluation of instructors and/or courses is relatively common now, as many colleges and universities ask students to complete evaluations before receiving their grades or before completing a final exam in a course. Discussion followed on ways to improve the current process.

Instructional
Planning Council:

Linda Morrow reported that members of the Instructional Planning Council are discussing their goals for next year, focusing primarily on Program Review and Planning (PRP). The subcommittee created to review the Faculty Hiring Priority List has also begun meeting.

Palomar Faculty
Federation:

Teresa Laughlin indicated that she and other PFF negotiators attended a recent conference on Labor and Management where one of the issues discussed was cooperative bargaining strategies.

The district has sunshined several opening articles for negotiation, and all faculty are encouraged to read them carefully. They can be reviewed as exhibits from the Governing Board Agenda of April 12 (www.palomar.edu/gb/LeftNav/meetings.html). She added that during the negotiations process it is very important that all faculty members are careful not to compromise the negotiations by having formal or informal conversations in meetings about items involving mandatory subjects of bargaining. The Negotiations Team and the Negotiations Advisory Council are writing up proposals, so this is the time for faculty to attend these Council meetings if they have something they wish to see changed or included in the contract. If faculty members are unable to attend those meetings, they should feel free to contact Teresa Laughlin, Perry Snyder, or Shayla Sivert.

Laughlin also indicated that she would bring a copy of the list of mandatory and permissive subjects of bargaining to next week's meeting. Some senators suggested that the Senate should also review the list of Academic and Professional matters, which are within the primary purview of the Senate, noting that in many cases there is significant overlap or "gray area."

ASG:

Marlita Donan stated that members of the ASG, as well as several other students, participated in the "Hands Across California" event yesterday, April 17. The ASG will also be holding elections soon, with several candidates expressing interest in various positions.

Learning Outcomes
Council:

Katy French reported that SLO Coordinators Richard Albistegui-Dubois and she, as well as Administrators in Instructional Services and Research & Planning, received additional two-day TracDat training on running reports out of the Palomar Outcomes Database (POD). Working with Information Services, the POD was moved over to a new server. This will allow the College to upgrade to the most recent version of TracDat.

French added that the annual report required by the ACCJC must show continual improvement over last year with regard to the number of courses and programs with SLOs, assessment plans, and results entered into the POD. The goal is to move to the level of "proficiency" according to the ACCJC rubric by fall 2012. The current number of courses with at least one SLO and Assessment Plan is now at 46%, up from 43% a few weeks ago. The District must show 100% completion by the end of the semester in preparation for the June 1st report.

Discussion followed on the need for increased faculty participation. French indicated that additional steps will be taken at the end of the month to contact those faculty who need to complete the process.

Faculty Service Area
Committee:

Lori Graham stated that members of the Faculty Service Area Review Committee are discussing the idea of hosting divisional workshops at the Fall Plenary session. The group will meet again on May 3, 2011.

Governing Board:

Monika Brannick announced that a report was presented on the new hires at the last Governing Board meeting, as well as an announcement of all the retirees.

She also indicated that one Governing Board member, Paul McNamara, questioned the process relating to the approval of sabbatical leaves and offered a remark indicating that he didn't understand the purpose of most of the sabbatical proposals which were up for approval. Vice President Cuaron briefly explained the process and defended the purpose of sabbaticals. Monika reminded the Senate that not all sabbaticals are approved and that the process currently in place is efficient and productive. Senators discussed the comment made by Mr. McNamara and encouraged Monika Brannick to discuss the matter with him directly. As a new trustee, he may need a better understanding of the faculty's view of sabbaticals as an important element of the academic profession for tenured faculty.

Teresa Laughlin pointed out that sabbatical leaves can be understood as part of faculty members' compensation package, roughly 7% of their compensation, as faculty members can propose a sabbatical project for one semester out of every 14 semesters taught.

Strategic Planning
Council:

Monika Brannick reported that members of the Strategic Planning Council and Budget Committee received an update on the district's budget. One Senator asked if the district was considering making any additional cuts other than course offerings and recommended that all options should be explored.

Academic Technology
Committee:

Haydn Davis indicated that he would be bringing back for Faculty Senate endorsement the checklist for Validation of Preparedness to Teach Online. This will be a resource for formative evaluations of classes, but will not be related to Tenure and Evaluations. The small subgroup of the Academic Technology Committee has agreed to meet after the semester for three days in an effort to complete the training modules.

Student Services
Planning Council:

Diane Studinka stated that members of the Student Services Planning Council met on April 13. The group discussed parking fees for non-Palomar hosted events. The proposal includes charging for-profit agencies a student rate, or a per-car rate. The fees do not include Palomar-hosted events.

The proposed Smoking Policy is making its way towards the Strategic Planning Council and the Policies & Procedures Task Force.

The group also discussed House Bill 795, which bans smoking at all college campuses, and BP 5055, Priority Registration, which was tabled. The policy is based on students with 90 units or more having the lowest priority registration rather than highest for degree applicable units only. Approximately 1,000 students will be affected.

She added that the group also discussed program review and planning priorities and staffing plan priorities. The goal is for the next cycle of Program Review and Planning to be more closely aligned with the Instructional Planning Council cycle.

Lastly, Studinka noted that the summer schedule will be back up and running on April 25. However, all the classes that students previously had in their shopping carts will be cleared as a result of the dramatic reduction in the number of courses being offered. There are currently 15,000 students with appointments to register, but there will be approximately 10,000 seats available for the summer session.

Other:

Senators also briefly discussed the challenges facing not only pedestrians but vehicles driving through campus as the use of skateboards by students seems to be increasing. Although there are signs posted throughout the campus, those signs are not working as a deterrent.

ADJOURNMENT:

The meeting was adjourned at 3:33 p.m.

Respectfully submitted,

Barb Neault Kelber, Secretary

