

Minutes of the
MEETING OF THE FACULTY SENATE
April 20, 2009

APPROVED

- PRESENT:** Bruce Bishop, Monika Brannick, Valerie Chau, Ralph Ferges, Katy French, Marty Furch, Brent Gowen, Richard Hishmeh, Stan Levy, Jackie Martin-Klement, Linda Morrow, Patrick O'Brien, Kathleen Sheahan, Diane Studinka, Fari Towfiq, Judy Wilson
- ABSENT:** Sue Norton, Lawrence Hahn
- GUESTS:** Claudia Duran, Sherry Titus
- 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 13, 2009, as amended. The motion carried.
- Public Comments:** There were none.
- Announcements:** Claudia Duran announced that the college will be celebrating Earth Day on Wednesday, April 22. Several events will be held throughout the day.
- Bruce Bishop referenced an article in last week's Telescope relating to the Academic Honesty issue. The article mischaracterized many comments Bishop made to the writer, including inappropriately attributing some of Bishop's personal opinions as a Senator, or as a member of the Academic Standards & Practices Committee, to the Senate more generally.
- Motion 2** MSC Gowen, Levy: To suspend the agenda to address Action item E, Academic Honesty Policy. The motion carried.
- Academic Honesty Policy:** Bruce Bishop provided a draft copy of a proposal outlining a procedure for incidents of academic dishonesty. The document contained a flow chart that tied in with the due process procedure for grade disputes. Thus, for incidents of academic dishonesty that cannot be resolved between a student and faculty member, or with the mitigation of a department chair, due process is guaranteed. Bishop noted that this process is intended only for cases in which an instructor intends to fail a student for the course based on an incident of academic dishonesty, and not for cases involving failing students on individual assignments for such incidents. An instructor's right to fail students on individual assignments for academic dishonesty is not contested, and is therefore not subject to this process.
- Lengthy discussion followed on the proposed process and the need for faculty to articulate to students clear definitions of, and consequences for, academic dishonesty. Senators agreed that definitions of cheating and plagiarism should be included in the college catalog and the class schedule. Sherry Titus noted that the Chancellor's Office maintains the legal opinion that a faculty member cannot fail or drop a student in a course for a single incident of academic honesty unless the assignment or activity constitutes

such a large part of the grade that failing the single assignment would result in a failure of the course.

Members of the Academic Standards and Practices Committee will revise the document to incorporate, amongst other suggestions, definitions of plagiarism and cheating, and the document will be brought back to the Senate for further discussion and/or approval.

Motion 3 MSC Gowen, Chau: To resume the agenda. The motion carried.

Motion 4 MSC O'Brien, Gowen: To suspend the agenda to address Item A, under Reports. The motion carried.

ASG: Claudia Duran provided the following ASG report:

- The ASG vetoed a request from the Art department to hold the Art Sale in the Student Union. The spot where the sale is normally held is currently undergoing construction and is unavailable.
- ASG members are also working to update their Bi-Laws.
- Phi Theta Kappa is participating in a fundraiser by selling water for purchase by faculty and staff. Contact the ASG for more information.

Motion 5 MSC O'Brien, Towfiq: To resume the agenda. The motion carried.

Committee Appointments:

Motion 6 MSC O'Brien, Bishop: Faculty Senate approval of the following committee appointment:

Education & Facilities Master Planning 2022 Update Task Force
Beth Pearson, Life Sciences (Co-chair)

The motion carried.

Monika Brannick noted that a stipend is being requested for the faculty co-chair.

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

Academic Senate Phase IX, Statewide Career Pathways Project
Discipline Work Group for Fashion Design
Ken Imaizumi, Family and Consumer Sciences

The motion carried.

Curriculum: The following Curriculum items were provided for information:

PALOMAR COLLEGE
CURRICULUM COMMITTEE MEETING ACTION ITEMS
Wednesday, April 15, 2009

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 "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 the individual proposals included in the Package. Various Icons will be accessible for creating Reports or viewing the various pages of each proposal.

A. 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 2009:

A. Credit Course/Program Packages

1. Package Title: 2009 Deactivate-AP C 238 & AP C 240
Discipline: AP Carpentry (AP C)
Description: 2009 Deactivate-AP C 238 & AP C 240
Reason for Deactivation: No longer offered at Carpentry Training Center.
Mollie R. Smith

A. Package Courses

A. Course Number and Title: AP C 238 Wood/Metal Jambs and Pre-hung Doors
Short Title: Wood/Metal Jambs/Prehung Doors
Discipline: AP Carpentry (AP C)
Course included in the following programs:
A. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of Achievement
Repeatability: May be taken 2 times.
Reason for Deactivation: No longer offered at Carpentry Training Center.
Mollie R. Smith

Course Number and Title: AP C 240 Cylindrical and Mortise Locksets
Short Title: Cylindrical/Mortise Locksets
Discipline: AP Carpentry (AP C)
Course included in the following programs:
A. Apprenticeship-Carpentry, A.A. Degree Major or Certificate of Achievement
Repeatability: May be taken 2 times.
Reason for Deactivation: No longer offered at Carpentry Training Center.
Mollie R. Smith

B. Noncredit Course/Program Packages

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

C. New Programs

1. There are no New Programs for this agenda.

D. Program Changes

1. Program Title: Associate of Arts in Nursing-ADN Curriculum
Discipline: Nursing Education (NURS)
Award Type: A.A. Degree Major
Total Units: 80.00
Updated title, reflected decrease in units for BIOL 102 from 4 to 3 units, MICR 200 from 5 to 4 units, ZOO 200 from 5 to 4 units, ZOO 203 from 5 to 4 units, NURS 203 from 2 to 1 unit, increased total unit value from 75-80 units, updated footnotes.
Judith G. Eckhart

2. Program Title: Associate of Arts in Nursing-ADN Curriculum (LVN-RN)
Discipline: Nursing Education (NURS)

Award Type: A.A. Degree Major
Total Units: 52.00
Updated title, reflected decrease in units for BIOL 102 from 4 to 3 units, MICR 200 from 5 to 4 units, ZOO 200 from 5 to 4 units, ZOO 203 from 5 to 4 units, NURS 203 from 2 to 1 unit, decreased total unit value from 57-62 units, updated footnotes.
Judith G. Eckhart

3. Program Title: Escrow
Discipline: Real Estate (RE)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 23.00 - 25.00
Removed BUS 105 and RE 150 from electives, decreased unit value of OIS 102 from 3 to 2 units.
Sherry L. Gordon

4. Program Title: Family and Consumer Science-General
Discipline: Family and Consumer Sciences (FCS)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 24
Proposed to reflect title change of FCS 101.
Nancy J. Galli

5. Program Title: Fashion Merchandising
Discipline: Fashion (FASH)
Award Type: A.A. Degree Major
Total Units: 32.5 - 33.5
Changed program title, removed BUS 155/BMGT 105 option from program requirements, reflect unit increase from 3.0 to 3.5 for FASH 115, deleted FASH 145 from program requirements, decrease in total units for program requirements.
Nancy J. Galli

6. Program Title: International Business
Discipline: International Business (IBUS)
Award Type: A.A. Degree Major or Certificate of Achievement
Total Units: 34 – 36
Removed HIST 110 from recommended electives.
Alba-Maria Armistead

E. Program Deactivations

1. Program Title: Applications Support Specialist
Discipline: Computer Science and Information Systems (R CSIS)
Award Type: Certificate of Proficiency
Total Units: 13.00
Reason for Deactivation: ROP Computer Technology program ending Spring 2009.
Bruce Gan

2. Program Title: Fashion Merchandising/Entry-Level
Discipline: Fashion (FASH)
Award Type: Certificate of Achievement
Total Units: 25 – 26
Reason for Deactivation: Streamlining programs in the Fashion area.
Nancy J. Galli

F. Credit Courses – New

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

G. Credit Course – Change

1. Course Number and Title: ACCT 115 Sales Tax, Payroll Taxes, and Employee Benefits
Short Title: Sales/Payroll Tax/Empl Benefit
Discipline: Accounting (ACCT)
Course included in the following programs:
 A. Accounting, A.A. Degree Major or Certificate of Achievement
 B. Business-General, A.A. Degree Major
Transfer Acceptability: CSU
Distance Learning Offering(s): Online

Very minor update to catalog description, added method of instruction and distance learning contact types, updated textbook, added critical thinking, added method of assessment. Added Student Learning Outcomes.
Sherry L. Gordon

2. Course Number and Title: CSCI 110 Programming for Computer Science

Short Title: Programming/Computer Science

Discipline: Computer Science and Information Systems – Computer Science (CSCI)

Prerequisites: CSCI 108

Course included in the following programs:

- A. Computer Science, A.A. Degree Major or Certificate of Achievement
- B. Computer Science with Emphasis in Video Gaming, A.A. Degree Major or Certificate of Achievement
- C. Java Software Development, Certificate of Proficiency
- D. Mathematics, A.A. Degree Major
- E. University Studies - Emphasis in Business, A.A. Degree Major
- F. University Studies - Emphasis in Mathematics and Science, A.A. Degree Major

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Online

Changed CSCI 105 to CSCI 108 to reflect number change in prerequisite, updated textbook. Added Student Learning Outcomes.

Anthony W. Smith

3. Course Number and Title: CSCI 220 C Programming

Discipline: Computer Science and Information Systems – Computer Science (CSCI)

Course included in the following programs:

- A. Computer Science, A.A. Degree Major or Certificate of Achievement
- B. Computer Science with Emphasis in Video Gaming, A.A. Degree Major or Certificate of Achievement
- C. Mathematics, A.A. Degree Major
- D. University Studies - Emphasis in Mathematics and Science, A.A. Degree Major

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Computer Assisted, Telecourse, Online

Updated textbook, added Student Learning Outcomes.

Anthony W. Smith

4. Course Number and Title: ENG 97 English Topics

Discipline: English (ENG)

Repeatability: May be taken 3 times.

L/L and Lab components removed, units and hours changed, added objective, removed method of instruction, updated course outline statement and required reading, added critical thinking, decreased repeatability, updated Title 5 repeatability language, added Student Learning Outcomes

Fergal C. O'Doherty

5. Course Number and Title: R OT 70 Ophthalmic Medical Assisting I

Discipline: Optical Technology (R OT)

Grading Basis: Grade Only

Removed R OT 50 as prerequisite, added critical thinking, added Student Learning Outcomes

Paul Kelly

H. Credit Courses - Reactivations

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

I. Credit Courses – Deactivations

1. Course Number and Title: R ACR 56 Advanced Air Conditioning, Heating and Refrigeration

Short Title: ADV AIR COND, HEATING, REFRIG

Discipline: Air Conditioning/Heating/Refrigeration (R ACR)

Prerequisites: R ACR 50, and R ACR 55

Course Included in the following programs:

- 1. Air Conditioning/Heating/Refrigeration, Certificate of Proficiency

Grading Basis: Grade Only

Repeatability: May be taken 2 times.

Reason for Deactivation: ROP Air Conditioning, Heating, and Refrigeration program ending Spring 2009.

Paul Kelly

2. Course Number and Title: R ACR 58 Refrigerant Recovery

Discipline: Air Conditioning/Heating/Refrigeration (R ACR)
 Course Included in the following programs:
 A. Air Conditioning/Heating/Refrigeration, Certificate of Proficiency
 Grading Basis: Grade Only
 Repeatability: May be taken 2 times.
 Reason for Deactivation: ROP Air Conditioning, Heating, and Refrigeration program ending Spring 2009.
Paul Kelly

3. Course Number and Title: R ACR 97 Air Conditioning, Heating, and Refrigeration Topics
 Short Title: AIR COND/HEATING/REFRIG TOPICS
 Discipline: Air Conditioning/Heating/Refrigeration (R ACR)
 Course Included in the following programs:
 A. Air Conditioning/Heating/Refrigeration, Certificate of Proficiency
 Grading Basis: Grade Only
 Repeatability: May be taken 4 times.
 Reason for Deactivation: ROP Air Conditioning, Heating, and Refrigeration program ending Spring 2009.
Paul Kelly

J. Noncredit Course - New

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

K. Noncredit Course - Change

1. There are no Noncredit Course Changes for this agenda.

L. Noncredit Course - Deactivation

1. There are no Noncredit Course Deactivations for this agenda

M. Distance Learning*

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2009:

Catalog Subject/Number	Distance Learning Offering (s)
ACCT 115	Online
CSCI 110	Online
CSCI 220	Computer Assisted, Telecourse, Online

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

N. Requisites and Advisories*

The establishment of the following advisories meets Title 5 Regulation 55003, effective Fall 2009:

Catalog Subject/Number	Type	Description	Proposal Type
CSCI 110	Prerequisite	CSCI 405 108	Change

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

B. RESUMPTION OF REGULAR AGENDA

A. INFORMATION/DISCUSSION

1. Status of Course Outline Reviews

A. The following courses have completed the course outline review process between March 13 and April 3, 2009, and are effective Fall 2009.

AIS	120	Indians of the Americas
ANTH	100	Introduction to Biological Anthropology
ANTH	105	Introduction to Cultural Anthropology
ANTH	110	Introduction To Archaeology
AVIA	100	Introduction To Aviation Sciences
AVIA 1	05	Basic Pilot Ground School
AVIA	107	Instrument Pilot Ground School
AVIA	108	Flight Instructor Ground School
AVIA	110	Basic Pilot Flight Procedures
AVIA	115	Air Traffic Control
AVIA	120	Aviation Weather

AVIA	125	Instrument Simulator Laboratory
AVIA	140	Aviation Mathematics and Modern Navigation Systems
AVIA	197	Aviation Sciences Topics
AVIA	205	Principles of Aerodynamics
AVIA	295	Directed Study in Aviation Sciences
AVIA	75	Private Pilot Certification
AVIA	80	Instrument Rating Certification
AVIA	85	Commercial Pilot Certification
AVIA	90	Multi-Engine Rating Certification
FREN I	97	French Topics
GEOL	100	Basic Geology
HIST	121	History of California
MATH	97	Mathematics Topics
MUS	105	Music Theory I
MUS	106	Music Theory II
MUS	151	Concert Band
R CSIS	116	Introduction to Computers
R CSIS	127	Word Processing Software – Basic
RS	110	Religion in America

These items will be brought back for action at next week's meeting.

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

AP 4040 Library and Other Instructional Support Services
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

After brief discussion, there was support to advance these on to the task force.

Copies of the following Policies and Procedures were provided in hard copies at last week's meeting.

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

Senators were asked to continue their review of these for additional discussion at next week's meeting. Brent Gowen added that he would invite Dean Steve McDonald to an upcoming meeting to provide additional information and clarification on AP & BP 4300, Field Trips and Excursions.

TERB Coordinator
Position:

Motion 8

MSC Gowen, Sheahan: The Faculty Senate recommends the distribution of an announcement to fill the position of Tenure & Evaluations Review Board (TERB) Coordinator. The incoming coordinator will serve in the Fall 2009 semester on a training basis only, with the position officially beginning in Spring 2010. The current TERB Coordinator will remain named in the position through Fall 2009 to assist in the training process. The motion carried.

Monika Brannick added that the Senate's recommendation will be forwarded to the Superintendent/President for his approval before the announcement is distributed to faculty members.

Faculty Manual
Update:

Monika Brannick stated that a request to the Palomar Faculty Federation has been submitted to negotiate 40% release time to each of the two faculty members who will be appointed to update the Faculty Manual.

Timeline for SLOs/
Faculty Involvement:

At last week's meeting, Senators discussed the work of the Learning Outcomes Council to develop a viable outline/plan of 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.

Members of the Learning Outcomes Council approved a timeline that will bring Palomar to the "Proficiency" level required by the ACCJC by Spring 2012. The initial goal for this academic year, for faculty to identify SLOs for 33% of the college's courses, has been reached. The goal by Fall 2009 is for faculty to have identified SLOs for 66% of the college's courses and for at least half of those courses to be involved also in outcomes assessment cycles. By mid-September, Palomar's progress report for the ACCJC will hopefully reflect that these goals have been met.

Marty Furch added that as a result of many faculty concerns, changes are being made to the questions in Curricunet related to SLOACs. The new questions should be less vague, more structured, and more in-line with the ACCJC reporting requirements. The amended questions are currently being reviewed by the Curriculum Committee and will be forwarded to the Senate early in May.

Senators discussed the involvement of the Deans in the SLO approval process, and underscored that the procedure must remain under the purview of the faculty and the Faculty Senate. It was noted that the role of the Deans in the process should be as facilitators. There was also brief discussion of the role of the department chair in the process. The Senate felt that the chair should act as a colleague and department member to provide additional input in the process and to contribute equally to the department's discussion of SLOs.

Furch stated that the members of LOC are also currently discussing restructuring the council, in hopes that the co-chair be given sufficient time to complete his/her duties.

Personnel Standards
& Practices Committee:

Senators discussed the role of the Personnel Standards & Practices Committee as it relates to the yearly distribution of Administrative Evaluations. The committee has led the process for many years, but according to the recent Accreditation recommendations, the Senate should not orchestrate the process of evaluating administrators.

Such evaluations are recommended to be made top/down: the Governing Board evaluating the Superintendent/President, the Superintendent/President evaluating the Vice Presidents, the Vice Presidents evaluating Deans, with faculty input throughout. It was noted that changing the evaluation method as such would render the results confidential.

Lengthy discussion followed on the current process of distributing evaluations and the role of the Faculty Senate in the process. Senators questioned the Accreditation Team's authority in directing the Faculty Senate in this matter. Particularly, it was argued that because the evaluations currently issued by the Senate are not a part of any administrator's professional or employment record, the liability issues raised by the Accreditation team are moot.

Senators agreed that members of the Personnel Standards & Practices should research how other colleges conduct these evaluations and bring that information back to the Senate for further discussion.

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 3:41 p.m.

Respectfully submitted,

Richard Hishmeh, Secretary