



Minutes of the
MEETING OF THE FACULTY SENATE
April 28, 2014

APPROVED

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

ABSENT: Linda Morrow, Susan Snow

GUESTS: Berta Cuaron, Marty Furch

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 Towfiq, Laughlin: Faculty Senate approval of the minutes of April 21, 2014, as presented. The motion carried.

Public Comments: There were no public comments.

Announcements: Molly Faulkner invited all to attend "Esperanza Rising" April 25 – May 4, hosted by the Performing Arts department.

Greg Larson reminded all that the elections for Faculty Senate Vice President and Secretary would occur at the May 12, 2014, meeting.

Agenda Changes: Greg Larson indicated that the order of the agenda may be changed to allow for guests who are providing reports or information.

Committee
Appointments:

Learning Outcomes
Council:

Marty Furch reported that members of the Learning Outcomes Council (LOC) met on Thursday, April 24. A Student Learning Outcomes (SLO) Newsletter will be distributed soon and will include updates on SLOs and Accreditation.

She added that members of the LOC have been working with the Curriculum Committee to take a look at how SLOs can be incorporated with Course Outlines of Record. The LOC is suggesting that the Course Outlines of Record have included in the process a SLO feedback component that would ask the question, "Do you have a complete Assessment Plan?" when a new course is proposed. Faculty members would also have the option to ask for SLO feedback from a LOC representative when a Curriculum Committee work group was convened to review a Course Outline of Record. This proposed SLO component will be voted on by the Curriculum Committee at its May 7 meeting.

Palomar Faculty
Federation (PFF):

Teresa Laughlin reported that a proposal for a Supplemental Early Retirement Program (SERP) is being discussed for those who wish to retire in May of 2015, although nothing has been finalized at this time.

Jackie Martin added that the PFF budget has been analyzed, and the 1.6% fee structure implemented last year has been successful.

Academic Technology
Committee:

Lillian Payn stated that approximately 134 faculty have or are participating in POET.

She added that the Academic Technology Committee is pleased to announce the winners of the 2nd annual Best of the Best Showcase for faculty using technology in online and face-to-face classes.

First Place – Steve Perry, CSIS

Second Place – Kelly Falcone – Kinesiology, Health, & Recreation

Third Place – Rick Cassoni, CSIS

Workforce & Community
Development:

Diane Studinka indicated that members of the Workforce & Community Development advisory group met earlier in the day. The group continues discussion on having community members in performance-based classes. Community members enhance these classes for our students. At this point the audit process will need to continue for those courses which have been affected by repeatability, a process which has been occurring for the past couple years. The Chancellor's Office released a draft of a plan to address this issue, but rescinded it after its release. The Chancellor's Office is planning on releasing a second draft in the fall. Once the draft is released, the advisory group will continue to work on a plan and process for Palomar.

Motion 2

MSC O'Brien, Faulkner: Faculty Senate approval of the following committee appointments:

Academic Technology Committee (13-15)

Part-time

Sean Davis/Sociology

Committee on Service Learning (13-15)

Library

Marlene Forney/Library Services

Equivalency Committee (14-16)

Career, Technical, and Extended Studies

Sergio H. Hernandez/Trade & Industry

Professional Procedures Committee (14-16)

Jon Panish/English

Student Services Planning Council (14-16)

One EOP&S faculty member

Veronica Aguilera/EOP&S

The motion carried.

- Gift of Time Award: Greg Larson announced that this year's recipients of the Gift of Time awards will be Peter Bowman and Leanne Maunu.
- Research Award: Jenny Fererro announced that this year's recipient of the Research Award is Pat Hahn.
- Curriculum: Senate members were provided with the Curriculum Action items last week.
- Motion 3 MSC Versaci, Laughlin: Faculty Senate ratification of the Curriculum Committee Action items dated April 16, 2014. The motion carried.
- Governance Structure Change: Basic Skills/ Title 5 HSI Steering Committee: Copies of the Governance Structure Group Request for the Title 5 HSI Steering Committee were provided to Senators several weeks ago. At last week's meeting, Patrick O'Brien outlined the changes made to the document based on that discussion, and some additional minor amendments were made to the wording.
- O'Brien shared the revised document on the overhead, and Senators suggested some final minor changes.
- Motion 4 MSC Faulkner, O'Brien: Faculty Senate approval of the amended Governance Structure Group Request for the Title 5 HSI Steering Committee. The motion carried.
- Curriculum Committee Membership Structure: Last week, Senate members discussed making a recommendation about limiting part-time faculty representation on the Curriculum Committee to one per division. That recommendation would then be brought to the Curriculum Committee.
- Motion 5 MSC Versaci, Fererro: That membership on the Curriculum Committee be limited to no more than one part-time faculty member per division. The motion carried.
- LOC Governance Structure: Marti Furch provided copies of a Governance Structure Group Request for the Learning Outcomes Council. Furch noted the proposed changes, and some minor additional amendments were made after discussion.
- Motion 6 MSC Faulkner, Towfiq: Faculty Senate approval of the amended Governance Structure Group Request for the Learning Outcomes Council. The motion carried.
- SLOAC Program Review Coordinator: Senators reviewed a letter of interest for the position of SLOAC Program Review Coordinator.
- Discussion occurred on the position, which has not been filled since last year. Senate members questioned the need for three SLOAC Coordinator positions.
- Motion 7 MSF Andre, Towfiq: Faculty Senate support of the appointment of Katie Townsend-Merino to the position of SLOAC Program Review Coordinator for a two-year term. The motion failed.

After further discussion, Senate members recommended that the structure of the Learning Outcomes Council be changed to limit it to two Co-Chairs rather than a Tri-Chair structure, and rather than having 40% release time for each of the three positions, to provide 60% to two positions.

Furch indicated that the Governance Structure will be brought back in its proposed format early in the fall semester.

Hiring Process and
Human Resources:

Greg Larson indicated that John Tortarolo is expected to attend next week's Senate meeting to discuss the current hiring process. At last week's meeting, Senators viewed an email received from a faculty member regarding concerns with the hiring process and Human Resources, including issues with the online application process. It outlined several concerns with recent applications and irregularities in the process used to screen applications. The Senate also passed a motion which would grant the chairs of faculty hiring committees the authority to access all files – complete or incomplete – of job applicants to their department, including information about which files were not forwarded and why.

Senators reiterated the importance of this issue and the need to follow up on it.

It was also pointed out that AP 7120, Recruitment & Hiring, will have to be reviewed to assure there is no wording in the document that contradicts this process.

TERB: Revision of
Forms:

Barb Kelber distributed copies of the Tenure and Evaluations Self-Evaluation Form and the Teaching Faculty Evaluation Review Report, which members of the Tenure & Evaluations Review Board (TERB) will send forward to the district and the PFF for negotiation. Kelber pointed out some of the minor changes to the documents, which will be in effect for the fall semester upon approval, and brief discussion followed.

Some Senate members objected to the question asking if the professor participates appropriately in the development and assessment of student learning outcomes. It was stated that it is a requirement of the Accreditation process, and Senators were appreciative of TERB members for their thoughtful deliberations during the process of rewriting the documents.

Distance Education
Report:

Berta Cuaron reminded Senators that the Distance Education Report was submitted approximately one month ago, and feedback is expected from the Commission sometime in June.

In looking at the report, Cuaron noted that there is a significant number of programs that offer 50% or more of their courses online. The district now has a high number of courses offered that are strictly Distance Education, and there is the question of whether that is beneficial to Palomar students and the Palomar College community. Cuaron also noted that there is no online tutoring available at this time.

Discussions will continue on improving student readiness and preparedness, as many students have the misconception that Distance Education courses are easier to complete and pass. Due to the support of departmental autonomy, there currently are no guidelines on the number of online classes that each department should schedule to provide a good

balance to students. Cuaron also noted that there are many faculty members that have over a 60% online teaching load, which leads to questions about their involvement in departmental activities, face-to-face office hours, and participation in shared governance.

It was also noted that there are four-year institutions that do not accept for transfer online courses. Discussion followed.

Cuaron indicated that a small group has convened within the Curriculum Committee to look at the process of when a course goes through the Distance Education process to assure student and faculty readiness. She asked that the Senate consider forming a work group to provide input on Distance Education issues as well.

ADJOURNMENT: The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Pam McDonough, Secretary