



Minutes of the  
MEETING OF THE FACULTY SENATE  
April 30, 2012

APPROVED

PRESENT: Monika Brannick, Melinda Carrillo, Haydn Davis, Jenny Fererro, Katy French, Lori Graham, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Christina Moore, Linda Morrow, Patrick O'Brien, Lillian Payn, Perry Snyder, Diane Studinka, Fari Towfiq

ABSENT: Bruce Bishop, Wendy Nelson

GUESTS:

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 Moore, Fererro: Faculty Senate approval of the minutes of April 23, 2012, as amended. The motion carried.

Announcements: Monika Brannick reminded Senators that a Faculty Senate meeting would be held during finals week on Monday, May 14. She stressed the importance of attending to welcome new Senators, hold elections for the positions of Faculty Senate Vice President and Secretary, and the appointments of the Title V STEM II Basic Skills Grant Curriculum Coordinator and the Service Learning Coordinator. She added that a resolution on an Enrollment Management Policy from the Behavioral Sciences department will be on next week's agenda as an information item and will be an action item on May 14.

Katy French stated that members of the Learning Outcome Council are putting together a group of faculty who will work over the summer to analyze the results from the GE Assessment. Members of the council have requested that the Faculty Senate appoint a faculty member from the Senate to provide an outside perspective. This will be brought forward next week.

Committee  
Appointments:

Motion 2 MSC O'Brien, Larson: Faculty Senate approval of the following committee appointments:

Instructional Planning Council  
*(12-14) member of the subcommittee*  
Joel Glassman-Business Administration/AMBCS

Learning Outcomes Council  
*(12-14) at-large*  
Susan Miller-Behavioral Sciences/Social and Behavioral Sciences

Matriculation and Transfer Committee

*(12-14) English*

Benedict Jones-English/Languages and Literature

Professional Procedures Committee

*(12-14) Erin Feld-Reading/Languages and Literature*

Sabbatical Leave Committee

*(12-15) Social and Behavioral Sciences*

Kathleen N. J. Young-Behavioral Sciences/Social and Behavioral Sciences

Scholarship Committee

*(12-14) Travis Ritt-EHPS, Social and Behavioral Sciences*

Student Services Planning Council

*(11-13) one DRC faculty member*

Lori Meyers-DRC/Counseling Services

Workforce and Community Development Advisory Group

*(12-14) Susan Snow-Mathematics/MNHS*

The motion carried.

Service Award: Patrick O'Brien announced that the recipient of this year's Faculty Service Award will be Linda Locklear. Senators expressed congratulations to all who were nominated.

Research Award: Patrick O'Brien reported that the sub-group of Senators who reviewed the submissions for this year's Research Award has agreed not to select a recipient this year.

Senators discussed the need for more specific standards and criteria, which would be helpful to not only the applicant but for the group selecting the recipient. The research award review group should create these standards and criteria before the announcement for next year's research award is distributed.

Emeritus: Monika Brannick provided information on Constitutional guidelines for granting Emeritus Status:

Emeritus Status shall be granted by formal action of the Faculty Senate to full-time faculty retiring from active membership who served for at least twenty years as full-time members of the faculty at Palomar College.

Emeritus Status may be granted to full-time faculty with at least fifteen years service to Palomar College provided they receive a majority of the votes cast by the Faculty Senate of Palomar College and meet one of the criteria listed below:

I. Served on the Faculty Senate for at least two years.

II. Served for a total of four years on one or more Faculty Senate Committees.

III. Served for a total of six years on any other active (meets at least four times per academic year) college committee.

IV. Has demonstrated extraordinary dedication to students and the discipline as evidenced by nomination by five faculty members and a review by an ad hoc committee of the Faculty Senate.

V. For the purpose of the Emeritus Policy, sabbatical leaves and other leaves of absence are not counted as a break in service when determining eligibility.

VI. An individual who has been granted Emeritus Status at Palomar College shall be honored at the graduation ceremonies following the granting of this status and listed by name as Faculty Emeritus in the College Catalogue.

A faculty member in the Communications department who is retiring this year with less than 20 years of service has submitted his name for consideration of Emeritus Status. Those with less than 20 years of service can be granted the status by the Senate if they meet certain criteria, as noted in the Constitution. Monika Brannick distributed 3 letters of support for this faculty member. After brief discussion, 3 Senators agreed to review the information and asked that Monika Brannick contact the retiring faculty member again to obtain the remaining letters of support. This will be brought back next week for further consideration.

Health Fee Trailer  
Bill:

At last week's meeting, Senators agreed to postpone discussion on passing a motion rejecting the Health Fee Trailer bill because the level of support from students and members of the ASG was unknown. Monika Brannick announced that she will be attending an ASG meeting this coming Wednesday and will bring the students' views on this issue back to next week's Senate meeting.

Distance Education  
Policy:

Lillian Payn provided copies of AP 4105 Distance Education, which reflected the proposed changes requested at last week's Senate meeting. Senators discussed the amended document at length. Further changes to wording in the document were recommended, and Payn indicated that she would bring it back next week for approval.

Equivalency Committee  
Update:

Fari Towfiq reminded Senators of her report at the April 9, Senate meeting outlining the current tasks of the Equivalency Committee. Group 1 made changes and improvements to the current forms used by the applicant. She indicated that she would bring these forward for Faculty Senate approval at next week's meeting.

Towfiq added that the group has also completed the task of investigating new and current policies related to equivalency at the state level and has learned that the district can no longer approve single course equivalency. Greg Larson added that he contacted John Drinnen, Chair of Standards & Practices at the Statewide Academic Senate, and learned that approving single course equivalencies is a violation of Ed Code and goes against a legal opinion from the Chancellor's Office. Approximately seven departments on campus will be affected. After more research, Larson learned that certain disciplines do not require Masters Degrees. For example, the minimum qualifications required to teach Dance is a master's degree. However, if a specialty Dance course is offered such as Belly Dancing, then a separate TOP code for Folk Dance could be created and that course could be listed within a separate discipline (i.e. Folk Dance). The minimum qualifications for Folk Dance are a bachelor's degree and two years of experience, or an associate degree and six years of experience. If departments are interested in this solution they should make some curricular changes.

Members of the Faculty Senate, the Palomar Faculty Federation (PFF), and the district will need to work together, as members of the Equivalency Committee are

recommending that these proposed changes go into effect immediately. This information will also be brought to the department chairs/directors meeting for information.

Teresa Laughlin added that PFF is amending Article 20, Working Conditions, to clarify the Preference List to state that the department can choose to have additional eligibility requirements.

Towfiq stated that an email will be sent to all department chairs and directors by May 7 or May 8 providing specific information.

Senate members expressed their gratitude to members of the Equivalency Committee for all their work on this issue.

Web Page Policy for  
Faculty:

This item is on hold until the Fall semester.

Student Success  
Task Force  
Recommendations:

Greg Larson reported that members of the Senate group discussing the Student Success Task Force recommendations continue to meet. Members will continue to work on the governance structure and to agree on a formal name. The proposed members for the group are two Senators (co-chairs), the Vice President, Instructional Services, and one faculty member from each of the following committees: the Curriculum Committee, the Basic Skills Committee, and the Learning Outcomes Council.

Diane Studinka added that members of the Student Services Planning Council (SSPC) discussed membership of this group in-line with the Strategic Planning Goals at their last meeting. SSPC has expressed hope that the Senate's Student Success Task Force Advisory Group will reach out to faculty in Student Services, particularly Matriculation, to be part of the group. Studinka stated that members of the SSPC also wanted the Senate to be aware of the Early Acceptance Program (EAP) and the need for funding to track students.

Discussion followed on the structure of the Senate group, and it was noted that there was much consideration taken when recommending its membership. The intent was not to exclude any division or department, but rather than to create an extremely large group, to select a small membership and have an open invitation to all departments/groups on campus to attend as needed.

Policies & Procedures:

Senators reviewed the following Policies & Procedures on the overhead and recommended that they be forwarded on to the Policies & Procedures Task Force:  
AP 7850, Exchange Program  
BP 4300 Field Trips and Excursions

Monika Brannick also placed AP & BP 4025 Philosophy and Criteria for Associate Degree and General Education, on the overhead. Senators first reviewed the Procedure, and Brannick outlined the changes made in the document. These documents will be forwarded to the Policies & Procedures Task Force.

Brannick reminded Senators of a discussion held several weeks ago on BP 7360, Academic Due Process. In the document, references to disputes between other constituency groups have been removed and a new policy would need to be created to address these

dispositions. There was discussion on whether the policy should remain as is for utilization by faculty only, or whether changes should be made concerning all employee groups. She informed Senate members that this item would be brought back to next week's meeting for a final decision to be made so it can be forwarded on to the Policies & Procedures Task Force.

Monika Brannick added that the group will meet on May 11 for the last time this semester.

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

Respectfully submitted,

Melinda Carrillo, Secretary