

Minutes of the  
MEETING OF THE FACULTY SENATE  
April 6, 2009

APPROVED

- PRESENT:** Monika Brannick, Ralph Ferges, Katy French, Brent Gowen, Richard Hishmeh, Stan Levy, Linda Morrow, Sue Norton, Patrick O'Brien, Diane Studinka, Fari Towfiq, Judy Wilson
- ABSENT:** Bruce Bishop, Valerie Chau, Marty Furch, Lawrence Hahn, Jackie Martin-Klement, Kathleen Sheahan
- GUESTS:** Claudia Duran, Theresa Hogan Egkan
- 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 Levy, Gowen: Faculty Senate approval of the minutes of March 30, 2009, as amended. The motion carried.
- Public Comments:** Senators noted an advertisement that appeared in a recent edition of The North County Times opposing the proposed Associate of Science Degree in Nursing.
- Patrick O'Brien distributed information for faculty to share with their students who may have been denied admission, or who did not meet Fall 2009 application deadlines, to CSU or UC schools. More information is available in the Transfer Center.
- Patrick O'Brien announced that the Transfer Recognition Celebration would be held on Wednesday, May 13, from 5:00 to 7:00 p.m. at the San Marcos Civic Center.
- Announcements:** There were none.
- Agenda Changes:**
- Motion 2** MSC Gowen, Levy: To suspend the agenda to discuss Information item B, First Year Experience Activities/Progress. The motion carried.
- First Year Experience Activities/Progress:** First Year Experience Coordinator, Theresa Hogan Egkan, provided an update outlining the progress being made to aid new students in their transition to higher education. She distributed drafts of a pamphlet entitled, "Now You're In College," which provides information on the differences between high school and college, as well as an overview of the varying cultures seen in a college atmosphere.
- The district has scheduled a "Welcome Event" for new students and their families on September 2<sup>nd</sup>, and more information will be forthcoming about that in the near future.
- A brief question and answer period followed.
- Motion 3** MSC Gowen, Towfiq: To resume the agenda. The motion carried.

Committee  
Appointments:

Motion 4 MSC O'Brien, Levy: Faculty Senate approval of the following committee appointment:

Academic Technology Committee  
(08-10) Languages and Literature  
Brandon Whearty – Speech

The motion carried.

Other: Monika Brannick stated that assigned time for the Co-chair of the Educational and Facilities Planning Master Planning Task Force, as well as for the Faculty Manual update, is still being considered. Recommendations about how much assigned time is needed can be made to the PFF after specific job descriptions are provided. Senators underscored the need for assigned time for faculty in those positions, and a request was made for a list of committees that provide assigned time.

This issue will be discussed further at next week's meeting.

Other: Monika Brannick reminded Senators of the Accreditation Team's recommendation to revise Palomar's process for evaluating senior administrators. Members of the Personnel Standards & Practices Committee will need to meet and make changes to the current process after the report is received from the Accreditation Team. Brannick stated that information provided by the Statewide Academic Senate indicates that the evaluation process should be top-down: With faculty input, the Governing Board evaluates the Superintendent/President; the Superintendent/President evaluates the Vice Presidents; the Vice Presidents evaluate the deans.

Elections: Stan Levy announced that the nomination period for both the Faculty Service Award and Research Award has closed.

Senators reviewed the current nomination and election process for the Service Award. Senators agreed that the current procedure should be reviewed and updated, particularly to address instances when the number of candidates does not exceed the number of awards. Senators discussed whether, in such cases, a formal election process would be needed and whether past practice, regardless of a given year's number of nominees, necessitates that two Service Awards be given.

Senators agreed to continue with past practice this year, and to revisit the issue next year before the process of soliciting applicants begins.

Also continuing with past practice, Monika Brannick asked for Senator volunteers to work as a small workgroup to review the submissions for the Research Award. Ralph Ferges, Patrick O'Brien, and Diane Studinka volunteered to review the materials and make a recommendation to the Senate.

Curriculum: No Curriculum items were presented.

Policies & Procedures: Following up on the Senate's request for clarification on AP 4250, Probation, and BP 4250, Probation Disqualification Readmission, and specifically on the differences between warning and probation, Brent Gowen explained that *warning* indicates the first

semester of probation. Following one semester of warning status, students who have not met Palomar's minimum performance requirements are placed on probationary status. He noted that this clarification will be added to the relevant policies and procedures. Requiring no further discussion by the Senate, these items will be forwarded to the broader task force for finalization.

Senate members had also previously questioned the varying Academic standards for ASG and Athletics. Gowen reported that Herman Lee recommended that the requirements for specific campus groups or clubs do not belong in Palomar's Board Policies and Procedures. Board Policies and Procedures are aimed at the general student body, not specific groups or clubs.

Clarification was also needed on BP 4240, and AP 4240, Academic Renewal. To be eligible for Academic Renewal, Palomar currently requires that students wait a period of three years, during which at least 24 units (12 of them at Palomar) must be completed with a minimum GPA of 2.0. There was concern that three years was an excessive wait time, as many students have transferred by that time. A senator noted that many colleges allow Academic Renewal after one or two years and asked whether Palomar would reconsider its current process of requiring three years. Brent Gowen added that Title 5 does not directly address this issue. This item will be held for further discussion at a later date.

Senators were notified that copies of additional Policies and Procedures would be forwarded to them later in the week, both electronically and in hard copy, for discussion at next week's Senate meeting.

Senate members were also provided additional copies of AP 7120, and BP 7120, Recruitment and Hiring. It was noted that the procedure is quite specific on the composition of first level hiring committees, but at the second level, the following caveat is included: "Additional members may be appointed at the executive, senior, or other administrator's discretion (optional)." Brent Gowen noted that he and Monika Brannick are meeting with Vice President Tortarolo and the Consultant on Friday, April 10, and they will discuss the inclusion of this wording, which seems to undermine the integrity of committee composition process. A minor suggestion to amend the wording in the section outlining the position announcement was also made.

This item will also be held for further discussion at next week's meeting.

Academic Technology  
Coordinator:

Monika Brannick reported that this item will be postponed until a meeting can be scheduled with Academic Technology Coordinator (ATC) Haydn Davis and Dean Mark Vernoy to discuss updating the duties and responsibilities of the coordinator. One of the suggestions that will be made is that the coordinator should also be the chair of the Academic Technology Committee and a Senate member.

Revised Standards of  
Performance for  
Teaching Faculty:

Monika Brannick indicated that the members of the Tenure & Evaluations Review Board will be voting on the revised Standards of Performance for Teaching Faculty at their meeting later in the day. This item will be brought back for Senate discussion and/or action at next week's meeting.

Learning Outcomes  
Council:

Judy Wilson stated that members of the Learning Outcomes Council watched an informative PowerPoint presentation, created by Marty Furch, at their last meeting. All members of the council are being asked to communicate with their disciplines on the Learning Outcomes cycle and to underscore the need for complete faculty participation.

Wilson added that the group also voted on and approved a new Mission Statement, which will be posted on the Learning Outcomes website.

ASG:

Claudia Duran provided the following ASG report:

- A celebration of Cesar Chavez was held on Tuesday, March 31, and included speakers from the Cesar Chavez Foundation.
- ASG is preparing for the transition of incoming Executive Officers and working on their end of the year goals.

President Deegan:

Monika Brannick reported that at her weekly meeting with President Deegan, discussion focused on the proposed Associate of Science Degree in Nursing, as well as the potential implications regarding Accreditation if the degree does not receive Governing Board approval.

They also discussed an issue related to the Faculty Senate's administrative evaluation process. Approximately a year ago, an administrator received comments on an evaluation that s/he felt should be removed. A request was made to the Faculty Senate to remove those comments, but the Senate declined to take action without a formal, written request. No such request was ever received; therefore, no further action or discussion occurred. That administrator now wants a public apology from the Faculty Senate. Senators briefly discussed the original incident and again agreed that the Senate has no authority to remove or amend faculty comments; moreover, the Senate is not responsible for comments made on evaluations, however misguided or insensitive such comments may be. Senators also agreed that if the administrator wishes to discuss the issue further or to have it revisited, s/he should make a request to be on the agenda and attend an upcoming Senate meeting.

Strategic Planning  
Council:

Brent Gowen reported that the Strategic Planning Council will meet on Tuesday, April 7, and the Budget Committee will meet the following week to begin their work on the development of a budget model that is driven by planning.

Student Services  
Planning Council:

Katy French stated that the Student Services Planning Committee met on March 11. The group heard reports from other committees and revisited their discussion of the WASC visit. The group also reviewed the proposed revision of the Matriculation and Transfer Committee Governance Structure and approved the addition of two part-time faculty to the committee, for a total of five fulltime and two part-time faculty members. The proposal will now go to the Strategic Planning Council for their discussion/approval.

Equivalency:

Fari Towfiq reported that the Equivalency Committee continues to discuss the legal opinion of the Systems Office regarding single-course equivalency versus discipline-wide equivalency. The committee continues to receive input from other colleges, and it has recently completed a survey of all Directors and Chairs on this issue.

The committee will meet again on April 16 and will bring a recommendation to the Senate for information on May 4.

Discussion followed and centered on how single versus discipline-wide equivalency will impact certain departments, particularly those in Art, Performing Arts, Vocational Programs, and Computer Sciences.

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

Respectfully submitted,

Richard Hishmeh