



Minutes of the
MEETING OF THE FACULTY SENATE
May 5, 2014

APPROVED

- PRESENT:** Sandra Andre, Melinda Carrillo, Molly Faulkner, Jenny Fererro, Joel Glassman, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Linda Morrow, Patrick O'Brien, Lillian Payn, Travis Ritt, Susan Snow, Diane Studinka, Fari Towfiq, Rocco Versaci
- ABSENT:**
- GUESTS:** Shawna Cohen, April Cunningham, Kelly Falcone, Marty Furch, Genesis Gilroy, Christina Moore, John Tortarolo, Judy Wilson
- 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 Laughlin, Faulkner: Faculty Senate approval of the minutes of April 28, 2014, as amended. The motion carried.
- Public Comments:** There were no public comments.
- Announcements:** Greg Larson announced that the district has decided not to pursue the Title V Competition Grant this year, determining that with the May 9 deadline an adequate proposal could not be put together.
- Molly Faulkner invited all to attend the Faculty Dance Concert being held on Friday, May 9; Saturday, May 10; and Sunday, May 11.
- Senate members welcomed new Senators April Cunningham, Marty Furch, Christina Moore, and Judy Wilson. They will be officially seated at next week's meeting.
- Learning Outcomes Council:** Marty Furch indicated that the amended Governance Structure for the Learning Outcomes Council will be brought to the Strategic Planning Council soon.
- She indicated that an SLO newsletter is being drafted and will be distributed soon.
- Faculty Service Area Committee:** Greg Larson stated that members of the Faculty Service Area Committee will be sending updated forms to department chairs at the end of the semester.
- ASG:** Genesis Gilroy provided the following report on the Associated Student Government (ASG):

Election Forums for ASG candidates were held on April 28, and voting will be open through Thursday, May 8.

The ASG's updated website is nearing completion.

Members attended the SSCCC General Assembly, which is the Student Senate for California Community Colleges, to vote on student-drafted Resolutions.

The ASG is proposing the installation of a water bottle refill station in the student union.

Polling is ongoing for the use of electronic cigarettes and the proposed parking fee increase. Although the parking fee is no longer being proposed at this time, 93 students disagreed with the proposal and 14 agreed. Regarding the use of electronic cigarettes, 37 students felt there should be an option on campus, and 74 felt that there should not.

Budget Committee: Greg Larson reported that the Budget Committee has approved the addition of 2.7% for Fund 69, the Unfunded Retiree Liability Fund, this year. This amount is based upon the number of full-time employees currently employed by the district.

Instructional Planning Council: Linda Morrow shared copies of the Faculty Hiring Priorities for 2015-16. Anyone interested in reviewing the list can find it on the Instructional Planning Council website.

Academic Technology Committee: Lillian Payn provided the following report of the Academic Technology Committee:

REPORT TO SENATE (May 5, 2014)

POET statistics: 14 new POET certificates this academic year, and total 66 validated instructors to date as of May 5.

Blackboard statistics/March 2014:
 Palomar Student Headcount: 26,884
 Total Enrollments: 73,135
 Active Student Accounts: 17,131
 Active Student Rate: 63.7%

Palomar Courses Available: 1478
 Total Courses: 2612
 Adoption Rate: 56.6%
 Average Course Enrollment: 28.0 students
 Visits: 315,588
 Unique Visitors: 79,479
 Pageviews: 5,002,592

Plan From August 22, 2013 Minutes

GOALS: STATUS REVIEW / 2013-2014:

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	AP	MAY
Accreditation							DONE		
IIA, IIC									
		Contest	Announce		Launch		Deadline (Ap1)	Judge	TEA DONE

GOAL			Course Cancel & Reassignment Procedure				Sent recommendations to Senate		
			POET -review -update						Ongoing
					DIL			Ongoing	
					ATRC Website				ATRC staff
	REQUESTS FROM SENATE and/or FACULTY								
			1. Mac Platform Recommendations 2. Accreditation Standards IIA and IIC Work Groups 3. Student and Faculty Satisfaction Surveys Recommendations						

Committee Appointments:

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

Committee on Service Learning (14-16)
Arts, Media, Business and Computer Science
 Terrie Canon/Computer Science and Information Systems

Student Equity Plan Workgroup
Instructional Planning Council faculty member - Kathleen Sheahan/World Languages
Student Services Planning Council faculty member – Diane Studinka
English – Rocco Versaci
Reading- Melinda Carrillo/Reading Services

Title V, HSI STEM II Basic Skills Steering Committee
(13-15) One Part-Time Faculty Member, at-large
 Monica Rodriguez/English

The motion carried.

Motion 3 MSC O'Brien, Laughlin: Faculty Senate acceptance of the results of the ballot for the following committee appointments:

Student Equity Plan Workgroup
at-large faculty
 Sandra Andre/Interior Design and Architecture
 Gary Sosa/ESL

The motion carried.

It was noted that faculty members serving on the Student Equity Plan Workgroup will be working over the summer and will be compensated at their non-instructional hourly rate.

Title V HSI STEM
Transfer Grant STEM
Center Coordinator:

A letter of interest was shared for the position of Title V HSI STEM Transfer Grant STEM Center Coordinator.

Motion 4

MSC McDonough, Towfiq: Faculty Senate support of the appointment of Patty Deen to the position of Title V HSI STEM Transfer Grant STEM Center Coordinator for a term through spring 2016. The motion carried.

Title V HSI STEM II
Basic Skills Grant
Curriculum
Coordinator:

A letter of interest was shared for the position of Title V HSI STEM II Basic Skills Grant Curriculum Coordinator.

Motion 5

MSC Towfiq, O'Brien: Faculty Senate support of the appointment of Anne Voth to the position of Title V HSI STEM II Basic Skills Grant Curriculum Coordinator for a term through fall 2016. The motion carried.

Curriculum:

The next meeting of the Curriculum Committee will be held on May 7.

Greg Larson noted that because next Monday, May 12, will be the last Senate meeting of the semester, those Curriculum items will be brought forward for ratification at that meeting.

TERB: Revision of
Forms:

Barb Kelber distributed copies of a draft of the Part-Time Faculty Evaluation Review Report. Kelber noted proposed wording in the draft stating that the Department Chair's Supplemental Form, which will be attached to the evaluation review report, has been considered in the composition of the Review Report.

Another proposed change is to add wording in the department chair signature section stating that the signature acknowledges that the chairperson has read the Part-time Faculty Evaluation Report. Feedback was received indicating that this would be an appropriate clarification in the wording.

Senators discussed the possibility of allowing department chairs to add additional comments as part of the Part-Time Faculty Evaluation Review Reports since a chair may have knowledge about issues not known to the evaluator. Currently, in the Chair's Supplemental Form, the chairperson evaluates whether a part-time faculty member adheres to department guidelines, communicates appropriately with the department, and participates appropriately in the development and assessment of Student Learning Outcomes, as determined by the department. It was noted that the original reason to have department chairs sign the reports was so that by reading the reports they could gain information about how part-time faculty members are doing in the classroom, information that could help chairs when assigning classes.

Kelber noted that members of TERB will be considering the role of Student Learning Outcomes in part-time faculty evaluations and would like the Senate's input as well.

TERB has received feedback relating to what should be required of part-time faculty regarding developing and assessing SLOs, and discussions will be ongoing on this issue. She asked Senators to contact her with additional comments.

Members of TERB will discuss these issues at their meeting later in the day, and they will be brought back for further discussion at next week's meeting.

Hiring Process and Human Resources:

Over the past few weeks, Senate members have been discussing the current hiring process. There are several concerns with recent applications, particularly the large number of applications that Human Resources does not forward to hiring committees and the lack of transparency about the reasons why these applications are not forwarded. There are concerns about irregularities in the process used to screen applications.

John Tortarolo shared a document which showed the process used when an application is received for permanent faculty and staff positions, noting the roles of the Equivalency and Hiring Committees in the process. He also shared a sample application for an assistant professor position, as well as a question/answer section included on the Human Resources (HR) webpage for online applicants.

Fari Towfiq explained the Equivalency process. It was noted that there is a recent change in how HR screens applications. Now any candidates HR believes do not meet minimum qualification will be sent equivalency forms to fill out. If applicants fill out the forms, their applications along with all other complete applications will be sent to the hiring committee. Some Senators mentioned recent instances in which applications were stalled or rejected because of problems in the initial screening process and unsuccessful attempts to upload files. Tortarolo noted that the process for submitting an application and the required documents is clearly outlined on the HR website, and applicants have an opportunity to contact HR for assistance in completing and submitting information. It was reiterated that the Senate is concerned with the number of applications that are received but not forwarded to hiring committees, as well as the lack of transparency as to what those issues are. There are also discrepancies in the time frame for applicants to provide letters of recommendations or other necessary paperwork. There was also a concern that HR told at least one hiring committee it had to include an SLO question in the interview even though there had been no process that went through the Faculty Senate to require such a question. Another concern was that all applicants who did not get an interview are sent the same notice stating that they were not selected for an interview, even those applicants whose files were never forwarded to the hiring committee. This is an important issue to address, particularly as it relates to part-time faculty members who are already teaching a class in the department and are told they will not be considered for an interview, but not why.

There was a reference to the recent motion passed by the Senate 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. Tortarolo indicated that HR will not forward incomplete applications to hiring committees because of issues of fairness to those who have completed the process correctly.

John Tortarolo indicated that he would look into the Senate's concerns regarding the following issues:

The source of an HR directive about including an SLO question at the first-level

interview as faculty are responsible for formulating interview questions at the first-level. The wording used in notifying candidates that they were not selected for an interview, including why they were not selected.
More transparency about which documents are missing in incomplete applications that are not forwarded to hiring committees.

Discussions on these issues will continue into the fall semester.

ADJOURNMENT: The meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Pam McDonough, Secretary