



Minutes of the
MEETING OF THE FACULTY SENATE
May 14, 2012

APPROVED

- PRESENT:** Monika Brannick, Melinda Carrillo, Haydn Davis, Ken Dodson, Katy French, Lori Graham, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Linda Morrow, Patrick O'Brien, Lillian Payn, Perry Snyder, Diane Studinka, Katie Townsend-Merino, Fari Towfiq, Lesley Williams
- ABSENT:** Barb Kelber, Christina Moore
- GUESTS:** Berta Cuaron, Dillon Emerick, Jenny Ferrero, Wendy Nelson
- CALL TO ORDER:** The meeting was called to order by the President, Monika Brannick, at 2:00 p.m., in Room SU-30.
- Monika Brannick passed the gavel to the new Faculty Senate President Greg Larson.
- Welcome:** New Senators were welcomed and introductions were made.
- Election of Officers:** Nominations were accepted for the position of Faculty Senate Vice President.
- Katie Townsend-Merino was nominated and declined the nomination.
Patrick O'Brien was nominated and declined the nomination.
Jackie Martin was nominated and accepted the nomination.
- No other nominations were made.
- Motion 1** MSC Laughlin, Davis: The Faculty Senate appoints Jackie Martin to the position of Faculty Senate Vice President by acclamation. The motion carried.
- Nominations were accepted for the position of Faculty Senate Secretary.
- Pam McDonough was nominated and accepted the nomination.
- No other nominations were made.
- Motion 2** MSC O'Brien, Laughlin: The Faculty Senate appoints Pam McDonough to the position of Faculty Senate Secretary by acclamation. The motion carried.
- Approval of Minutes:**
- Motion 3** MSC Laughlin, Morrow: Faculty Senate approval of the minutes of May 7, 2012, as amended. The motion carried.
- Public Comments:** There were no public comments.

Announcements: Greg Larson reminded Senators to forward their End-Of-Year Reports to the Senate office.

Katie French distributed copies of the Spring 2012 Accrediting Commission for Community and Junior College (ACCJC) Newsletter.

Agenda Changes: Due to guests being present, Senators agreed to suspend the agenda to discuss Action item C, Enrollment Management Policy.

Enrollment Management
Policy:

Motion 4 MSC Brannick, Towfiq: Whereas, in response to reduced funding from the state the college instituted across the board course section reductions from the class schedule during 2010-11 and that the college acknowledges the potential for further course reductions to the Spring 2013 schedule in the face of a failed tax initiative in November 2012;

Whereas, for Fall 2011 the college restored some, but not all, course sections to the schedule, without faculty participation in the decision, using reportedly “strictly objective criteria of student demand” that, upon further analysis were actually, according to the college administration, faulty data, leading to changes in the schedule that were not adequately justified by the data and may not have been aligned with the college goals;

Whereas, Education Code 70902 states, “The Governing Board shall ... ensure ... the right of the Academic Senate to assume the primary responsibility for making recommendations in the area of curriculum and academic standards” and, according to the Academic Senate of California Community Colleges (ASCCC) paper “Enrollment Management Revisited” adopted in 2009, determining which courses to offer is certainly part of what is meant by curriculum because curriculum must be more than a course outline, and;

Whereas, the Academic Senate of California Community Colleges reports that a collaborative faculty, staff and administrative Enrollment Management Committee is the appropriate venue for mutually developing enrollment management policy that guides choices when making the always difficult, and often controversial, decision to cut and replace course sections;

Resolved, that the Behavioral Sciences department requests that the Palomar College Academic Senate establish a new or existing participatory governance committee tasked with developing enrollment management policy driven by a clear set of mutually developed guiding principles and a commitment to use good qualitative and quantitative data to inform decisions to be used when developing schedules for Spring 2013 and thereafter.

The motion carried.

Berta Cuaron indicated that the decision made to add sections this spring was a hurried one, but now there is a need to move forward and regroup because the college is dealing with unprecedented times and facing many challenges due to changes coming forward. Our mission has been redefined by the legislature, which is now imposing mandates about what we will offer and what populations we will serve.

Cuaron noted that Title 5 language changes have occurred over the last three to four years regarding repeatability, changes expected to be acted upon in June. There are also changes being proposed to Transfer Degrees and Content Review, and fee increases will go into effect soon. Although Palomar has been proactive in all these areas, colleges are being micromanaged more and more as a system. Cuaron stated that although these changes are challenging, they can also assist us to step back and regroup. She expressed her support for the Enrollment Management Resolution. Enrollment management and policies have many layers, including consideration of not just how many courses we offer, but also of positive outcomes for those we serve, our mission in helping students matriculate through curriculum--whether basic skills, GE transfer, or Career Technical--and all the resources necessary to support students as they move through these programs. Cuaron noted a need for everyone to work together to protect the integrity of our institution and our comprehensive programs, and stated that doing so will mean commitments and hard discussions.

At last week's meeting, Senators discussed the recommendation to establish a new or existing group/committee to be tasked with developing an enrollment management policy and articulating faculty's role and input in the process. It was recommended that the Instructional Planning Council was the appropriate place to develop an enrollment management policy because the council already has the structure, duties, and efficient processes in place to take on this task.

Motion 5

MSA Brannick, Towfiq: The Faculty Senate charges the Instructional Planning Council (IPC), in the fall semester, to begin discussion, or form a group to begin discussion, on the formation of an Enrollment Management Policy. The motion was amended.

Teresa Laughlin noted that the Palomar Faculty Federation (PFF) has no representative on IPC. Although enrollment management is an academic and professional matter and under the purview of the Faculty Senate, enrollment issues have a large impact on part-time faculty members and their assignments. She asked for Senate support of a PFF representative attending those meetings. After brief discussion, Senators expressed their support for this amendment.

Motion 5 Amended

MSC Laughlin, Towfiq: The Faculty Senate charges the Instructional Planning Council (IPC) in the fall semester to begin discussions, or form a group to begin discussions, on the formation of an Enrollment Management Policy. Members of the Palomar Faculty Federation (PFF) will appoint a representative. The motion carried.

Committee
Appointments:

Motion 6

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

Academic Technology Committee
(12-14) Languages and Literature
Lawrence Lawson/ESL

Curriculum Committee
(12-15) Languages and Literature
Pam McDonough/English

(11-14) Mathematics and the Natural & Health Sciences
Leila Safaralian/Mathematics

Facilities Review Committee

(11-13)

Wing Cheung/Earth, Space and Aviation Sciences/MNHS
Paul Kurokawa/Performing Arts/AMB&CS

Instructional Planning Council

(12-14) Social and Behavioral Sciences

Kathleen Grove/Behavioral Sciences

Learning Outcomes Council

(12-14) MNH&S

John Harland/Mathematics

Perkins Planning and Advisory Committee

(12-14) Jay Miller/Trade and Industry

Professional Procedures Committee

(12-14) Anita Talone/Trade and Industry

Student Services Planning Council

(12-14) One faculty member from Instructional Divisions.

Daniel Finkenthal/Physics/Engineering-MNHS

The motion carried.

Motion 7

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

Professional Development Advisory Board

(12-14) Arts, Media, Business, and Computer Science

Terrie Canon/Computer Science and Information Systems

Selection Committee - Director of Admissions

Instructional Faculty member

Fergal O'Doherty/English

Selection Committee - Director of Admissions

Student Services Faculty member

P.J. DeMaris/Counseling Services (Department Chair)

The motion carried.

Patrick O'Brien reminded Senators that there are some committees still in need of Faculty Senate representation. Those positions will be filled in the fall semester.

Emeritus:

Motion 8

MSC Brannick, Towfiq: Faculty Senate ratification of the granting of Emeritus Status to the following faculty member, effective May 2012:

Ruth Tait-Brown, Professor, Disability Resource Center, effective July 1, 2012. She has served Palomar College for 37 years from September 22, 1975, to June 30, 2012. She began as a Classified employee and became full-time Faculty on May 9, 1990, with 22 years of faculty service. The motion carried.

Title V HSI STEM II
Basic Skills Grant
Curriculum

Coordinator: Greg Larson shared the letter of interest received for the position of Title V HSI STEM II Basic Skills Grant Curriculum Coordinator.

Motion 9 MSC Towfiq, Morrow: 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 two-year term. The motion carried.

Service Learning
Coordinator:

Greg Larson shared the letter of interest received for the position of Service Learning (SL) Coordinator.

Motion 10 MSC Davis, Laughlin: Faculty Senate support of the appointment of Kathleen Grove to the position of Service Learning (SL) Coordinator for Academic Year 2012-13. The motion carried.

Monika Brannick noted that 20% was added to the Faculty Senate's release time thanks to the efforts of the PFF. The additional release time would have gone to the Faculty Senate President, increasing that position from 60% to 80%, but since Greg Larson already has an additional 40% release time as Curriculum Committee Co-Chair, for now that release time is going to the Service Learning Coordinator for the 2012-2013 year. Next year it will be decided if that 20% returns to the Faculty Senate President position for the 2013-2014 year.

Curriculum:

Motion 11 MSC Brannick, Laughlin: Faculty Senate ratification of the Curriculum Consent Calendar dated May 2, 2012. The motion carried.

Greg Larson informed Senators that language regarding the elimination of repeatability (repeating courses that have already been passed) is in place. There are exceptions, such as if UCs or CSUs require a course to be repeated for majors. There is also language that limits repeatability for "Families of Courses," such as PE. For example, a college may have five levels of a PE course such as weightlifting, but a student can still take weightlifting only four times. (So a student could not possibly take all five levels. In order to reach level five, he or she would have to start at level two.) In such cases, a student will be limited to "four takes," each of which will be counted regardless of the grade received. An attempt that ends in a failing grade will, for example, count as one of the student's "four takes."

At the earliest, these changes are anticipated to go into effect in the fall of 2013, though the Academic Senate will attempt to push it back further, allowing institutions to begin work on changes needed to Curriculum. Lengthy discussion followed on the changes and their impact.

Equivalency Forms: Copies of the following amended Palomar College – Part-time Faculty Equivalency forms were distributed:

Palomar College – Part-time Faculty Equivalency
 (This form is to be completed by the Department Chair.)

Applicant Name: _____ Proposed start date: _____

Department: _____ Discipline: _____

Please list courses that you propose the applicant teach:

Course Number	Course Title

Credit

Non-credit

Are these courses for
 credit or non-credit?

Please state the reasons you (the department chair) believe the candidate meets the minimum qualifications required to teach courses in this discipline.

Please list the names of all discipline experts (department faculty) consulted in the completion of this form:

Name of Department Chair: _____

Signature of Department Chair: _____ Date _____

Fari Towfiq noted the changes made to the form by members of the Equivalency Committee, and Senators briefly discussed the document.

Motion 12

MSC Towfiq, Laughlin: Faculty Senate approval of the Palomar College – Part-time Faculty Equivalency form. The motion carried.

Student Success

Task Force

Recommendations:

Greg Larson reported that he attended the Regional Curriculum Committee on Saturday, May 12, at Long Beach City College. The portion of the meeting that discussed the Student Success Task Force Recommendations focused on Content Review. There are approximately 24 recommendations total, and not all are prioritized in terms of their implementation. One of the top priorities, though, is addressing basic skills from the onset for those students who do not test into transfer level English and Math. Colleges are being asked to address basic skills by implementing prerequisites. However, content review is necessary before setting prerequisites. Because content review is coming, faculty are encouraged to work with their local Senates to implement guidelines, in lieu of having changes mandated at the state level. Larson added that our Curriculum Committee has expanded its Prerequisites Sub-committee to explore this issue.

Lengthy discussion followed on the impact to faculty and students of requiring students to take required basic skills classes early in their college careers. One issue is that of disproportionate impact if those students who need basic skills classes must complete these classes before enrolling in college-level classes. There was also discussion about what will best help student succeed. It was also noted that since many students are not coming to college sufficiently prepared to do college work, proposed changes at the K-12 level will hopefully address this lack of preparation.

Katie Townsend-Merino noted that the San Diego Community College District has already begun its planning process and has potential plans for implementation of prerequisites, and Grossmont College is beginning the process at approximately the same pace as Palomar. Most community colleges to the south of Palomar have begun the process in response to the Statewide Academic Senate's request that these discussions begin.

Policies & Procedures:

Monika Brannick reported that AP 4231, Grade Changes, has been forwarded to the PFF. BP 7360, Academic Due Process, which the Senate discussed last week, was held back in the task force for changes being proposed by John Tortarolo, Vice President of Human Resources.

Student Services

Planning Council:

Diane Studinka provided the following report from the Student Services Planning Council:

- A parking increase from \$40 to \$50 per semester beginning Spring 2013
- The remodel of the "T" building will be postponed until the district can shut down the program for a semester. Rather than trying to "work around" those faculty during construction, the three faculty members in the program are scheduled to go on sabbatical and the work will begin during that semester.
- Calvin One Deer Gavin has been awarded another Rural Upward Bound grant in the amount of \$2.5 million; it will be used in an area that encompasses Vista, Fallbrook, Oceanside, Valley Center, and Pauma.

- The Student Services Planning Council also discussed the budget and the PRP revisions.

Learning Outcomes
Council:

Katy French indicated that members of the Learning Outcomes Council (LOC) held their last meeting of the semester on May 3, which was also Co-chair Marty Furch's last meeting. LOC members expressed their gratitude to her for her three years of service. The LOC continues to finish up with data collection for the GE Assessment Project for the group of faculty who will work over the summer to analyze the results. Members are also discussing the ACCJC Student Learning Outcomes Report, which colleges will have to submit next year, as well as a Comprehensive Assessment Report, which will be discussed further in the fall semester.

Instructional
Planning Council:

Linda Morrow reported that members of the Instructional Planning Council have emailed the Faculty Hiring Priorities list to department chairs/directors. Morrow distributed copies to Senate members for information.

Palomar Faculty
Federation:

Jackie Martin encouraged faculty to check the PFF blog over the summer.

ADJOURNMENT:

The meeting was adjourned at 3:29 p.m.

Respectfully submitted,

Pam McDonough, Secretary