

Minutes of the  
MEETING OF THE FACULTY SENATE  
May 3, 2010

APPROVED

PRESENT: Bruce Bishop, Monika Brannick, Valerie Chau, Ralph Ferges, Marty Furch, Lawrence Hahn, Barb Kelber, Teresa Laughlin, Stan Levy, Linda Morrow, Sue Norton, Perry Snyder, Diane Studinka

ABSENT: Jackie Martin-Klement, Patrick O'Brien, Fari Towfiq

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 Chau, Laughlin: Faculty Senate approval of the minutes of April 26, 2010, as amended. The motion carried.

Public Comments: There were none.

Announcements: There were none.

Agenda Changes: There were none.

Committee  
Appointments:

Motion 2 MSC Chau, Morrow: Faculty Senate approval of the following committee appointments:

Curriculum Committee  
*(10-13) Languages and Literature*  
Brent Gowen/English

Distinguished Faculty Award Committee  
*(09-11) Gracie Fowler/ Arts, Business, Media, and Computing Systems*

Matriculation and Transfer Committee  
*(10-12) Languages and Literature*  
Carol Lowther/ESL

Personnel Standards & Practices Committee  
*(10-12) Jon Panish/Languages and Literature*

Sabbatical Leave Committee  
*(10-13) Student Services*  
Elvia Nunez/Counseling

Scholarship Committee

(10-12) Craig A. Forney/Social and Behavioral Sciences  
(10-12) Tony Smith/Arts, Business, Media, and Computing Systems  
(10-12) Lawrence Hahn/ Arts, Business, Media, and Computing Systems

Student Services Planning Council

(10-12) One EOP&S faculty member  
Trong Nguyen

The motion carried.

Motion 3 MSC Snyder, Morrow: Faculty Senate approval of the ballot for the following committee appointment:

Food Services Subcommittee

(10-12)  
Laurie Hope/Social and Behavioral Sciences

The motion carried.

Faculty Emeritus:

Motion 4 MSC Levy, Chau: Faculty Senate approval of granting Emeritus Status to the following retiring Palomar College faculty members:

Martha Evans, Professor, World Languages  
She has served Palomar College for 34 years from September 3, 1976, to May 20, 2010

Carlos Z. Gomez, Professor, World Languages  
He has served Palomar College for 34 years from September 3, 1976, to May 21, 2010

Eduardo J. Peixoto, Professor, World Languages  
He has served Palomar College for 36 years from September 4, 1974, to May 20, 2010.

Irene Stiller, Professor, Nursing Education  
She has served Palomar College for 31 years from September 4, 1979, to May 21, 2010.

Anita Sugar, Assistant Professor, Regional Occupational Programs  
She has served Palomar College for 21 years from August 25, 1989, to May 21, 2010.

The motion carried.

Curriculum: The next meeting of the Curriculum Committee will be held on May 5, 2010.

Providing an update on the status of the Medical Assisting program, Monika Brannick indicated that Candi Francis, Judy Dolan, Norma Miyamoto, and Wilma Owens have met again with Vice President Cuaron. A suitable department for the entire program has not been found; however the "front office" portion of the program will remain in the Business Administration Department. The clinical portion of the program will remain on hold. Vice President Cuaron has indicated that the clinical courses are available on other campuses. In response to a specific question, Senator Ralph Ferges informed the Senate that the "front office" and the clinical portions of the program offer separate and distinct certificates.

Brannick also reported on accreditation standards (2A.6: In every class section students receive a course syllabus that specifies Learning Outcomes, assisting those in the Institutions officially approved Course Outline) which require the inclusion of Student Learning Outcomes (SLOs) in all course syllabi. Further, the Curriculum Committee recommends the inclusion of SLOs in the college catalog and all department and/or faculty web pages as well. Senators discussed all of the changes being required as a result of accreditation standards and the concern that faculty are being micromanaged by those standards.

Brannick indicated that in the spring of 2009 a resolution was passed by the Statewide Academic Senate regarding changes to the language in Title 5 on prerequisites. The resolution is now on the Board of Governors meeting agenda for a first reading. Instead of relying on statistical analysis, which is what has occurred up until now, the Academic Senate is recommending that faculty be given the opportunity to use rigorous content review alone in determining English, Reading, and Mathematics prerequisites for other college-level courses. The document will be coming to the Board of Governors for action on July 12, 2010.

Policies & Procedures: Copies of AP 4400, Community Services, were distributed for information.

Senators discussed the proposed changes, and some suggestions were made to clarify the wording and to identify elements that might be subject to negotiation between the Palomar Faculty Federation (PFF) and the district.

Teresa Laughlin expressed concern regarding the process by which specific Policies and Procedures, those which bear upon mandatory subjects of bargaining, are developed outside of discussion with the PFF and away from the negotiations table. She pointed out that this process can result in misunderstanding and last-minute rejections by the PFF, who are then perceived as blocking collaboration and progress in the development of P & P's.

Diane Studinka will take this particular document back to the Workforce and Community Development Work Group, which includes PFF representation, with the Senate's recommendations, and this item will be brought back in the fall semester.

Learning Outcomes  
Council:

Marty Furch provided the following Learning Outcomes Council report:

- GE Institutional Outcomes will be brought forward for Action at next week's Faculty Senate meeting.
- Faculty are encouraged to finish up any courses in which they still have to write SLO's for.

In response to a question about Trac Dat, now called "Pal Outcomes," Furch indicated that faculty should be able to access the program by summer.

Senators also discussed the dean's involvement in the Student Learning Outcomes Assessment Cycle (SLOAC) and Furch noted that the group is also facing challenges as they attempt to move existing data into the new program. Furch will be joined by faculty member and Assistant SLOAC Coordinator Katy French, in visiting and/or assisting departments and disciplines in the formation of assessments, and they hope to complete the process soon.

Barb Kelber reminded senators that the design of assessments will be significant in relation to the language of the contract, which specifically excludes the use of data gathered in TracDat (Pal Outcomes) from the evaluation of faculty members.

Departments and disciplines should be designing assessments that report performance and improvement in the aggregate, avoiding the identification of individual faculty members in the collection of specific outcomes data. Lengthy discussion followed.

TERB Worksheet: Copies of the latest draft of the Tenure and Evaluations “Worksheet – A Resource for Online Observation,” were distributed for information. Barb Kelber provided information on the document and noted the inclusion of recommendations previously made by the Senate and the Academic Technology Committee. Kelber emphasized that the worksheet is intended as an informal resource, and faculty members are not expected to include it in formal evaluation materials submitted to the Office of Tenure and Evaluations. She noted that after an endorsement by the Senate, members of TERB will vote for approval of the worksheet before it is presented to the Palomar Faculty Federation for approval and/or negotiation.

Discussion followed regarding the document, and one Senator expressed concern about the use of the form, even if it is intended simply as an “informal” resource or guide. There was a question as to whether it was appropriate to have such a guide for an online class when a comparable guide doesn’t currently exist for traditional courses, noting that faculty would not be likely to support such a document. Kelber agreed that the worksheet represents a significant change in the evaluation of online courses and was produced specifically in response to accreditation recommendation #3, which required efforts to ensure the quality of distance education offered by the college. The worksheet grew out of discussion in the Academic Technology Committee and is intended to educate faculty about this mode of delivery, as specific evaluation of online instruction will be a fairly new process for many.

ASG: There was no ASG representative present.

Strategic Planning Council: Monika Brannick reported that members of the Strategic Planning Council continue to discuss the implementation of the Strategic Action Plan.

Instructional Planning Council: Sue Norton reported that members of the smaller groups of the Instructional Planning Council met last week and reviewed departmental applications. Prioritization has begun for the first group, although it is not known when any hiring will occur.

She added that the group will meet again on Friday, May 7.

Student Services Planning Council: Valerie Chau provided the following written report of the recent Student Services Planning Council meeting (SSPC):

Staff Priorities Workgroup Update  
- Lynda Halttunen

Lynda went through the several documents, including the Student Services Organizational Chart and the Student Services Staff Priorities Plan 2010. Halttunen will meet with her committee next week to make last minute changes and finalize these. The last meeting of the semester for SSPC is May 12, where the final documents will be presented.

Program Review & Planning Discussion/Action Priorities - Mark Vernoy

Mark stated that we await the SPC's decision on funding priorities and probably we will be working on the SS PRPs early next fall.

Palomar Faculty  
Federation:

Perry Snyder reported that the new PFF officers will begin their terms soon. Teresa Laughlin added that the contract is being maintained. PFF officers anticipate many Policies & Procedures being brought forward for discussion.

ADJOURNMENT: The meeting was adjourned at 3:25 p.m.

Respectfully submitted,

Barb Neault Kelber, Secretary