

Minutes of the
MEETING OF THE FACULTY SENATE
May 4, 2009

APPROVED

- PRESENT:** Bruce Bishop, Monika Brannick, Valerie Chau, Katy French, Marty Furch, Brent Gowen, Lawrence Hahn, Richard Hishmeh, Stan Levy, Linda Morrow, Patrick O'Brien, Kathleen Sheahan, Diane Studinka, Fari Towfiq, Judy Wilson
- ABSENT:** Ralph Ferges, Jackie Martin-Klement, Sue Norton
- GUESTS:** Jayne Conway, MaryAnn Drinan, Claudia Duran, Barb Kelber, Teresa Laughlin, Steve McDonald, Roger Morrissette, Perry Snyder, Gary Sosa
- CALL TO ORDER:** The meeting was called to order by the president, Monika Brannick, at 2:00 p.m., in Room SU-30.
- Welcome:** Incoming Senators Barb Kelber, Teresa Laughlin, Roger Morrissette, and Perry Snyder were welcomed. They will be officially seated at next week's meeting.
- Approval of Minutes:**
- Motion 1** MSC Chau, Gowen: Faculty Senate approval of the minutes of April 27, 2009, as amended. The motion carried.
- Public Comments:** There were none.
- Announcements:** Monika Brannick reminded all of the upcoming Faculty Achievement Tea on Thursday, May 14, from 2:00 – 4:30 p.m.
- Motion 2** MSC Gowen, Levy: To suspend the agenda to address Reports, Item L, and Information item B, Revised Field Trip Forms. The motion carried.
- Other:** Jayne Conway updated Senate members on H1N1 influenza, also known as swine flu. Mission Hills High School has been closed by the County Health Department for 14 days for a probable case. Mission Hills students who are concurrently taking classes at Palomar have been contacted by phone and informed that they should also not attend classes here until Mission Hills reopens. She noted that there are currently no probable or confirmed cases of the swine flu at Palomar.
- A brief question and answer period followed, and one Senator pointed out that faculty members who have students in their classes who have been absent for any length of time due to issues related to H1N1 should be notified so that other arrangements can be made for those missed classes.
- More information is available for faculty and students on the district's website.
- Revised Field Trip Forms:** Copies of updated Single-Day Field Trip, Extended Field Trip, and Study Abroad Course Authorization Requests were distributed for information. Monika Brannick noted that changes recommended by the Senate several months ago have been implemented, and the forms are currently being used as a pilot study. One Senator noted to Dean McDonald

that concern has been raised over the requirement that the forms be submitted at least eight weeks prior to an excursion; some felt that this requirement was impractical, as many faculty members cannot schedule events that far in advance. McDonald noted that the requirement is in place to allow for Governing Board approval, which is needed for overnight and extended trips. Senators agreed that changing the approval time from eight weeks to five seemed reasonable.

This item will be brought back for action at next week's meeting.

Motion 3 MSC Gowen, Sheahan: To suspend the agenda to discuss Action item E, TERB. The motion carried.

TERB: MaryAnn Drinan distributed copies of the revised copy of the Standards of Performance for Teaching Faculty, as well as a draft copy of the Standards of Performance for Library Faculty. Drinan outlined the changes made, many of which were recommended by the Senate in order to simplify the form and to broaden the questions. A question and answer period followed.

Motion 4 MSC Bishop, Chau: Faculty Senate support for the Standards of Performance for Teaching Faculty. The motion carried.

Additional discussion occurred on the draft of the Standards of Performance for Library Faculty, and some minor changes were recommended. Senators agreed that the document should be reviewed by the Learning Outcomes Council (LOC), particularly in consideration of the recommendations of the WASC Accreditation Team. After review by the LOC, the document will return to the Senate for approval before being sent back to the Tenure & Evaluations Review Board.

Motion 5 MSC Chau, Gowen: To resume the agenda. The motion carried.

Committee
Appointments:

Motion 6 MSC O'Brien, Gowen: Faculty Senate approval of the following committee appointments:

Academic Standards & Practices Committee
(09-11) Gregory Larson - Math

Curriculum Committee
(09-12) Languages and Literature
Patrick Mills – Speech

Equal Employment Opportunity Advisory Committee
(09-11) Fari Towfiq

Food Services Subcommittee
(09-11) Steve Perry

Personnel Standards & Practices Committee
(09-11) Brenda Wright

Safety & Security Committee

(09-11) Michael Finton

(09-11) Brenda Wright

The motion carried.

Motion 7

MSC O'Brien, Chau: Faculty Senate approval of the results of the ballot for the following committee appointment:

Academic Technology Committee

Michael Arguello - Economics, History, and Political Science

The motion carried.

Motion 8

MSC Gowen, Chau: Faculty Senate approval of the following committee appointments:

Course Maximums Committee

Roger Morrissette

Deborah Paes De Barros

Shayla Sivert

The motion carried.

Curriculum:

Senators were provided copies of the Student Learning Outcome (SLO) Assessment Cycle Plan, as well as the prompts for reporting Course Student Learning Outcomes. Both documents were approved at a special meeting of the Curriculum Committee on April 29.

**PALOMAR COLLEGE STUDENT LEARNING OUTCOME (SLO) ASSESSMENT CYCLE
PLAN SPRING - FALL 2009**

(Approved by the Curriculum Committee April 29, 2009)

DRAFT

SPRING 2009

Increase campus awareness of ACCJC standards; identify effective communication strategies
Departments commit to an SLO assessment cycle plan

Develop training, informational materials, and online tools for developing SLOs and assessments

Develop models and a common form

Revise questions in Curricunet to reflect SLOAC

Departments/disciplines enter at least one SLO and one assessment plan into Curricunet for 33% of their courses

Develop a system for storing data and evidence related to SLOs

Examine software possibilities to assist with data collection, analysis, and reporting

FALL 2009

By 9/15/2009 and Forward

Departments/disciplines enter at least one SLO and one assessment plan for an additional 33% of their courses
60+% of courses have SLOs, and 33% of those have at least one SLO and an assessment plan

Increase campus awareness of ACCJC standards; evaluate and adjust communication strategies

Continue developing training materials and PD support

Provide data coaching and on-going training

Examine and Identify software possibilities to assist with data collection, analysis, and reporting

Motion 9

MSC Chau, Sheahan: Faculty Senate approval of the Palomar College Student Learning Outcome (SLO) Assessment Cycle Plan, Spring – Fall 2009. The motion carried.

**Course Student Learning Outcomes
Approved by the Curriculum Committee April 29, 2009**

Enter the Student Learning Outcome

a) Define the SLO

Indicate one overarching student learning outcome for this course. Consider the knowledge, skills, abilities, or attitudes students will demonstrate as a result of successful completion of the course.

b) Identify the Assessment Methods

What method (s) will you use to evaluate how this student learning outcome has been achieved for the course, e.g. pre/post tests, surveys, projects, lab assignments, skills demonstrations, writing assignments?

c) Identify the Assessment Timeline

When will the assessment of the student learning outcome be conducted?

d) Describe the Assessment Results

e) Analyze, Reflect, and Modify (if necessary)

What changes, if any, will be made by the faculty teaching the course to the SLO, the SLO assessment method or the course?

f) Describe the Resource Needs

What resources are needed to help students better achieve the outcomes? How would the requested resources enhance student learning?

Motion 10

MSC Gowen, Morrow: Faculty Senate approval of the Course Student Learning Outcomes. The motion carried.

Marty Furch provided a brief overview of each document and responded to questions during the discussion that followed. Brannick reiterated that there is no set rule for assessing SLOs; faculty members, as experts in their own fields, determine their own outcomes and assessments.

Furch also briefly outlined changes in Curricunet related to the entry of SLOACS.

Learning Outcomes
Council Governance
Structure:

Copies of the following Governance Structure Group Request were provided for discussion.

ROLE, PRODUCTS, REPORTING RELATIONSHIPS:

The Learning Outcomes Council, ~~guided by the Steering Committee as the core working group~~, will facilitate the development of a college-wide discussion of the assessment of learning at Palomar College and will support departments and work areas as they develop their specific approaches to learning outcomes assessment cycles, consistent with the Principles of Assessment. The Council's role and function will be refined and modified as the institutional initiative for the assessment of learning develops. The Learning Outcomes Council has the responsibility for performing the following duties as well as identifying additional tasks that will enhance and improve student learning and success.

DUTIES:

1. Create ongoing dialogue and encourage engagement of faculty and staff in the assessment of student learning.

2. Identify systems for assessing learning outcomes developed at the course, program, and institutional level.
3. Encourage and provide support for the collection, analysis, and distribution of assessment data.
4. Based on evidence and feedback, support plans and strategies for improvement in student learning.
5. Based on evidence and feedback, engage in ongoing review and revision of the institutional processes for assessment.
6. Develop and implement institutional celebrations of learning successes.

PRODUCTS:

- Increased awareness and involvement of the campus community in the Learning Outcomes Initiative.
- **Conversation** supported by reports to the campus community, Forums, the Council newsletter, website, and programs such as "Campus Explorations."
- **Information** gathered from departments and work groups, describing their approaches to the assessment of learning outcomes developed at the course, program, and institutional level.
- **Preservation** of a culture of support for teaching.
- **Advancement** of Student Learning Outcome cycles at the course, program, and institutional levels.

REPORTING RELATIONSHIPS:

The Learning Outcomes Council reports weekly to the Faculty Senate, which in turn reports at the Governing Board meeting. In accordance with Palomar's BP 2510, the Governing Board relies primarily upon the advice and judgment of the Faculty Senate on Academic and Professional Matters.

Meeting Schedule: Council: First and 4th Thursdays, 2-3:30 p.m.; *Steering Committee: once monthly, as arranged*

Co-Chairs: Vice President, Instruction and SLOAC Coordinator ~~(a named member of the Faculty Senate)~~ Representative.

~~Assistant Faculty Coordinator (appointed by Faculty Senate)~~

Members:

- Seven Faculty Members representing divisions appointed by Faculty Senate
- ~~Four Faculty steering committee members*, appointed by the Faculty Senate, to include:~~
 - ~~—< Faculty Co-Chair (must be a member of the Faculty Senate);~~
 - ~~—< Faculty representative~~
 - ~~—< Faculty representative~~
 - ~~—< Faculty representative~~
- ~~Three~~ Full-Time Faculty Members, at-large
- Two Part-Time Faculty Members, one Career and Technical, one academic
- ~~Curriculum Committee representative~~
- Faculty Professional Development Coordinator representative
- ~~(delete Faculty Institutional Review representative)~~
- President (*ex-officio*)
- Vice President for Instruction/Co-chair*
 - Vice President for Student Services*
 - One Instructional Dean
 - Dean of Counseling Services
 - Director of Institutional Research and Planning*
 - One Confidential and Supervisory Team Member appointed by CAST
 - One Administrative Association Member appointed by AA
 - One Classified Unit Employee appointed by CCE/AFT
 - Supervisor, Evaluations and Records
 - Student Representative(s)

Members of the Learning Outcomes Steering Committee will serve as liaisons to the Faculty Senate, SPC, IPC, and the Curriculum Committee.

* Members of the Steering Committee

BASIC SKILLS COMMITTEE/Title V, HSI Steering Committee:

PRODUCTS, REPORTING RELATIONSHIPS:

The Basic Skills Committee/Title V, HSI Steering Committee, guided by the Learning Outcomes Council Steering Committee, will advance the Basic Skills Initiative and the Title V, HSI grant at Palomar College. The Basic Skills Committee/Title V, HSI Steering Committee will report to the LOC.

DUTIES:

1. Create the Teaching Learning Centers (TLC) at the San Marcos campus and Escondido center
2. Promote dialogue, understanding, and response to the Basic Skills Initiative and the Title V, HSI grant.
3. Implement, evaluate, and revise the Basic Skills action plan and the Title V “tasks.”
4. Continue to research and develop other learning venues to meet the needs of basic skills, Hispanic, and low-income students.
5. Implement Title V, HSI project activities in compliance with approved grant goals, objectives, data collection and reporting, and budget

PRODUCTS:

- Increased awareness of and involvement in students' Basic Skills needs.
- Coordination of student support.
- Coordination of the TLCs
- Updated annual action plan.
- Collection and reporting of Title V, HSI activities, progress, and expenditures on a quarterly and annual basis to Project Evaluation workgroup

MEMBERS:

Faculty Representatives from the following departments (appointed by the Faculty Senate):

- Library
- Reading
- English
- Math
- Counseling
- **Professional Development
- DRC
- ESL

Two Full-Time Faculty Members, at-large

One Part-Time Faculty Member, at-large

The Learning Outcomes Council Co-Chair

**2 faculty coordinators of the BSI who serve as co-chairs of the Basic Skills Committee appointed by the Faculty Senate to 3 year terms

**Dean of Languages and Literature

Dean of Counseling

**VPI

Director of Occupational and Non-Credit programs

**VPI Designee

Tutoring Center Coordinator

**Director, Institutional Research and Planning

One Confidential and Supervisory Team Member appointed by CAST

One Administrative Association Member appointed by AA

One Classified Staff Member appointed by CCE/AFT

One Student appointed by ASG

**First-year Experience Coordinator

**Members of the Project Evaluation workgroup – Monitors and collects all grant activity data and expenditures, completes and submits quarterly and annual reports, discusses and resolves implementation issues, meets quarterly with external project evaluator (grant compliance requirement), and ensures compliance with overall grant agreement terms and conditions.

Meeting Time: Third Thursday of the month from 2-3:30

Discussion occurred on the document and some minor changes were made.

Motion 11 MSC Gowen, Chau: Faculty Senate approval of the Governance Structure Group Request for the Learning Outcomes Council. The motion carried.

Policies & Procedures: Copies of the following Policies and Procedures were provided for information:

- BP 3715 Intellectual Property
- AP 3715 Intellectual Property

- BP 3710 Securing of Copyright
- AP 3750 Use of Copyrighted Material

Senate members were asked to review the documents for further discussion next week.

Gowen also noted that Senators received copies of Policies and Procedures on Field Trips and Excursions several weeks ago, and the Field Trip Authorization Request forms earlier in the meeting today. The Senate's review of these forms next week will provide an opportunity to ensure continuity between the form and the related Policies and Procedures.

Accreditation: Brent Gowen reported that the initial written report from the Accreditation visiting team was received by the district. Members of the Accreditation Steering Committee are looking over the report and noting factual errors. The committee will meet on Wednesday, May 6, to compile a list of those errors with a response to the greater Commission. The commission's formal response is expected in June.

Personnel Standards & Practices Committee: The Senate discussed Palomar's current method of conducting Administrative Evaluations at last week's meeting. Monika Brannick indicated that the Statewide Academic Senate's webpage contains a document entitled, "Model Academic Administrator Evaluation Policy." Although the document is from 1992, it is in-line with current Ed Code and Accreditation Standards. Brannick stated that she will continue to work with Human Resources in developing a procedure for administrative evaluations that meets Accreditation standards and maintains faculty input throughout the process.

ADJOURNMENT: The meeting was adjourned at 3:37 p.m.

Respectfully submitted,

Richard Hishmeh, Secretary