



Minutes of the
MEETING OF THE FACULTY SENATE
August 18, 2014

APPROVED

PRESENT: Richard Albistegui-Dubois, Sandra Andre, Melinda Carrillo, April Cunningham, Jenny Ferrero, Marty Furch, Joel Glassman, Barb Kelber, Greg Larson, Teresa Laughlin, Lawrence Lawson, Shannon Lienhart, Jackie Martin, Pam McDonough, Christina Moore, Patrick O'Brien, Lillian Payn, Travis Ritt, Diane Studinka, Fari Towfiq, Rocco Versaci, Judy Wilson

ABSENT: Mayra Hernandez

GUESTS: Najib Manea

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, Ritt: Faculty Senate approval of the minutes of May 12, 2014, as presented. The motion carried.

Public Comments: Teresa Laughlin provided clarification on information presented at Friday's Plenary Breakout Session regarding the SERP (Supplemental Early Retirement Plan). The SERP is being offered at 75% of base pay (excluding overload, summer school, etc.) paid out over five years (not 75% of base pay each year for five years), or whatever annuity plan is established by Human Resources.

Announcements: Lillian Payn introduced Dr. Najib Manea as the new Academic Technology Resources Manager. Dr. Manea spoke of his background and experience in both CSIS and Educational Technology. The Senate welcomed Dr. Manea to Palomar.

Greg Larson shared a thank-you note addressed to the Senate that he received from former ASG President Genesis Gilroy. Gilroy is now attending UC Santa Barbara.

Greg Larson reminded Senate members of the new Agenda format listing the Reports before Information and Action items. This will provide an opportunity for Senate members to be informed on issues currently being discussed by each group or committee. He asked that Senators keep their reports at the two minutes provided, and requested that reports be limited to new or pressing information- not routine business of the committee. If more time is needed, a request can be made to place an Information item on the agenda. Written reports can also be submitted for inclusion in the minutes.

Strategic Planning
Council:

The Strategic Planning Council will meet on September 2, 2014.

- Palomar Faculty Federation (PFF): Jackie Martin reported that the recent PFF audit was a success, and that Palomar has won some national awards due to the internal organizing efforts of the union, which has been deemed fiscally sound.
- Student Services Planning Council: Diane Studinka reported that the Student Services Planning Council will be meeting on the 2nd and 4th Wednesday of each month.
- Learning Outcomes Council: Marty Furch stated that the Learning Outcomes Council will begin meeting twice per month this semester, on the 2nd and 4th Thursday from 2:00 – 3:30 p.m.
- Academic Technology Committee: Lillian Payn provided the following report of the Academic Technology Committee: POET was moved to Course Sites last week. Sandbox no longer exists, but faculty wishing to practice utilization of Blackboard courses sites before posting can utilize Course Sites. Last week several faculty participated in POET training in Course Sites and many new faculty have been enrolled. To date, 73 faculty have been validated to teach online through POET.
- Equivalency: Fari Towfiq indicated that members of the Equivalency Committee held several meetings over the summer. Four very successful workshops were also offered to assist faculty in the application process. Most equivalency applications were approved to teach in at least one discipline.
- Committee Appointments:
- Motion 2 MSC Laughlin, Versaci: Faculty Senate approval of the appointment of Jenny Fererro and Barb Kelber to the Policies & Procedures Task Force. The motion carried.
- Motion 3 MSC Fererro, Laughlin: Faculty Senate approval of the appointment of Joel Glassman to the Budget Committee. The motion carried.
- Motion 4 MSC O'Brien, Laughlin: Faculty Senate approval of the following committee appointments:
- Academic Technology Committee
(13-15) Student Services
Jose Fernandez/Counseling
- Curriculum Committee
(14-17) Arts, Media, Business & Computer Science
Carol Bruton/Business Education
- Food Services Subcommittee
(13-15) Brandon Reynolds/English
- Human Resource Services Planning Council
(13-15) Ken McMullen/Social and Behavioral Sciences

Learning Outcomes Council

(13-15) CTEE (part-time)

Sarah De Simone/Emergency Medical Education

Sabbatical Leave Committee

Jenny Fererro/Child Development

Human Resources Planning Council

Christina Moore/Multicultural Studies

The motion carried.

Motion 5

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

Bookstore Subcommittee (14-16)

Steve Perry/Computer Science and Information Systems

The motion carried.

Patrick O'Brien referred to discussion held by the Senate several months ago on whether full and part-time faculty should be identified as such on ballots distributed during Faculty Senate meetings. This item will be brought to next week's meeting for Action.

Curriculum:

Rocco Versaci reported that the Curriculum Committee will be meeting on September 3.

TERB: Revision
of Forms:

Barb Kelber indicated that members of the Tenure & Evaluations Review Board (TERB) are currently working with Mollie Smith of Occupational and Non-Credit Programs on a pilot project with full-time faculty from other disciplines providing faculty evaluations in these areas.

The Directors and Coordinators continue their work on forms relating to how directors and coordinators can participate in the evaluation process of faculty who report to them.

Kelber added that the Self Evaluation and Institutional Faculty Review Report forms reviewed by the Senate last semester are currently in the negotiations process.

Hiring Process and
Human Resources:

Senate members talked at length of the history of discussions relating to the current Hiring Process and Human Resources (HR) and the lack of progress to date:

On February 10, 2014, John Tortarolo and Shawna Cohen attended the Senate and explained the Faculty Hiring Process as it relates to minimum qualifications issues. In Cohen's report, she outlined the procedure utilized by HR and the Equivalency Committee during the process.

On April 14, 2014, a Senator requested that an item be placed on the Senate agenda relating to the hiring process and Human Resources. On April 21, 2014, Senators viewed an email received from a faculty member regarding concerns with the hiring process and HR, including issues with the online application process. It outlined several concerns with recent applications and irregularities in the process used to screen them. It noted that

up to 65% of applications received are not forwarded to hiring committees because they are incomplete, and candidates whose applications were incomplete were sent a letter indicating that they had not been granted an interview, so they would not realize that their applications had not been forwarded to the hiring committees. The following motion was brought forward:

MSC Versaci, Laughlin: That the Faculty Senate 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. The motion carried.

The item has remained on the Agenda, and was discussed again with Tortarolo present at the May 5, 2014, Senate meeting. Senate members shared with Tortarolo their concerns with the large number of applications that HR does not forward to hiring committees, the lack of transparency about the reasons why these applications are not forwarded, and irregularities in the process used to screen applications. After lengthy discussion, 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 not 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.

On the Senate's last meeting of the semester on May 12, 2014, Senators discussed that although they felt that some of the information provided by Tortarolo the previous week was useful in showing the process used when an application is received, it was hoped that more would be learned about the actual experience an applicant has when applying for a position online. There was also discussion on discrepancies heard from Tortarolo versus what is posted on the website, as well as misleading wording used in notifying applicants that they were not selected for an interview.

At today's meeting (8/18), Senate members discussed their request to access all files submitted by applicants and Tortarolo's response that it was not an option to allow chairs of hiring committees to access that information. There was agreement by the Senate that HR should provide the legal precedent or opinion that would prevent the release of information, or the appropriate Ed Code or legal statute. One Senator also suggested that it would be useful to be walked through the experience of applying for a position, and how the application process occurs in each scenario with a complete or incomplete application packet. There were also other questions raised such as who in HR is responsible for determining that an application is incomplete and then notifying the applicant of what is missing.

Lengthy discussion followed on how to productively move forward by working with HR or the Governing Board to respond to these issues being brought by the Senate. Senators expressed their frustration in the lack of apparent willingness by HR to work together to resolve the issues causing confusion and uncertainty to applicants and those involved in the hiring process. Senators agreed that Berta Cuaron and Adrian Gonzales should be included in the upcoming meeting with Tortarolo when these issues are addressed.

This item will be brought back to next week's meeting for further discussion and/or Action.

Faculty Research
Award Criteria:

Jenny Fererro shared with the Senate the Faculty Research Award workgroup's discussion on the need for a more formal process in selecting the Research Award recipient. Currently, no criteria for determining the award recipient exist. Last year's workgroup felt that creation of a rubric or criteria (including weight for recency of work, types of work, etc.) would assist applicants and the workgroup. Clear deadlines and instructions for submission of materials also need to be addressed. This item will be brought back for Action at next week's meeting.

Digital Information
Technology:

Lillian Payn reported that at their last meeting in May, members of the Academic Technology Committee had a discussion to determine their recommendation for Digital Literacy Evaluation Assessment. A field test was conducted over the summer and the results will be discussed at their next meeting.

Distance Education
Workgroup:

Berta Cuaron reported to the Senate in April on the Distance Education Report. The district now has a high number of courses offered that are strictly Distance Education, and a workgroup has been formed to discuss the many issues that need to be addressed as we move forward. The group will provide input to the district on matters such as improving student readiness and preparedness, and the number of online classes each department should schedule to provide a good balance to students.

The following Senators volunteered to serve:

April Cunningham
Jenny Fererro
Joel Glassman
Mayra Hernandez
Barb Kelber
Lillian Payn

Cuaron will contact those serving soon with a meeting schedule.

Student Success and
Support Program
(3SP) Task Force:

Greg Larson reported that Senate members should expect to see a draft of the Student Success and Support Program next week. Senators need to be continually aware of their participatory role in academic and professional matters, and to assure that faculty's input is sought before, during, and after moving this document through our college's discussion and approval process. It was suggested that because there are 5 or 6 specific sections to the document, perhaps three or four Senators can volunteer or be assigned to carefully review each portion.

Teresa Laughlin also reminded everyone of the recently formed Grant Oversight Committee, which will review all grants before they are brought forward to the Senate for approval/support. 10 days are required to complete the review process.

Accreditation:

Greg Larson indicated that the Accreditation Site Visit is scheduled for March 2 – 5, 2015. A change has occurred in the cycle changing it from a 6-year cycle to a 7-year cycle. Senators should expect some members of the team to attend a Senate meeting during their visit. Brief discussion ensued on the Senate's need to prepare for the site team's visit.

Policies & Procedures: Barb Kelber reported that the Hiring Policy is currently on hold as discussions are ongoing.

Discussion followed on the district's current hiring process and the Senate's hope for improvement in the hiring process by including a full, diverse list of candidates for each position.

Additional discussions also need to be held on the Non-Discrimination and Harassment Policy.

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

Respectfully submitted,

Jenny Fererro, Secretary