

Minutes of the
MEETING OF THE FACULTY SENATE
August 22, 2011

APPROVED

- PRESENT: Bruce Bishop, Monika Brannick, Melinda Carrillo, Haydn Davis, Jenny Fererro, Katy French, Marty Furch, Lori Graham, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin-Klement, Pam McDonough, Christina Moore, Wendy Nelson, Patrick O'Brien, Lillian Payn, Perry Snyder, Diane Studinka, Fari Towfiq
- ABSENT: Linda Morrow
- GUESTS:
- CALL TO ORDER: The meeting was called to order by the President, Monika Brannick, at 2:00 p.m., in Room SU-30.
- Welcome: New and returning Senators were welcomed back.
- Approval of Minutes:
- Motion 1 MSC Snyder, French: Faculty Senate approval of the minutes of May 9, 2011, as amended. The motion carried.
- Public Comments: There were no public comments.
- Announcements: Monika Brannick announced that Senator Orientation would be held on Monday, September 12, 2011.
- Committee Appointments:
- Motion 2 MSC O'Brien, Laughlin: Faculty Senate approval of the following committee appointments:
- Curriculum Committee
(11-14) Career, Technical and Extended Education
Eric Duvall/Upholstery
- Equal Employment Opportunity Advisory Committee
(11-13) Lisa Bertotti/Mathematics and the Natural and Health Sciences
- Facilities Review Committee
(11-13) Janis Kellgren/Social and Behavioral Sciences
- Faculty Service Area Review Committee
(11-13) Library
Marlene Forney/Library
- Human Resources Planning Council
(11-13) Janis Kellgren/Social and Behavioral Sciences

Learning Outcomes Committee

(11-13) at-large

Katie Townsend-Merino/ *Social and Behavioral Sciences*

(10-12) Part-time Faculty at-large, Academic

Marsha Trigas/ *Social and Behavioral Sciences*

Matriculation and Transfer Committee

(11-13) Part-time Faculty member at-large

Ramon Cornejo Veloso/ *Social and Behavioral Sciences*

Sabbatical Leave Committee

(10-13) Mathematics and the Natural and Health Sciences

Patty Dean/ *Earth, Space, & Aviation Sciences*

Strategic Planning Council

(10-12) Renee Roth/Student Services

Student Program Eligibility Appeals Committee

(10-12) One generalist counselor appointed by Faculty Senate

Glyn Bongolan/*Counseling*

Student Services Planning Council

(10-12) One faculty member from Instructional Divisions.

Lisa Cecere/*Arts, Media, Business and Computing Systems*

The motion carried.

Motion 3

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

Basic Skills Committee

(10-13) One Part-time Faculty member at-large

Jamie Spirito/*Languages and Literature*

Professional Development Advisory Board

Lisa Bertotti/*Nursing Education*

The motion carried.

Emeritus:

Motion 4

MSC Bishop, Laughlin: Faculty Senate affirmation of the Emeritus Status of Bonnie Ann Dowd. The motion carried.

Members of the Senate expressed their thanks and best wishes to Dr. Dowd, who has served Palomar College for over 20 years.

Curriculum:

The next Curriculum Committee meeting will be held on September 21, 2011.

Accreditation
Report:

Monika Brannick reported that the Accrediting Commission for Community and Junior Colleges (ACCJC) took action at its June 8-10 meeting to remove the warning status and

reaffirm Palomar College's accreditation. Senators acknowledged the college's accreditation writing team, faculty, staff, and administration for their hours of hard work.

Marty Furch added the following SLO update, as of May, 2011 (information drawn from the Palomar Outcomes Database):

- Percentage of courses with at least one SLO identified: 87%
- Percentage of courses with a SLO assessment plan: 82%
- Percentage of courses with assessment results entered: 20%
- Percentage of programs with at least one SLO identified: 40%
- Percentage of programs with an assessment plan: 25%
- Percentage of programs with assessment results entered: 13%

BSI/HSI

Governance

Structure:

Copies of a Governance Structure Group Request for the Basic Skills Committee/Title V, HSI Steering Committee (Appendix A), were distributed for discussion. Monika Brannick noted the changes to the membership from two full-time faculty members to six, preferably one from each division.

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

Service Points: Title V

HSI Stem Grant

Committee and Advisory

Committee:

Monika Brannick reported that a committee will soon be formed to discuss Service Points for those working on the HSI Stem Grant Committee and Advisory Committee. She stated that this item will remain on the agenda for further discussion after those groups begin meeting.

Policies & Procedures:

Monika Brannick indicated that the Policies & Procedures Task Force will begin meeting again in September.

POD Access

Guidelines:

Copies of a draft document which was developed by the Learning Outcomes Council to clarify levels of access to the POD were distributed for information. Marty Furch indicated that updated versions will be available after the next Learning Outcomes Council meeting.

Academic Technology

Committee:

Academic Technology Coordinator Lillian Payn reported that some members of the Academic Technology Committee met the first week of June. The group also hosted a very successful Tech Camp the first week in August. There has been an upgrade to the Blackboard system over the summer to version 9.1, Service Pack 6, as well as a new training approach for Blackboard this semester with the move to online training. Those who intend to teach Blackboard can experience it during their training. More information is available on the Academic Technology website.

Payn also informed all that Blackboard with Cream & Sugar sessions continue each Wednesday morning from 7:30 a.m. – 10:30 a.m., and Techs will be available to answer questions.

Governing Board: Monika Brannick indicated that the Governing Board held their regular meetings over the summer months.

Senators discussed the recently adopted “No Smoking” policy. There have been issues raised about enforcement of the policy, which goes into effect this semester. Some have expressed concern about how much student input was actually received before the issue was voted on by the board, as well as the lack of a mechanism in place to actually enforce the policy. Currently, Community Service Officers who see smokers will inform them that Palomar is now a smoke-free campus but does not issue warnings or citations. One Senator noted that in a department meeting, faculty members were told to send students violating the new policy to the Office of Student Affairs.

After further discussion, Senate members asked that this item be brought back for further discussion at next week’s meeting.

Palomar Faculty Federation:

Jackie Martin-Klement reported that members of the Palomar Faculty Federation (PFF) met over the summer. The group completed their audit successfully as well as a dues structure. Members will contribute 1.2% of their gross salary with a cap at \$1,000 per year.

Teresa Laughlin added that the Negotiations Advisory Council will be meeting again this semester. Meetings are scheduled for the second Wednesday of each month from 3:00 – 4:00 p.m. with the location to be announced soon.

Learning Outcomes Council:

Marty Furch indicated that members of the Learning Outcomes Council held a successful Summer Institute. The Council has discussed plans to submit a proposal to the Strategic Planning Council to fund a Pilot Assessment Program of the first set of GE/Institution Student Learning Outcomes.

The next meeting will be held on Thursday, August 25 from 2:00 – 3:30 p.m. in room AA140.

Faculty Service Area Committee:

Lori Graham reported that members of the Faculty Service Area Committee will begin meeting again soon after convening several times last semester.

Strategic Planning Council:

Monika Brannick stated that members of the Strategic Planning Council met for their orientation on Friday, August 19.

GRAD Program:

Monika Brannick indicated that the Academic Advising Module is almost ready to be released to counselors. The On Course workshop was held August 15 - 17th; it was well attended and a great success. The GRAD group will meet the end of this month to discuss the next steps.

ADJOURNMENT:

The meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Melinda Carrillo, Secretary

GOVERNANCE STRUCTURE GROUP REQUEST



<ul style="list-style-type: none"> Request submitted by: Marty Furch/Berta Cuaron Gary Sosa, Basic Skills Committee/Title V, HSI Steering Committee Teaching and Learning Centers Coordinator; Judy Wilson, Basic Skills Committee/Title V, HSI Steering Committee Faculty Resource Center Coordinator; Tere Hogan-Egkan, Basic Skills Committee/Title V, HSI Steering Committee First-Year Experience Coordinator 					Date: December 6, 2010 May 25, 2011		
Proposed Name of Requested Group: Basic Skills Committee/Title V, HSI Steering Committee							
	Council	X	Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
<p>ROLE: The Basic Skills Committee/Title V, HSI Steering Committee, will advance the Basic Skills Initiative and the Title V, HSI grant at Palomar College.</p> <p>DUTIES:</p> <ul style="list-style-type: none"> Create and coordinate the Teaching Learning Centers (TLC) at the San Marcos campus and Escondido center Promote dialogue, understanding, and response to the Basic Skills Initiative and the Title V, HSI grant. Implement, evaluate, and revise the Basic Skills action plan and the Title V “tasks.” Continue to research and develop other learning venues to meet the needs of basic skills, Hispanic, and low-income students. Implement Title V, HSI project activities in compliance with approved grant goals, objectives, data collection and reporting, and budget <p>PRODUCTS:</p> <ul style="list-style-type: none"> 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 							
Reporting Relationship: Faculty Senate							
Meeting Schedule: Third Thursday of the month from 2:00 p.m. to 3:30 pm							

Tri-Chairs:

- Basic Skills Committee/Title V, HSI Steering Committee Faculty Resource Center Coordinator
- Basic Skills Committee/Title V, HSI Steering Committee Teaching and Learning Centers Coordinator
- Basic Skills Committee/Title V, HSI Steering Committee First-Year Experience Coordinator

Members

- Faculty Representatives from the following departments appointed by the Faculty Senate:
 - Library
 - Reading
 - English
 - Math
 - Counseling
 - **Professional Development
 - DRC
 - ESL
- ~~Two~~ Six Full-Time Faculty representatives, preferably one from each division, at-large, appointed by the Faculty Senate
- One Part-Time Faculty representative, at-large, appointed by the Faculty Senate
- The Learning Outcomes Council Co-Chair
- **Dean, Languages and Literature
- Dean, Counseling Services
- **Vice President, Instruction, or designee
- Director, Occupational and Non-Credit programs
- Tutoring Center Coordinator
- **Director, Institutional Research and Planning
- One Confidential and Supervisory Team representative appointed by CAST
- One Administrative Association representative appointed by AA
- One Classified Unit Employee representative appointed by CCE/AFT
- One Student representative appointed by ASG
- **HSI Project Supervisor

**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.

Reviewed by Strategic Planning Council:

04-16-08 Approved by Learning Outcomes Council (LOC)

05-04-09 Revised by LOC

03-16-10 Revised – Moved from reporting to LOC to reporting to the Faculty Senate

12-06-10 Revised by Faculty Senate