

Minutes of the
MEETING OF THE FACULTY SENATE
August 23, 2010

APPROVED

- PRESENT:** Monika Brannick, Haydn Davis, Marty Furch, Lori Graham, Barb Kelber, Teresa Laughlin, Jackie Martin-Klement, Linda Morrow, Patrick O'Brien, Dan Sourbeer, Perry Snyder, Diane Studinka, Fari Towfiq
- ABSENT:** Bruce Bishop, Valerie Chau, Ralph Ferges, Erin Hartensveld
- GUESTS:** Cheryl Deloatch, Gloria Kerkhoff, Diane Veach
- 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 Morrow, Laughlin: Faculty Senate approval of the minutes of May 10, 2010, as amended. The motion carried.
- Public Comments:** Some Senators commented on the recent retirement of Stan Levy. Levy was a member of the Faculty Senate for nearly all of his 37 years at Palomar. He will be missed.
- One Senator requested that an item be placed on next week's agenda to discuss the Faculty Senate's meeting time. The proposal will be to reduce Senate meetings to one hour in length, from 2-3 p.m. The Senate currently meets from 2-3:30, but some Senators have other commitments requiring them to leave the Senate meeting early. As a result, those Senate members may miss crucial discussions. Monika Brannick noted that changing the meeting time would require a change in the Faculty Constitution.
- Monika Brannick indicated that Lori Graham has been elected to the Faculty Development Committee of the Statewide Academic Senate.
- Senate members were also provided with copies of the letter from the Accrediting Commission for Community and Junior Colleges (ACCJC) announcing the Commission's actions following the spring semester site-visit. The letter, along with other details relating to accreditation, can be found by following the "Accreditation" link from the college home page.
- Senators were also given copies of the memorandum from President Deegan to the college community in which he offered notification of the Commission's actions and outlined plans to move forward in response.
- Announcements:** Monika Brannick announced that Ralph Ferges and Valerie Chau have both had to resign from the Senate due to scheduling conflicts. Because there are several Faculty Senate vacancies, an announcement will be distributed soon to solicit nominations.

Monika Brannick stated that she and Palomar Faculty Federation (PFF) Co-President Shayla Sivert met with Vice President Cuaron last week to discuss class cuts. Discussion is ongoing regarding the creation of an Enrollment Management Committee, which will provide the opportunity for broader discussion and better communication.

Committee
Appointments:

Motion 2

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

Academic Technology

(09-11) Arts, Business, Media, and Computing Systems
Michael Gilkey/Business Education

(09-11) Languages and Literature
Christine Barkley/English

Equal Employment Opportunity Advisory Committee

(09-11) Kathy Young/Behavioral Science

Facilities Review Committee

(09-11) Sasha Jonestein/Art

The motion carried.

Motion 3

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

Campus Police Committee (10-12)

Zachary Seech/Social and Behavioral Sciences

Curriculum Committee

(10-13) Social and Behavioral Sciences
Jim Eighmey/Behavioral Sciences

The motion carried.

Nominations were accepted for Faculty Senate Elections Committee Chair.

Patrick O'Brien was nominated and accepted the nomination.

Patrick O'Brien was elected as Faculty Senate Elections Chair by acclamation.

O'Brien noted that Senators are needed to serve on the Instructional Planning Council, the Student Services Planning Council, the Finance/Administrative Services Planning Council, and the Human Resources Planning Council.

Emeritus Status:

Monika Brannick indicated that a question was raised by a faculty member at the end of last semester regarding the granting of Emeritus status by the Faculty Senate. The Faculty Constitution states the following: "Emeritus Status shall be granted by formal action of the Faculty Senate to full-time faculty retiring from active membership who served for at least twenty years as full-time members of the faculty at Palomar College." Brannick provided

clarification, indicating that the Senate does not, in fact, grant Emeritus status; rather, the Senate ratifies the list of recipients who qualify according to the Constitution, as quoted above. The language referring to these actions will be changed in the future to reflect this clarification.

Motion 4

MSC Laughlin, Towfiq: Faculty Senate ratification of the granting of Emeritus Status to MaryAnn Drinan. The motion carried.

Drinan was a faculty member in the Economics, History, and Political Science department from August, 1990 to May, 2010. She was dedicated to faculty service, and the Senate thanks her for her work.

Technical Change

Process for Curricunet:

The Instructional Services staff proposes implementation of a Technical Change/Update process in which minor changes to programs and courses may be made by the staff as an alternative to requiring a faculty member to submit a Course Change or Program Change proposal. The general preference is that faculty members take responsibility for any and all actions in Curricunet. However, when faculty members are not aware of the need for small technical updates or are unable to prepare the proposal, a technical update process would allow the staff to ensure that Curricunet and the college catalog are up to date. This process will be utilized only when the update will have very minimal impact.

The process would be utilized under restricted conditions and reported to the Curriculum Committee and Faculty Senate when utilized.

Diane Veach, Cheryl Deloatch, and Gloria Kerkhoff provided Senate members with a list of Programs which require changes in Curricunet effective Fall 2010 due to course changes that became effective Fall 2010. All of the changes were completed in the 2010-11 Catalog, but they were not completed in Curricunet.

A question and answer period followed, and several examples were given to provide clarification of the process. Veach reiterated that department chairs would be notified when technical updates are being proposed in their area. After further discussion, several Senate members expressed their support for the proposal.

An example of the type of change that will be allowed through this process is the removal of the Lecture/Lab option from topic and topic-type courses. Veach explained: "there are 90 Topic courses which still have a L/L component. Either a faculty member would need to process a Course Change proposal through the complete approval process, or we could use a Technical Update process to eliminate the L/L option. This would result in an updated course outline in Curricunet, an updated catalog data base, and an updated published catalog for 2011-12."

An additional element of the proposal was addressed by Articulation Officer, Gloria Kerkhoff. Kerkhoff explained that the authorization from the faculty would allow her to make the minimal changes required to update and maintain the General Studies AA degrees and University Studies AA degrees. The course changes have already moved through the approval process in the Curriculum Committee and the Faculty Senate, and they currently await action in the form of a minimal technical update or addition to the data.

Senate members noted that the proposal makes sense, and they appreciate the support from the Instruction Office. Others reiterated the importance of strict conditions around the authorization to make changes.

Interested faculty members can request more information from the Faculty Senate. The Instruction Office has prepared a thorough list offering examples of necessary changes which will be acted upon with this authorization.

Motion 5

MSC Kelber, Laughlin: Faculty Senate approval of the proposed Technical Update Process, which will allow authorized staff members in the Instruction Office to make minimal technical changes to update programs in Curricunet. In addition, the Articulation Officer will maintain technical updates relating to University Studies and General Studies. Department Chairs will always be notified when the Technical Update process is to be used. The motion carried.

Learning Outcomes
Council:

Marty Furch indicated that the Learning Outcomes Council continues to meet on the first and last Thursday of each month. There are currently four faculty vacancies on the council, and she urged Senators to spread the word about the critical importance of this council. The group continues its work on the Outcomes Database Manual, which can be accessed from Palomar's home page by following the Faculty & Staff link. She noted that faculty should utilize their current Palomar email user name and password. Because the program is connected through Active Directory in Information Services it is not recommended that passwords be changed because the system will reject new passwords with future attempted log-ins.

Most faculty members have found the program versatile and easy to use. Training sessions will continue to be held throughout the semester and members of the Learning Outcomes Council recommend that all course learning outcomes and assessment plans be incorporated into the program by the end of the year. More information and training opportunities are available to all faculty by accessing www.palomar.edu/learningoutcomes, as well as by contacting Furch or Katy French.

There was agreement on the need for ample training opportunities for faculty, and the issue of access was discussed at length, particularly as it relates to evaluation materials. One Senator emphasized the need for greater awareness on the part of departments in relation to the implications of the data being entered and the potential consequences for individual instructors and programs.

Members of the group continue to work on their goals for the year as well as setting up Professional Development opportunities for faculty.

President Deegan:

Monika Brannick reported that she and Fari Towfiq are working on scheduling their weekly meetings with President Deegan.

Governing Board:

Monika Brannick reported that an issue arose with respect to a grievance which was filed against the Vice President of Human Resources. The current grievance process calls for any formal grievance to be sent to the President, who then forwards it to the Vice President of Human Resources for the next step in the procedure. When the grievance is against the Vice President of Human Resources, another avenue needs to be created to allow for due process.

Brannick indicated that PFF Co-President Shayla Sivert will bring this issue to the Strategic Planning Council for further discussion and the creation of a Policy and Procedure to address this.

SPC/Budget Committee:

The SPC/Budget Committee will hold a special meeting on Tuesday, August 31.

Joint Senate/PFF: Representatives from the PFF and the Senate met with Vice President John Tortarolo at the end of the spring semester to discuss the process by which the remaining Policies and Procedures will be reviewed and revised. In order to ensure that the Senate and the PFF are informed and engaged in areas specific to their responsibilities, representatives from both groups met to review the list of remaining P & Ps and to indicate areas of primary and/or shared responsibility. Monika Brannick and Shannon Lienhart forwarded to the Vice President of Human Resources a letter outlining those identified Policies & Procedures and how they were to be disseminated. After brief discussion, Senate members requested a copy of the letter which was sent to Human Resources.

Brannick added that the Joint Council of the Senate/PFF will begin meeting soon

Other: Monika Brannick announced that a call will be distributed soon for an Accreditation Co-Chair to represent the faculty.

Palomar Faculty Federation:

Teresa Laughlin reported that faculty members should check their email for a call from the PFF for two faculty members to serve on the Negotiations Council. The group will meet on the second Wednesday of each month from 3:00 – 4:00 p.m.

Other: Barb Kelber reported that the Tenure & Evaluations Review Board (TERB) has completed a pilot project for online evaluation of instructors with a fairly good rate of participation. More information will follow on that issue. Members of TERB will recommend going forward with “EvaluationKit” as the new delivery method for online evaluation of instructors.

Kelber added that over the summer the PFF did approve the Standards of Performance, the Revised Peer Review, and Revised Tenure Review forms brought to the Senate last semester. The Online Observation Form has yet to be approved by that group, as more information was needed.

Other: Monika Brannick asked that requests for agenda items be submitted by Tuesday evening of each week.

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

Respectfully submitted,

Barb Neault Kelber, Secretary