



Minutes of the
MEETING OF THE FACULTY SENATE
August 25, 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, Jackie Martin, Pam McDonough, Christina Moore, Patrick O'Brien, Lillian Payn, Travis Ritt, Diane Studinka, Fari Towfiq, Rocco Versaci

ABSENT: Mayra Hernandez, Shannon Lienhart, Judy Wilson

GUESTS: Adrian Gonzales, Jason Hosfield, Kyle Magnuson, Najib Manea, Mike Peterson, Brian Stockert

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 Furch, Laughlin: Faculty Senate approval of the minutes of August 18, 2014, as amended. The motion carried.

Public Comments: One Senator noted an item on the Governing Board's August 12 Agenda that called for converting the position of Director of Grant Funded Student Programs from 55% GEAR UP, 25% Educational Opportunity Centers, 20% TRIO, to 100% General Fund Unrestricted. Teresa Laughlin indicated that she would bring this up for the discussion at the next Budget Committee meeting on August 26.

Announcements: Senators observed a moment of silence for the Palomar students whose lives were lost in a recent tragic auto accident, while extending best wishes to the students who were injured. Counseling is being offered through the Counseling department to anyone in need. The students' families request privacy at this time.

Agenda Changes: Greg Larson indicated that Information Item A, Student Success and Support Program (3SP) Task Force, will be discussed first due to guests being present.

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

Brian Stockert and Adrian Gonzales shared a Power Point presentation on the recent draft of the Student Success and Support Program Plan.

The purpose of the Student Success and Support Program (SSSP) Plan (Credit Students) is for the college to plan and document how SSSP services will be provided to credit students. The goal of the Student Success and Support Program is to increase student access and success by providing students with core SSSP services, including (1) orientation, (2) assessment and placement, and (3) counseling, advising, and other

education planning services, and the support services necessary to assist them in achieving their educational goal and declared course of study.

More specifically, colleges are to:

- Provide at least an abbreviated SEP to all entering students with a priority focus on students who enroll to earn degrees, career technical certificates, transfer preparation, or career advancement.
- Provide orientation, assessment and placement, and counseling, advising, and other education planning services to all first-time students.
- Provide students with any assistance needed to define their course of study and develop a comprehensive SEP by the end of the third term but no later than completion of 15 units.
- Provide follow-up services, especially to students identified as at-risk (students enrolled in basic skills courses, students who have not identified an education goal and course of study, or students on academic or progress probation).

Stockert shared the timeline for submission of the plan, which is due in the Chancellor's Office on October 17.

Discussion occurred during the presentation, particularly as it relates to student orientation and retention. Senators were encouraged to review the plan and provide input.

At last week's meeting, Senate members discussed their participatory role in academic and professional matters, and the need to assure that faculty's input is sought before, during, and after moving this document through our college's discussion and approval process. Senators agreed that because there are 5 or 6 specific sections to the document, volunteers can be assigned to carefully review each portion.

Orientation

Jenny Ferrero
Travis Ritt

Assessment and Placement

Marty Furch
Pam McDonough
Fari Towfiq

Counseling/Advising

Jackie Martin
Diane Studinka

Follow-Up

Lawrence Lawson
Patrick O'Brien

Related Direct Programs and Services

Richard Albistegui Dubois
April Cunningham
Teresa Laughlin

Policies & Professional Development

Joel Glassman
Greg Larson
Barb Kelber

Committee
Appointments:

Motion 2: MSC Moore, Towfiq: Faculty Senate approval of the following committee appointments:

Academic Review Committee
(14-16) April Woods/Counseling

Committee on Service Learning
(13-15) *Student Services*
Leigh Ann Van Dyke/DRC

Curriculum Committee
(12-15) *Social and Behavioral Sciences*
Patti Dixon/American Indian Studies

Learning Outcomes Council
(14-16) *Social and Behavioral Sciences*
Susan Miller/Behavioral Sciences

Student Services Planning Council
(14-16) One faculty member from Instructional Divisions.
Lisa Cecere/Cinema

Strategic Planning Council
(14-16) Seth San Juan/American Indian Studies

Title V, HSI STEM II Basic Skills Steering Committee
(13-15) *Counseling*
Cynthia Torgison/Mathematics (at-large)

The motion carried.

Motion 3 MSC O'Brien, Laughlin: Faculty Senate acceptance of the ballot for the following committee appointment:

Academic Technology Committee
(13-15) Part-time
Nancy Thuleen/World Languages

The motion carried.

Greg Larson indicated that a Senator is needed to serve on the Strategic Planning Council as a designee for the Past President of the Faculty Senate. The group meets on the 1st and 3rd Tuesdays from 2:00 – 3:50 p.m.

Request for
Information from
Human Resources:

At last week's meeting, Senate members talked about the history of discussions, requests and Actions taken relating to the current full-time faculty hiring process and Human Resources (HR), and the lack of progress to date.

Motion 4

MSC Laughlin, Versaci: That a memorandum with a request for information about the full-time faculty hiring process be sent to Vice President John Tortarolo. The motion carried.

August 26, 2014

TO: John Tortarolo, Assistant Superintendent/Vice President, Human Resource Services, Palomar College
FROM: The Faculty Senate, Palomar College

Subject: Faculty Senate Request for Information Related to Full-Time Faculty Hiring and Application Process

Thank you for visiting the Faculty Senate on May 5, 2014 to attempt to address the Senate's concerns regarding the full-time faculty application process. Senators were left with unanswered questions and remaining areas in need of clarification. The Faculty Senate is making a request for the following specific information from Human Resource Services in regards to the faculty application process:

1. Access to walk-through the application process online using real information in order to see the notifications that applicants see when submitting their applications and supporting materials.
2. The template or checklist used by HR to screen applications, as well as information on who screens applications for completeness and how that screening is completed.
3. Specific statistics from the 2013/14 hiring cycle indicating the number of applications rejected as being incomplete, classified by reason for incompleteness.
4. The specific legal opinion or precedent being cited by HR in refusing to allow hiring committee chairs to view all applications not forwarded for committee review.
5. Details on who participates in HR's annual review of the hiring process, as well as when that review takes place, and the reasoning for not inviting hiring committee chairs to participate in the review.
6. Confirmation that the email sent to applicants with incomplete applications has been reworded to indicate that their application was incomplete, rather than stating the committee declined to interview them, and provide examples of the email wording.
7. The source of the HR directive to include a question related to SLOs in the first-level faculty interviews.

The above information is requested by 9/12/14. Once the information is received and reviewed, we would like to invite you to attend the Faculty Senate meeting on or after 9/22/14 to answer any remaining questions and participate in discussion. Thank you for your prompt attention to this request.

cc: Governing Board President Paul McNamara Dean Jack Kahn
 Board Vice President John Halcon Dean Norma Miyamoto
 Governing Board Secretary Nancy Ann Hensch Dean Wilma Owens
 Governing Board Trustee Nancy Chadwick Dean Shayla Sivert
 Governing Board Trustee Mark Evilsizer Dean Daniel Sourbeer
 Superintendent/President Robert Deegan Dean Brian Stockert
 Asst. Superintendent/Vice President Berta Cuaron
 Asst. Superintendent/Vice President Adrian
 Gonzales

Discussion followed on the memorandum, and some minor changes to the wording (reflected above) were made.

Motion 5 MSC Laughlin, Versaci: To call for a vote on Motion 4. The motion carried.

Learning Outcomes
Council: Marty Furch reported that members of the Learning Outcomes Council meet on Thursday, August 28, at 2:00 p.m. in room AA-140. The group will be discussing a check-list which faculty can use as a self-evaluation for their program review/course SLOs.

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

Respectfully submitted,

Jenny Fererro, Secretary