



Minutes of the  
MEETING OF THE FACULTY SENATE  
August 27, 2012

APPROVED

**PRESENT:** Melinda Carrillo, Haydn Davis, Ken Dodson, Katy French, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Linda Morrow, Patrick O'Brien, Lillian Payn, Perry Snyder, Diane Studinka, Katie Townsend-Merino, Fari Towfiq

**ABSENT:** Christina Moore, Lesley Williams

**GUESTS:** Shawna Hearn, Lisa Hornsby

**CALL TO ORDER:** The meeting was called to order by the President, Greg Larson, at 2:00 p.m., in Room SU-30.

Senators briefly discussed the current number of members. Although the number of Senators has not fallen below the 2/3 that would require a special election, there was agreement that a call for nominations should be distributed if the Constitution allows it. Greg Larson indicated that he would do some research on this and put this item on the agenda for discussion at the September 10, meeting.

**Approval of Minutes:**

**Motion 1** MSC Laughlin, Kelber: Faculty Senate approval of the minutes of August 20, 2012, as amended. The motion carried.

**Public Comments:** There were no public comments.

**Announcements:** Updating Senators on the status of his Federal Jury service, Greg Larson stated that he received a postponement until January 7.

Larson informed Senators that the yearly Faculty Senate Orientation will be held on September 17, 2012.

**Agenda Changes:** With no objections from Senate members, the agenda was suspended to discuss Information item A, Proposed Revision to Faculty Hiring Policy.

**Proposed Revision  
to Faculty Hiring  
Policy:**

Senators were provided with copies of the amended Human Resource Services Selection Committee Confidentiality and Conflicts of Interest Agreement. Shawna Hearn and Lisa Hornsby outlined the changes being proposed to update the policy. Hearn noted that the agreement is currently being used by classified staff, administrators, CAST, and Child Development Center teachers serving on hiring committees. She also noted that issues of confidentiality will soon become more challenging because Palomar is transitioning to a new software program, "People Admin," which will allow (and require) hiring

committee members to review submission materials online. Thus, for the first time hiring committees will be able to access applicants' files from home and other off-campus sites.

Discussion followed on proposed changes. Some Senators expressed concern with the following Conflicts of Interest section:

*No person may serve on a selection committee for a position if s/he has an association with any application for that position when that association is based on past or present financial or real property interest, familial relationships (i.e. relationships by blood, adoption, marriage, or domestic partnership) or similar close personal connections that could compromise the impartiality of the process.*

Senators pointed out that the definition of "close personal connections" is not clear and that such a policy has the potential to disadvantage Palomar's adjunct faculty since many faculty members on campus have developed close relationships with part-time faculty members who apply for full time positions.

Senators also voiced concern about the following section:

*Committee members are prohibited from conducting research via the Internet or other electronic searches on any applicant at any point during the recruitment process. Such research includes, but is not limited to, online searches using search engines and searches of social media websites or similar venues.*

Some questioned whether a formal law exists that prohibits committee members from researching applicants online because they stated that this practice is widely used in the hiring processes of community colleges and UC/CSUs. Hearn stated that Title V specifies that hiring committees can consider only information provided by applicants, as well as information gathered during reference checks.

Senators also had questions about the following section:

*Any breach of confidentiality and/or the presence of a real or apparent conflict of interest will result in one or more of the following consequences depending on the severity of the violation: the removal of the member from the selection committee; suspension from service on future selection committees; and/or suspension and/or cancellation of the recruitment. The Assistant Superintendent/Vice President for Human Resource Services or designee shall be the final arbiter regarding removal of committee members for confidentiality violations and potential or real conflicts of interest and suspension or cancellation of any recruitment.*

There was concern about the role of the Assistant Superintendent/Vice President for Human Resources Services in making such a determination and the general lack of clarity about how this process of removing a committee member would actually work.

After further discussion, some suggestions were made to amend the language to provide clarity. Shawna Hearn and Lisa Hornsby will take the Senate's suggestions back to their department and bring this item back at a later date.

Committee  
Appointments:

Motion 2 MSC O'Brien, Laughlin: Faculty Senate approval of the following committee appointments:

Committee on Service Learning

*(12-14) Student Services*

April Woods/Counseling

Elections Committee

*(12-14) Joel Glassman/Business Administration*

Learning Outcomes Council

*(11-13) at-large*

Michael Mufson/AMB&S/Performing Arts

Tenure & Evaluations Review Board

*(11-13) Arts, Media, Business and Computing Systems*

Carol Bruton/Business Administration

Title V HSI STEM Grant Steering Committee

*Earth, Space, and Aviation Sciences*

Mark Lane/Astronomy

The motion carried.

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

Academic Review Committee

*(11-13)*

Theresa Hogan Egkan/Counseling

Evaluation Appeals Committee (EAC)

*(12-13) Three (3) faculty members and two alternates appointed by the Faculty Senate.*

Michael T. Arguello/History

Bruce Bishop/Speech Communications

Marilee Nebelsick-Tagg/Nursing

Angelo Corpora/Legal Studies (Alternate)

Selection Committee for the position of Interim Dean of Counseling

*Three (3) Faculty members (preferably from Counseling Services)*

P.J. DeMaris/Counseling

Kelly Falcone/Kinesiology and Health

Patrick O'Brien/Counseling

The motion carried.

Faculty Advisory  
 Board:

Senate members were provided with a copy of the Governance Structure Group Request for the Faculty Advisory Board that was approved by the Faculty Senate at their May 7, 2012, meeting.

<b>Proposed Name of Requested Group:</b> Faculty Advisory Board on Student Success Task Force Recommendations						
<input type="checkbox"/>	<b>Council</b>	<input checked="" type="checkbox"/>	<b>Committee</b>	<input type="checkbox"/>	<b>Subcommittee</b>	<input type="checkbox"/>
<b>Action Requested:</b>		<input type="checkbox"/>	<b>Add</b>	<input type="checkbox"/>	<b>Delete</b>	<input type="checkbox"/>
<b>Task Force</b>						
<b>Change</b>						
<b>ROLE, PRODUCTS, REPORTING RELATIONSHIPS:</b>						
1. The Faculty Advisory Board on Student Success Task Force Recommendations will advise the Faculty Senate on implementation <b>strategies</b> for the Student Success Task Force Recommendations at Palomar College.						
<b>DUTIES:</b>						
1. Promote dialogue, understanding, and oversee the consequent changes to Palomar College.						
<b>PRODUCTS:</b>						
<b>REPORTING RELATIONSHIPS:</b> Faculty Senate						
<b>MEETING SCHEDULE:</b>						
<b>CHAIR:</b> Two Faculty Senators: Co-Chairs						
<b>Members:</b>						
One faculty representative from each of the following:						
Basic Skills Committee						
Curriculum Committee						
Learning Outcomes Council						
Student Services Planning Council						
<b>Other members</b>						
VP of Instruction						
<b>Invited as needed:</b>						
Faculty at large						
Representation of constituencies such as Matriculation, Articulation, Counseling, Student Services, Financial Services, Research and Planning						

At last week's meeting, Senate members discussed the roles and responsibilities, as well as membership of the Faculty Advisory Board (FAB). There was some concern expressed that there may be overlap with other groups, such as the Student Services Planning Council (SSPC), as well as others. Also discussed was whether instead of the FAB, a work group should be formed to discuss strategies and then meet with the appropriate committee(s) and bring those ideas together. Because the Board was already approved by the Senate last semester, it was agreed last week that the item should be brought back to fill the co-chair positions.

Senators now discussed the need for the Faculty Senate to oversee the process of how the college responds to the Student Success Task Force Recommendations and have a voice in how the College responds to these recommendations. Some questioned, however, whether the time is right to have this task force in place. To date, no Senator's schedule will allow an opportunity to volunteer as a co-chair. In the meantime several suggestions were made. Some Senators expressed interest in continuing to meet after the Faculty Senate meetings as an informal group to discuss the Student Success Task Force (SSTF) recommendations. Others suggested that because these recommendations are being discussed by so many campus councils already, it would be prudent for the Faculty Senate to know what is going on campus-wide first before taking any further action.

As the next step, Greg Larson stated that he would invite Vice Presidents Berta Cuaron and Mark Vernoy to an upcoming Faculty Senate meeting to provide additional information before the Senate takes any formal action.

Motion 4 MSC Towfiq, Laughlin: To postpone Action item B, Faculty Advisory Board (FAB), until the September 24, 2012, Faculty Senate meeting. The motion carried.

Distinguished Faculty  
Award Committee  
Governance  
Structure:

Copies of the Distinguished Faculty Award Committee Governance Structure were provided at last week's meeting, providing clarification on the Role, the Reporting Relationship, the Meeting Schedule, as well as the Membership.

Motion 5 MSC O'Brien, Morrow: Faculty Senate approval of the Distinguished Faculty Award Committee Governance Structure. The motion carried.

TEAM Life Governance  
Structure:

This item was removed from the agenda. No action is needed as the vacancy on the committee was for a faculty member at-large rather than a Senator, and the position has been filled.

Student Services  
Resources:

At last week's meeting, Lillian Payn brought forward a recommendation of the Academic Technology Committee (ATC) to address Title 5 and Accreditation requirements that online students be offered the same services made available to face-to-face students. While one solution would be for online instructors to include a service page on their syllabi, another would be to have a global page on Palomar.edu with those services. The committee recommends that rather than instructors providing their own page, that all instructors direct students to the same online page (<http://www.palomar.edu/students/>) as this would save instructors from having to duplicate something available elsewhere, and it would be easier to keep a single page up-to-date.

Academic Technology  
Committee:

Members of the Academic Technology Committee (ATC) are making the following recommendations for Senate approval:

- Add the college phone number at the top of the list
- Add the extension for the service at the right of each entry
- Place a link in “Quick Links”, since there is no direct route to find this important resource page
- Place a link in eServices so students (both face-to-face and online) see it when they register
- Include a reference to this page in POET as a recommendation to include on the syllabus, so instructors don’t have to duplicate the same lengthy resources on each syllabus that risk becoming outdated.

During discussion of the recommendations, Senator gave some suggestions for improvement.

Motion 6

MSC Payn, Laughlin: Faculty Senate approval of the Academic Technology Committee’s recommendations, as amended, to follow Title V and Accreditation requirements to offer the same services to online students as face-to-face students. The motion carried.

ADJOURNMENT:

The meeting was adjourned at 3:29 p.m.

Respectfully submitted,

Pam McDonough, Secretary