

Minutes of the
MEETING OF THE FACULTY SENATE
August 29, 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, Linda Morrow, Wendy Nelson, Patrick O'Brien, Lillian Payn, Perry Snyder, Diane Studinka, Fari Towfiq

ABSENT:

GUESTS: Herman Lee, Susan Snow, Sherry Titus

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

Approval of Minutes:

Motion 1 MSC Morrow, Moore: Faculty Senate approval of the minutes of August 22, 2011, as amended. The motion carried.

Public Comments: There were no public comments.

Announcements: There were no announcements.

Agenda Changes: Senators agreed to suspend the agenda to discuss Information items C, Palomar College "No Smoking" Policy, and E, F/FW Grade, due to guests who were present.

Policies & Procedures –
Palomar College "No
Smoking" Policy:

Monika Brannick indicated that she had spoken with both President Deegan and Vice President Vernoy about Palomar's recent adoption of a "No Smoking" policy. At last week's meeting, Senators discussed challenges with enforcement of the policy, as well as whether enough student input was obtained before the policy was approved by the Governing Board. Brannick noted a memorandum recently distributed by Vice President Vernoy to all faculty, students, and staff outlining the new policy. In the letter, Vernoy asks for help in maintaining a tobacco-free and smoke-free environment here at Palomar College, stating that ... "If you notice someone smoking or using tobacco on campus, please offer a *friendly, brief, gentle, courteous reminder* that Palomar is now smoke-free/tobacco free..." Sherry Titus informed Senators that for the first one to two years the process will be "informational and educational," and, as with all newly adopted policies, there will be a transitional period. She noted that most campuses in the area have also adopted a smoke-free campus and are undergoing a similar transitional period.

Relating to disciplinary action, Titus indicated that no formalized Code of Conduct Violation or Incident Report has been filed due to smoking; not for this policy, nor when the previous policy was in place for smoking only in designated areas, or even prior to that when the policy was "at least 20 feet away from buildings and classrooms." She added that a policy does exist in Ed Code for "willful and persistent smoking," that can

be enforced if it became necessary. Currently, Titus informs students of Palomar's new policy and has received cooperation from students. To date, approximately 4 or 5 calls have been received from the Office of Student Affairs regarding student's use of tobacco.

A question and answer period followed. It was noted that students, faculty, and staff who are smokers are encouraged to go to Health Services where nicotine gum and smoking cessation materials are available.

F/FW Grade:

Susan Snow reported about a recent incident in which she had an email exchange with a staff member of Admissions and Records regarding the final grade of a student. She had given an international student an "F," and the staff member questioned whether that grade should have been an "FW." Snow was eventually informed that international students' grades are sent to Homeland Security, and "W" and "FW" raise issues because students need to be accountable for their time. In this instance, paperwork was filed in error with Homeland Security because the student thought that she/he was receiving a "FW" when instead she/he received an "F." Snow added that when she met with the staff member in Admissions and Records she was informed that she was using the policy improperly as outlined in the Palomar College Catalog. Upon further review of the policy, Herman Lee could find no improper use of the policy by Snow. Because issues have been raised concerning F versus FW, it was suggested that this issue come to the Faculty Senate for further discussion.

Monika Brannick noted that wording in the current policy specifically states that it is up to the discretion of each instructor on how they wish to issue "F" and "FW" grades. Discussion followed on the current policy, particularly how it affects veterans and international students. Some Senators questioned whether the "FW" was even needed, while others expressed the need for it to be used consistently. This issue will be brought back for further discussion at the September 19, 2011, Senate meeting.

Committee
Appointments:

Motion 2

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

Academic Technology Committee
(11-13) Mathematics and the Natural and Health Sciences
Christopher Petersdinh/Mathematics

Basic Skills Committee
(11-14) English/Pam Mc Donough

Compliance Officer
Fred Rose/ Social and Behavioral Sciences

Strategic Planning Council
(10-12) Kate Stewart/Social and Behavioral Sciences

The motion carried.

Motion 3

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

Academic Review Committee

*(11-13) faculty members from Instructional Divisions and/or Library
Zachary Seech/Social and Behavioral Sciences*

Student Program Eligibility Appeals Committee

*(10-12) One generalist counselor appointed by the Faculty Senate
Tom Ventimiglia/Student Services/Counseling*

Selection Committee – Assistant Superintendent/Vice President of Student Services

Two faculty members from Student Services

Karan Huskey/Counseling Services

April Woods/Counseling Services

Two at-large faculty members

Bruce Bishop/Speech Communications

Judy Wilson/Behavioral Sciences

The motion carried.

Patrick O'Brien announced that Senators are needed to serve on the Human Resources Planning Council, which meets on 1st and 3rd Thursdays from 4:00 – 5:00 p.m., and the Finance and Administrative Planning Council, which meets on 2nd and 4th Thursdays from 2:00 – 3:30 p.m.

Motion 4

MSC Fererro, Furch: Faculty approval of the following Peer Review Committee appointment:

Byung Kang, Peer Review Committee Chair for Linda Morrow.

The motion carried.

Emeritus:

Motion 5

MSC Laughlin, Fererro: Faculty Senate affirmation of the Emeritus Status for the following faculty members:

Nancy Galli, Professor, Design and Consumer Education. She has served Palomar College for 32 years.

Bruce McDonough, Professor, Cooperative Education. He has served Palomar College for 37 years.

Christine Oatman, Professor, Art Department. She has served Palomar College for 21 years.

The motion carried.

Curriculum:

The next meeting of the Curriculum Committee is scheduled for September 21, 2011.

Gary Larson informed Senate members that Curriculum Regional Meetings are returning this semester. The first meeting, which will be held on September 23, 2011, at Mt. San Antonio College, will provide a forum for discussion on ideas regarding alternatives to repeatability and to help develop plans and recommendations regarding this issue. Updates will also be provided on content review, transfer degrees, and other curricular

topics. Curriculum chairs, administrators, and others involved with curriculum are invited to attend (there is a limit of three per college). Those interested in attending should contact Larson for further information.

BSI/HSI Governance

Structure:

Senators were provided with copies of the Governance Structure Group Request for the Basic Skills Committee/Title V HSI Steering Committee at last week's meeting. A change in the membership has been proposed from two full-time faculty members to six, preferably one from each division. Brannick noted that she received clarification from Dean McDonald that the increase in faculty representation is in addition to those faculty members from the Library, Reading, English, Math, Counseling, Professional Development, DRC, and ESL.

Motion 6

MSC Laughlin, Morrow: Faculty Senate approval of the Governance Structure Group Request for the Basic Skills Committee/Title V, HSI Steering Committee. The motion carried.

Accreditation

Report:

Monika Brannick reported that members of the Accreditation Steering Committee will be meeting on September 8, 2011.

Service Points: Title V HSI STEM Grant Committee and Advisory Committee:

Monika Brannick indicated that the Title V STEM Grant group will meet to discuss the forming of an official committee and to develop a governance structure. This item will be removed from the agenda until the Governance Structure for this group is brought forward for approval.

POD Access

Guidelines:

Marty Furch indicated that members of the Learning Outcomes Council have not completed their review of the draft document to clarify levels of access to the POD. This item will be brought back on September 19, 2011.

Strategic Planning Council:

The next meeting of the Strategic Planning Council will be held on September 6, 2011.

Faculty Service Area Committee:

Lori Graham indicated that the next meeting of the Faculty Service Area Committee will be held on September 13, 2011.

Instructional Planning Council:

Linda Morrow stated that members of the Instructional Planning Council will meet on Wednesday, August 31, 2011.

President Deegan/ Vice President Cuaron:

Monika Brannick reported that she and Fari Towfiq would be meeting with President Deegan on Wednesday, August 31. At her recent meeting with Vice President Cuaron, she discussed several outstanding policies and procedures which are up for review by the

Policy and Procedure Task Force. Some of those procedures need to be reviewed and discussed with the Palomar Faculty Federation (PFF) before they are brought to the Senate.

Academic Technology
Committee:

Lillian Payn stated that members of the Academic Technology Committee met on Thursday, August 25. The group updated the Strategic Plan 2.5, Section G, which states that the committee will complete the Online Training Module to prepare instructors to teach online by the end of Fall, 2011. This will be brought to the Faculty Senate soon.

The committee also established a plan to produce and field test the modules by working in workgroups, which will provide efficiency. September and October will focus on development, November will focus on revising and finalizing, and December will focus on field testing and submission to the Senate.

ASG:

No ASG representative was present.

Palomar Faculty
Federation:

Perry Snyder reported that the Palomar Faculty Federation will be holding their meetings in two sections this semester: one for dialogue, which will be open to all membership and non-membership faculty, and one for voting, which will be open to membership faculty only.

He added that some of the board members hope to attend a few of the State Council meetings, which they were unable to do last year.

Learning Outcomes
Council:

Marty Furch indicated that members of the Learning Outcomes Council met last week for their Orientation meeting. The group heard an update on TracDat, the Palomar Outcomes Database, from Katy French. Because there are significant changes, it is recommended that faculty who are utilizing the program be aware that assistance is available by contacting Furch or French, or by sending an email to: learningoutcomeshelp@palomar.edu.

Student Services
Planning Council:

The next meeting of the Student Services Planning Council will be held on September 14, 2011.

ADJOURNMENT:

The meeting was adjourned at 2:56 p.m.

Respectfully submitted,

Melinda Carrillo, Secretary