

Minutes of the
MEETING OF THE FACULTY SENATE
August 31, 2009

APPROVED

PRESENT: Bruce Bishop, Monika Brannick, Valerie Chau, Molly Faulkner, Marty Furch, Brent Gowen, Lawrence Hahn, Barb Kelber, Teresa Laughlin, Stan Levy, Jackie Martin-Klement, Roger Morrissette, Linda Morrow, Sue Norton, Patrick O'Brien, Kathleen Sheahan, Diane Studinka, Fari Towfiq, Judy Wilson

ABSENT: Ralph Ferges, Perry Snyder

GUESTS: Ann Hong

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 Faulkner, Gowen: Faculty Senate approval of the minutes of August 24, 2009, as amended. The motion carried.

Public Comments: None

Announcements: Monika Brannick announced the Faculty Council's decision to re-name the Faculty Senate's Gift of Time Award in memory of Margie Ruzich, who created the award during her tenure as Faculty Senate President in the early 1990's. It will now be called "The Margie Ruzich Gift of Time Award."

Fergal O'Doherty has resigned as a co-chair on the Basic Skills Committee/Title V, HSI Steering Committee, effective at the end of this semester. An announcement will be distributed soon to fill that vacancy.

Those Senators who have not yet completed their year-end reports were asked to do so at their earliest convenience.

Brent Gowen has resigned his position on the Learning Outcomes Council due to scheduling issues.

Diane Studinka reported that she, Berta Cuaron, and Monika Brannick met earlier in the day to discuss the "Clean Energy Workforce Training Program Solicitation for Proposal (CEWTP SFP)" Grant. The proposal, submitted through Workforce and Community Development, is being facilitated by the Grossmont-Cuyamaca Community College District. It proposes a partnership with Grossmont-Cuyamaca CCD, the California Center for Sustainable Energy, the East County One Stop Career Center, and Palomar College.

The goal is "to promote the use of industry sector strategies to address the need for skilled workers" in:

- Energy Efficiency/Conservation
- Water Efficiency/Conservation
- Renewable Energy (distributed generation and utility-scale)
- Clean and Renewable Transportation, Vehicles and Fuels
- Listed in California Energy Commission's "Loading Order"

Funding for CEWTP SFP

<u>Fund Source</u>	<u>Funds Available (in millions)</u>
Recovery Act, State Energy Program (SEP)	\$14.5
Recovery Act, Workforce Investment Act (WIA) Governor's 15 Percent	\$ 5.0
Assembly Bill 118, Alternative and Renewable Fuel and Vehicle Technology Program	\$ 3.8
Subtotal	\$23.3
Public-Private Leveraged Match	\$23.3
Total Funds	\$46.6

Because of the focus on "going green," this grant project may represent a positive step for Palomar, signaling support for the development of economic opportunities within the region.

Monika Brannick stated that if approved, after approximately one year the district would revisit the issue, soliciting input from faculty members and departments who may have an interest and who would likely work directly with the Director of Occupational and Non-Credit Programs to develop programs and/or courses in these areas.

Monika also noted that the Policies & Procedures Task Force is asking for a sub-group to work with the Workforce Development Advisory Group, a representative of the PFF, the Dean of Career, Technical, and Extended Education, and the Vice President of Instruction, to discuss the overall issue of Workforce Development and Contract Education.

Discussion followed. Senators agreed that the opportunity to participate in the proposal could be beneficial, but there were some concerns regarding the short time frame in which to obtain additional information on long-term costs, faculty/instructional issues, and details about how the grant program would proceed and be overseen. Senate members agreed that Senate President Monika Brannick and Workforce and Community Development Committee member Diane Studinka should meet with Vice President Cuaron prior to the September 2nd deadline. They will seek further clarification on the issues in question before expressing the Senate's support of the grant.

Committee
Appointments:

Motion 2

MSC Levy, Gowen: Faculty Senate approval of the following committee appointments:

Academic Technology Committee

(09-11) Social and Behavioral Sciences

Kathleen Grove - Behavioral Sciences

Equivalency Committee

(08-10) Career, Technical, and Extended Studies

Sergio H. Hernandez - Trade and Industry

Instructional Planning Council

(08-10) Arts, Media, Business, and Computing Systems

Michael Mufson – Performing Arts

Learning Outcomes Council

(09-11) Arts, Media, Business, and Computing Systems

Michael Mufson – Performing Arts

(09-11) at-large

Mark Bealo – Graphic Communications

Sabbatical Leave Committee
(08-11) Mathematics and the Natural & Health Sciences
Mark Clark-Mathematics

Strategic Planning Council
(09-11) Faculty member
Molly Faulkner/Performing Arts

The motion carried.

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

Academic Technology Committee
(08-10) Arts, Business, Media, and Computing Systems
Donna Cosentino-Communications

The motion carried.

Patrick O'Brien reported that one Senator is needed to serve on each of the following committees:

Committee on Committees
Finance/Administrative Services Planning Council
Professional Procedures Committee
Personnel Standards & Practices Committee

Curriculum Committee: The next meeting of the Curriculum Committee will be held on September 2, 2009.

Policies & Procedures: Copies of the following Board Policies & Procedures were provided for information:
AP 3715 Intellectual Property
AP 3750 Use of Copyrighted Material
AP 3710 Securing of Copyright
BP 3710 Securing of Copyright

In addition, copies of AP and BP 4050 – Articulation, were distributed electronically to Senate members.

Brent Gowen asked Senators to review all of these items for further discussion and/or action at next week's meeting.

Senators were provided copies of AP and BP 4700, Chair/Director Responsibilities, at last week's meeting. Today, Monika Brannick provided copies of Article 12 – Department Chairs/Directors, from the PFF Contract. She suggested that wording in Board Policy should state: Refer to Article 12 in PFF Contract. She noted that in updating all of the policies and procedures, the task force has sought input from experts in each area. To assure the accuracy of Article 12, she suggested that three or four questions be formulated for each department chair to provide an opportunity for input on what should be included in Article 12. One Senator recommended that input be sought from past Department Chairs as well.

Members of the Faculty Council will work to formulate the questions and will bring them to the Senate on September 14.

Class Cancellations: Molly Faulkner provided draft copies of a petition generated by the PFF, protesting the executive administration's directive to conduct further class cuts without sufficient dialogue among constituent groups on campus.

Lengthy discussion followed. Some Senators spoke in support of the petition, expressing frustration with the district's apparent lack of commitment to the college's mission to serve students and the community by cutting over 250 sections while maintaining such a large ending-fund balance.

Other Senators questioned the content of the petition, expressing concerns about accuracy, intended audience, and lack of specificity.

This item will be brought back for Senate action at the September 14 meeting.

Senate Committee
Roles:

Copies of the role or purpose of the following committees were provided:

Personnel Standards & Practices Committee

Role or Purpose:

This committee is concerned with all aspects of personnel standards and practices as these affect academic faculty, and with related issues assigned it by the Senate. It has the duty of recommending to the Faculty Senate one or more individuals for administrative positions when vacancies occur or when new positions are created, in accordance with the selection procedure to be found in the Faculty Manual and in the Board Policy Manual. This committee reviews personnel structure annually. The review includes (1) recommendations for renewal or revision of the President's contract; and (2) recommendations regarding changes in academic faculty positions or contracts, or changes in classification(s) and/or assignments. This committee will conduct annual evaluations by the Faculty of the following positions: Superintendent/President, Vice President for Instruction, Vice President for Student Services, Vice President for Finance and Administrative Services, and all Deans.

Senators discussed the duties included in the role or purpose of the committee, noting that for several years the committee duties were limited to overseeing the annual evaluations of administrators. Item #1 is no longer applicable, as administrative contracts are only available for public scrutiny when released for public view by the superintendent/president. Item #2 is now under the purview of the Palomar Faculty Federation.

Monika Brannick noted that she, Brent Gowen, Vice President Tortarolo, and Human Resources Assistant Karen Robinson are meeting regularly to discuss the creation of a new process in which to conduct administrative evaluations.

Professional Procedures Committee

Role or Purpose:

The Professional Procedure Committee (PPC) is a committee of the Senate. The committee addresses, reviews, and makes recommendations to the Senate on the following:

- A. Academic Due Process policy and procedures.
- B. Alleged violations of the Ethic Codes by a Senator or a faculty member in his/her capacity as a Senator or as a faculty member appointed by the Senate to a reassigned faculty position. (Section 9 of the Constitution)
- C. Petitions submitted by 25% of the Faculty Senate membership. (Section 11 of the Constitution)
- D. Other issues regarding professional procedure as assigned by the Senate.

Monika Brannick stated that the Professional Procedures Committee is currently in need of a Senate member to serve as chair. She also asked Senators to consider adding Mediation/Conflict Resolution to the role of the committee. Currently there is not a venue on campus where issues of conflict and/or complaint among faculty members or within departments can be addressed informally at the faculty level, before involving administrators.

Discussion followed regarding the role of the PFF, the relationship of division deans to faculty and department matters, etc.

These items will be brought back for Faculty Senate action on September 14.

Learning Outcomes
Council:

Marty Furch provided copies of the Student Learning Outcomes and Assessment Cycle Plan 2009-2014, as well as the following Program Review SLO questions:

PROGRAM REVIEW SLO QUESTIONS - Proposed Revision

DRAFT

CURRENT COURSE REVIEW SLO QUESTIONS	CURRENT PROGRAM REVIEW SLO QUESTIONS	PROPOSED PROGRAM REVIEW QUESTIONS
<p>a) Define the SLO</p> <p>Indicate one overarching student learning outcome for this course – that is, the knowledge, skills, abilities, or attitudes students will demonstrate as a result of successful completion of the course.</p> <p>b) Identify the Assessment Methods</p> <p>What method(s) will you use to evaluate how this student learning outcome has been achieved for the course, e.g. pre/post tests, surveys, projects, lab assignments, skills demonstrations, writing assignments?</p> <p>c) Identify the Assessment Timeline</p> <p>When will the assessment of the Student Learning Outcome be conducted?</p> <p>d) Describe the Assessment Results</p> <p>e) Analyze, Reflect, and Modify (if necessary)</p> <p>What changes, if any, will be made by the faculty teaching the course to the SLO, the SLO assessment method, or the course?</p> <p>f) Describe the Resource Needs</p> <p>What resources are needed to help students better achieve the outcomes? How would the requested resources enhance student learning?</p>	<p>1. In CurricUNET: Academic Program Review</p> <p>a. In order to design the program review process, the department/discipline first must articulate programmatic outcomes. Upon successful completion of this program, students will be able to:</p> <p style="padding-left: 40px;">Extra info (hyperlinked to): definitions, 2-6 overarching program outcomes</p> <p>b. In what ways do faculty in your department/discipline assess these outcomes at the program level?</p> <p style="padding-left: 40px;">Extra info (hyperlinked to): examples: licensing, capstone project, exit exam, transcripts, articulation agreements, etc.</p> <p>c. Eventually the academic program assessment cycle will require that we respond to the following:</p> <p>i. Describe the process that faculty in your department/discipline use to analyze assessment results.</p> <p>ii. What successes, problems, opportunities, or changes, if any, were evident as a result of the analysis?</p> <p>iii. What resources do you need to help students better achieve the outcomes? Explain.</p>	<p>a) Define the SLO Indicate one student learning outcome for the program, skills, knowledge, abilities, or attitudes that students will demonstrate upon completion of the program</p> <p>b) Identify the Assessment Methods What method(s) will you use to evaluate how this student learning outcome has been achieved for the program, e.g. pre/post tests, surveys, projects, lab assignments, skills demonstrations, writing assignments, portfolios?</p> <p>c) Identify the Assessment Timeline When will the data be collected and analyzed?</p> <p>d) How do your Course SLOs match to Program SLOs?</p> <p>e) Describe how the Program SLOs map to the GE/Institutional SLOs.</p> <p>f) Describe the assessment results</p> <p>g) Analyze, Reflect, and Modify What changes, if any, will be made to the program to improve student learning?</p>

Marty Furch provided a brief overview of both documents. Brief discussion followed regarding the time-line, specifically in relation to the proposed purchase of software for data collection.

Marty Furch noted that both documents are being brought to the Faculty Senate for an initial review before being presented for approval at the September 14 meeting. They will also be brought to the Curriculum Committee at its upcoming meetings.

Faculty Senate

Goals: Senators were provided copies of the Faculty Senate Goals for 2008-09, including an update of their progress.



FACULTY SENATE GOALS FOR 2008-09

GOAL		IN PROGRESS	ONGOING	ON HOLD	ACCOMPLISHED
1	Develop a process for administrative retreat rights.	X			
2	Develop a procedure for addressing a faculty member's charge that a student has engaged in academic dishonesty.	X			
3	Finalize the accreditation report; prepare for and facilitate the accrediting commission's site visit.				X
4	Request regular reports from these areas: a. Basic Skills/Title V HSI Committee b. Academic Technology Committee c. Workforce and Community Development Advisory Group d. Academic Technology Resource Center.		X		
5	Increase faculty service on committees and councils by a. Ensuring that membership calls are sent out regularly b. Reminding faculty of the importance of service on councils and committees, and c. Proposing a requisite number of faculty on administrative hiring committees.		X		
6	Monitor the implementation of Student Learning Outcomes Assessment Cycles throughout the college by a. Requesting regular reports from the Curriculum Committee on the progress of SLOAC reporting in CurricUnet, and b. Requesting regular reports from the Learning Outcomes Council on SLOACs.		X		
7	Require the college to begin immediately the implementation of the Accreditation Self-Study Planning Agendas. In particular, a. As per AB1725, ensure faculty's collegial consultation with administration on budget planning, specifically with regard to the current budget crisis, and b. Support the 75/25 Workgroup's development of a plan to improve the ratio of credit hours taught by full-time faculty to the credit hours taught by part-time faculty while also increasing the number of full-time faculty.	X			
8	Participate in the review and revision of the college's Policies and Procedures	X			
9	Establish guidelines related to the academic and professional elements of online courses and instruction, including a. Faculty workload, b. Faculty performance standards, c. Student evaluations, and d. Student access.	X			

Faculty Senate

Awards: As requested last semester, Senators were also provided copies of information on Faculty Senate awards, including the process for distributing the award and choosing the recipient. The Senate will address this issue later in the semester.

ADJOURNMENT: The meeting was adjourned at 3:38 p.m.

Respectfully submitted,

Barb Neault Kelber, Secretary