



Minutes of the  
MEETING OF THE FACULTY SENATE  
September 10, 2012

APPROVED

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

ABSENT: Lesley Williams

GUESTS: Jayne Conway, Angel Jimenez, April Testerman

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 Laughlin, Morrow: Faculty Senate approval of the minutes of August 27, 2012, as amended. The motion carried.

Public Comments: There were no public comments.

Announcements: Greg Larson informed Senators that while there will be a Senator Orientation at next week's meeting, there will also be Senate business conducted, so he encouraged all Senators to attend the meeting. He noted that Vice Presidents Berta Cuaron and Mark Vernoy will attend the September 24, 2012, Senate meeting to discuss the Student Success Task Force recommendations.

Agenda Changes: With no objections, the agenda was suspended to discuss Information item F, Students in Crisis Workgroup.

Students in Crisis Workgroup: Jayne Conway provided information on the recently formed Students in Crisis Workgroup. Many students have been affected by the cuts in student services, and a working group has been put together to create a "Palomar Cares Campaign." The working group will consist of faculty members from Counseling, Disabled Student Programs, EOPS, the Director of Student Affairs, and possibly other areas to discuss creating resources for students in need. The Senate will be asked to appoint one or two Senators or designees.

Conway stated that she was successful in obtaining a Mental Health Grant from the Chancellor's Office, a grant which allows the group to work with consultants after a pre-approval process. Assessment Teams will be created and will provide faculty and staff training. She noted that currently 76% of community colleges have Behavioral Assessment Teams, and the goal for Palomar is early detection and prevention.

A question and answer period followed. Conway noted that currently students in crisis are referred to Exodus, a community service facility that will take students on a walk-in basis, as well as Vista Community Clinic. The goal is to have more resources on campus as well as clear ways to help students who are in crisis. Senators expressed their support for the workgroup and thanked Conway for her continued work on overseeing its inception.

On another matter, Conway expressed her gratitude to Palomar Faculty Federation representative Teresa Laughlin for her ongoing dedication to faculty in working to assure that medical benefits are not compromised.

Committee  
Appointments:

Motion 2 MSC O'Brien, Towfiq: Faculty Senate approval of the following Peer Evaluation Committee Chair appointments:

Carla Thompson, Peer Evaluation committee chair for Melinda Carrillo  
Kevin Struxness, Peer Evaluation committee chair for Kevin McLellan  
Adelina Acevedo, Peer Evaluation committee chair for Denise Rudy  
Bob Sasse, Peer Evaluation committee chair for Diane Studinka  
Fari Towfiq, Peer Evaluation committee chair for Jay Wiestling

The motion carried.

Motion 3 MSC O'Brien, Laughlin: Faculty Senate approval of the following committee appointments:

Academic Technology Committee  
(12-14) Career, Technical, and Extended Education  
Michael Arguello/Social and Behavioral Sciences (*at-large*)

(11-13) Arts, Business, Media, and Computer Science  
Jackie Martin/Business Administration

Basic Skills Committee  
(10-13) Library  
Marlene Forney

Curriculum Committee  
(12-15) Library  
Marlene Forney

Equal Employment Opportunity Advisory Committee  
(11-13) Craig Thompson/English

Professional Development Advisory Board  
(11-13) Mathematics and the Natural and Health Sciences  
Debra Brown/Nursing Education

Sabbatical Leave Committee  
(11-14) Career, Technical and Extended Education  
Cristina Tejeda, Fashion Merchandising and Design Program

Student Program Eligibility Appeals Committee  
*(12-14) DRC counselor appointed by Faculty Senate*  
Jerry Rafiki Jenkins/English (*at-large*)

The motion carried.

Motion 4 MSC O'Brien, Laughlin: Faculty Senate approval of the ballot for the following committee appointment:

Matriculation and Transfer Committee  
*(12-14) English*  
Jennifer Backman/English

The motion carried.

Patrick O'Brien noted that Senators are needed to serve on the following committees:  
Academic Standards & Practices Committee  
Faculty Service Area Review Committee  
Accreditation Steering Committee

Motion 5 MSC O'Brien, Laughlin: Faculty Senate approval of the appointment of Katie Townsend-Merino to the Accreditation Steering Committee. The motion carried.

Patrick O'Brien also stated that a Senator is needed to serve in the position of Past President Designee of the Faculty Senate.

Motion 6 MSC O'Brien, Laughlin: Faculty Senate approval of the appointment of Fari Towfiq to the position of Past President Designee of the Faculty Senate. The motion carried.

Faculty Senate  
Vacancies:

At last week's meeting, Senators discussed the current number of Faculty Senate members, and although the number of Senators has not fallen below the 2/3 that would require a special election, there was agreement that the issue would be brought back for further review and discussion on whether an election could be held.

Greg Larson posted a copy of the Faculty Constitution on the overhead, and Senate members reviewed the section on filling Senate vacancies. According to the Constitution, the Faculty Senate shall consist of the immediate past President of the Senate, the Faculty Co-chair of the Curriculum Committee, two faculty council members elected at-large by a vote of tenured and probationary faculty, plus twenty elected members, including three senators to be elected from the Part-time faculty.

Although the membership number does not fall within the Constitutional guidelines for a special election, Senators discussed whether the wording in the Constitution stating that "in the event that the Senate has fewer than 2/3 of its membership, a special election may be held in September and/or December to fill Senate vacancies" should be interpreted to mean that membership must be under the 2/3, or whether the Senate, as a body, could vote to hold a special election if there were any vacant positions.

Discussion followed on the importance of having a full complement of Senators due to the important work done by the Senate on behalf of all faculty. Opinions varied, though, on whether an election could be held at this time.

Motion 7 MS Townsend-Merino, Laughlin: The Faculty Senate directs the Elections Committee to hold an election to fill vacancies of Faculty Senators and Faculty Council members. The motion was tabled.

Discussion followed on the current Constitution and the process of convening a Constitutional Review Committee to make changes if the Senate wishes to explore that option.

Motion 8 MSC Townsend-Merino, Kelber: To Table Motion 7. The motion carried.

It was noted that, however, the Constitution does allow for the Senate to hold an election to fill a permanent vacancy when an elected Senator is unable to continue work as a Senator. Section 5 of the Constitution states, "Permanent vacancies that occur after one month following the April election shall be filled by a special election to be held as soon as possible after the vacancy occurs." Patrick O'Brien noted that a call will be distributed this week to fill a permanent vacancy.

In the meantime, members of the Faculty Council and Senate can continue their discussion on how they wish to proceed after it is known what level of interest there is from faculty in serving on the Senate based on this call for nominations.

Policies & Procedures: Greg Larson reported that the Strategic Planning Council now has a subcommittee to review the remaining Policies & Procedures. Two Senate members are needed to serve. Because the previous Senate president served with the group, Larson volunteered and asked for another Senator to volunteer.

There was a question as to whether the Senate could appoint designees to serve on some committees due to the volume of committees for which Senators are asked to serve, but it was pointed out that those committees already have an approved membership structure that establishes particular reporting relationships. Discussion followed on the influx of new committees and task forces and the need for an increase in service by not only Senators but faculty members as well. It was also noted that communication between various committees and campus groups could be improved so that more faculty members were informed of the important issues that the faculty faces. Senate members discussed the former campus organization known as "The Faculty," which used to meet once per month to discuss current issues and concerns. When the vote for union representation was approved, that organization was disbanded, but due to this end of "The Faculty," there is no longer a time when all faculty members get together to share their concerns and discuss issues. It was also noted that last semester members of the Faculty Council and the Palomar Faculty Federation (PFF) were beginning the process of scheduling joint meetings in hopes of improving communication between the two groups. It was suggested that those discussions begin again, as well as the possibility of scheduling joint meetings and inviting all faculty once or twice per month. This item will be brought back for further discussion on September 24.

ASG: Angel Jimenez reported that the ASG has filled approximately half of its vacant positions with 6 Senators currently serving, and now has a full complement of delegate members with the recent addition of 3. Senator Dane Thorp has been appointed as Financial Liaison, Senator Mika Kamimura has been appointed to the Inter Club Council, and Senator Rachel Sweeney has been appointed as Public Relations Chair. Jimenez also noted that she and ASG President Jonathan Farmer were featured in the first issue of *The Telescope*.

Senator Sweeney is currently working on an event to promote voter registration in hopes of obtaining additional support for the Passage of Proposition 30.

ASG's Policies & Procedures Task Force group has also been established and will hold its first meeting on September 13.

Members of the ASG meet each Wednesday in 1:00 p.m. in room SU-204.

Learning Outcomes  
Council:

Katy French stated that members of the Learning Outcomes Council met last week. The group worked on its goals, outcomes, and measurables for its section of the 2012/13 Strategic Plan, Year 3 Action Plan. The members are also working on addressing the ACCJC's expectation that colleges be at the "Continuous Sustainable Quality Improvement" level for Student Learning Outcomes and Program Review and Planning. The Council members continue to discuss the results of the GE Assessment and formulate recommendations for future assessments. French noted that at next week's Senate meeting she will bring forward Part 1 of the 2012 GE/ILO Assessment Report as an Information item.

Strategic Planning  
Council:

Greg Larson stated that at the last Strategic Planning Council meeting, Berta Cuaron reported on the special task on Enrollment Priorities assigned to members of the Instructional Planning Council last semester.

Palomar Faculty  
Federation:

Jackie Martin invited all to pick up signs on the 3<sup>rd</sup> floor of the MD building supporting Proposition 30. She also asked faculty members to continue checking the PFF blog each week.

Budget Committee:

Greg Larson stated that members of the Budget Committee received projections for this year and next year in relation to the passage of Proposition 30. According to a budget handout distributed at an SPC meeting, if Proposition 30 passes, the district will have a \$2 million balance (above the reserve). If Proposition 30 fails, the district will have a negative balance of \$9.5 million for 2013/14.

Instructional Planning  
Council:

Linda Morrow reported that the 4 working groups of the Instructional Planning Council met on August 5, 12, 19, and 26 to discuss Enrollment Management Priorities.

Academic Technology  
Committee:

Lillian Payn provided the following Academic Technology Committee report:

1. ATC meeting Thursday 23 August.
2. 16 committee members on the roster. (17 with the new add.)
3. Set goals for the 2012-2013 year:
  - a. Blackboard faculty contest
  - b. Recommend strategies to promote and market POET
  - c. Recommend a policy for proctoring exams for online students

- d. Maintain a forum for faculty input on BB end-user feedback
  - e. Establish a standard for Digital Information Literacy (DIL), formerly CLIC, Computer Literacy and Information Competencies/ coordinate with high schools to ensure realistic standards that are longitudinal across districts/levels
  - f. Recommend student training for Blackboard
  - g. Spring: Review POET feedback for version 2 upgrade
4. Pam McDonough met with me to recommend a well-written policy/disclaimer for faculty web pages... we have a draft to present to the Senate, which incorporates the recommendations from the Academic Technology Committee.
  5. Blackboard will be down for maintenance on the following dates:
    - January 7 - 10, 2013
    - June 3 - 6, 2013
    - July 29 - August 1, 2013
    - January 6 - 9, 2014
  6. ATRC has designed a display for the reference area, to be up from September 4 – November 16.
  7. Beginning a conversation with ATRC and the Academic Technology Committee in response to California Community Colleges Board of Governors: strategic planning Student Success Task Force. Recommendation 6, Revitalize and Re- envision Professional Development has two sub-set recommendations:
    - 6.1. *Create a continuum of mandatory professional development opportunities*
    - 6.2. *Direct professional development resources toward improving basic skills instruction and support services.*
  8. Senate recommended that departments reorganize/update their home pages.

.  
:

The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Pam McDonough, Secretary