

Minutes of the  
MEETING OF THE FACULTY SENATE  
September 13, 2010

APPROVED

PRESENT: Bruce Bishop, Monika Brannick, Haydn Davis, Lori Graham, Erin Hartensveld, Barb Kelber, Teresa Laughlin, Jackie Martin-Klement, Linda Morrow, Patrick O'Brien, Dan Sourbeer, Perry Snyder, Diane Studinka, Fari Towfiq

ABSENT: Marty Furch

GUESTS: Evelyn Lucero, Channing Shattuck

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 Snyder, Sourbeer: Faculty Senate approval of the minutes of August 30, 2010, as presented. The motion carried.

Public Comments: Evelyn Lucero was welcomed as an ASG representative.

Announcements: One Senator noted the increase in the number of mailers being distributed via campus mail from the TRIO/SSS area, many of which are in color and distributed in envelopes with printed labels. There was concern expressed with the cost of printing and the broad distribution of these expensive mailings at a time when the district is experiencing such a shortage of funds. Monika Brannick indicated that she would contact the appropriate individual, seek further information, and express the Senate's concerns.

The Academic Senate for California Community Colleges has opened the nomination period for the Jonnah Laroche Memorial Scholarship. Two continuing community college students will each receive a \$500 award, and one student transferring to a four-year institution will be awarded \$1,000. Each college may nominate one transferring student and one continuing student. Nominating criteria and additional information is available on the Academic Senate's website: [www.asccc.org](http://www.asccc.org). The deadline for submissions is October 5, 2010.

Monika Brannick announced that the Statewide Academic Senate is seeking faculty volunteers who wish to participate in a new Course Identification Numbering System via attendance at meetings or through CCC-Confer. The process will facilitate Articulation with universities and will improve identification of courses between all colleges. Faculty are currently being sought from the following areas: Psychology, Biology, Chemistry, Math, Criminal Justice, Physics, Art History, Geology History, Kinesiology, and Theatre. Those interested in serving should contact the Statewide Academic Senate, or the Senate office for further information. The first meeting is scheduled for October 7, 2010.

Monika Brannick indicated that the Statewide Academic Senate will meet for its Fall Session early in November. The following is a Disciplines List Revision Proposal:

**ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES  
DISCIPLINES LIST REVISION PROPOSALS**

**Information for Proposed Disciplines List Changes**

*Italics* indicate a proposed addition  
~~Strikeout~~ indicates a proposed deletion

Notation of "Senate" or department name after listing of position indicates that the college senate or department took a position; otherwise position is that of an individual.

**SECTION I: REVISIONS TO DISCIPLINES (MASTER'S)**

**PROPOSAL #1**

Proposed Revision Discipline: Health  
Organization: Folsom Lake College

Current Minimum Qualifications:

Master's in health science, health education, biology, nursing, physical education, dietetics, or nutrition **OR** Bachelor's in any of the above **AND** Master's in public health, or any biological science **OR** the equivalent.

Proposed Change:

Master's in health science, health education, biology, nursing, physical education, *kinesiology*, *exercise science*, dietetics, or nutrition **OR** Bachelor's in any of the above **AND** Master's in public health, or any biological science **OR** the equivalent.

Rationale:

This proposal is meant to add new terminology to the existing minimum qualifications list for health. Most degrees (BA, MA, and PhD) offered in the area known as "physical education" are now called kinesiology or exercise science. To ensure maximum flexibility for the discipline these two terms should be added to the minimum qualifications list.

Hearing Summary

The only question that arose was why Physical Therapy is not also included in this discipline.

**PROPOSAL #2**

Proposed Revision Discipline: Theatre Arts  
Organization: East Los Angeles College

Current Minimum Qualifications:

Master's in drama/theater arts/performance **OR** Bachelor's in drama/theater/performance **AND** Master's in comparative literature, English, speech, literature, or humanities **OR** the equivalent.

Proposed Change:

Master's *or* *Master of Fine Arts* in drama/theater arts/performance **OR** Bachelor's *or* *Bachelor of Fine Arts* in drama/theater/performance **AND** Master's in comparative literature, English, speech, *oral communications*, literature, or humanities **OR** the equivalent.

Rationale:

The Master of Fine Arts degree is a terminal degree in the Theater Arts Discipline. It is a higher level than a Master's in Theater. We think that it is not only listed because the minimum qualifications for theater have been rarely updated. The Bachelor of Fine Arts also reflects a more complete level of achievement, especially in the technical or performance aspects of Theater Arts and should be included for the same reasons state above. The addition of oral communications reflects the shift in terminology from speech or public speaking to the more modern term.

**SECTION II: NEW DISCIPLINES (NON-MASTER'S)**

**PROPOSAL #A**

Proposed NEW Discipline: Military Science

Organization: San Diego Miramar College

Proposed Minimum Qualification:

Bachelor's degree **AND** two years of experience, **OR** any associate degree **AND** six years of experience.

Discipline

Military Studies

Areas also included in the discipline

Military Science

*(Note: the experience required for this discipline must be in the military paygrade of E-7 or above)*

Rationale:

This change is proposed for three reasons: 1) to eliminate confusion and ambiguity in the assignment of faculty; 2) to establish appropriate minimum qualifications; and 3) to ensure the quality of articulation to UC and CSU campuses.

Hearing Summary:

The first hearing for this revision was held during the Spring 2010 plenary session. The only question that arose was about why E-7. Concern was also voiced that we do not generally include a qualifier within the Disciplines List.

Senators also received copies of the following letter from the California Community Colleges Chancellor's Office, along with its enclosure:

September 7, 2010

TO: Member Institutions  
Chief Executive Officers  
Accreditation Liaison Officers

FROM: Accreditation Task Force  
SUBJECT: Accreditation

You recently received a letter from Barbara Beno, President of the Accrediting Commission (ACCJC), concerning a complaint sent to the U.S. Department of Education from the Task Force. We, the members of Accreditation Task Force, believe it is helpful to review the history of this matter and clarify some issues.

The Consultation Council formed the Accreditation Task Force in the spring of 2009 in response to many concerns expressed by constituent groups about the processes and actions of the ACCJC. Members of the Accreditation Task Force were carefully selected to represent the entire college community: Board of Governors, CEOs, CIOs, Chancellor's Office, CSEA, CTA, FACCC, and the Academic Senate. After conducting a survey of college presidents and accreditation liaison officers (ALOs), the task force developed seven recommendations for improving the ACCJC processes. The document enumerating the recommendations is enclosed.

These recommendations were communicated to the ACCJC, but the Commission has indicated little interest in addressing the seven areas except one. The ACCJC did take action on training. ACCJC has been working with the CIO Board to incorporate accreditation liaison training at the Fall CIO Conference and the Commission has sought input on training from the Vice Presidents of Instruction and the Academic Senate.

The Commission has not been willing to openly discuss the other recommendations. The Chair of the Commission denied the request of the Accreditation Task Force to meet with the Commission at its January 2010 meeting. The Commission overruled the Chair at that meeting but then only granted the Task Force five minutes at its January 8, 2010 meeting and indicated that no discussion of the matter would be permitted at that time. There remained some hope that the Commission might engage with the Task Force at its retreat in March, but this too failed to materialize.

It was only at this point that the Accreditation Task Force decided to file a complaint with the U.S. Department of Education. It should be made clear this complaint was not filed by Chancellor Jack Scott as asserted in Barbara Beno's letter of August 27, 2010; instead the complaint was filed by the entire Accreditation Task Force. In the letter from the Department of Education to Barbara Beno on May 12, 2010, asking her to respond to the complaint, it specifically states that the Department "received a letter of concern from the Accreditation Task Force."

Furthermore, the Academic Senate filed a similar complaint on May 27, 2010 pointing out that the "Commission Selection Committee is supposed to include faculty members appointed by the Academic Senate for California Community Colleges." The Academic Senate has no knowledge of the Accrediting Commission contacting them in the past eight years with regard to the nomination of faculty members to the Commission Selection Committee.

The letter from the Department of Education to Barbara Beno clearly states that there are five areas in which the Commission is "out of compliance" with the Secretary of Education Criteria for Recognition. The letter cites serious concerns such as "lack of transparency to the selection process," failure to implement guidelines "to avoid conflict of interest," and "the Commission's practice does not promote a diversity of membership." The letter concludes by directly the Commission to take "immediate steps to correct the areas of compliance identified in the letter."

It is unfortunate that the Accrediting Commission (ACCJC) failed to meet collaboratively with the Task Force to work on these issues. The concerns could have been addressed and a complaint to the Department of Education would not have been necessary. The only goal of the Accreditation Task Force is to strengthen and improve the accreditation process for our colleges. We believe that the changes indicated by the Department of Education will be a step toward this goal, and we remain hopeful that the Accrediting Commission (ACCJC) will eventually take action on the other Task Force recommendations.

As the academic year begins, the Accreditation Task Force will discuss next steps and report to the Consultation Council to maintain constituent input. We will keep the colleges informed about future developments.

Approved by the Accreditation Task Force

Barbara Davis-Lyman, Board of Governors  
Rich Hansen, Faculty Association of California Community Colleges  
Nicki Harrington, Chief Executive Officers  
Renee Kilmer, Chief Instructional Officers  
Jane Patton, Academic Senate  
Manuel Payan, California School Employees Association  
Ron Norton Reel, Community College Association/California Teachers Association  
Jack Scott, Chancellor

#### Enclosure:

1. Develop a means for colleges to provide periodic feedback to ACCJC on the accreditation processes and their experiences, including both commendations for what went well and identification of what needs improvement.
2. Strengthen standards-based training of both visiting-team members and ALOs. Consider instituting an annual multi-day statewide California Community College conference to provide training and information to all interested constituencies. This could be co-presented with the Academic Senate and the CC League at the November annual CCC conference. Colleges could also present their best practices.
3. Review the ACCJC visiting-team selection process and consider means to involve a wider cross-section of the individuals in our system who desire to participate. Team participation should be treated as a professional development opportunity.
4. Scale accreditation expectations of Western Region colleges to benchmarks formulated relative to evidence of best practices documented in all of the accrediting regions in the country.
5. Consider lengthening the cycle of accreditation to 8 -10 years.
6. Employ cooperative ways to have accreditation result in improvement rather than just compliance. Also, develop more non-public ways to communicate to campuses their need for improvement.
7. Avoid recommendations that encroach on negotiable issues.

Diane Studinka provided copies of AP 4400, Community Services. Senators were asked to review the document for further discussion at next week's meeting.

Committee  
Appointments:

Motion 2 MSC O'Brien, Snyder: Faculty Senate approval of the results of the ballot for the following committee appointment:

**Academic Technology Committee**

*(09-11) part-time faculty member*

Michael V. Bartulis/Computer Science & Information Systems Development

The motion carried.

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

**Curriculum Committee**

*(10-13) Arts, Media, Business & Computer Science*

Erin Hiro/Communications

*(10-13) Mathematics and the Natural & Health Science*

Greg Larson/Mathematics

*(10-13) Career and Technical and Extended Education*

Marsha "Seena" Trigas/History (at large position)

*(09-12) Career and Technical and Extended Education*

Consuelo Lopez/Multicultural Studies (at-large position)

**Instructional Planning Council**

*(10-12) Social and Behavioral Science*

Michael Mufson/Arts, Media, Business & Computer Science (at-large position)

**Professional Development Advisory Board**

*(10-12) Student Services*

Sherry Goldsmith/Disability Resource Center

The motion carried.

Other:

Motion 4 MSC O'Brien, Laughlin: Faculty Senate approval of the appointment of Linda Morrow as the Faculty Senate Representative to the Sabbatical Leave Committee. The motion carried.

Motion 5 MSC O'Brien, Sourbeer: Faculty Senate approval of the appointment of Linda Morrow as the Faculty Senate Representative to the Instructional Planning Council. The motion carried.

Motion 6 MSC O'Brien, Laughlin: Faculty Senate approval of the appointment of Lori Graham as Chair of the Professional Procedures Committee. The motion carried.

Monika Brannick noted that a Senator is still needed to serve on the Faculty Council in the position of Past President. The Senate's past president, Brent Gowen, was on Sabbatical Leave last semester and is currently unable to serve.

Motion 7 MSC Sourbeer, Laughlin: Faculty Senate approval of the following peer evaluation committee appointments:

Kathleen Sheahan, Chair of Peer Evaluation Committee for Chantal Maher  
Art Gerwig, Chair of Peer Evaluation Committee for Takashi Nakajima  
Nancy Pince, Chair of Peer Evaluation Committee for Judy Eckhart

The motion carried.

Patrick O'Brien reminded senators that nominations are being accepted for Faculty Senate vacancies through Wednesday, September 15.

Curriculum: The next meeting of the Curriculum Committee will be held on Wednesday, September 15.

TERB: Barb Kelber informed Senators that the Tenure & Evaluations Review Board (TERB) is seeking the Faculty Senate's support in recommending that the District enter into a one-year contract with a company called "EvaluationKit." Last year the Senate received information about efforts to increase student participation in the evaluation of online instructors and expressed support of the launch of a pilot project. The project would allow TERB and the Academic Technology Committee the opportunity to assess the quality of the program and services offered by EvaluationKit for this purpose. Kelber reported that the pilot project was very successful. 17 faculty volunteers (outside of their regular, formal evaluation cycle) were evaluated by students in their online courses.

A question and answer period followed. In response to an inquiry from a Senate member, Academic Technology Coordinator Haydn Davis expressed that group's support for the utilization of the product.

Motion 8 MSC Kelber, Laughlin: The Faculty Senate supports the TERB's recommendation to the Governing Board (previously approved by the PFF) that the district enter into a one-year contract with "EvaluationKit" to provide the program and related services for the evaluation of online instructors. The motion carried.

Barb Kelber also provided copies of a draft of the "Online Course Observation" form and the accompanying "Worksheet – a Resource for Online Observation." She pointed out several underlined portions in the observation form, portions referring to the accompanying worksheet. She noted that TERB is seeking input as to whether those underlined sections should be deleted, thus removing any reference to the worksheet. This change would likely expedite approval for the Online Course Observation form and move it forward in the process, as the observation form will necessarily stand alone as a document appearing in the contract. The worksheet will still be offered as an optional resource for evaluators, but it will not be a required form for submission with evaluation reports.

Motion 9 MSC Kelber, Laughlin: Faculty Senate approval of the revised "Online Course Observation" form, pending approval by the PFF. The motion carried.

Annual Report to ACCJC:

Copies of the 2010 Annual Report Final Submission by Palomar College were provided. The report, which was submitted on June 11, 2010 by the Vice President of Instruction, is also posted on the Palomar College Accreditation website. Monika Brannick specifically directed Senators' attention to the data reported for Student Learning Outcomes, data which will now be gathered in the Outcomes Database (TracDat). Brannick noted that issues related to access

to the database, where assessment information is entered, should be the subject of further serious discussion by members of the Learning Outcomes Council, the Curriculum Committee, and the Faculty Senate. She noted that many faculty believe that access to the database should be given to faculty only.

Student Learning Outcomes are public information, but results relating to assessments should remain in departments. Senators agreed that this distinction should be discussed in each department to determine limitations relating to access. Department Chairs are strongly encouraged, as authorized users, to be aware that access to those areas that collect reports or show data need not be granted to administrators or anyone other than permanent faculty members.

Barb Kelber offered the repeated reminder that information/data collected in the Outcomes Database (TracDat) is never to be used in faculty evaluations.

Faculty Senate Goals: Copies of the Faculty Senate's goals for 2009-10 were provided. Senators were asked to review the document for further discussion at next week's meeting when work will begin on the goals for 2010-11.

Palomar Faculty  
Federation:

Jackie Martin-Klement reported that a recommendation has been made by the PFF auditor that dues increases be calculated on a salary percentage basis rather than by implementing an across-the-board increase. Calculating dues on a percentage basis will provide a more equitable formula for those working part-time versus full time. More information will be forthcoming on this proposal.

President Deegan/  
Vice President Cuaron:

Monika Brannick indicated that she and Fari Towfiq met with President Deegan.

With the upcoming retirement of Candi Francis at the end of December, a call for an interim dean for Mathematics and the Natural & Health Sciences division will also be distributed soon.

Brannick added that in their meeting with President Deegan, the president was confident that more sections would be offered in the spring semester, many of those replacing sections previously cut. He also anticipates additional faculty and staff hires.

In closing, Brannick noted that President Deegan also commented on the Budget Committee's discussion of the figures which appear to reflect a significant increase in his car allowance. He has indicated he will not accept any increase.

In addition, Brannick reported on her meeting with Vice President Cuaron last week. In their meeting with Vice President Cuaron, there was discussion about staff member Glenda Gardner, who has been working in both the Professional Development office and in Dean Cater's area. Because of the overwhelming work load for Gardner, as well as the recent retirement of Shirley Owen, who worked in the Part-time Faculty Center, the positions of Professional Development Assistant and the position in the Part-time Faculty Center will be combined. An announcement will be distributed soon to fill the new position.

Academic Technology  
Committee:

Haydn Davis provided the following Academic Technology Committee report:

**Academic Technology Committee Progress – Spring 2010**

During 2009 and Spring 2010, the Academic Technology Committee (ATC), in response to ACCJC recommendations, embarked on a series of related projects to establish processes that would ensure the quality of online classes.

#### Ensure Quality of Online Classes

The Academic Senate requested that the ATC devise some means of validating that instructors were prepared to develop a high quality online class. The first step involved reaching agreement about what constituted an "Accomplished" or high quality online class. An ATC workgroup researched the literature to discover published best practices and to review what other colleges and universities had done to assess the quality of their online classes. Combining several well reviewed assessment rubrics, an ATC workgroup developed an "Online Class Validation Checklist." This checklist is intended to assess 5 important areas of an online class:

1. Online organization and design,
2. Interaction,
3. Appropriate use of technology,
4. Universal Access, and
5. Assessment and Evaluation.

#### Pilot Test

Once the full ATC had endorsed the checklist we devised a pilot-test during Spring 2010 in which we assessed 6 current online classes using this checklist. The full ATC participated in this pilot-test evaluation. The result was that the checklist was deemed useful in assessing the quality of online classes but it required some modification. The most extensive modification was to Category 4: Universal Assess; this category was revised to reflect current universal assess practices.

#### Training

While the Validation Checklist may be an effective assessment tool for established online classes, what about someone who wishes to teach an online class but does not have one to provide for the validation process? For these instructors the ATC has identified a series of training modules that will prepare the individual to develop an accomplished online class. The training is provided online and can be accessed at the Academic Technology Department's web site. The training modules that focus on Blackboard will need to be extensively revised when we move to the next version of Blackboard, scheduled now for Spring 2011. That revision of the Blackboard tutorials will occur during the Fall 2010 semester.

What happens if an instructor's online class receives an "Accomplished" assessment for 4 of the 5 areas but not, say, for Category 1: Online Organization and Design? One option would be to recommend that the instructor receive training in that specific area and then resubmit the online class for validation. This process ensures that the online class assessment and training project will be a faculty driven effort.

Davis also provided Senators with a copy of the ATCs Online Class Validation Check List, which offers a framework for assessing the quality of online classes in the 5 important areas.

- Governing Board: The next meeting of the Governing Board will be held on Tuesday, September 14, at the Pauma Valley Center.
- ASG: Evelyn Lucero reported that the members of the ASG are working to increase student involvement by encouraging students to participate in volunteer work both on and off campus. The ASG is also looking to work with and improve communications with students to solve any issues that arise. Many students have expressed their concern and frustration with class shortages, and members of the ASG are working to obtain information and feedback from faculty members about how to respond to students whose needs are not being met.
- SPC/Budget Committee: Monika Brannick stated that the Budget Committee will meet on Tuesday, September 14. Brannick has asked for a definition of what the Budget Committee's role is and hopes to have that information at the next meeting. Many faculty members are concerned about the district's large ending fund balance, which is somewhere around \$14 million dollars.



Brannick added that Senator Bruce Bishop made a presentation to the Strategic Planning Council on Parliamentary Procedure. Bishop will be asked to make a similar presentation to Senate members at their upcoming orientation.

Human Resources  
Planning Council:

Dan Sourbeer reported that members of the Human Resources Planning Council discussed the Staffing Plan at their meeting last week. They will likely discuss their goals for the upcoming year at their next meeting.

Instructional  
Planning Council:

Linda Morrow indicated that members of the Instructional Planning Council discussed their Goals and Responsibilities for the upcoming year at their last meeting. The group will also begin a revision of the PRP form with the supplemental handout and will also develop one for the non instructional areas. An orientation will be held at the next meeting for new members.

Joint Senate/PFF  
Council:

The next meeting of the Joint Senate/PFF Council will be held on Tuesday, September 21.

ADJOURNMENT:

The meeting was adjourned at 3:17 p.m.

Respectfully Submitted,

Barb Neault Kelber, Secretary