



Minutes of the
MEETING OF THE FACULTY SENATE
September 15, 2014

APPROVED

- PRESENT:** Richard Albistegui-Dubois, Sandra Andre, Melinda Carrillo, April Cunningham, Jenny Ferrero, Marty Furch, Joel Glassman, Barb Kelber, Greg Larson, Teresa Laughlin, Lawrence Lawson, Shannon Lienhart, Jackie Martin, Pam McDonough, Christina Moore, Patrick O'Brien, Lillian Payn, Diane Studinka, Fari Towfiq, Rocco Versaci, Judy Wilson
- ABSENT:** Travis Ritt
- CALL TO ORDER:** The meeting was called to order by the President, Greg Larson, at 2:00 p.m. in Room SU-30.
- Please note: All votes are presumed unanimous unless indicated otherwise.
- Approval of Minutes:**
- Motion 1** MSC Martin, Towfiq: Faculty Senate approval of the minutes of September 8, 2014, as amended. The motion carried.
- Public Comments:** Christina Moore noted the need for part-time faculty to have official transcripts in their files in the Human Resources (HR) office. She recommended faculty follow-up with HR to be sure their files are accurate and up-to-date.
- Announcements:** There were no announcements.
- Strategic Planning Council:** Greg Larson reported that the Strategic Planning Council meets on September 16. The 3SP plan is on the agenda for a second reading but it is unlikely that any action will be taken.
- Palomar Faculty Federation:** Shannon Lienhart provided an update on discussion held at last week's meeting regarding Homeland Security and their visit to campus. Although it is a violation of the contract between the Palomar Faculty Federation (PFF) and the district to enter faculty offices without permission, or to take photographs without the approval of the faculty member involved, several faculty offices were photographed during that visit. After consulting with the attorney for the PFF, it was determined that pursuing the matter legally after the fact would be of no consequence. The PFF office has composed a letter to John Tortarolo requesting that if any such action is to occur in the future, a PFF representative would need to be present during all phases of the process. It was also requested that all faculty members affected by any such visit be contacted prior to any visit and have the opportunity to opt out of participating. It was also requested that Tortarolo issue a formal apology to the faculty as a whole for this violation of the contract.
- FSA:** Greg Larson indicated that members of the Faculty Service Area Committee continue to meet and review information submitted by departments.

He noted that the committee is in need of a PFF representative as well as some additional divisional representation.

Student Services
Planning Council:

Diane Studinka reported that members of the Student Services Planning Council (SSPC) met last week. The group talked about recent discussion by the Registration Committee of moving the registration deadline for the fall semester from early July to May 26 for next year. Kendyl Magnuson, the director of Enrollment Services, will attend the September 29 SSPC meeting to discuss this.

The 3SP document recently distributed to Senate members will be brought back to this group in a more updated draft format soon, and a presentation will be made to the Governing Board on September 23.

The only ATM has been removed from campus, and efforts are ongoing to get another, perhaps stand-alone, machine on campus.

Instructional Planning
Council:

Jackie Martin stated that members of the Instructional Planning Council are currently discussing the Program Review and Planning (PRP) forms. Berta Cuaron will attend an upcoming Senate meeting to provide information on proposed updates. Martin shared information on the timeline for training sessions and submissions.

Learning Outcomes
Council:

Marty Furch indicated that members of the Learning Outcomes Council met on Thursday, September 11. The group discussed the Assessment of Written Communications GEILO. The office of Research and Planning is randomly selecting sections which have been mapped to writing and those faculty will be contacted and asked to participate. The group also discussed the process in CurricuNet in relation to composing or rewriting a new course or program in relation to SLO review.

Academic Technology
Committee:

Lillian Payn reported that members of the Academic Technology Committee have set their goals for the 2014-15 academic year. Two POET certificates have been completed this last week, as well as the submission of one Credential certificate from outside of Palomar from an accredited institution, which was approved. The district now has 78 validated instructors to teach online courses.

Committee
Appointments:

Motion 2

MSC Kelber, Andre: Faculty Senate approval of the following committee appointments:

Department Chair for whom Peer Committee Chair needs approval:
Linda Morrow – requests Byung Kang

Department with Director for whom Peer Committee Chair needs approval:
Veronica Aguilera – requests Trong Nguyen

The motion carried.

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

Compliance Officer

Andrew Kisner (FT)/Trade and Industry

Curriculum Committee

(14-17) Mathematics and the Natural & Health Sciences

Gene A. Gushansky (FT)/Life Sciences

(14-17) Career, Technical and Extended Education (at-large)

Apolinar E. Marsical (PT)/Mathematics

Elections Committee

(14-16) Andrew Kisner (FT)/Trade and Industry

Sabbatical Leave Committee

(14-17) Arts, Media, Business and Computer Science

Rand Green (FT)/Computer Science and Information Technology

(14-17) Languages and Literature

Richard Hishmeh (FT)/English

Student Program Eligibility Appeals Committee

(13-15) EOP&S Counselor appointed by the Faculty Senate (at-large)

Glyn Bongolan (FT)/Counseling

The motion carried.

Curriculum: The next meeting of the Curriculum Committee will be held on September 17.

Human Resources –
Hiring Process:

Greg Larson shared the response received from Vice President John Tortarolo on the Senate's formal request for information regarding the Faculty Hiring Process. He added that on Thursday, September 11, he and Jackie Martin met with Vice Presidents Tortarolo, Cuaron, and Gonzales, as well as staff members from Human Resources to go through the on-line application process. Martin shared her experience in going through the process, and indicated that overall it was not difficult to submit information or complete data; however the format and design of the web application is sloppy and non-intuitive. Larson indicated that he, too, participated in the process by applying for an open position and was confirmed as an applicant who completed the process successfully although he did not include all of the required information.

Larson added that rather than reviewing applications as they are submitted, they are not looked at until after the closing date. This can cause applications to pile up and possibly negatively affect the process, particularly if there is missing information or there is a high number of applications to review.

Senate members discussed the response from Tortarolo, which included memorandum templates for each of the following scenarios:

Applicants who have met the minimum qualifications but were not interviewed,
Applicants who do not possess minimum qualifications, and
Applicants with incomplete applications.

Additional discussion followed on the Equivalency process, the possibly of allowing a process of paper submission as well as electronic (the process currently only allows for electronic submission), and the lack of a sufficient response by HR to the Senate's request and formal motion that the Committee Chair be allowed to review applications. In Tortarolo's memo, he states that the district is using what community colleges generally consider a best practice, but the Senate does not find that to be an acceptable response. Senate members also talked about the timing of the hiring process and the need to keep qualified candidates in the pool.

John Tortarolo is currently unavailable until early October. He will be invited to attend a Senate meeting after his return to address these concerns, and to answer questions posed by Senators. There is a need for an application process that is not only efficient and user-friendly to all applicants, but which will provide Palomar hiring committees with a varied, diverse, complete list of candidates.

Faculty Hiring
Procedures:

Jenny Fererro indicated that members of the Policies and Procedures Committee have reviewed several policies in relation to faculty hiring, and all of them refer to the Senate's document on Faculty Hiring Procedures. Therefore, it was brought up that this document has not been reviewed or revised for several years. If this document were to be amended/updated it would address several of the areas of concern relating to the current processes used in hiring faculty members.

Senate members briefly reviewed and discussed the current procedure, and several potential changes were recommended. Senators agreed that at the next Policies & Procedures meeting, there will be support for the Recruitment & Hiring Policy going forward as amended with its reference to this document as is, and the Senate will begin its work on updating this procedure later this fall.

STEM II Outreach
Coordinator Position:

Copies of the following document from Mollie Smith, Director of Non-Occupational and Credit Programs, were distributed:

Request for STEM II Outreach and Support Coordinators

The STEM II grant staff need the support and expertise from two faculty members, one from the Math and Natural and Health Sciences (MNHS) and one from Counseling, to assist in achieving the goals and objectives of the grant. Each of the positions will receive 40% release time. The faculty will work with STEM II staff to build relationships with K-12 faculty and staff, build support for basic skills students, and build career pathways for STEM careers. The following are the objectives for the two positions:

- Recruit "Faculty Ambassadors" and coordinate their participation in STEM II outreach and related professional development activities.
- Develop relationships with K-12 faculty and staff for the purpose of outreach and professional development activities.
- Assist with the development of a basic skills support program for STEM students.
- Monitor the implementation of the automated academic advising module.
- Facilitate the Transfer Advisory agreement process.
- Assist in the development of career pathways aligned with industry sectors and develop programs of study within each pathway.

The above listed objectives are in alignment with the Student Success and Support Program (3SP) and several other complementary initiatives occurring simultaneously in the high school and college district arenas. The

STEM II grant and other initiatives provide opportunities to build collaborative relationships, maximize resources, and improve student transition to postsecondary education, training and employment.

The STEM II grant application recommended an 80% Outreach and Support Coordinator. At this phase in the grant (beginning of year four), we can better accomplish the goals and objectives by using the expertise of a faculty member from MNHS and from Counseling.

Interested faculty can speak with Mollie Smith or Dan Sourbeer to further discuss these opportunities. Thank you.

Discussion occurred on the Basic Skills Coordinator positions and the 80% assigned time, which will be split among two faculty: one Math and the Natural and Health Sciences faculty and one from Counseling. Questions were raised about the timing and length of these positions. This will be discussed further at next week's meeting.

Student Equity:

At last week's meeting, Senate members were provided copies of the Governance Structure Group Request for the Student Success and Equity Committee. There was discussion on the proposed structure and membership, as well as a recommendation that the Basic Skills Committee be streamlined into this group.

Governance Structure
Group Request:
Tutoring Committee:

Copies of the proposed Governance Structure for the Tutoring Committee were provided. Greg Larson noted the proposed minor revisions to the document, including the addition of a full-time faculty member from Business Administration. This item will be brought back for Faculty Senate Action at next week's meeting.

Other:

Greg Larson referenced an article which was printed in the local section of Wednesday's edition of the San Diego Union Tribune which references a free library being enjoyed by the community. It was created by Richard Albistegui-Dubois and his family across the street from Beaumont Elementary.

ADJOURNMENT:

The meeting was adjourned at 3:26 p.m.

Respectfully submitted,

Jenny Fererro, Secretary