

Minutes of the
MEETING OF THE FACULTY SENATE
September 21, 2009

APPROVED

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

ABSENT: Lawrence Hahn

GUESTS: Wing Cheung, Candi Francis, 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 Snyder, Chau: Faculty Senate approval of the minutes of September 14, 2009, as amended. The motion carried.

Public Comments: There were none.

Announcements: Monika Brannick asked Senators about their availability to attend an interview on Wednesday, September 23, with the consultant who is working on the update of the Educational Master Plan. After brief discussion, several Senators volunteered to attend the 11:00 a.m. meeting.

Diane Studinka provided an overview of a recent meeting held specifically to discuss fee-based classes. She was invited to attend as a member of the Advisory Group for Workforce and Community Development. The Advisory Group has not yet discussed, in general, the issues relating to credit courses being offered through Contract Ed. A sub-group will consider those issues in the future.

Studinka's report focused specifically on the group's discussion of fee based classes. Due to the current economic situation, a fashion class scheduled for a trip to New York, and two Foreign Languages classes scheduled for trips to Argentina and Costa Rica, were cancelled, along with all other intersession offerings. The Workforce and Community Development Committee discussed the plans being developed to offer these courses through Contract Education. Studinka provided the following information:

- The courses are non-apportionment generating, so the \$26 per unit will not be collected.
- Permission was given by the Vice President of Instruction to offer these courses through Contract Education. The courses originally appeared in the course schedule as credit courses which would have been offered during intersession with the traditionally associated costs.
- Board approval will be needed to offer them through Contract Education. Students, under the proposed plan, will now pay for all costs associated with the course.
- Grades will appear on students' transcripts as with any other course. Students will need departmental permission to enroll in the course, and will

then be sent to Contract Education to conclude the enrollment and payment portion of the process.

- Faculty who are teaching these courses have agreed to do so without pay, due to the current economic situation. Those faculty will sign a contract with Contract Education outlining the terms of their employment by the college for the duration of the course, but they are not receiving any compensation in this unique instance. If, in the future, the courses are offered again through Contract Education, faculty salaries would be calculated into the student fees, although the hope is that the courses will be reinstated in the class schedule in future semesters.

Discussion followed the report, and it was noted that the issue of faculty working without pay would have to be discussed by the PFF. It was also pointed out that the primary issue for the Senate will focus on the idea that the courses would be taught for credit under the proposed arrangements.

Monika Brannick added that she has spoken with Vice President Cuaron and Dean Steve McDonald, recommending that this matter be placed on hold until the work group charged with reviewing policies and procedures associated with Workforce and Community Development has an opportunity to meet and discuss this and other pertinent matters. It will then come to the Faculty Senate for further dialogue. Senators noted the need to proceed quickly with the recommended discussion, and Brannick indicated that Vice President Cuaron will be convening the work group.

Senator Kathleen Sheahan noted that she is the instructor of record for the Costa Rica course, and she is unaware of some of the specific details of the plan as outlined in the proposal. Those courses originally published in the class schedule have yet to be approved by the Governing Board as travel courses offered during intersession.

After brief discussion, Senators emphasized that the issue relating to credit will need to be resolved by the Senate, and the issue relating to compensation will need to be addressed by the PFF, but there is overlap given the proposed arrangements. The two faculty groups will confer.

Motion 2

MSC Gowen, Towfiq: To suspend the agenda to discuss Information item F, GIS/GST Pathways NSF-ATE Grant Proposal. The motion carried.

GIS/GST Pathways NSF-ATE Grant Proposal:

Wing Cheung, Assistant Professor of Earth, Space and Aviation Sciences, provided information on a three-year National Sciences Foundation grant. Approximately \$300,000 is being requested and will be distributed over a three-year period. He explained how the money would be allocated if Palomar was awarded the grant, and a brief question and answer period followed.

Dean Candi Francis also provided an update on some of the other grants currently being pursued by the district. California State University San Marcos, in collaboration with Palomar College, was not awarded the HSI STEM grant. Originally nine applicants were to receive grant funds, but in the end only five were awarded. The administrators of the grant would like to draw down from the existing list when they award grants next year. If that occurs, Palomar would likely be awarded funds, having been one of the top nine applicants.

Motion 3 MSC Gowen, Faulkner: To resume the agenda. The motion carried.

Committee
Appointments:

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

Tenure and Evaluations Review Board
(09-11) Social and Behavioral Sciences, Faculty at-large
Russ McDonald, Student Support Services

The motion carried.

Elections: Stan Levy reported that the nomination period for Faculty Senate elections closed last week. Current policy dictates that no election need be held because the number of candidates did not exceed the number of vacancies, and the two faculty members who submitted their names for consideration will be officially seated at next week's meeting.

Curriculum:

Motion 5 MSC Chau, Gowen: Faculty Senate ratification of the Curriculum Committee Consent Calendar dated September 2, 2009, as amended. The motion carried.

Senator Kathleen Sheahan requested that items from the Foreign Languages department be removed from the Consent Calendar and brought back at a later date, after the department has had an opportunity to discuss them. These specific items appeared in the Consent Calendar as:

10. Course number and Title: CHIN 101A Chinese IA
11. Course Number and Title: CHIN 101B Chinese IB
12. Course Number and Title: CHIN 102A Chinese IIA
13. Course Number and Title: CHIN 102B Chinese IIB
14. Course Number and Title: CHIN 201A Chinese IIIA
15. Course Number and Title: CHIN 201B Chinese IIIB
21. Course Number and Title: GERM 101A German IA
22. Course Number and Title: GERM 101B German IB
23. Course Number and Title: GERM 102A German IIA
24. Course Number and Title: GERM 102B German IIB
26. Course Number and Title: JAPN 101A Japanese IA
27. Course Number and Title: JAPN 101B Japanese IB
30. Course Number and Title: TAG 101 Tagalog I
31. Course Number and Title TAG 102 Tagalog II
32. Course Number and Title: Tag 201 Tagalog III

Motion 6 MSC Chau, Gowen: Faculty Senate approval of the Curriculum Committee's Program Review Re-evaluation. The motion carried.

Motion 7 MSC Laughlin, Faulkner: Faculty Senate approval of the 2009-10 Curriculum Committee Timeline. The motion carried.

Copies of the following Curriculum items from the September 16, 2009, meeting, were provided for information:

**PALOMAR COLLEGE CURRICULUM COMMITTEE
ACTION ITEMS**

Wednesday, September 16, 2009

I. CALL TO ORDER

II. MINUTES OF September 2, 2009

III. ANNOUNCEMENTS

IV. AGENDA CHANGES

V. ACTION ITEMS

Details of all program and course proposals can be viewed at: <http://www.curricunet.com/Palomar>

- Select Track, All Proposals.
- From the list of pending proposals, select the Check Status button for the program or course you wish to view.
- Select the Pencil Icon in order to navigate through the various pages of the proposal, or
- Select the "WR" Icon to view the Course Outline of Record or Program Report, or
- Select the "CC" Icon to view a report that displays proposed changes for the course outline of record or program
- Select the "CR" Icon to view a report that displays ALL proposed changes for the course

To view Packages:

- Select Packages under Create/Edit Proposals, then select the Pencil Icon to see the individual proposals included in the Package. Various Icons will be accessible for creating Reports or viewing the various pages of each proposal.

A. CONSENT CALENDAR

There will be no separate discussion of these items unless a Curriculum Committee member or guest requests that a particular item be removed from the Consent Calendar. Items so removed will be considered separately. All matters remaining under Consent Calendar are considered to be routine and will be approved by one motion.

The following curricular changes, pending appropriate approvals, will be effective FALL 2010:

A. Credit Course/Program Packages

1. There are no Credit Course/Program Packages on this agenda.

B. Noncredit Course/Program Packages

1. There are no Noncredit Course/Program Packages for this agenda.

C. New Programs

1. There are no New Programs for this agenda.

D. Program Changes

1. There are no Program Changes for this agenda.

E. Program Deactivations

1. There are no Noncredit Course/Program Packages for this agenda.

F. Credit Courses – New

1. There are no New Credit Courses for this agenda.

G. Credit Course – Change

1. Course Number and Title: AT 165 Automotive Air Conditioning

Discipline: Automotive Technology (AT)

Course Included in the following programs:

A. Electronic Tune-Up and Computer Control Systems, A.A. Degree Major or Certificate of Achievement

B. Mechanics-General, A.A. Degree Major or Certificate of Achievement

Increased units from 1 to 2. Deleted L/L component, added 1.5 hour LEC component and 1.5 hour LAB component, added material to outline, added textbook. Added Student Learning Outcomes.

Steven L. Bertram

2. Course Number and Title: CHDV 102 Working with Parents and Families

Short Title: Working with Parents

Discipline: Child Development (CHDV)

Course Included in the following programs:

A. Early Childhood Administration A.A. Degree Major or Certificate of Achievement

B. Infant/Toddler Teacher A.A. Degree Major or Certificate of Achievement

C. Working with Families A.A. Degree Major or Certificate of Achievement

Transfer Acceptability: CSU

Updated textbook and added Student Learning Outcomes.
Robert A. Sasse

3. Course Number and Title: CHDV 121 Pediatric CPR and First Aid
Discipline: Child Development (CHDV)
Courses Included in the following programs:
 A. Early Childhood Administration, A.A. Degree Major or Certificate of Achievement
Transfer Acceptability: CSU
Grading Basis: Pass/No Pass Only
Repeatability: May be taken 4 times.
Added methods of instruction, required reading, critical thinking and method of assessment, updated outside assignments and Title 5 Repeatability language. Added Student Learning Outcomes
Robert A. Sasse

4. Course Number and Title: CHDV 125 Art in Early Childhood
Discipline: Child Development (CHDV)
Courses Included in the following programs:
 A. Preschool Teacher, A.A. Degree Major or Certificate of Achievement
 B. Working with Families, A.A. Degree Major or Certificate of Achievement
Transfer Acceptability: CSU
Added Student Learning Outcomes.
Robert A. Sasse

5. Course Number and Title: CHDV 130 Math and Science in Early Childhood
Short Title: Math/Science Early Childhood
Discipline: Child Development (CHDV)
Courses Included in the following programs:
 A. Preschool Teacher, A.A. Degree Major or Certificate of Achievement
 B. Working with Families, A.A. Degree Major or Certificate of Achievement
Transfer Acceptability: CSU
Added Student Learning Outcomes.
Robert A. Sasse

6. Course Number and Title: CHDV 180 Understanding and Working with the School-Age Child
Short Title: Understnd/Work w/Schl-Age Chld
Courses Included in the following programs:
 A. School Age Assistant, Certificate of Proficiency
Discipline: Child Development (CHDV)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Added methods of instruction, methods of assessment and online distance learning, updated textbooks, added Student Learning Outcomes.
Diane C. Studinka

7. Course Number and Title: CHDV 190 Curriculum for the School-Aged Child
Short Title: Curriculum/School-Aged Child
Discipline: Child Development (CHDV)
Courses Included in the following programs:
 A. School Age Assistant, Certificate of Proficiency
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Updated textbooks, added methods of assessment and online distance learning. Added Student Learning Outcomes
Diane C. Studinka

8. Course Number and Title: CHDV 195 Adult Supervision/Mentor Teacher Preparation
Short Title: Adlt Suprvsn/Mentr Teachr Prep
Discipline: Child Development (CHDV)
Prerequisites: CHDV 105, and CHDV 115
Courses Included in the following programs:
 1. Early Childhood Administration A.A. Degree Major or Certificate of Achievement
Transfer Acceptability: CSU
Added methods of instruction, updated textbooks, added method of assessment. Added Student Learning Outcomes.
Robert A. Sasse

9. Course Number and Title: ECON 101 Principles of Economics (Macro)

Short Title: Principles of Economics(Macro)

Discipline: Economics (ECON)

Prerequisites: MATH 60

Courses Included in the following programs:

A. Aviation Operations and Management A.A. Degree Major or Certificate of Achievement

B. Business Administration A.A. Degree Major

C. Business-General A.A. Degree Major

D. General Studies-Emphasis in Social and Behavioral Sciences A.A. Degree Major

E. University Studies - Emphasis in Business A.A. Degree Major

F. Economics A.A. Degree Major or Certificate of Achievement

Associate Degree General Education - D Social and Behavioral Sciences CSU GE Area D: Social, Political, and Economic Institutions and Behavior; Historical - D2 - Economics

IGETC Area 4: Social and Behavioral Sciences - B. Economics

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Online

Added Student Learning Outcomes.

Teresa L. Laughlin

10. Course Number and Title: ECON 102 Principles of Economics (Micro)

Short Title: Principles of Economics(Micro)

Discipline: Economics (ECON)

Prerequisites: MATH 60

Courses Included in the following programs:

A. Aviation Operations and Management A.A. Degree Major or Certificate of Achievement

B. Business Administration A.A. Degree Major

C. General Studies-Emphasis in Social and Behavioral Sciences A.A. Degree Major

D. University Studies - Emphasis in Business A.A. Degree Major

E. Economics A.A. Degree Major or Certificate of Achievement

G. Public Administration, A.A. Degree Major or Certificate of Achievement

Associate Degree General Education - D Social and Behavioral Sciences

CSU GE Area D: Social, Political, and Economic Institutions and Behavior; Historical - D2 - Economics

IGETC Area 4: Social and Behavioral Sciences - B. Economics

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Online

Added Student Learning Outcomes.

Teresa L. Laughlin

H. Credit Courses - Reactivations

1. There are no Credit Course Reactivations for this agenda.

I. Credit Courses – Deactivations

1. Course Number and Title: ACCT 106 State Income Tax

Discipline: Accounting (ACCT)

Courses Included in the following programs:

A. Accounting, A.A. Degree Major or Certificate of Achievement

Transfer Acceptability: CSU

Sherry L. Gordon

J. Noncredit Course - New

1. There are no New Noncredit Courses for this agenda.

K. Noncredit Course - Change

1. There are no Noncredit Course Changes for this agenda.

L. Noncredit Course - Deactivation

1. There are no Noncredit Course Deactivations for this agenda

M. Distance Learning*

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2010:

Catalog Subject/Number

CHDV 180

CHDV 190

Distance Learning Offering (s)

Online

Online

ECON 101 Online
 ECON 102 Online

**underline indicates new, strikethrough indicates deletion, plain text indicates no change*

N. Requisites and Advisories*

The establishment of the following advisories meets Title 5 Regulation 55003, effective Fall 2010:

<u>Catalog Subject/Number</u>	<u>Type</u>	<u>Description</u>	<u>Proposal Type</u>
CHDV 195	Prerequisite	CHDV 105 CHDV 115	Course Change
ECON 101	Prerequisite	MATH 60	Course Change
ECON 102	Prerequisite	MATH 60	Course Change

**underline indicates new, strikethrough indicates deletion, plain text indicates no change*

B. RESUMPTION OF REGULAR AGENDA

A. INFORMATION/DISCUSSION

1. Status of Course Outline Reviews

A. The following courses have completed the course outline review process between September 3 and September 9, 2009 and are effective Fall 2009.

AT	160	Associated Studies in Automotives
AT	197	Topics in Automotive
CHDV	135	Music and Creative Movement in Early Childhood
CHDV	174	Policies, Politics, and Ethics in Child Development
CHEM	104	General Organic and Biochemistry
CHEM	105	Fundamentals of Organic Chemistry

2. 2009-2010 Curriculum Activity Summary

	<u>Current Agenda</u>	<u>2009-10 Cumulative</u>	<u>2008-09 (as of 4/28/09)</u>
New Courses	0	3	59
Course Revisions	10	41	198
Course Deactivations	1	33	67
Course Reviews (9/3/09-9/9/09)	6	140	180
New Programs	0	2	14
Program Revisions	0	2	67
Program Deactivations	0	0	11
Course SLOs (as of 9/9)	16	149	542
Program SLOs (as of 9/9)	0	2	2
Total Activity	33	372	1140

These items will be brought back for Faculty Senate ratification on September 28.

Policies & Procedures:

Brent Gowen reported that the review of Palomar's Policies and Procedures continues, and some may require small workgroups to allow for additional dialogue.

Senate members have reviewed and discussed most of the Policies and Procedures on Instruction and will continue with the process of forwarding them on to the task force.

Recently, Senators received copies of policies and procedures on Articulation, and after brief discussion there was agreement to forward those on to the task force.

Members of the Senate also previously received copies of policies and procedures on Academic Renewal, the process by which a student can request that a complete semester of grades be expunged from his or her record. Some schools require that the student wait one or two years, while Palomar requires a three year waiting period before a student can appeal for Academic Renewal. Senators indicated that they are comfortable with the policies and procedures as they stand, and the item will be forwarded on to the task force as well.

Gowen also noted that members of the Faculty Council have discussed and will make the recommendation that the members of the Academic Technology Committee join a small workgroup to discuss policies and procedures relating to Copyright and Intellectual Property Rights.

Gowen also noted that one of the policies and procedures regarding the Pass/No Pass Grading Option is being sent back to the task force. Following current policy, Palomar students may not repeat a course on a pass/no pass basis if they have previously taken the same course for a letter grade.

Senators will be forwarded print copies of those policies and procedures for further discussion at next week's meeting.

Learning Outcomes
Council:

Senators were provided copies of an updated version of the Student Learning Outcomes and Assessment Cycle Plan 2009-14, as well as copies of Program Review SLO questions, at last week's meeting. Marty Furch distributed copies of another updated version of the Program Review SLO questions, outlined some of the recent changes, and Senators discussed the document.

Motion 8

MSC Laughlin, Levy: Faculty Senate approval of the Learning Outcomes Council Program Review SLO questions. The motion carried.

Furch also outlined and described the timeline of the SLOAC implementation and provided a report on the progress to date. A question and answer period followed. Senators focused on the plan to "purchase and begin implementation of data-management software," appearing in the timeline as scheduled for the current semester, Fall 2009. Senators discussed issues such as potential costs and sources of funding, as well as the broad implications of the adoption of a system for data collection in the area of learning outcomes. Furch indicated that the two programs under serious consideration by the Learning Outcomes Council are "TracDat" and "Blackboard Solutions." Senators recommended that these data-management systems be "sunshined" for consideration by the faculty. Furch noted that she would report again at the upcoming Chairs and Directors meeting on October 2 and ask that each department chair take the matter back to his or her department. She also suggested that faculty go to the Learning Outcomes website to learn more.

The Student Learning outcomes and Assessment Cycle Plan 2009-14 will be brought back for action at a later date.

Senate Committee
Roles:

Copies of proposed changes to the Personnel Standards & Practices Committee and the Professional Procedures Committee were provided for discussion.

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.

Meeting Time: As needed or called

Chair: OPEN

The Personnel Standards & Practices Committee is concerned with the personnel standards and practices of faculty, staff, and administrators as these elements influence academic and professional matters. As directed by the Faculty Senate, this committee researches, reviews, and reports on the roles, responsibilities, and performance criteria of personnel, providing recommendations as necessary regarding specific projects and tasks.

Professional Procedures Committee

Role or Purpose:

The Professional Procedures 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. Other issues regarding professional procedure as assigned by the Senate.

Upon request and when Academic Due Process is inappropriate, this committee also will assist faculty members in resolving differences between or among themselves, especially when these differences involve the faculty members' understanding and interpretation of (1) the Faculty Constitution and/or by-laws, or (2) Governing Board Policies and Administrative Procedures, or (3) departmental by-laws.

C. Alleged violations of the Ethics Code 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. (**Article 4, Section 9 of the Faculty Constitution**)

D. Alleged violations of the Ethics Code by a faculty member. (Article 3, Section 3 of the Faculty Constitution)

E. Petitions submitted by 25% of the Faculty Senate membership. (Section 11 of the Constitution)

Meeting Time: As needed or called

Chair: (*Senator*)

For several months, Senators have been questioning the roles of both committees, as changes have occurred on campus as a result of PFF representation and the recent accreditation visit.

The Personnel Standards & Practices Committee may be asked to oversee the distribution of a survey to all faculty members to outline best practices for department chairs. Although there is a section in the current contract regarding Department Chairs, in joint meetings with PFF and Senate leadership there was agreement that there is a need to bring more precision to it.

The committee could also have a broader role in gathering data pertinent to resource allocation, revised budget models, and other research issues.

Discussion followed on the proposed changes and Senators were asked to review the document for additional discussion and/or action at next week's meeting.

Other: Marty Furch asked Senators to watch for Learning Outcomes Council emails, including information on upcoming workshops.

Other: Patrick O'Brien reported that Senators are needed to serve on the following committees:
Committee on Committees
Meeting times: As needed or called

Finance & Administrative Services Planning Council
Meeting times: 1st and 3rd Thursdays from 2:00 – 3:30 p.m.

Human Resources Services Planning Council
Meeting times: 1st and 3rd Tuesdays from 4:00 – 5:00 p.m.

Professional Procedures Committee
Meeting times: As needed or called

Student Services Planning Council
Meeting time: 2nd and 4th Wednesdays from 9:30 a.m. – 11:00 a.m.

ADJOURNMENT: The meeting was adjourned at 3:33 p.m.

Respectfully submitted,

Barb Neault Kelber, Secretary