



Minutes of the
MEETING OF THE FACULTY SENATE
September 8, 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, Pam McDonough, Christina Moore, Patrick O'Brien, Lillian Payn, Travis Ritt, Diane Studinka, Fari Towfiq, Rocco Versaci, Judy Wilson

ABSENT: Mayra Hernandez, Jackie Martin

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, Moore: Faculty Senate approval of the minutes of August 25, 2014, as presented. The motion carried.

Public Comments: Patrick O'Brien indicated that September 8 – 12 is National Suicide Awareness Week, and two events are being scheduled: Tuesday September 9, 10:00 a.m. – 1:00 p.m. in Student Union Quad – Resources and Awareness. Wednesday, September 10, 11:00 a.m. – 12:30 p.m. in room H-306 – Student Panel and video, "The Truth about Suicide: Real Stories of Depression in College."

Announcements: Following up on discussion held at the August 25, Senate meeting on the position of Director of Grant Funded Student Programs and converting the position to the General Fund, Greg Larson indicated that the position is now being funded from the Counselor Overload Fund and backfilled by 3SP monies. Senate members were concerned as to how the position would be funded if that grant money were discontinued.

Responding to an inquiry regarding the memorandum sent to John Tortarolo on August 26 regarding the Senate's concerns on the district's hiring process and procedures, Greg Larson indicated that Tortarolo has acknowledged receipt of the Faculty Senate's request for information related to full-time faculty hiring and the application process. The Senate has asked that Tortarolo respond by September 12, 2014.

Marty Furch announced that Wednesday, September 10 is the first Brown Bag Lunch meeting of the Rediscover GE Group. It will be held on the 3rd floor of the Humanities building at 12:00. All are invited to attend.

Strategic Planning Council:

Greg Larson reported that members of the Strategic Planning Council are discussing the first reading of the 3SP Plan and Accreditation Standards 3 and 4.

- Governing Board: The next meeting of the Governing Board will be held on Tuesday, September 9.
- Palomar Faculty Federation: Teresa Laughlin indicated that faculty have been notified that members of the Palomar Faculty Federation (PFF) will meet on Thursday, September 11, to begin negotiations. She encouraged faculty to contact her with questions or concerns.
- Faculty Service Areas: Greg Larson stated that members of the Faculty Service Area Committee (FSAC) has been meeting and reviewing FSAs submitted by several department chairs. He asked that all documents be submitted by the December deadline.
- Budget Committee: Joel Glassman shared a printout of a PowerPoint presentation of the proposed 2014-15 budget shown at the recent Budget meeting. He indicated that members of the Governing Board will review it at their meeting on Tuesday, September 9. He highlighted several sections of the document.
- Learning Outcomes Council: Marty Furch reported that she has met with the Faculty SLO Facilitators and presented a set of guidelines for the year. She stated that she hopes that department chairs will share that information with faculty in their area.
- Academic Technology Committee: Lillian Payn provided the following written report of the Academic Technology Committee:
- ATC Report to Senate 9/8/14
1. POET:
 - a. 51 instructors enrolled in POET so far this semester, after two face-to-face orientations. These are new/renewed enrollments since POET has moved to a new CourseSites location after Sandbox was retired 8/15. Note that instructors do not need complete POET in its entirety in the new location if they had made progress in Sandbox, as I have archived the previous gradesheet.
 - b. 9 instructors completed POET since the May Faculty Tea; I worked with them until they received their certificates. (Total # of "instructors validated to teach online" to date=74)
 2. BB Activity for Fall Semester, August, 2014:
 - a. Courses Available: 1,379
 - b. Total Courses: 2,559
 - c. Adoption Rate: 54.0%
 - d. Total Student Logons: 77,866
 - e. Average Course Enrollment: 30.4 students
 - f. Pageviews: 3,057,822
- Registration Committee: Greg Larson indicated that members of the Registration Committee have been discussing moving the registration deadline for the fall semester from early July to May 26 for next year because there has been a pattern of losing students to colleges in the area which have earlier enrollment dates. Lawrence Lawson added that there are several concerns with

making this change, particularly as it relates to high school students and the issue of financial aid, which will not be finalized at that time. Lawson also expressed concern that although all were encouraged to participate in the discussion and provide feedback, it appears that this change in the process will go through without an opportunity for those concerns to be addressed. Diane Studinka added that this issue falls under the purview of the Student Services Planning Council, who have not discussed this issue.

Equivalency: Fari Towfiq reported that members of the Equivalency Committee continue to review documents and the process is moving forward. Towfiq encouraged those faculty who need assistance in filling out Equivalency forms to contact her for assistance.

Homeland Security: Shannon Lienhart stated that prior to the fall semester, members of Homeland Security were on campus taking photographs of faculty offices. This has become a common practice among schools and colleges, who want to be pro-active in the case of an active shooter, fire, or other disaster. Several faculty members reported seeing them with Campus Police, who assisted them in entering offices to take pictures, although there was no notification to faculty that this would be taking place. Lienhart indicated that it is a violation of the contract between the PFF and the district to enter faculty offices without permission. The PFF was notified that photography would be only occurring in common areas such as the student union, the governing board room, and a few classrooms. It was explicitly promised that faculty offices would not be photographed. Although there is some support for campus participation in this project, it is questionable that photos of small areas such as faculty offices would be useful. She indicated that PFF will be filing a grievance with the district and asking to have those photos removed.

**Committee
Appointments:**

Motion 2 MSC O'Brien, Laughlin: Faculty Senate approval of the following committee appointments:

Academic Technology Committee
(14-16) Languages and Literature (at-large)
Erin Hiro/Media Studies

(13-15) Part-time
Paulino Mendoza/World Language

Curriculum Committee
(12-15) Student Services
Lori Waite/DRC

Elections Committee
(14-16) Maryellen Ross/Nursing Education

Instructional Planning Council
(14-16) Student Services (at-large)
Pam McDonough/English

Learning Outcomes Council
(13-15) Academic
Daniella Ashburn/EHPS

Student Program Eligibility Appeals Committee

(14-16) Athletic faculty representative appointed by Faculty Senate (at-large)
Jerry Rafiki Jenkins/English

Tenure and Evaluations Review Board

(14-16) Counseling OR Library/Media Ctr. OR Student Support Services
Russ McDonald/Financial Aid

The motion carried.

Other: Over the past few months, Senators have briefly discussed identifying part-time and full-time faculty members on Senate ballots. Patrick O'Brien shared the process of sending out calls for committee vacancies and Senate members talked about making sure the voting process occurred in a manner which was fair and equitable to all faculty members.

Motion 3 MSC O'Brien, Fererro: Faculty Senate approval of the addition of wording to the Committee on Committee guidelines indicating that faculty's status as full or part-time will be identified on Faculty Senate ballots. The motion carried.

Motion 4 MSC Laughlin, Furch: Faculty Senate approval of the following committee appointments:

Department Chairs for whom Peer Committee Chairs need approval:

Ken Dodson – requests Gracie Fowler
Rand Green – requests Ron Burgher

The motion carried.

Motion 5 MSC Kelber, O'Brien: Faculty Senate approval of the following committee appointment:

Evaluees in departments with Directors for whom Peer Committee Chairs need approval:

Lori Meyers – requests Sherry Goldsmith

The motion carried.

Curriculum: The Curriculum Committee met on September 3, 2014. There were no Action items to report.

Faculty Research
Award Criteria
Recommendations:

Jenny Fererro shared proposed recommendations for the creation of Faculty Research Award criteria:

Criteria for judging research award submissions:

- Currency/recency of research
- Type of research – what constitutes research?
- Quantity vs. quality/depth
- Other?

Specific instructions for nominees:

- Deadlines to submit materials
- Notification to submit materials to nominees who did not nominate themselves

- Criteria for materials and judging

Senate members discussed the challenges of the work group who reviews the submissions and the need for more formal guidelines. This will create consistency with the submission materials and allow for a more beneficial review process. Several Senate members agreed to work together to create a formal process.

Motion 6

MSC Fererro, Furch: Faculty Senate approval of the of the following work group to create guidelines for the review and selection of the Faculty Research Award:

Jenny Fererro
Marty Furch
Patrick O'Brien
Judy Wilson

The motion carried.

Student Support and
Success Plan:

At the August 25, Senate meeting, Senate members were assigned to review various portions of the Student Success and Support Plan (SSSP), which allows for the college to plan and document how SSSP services will be provided to credit students.

Greg Larson asked for input from Senators on their respective sections. As the document was discussed, there was agreement from all Senate members that there are several typographical and grammatical errors as well as omitted and incomplete sections in the document. There was concern that it could not properly be reviewed because of all the areas needing clarity. There were also questions relating to potential staffing needs. Where there are new positions being proposed they need to be identified as such and include data on the proposed funding. After further discussion, Senate members agreed that they should have been provided with a proposed final version of the document rather than such a rough draft. Discussion also occurred on the proposed timeline for approval. With the Faculty Senate needing at least two more weeks for review, it should not go to the Strategic Planning Council for a second reading until their October 7 meeting. Senators will also be provided with an electronic copy so that those who wish to can work directly on the document and send those questions or proposed amendments to Adrian Gonzales and Brian Stockert.

Larson indicated that he would contact Gonzales and Stockert and indicate that an organized, specific, and final draft needs to be presented that the Senate can review for content and provide feedback.

Governance Structure
Group Request: Student
Success and Equity
Committee:

Copies of the Governance Structure Group Request for the Student Success and Equity Committee was distributed. Senate members discussed the committee structure and membership:

2 faculty members as appointed by Basic Skills Committee
2 faculty members as appointed by Instructional Planning Council
2 faculty members as appointed by Student Services Planning Council
1 faculty member from Reading as appointed by the Faculty Senate
1 faculty member from Math as appointed by the Faculty Senate
1 faculty member from English as appointed by the Faculty Senate
1 faculty member from ESL as appointed by the Faculty Senate

1 faculty member from DRC as appointed by the Faculty Senate
1 faculty counselor as appointed by the Faculty Senate
1 faculty member at-large (instruction) as appointed by the Faculty Senate
1 faculty member at-large (student services) as appointed by the Faculty Senate
2 faculty Senators as appointed by the Faculty Senate
1 AA representative as appointed by the Administrators Association
1 CAST representative as appointed by CAST
1 classified staff representative as appointed by CCE
1 Dean – Student Services
2 Deans – Instruction
1 Senior Director of Institutional Planning and Research
2 student representatives appointed by the ASG

It was also noted that this committee is actually a merging of the Student Equity Committee and the Matriculation and Transfer Committee, as reflected in its role and responsibilities. It was recommended that the Basic Skills Committee also be streamlined into this group. Brief discussion followed on the proposed structure and meeting time.

This item will be brought back for further discussion and/or Action at next week's meeting.

TERB: Revision of
Forms:

Barb Kelber indicated that members of the Tenure and Evaluations Review Board are currently working on new revisions of evaluation forms relating to departments with directors and coordinators.

ADJOURNMENT:

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

Respectfully submitted,

Jenny Fererro, Secretary