



Minutes of the
MEETING OF THE FACULTY SENATE
September 9, 2013

APPROVED

- PRESENT:** Sandra Andre, Glyn Bongolan, Melinda Carrillo, Jenny Fererro, Joel Glassman, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Christina Moore, Linda Morrow, Patrick O'Brien, Lillian Payn, Travis Ritt, Diane Studinka, Fari Towfiq, Rocco Versaci
- ABSENT:** Susan Snow
- GUESTS:** Berta Cuaron, Genesis Gilroy, Wendy Nelson, Shayla Sivert
- 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, Bongolan: Faculty Senate approval of the minutes of August 26, 2013, as amended. The motion carried.
- Public Comments:** Teresa Laughlin stated that she received a complaint about electronic cigarettes and questioned whether there was any policy in place regarding their usage. Several Senators noted that signage in the library prohibited these cigarettes in that area. Berta Cuaron added that some complaints have been vetted through the Instruction and Deans offices as well and that members of the Policies & Procedures Committee will discuss updating the language in the district's smoking policy.
- Announcements:** Greg Larson announced that following a short regular meeting, Senator Orientation would be held on September 23, 2013.
- Agenda Changes:** Senators agreed to suspend the Agenda to discuss Information Items C, PRP Year 2 Update and Timeline, and Information Item B, Faculty Senate/BSI Allocation Report, due to guests being present.
- PRP Year 2 Update:** Senate members were provided with copies of the Program Review and Planning (PRP) Update draft for academic year 2012-13, as well as an approval timeline for each activity. Berta Cuaron and Wendy Nelson shared information included in the document, noting the timeline and sequence for approval. Nelson reported that a Student Learning Outcomes (SLO) Proficiency Report was needed for the Accrediting Commission for Community Colleges (ACCJC), and the report references the PRP document. In an effort to have an updated, efficient, workable document, a work group was formed with members from the Instructional Planning Council and the Learning Outcomes Council to update the process as well as the form. Cuaron asked Senators to review the data and provide feedback to her as soon as possible. A brief question and answer period followed, with some items needing clarification. This item will be brought back for further discussion and/or Action at next week's meeting.

Faculty Senate/BSI
Allocation Report:

Copies were distributed of the draft of the 2012-2013 ESL/Basic Skills Allocation End-Of-Year Report – 2013-2014 ESL/Basic Skills Allocation Goals/Action Plan and Expenditure Plan. Shayla Sivert provided an overview of the timeline of the approval/discussion process, as well as shared the success of many of the programs benefiting from this funding. Although there was support for these programs, some Senators expressed concern that many originally grant-funded projects are now being funded by the general fund because once a grant expires, there is a desire by some to continue with the programs. Although many of these projects are likely worthwhile, their continual funding takes a huge toll on the district's general fund, making less and less money available for other district needs. Also, most of these decisions for continual funding are being made without input from the Strategic Planning Council and the Faculty Senate. There is a need for these funding decisions to be made through shared governance. Sivert will work with Senators Melinda Carrillo and Pam Mc Donough to make some changes to the wording of the document so as to acknowledge the importance of shared governance for funding decisions, and a revised version will be brought back for further discussion and/or Action at next week's meeting.

Faculty Senate
Voting Process:

As discussed at last week's meeting, Senators will consider changing the way that committee members are appointed in an effort to align its practice with that of the Statewide Academic Senate. Currently, the Faculty Senate appoints to a committee the faculty member who receives the most votes. It will be proposed that faculty members must receive at least 50% of the votes for the appointment. Patrick O'Brien indicated at next week's meeting that he would bring forward a Motion with the same or similar wording currently used at the statewide level.

Committee
Appointments/
Elections:

Motion 2

MSC O'Brien, Fererro: Faculty Senate approval of the following committee appointments:

Accreditation Standards Teams

Mark Bealo
Lori Waite

Basic Skills Committee

(13-16) Lawrence Lawson/ESL

Curriculum Committee

Career and Technical Education
(12-15) Mayra Hernandez/Mathematics (at-large)

Committee on Service Learning

(12-14) *Mathematics and the Natural and Health Sciences (at-large)*
Michael Lusby-Economics/History & Political Science

Equal Employment Opportunity Advisory Committee

(12-14) *part-time faculty member*
Michael Lusby-Economics/History & Political Science

Learning Outcomes Council
(13-15) Career and Technical (at-large)
Cassandra Lochard/Mathematics

Curriculum Representative
Debra Dozier

Professional Development Advisory Board
(13-15) Mathematics and the Natural and Health Sciences (at-large)
Karan Huskey/Counseling

The motion carried.

Motion 3

MSF O'Brien, Laughlin: Faculty Senate approval of the following committee appointment:

Curriculum Committee
(13-16) Languages and Literature
Mary Hagen/Reading Services

The motion failed.

Senators were not in support of the committee appointment only because this is a new, part-time faculty member who has been employed by the district for only a few weeks. There was agreement that the position should be filled by a faculty member who has some experience with district policies and procedures.

One Senator also noted that it would be useful for those voting if the designation of part-time or full-time faculty was noted on the committee appointment ballots. This item will be placed on next week's Agenda for further discussion.

Motion 4

MSC O'Brien, Laughlin: Faculty Senate approval of the results of the ballot for the following committee appointments:

Equal Employment Opportunity Advisory Committee (12-14)
Abbie Cory/English

Evaluations and Appeals Committee (13-14)
Jenny Ferrero/Child Development
Carol Lowther/ESL
Linda Morrow/Library

Professional Procedures (13-14)
Joel Glassman/Business Education

The motion carried.

Service Learning
Coordinator
Appointment:

Copies of a letter of consideration for the position of Service Learning Coordinator were distributed for review.

- Motion 5 MSC Laughlin, Andre: Faculty Senate ratification of the appointment of Kathleen Grove as the Service Learning Coordinator for 2013-14. The motion carried.
- Motion 6 MSC Kelber, Towfiq: Faculty Senate approval of the following Peer Review Department chairs for whom Peer Committee Chairs need approval:
- Jenny Fererro - requests Diane Studinka
Teresa Laughlin - requests Jose Esteban
- The motion carried.
- Motion 7 MSC Laughlin, Towfiq: Faculty Senate approval of the following Peer Review Department chairs for whom Peer Committee Chairs need approval:
- DRC Probationary Counselors for whom chairs need approval because their Chair/Director is not a faculty member:
- Leigh Ann Van Dyke- Sherry Goldsmith
Lori Waite- Lori Meyers
- The motion carried.
- Oversight
Committee/Grant
Funded Projects: At the August 26, 2013, meeting, Senators discussed Resolutions recently passed by the Statewide Academic Senate regarding the need for formal procedures in relation to grant-funded projects. As stated earlier in the meeting, there is concern about the current practice of institutionalizing some of these projects with funding from the general fund without first having district-wide discussion, input, and approval.
- Motion 8 MSC Laughlin, Moore: To determine policies and procedures regarding Senate-approved allocations and grant-funded projects, the Faculty Senate will create a Sub-committee in support of the following recently adopted Statewide Academic Senate Resolutions.
- 17.01 Approval of Grant Driven Projects
Resolved, That the Academic Senate for California Community Colleges urge local senates and curriculum committees to collaborate with administrators to develop formal policies and procedures for the development and approval of mission-driven funded programs and curricula.
- 17.02 Faculty Involvement in Grant-funded Efforts Related to Academic and Professional Matters
Resolved, That the Academic Senate for California Community Colleges urge local senates to collaborate with administrators to develop formal policies and procedures for the development and approval of grant-driven projects.
- The motion carried.
- Academic Calendar
Workgroup: The Academic Calendar Workgroup will meet on Thursday, September 19.

Policies & Procedures: Barb Kelber reported that she and Greg Larson are meeting with Sherry Titus and some students to discuss the Student Rights & Grievance Policy. Work is also being done on Policies & Procedures relating to Copyright, Intellectual Property Rights, and Recruitment and Hiring.

Student Success Task
Force Recommendations

2.5: At last week's meeting, Senators discussed at length the recommendations of the Student Success Task Force and agreed that because members of the Senate have expertise in varying areas, those interested in reviewing specific recommendations can take the lead in researching, obtaining additional information, and possibly making recommendations.

Senator Sandra Andre indicated that she has done some research on Recommendation 2.5, (Declare a program of study) requiring that students declare a course of study by the time they complete 15 degree-applicable units or their third semester. A limited capture of CTE students surveyed showed when they were asked to declare at third semester it prompted and improved compliance to affirm a major.

Palomar Faculty
Federation (PFF):

Teresa Laughlin reported that members of the PFF have received tentative approval of several negotiable items. Laughlin invited all to a meeting scheduled on Wednesday, September 11, at 2:30 p.m. in MD-155C, where she will be available to answer questions from faculty.

Senators expressed their gratitude to the negotiations team members for all of their work on behalf of faculty.

ADJOURNMENT: The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Pam McDonough, Secretary