



Minutes of the
MEETING OF THE FACULTY SENATE
November 28, 2016

APPROVED

PRESENT: Richard Albistegui-Dubois, Melinda Carrillo, April Cunningham, William Dalrymple, Jenny Ferrero, Joel Glassman, Susan Johnson, Greg Larson, Teresa Laughlin, Shannon Lienhart, Sierra Lovelace, Jackie Martin, Susan Miller, Ben Mudgett, Patrick O'Brien, Lillian Payn, Tara Roach, Travis Ritt, Candace Rose, Seth San Juan, Craig Thompson, Fari Towfiq, Lori Waite, Ellen Weller

ABSENT:

GUESTS: Lisa Cecere, Kelly Falcone, Marlene Forney, Erin Hiro, Steve Perry, Al Trujillo

CALL TO ORDER: The meeting was called to order by the President, Travis Ritt, at 2:30 p.m. in Room SU-30.

Please note: All votes are presumed unanimous unless indicated otherwise.

Approval of Minutes:

Motion 1 MSC Laughlin, Johnson: Faculty Senate approval of the minutes of November 14, 2016, as presented. The motion carried.

Public Comments: There were no public comments.

Announcements: April Cunningham announced that a meeting will be held at 9:00 a.m. on Wednesday, December 9, in MD-155C to learn more about grant applications for the zero-cost textbook degree planning and implementation. All faculty are invited to attend the session, which will include discussion on which areas on campus would most benefit from the program. Other meetings will be scheduled as well, and more information can be obtained by contacting Cunningham at acunningham@palomar.edu.

Agenda Changes: Senators agreed to amend the Agenda to address Action items first, followed by Information.

**Committee
Appointments:**

Motion 2 MSC O'Brien, Towfiq: Faculty Senate approval of the following committee appointment:

Selection Committee for the position of Permanent Vice President for Human Resources Services (VPHRS)

Colleen Bixler (PT)/English as a Second Language

Teresa Laughlin (FT)/Economics, History, and Political Science

Shannon Lienhart (FT)/Mathematics

Marlene Forney (FT)/Library
Julia Robinson (FT)/Nursing Education

The motion carried.

Patrick O'Brien noted that the call asked for divisional representation but since no responses were received from some areas, other faculty will be appointed to those positions on the committee to ensure complete faculty representation.

Motion 3

MSF O'Brien, Martin: Faculty Senate approval of the results of the ballot for the Selection Committee – Associate Dean, Workforce Development & Extended Studies position. The motion failed.

Senate members discussed the origin of the position and that there is no history of or precedent for Associate Dean positions at Palomar. Travis Ritt stated that due to all the movement in Career and Technical Education and Workforce Development, the administration indicated that the workload has increased to the point of needing another administrative position. There was also discussion on the composition of the committee, which calls for only one faculty representative, which is not in line with other dean hiring committees.

Senators discussed the issues involved in utilizing grant-funded sources to fill another full-time position. It was noted that part-time faculty and hourly faculty are often utilized to do the work of the college, but having part-time, at-will administrators is never discussed. An argument could be made that this would be a good position to hire a part-time administrator to fill, rather than creating another full-time administrative position. There is also a need for a delineation of what the duties are for both this position and a Director of Occupational and Noncredit Programs as it appears there could be some overlap.

It was agreed that filling the vacancy on the committee should be postponed until clarification is received on several of these issues. Senators asked that Dan Sourbeer be invited to next week's meeting to participate in the discussion.

Motion 4

MSC Laughlin, Martin: The Faculty Senate postpones filling the faculty position on the Selection Committee – Associate Dean, Workforce Development & Extended Studies, until clarification on several questions can be received by the Vice President of Instruction. The motion carried.

Motion 5

MSC Laughlin, Towfiq: Faculty Senate approval of the following faculty members to serve on Peer Evaluation Review Committees:

Takashi Nakajima – Physics/Engineering
Committee Chair – Art Gerwig
Committee Member – Patti Brandon

Kathleen Sheahan – World Languages
Committee Chair – Carlos Pedroza
Committee Member – Gladys Gomez

The motion carried.

Curriculum: Senators were provided with electronic copies of the following Curriculum Committee items:

Palomar College Curriculum Committee Actions

Wednesday November 16, 2016

I. ACTION - SECOND READING

The following curriculum changes, pending appropriate approvals, will be effective **Fall 2017**:

A. Credit Program Changes

1. Program Title: E-Marketing

Discipline: Business Education (BUS)

Award Type: A.S. Degree Major/Cert. Achievement 18 units/more

Total Units: 27

From program requirements, removed GCMW 204, added GCMW 102 or GCMW 105 option, from electives, removed ACCT 101, BMGT 105 and 104, BUS 117, 140, 185, and 190, removed GCMW 165 and 205, added BUS 125 and BUS 100.

Mary Cassoni

2. Program Title: Fire Technology: Emergency Management

Discipline: Fire Technology (FIRE)

Award Type: A.S. Degree Major/Cert. Achievement 18 units/more

Total Units: 33

Added FIRE 142 to program requirements, removed FIRE 142 from electives, updated total units.

Wayne Hooper

3. Program Title: Fire Technology: General

Discipline: Fire Technology (FIRE)

Award Type: A.S. Degree Major/Cert. Achievement 18 units/more

Total Units: 36

Added FIRE 142 to program requirements, removed FIRE 142 from electives, updated total units.

Wayne Hooper

B. New Credit Courses

1. Course Number and Title: MUS 280 Music Composition Workshop I

Discipline: Music (MUS)

Justification: Completion of this course is required for sophomore level undergraduate music composition majors.

Madelyn R. Byrne

2. Course Number and Title: MUS 281 Music Composition Workshop 2

Discipline: Music (MUS)

Prerequisites: MUS 280

Justification: This course is required for students who are music composition majors and who wish to transfer, at the junior level, to four year institutions.

Madelyn R. Byrne

C. Credit Course Changes

1. Course Number and Title: CHDV 185 Introduction to Curriculum

Discipline: Child Development (CHDV)

Recommended Prep: A minimum of 12 Child Development units.

Transfer Acceptability: CSU

Distance Learning Offering(s): Online

Removed CHDV 105 prerequisite/concurrent enrollment, updated textbook, added online distance education, updated CB11 code to credit course.

Jenny Ferrero

2. Course Number and Title: CSIT 160 Oracle Database Management Systems

Short Title: Oracle Database Mgmt Systems

Discipline: Computer Science and Information Technology - Information Technology (CSIT)

Transfer Acceptability: CSU

Distance Learning Offering(s): Online

Removed CSIT 105 and CSIT 125 as recommended preparation, title change.

Stephen R. Perry

3. Course Number and Title: GCMW 232 Web Accessibility Design
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Prerequisites: GCMW 102
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Removed GCMW 202 and GCMW 220 as prerequisites, added GCMW 102 as prerequisite, updated textbooks.
Lillian S. Payn

4. Course Number and Title: MUS 151 Concert Band
Discipline: Music (MUS)
Transfer Acceptability: UC, CSU
Repeatability: May be taken 4 times.
Added audition enrollment limitation, updated objectives, critical thinking and repeatability (transfer only).
Paul Kurokawa

5. Course Number and Title: MUS 155 Chamber Ensemble - Brass
Discipline: Music (MUS)
Transfer Acceptability: UC, CSU
Repeatability: May be taken 4 times.
Added audition enrollment limitation, updated objectives.
Paul Kurokawa

6. Course Number and Title: TA 140 History of the Theatre From Ancient Greece Through the 17th Century
Short Title: HIST/THEATRE THRU 17 CENTURY
Discipline: Theatre Arts (TA)
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C1: Arts
IGETC Area 3: Arts and Humanities - 3A: Arts
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Video Two Way, Video One Way, Telecourse, Online
Updated methods of instruction and textbooks, added required reading, suggested reading, critical thinking, required writing and methods of assessment.
Chris Sinnott

7. Course Number and Title: TA 141 History of the Theatre From the 18th Century to the Present
Short Title: HIST/THEATRE 18 CENTURY-PRSNT
Discipline: Theatre Arts (TA)
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C1: Arts
IGETC Area 3: Arts and Humanities - 3A: Arts
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Video Two Way, Video One Way, Telecourse, Online
Updated methods of instruction and textbooks, added required reading, suggested reading, outside assignment, critical thinking, required writing and methods of assessment, added open entry/open exit.
Chris Sinnott

D. Credit Course Deactivations

1. Course Number and Title: CSWB 130 Mobile Web Application Development
Short Title: Mobile Web App Development
Discipline: Computer Science and Information Technology - Web Technology (CSWB)
Recommended Prep: CSWB 120 JavaScript
Course Included in the following programs:
 A. Information Technology, A.S. Degree Major/Cert. Achievement 18 units/more
 B. Web Developer with Emphasis in Java/Open Source Certificate of Proficiency
 C. Web Developer with Emphasis in Windows Certificate of Proficiency
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Reason for Deactivation: The material taught in this class has been merged into CSWB 135.
Stephen R. Perry

2. Course Number and Title: CSWB 220 Advanced JavaScript
Discipline: Computer Science and Information Technology - Web Technology (CSWB)
Prerequisites: CSWB 120
Course Included in the following programs:

A. Information Technology, A.S. Degree Major/Cert. Achievement 18 units/more
 B. Web Developer with Emphasis in Java/Open Source Certificate of Proficiency
 Transfer Acceptability: CSU
 Distance Learning Offering(s): Online
 Reason for Deactivation: The content for this course has been incorporated into CSWB 135.
Stephen R. Perry

3. Course Number and Title: MICR 197 Microbiology Topics
 Discipline: Microbiology (MICR)
 Transfer Acceptability: CSU
 Reason for Deactivation: We are renaming all microbiology courses to have the biology prefix as is done at most colleges and universities.
Elizabeth A. Pearson

4. Course Number and Title: ZOO 197 Zoology Topics
 Discipline: Zoology (ZOO)
 Transfer Acceptability: UC, CSU
 Reason for Deactivation: We are consolidating zoo 197 with Bio 197 as part of our effort to rename our zoology courses to Biology as is done in most colleges and universities.
Elizabeth A. Pearson

5. Course Number and Title: ZOO 295 Directed Study in Zoology
 Discipline: Zoology (ZOO)
 Prerequisites: Approval of project or research by department chairperson
 Course Included in the following programs:
 A. Biology-General A.S. Degree Major/Cert. Achievement 18 units/more
 Transfer Acceptability: UC, CSU
 Reason for Deactivation: this course is being consolidated with Biology 295 as part of our effort to rename all zoology courses to have the biology prefix as is done at most colleges and universities.
Elizabeth A. Pearson

E. Distance Learning

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2017.

Catalog/Subject Number	Learning Offerings
CHDV 185	Online
CSIT 160	Online
GCMW 232	Online
RE 115	Online
TA 140	Video Two Way, Video One Way, Telecourse, Online
TA 141	Video Two Way, Video One Way, Telecourse, Online

F. Requisites and Advisories

The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2017.

Catalog Number	Type	Description	Proposal Type
MUS 281	Prerequisite	<u>MUS 280</u>	New
CHDV 185	Recomm. Prep.	A minimum of 12 Child Development units	Change
CHDV 185	Prereq/Compl.	CHDV 105	Change
CSIT 160	Recomm. Prep.	CSIT 105 and CSIT 125	Change
GCMW 232	Prerequisite	GCMW 202 and GCMW 220 <u>GCMW 102</u>	Change
MUS 151	Enroll. Limit.	<u>Audition</u>	Change
MUS 155	Enroll. Limit.	<u>Audition</u>	Change

II. ACTION - SECOND READING

The following curriculum changes, pending appropriate approvals, will be effective **Spring 2017**:

A. DE Changes – Credit Courses

1. Course Number and Title: CHDV 101 Principles and Practices of Teaching Young Children
 Short Title: Principles & Practices
 Discipline: Child Development (CHDV)
 Transfer Acceptability: CSU
 Distance Learning Offering(s): Online
 Updated textbooks, added online distance education, updated CB11 code to credit course.

Laurel Anderson

2. Course Number and Title: CHDV 102 Working with Parents and Families
Short Title: Working with Parents/Families
Discipline: Child Development (CHDV)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Updated methods of instruction and textbooks, added online distance education, updated CB11 code to credit course.

Laurel Anderson

3. Course Number and Title: CHDV 103 Infant and Toddler Development
Discipline: Child Development (CHDV)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Updated textbook, added online distance education, updated CB11 code to credit course.

Jenny Ferrero

4. Course Number and Title: CHDV 104 Guidance for Young Children
Discipline: Child Development (CHDV)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Updated methods of instruction and textbook, added online distance education, updated CB11 code to credit course.

Laurel Anderson

5. Course Number and Title: CHDV 106 Infant and Toddler Care and Curriculum
Short Title: Infant and Toddler Curriculum
Discipline: Child Development (CHDV)
Recommended Prep: CHDV 103
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Updated textbook, added online distance education, updated CB11 code to credit course.

Jenny Ferrero

6. Course Number and Title: CHDV 112 Early Intervention and Inclusion
Short Title: Early Intervention & Inclusion
Discipline: Child Development (CHDV)
Recommended Prep: CHDV 110
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Added online distance education, updated CB11 code to credit course.

Jenny Ferrero

7. Course Number and Title: GEOG 105 People and the Environment: Introduction to Human Geography
Short Title: People and the Environment
Discipline: Geography (GEOG)
Associate Degree General Education - D: Social and Behavioral Sciences
Associate Degree Multicultural Requirement - Yes
CSU GE Area D: Social Sciences - D5: Geography
IGETC Area 4: Social and Behavioral Sciences - 4E: Geography
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Online
Added online distance education.

Catherine M. Jain

B. Distance Learning

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Spring 2017.

Catalog/Subject Number	Learning Offerings
CHDV 101	Online
CHDV 102	Online
CHDV 103	Online
CHDV 104	Online
CHDV 106	Online

CHDV 112 [Online](#)
GEOG 105 [Online](#)

C. Requisites and Advisories

The establishment of the following advisories meets Title 5 Regulations 55003, effective Spring 2017.

Catalog Number	Type	Description	Proposal Type
CHDV 106	Recomm. Prep.	CHDV 103	Change
CHDV 112	Recomm. Prep.	CHDV 110	Change

III. INFORMATION

A. Course Outline Reviews

The following courses have completed the course outline review process between October 29, 2016 and November 10, 2016 and are effective Fall 2016

AMS	105	American West: Images and Identities
ENGR	100	Introduction to Engineering
PSYC	150	Introduction to Alcohol and Other Drug Studies
PSYC	160	Prevention, Intervention, and Education

B. 2016-2017 Curriculum Activity Summary

Proposal Type	Current Agenda	2016-2017 Cumulative
New Credit Courses	2	3
New Noncredit Courses	0	8
Credit Course Changes	14	37
Noncredit Course Changes	0	0
Credit Course Reactivations	0	0
Noncredit Reactivations	0	0
Credit Course Deactivations	5	23
Noncredit Deactivations	0	0
Course Reviews (10/29/2016 – 11/10/2016)	4	36
New Credit Programs	0	1
New Noncredit Programs	0	0
Credit Program Changes	3	3
Program Deactivations	0	4
Total Activity	28	115

Motion 6

MSC Ferro, Laughlin: Faculty Senate ratification of the Curriculum Committee Action Items dated November 16, 2016. The motion carried. Abstention: Weller

Code Alignment
Pilot Project:

At the November 14 meeting, Senators discussed that the Statewide Academic Senate, working with the Chancellor's Office and CTE Data Unlocked, will be launching a pilot project to support the review of coding assigned to courses and awards. This pilot period will run from October 2016 to February 2017. The pilot will test a proposed faculty-led process for examining the reporting codes (TOP, CIP, SOC) that have been assigned to CTE courses and program awards, to ensure that they appropriately match the content of the curriculum.

Palomar College applied, and was approved to be part of the pilot, which provides financial support to cover the resources for a visiting team to assist in the process. It also provides funding for stipends to those faculty to participate in and complete any work associated with the project.

Motion 7

MSC Martin, Larson: Faculty Senate support of the district's participation in the Code Alignment Pilot Project. The motion carried.

Faculty Service Areas: Greg Larson provided information on the district's guidelines on Faculty Service Areas (FSAs) and gave some examples of how they are utilized, particularly for faculty who meet minimum qualifications in more than one discipline.

Copies of a document outlining proposed FSA Automation were distributed for discussion. Larson noted that each discipline needs to keep their FSAs current, and an online fillable form will provide the opportunity to collect and route mandated FSA information for Palomar faculty and administrators.

The major objectives/deliverables:

1. Online fillable form that includes the following features:
 - Help information clarifying qualifications and other information about FSAs.
 - Drop-downs options where efficient.
 - Document upload feature for providing supporting documentation.
 - Automated "receipt" for the person completing the form.
2. Automated routing of the form for verification/approval.
3. Secure storage of the form data in a delivered or custom table in PeopleSoft HR to facilitate reporting.
4. Required report(s) of FSA data.
5. Scheduled Update/Confirmation workflow ("push" communication with required actions) to collect annual FSA updates each December.

Larson noted that several departments submitted updates last school year, which are currently being reviewed by President Blake.

It is hoped that the process will be efficient in that those who qualify for additional FSAs will apply for them upon hire, and that the cycle will continue for all new hires. Current faculty can also apply if they wish to be considered for a lateral transfer now or in the future.

A brief question and answer period followed, and Senate members expressed their support for the implementation of the revised document and procedure.

Academic Technology
Committee's
Recommendation to
Join the Online Education
Initiative:

Lillian Payn shared a Power Point presentation on the Online Education Initiative (OEI), providing information about this collaborative effort among California Community Colleges to ensure that significantly more students are able to complete their educational goals by increasing both access to and success in high quality online courses.

Members of the Academic Technology Committee (ATC) have voted to recommend that Palomar College join, providing additional opportunities for students as they pursue their educational goals. ATC members considered that the opportunities for students to complete 2-year degrees in 2 years, the choices for both faculty and students to participate or not, to participate in the larger statewide system and not be on the fringe, to gain access to licensing consortiums, and increase the rigor of our instruction were the most compelling reasons to join.

Lengthy discussion followed, particularly as it relates to policies on peer review and course selection. Data on the rubrics is also available for review at: <http://www2.palomar.edu/pages/facultysenate/files/2016/11/oei-rubric-Nov16-2.pdf>.

This issue will be discussed again at next week's meeting.

ADJOURNMENT: The meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Jenny Ferrero, Secretary