



STRATEGIC PLANNING COUNCIL AGENDA

Date: September 7, 2004
Starting Time: 2:00 p.m.
Ending Time: 4:00 p.m.
Place: SU-18

CHAIR: Richard Jones

MEMBERS: Akins, Barton, Bishop, Charas, Cuaron, Doran, Dowd, Frady, Gordon, Halttunen, Jay, Kelber, Kovrig, Madrigal, McCluskey, Merino, Miyamoto, Newmyer, Owens, Snow, Snyder, Versaci

RECORDER: Ashour

	Attachments	Time
A. <u>MINUTES</u>		2 min
1. Approve Minutes of July 27, 2004		
B. <u>ACTION ITEMS/FIRST READING</u>		30 min
1. Recommendations of the Financial Stability Task Force	Exhibit B1	
2. Curriculum Committee Governance Structure Group Request	Exhibit B2	
C. <u>DISCUSSION/INFORMATION ITEMS</u>		30 min
1. Completing Strategic Plan 2002-2005		
2. Launching Strategic Plan 2006-2009		
D. <u>REPORTS OF PLANNING COUNCILS</u>		15 min.
1. Administrative Services Planning Council – Joe Newmyer		
2. Human Resource Services Planning Council – Jack Miyamoto		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Joe Madrigal		
E. <u>REPORTS OF CONSTITUENCIES</u>		10 min.
1. Administrative Association – Ken Jay		
2. Associated Student Government – Paul Charas	Exhibit E2	
3. Confidential/Supervisory Team – Jenny Akins		
4. CCE/AFT – Becky McCluskey		
5. Faculty Senate – Katie Merino		
6. PFF/AFT – Rocco Versaci		
F. <u>OTHER ITEMS</u>		



STRATEGIC PLANNING COUNCIL MEETING MINUTES September 7, 2004

A special meeting of the Palomar College Strategic Planning Council was held on Tuesday, September 7, 2004, in SU-18. The meeting was called to order at 2:00 p.m. by Dr. Richard Jones.

ROLL CALL

Members Present: Jenny Akins, Michelle Barton, Bruce Bishop, Bonnie Dowd, Patricia Frady, Sherry Gordon, Lynda Halttunen, Julie Ivey, Ken Jay, Richard Jones, Barbara Kelber, Neil Kovrig, Joe Madrigal, Becky McCluskey, Jack Miyamoto, Joe Newmyer, Wilma Owens, Susan Snow, Katie Townsend-Merino, Rocco Versaci

Members Absent: Paul Charas, Sue Doran, Perry Snyder

A. MINUTES

1. Approve Minutes of July 27, 2004

MSC (Dowd/Owens) to approve the Minutes of July 27, 2004

B. ACTION ITEMS/FIRST READING

1. Fiscal Stability Task Force Recommendations

Mr. Newmyer discussed the two recommendations from FSTF. **(Exhibit B1)** Departments will be asked to redirect funds from other areas for capital outlay needs. State allocation for instructional equipment is larger than originally anticipated and so will cover most of the urgent needs in that area.

Dr. Dowd stated that one of the primary goals of the Fiscal Stability Task Force this summer was to reduce the deficit by \$1 million. FSTF had brought forward some recommendations in the special SPC meeting last month. This is the balance of those recommendations which has taken the tentative deficit budget from \$1.8 million down to \$1.06.

Mr. Newmyer stated that at this point we do not anticipate we will qualify for any growth revenue. If we can turn that around during the year, we will qualify for approximately \$1.5 to \$2 million in growth money. This is why the growth revenue of \$1,073,908 was taken out of the budget. Ms. Cuaron responded that Instruction is reviewing the spring schedule to enhance enrollment to try and get near our growth cap..

The state reduced PFE funds which cost us about \$500,000. \$408,000 was included as a block grant match in the tentative budget. However, the scheduled maintenance will be paid through the RDA funds from San Marcos. So even though our allocation for the block grant went up, the match for instruction is only 1/3, so we didn't need the \$408,000 we only needed \$309,000 which freed up \$99,000 and reduces the deficit by that amount. The last four items on the list are in the designated accounts. FSTF is proposing that they not be designated, which means the revenue goes in as projected and any expenditures that have been budgeted in the past would continue. Past practice has been that the revenue has exceeded the expenditures, so FSTF is proposing to free up those funds to be utilized to reduce the deficit.

Dr. Dowd questioned if an analysis will be done to indicate where enrollment was down. It would be helpful to see where the College missed the mark on growth and plan for the future. Ms. Cuaron responded that she and Ms. Barton planned to review those areas which are down in enrollment over the last two to three years to see if there are any trends and take that back to the departments.

Mr. Newmyer questioned why non-credit enrollment is down by a large percentage. Ms. Cuaron stated that there are many factors that affect non-credit student enrollment. We

don't really capture them until after the first couple of weeks in the semester. Non-credit is responsive to what is happening in the community and workforce.

Ms. Townsend-Merino stated she wanted to acknowledge the fact that the change from being down 5% to 3% was due to the flurry of adds by faculty. Faculty have been very responsive in making sure their classes are fully enrolled. She stated faculty often do not receive credit for pulling those students in.

It was noted that enrollment numbers might change in the next couple of days because the computer system was down on Saturday and students couldn't add or drop.

This item will come back for action at the September 21, 2004 meeting.

2. Curriculum Committee Governance Structure Group Request

Ms. Cuaron stated that last spring the curriculum committee had made a goal to review sub-committees "b" and "c" to look at whether or not the committees were really addressing the listed tasks. A subcommittee was formed and came back with recommendations for the larger curriculum committee. Today's attachment (**Exhibit B2**) reflects revisions addressing the committee's responsibilities. The Faculty Senate approved the recommendations spring 2004. The overall goals and responsibilities have also been cleaned up.

Dr. Miyamoto recommended that only the titles of the co-chairs be listed and not their names. Ms. Cuaron will make that correction. Mr. Bishop requested that the student liaison be a voting member instead of an advisory member. Patricia Frady stated that the governance structure was already approved with that change at the December 12, 2003 meeting. Cheryl Ashour will review the minutes from December and make the change. Patricia Frady questioned why there were no classified members. Ms. Cuaron stated that they did not change any of the membership, so this was what was originally approved at SPC. It doesn't mean we can't open it up for discussion.

This item will be on the agenda for action at the September 21, 2004 meeting.

C. DISCUSSION/INFORMATION ITEMS

1. Completing Strategic Plan 2002-2005

Ms. Barton gave a brief history of the strategic planning process. An annual implementation plan reflecting the SPC goals and tasks for the year is written at the beginning of fall. The plan will include the tasks and objectives still remaining on the Strategic Plan, as well as any accreditation-related activities or anything that has come up that needs to be addressed. Mr. Bishop stated that in the past a writing team was formed to develop the AIP. Dr. Jones requested volunteers to be part of the writing group. Bruce Bishop, Michelle Barton, Barbara Kelber, Katie Townsend-Merino, and Wilma Owens volunteered. A meeting will be scheduled for next week.

This item will be put on the September 21 agenda for a first reading.

2. Launching Strategic Plan 2005-2008

There was discussion on how the previous plan was drafted in preparation for the Strategic Plan 2005-2008. Michelle Barton gave a brief history of how the strategic planning task force was organized. Dr. Dowd stated that the original task force was a transition from our old governance model. She believes one of main reasons for the Strategic Planning Council is to be the leaders of the next plan though everyone should still participate. She recommended that a coordinating team be formed from SPC members to organize the process. The coordinating team will be responsible for organizing the task force, picking a date and time to meet, inviting people to be on the task force (to include all planning councils and committees), leading the flow of the task force, and act as the writing team. The larger group as a whole will still do the brainstorming and contribute their ideas. The smaller coordinating committee will meet in between the larger group's meetings to write up

the progress made and present it back to the main task force. It was pointed out that a date and time was chosen knowing that some of those invited would be unable to attend because of schedule conflicts.

Dr. Jones will contact all constituent groups and ask if they or a designee would like to be part of the coordinating group. A convenient date will then be set for the group to meet. This item will return as discussion/information at the September 21 meeting.

D. REPORTS OF PLANNING COUNCILS

1. **Administrative Services Planning Council** – no report
2. **Human Resource Services Planning Council** – no report
3. **Instructional Planning Council** – no report
4. **Student Services Planning Council** – no report

E. REPORTS OF THE CONSITUENCIES

1. **Administrative Association** – no report
2. **Associated Student Government (Exhibit E2)**
Neil Kovrig reported that ASG has passed budget revisions and revisited the student government structure. They have revised the election by-laws so that now student government has one election in December, which results in two officers being elected and the remaining members of the student government are appointed by a four person panel, consisting of the president, executive vice president, the director of student affairs, and the coordinator of student activities. We are hoping that this will help us increase our membership because that has been the number one goal of student government over the summer – just getting enough students to be on the student government. Right now we are at our membership and if we can get members to show up to our meeting for a quorum that would make life easier. We have already gotten about three or four people who have shown interest and have come out to pick up the packets to start the appointment process for the new election. Aside from that, with the budget revisions we have managed to shift some money to other areas so that now the student government can more actively assist campus groups and other things besides what had been budgeted before. We would like to give a big thank you to the dean of arts and humanities, the chair of the English Department, the faculty, and to the Vice President of Instruction for increasing the number of English classes. That has been a boon and the student government is extremely happy about that.
3. **Confidential/Supervisory Team** – no report
4. **CCE/AFT** – no report
5. **Faculty Senate**
Katie Thompson-Merino reported they are working on getting their committees filled.
6. **PFF/AFT** – no report

F. ADJOURNMENT

There being no other items, the meeting was adjourned at 3:00 p.m.

To: Strategic Planning Council
From: Fiscal Stability Task Force,
Bonnie Ann Dowd, Joe Newmyer, Co-Chairs
Topic: Recommendations for consideration August 24th SPC meeting
Date: August 19, 2004

At your last meeting you reviewed and approved two recommendations from the Fiscal Stability Task Force (FSTF). The FSTF has approved additional recommendations that impact the 2004-05 District Budget. In addition the finalization of the State Budget has resulted in some changes from the revenue that was projected in the District's Tentative Budget as approved by the Board of Trustees in June.

The unrestricted General Fund portion of the Tentative Budget includes an allocation of \$893,383 for Capital Outlay. The FSTF is recommending reducing this allocation to \$211,394. The remainder would be allocated toward equipment in Information Services. It was agreed that Information Services did not have sufficient flexibility in the remainder of its budget to accommodate the large Capital expenditure that is required. However the allocation of \$211,394 is still under review and may be reduced depending on additional information to be submitted to the FSTF. By recommending the reduction of \$681,989 in Capital Outlay the committee is not saying that departments should not spend funds in this area. What is intended is that departments would review their total budgets and transfer funds from other accounts to cover any essential Capital Outlay needs. It was also agreed that 05-06 budgets will not be reduced as a result of any transfers that occur for this purpose. Most of the needs of the Instructional Area will very likely be met in a satisfactory manner by the increased State allocation for instructional equipment.

The FSTF began discussions to eliminate some of the designated accounts. For the most part the designated accounts involve revenue that is not restricted by any outside entity, but has been treated as restricted by the District. For example, the District classifies PFE funds as designated although they are not restricted by State law. Certainly the District must account for these funds and has done so in the past. It is expected the PFE account will be eliminated during 2004-05 when the funds are folded into the apportionment.

The Apprenticeship Program, another designated account, is projected to generate revenue of \$1,032,283 during 2004-05. This revenue is not restricted and can be spent for any legal purpose. The projected direct expenses for that program are \$940,699. By including the projected revenue and expenses in the budget as stated above, a balance of \$91,584 remains. This amount is available to cover other costs that result from the Apprenticeship Program. However since all of those costs have already been budgeted, this remainder can be used to offset the projected deficit. FSTF approved the removal of the revenue from the Apprenticeship Program from the designated accounts.

Additionally the FSTF approved the removal of the following from the designated accounts:

- Follett Minimum Guarantee
- BFAP (Administrative Services Portion)
- Indirect Overhead (Administrative Services Portion)

For each of these accounts the costs budgeted against them have been and are projected to be less than the revenue that has been and is projected to be generated. By more accurately recognizing the revenue the projected deficit will be reduced by \$380,000.

The final State budget included an additional allocation for instructional equipment/scheduled maintenance that increases the District's portion to \$925,000. It has been agreed that this total will all be allocated toward instructional materials. The required match for this is \$309,000. However the Tentative Budget included \$408,000 for a potential match. This match would have allowed the District to meet the 1-1 match required for scheduled maintenance if all the funds were allocated for that purpose. The local match for instructional equipment is 1-3. By allowing all the funds to be used for instructional equipment the match amount is reduced and \$99,000 becomes available to help reduce the deficit.

The attached spreadsheet provides a scorecard that summarizes the proposals made above and also includes the changes that result from the State budget. Additionally it reflects the removal of any growth funds from the 2004-05 District budget. This removal seemed prudent since the summer and fall enrollment are both below the comparable numbers from last year. If growth does materialize later in the academic year the District could qualify for up to \$1,500,000. As shown on the spreadsheet if the items listed below are approved then the deficit financing for 2004-05 will have been reduced from \$1,825,118 to \$1,066,313.

In summary you are asked to consider approving the following:

- Reduce Capital Outlay Allocations by at least \$681,989.
- Remove the four programs listed above from the Designated Accounts.

04-05 GENERAL FUND BUDGET DEFICIT

	CHANGES	DEFICIT BALANCE
TENTATIVE BUDGET		\$1,825,118
ADDITIONAL EQUALIZATION REVENUE	-\$1,026,929	\$798,189
REMOVE GROWTH REVENUE	\$1,073,908	\$1,872,097
PFE REVENUE REDUCTION	\$500,000	\$2,372,097
CHILD CARE INDIRECT	-\$53,211	\$2,318,886
CAPITAL OUTLAY REDUCTION	-\$681,989	\$1,636,897
BLOCK GRANT MATCH	-\$99,000	\$1,537,897
APPRENTICE PROGRAM	-\$91,584	\$1,446,313
FOLLETT MINIMUM GUARANTEE	-\$135,000	\$1,311,313
BFAP	-\$40,000	\$1,271,313
INDIRECT OVERHEAD	-\$205,000	\$1,066,313



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Berta Cuaron and Teresa Laughlin, Co-Chairs, Curriculum Committee					Date May 28, 2004		
Proposed Name of Requested Group Curriculum Committee							
	Council	X	Committee		Subcommittee		Task Force
Action Requested:			Add		Delete	X	Change
<p>Role, Products, Reporting Relationships: The Curriculum Committee shall be the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate and review the college curricula to encourage innovation and excellence in instruction.</p> <p>Reporting Relationship <ul style="list-style-type: none"> • Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board. </p>							
<p>Meeting Schedule: Approximately monthly, with additional meetings during Fall semester</p>							
<p>Chair: <u>Teresa Laughlin</u> and <u>Berta Cuaron</u>, Co-Chairs <i>title only</i> <i>title only</i></p>							
<p>Members:</p> <ul style="list-style-type: none"> • Four faculty representatives from each of the following divisions: Languages and Literature; Social and Behavioral Sciences; Mathematics and the Natural and Health Sciences; Arts, Media, Business and Computing Systems; and Career, Technical, and Extended Education. • Vice President, Instruction (Co-Chair) • All Instructional Deans • Faculty Senate Representative (Co-Chair) • Faculty Representative from Library • Faculty Representative from Student Services • Articulation Officer • Representatives from appropriate areas will be solicited and appointed by the Senate. • Student Liaison from ASG (advisory vote) <i>(appointed by ASG)</i> • Members will serve a three-year term with 1/3 of the membership confirmed each year. 							

A. Tasks

It shall be the responsibility of the co-chairs to keep matters of strategic and long-range planning before the Curriculum Committee. Each fall semester, the co-chairs shall identify the strategic planning goals for the year and shall produce a report for Committee review no later than the last meeting of the year on goals met. In addition, the philosophy and goals of the college shall be reviewed annually from the perspective of the College Curriculum Committee.

1. Approval of new instructional, AA Degree, Certificate and Continuing Education programs.
 - a. Reviews proposed programs to determine consistency with educational master plan
 - b. Prevents unnecessary duplication and overlap among programs and courses.
 - c. Validates transfer and vocational programs in terms of educational and employment opportunities
2. Approval of new courses for inclusion in the College Catalog.
 - a. Edits language of catalog description
 - b. Validates appropriate unit value
 - c. Assigns placement within Associate Degree and CSU GE requirements
 - d. Approves placement within AA and Certificate Programs
 - e. Approves course prerequisites and co-requisites
 - f. Approves basic skills entrance requirements
 - g. Approves dual- and cross-listings
 - h. Validates appropriateness of transfer and vocational courses
 - i. Monitors consistency of course numbers
3. Approval of changes to existing programs and courses in keeping with 1 and 2 above.
4. Approval of deletions of courses and programs from the College Catalog.
5. Establishes procedures for, and conducts a periodic review of, programs and courses.
 - a. Annually reviews courses inactive for four years
 - b. Receives the annual report of the Articulation Officer
6. Recommends college-wide academic performance standards including, but not limited to:
 - a. Graduation requirements
 - b. Minimum academic qualifications and standards for:
 - (1) Math and English
 - (2) AA Degree applicable courses
 - (3) Non-AA Degree applicable courses
 - (4) Continuing Education courses
 - c. Writing Across the Curriculum
 - d. Reading Across the Curriculum
 - e. Critical Thinking Across the Curriculum
7. Establishes standing and/or ad hoc committees as needed.

Tasks not listed under a subcommittee are the responsibility of the Curriculum Committee as a whole.

B. Subcommittees

Membership to the subcommittees shall be appointed by the Co-Chairs maintaining the balance and continuity reflected in the membership of the Curriculum Committee as a whole. The tasks identified above shall be accomplished through the following subcommittees:

Committee of the whole: Discipline Specific Curriculum Specialists. The Discipline Specific Curriculum Specialists are faculty members of the Curriculum Committee that assist with curriculum changes and reviews.

Duties apply to all new courses, programs, and changes in existing courses and programs:

1. Prevents unnecessary duplication and overlap among programs
2. Approves placement within AA and Certificate Programs
3. Approves dual and cross-listings
4. Develops criteria for a timely and systematic review of Course Outline of Record
5. Edits language of catalog description and Course Outline of Record
6. Recommends college-wide academic performance standards including, but not limited to:
 - a. Writing Across the Curriculum
 - b. Reading Across the Curriculum
 - c. Critical Thinking Across the Curriculum
7. Monitors consistency of course numbers
8. Validates appropriate unit value
9. Approves course prerequisites and co-requisites
10. Approves discipline assignments for the purpose of establishing minimum qualifications.
11. Approves distance learning offerings.

Subcommittee B – General Education and Standards Subcommittee

Duties:

1. Assigns placement of new courses within Associate Degree, CSU GE and IGETC.
2. Approves changes to existing courses with respect to assigning placement within Associate Degree, CSU GE and IGETC.
3. Receives the annual report from the Articulation Officer. Recommends college-wide academic performance standards including, but not limited to:
 - a. Graduation requirements
 - b. Minimum academic qualifications and standards for:
 - i. Math and English (basic skills)
 - ii. AA Degree applicable courses
 - iii. Non-degree applicable courses

Subcommittee C - Curriculum Planning Subcommittee

Duties: To approve:

1. Multicultural courses
2. Issues dealing with distance learning
3. Student learning outcomes activities
4. Equivalency for multicultural courses.
5. Other issues as assigned

C. Procedure

Any proposal will proceed through the following channels:

- Program/Department, Division Dean, one of the Discipline Specific Curriculum Specialists (assigned by the Faculty Co-Chair), simultaneously to Subcommittees B and C, Curriculum Co-Chairs, Main Curriculum Committee, Faculty Senate, Vice President for Instruction, Superintendent/President, Governing Board.
- Proposals will be assigned based on the discipline specialist's assignment.
- If a problem is identified, it shall be the responsibility of the Discipline Specific Curriculum Specialists to contact the department chairperson/director. There should be thorough communication between Discipline Specific Curriculum Specialists and department representatives. Departments should be given direction and assistance from the Discipline

Specific Curriculum Specialists for any needed modifications to their proposals. It shall be the responsibility of the department chairperson/director to return corrected proposals to the appropriate Discipline Specific Curriculum Specialists. In the event that a difference of opinion exists between the Discipline Specific Curriculum Specialist and department, the proposal shall proceed to the Curriculum Committee as a whole, via the Instruction Office, with the Discipline Specific Curriculum Specialist's written recommendations attached. The Curriculum Committee as a whole shall have responsibility for recommending approval to the Governing Board via the Faculty Senate. It shall be the responsibility of the faculty co-chair to facilitate this procedure.

Revised PAC 5/8/99

Revised Curriculum Committee 5/5/04

Approved Faculty Senate 5/10/04

If change is requested, attach current structure and list proposed changes.

Reviewed by Strategic Planning Council:

Comments:

_____ First Reading
_____ Approved/Denied

*find date of first reading
2/04*

Approved by PAC: 10/2/01

Draft

CURRICULUM COMMITTEE

Role

The Curriculum Committee shall be the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate and review the college curricula to encourage innovation and excellence in instruction.

Reporting Relationship

☐ Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board.

Members

☐ Four faculty representatives from each of the following divisions:

Arts and Languages and Literature; Human Arts and Social and Behavioral Sciences;
Mathematics and the Natural and Health Sciences;

Arts, Media, Business and Community Services Computing Systems; and
Vocational Technology Career, Technical, and Extended Education.

- ☐ Vice President, Instruction (Co-Chair)
- ☐ All Instructional Deans
- ☐ Faculty Senate Representative (Co-Chair)
- ☐ Faculty Representative from Library
- ☐ Faculty Representative from Student Services
- ☐ Articulation Officer
- ☐ Representatives from appropriate areas will be solicited and appointed by the Senate.
- ☐ Student Liaison from ASG (~~observer~~)(advisory vote)
- ☐ Members will serve a three-year term with 1/3 of the membership confirmed each year.

A. Tasks

It shall be the responsibility of the co-chairs to keep matters of strategic and long-range planning before the Curriculum Committee. Each fall semester, the co-chairs shall identify the strategic planning goals for the year and shall produce a report for Committee review no later than the last meeting of the year on goals met. In addition, the philosophy and goals of the college shall be reviewed annually from the perspective of the College Curriculum Committee.

1. Approval of new instructional, AA Degree, Certificate and Continuing Education programs.
 - a. Reviews proposed programs to determine

- consistency with educational master plan
 - b. Prevents unnecessary duplication and overlap among programs and courses.
 - c. Validates transfer and vocational programs in terms of educational and employment opportunities
 - 2. Approval of new courses for inclusion in the College Catalog.
 - a. Edits language of catalog description
 - b. Validates appropriate unit value
 - c. Assigns placement within Associate Degree and CSU GE requirements
 - d. Approves placement within AA and Certificate Programs
 - e. Approves course prerequisites and co-requisites
 - f. Approves basic skills entrance requirements
 - g. Approves dual- and cross-listings
 - h. Validates appropriateness of transfer and vocational courses
 - ~~i. Approves course syllabi~~
 - ~~j. Prevents unnecessary duplication and overlap among courses~~
 - k. Monitors consistency of course numbers
 - 3. Approval of changes to existing programs and courses in keeping with 1 and 2 above.
 - 4. Approval of deletions of courses and programs from the College Catalog.
 - 5. Establishes procedures for, and conducts a periodic review of, programs and courses.
 - ~~a. Develops criteria for a timely and systematic review of syllabi~~
 - b. Annually reviews courses inactive for ~~two~~ four years
 - c. Receives the annual report of the Articulation Officer
 - 6. Recommends college-wide academic performance standards including, but not limited to:
 - a. Graduation requirements
 - b. Minimum academic qualifications and standards for:
 - (1) ~~Basic skills courses~~ Math and English
 - (2) AA Degree applicable courses
 - (3) Non-AA Degree applicable courses
 - (4) Continuing Education courses
 - c. Writing Across the Curriculum
 - d. Reading Across the Curriculum
 - e. Critical Thinking Across the Curriculum
 - 7. Establishes standing and/or ad hoc committees as needed.
- Tasks not listed under a subcommittee are the responsibility of the

Curriculum Committee as a whole.

B. Subcommittees

Membership to the subcommittees shall be appointed by the Co-Chairs maintaining the balance and continuity reflected in the membership of the Curriculum Committee as a whole. The tasks identified above shall be accomplished through the following subcommittees:

Subcommittees A1, A2 – ~~Course and Program Approval~~

~~Committees~~ (Two parallel committees)

Committee of the whole: Discipline Specific Curriculum Specialists The Discipline Specific Curriculum Specialists are faculty members of the curriculum committee that assist with curriculum changes and reviews.

Duties apply to all new courses, programs, and changes in existing courses and programs:

1. Prevents unnecessary duplication and overlap among programs
2. Approves placement within AA and Certificate Programs
3. Approves dual and cross-listings
4. Develops criteria for a timely and systematic review of ~~Syllabi~~ Course outline of Record
5. Edits language of catalog description and ~~syllabi~~ Course outline of Record
6. ~~Approves course syllabi~~
6. Recommends college-wide academic performance standards including, but not limited to:
 - (a) Writing Across the Curriculum
 - (b) Reading Across the Curriculum
 - (c) Critical Thinking Across the Curriculum
7. Monitors consistency of course numbers
8. Validates appropriate unit value
9. Approves course prerequisites and co-requisites
10. Approves discipline assignments for the purpose of establishing minimum qualifications.
11. approves distance learning offerings.

Subcommittee B – General Education and Standards Subcommittee

Duties:

1. Assigns placement of new courses within Associate Degree, and CSU GE ~~requirements and IGETC.~~
2. ~~Approves basic skills entrance requirements.~~ Approves changes to existing courses with respect to assigning placement within Associate Degree, CSU GE and IGETC.
3. Receives the annual report from the Articulation Officer. ~~Approves changes to existing programs and courses with respect to:~~
 - a. ~~Assigning placement within Associate Degree and CSU GE requirements.~~

- b. ~~Approving placement within AA and Certificate Programs~~
 - c. ~~Approves basic skills entrance requirements~~
- 4. ~~Receives the annual report from the Articulation Officer. Recommends college-wide academic performance standards including, but not limited to:~~
 - a. ~~Graduation requirements~~
 - b. ~~Minimum academic qualifications and standards for:~~
 - i. ~~Basic skills course Math and English (basic skills)~~
 - ii. ~~AA Degree applicable courses~~
 - iii. ~~Non-degree applicable courses~~
 - iv. ~~Continuing Education courses~~
 - v. ~~Certificate Programs~~
- 5. ~~Recommends college-wide academic performance standards including, but not limited to:~~
 - a. ~~Graduation requirements~~
 - b. ~~Minimum academic qualifications and standards for:~~
 - i. ~~Basic skills course Math and English (basic skills)~~
 - ii. ~~AA Degree applicable courses~~
 - iii. ~~Non-degree applicable courses~~
 - iv. ~~Continuing Education courses~~
 - v. ~~Certificate Programs~~

Subcommittee C - Curriculum Planning Subcommittee

Duties to approve:

- 1. ~~Reviews proposed programs to determine consistency with educational master plan~~
- 2. ~~Validates transfer and vocational programs in terms of educational and employment opportunities~~
- 3. ~~Validates appropriateness of transfer and vocational courses~~
- 4. ~~Approves changes to existing programs and courses with respect to validating appropriateness of transfer and vocational courses~~
- 5. ~~Recommends college-wide academic performance standards including, but not limited to:~~
 - (a) ~~Writing Across the Curriculum~~
 - (b) ~~Reading Across the Curriculum~~
 - (c) ~~Critical Thinking Across the Curriculum~~
- 6. ~~Annually reviews courses inactive for two years~~
- 6. 1. Multicultural courses
- 2. Issues dealing with distance learning
- 3. Student learning outcomes activities
- 4. Equivalency for multicultural courses.
- 5. Other issues as assigned

C. Procedure

Any proposal will proceed through the following channels:

☐ Program/Department, Division Dean, one of the ~~A Subcommittees~~ Discipline Specific Curriculum Specialists (assigned by the Faculty Co-Chair), simultaneously to Subcommittees B

and C, Curriculum Co-Chairs, Main Curriculum Committee, Faculty Senate, Vice President for Instruction, Superintendent/President, Governing Board.

☐ ~~It is recommended that each subcommittee process proposals within a two-week time period. All proposals shall be first considered by one of the A subcommittees with the corrected syllabi. Proposals will be assigned by the faculty co-chair. Based on the discipline specialist's assignment.~~

☐ If a problem is identified, it shall be the responsibility of the ~~subcommittee~~ Discipline Specific Curriculum Specialists to contact the department chairperson/director. There should be thorough communication between ~~subcommittees~~ Discipline Specific Curriculum Specialists and department representatives. Departments should be given direction and assistance from the ~~subcommittees~~ Discipline Specific Curriculum Specialists for any needed modifications to their proposals. It shall be the responsibility of the department chairperson/director to return corrected proposals to the appropriate ~~subcommittee~~ Discipline Specific Curriculum Specialists. In the event that a difference of opinion exists between the ~~subcommittee~~ Discipline Specific Curriculum Specialists and department, the proposal shall proceed ~~either to the next subcommittee or to the Curriculum Committee as a whole (whichever is next in line)~~, via the Instruction Office, with the ~~subcommittee's~~ Discipline Specific Curriculum Specialists written recommendations attached. The Curriculum Committee as a whole shall have responsibility for recommending approval to the Governing Board via the Faculty Senate. It shall be the responsibility of the faculty co-chair to facilitate this procedure. rev. PAC 5-18-99

The ASG is very concerned about the most recent articles that have appeared in The Telescope highly critical of the recent actions of the ASG.

I do not wish to write a response for publication in The Telescope because I do not believe a letter to the editor will get the same degree of attention from whatever the readership might be as a front page headline article and an editorial.

ASG would like the college to know that we have been struggling to increase student participation in the activities of ASG for as long as I have been here and, from what I have been told by people who have been here longer, this struggle is decades old.

Our desire to promote the ASG and increase participation and interest among Palomar College students is undermined by the mean spirited reporting of the Telescope. We are doing our best to serve all the students of Palomar and we ask for nothing in return for our efforts. But the frequent criticism and ridicule coming from the Telescope does not make people want to get involved in the activity.

The most recent action of the ASG to reform the election process was taken following three years of discussion and after the examination of other models utilized by other colleges. ASG recognizes the modifications may not be ideal and they may not work at Palomar but, clearly, the process that was in place was failing and we needed to do something to address it. If the new process proves ineffective, then we promise we will look at it again and try a different approach. Regardless, I promise the recent amendments to our bylaws were done with the best interest of the students of Palomar College in mind and with no self serving thoughts or desires.

We readily admit that we are not professional legislators. We know that, with the exception of the Telescope staff, no one expects us to be professionals and that most people at Palomar College, including our advisor, Mr. Bishop, will allow us to make our own mistakes, learn from them, and correct them.

We wonder how the Telescope would feel, if every action they took was criticized and ridiculed as publicly as they do their fellow students in ASG. We appreciate the support of the vast majority of the Palomar College community including the administration and we will continue to do what we truly believe is in the best interest of the students.