



## STRATEGIC PLANNING COUNCIL AGENDA

Date: March 4, 2014  
Starting Time: 2:00 p.m.  
Ending Time: 3:45 p.m.  
Place: **AA-140**

**CHAIR:** Deegan

**MEMBERS:** Barton, Claypool, Cuaron, Davis, Dimmick, Falcone, Gilroy, Gonzales, Holmes, Larson, Laughlin, Lienhart, Maunu, Moore, Navarro, Perez, Sourbeer, Stockert, Talmo, Titus, Tortarolo, Velazquez, Wick

**RECORDER:** Ashour

	Attachments	Time
<b>A. <u>MINUTES</u></b>		2 min
1. Approve Minutes of February 4, 2014		
2. Approve Minutes of February 25, 2014		
<b>B. <u>ACTION ITEMS/SECOND READING</u></b>		15 min
1. Holiday Schedule 2014-2015	Exhibit B1	
2. Winter Holidays Schedule 2014-2017	Exhibit B2	
<b>C. <u>ACTION ITEMS/FIRST READING</u></b>		10 min
1. Board Policy 3250-Institutional Planning;	Exhibit C1	
3710-Securing of Copyright; 3715-Intellectual Property;		
4020-Program Curriculum & Course Development		
2. Administrative Procedure 7120-Recruitment & Hiring	Exhibit C2	
<b>D. <u>INFORMATION/DISCUSSION</u></b>		30 min
1. Discussion if Governance Structure Book should	Exhibit D1	
Include Task Forces or Ad Hoc Committees (work groups)		
<b>E. <u>INTEGRATED PLANNING MODEL</u></b>		30 min
1. SPC Timeline Check-In		
2. Strategic Plan 2016		
3. SPPF Funds Summary		
<b>F. <u>ACCREDITATION RECOMMENDATIONS AND PROGRESS</u></b>		10 min
1. Accrediting Commission Actions and Policy Updates		
2. Accreditation Self-Evaluation Update		
<b>G. <u>REPORTS OF PLANNING COUNCILS</u></b>		10 min
1. Finance & Administrative Services Planning Council – Ron Perez		
2. Human Resource Services Planning Council – John Tortarolo		
3. Instructional Planning Council – Berta Cuaron		
4. Student Services Planning Council – Adrian Gonzales		
<b>H. <u>REPORT FROM PC3H COMMITTEE</u></b>		5 min
<b>I. <u>OTHER ITEMS</u></b>		



**STRATEGIC PLANNING COUNCIL  
MEETING MINUTES  
March 4, 2014**

A regular meeting of the Palomar College Strategic Planning Council scheduled March 4, 2014, was held in AA-140. President Robert Deegan called the meeting to order at 2:05 p.m.

**ROLL CALL**

Present: Barton, Cuaron, Deegan, Dimmick, Falcone, Gilroy, Gonzales, Holmes, Larson, Lienhart, Navarro, Perez, Stockert, Titus, Talmo, Velazquez, Wick  
Absent: Claypool, Davis, Laughlin, Maunu, Moore, Sourbeer, Tortarolo  
Guests: Kendyl Magnuson  
Recorder: Cheryl Ashour

**A. MINUTES**

**1. Approve Minutes of February 4, 2014**

MSC (Cuaron/Talmo) to approve the Minutes of February 4, 2014 as written

**2. Approve Minutes of February 25, 2014**

MSC (Cuaron/Barton) to approve the Minutes of February 25, 2014 as written

**B. ACTION ITEMS/SECOND READING**

**1. Holiday Schedule 2014-2015 (Exhibit B1)**

MSC (Titus/Cuaron) to approve the Holiday Schedule 2014-2015 as written

**2. Winter Holidays Schedule 2014-2017 (Exhibit B2)**

MSC (Cuaron/Dimmick) to approve the Winter Holidays Schedule 2014-2017 as written

**C. ACTION ITEMS/FIRST READING**

**1. Board Policy 3250-Institutional Planning; 3710-Securing of Copyright; 3715-Intellectual Property; 4020-Course Curriculum and Course Development (Exhibit C1)**

There were no questions. This item will return for action/second reading at the next SPC meeting.

**2. Administrative Procedure 7120-Recruitment & Hiring (Exhibit C2)**

This item was pulled and sent back to the Policies and Procedures Committee at the request of the Faculty Senate. There is wording they would like to revise.

**D. INFORMATION/DISCUSSION**

**1. Discussion if Governance Structure Book should include Task Forces or Ad Hoc Committees (work groups) (Exhibit D1)**

There was a question if the Governance Structure Book should list the Task Forces and Ad Hoc Committees, as they are part of the Governance Structure. There was consensus to not include these because they are not permanent committees.

**E. INTEGRATED PLANNING MODEL**

**1. SPC Timeline Check-In**

Michelle Barton discussed the upcoming activities, especially the number of items that need to get completed in April.

**2. Strategic Plan 2016 Action Plan Update**

Michelle Barton stated that the Action Plan-Year 1 is due to be evaluated in April; she will be contacting the person(s) responsible for each objective so they will be ready to give a year-end report. Discussion on objectives for Year 2 will also be discussed in April and hopefully finalized at the May 6 meeting.

Ms. Barton stated that Governing Board Member Nancy Chadwick requested that Objective 2.1 be revised to say: "Establish faculty councils with high school partners to improve alignment of curriculum and student transition." After discussion, there was consensus to make the change.

MSC (Cuaron/Gonzales) to amend the Strategic Plan 2016 to revise the wording in Objective 2.1 as stated above.

**3. SPPF Funds Summary (Exhibit E3)**

Michelle Barton reviewed the summary of the allocated SPPF Funds. A SPPF request, University Tours, was distributed; it had been submitted on time but was missed. After discussion it was decided to allocate funds for the request.

MSC (Titus/Cuaron) to approve the University Tours SPPF request for \$3,950.

Ms. Barton will have Cheryl Ashour send the revised SPPF Funds Summary to members.

**F. ACCREDITATION RECOMMENDATIONS AND PROGRESS**

**1. Accrediting Commission Actions and Policy Updates**

There were no updates.

**2. Accreditation Self-Evaluation Update (Exhibit F2)**

Berta Cuaron stated that the 2014 Annual Report will be due to the Accrediting Commission by March 26. She distributed a copy of last year's report but said there are changes to the questions asked this year. She will send a copy of the report to members when it is completed.

Ms. Cuaron discussed distance education; a working group from the curriculum committee is working on a campus-wide distance education philosophy. Discussion ensued.

**G. REPORTS OF PLANNING COUNCILS**

**1. Finance and Administrative Services Planning Council**

Ron Perez reported on the progress of getting an ATM on campus, and discussed the progress of the baseball field, lighting retrofit, humanities building, and the grand opening of the TLC on March 7.

**2. Human Resource Services Planning Council – no report**

**3. Instructional Planning Council**

Berta Cuaron reported that IPC completed its Staffing Plan priorities. Ms. Cuaron discussed the total cost of submitted PRPs and the amount of money available.

**4. Student Services Planning Council**

Adrian Gonzales reported that SSPC completed its Staffing Plan and discussed SPPF funding and the student equity report.

**H. REPORT FROM PC3H COMMITTEE**

Sherry Titus reported that PC3H hired a new assistant. PC3H is working on its mission statement and bullying language in the College policies. She announced that Monika Brannick received the Peace Award by the San Marcos Rotary.

**I. OTHER ITEMS**

**1. Legislation**

President Deegan discussed legislative bills that affect community colleges. One would give City College of San Francisco \$20 million over four years to stabilize the college; the other would allow community colleges to offer one baccalaureate degree. Discussion ensued.

**2. Active Minds**

The Active Minds student club is hosting a fundraising event scheduled for March 13. For a dollar donation, students will have the opportunity to throw pies at volunteering faculty and administrators.

**3. ASG**

Genesis Gilroy reported that election packets have been released; the ASG board was not able to attend the March on March, as not enough people signed up to afford the cost of the bus. ASG will hold many forums in March giving students the opportunity to ask questions and be informed on various subjects.

President Deegan thanked Sherry Titus for being a guest speaker at the March on March event.

**J. ADJOURNMENT**

There being no remaining items, the meeting was adjourned at 2:50 p.m.



## *HOLIDAY SCHEDULE*

2014-2015

Board Approved:

DATE HOLIDAY OBSERVED	HOLIDAY
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Tuesday, November 11	Veterans' Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Local Holiday
Wednesday, December 24	Local Holiday
Thursday, December 25	Christmas Day
Friday, December 26	Admission Day (Observed)
Monday, December 29	Added Board Holiday
Tuesday, December 30	Added Board Holiday
Wednesday, December 31	Local Holiday
Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King, Jr. Day
Friday, February 13	Lincoln's Day
Monday, February 16	Washington's Day
Friday, March 20	Spring Holiday
Monday, May 25	Memorial Day

**WINTER HOLIDAYS  
FY15-FY17**

**WINTER HOLIDAYS SCHEDULE  
FOR 2014-2015; 2015-2016 and 2016-2017**

**December/January 2014-2015**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 14	December 15	December 16	December 17	December 18	December 19	December 20
	Work day	Work day	Work day	Work day	Work day	
December 21	December 22	December 23	December 24	December 25	December 26	December 27
	Work day	Work day	Local Holiday	Christmas Day	Admission Day	
December 28	December 29	December 30	December 31	January 1	January 2	January 3
	Added Bd. Holiday	Added Bd. Holiday	Local Holiday	New Year's Day	Work day	

**December/January 2015-2016**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 13	December 14	December 15	December 16	December 17	December 18	December 19
	Work day	Work day	Work day	Work day	Work day	
December 20	December 21	December 22	December 23	December 24	December 25	December 26
	Work day	Work day	Work day	Local Holiday	Christmas Day	
December 27	December 28	December 29	December 30	December 31	January 1	January 2
	Admission Day	Added Bd. Holiday	Added Bd. Holiday	Local Holiday	New Year's Day	

**December/January 2016-2017**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 18	December 19	December 20	December 21	December 22	December 23	December 24
	Work day	Work day	Work day	Work day	Local Holiday	
December 25	December 26	December 27	December 28	December 29	December 30	December 31
	Christmas Day (Observed)	Admission Day	Added Bd. Holiday	Added Bd. Holiday	Local Holiday	
January 1	January 2	January 3				
	New Year's Day (Observed)	Work day				

Board Approved:

## GENERAL INSTITUTION

Rev. 12-3-13

## BP 3250 INSTITUTIONAL PLANNING

**References:**

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, and 56270 et seq.;  
Accreditation Standard I.B

The Superintendent/President shall ensure that the District establishes and implements a broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the District community and is supported by institutional effectiveness research, and is regularly evaluated.

The planning system shall include plans required by law and/or recommended to meet accreditation standards, including, but not limited to:

- Long-range Educational or Academic Master Plan, which should be updated periodically as deemed necessary by the Governing Board
- Long-range Facilities Master Plan
- Mid-range Strategic Plan
- Short-range operational plans
- Equal Employment Opportunity (EEO) Plan
- Student Equity Plan
- ~~Matriculation~~ Student Success and Support Program Plan
- Transfer Center Plan
- Cooperative Work Experience Plan
- Extended Opportunity Programs and Services (EOPS) Project Plan

The Superintendent/President shall submit District plans to the State Chancellor's Office when required by law.

The Superintendent/President shall submit to the Governing Board those plans for which its approval is required by Title 5.

The Superintendent/President shall inform the Governing Board about the status of planning and the various plans.

The Superintendent/President shall ensure the Governing Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

Per CCLC legal update #23 This policy was revised to update the names of the Matriculation Plan.

**Date Adopted: 4/14/2009. Revised: 8/14/2012**

GENERAL INSTITUTION

REV. 2/7/14

**Note:** The following policy is legally advised.

## BP 3710 SECURING OF COPYRIGHT

### References:

Education Code Sections 72207 and 81459;

17 United States Code 201

The Superintendent/President is directed to develop appropriate administrative procedures to implement the provisions of the Education Code which authorize the securing of copyright protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District. The procedures developed by the Superintendent/President shall assure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the Superintendent/President shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision-making.

Also see AP 3710 titled Securing of Copyright

The **red ink** signifies language; recommended by the CCLC and legal counsel (Liebert Cassidy Whitmore). The information in **blue ink** is additional language to consider including in this procedure.

### Date Adopted:

*(This is a new policy recommended by the CC League and the League's legal counsel)*



GENERAL INSTITUTION  
DRAFT as of 2/7/14

BP 3715 INTELLECTUAL PROPERTY

References:

17 USC 101 et seq.;  
35 USC 101 et seq.; and  
37 CFR 1.1 et seq.

The Superintendent/President shall develop procedures that define the rights, interests, protection and transfer of intellectual property created by the District employees and students.

Intellectual property rights of the faculty are governed by the collective bargaining agreement between the District and the PFF.

~~❖ From current Palomar College Policy 511 titled Royalty Payments (87-12306)~~

~~Palomar College deems it appropriate for employees to engage in scholarly and creative projects, which may earn fees or royalties for the employee, while under contract, including sabbatical leaves or other periods set aside for staff development, provided these projects have been approved by the appropriate College authority.~~

~~Fees or royalties earned by employees from approved projects shall be the property of the faculty member or employee developing the project and the College shall not assert any ownership interest therein.~~

~~Palomar College shall have the right to utilize such projects or any materials developed therein in its own instructional programs and operations without cost to the Palomar Community College District.~~

~~Employees engaged in such authorized projects may use only such District services and supplies (e.g., paper, duplication, machinery, facilities, clerical time, mail, telephone calls, etc.) as are formally approved by the appropriate executive administrator, and the costs for these services and supplies are to be repaid to the District by the employee in a prompt and timely manner.~~

~~EC 78906; (This Ed Code no longer exists)  
GB 3-22-88~~

**NOTE:** The **red ink** signifies **legally required** language recommended by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue ink** is additional language to consider including in this procedure. The information in **black ink** is current Palomar College Policy 511 titled Royalty Payments adopted on 3-22-88.

**Date Adopted:**

(Replaces ~~current~~ **former** Palomar College Policy 511)

## INSTRUCTIONAL SERVICES

This policy was revised in legal Update 20 from the Policy and Procedure Service and legal counsel (Liebert Cassidy Whitmore) to add the legal references for the definition of a credit hour. See the highlighted language below.

**BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT****References:**

Education Code Sections 70902(b) and 78016;  
Title 5 Sections 51022, 55100, 55130, and 55150;  
U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;  
34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Governing Board, relying primarily on the Faculty Senate, through the Curriculum Committee, shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.

All new courses, programs, and course, and program deletions shall be approved by the Board.

All career/technical training programs and courses shall be reviewed every two years by the Board.

All new programs shall be submitted to the State Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Governing Board. Non-degree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Governing Board.

**Date Adopted:** 6/10/2009; **Revised:** 11/08/2011; Revised:

37

38 **Credit Hour**

39 Consistent with federal regulations applicable to federal financial aid eligibility, the  
40 District shall assess and designate each of its programs as either a “credit hour”  
41 program or a “clock hour” program.

42 The Superintendent/President will rely primarily upon the recommendations of the  
43 Faculty Senate to establish procedures which prescribe the definition of “credit hour”  
44 consistent with applicable federal regulations, as they apply to community college  
45 districts.

46 The Superintendent/President will rely primarily upon the recommendations of the  
47 Faculty Senate to establish procedures to assure that curriculum at the District complies  
48 with the definition of “credit hour” or “clock hour,” where applicable. The  
49 Superintendent/President shall also establish procedure for using a clock-to-credit hour  
50 conversion formula to determine whether a credit hour program is eligible for federal  
51 financial aid. The conversion formula is used to determine whether such a credit-hour  
52 program has an appropriate minimum number of clock hours of instruction for each  
53 credit hour it claims.

**AP 7120 RECRUITMENT AND HIRING****References:**

Education Code Sections 70902 (d); 87100 et seq., 87400, 87408-87408.6, 88003, and 88021;

Title 5 Code Sections 53000 et seq.;

Accreditation Standard III.A

**GENERAL PROVISIONS**

**Equal Employment Opportunity (EEO) – Commitment to Diversity:** In all phases of recruitment and hiring, equal opportunity is afforded to all employees and qualified applicants for employment without discrimination on bases including but not limited to: ethnic group identification, race, color, national origin, religion, socio-economic status, age, gender, gender identity, gender expression, sex, physical or mental disability, sexual orientation, political affiliation, transgender, marital status, veteran status, medical conditions, union membership or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. Applicants not possessing specific qualifications as outlined in the job announcement who feel that their background and experience is equivalent to the minimum requirements are encouraged to apply.

Equal employment opportunity issues (e.g., diversity of applicant pool) are addressed in BP/AP 3420 titled Equal Employment Opportunity and the District's EEO Plan.

**ANNOUNCEMENTS AND RECRUITMENT****A. Announcements**

Human Resource Services must approve all announcements prior to posting. Full-time faculty positions are requested by departments or disciplines and then are prioritized by a subcommittee of the Instructional Planning Council (IPC), utilizing a procedure developed by IPC. The position announcement is developed through a collaborative process involving the department/program, appropriate administrators, and Human Resource Services (HRS).

**Date Approved:**

*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*

1. Approval: Announcements must receive final authorization as indicated in Table 1.

**Table 1. Announcement Authorizations by Position Type.**

Position Type	Required Approval
Superintendent/President	Governing Board
Vice President	Superintendent/President or Designee
Directors and Deans	Appropriate Executive Administrator
Administrators Below Director	Supervisor of Position or Designee
Faculty	Hiring Committee Chair, Department Chair or Program Director, Dean of the appropriate division, and the appropriate Vice President
Classified	Supervisor of Position or Designee
CAST (Confidential and Supervisory Team)	Supervisor of Position or Designee
Child Development Center Teachers	Supervisor of Position or Designee

2. Components: The position announcement must include the following:

- A description of the position duties, responsibilities, salary, assignment, benefits, and terms of employment (including working hours and conditions, employment group, and status);
- For academic positions, minimum qualifications as determined by the Board of Governors, and for classified positions, as determined by the Governing Board (Board);
- Preferred qualifications (when listed) that are job related and consistent with business necessity;
- For faculty positions, a provision for determination of equivalency;
- Depending on employment unit, a statement regarding required participation in shared governance;
- Additional language required for compliance with federal, state, and District regulations (e.g., Equal Opportunity Employer notice);
- Any application procedures specific to the posted position.

## **B. Advertising**

- HRS provides assistance including the identification of appropriate advertising media. Table 2 outlines minimum advertising durations.
- Job announcements are advertised through various organizations (e.g., the California Community Colleges Registry) and through various electronic and print media;
- Transfer Opportunities: For eligible positions, notice of transfer opportunities will be distributed internally to provide current employees notice of such positions, subject to provisions of applicable collective bargaining agreements or employee handbooks.

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### **Date Approved:**

*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*

**Table 2. Advertising Durations for Permanent Positions.\***

Position	Minimum Advertisement Duration
Educational Administrators	8 weeks, open until filled
Classified Administrators	4 weeks, open until filled
CAST	4 weeks, open until filled
Classified	2 weeks, open until filled
Faculty	8 weeks,** open until filled
Child Development Teachers	4 weeks, open until filled

\* A minimum two-week advertising period is required for all interim appointments.

\*\* In extenuating circumstances, a six-week advertising period may be authorized by the appropriate Vice President.

### C. Recruitment Methods

- HRS recruits all permanent positions.
- Presidential searches will be handled in accordance with BP 2431 titled Superintendent/President Selection.
- Part-Time Faculty: HRS will accept applications on an ongoing basis for part-time faculty positions (see the section titled Part-Time Faculty).
- All applications shall be submitted to HRS.

### D. Applications

1. Applications are attached to each job announcement and are available online through the District website. Hard copy applications are available in the HRS Office. The application will contain the following basic components:
  - Application form inclusive of educational and professional histories, skills and qualifications and references;
  - Attachment to application (conviction history questionnaire); and
  - Confidential data sheet for federal and state collection and reporting purposes.
2. HRS will accept application materials until the position is filled.

## SCREENING AND INTERVIEW

### A. Pre-Screening

HRS will pre-screen all applications for completeness and evidence of minimum qualifications prior to forwarding applications to the selection committee.

### B. Selection Committee Screening

Screening criteria and interview questions must be approved by HRS before Selection Committee members receive applications. Screening criteria are developed from the position description and the qualifications and requirements listed in the position announcement. Depending on the volume of applications received for a particular position, additional screening criteria may apply.

### **Date Approved:**

*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*

### C. Selection Committee Composition

1. Selection Committee composition is outlined in Table 3 below and applies to both permanent and interim appointments.

**Table 3. Composition of Selection Committee by Position Type and Interview Level.**

Position	Committee Chair	1st-Level Committee	2nd-Level Committee
<b>Assistant Superintendent/ Vice President for Instruction*</b> †‡ Ψ	<ul style="list-style-type: none"> <li>1st-Level: Another Vice President</li> <li>2nd-Level: Superintendent/President</li> </ul>	<ul style="list-style-type: none"> <li>At least one faculty member from each instructional division; and one faculty member from Student Services</li> <li>Two Instructional Deans appointed by the Superintendent/President</li> <li>One member of the Administrative Association</li> <li>One member of the Confidential &amp; Supervisory Team</li> <li>Two classified employees to include one from Instruction and one at-large</li> <li>Two students</li> </ul>	<ul style="list-style-type: none"> <li>All other Vice Presidents</li> </ul>
<b>Assistant Superintendent/ Vice President for Student Services*</b> †‡ Ψ	<ul style="list-style-type: none"> <li>1st-Level: Another Vice President</li> <li>2nd-Level: Superintendent/President</li> </ul>	<ul style="list-style-type: none"> <li>Four faculty members, to include two from Student Services and two at-large</li> <li>Two Student Services administrators appointed by the Superintendent/President</li> <li>One member of the Confidential &amp; Supervisory Team</li> <li>One member of the Administrative Association</li> <li>Four classified employees to include three from Student Services and one at-large</li> <li>Two students</li> </ul>	<ul style="list-style-type: none"> <li>All other Vice Presidents</li> </ul>
<b>Assistant Superintendent/ Vice President for Finance &amp; Administrative Services*</b> †‡ Ψ	<ul style="list-style-type: none"> <li>1st-Level: Another Vice President</li> <li>2nd-Level: Superintendent/President</li> </ul>	<ul style="list-style-type: none"> <li>Four faculty members to include three instructional faculty members and one from Student Services</li> <li>One representative from Instruction appointed by the Assistant Superintendent/Vice President for Instruction</li> <li>One representative from Student Services appointed by the Assistant Superintendent/Vice President for Student Services</li> <li>Two Finance &amp; Administrative Services Directors appointed by the Superintendent/President</li> <li>One member of the Confidential &amp; Supervisory Team</li> <li>One member of the Administrative Association</li> <li>Four classified employees to include three from Finance &amp; Administrative Services and one at-large</li> <li>Two students</li> </ul>	<ul style="list-style-type: none"> <li>All other Vice Presidents</li> </ul>

**Date Approved:**

(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)

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Position	Committee Chair	1st-Level Committee	2nd-Level Committee
<b>Assistant Superintendent/ Vice President for Human Resource Services*</b> †‡ Ψ	<ul style="list-style-type: none"> <li>1st-Level: Another Vice President</li> <li>2nd-Level: Superintendent/President</li> </ul>	<ul style="list-style-type: none"> <li>One faculty member from each division;</li> <li>One Instructional Dean appointed by the Assistant Superintendent/Vice President for Instruction</li> <li>One Student Services Dean or Director appointed by the Assistant Superintendent/Vice President for Student Services</li> <li>One Finance &amp; Administrative Services Director appointed by the Assistant Superintendent/Vice President for Finance &amp; Administrative Services</li> <li>One member of the Administrative Association</li> <li>One member of the Confidential &amp; Supervisory Team</li> <li>Four classified employees</li> <li>One representative of Human Resource Services appointed by the Superintendent/President</li> <li>Two students</li> </ul>	<ul style="list-style-type: none"> <li>All other Vice Presidents</li> </ul>
<b>Dean*</b> †‡	<ul style="list-style-type: none"> <li>1st-Level: Co-chairs consisting of an existing Dean from any division (with the approval of the appropriate Vice President) and a faculty member appointed by the Faculty Senate</li> <li>2nd-Level: Superintendent/President</li> </ul>	<ul style="list-style-type: none"> <li>One faculty member from each constituent discipline/department within the affected division</li> <li>One representative from each of the other constituent employee groups: Administrative Association, Confidential &amp; Supervisory Team, and the bargaining unit represented by CCE/AFT</li> <li>Additional members may be appointed at the President's discretion</li> </ul>	<ul style="list-style-type: none"> <li>The appropriate Vice President</li> <li>The Dean co-chair of the 1st-level committee</li> <li>An additional member from relevant/affected divisions may be appointed by the Supt./President where appropriate</li> </ul>
<b>Director*</b> †‡	<ul style="list-style-type: none"> <li>1st-Level: Any executive, senior, or Administrative Association administrator (for directors who report to the Superintendent/President, the chair shall be appointed by the Superintendent/President or designee)</li> <li>2nd-Level: Appropriate executive or senior administrator</li> </ul>	<ul style="list-style-type: none"> <li>One representative from each of the constituent employee groups: Administrative Association, Faculty, Confidential &amp; Supervisory Team, and the bargaining unit represented by CCE/AFT</li> <li>Additional members may be appointed at the discretion of the executive or senior administrator to whom the position reports</li> </ul>	<ul style="list-style-type: none"> <li>Chair of the 1st-Level Committee</li> <li>An additional member from relevant/affected divisions may be appointed by the executive or senior administrator where appropriate</li> </ul>
<b>Faculty*</b>	<ul style="list-style-type: none"> <li>1st-Level: Department Chair/Director or faculty designee (co-chairs may be appointed)</li> <li>2nd-Level: Two interviews are conducted for each finalist and are as follows:</li> <li>President's interviews: Superintendent/President (serves as both chair and the sole committee member)</li> <li>Joint Selection Committee's interviews: Appropriate Dean</li> </ul>	<ul style="list-style-type: none"> <li>Majority of committee must consist of faculty members from the discipline or a closely related discipline (Note: may substitute one community member or faculty member from another institution)</li> <li>One faculty member from outside of the department</li> <li>One student (optional – non-voting)</li> </ul>	<ul style="list-style-type: none"> <li>Joint Selection Committee:</li> <li>Appropriate Vice-President</li> <li>Chair of the first-level committee</li> <li>At least two additional members from the 1st-level committee</li> </ul> <p><b>Note:</b> Not to exceed seven members, including the chair, except where extenuating circumstances exist</p>

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**Date Approved:**

(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)



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Position	Committee Chair	1st-Level Committee	2nd-Level Committee
All other Administrative Association positions, Confidential & Supervisory Team positions, Child Development Center Teacher positions, and Classified positions*	<ul style="list-style-type: none"> <li>Supervisor of the position or designee</li> </ul>	<ul style="list-style-type: none"> <li>Majority of committee must consist of employees from within the affected department/program</li> <li>One employee from outside of the department</li> </ul> <p><b>Note:</b> Committee must consist of three members at minimum; at least one committee member must be of the same constituent employee group as the vacant position</p>	<p>2nd-Level interviews are not required; if conducted, the committee consists of the following:</p> <ul style="list-style-type: none"> <li>Supervisor of the position</li> <li>All or some members of the 1st-level committee</li> <li>The executive, senior, or other administrator to whom the position's supervisor reports (optional)</li> <li>Additional members may be appointed at the executive, senior, or other administrator's discretion (optional)</li> </ul>

\* A District Compliance Officer, appointed by HRS, is required to observe and monitor all stages of the 1st- and 2nd-level hiring processes.

† For these positions, the 1st-level committee shall appoint a faculty member of the committee to serve as a non-voting observer during the 2nd-level interviews (for faculty positions, the non-voting observer is appointed to the Superintendent/President's interviews).

‡ For these positions, except where otherwise indicated, constituent group representatives are appointed by the leadership of their representative constituent groups (e.g. classified employees are appointed by the CCE/AFT Executive Council; students are appointed by the Associated Student Group leadership; faculty are appointed by the Faculty Senate, and administrators by the Administrative Association).

Ψ For these positions, interim Vice Presidents who are not applying for the position in question may serve on 2<sup>nd</sup>-Level Committees.

2. Verification of Committee Composition: HRS verifies compliance of selection committee membership with applicable Board policies and procedures.
3. Diversity: The selection committee should be balanced in its diversity and, to this end, will seek representation from under-represented groups whenever possible.
4. Confidentiality: Each participant in the hiring process is responsible for maintaining the confidentiality of all aspects of the selection process, including written materials, oral discussions and any other information that relates to the selection process. Such information may be shared only with members of the Selection Committee, HRS, and the administrators involved. Confidentiality must be maintained permanently.
5. Training:
  - a. Prior to participating as a selection committee member, members must receive training on the selection process. Such training must occur within one year prior

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to serving on a selection committee. HRS shall provide selection committee training. See the Selection Committee Training Packet available through HRS.

- b. Training shall include the philosophy and commitment to staff diversity as outlined in the District's Equal Employment Opportunity Plan and inclusive of cultural diversity, the roles and responsibilities of all members of the selection committee, the selection process, interview procedures and techniques (including guidelines on appropriate follow-up questions and reference checks), and the confidentiality of the selection process.

6. Responsibilities:

- a. The Committee Chair/Co-Chairs shall be responsible for:

- Ensuring compliance with District policies and procedures in conjunction with the hiring process;
- Coordination of calendars to ensure participation of all committee members, including the Compliance Officer;
- Coordination of candidate interviews with HRS;
- Maintaining committee records;
- Performing other duties determined by agreement with the committee.

- b. Voting Committee Members shall be responsible for:

- Identifying selection criteria based on the minimum and preferred qualifications of the position in light of the expected duties and responsibilities of the position. Screening criteria will include an evaluation of the extent to which applicants have and demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the community college;
- Developing interview questions, directly related to the position announcement criteria, designed to distinguish candidates who will best meet the needs of the District in the position;
- Screening all applications forwarded by HRS to select candidates for interview;
- Interviewing candidates selected for interview using pre-approved questions.
- The voting members of the Selection Committee recommend an unranked list of finalists for consideration. All of the finalists recommended must be fully acceptable to the Committee.

7. Attendance: All members of the Selection Committee must be present for all interviews. If a voting member of the committee misses any part of an interview, the committee member is ineligible for further participation in the hiring process.

8. The Compliance Officer's Role: It is the responsibility of the Compliance Officer to observe and monitor the hiring process to ensure complete fairness and consistency for each applicant and to serve as a non-voting resource person to the selection committee(s). For faculty positions, see the Faculty Senate's Faculty Hiring

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Procedure on the Faculty Senate website for details on the Compliance Officer's role. For all other positions, see the Selection Committee Training Packet available on the HRS website.

**9. The Observer's Role:**

- a. The observer may observe the interviews, but not actively participate. S/he may not ask questions of or comment on the candidates during or between the interviews;
- b. The observer may attend the deliberations for Vice President, Dean, and Director positions at the discretion of the chair of the second-level hiring committee. For faculty positions, the observer is required to attend the deliberations;
- c. If attending the deliberations after the interviews, the observer's role remains non-participatory. He/she will may be invited to comment on factual observation and process only. only discuss the interviews, candidates, results of reference checks, or any other information related to the hiring process if specifically invited to do so by the chair of the second-level hiring committee or, for faculty positions, the Superintendent/ President;
  - Since the observer's role is non-participatory, he/she is not permitted to conduct reference checks on finalists;
  - Other first-level committee members, including the chair of the first-level committee, may conduct the reference checks.

**D. Background Checks**

Policies and procedures governing applicant background checks are as outlined in AP 7126 titled Applicant Background Checks.

**E. Reference Checks**

Reference checks are required for all positions. See the Selection Committee Training Packet, available via the HRS website, for specific procedures designed to assist committees in conducting reference checks.

**Table 4. Reference Check Process by Employment Unit.\* †**

Employment Unit	Deciding Authority/Process
Classified, Confidential & Supervisory Team, and Administrative Association* (except directors)	Supervisor or designee checks prior to submitting finalists or making a hiring recommendation.
Faculty, Directors*, Deans*, and Vice Presidents*	1 <sup>st</sup> -level committee conducts reference checks and forwards to 2 <sup>nd</sup> -level committee

\* The supervisor of the position may conduct additional reference checks in accordance with established procedures prior to the job offer.

† For all non-faculty positions, HRS may conduct reference checks in lieu of or in addition to those conducted as provided in Table 4.

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## F. Interviews

1. Practical Skills, Demonstrations and Testing: The initial interview process may involve skills testing and performance demonstrations appropriate to the position. All skills tests and performance evaluation processes must be approved in advance by HRS.
  - a. Faculty positions require in-person teaching demonstrations as indicated in the Faculty Hiring Procedure available on the Faculty Senate's website.
2. Interviews are conducted as outlined in Tables 3 and 5.
3. In the event a selected applicant declines the position or is otherwise unable to be employed in the position, the qualified applicant pool for any posted position may be utilized for up to 90 days after an offer of employment has been extended.

**Table 5. Positions Requiring Second-Level Interviews and Specific Components.**

	Vice Presidents	Directors	Deans	Faculty
Open Forum	X (required)			
Site Visits	X (optional)		X (optional)	
Reference Checks between 1st and 2nd level Interview	X (required)	X (required)	X (required)	X (required)
Teaching Demonstration				X (required)

4. Final Administrative Interviews: The Superintendent/President interviews the finalists for all senior and executive administrative positions recommended by the Selection Committee. It is at the Superintendent/President's discretion to include other Palomar employees in the final interview or to arrange additional interviews or meetings with appropriate campus constituencies.
5. Joint Selection Committee for Full-Time Faculty 2<sup>nd</sup> Level Interviews: The Joint Selection Committee and the Superintendent/President meet after completing separate interviews of each of the final candidates. Each candidate is discussed and assessed relevant to the separate interviews, reference checks, teaching demonstration, and needs of the discipline/ department. The Superintendent/ President considers input from each Committee member and works towards consensus as much as possible in making the final selection. The Superintendent/ President will make the final recommendation to the Governing Board.

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(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)

### G. Applicant Travel Expenses

Palomar College does not reimburse applicants for first-level interviews for expenses incurred during the application and/or first-level interview process. Second-level applicant expenses will be eligible for reimbursement as follows:

1. For full-time faculty and some administrator positions (president, vice-president, director, dean), applicants who must travel 150 miles or more one way from their residence to the District are eligible for reimbursement with proper verification. Reimbursement is available only for 2nd-level interviews.
2. All expense documentation must be submitted to HRS within 30 days of completing travel. Only original receipts shall be accepted as proper travel expense documentation for reimbursement purposes.
3. Reimbursement is limited to \$1,000.00 to cover the travel costs incurred by the applicant on behalf of him/herself only. Allowable travel costs and associated processes are outlined in the District's travel procedure contained in the Finance and Administrative Services Handbook.

### H. Deliberation and Selection Process

1. Deliberations: For all positions, after interviews are completed, the voting members of the Selection Committee discuss and evaluate the qualifications of the interviewed candidates.
2. For positions requiring second-level interviews, a minimum of two unranked candidates must be forwarded. Exceptions require the approval of the Superintendent/President or designee. Where an exception to the minimum candidates is not warranted, the original applicant pool shall be revisited for potential candidates and the position recruitment shall be extended.
3. Table 6 below outlines the alternatives where there are insufficient finalists for a position.

**Table 6. Actions and Required Authorization for Insufficient Position Finalists for non-faculty positions.**

<b>Authorized Action</b>	<b>Deciding Authority</b>
Cancel the recruitment	Responsible administrator
Authorize a single candidate	Superintendent/President or designee
Review the applicant pool again	Responsible administrator and the 1st Level Committee
Extend 1st Screening Duration	Responsible administrator and the 1st Level Committee, subject to HRS approval

4. Selection: Final selection is the sole responsibility of the Superintendent/President, and is subject to Governing Board approval. See BP 2430 titled Delegation of Authority to the Superintendent/ President and BP/AP 7110 titled Delegation of Authority.

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- 305           5. If none of the finalists are selected for hire, the Selection Committee and the  
306           appropriate administrator will:
- 307           a. Review information regarding the recommended finalists and/or the nature of  
308           the position; and/or
- 309           b. Review the interview pool to ensure that other potential finalists have not  
310           been overlooked; and/or
- 311           c. Recommend that the search be extended..

## 312 **EMPLOYMENT OFFERS**

- 313
- 314
- 315   **A. Conditional Offers:** All employment offers are conditional pending satisfaction of  
316   employment requirements, including submission of required forms, background and/or  
317   reference checks, fingerprinting, proof of eligibility for employment, TB test results and  
318   certificate of freedom from communicable disease (see BP/AP 7330 titled  
319   Communicable Disease) and Governing Board approval. All conditions of employment  
320   must be met prior to employment.
- 321
- 322   **B. Pre-Employment Requirements:**
- 323       1. Physical Examination: Depending on the nature of the position, a pre-employment  
324       physical examination may be required to ensure sufficient fitness for the duties  
325       associated with the particular position. See BP 7335 titled Health Examinations.
- 326       2. Criminal History-Live Scan Verification: All offers of employment are conditional  
327       pending receipt of satisfactory criminal history reviews via Live Scan. See: AP 7337  
328       titled Fingerprinting.
- 329
- 330   **C. Conditional employment offers are made as follows:**
- 331       1. For classified, CAST, administrative and child development teacher positions, HRS  
332       will make the offer;
- 333       2. For full-time faculty positions, the appropriate dean will make the offer;
- 334       3. For dean positions, the appropriate vice president will make the offer; and
- 335       4. For vice-president positions, the president will make the offer.
- 336       5. HRS coordinates all necessary intake and orientation procedures and extends the  
337       formal job offer after completion of all pre-employment requirements.
- 338

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*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*



### FULL-TIME FACULTY SELECTION

The selection process is described in the Faculty Hiring Procedure, which can be obtained through the Faculty Senate, and is intended to reflect the District's commitment to shared governance, as outlined in BP/AP 2510 titled Participation in Local Decision Making.

### PART-TIME FACULTY RECRUITMENT AND SELECTION

The following provisions shall apply to all faculty for part-time positions.

#### A. Announcement and Recruitment:

1. Establishing the Position: Departments shall notify HRS when a position becomes available.
2. Advertising the Position: HRS shall advertise all part-time faculty positions.

#### B. Applications, Screening and Selection:

1. All application packets (including the appropriate application form and attachments, transcripts, and other documents/forms as required by the appropriate departments) shall be submitted directly to HRS;
2. HRS shall record all legally required applicant information and remove and/or redact any confidential data;
3. Prior to forwarding applications to the appropriate departments for selection, HRS shall conduct a preliminary screen to determine completeness of application and satisfaction of minimum qualifications and/or possible need for equivalency;
4. The Department shall select qualified candidates for interview, and conduct all interviews. The Department Chair/Director shall notify the appropriate Dean and HRS of his/her selection of part-time faculty.
5. HRS shall retain all applications for a minimum of three years.

Also see BP/AP 3410 titled Nondiscrimination; BP/AP 3420 titled Equal Employment Opportunity; BP/AP 7211 titled Faculty Service Areas and Competencies, BP/AP 4015 titled Minimum Qualifications and Equivalencies; AP 7126 titled Applicant Background Checks; and AP 7127 titled Restrictions Governing the Employment of Applicants with Criminal Records.

Office of Primary Responsibility: Human Resource Services

**NOTE:** The information in **black ink** reflects current Palomar Procedures 26 titled Administrative Hiring approved on 2-3-98, revised 5-19-98, and revised on 1-22-02; 174 titled Faculty Hiring Procedures approved on 10-12-93, revised 6-9-98, and revised on 1-22-02; 174.1 titled Adjunct Faculty Hiring approved on 4-26-94, revised 6-9-98, and revised on 1-22-02; 174.2 titled Temporary Contract Faculty Hiring approved on 4-26-94, revised 6-9-98, and revised on 1-22-02; and 190 titled Classified Hiring Procedures approved on 5-19-98. The **red type** signifies **legally advised** language recommended from the CCLC and legal counsel (LCW) The language in **green ink** reflects revisions/additions made by Human Resource Services. This procedure was reviewed at the 3-6-09, 8-28-09, 09-18-09 and 11-20-09, 1-21-11, 2-11-11; and 4-15-11 P&P mtgs

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(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)

❖ From current Palomar Procedure 26 titled Administrative Hiring

~~Establishing the Position~~

~~New administrator positions are identified annually by the division administrators or the Superintendent/President and submitted through an established procedure to the Staff Priorities Committee. The Superintendent/President will attempt to reach a mutually satisfactory agreement with the affected departments, division, the Faculty Senate, and the Administrative Association Council when the development of new administrative positions results in reorganization of instructional departments. In the case of the conversion of a faculty position into an administrative position, the conversion will be presented to the Faculty Senate and to the Administrative Association Council by the Superintendent/President before it is submitted to the Staff Priorities Committee. The Superintendent/President is responsible for the implementation and maintenance of an effective administrative structure.~~

~~The Staff Priorities Committee reviews and evaluates all new position requests to develop a priority list of positions to be funded.~~

~~Below are criteria which the Staff Priorities Committee will consider in justifying the need to establish a new administrative position. Please write a narrative addressing these criteria as well as any other factors that are believed to be relevant in substantiating the need for a new administrative position. These criteria will be used as guides for the Staff Priorities Committee in recommending the order of establishing positions across the College District as a whole.~~

~~It is expected that the request to establish a new administrative position will initiate with the senior or executive administrator responsible for the new position who will also prepare the rationale in support of new positions. The appropriate vice president will submit all requests to the Staff Priorities Committee with a priority listing based upon the needs of the area as a whole.~~

~~These are the criteria which should be addressed in each proposal:~~

~~number of staff supervised/increase in number of staff supervised  
failure to function from lack of supervision  
complexity of operation (including multiple site requirements)  
accreditation requirements  
compliance with state and federal laws/regulatory standards  
backlog of work among existing administrators  
program growth or demand (e.g. student, employees, classes offered)  
increase in number of projects/programs/activities  
District goals and objectives  
technological or other changes requiring the employment of staff with special skills  
position's inclusion in the five year plan  
introduction of new programs~~

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~~any other relevant factors specific to the department's needs not included above~~

~~These criteria are not in priority order and all need not be addressed.~~

~~The Staff Priorities Committee forwards its recommendations to the Superintendent/President and the Budget Development Committee.~~

~~After the Budget Development Committee identifies the available funds for new positions, the Superintendent/President submits a list of new position recommendations to the Governing Board for approval.~~

~~Replacement positions require the approval of the Superintendent/President.~~

~~The Position Announcement~~

~~The position announcement is developed through a collaborative process involving the appropriate administrators and Human Resource Services.~~

~~Human Resource Services provides technical assistance, including the identification of recruitment areas and appropriate advertising media.~~

~~The position announcement must include the following:~~

~~a description of the position duties and responsibilities;  
minimum qualifications as determined by the appropriate administrator in accordance with Education Code Section 87356;  
preferred qualifications (when listed) that are job related, consistent with business necessity and which do not adversely impact members of historically under-represented groups;  
a provision for presentation of qualifications that are equivalent to the minimum qualifications;  
a statement regarding required participation in shared governance;  
legal qualifiers established by Human Resource Services to comply with federal, state, and District regulations.~~

~~The position announcement must be approved by the Division Dean, the appropriate Vice President, the Superintendent/President for certain positions, and the Vice President for Human Resource Services.~~

~~The Selection Committee~~

~~Membership/Composition~~

~~Selection Committees for Executive Administrative positions are established and convened by the Superintendent/ President and shall have representation from the faculty, classified staff, administration, and students as noted. The Faculty Senate, the CCE/AFT, the Administrative Association, and the ASG shall make the appointments of~~

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~~their members to the selection committee upon the request of the Superintendent/President or designee.~~

~~Assistant Superintendent/Vice President for Instruction: The Selection Committee shall have at least one faculty member from each instructional division, the Library/Media Center/ETV, and Student Services; one member from the Administrative Association; two classified employees from the bargaining unit represented by the CCE/AFT to include one from Instruction and one at-large representative; two Instructional Deans appointed by the Superintendent/President; and two students. Additional members of the committee may be appointed by the Superintendent/ President.~~

~~Assistant Superintendent/Vice President for Student Services: The Selection Committee shall have four faculty members to include two from Student Services and two at-large; one member from the Administrative Association; four classified employees from the bargaining unit represented by the CCE/AFT to include three from Student Services and one at-large; one Student Services Dean and one Student Services Director appointed by the Superintendent/President; and two students. Additional members of the committee may be appointed by the Superintendent/ President.~~

~~Assistant Superintendent/Vice President for Finance and Administrative Services: The Selection Committee shall have four faculty members to include three instructional faculty members and one Student Services faculty member; one representative from Student Services appointed by the Assistant Superintendent/Vice President for Student Services; one representative from Instruction appointed by the Assistant Superintendent/Vice President for Instruction; two Administrative Services directors appointed by the Superintendent/President; one member from the Administrative Association; four classified employees from the bargaining unit represented by the CCE/AFT to include three from Administrative Services and one at-large; and two students. Additional members of the committee may be appointed by the Superintendent/ President.~~

~~Assistant Superintendent/Vice President for Human Resource Services: The Selection committee shall have five faculty members; one Instructional Dean appointed by the Assistant Superintendent/Vice President for Instruction; one Student Services Dean appointed by the Assistant Superintendent/Vice President for Student Services; one Administrative Services Director appointed by the Assistant Superintendent/Vice President for Finance and Administrative Services; one representative from the Administrative Association; four representatives from the employees in the bargaining unit represented by the CCE/AFT; one representative from Human Resource Services appointed by the Superintendent/President; and two students. Additional members of the committee may be appointed by the Superintendent/ President.~~

~~Selection Committees for Senior Administrative positions will be established by the appropriate Vice President in consultation with the Superintendent/President and the Vice President for Human Resource Services. Senior administrative positions which~~

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*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*

~~have a broad impact on faculty and the instructional programs have appropriate representation of the faculty most likely to be affected by the administrator. The Faculty Senate President shall be consulted to determine the appropriate faculty representation for Instructional positions. All faculty representatives will be appointed by the Faculty Senate.~~

~~Selection Committees for Academic and Classified Administrators as well as for Supervisors and Confidential positions will be established by the appropriate Senior or Executive Administrator in consultation with the Vice President for Human Resource Services.~~

~~Selection Committees for interim appointments for Senior and Executive administrative positions shall have the same composition of membership as noted above.~~

~~Selection Committees for interim appointments for Academic and Classified Administrators, Supervisors, and Confidential positions shall be formed by the Senior or Executive Administrator in consultation with the Vice President for Human Resource Services.~~

#### ~~Diversity~~

~~The Selection Committee should be balanced in its diversity and, to this end, will seek representation from historically under-represented groups whenever possible. Historically under-represented groups include ethnic minorities, women, and persons with disabilities.~~

#### ~~The Selection Committee Chair~~

~~For Executive and Senior Administrative positions in Instruction, co-chairs will be appointed from the committee membership: one by the Superintendent/President or the appropriate Vice President; and one by the Faculty Senate. For other Executive and Senior Administrative positions, the chair will be appointed by the Superintendent/President from the committee membership. The committee may decide whether or not to elect a co-chair.~~

~~For Academic and Classified Administrator positions the chair will be appointed by the appropriate senior administrator or vice president. The committee may decide whether to or not elect a co-chair.~~

~~The chair or co-chairs will be voting members of the committee.~~

#### ~~Convening the Committee~~

~~The Vice President for Human Resource Services will convene the first meeting of the Selection Committee. The appropriate senior or executive administrator will attend the first meeting of the Selection Committee. The following training and information will be provided:~~

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*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*

~~the philosophy and commitment of the District to staff diversity;  
the roles and responsibilities of all members of the Selection Committee;  
the selection process;~~

~~the interview procedures and techniques, including guidelines on appropriate follow up  
questions and reference checks;  
cultural diversity in the interview process;  
the confidentiality of the selection process.~~

#### Responsibilities

~~The voting members of the Selection Committee identify selection criteria based on the  
minimum and preferred qualifications of the position in light of the expected duties and  
responsibilities of the position. Screening criteria will include an evaluation of the extent  
to which applicants have and demonstrate a sensitivity to and understanding of the  
diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the  
community college community.~~

~~The voting members of the Selection Committee develop job-related interview questions  
designed to distinguish candidates who will best meet the needs of the District in the  
position.~~

~~The voting members of the Selection Committee screen all complete applications that  
meet the stated minimum qualifications to select candidates for interview.~~

~~The voting members of the selection Committee interview candidates selected for  
interview using pre-approved questions. Follow up questions may be used if they are  
based directly on a candidate's response to a question and if they do not seek  
information outside of the scope of the established hiring criteria.~~

~~The voting members of the Selection Committee recommend an unranked list of  
finalists for consideration. All of the finalists recommended must be fully acceptable to  
the Committee since only a finalist recommended by the Selection Committee will be  
hired.~~

~~Each member of the Selection Committee and its representatives is responsible for  
maintaining the confidentiality of the interview as well as evaluative comments made  
during the interview process. Such information may be shared only with the members  
of the Selection Committee and the administrators involved.~~

#### Recruitment Procedures for Administrative Positions:

~~Vacancies are advertised for a minimum of four weeks.~~

~~In addition to regular mailed announcements to colleges, universities, organizations  
committed to referring applicants of under-represented groups and local advertising,  
positions are advertised in professional publications recommended by the Selection  
Committee and/or the appropriate Senior or Executive Administrator. Every effort,~~

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including the utilization of the Chancellor's Office Diversity Registry, is made to recruit qualified ethnic minority and female applicants and applicants with disabilities. Interim appointments shall be advertised on campus for a minimum of one week.

#### Applications/Screening

A. Human Resource Services accepts applications and supplemental materials until 4:30 p.m. on the closing date.

B. Human Resource Services verifies the diversity of the applicant pool and may 1) extend the search or 2) modify or remove the preferred qualifications to include applicants who were initially screened out because they failed to meet locally established "desirable or preferred" qualifications beyond minimum qualifications in order to increase the diversity of the pool after consultation with the Selection Committee and the appropriate administrator.

C. Screening criteria and interview questions must be approved by Human Resource Services before Selection Committee members have access to applications. Screening criteria help members to review objectively each application for the position. The screening criteria must be listed on the selection criteria report, along with the point value assigned to each criterion and the method of evaluation. Screening criteria are developed from the position description and the qualifications and requirements listed in the position announcement.

D. The voting members of the Selection Committee complete screening forms for each applicant.

E. Upon determination of applicants to be interviewed, the chair or co-chair returns all applications and screening forms to Human Resource Services.

F. Human Resource Services reviews the diversity of the pool nominated for interview and may recommend that additional candidates be interviewed or further recruitment be initiated in order to meet the diversity goals of the District.

#### Interviews

A. Interviews are scheduled by Human Resource Services upon notification by the Selection Committee of dates and times when all members of the committee can be in attendance.

B. The Human Resource Services office provides copies of the applications and interview screening forms to the Selection Committee with an interview schedule.

C. All members of the Selection Committee must be present for all interviews and subsequent discussions. If a voting member of the committee misses an interview, the committee member is removed from the Selection Committee.

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*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*

~~D. After interviews are completed, the voting members of the Selection Committee discuss and evaluate the qualifications of the interviewed candidates including whether the candidates will contribute to staff diversity at Palomar College.~~

~~E. The Selection Committee forwards the application materials of the unranked finalists to the appropriate senior or executive administrator. All finalists must be acceptable to the Selection Committee. The Chair of the Selection Committee notifies the Vice President for Human Resource Services of the names of the finalists forwarded to the appropriate senior or executive administrator and returns the screening and interview forms to the Human Resource Services Office.~~

~~F. If the Selection Committee is not satisfied with the interviewed candidates, the Committee Chair or Co-Chairs may request to review the applicant pool to ensure that qualified applicants have not been overlooked or recommend that the position be reopened.~~

~~G. The voting members of the Selection Committee will conduct reference checks in accordance with the policies and principles of equal opportunity. The voting members of the Committee will determine the questions to be asked in advance and reference checks will be conducted in the format provided by Human Resource Services. Reference information must be held in strict confidence within the committee.~~

#### Final Selection

~~A. If the senior or executive administrator or the Superintendent/President is concerned with the diversity of the finalist pool or the number of finalists, the concerned party or designee will meet with the Selection Committee to discuss the concern. The concerned party and the Selection Committee will review the applicant and/or interview pool to ensure that qualified applicants have not been overlooked. As a result of this review, the Selection Committee and the concerned party may decide to continue with the interview process with or without additional finalists.~~

~~Otherwise, the position will be reopened.~~

~~B. The Selection Committee may appoint one voting member to attend the final administrative interviews as an observer. The Committee member must attend all of the finalists' interviews and, except for reports to the Committee, is responsible for the confidentiality of the interview.~~

~~C. The Superintendent/President interviews the finalists for all senior and executive administrative positions recommended by the Selection Committee. It is at the discretion of the Superintendent/President to include other Palomar employees in the final interview or to arrange additional interviews or meetings with appropriate campus constituencies (the Vice Presidents, the Deans, the Faculty, the Administrative Association, Classified staff, ASG, etc.).~~

#### ~~D. Site Visits~~

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#### Date Approved:

*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*

~~Executive Administrative positions: The Superintendent/ President may visit the local campus of each finalist for the position. The Superintendent/President will decide whether or not additional Palomar representatives will participate in the site visits.~~

~~Senior Administrative positions: The Superintendent/President and/or the appropriate Vice President may visit the local campus of each finalist for the position. The Superintendent/President will decide whether or not additional Palomar representatives will participate in site visits.~~

~~E. The appropriate Dean, Vice President, or the Superintendent/President will meet with the Selection Committee to discuss the final selection. Any ranking of the finalists may be discussed at this time. The appropriate Dean, Vice President, or the Superintendent/President will make the final selection for recommendation to the Governing Board. If none of the finalists is selected for hire, the Selection Committee and the appropriate administrator will:~~

~~review information regarding the recommended finalists and/or the nature of the position; and/or~~

~~review the interview pool to ensure that other potential finalists have not been overlooked; and/or~~

~~recommend that the search be reopened.~~

~~F. The Superintendent/President or designee extends the offer of employment to the selected finalist. Human Resource Services coordinates all necessary intake and orientation procedures.~~

~~G. All offers of employment are subject to approval by the Governing Board.  
rev. PAC 2/3/98, 5/19/98, 1/22/02~~

## ❖ From current Palomar Procedure 174 titled Faculty Hiring Procedures

### ~~Faculty Hiring Procedures~~

#### ~~Establishing the Position~~

~~A. New faculty positions are identified by the department/program and submitted through an established procedure to the Staff Priorities Committee.~~

~~B. The Staff Priorities Committee reviews and evaluates all new position requests to develop a priority list of positions to be funded.~~

~~Below are criteria which the Staff Priorities Committee will consider in justifying the need to establish a new faculty position. Please write a narrative addressing these criteria as well as any other factors that are believed to be relevant in substantiating the need for a new faculty position. These criteria will be used as guides for the Staff Priorities Committee in recommending the order of establishing positions across the College District as a whole.~~

~~It is expected that the request to establish a new position will initiate with the individual departments which will prepare the rationale in support of new positions. These~~

### **Date Approved:**

*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*

~~requests should then be reviewed by the division deans, who will also contribute to the request by indicating how high a priority the dean would assign to the request given requests received from throughout the division. Similarly, the division dean should submit the request to the appropriate vice president who will submit all requests to the Staff Priorities Committee with a priority listing based upon the needs of the area as a whole.~~

~~These are the criteria which should be addressed in each proposal:~~

- ~~• 75/25 ratio (i.e., full time to adjunct faculty ratio)~~
- ~~• average class size in the department/program~~
- ~~• WSCH/FTE ratio~~
- ~~• number of sections offered each semester~~
- ~~• number of adjunct faculty employed each semester~~
- ~~• position's inclusion in the five year plan for the department/program~~
- ~~• professional standards for staffing~~
- ~~• course requirements~~
- ~~• program growth or demand~~
- ~~• District goals and objectives~~
- ~~• safety considerations~~
- ~~• external regulatory agency requirements or standards~~
- ~~• technological or other changes requiring the hiring of faculty with special skills~~
- ~~• scarcity of qualified adjunct faculty~~
- ~~• any other relevant factors specific to the department's/program's needs not included above~~

~~These criteria are not in priority order and all need not be addressed.~~

~~C. The Staff Priorities Committee forwards its recommendations to the Superintendent/President and the Resource Allocation Committee.~~

~~D. After the Resource Allocation Committee identifies the available funds for new positions, the Superintendent/President submits a list of new position recommendations to the Governing Board for approval.~~

~~E. Replacement positions require the approval of the Superintendent/President.~~

#### ~~Recruitment~~

~~A. The position announcement is developed through a collaborative process involving the department/program, appropriate administrators, and Human Resource Services.~~

~~B. Human Resource Services provides technical assistance including the identification of recruitment areas and appropriate advertising media.~~

~~C. The position announcement must include the following:~~

~~1. A description of the position duties and responsibilities including a statement of required participation in department/program activities and College District governance;~~

~~2. Minimum qualifications:~~

~~a. as determined by the department/program in accordance with Education Code Section 87356. Additional desirable qualifications that are job related and support the responsibilities of the position may be included.~~

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#### **Date Approved:**

*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*



~~b. a statement in accordance with Education Code section 87360 that requires that all applicants be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students. Departments/programs may require applicants to explain or submit written materials that provide evidence of such understanding;~~

~~c. provision for presentation of qualifications that are equivalent to the minimum qualifications.~~

~~3. Legal qualifiers established by Human Resource Services to comply with federal, state, and District regulations.~~

~~4. The position announcement must be approved by the Department Chair/Director, the Dean, the appropriate Vice President, and Human Resources.~~

#### ~~Advertising~~

~~A. Positions are open and advertised for a minimum of eight weeks. In unusual or extenuating circumstances, the time frame may be reduced to not less than six weeks with the approval of the appropriate Vice President.~~

~~B. Position announcements are mailed to colleges, universities, and organizations committed to referring applicants from under-represented groups. In addition, positions are advertised locally and in professional publications recommended by the Selection Committee and/or the Department Chair/Director. Every effort is made to recruit qualified applicants from historically under-represented groups including the utilization of the Chancellor's Office Diversity Registry.~~

~~C. As part of the recruitment process, departments/programs are expected to contact appropriate organizations to assist in identifying qualified candidates and to disseminate information regarding the position.~~

#### ~~Applications~~

~~A. Human Resource Services accepts applications and supplemental materials until 4:30 p.m. on the closing date.~~

~~B. Applications which do not meet minimum qualifications but which have a completed equivalency form will be forwarded to the Senate Equivalency Committee for review and action.~~

~~C. All applicants with completed applications who meet stated minimum qualifications will be forwarded to the Selection Committee.~~

#### ~~Screening~~

~~A. Screening criteria and interview questions must be approved by the Human Resource Services Office before Selection Committee members have access to applications. Screening criteria help members to review objectively each application. The screening criteria must be listed on the Selection Criteria Report, along with the point value assigned to each criterion and the method of evaluation. Screening criteria are developed from the position description and the qualifications and requirements listed in the position announcement.~~

~~B. All members of the Selection Committee complete screening forms for each applicant.~~

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#### **Date Approved:**

*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*

~~C. Upon determination of applicants to be interviewed, all applications and screening forms are returned to Human Resource Services.~~

### ~~Interviews~~

#### ~~Selection Committee~~

~~A. Interviews are scheduled by Human Resource Services upon notification by the Selection Committee.~~

~~B. Human Resource Services provides copies of the application and interview screening forms to the Selection Committee with an interview schedule.~~

~~C. All members of the Selection Committee must be present for all interviews. If a voting committee member misses an interview, that committee member is removed from the Selection Committee.~~

~~D. At the request of the Selection Committee, a candidate who must travel more than 150 miles to interview with the Selection Committee may be interviewed by the Joint Selection Committee and the Superintendent/President or designee within a day of the Selection Committee interview. If the candidate becomes a finalist for the position, these interviews will serve as finalist interviews.~~

~~E. After interviews are completed, members of the Selection Committee discuss and evaluate the qualifications of the candidates. The Committee also considers whether the candidates selected as finalists will contribute to diversity at Palomar College.~~

~~F. If the Selection Committee is not satisfied with the interviewed candidates, the Committee Chair may request to review the applicant pool to ensure that qualified applicants have not been overlooked.~~

~~G. Multiple finalists for each position are forwarded. All recommended finalists are fully acceptable to the Selection Committee.~~

~~H. Voting members of the Selection Committee conduct reference checks. Reference information must be held in strict confidence within the committee.~~

~~I. The Selection Committee Chair forwards the application materials of the finalists to the Dean who then convenes the Joint Selection Committee. The Selection Committee Chair returns the screening and interview forms and all other non-finalist application materials to the Human Resource Services Office.~~

### ~~Joint Selection Committee~~

~~A. The Joint Selection Committee interviews all finalists forwarded by the Selection Committee.~~

~~B. The Joint Selection Committee refers all interviewed finalists to the Superintendent/President.~~

~~C. The Superintendent/President, or designee, interviews the finalists and presents his/her assessments and recommendations to the Joint Selection Committee. In addition the Selection Committee may appoint a representative from the committee to attend the Superintendent/President's interviews as an observer. This representative must attend all of the finalists' interviews and any subsequent meetings between the Selection Committees and the Superintendent/President.~~

~~D. The Joint Selection Committee will consider the Superintendent/President's assessment and recommendations before coming to consensus. If the Joint Selection~~

### **Date Approved:**

*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*

Committee and Superintendent/President agree on the recommended finalist, the name is recommended to the Governing Board. If no agreement is reached, the Joint Selection Committee and Superintendent/President will meet to discuss the finalists. The Superintendent/President will make the recommendation to the Governing Board.

E. Each member of the Selection Committee and Joint Selection Committee is responsible for maintaining the confidentiality of the interviews as well as evaluative comments made during the selection process. Such information may be shared only with members of the Selection Committee and the administrators involved. Confidentiality must be maintained permanently.

F. The appropriate Vice President or designee extends the tentative offer of employment to the selected finalist and coordinates all necessary intake and orientation procedures with the Human Resource Services Office.

G. All offers of employment require approval by the Governing Board.

GB 10-12-93, rev. GB 6/9/98, 1/22/02

**❖ From current Palomar Procedure 174.1 titled Adjunct Faculty Hiring (93-16345)**

Adjunct faculty perform an invaluable service for Palomar College. The hiring procedure for these positions is no less important than that for tenure-track faculty positions.

**A. Notification**

1. Each semester every department/program will identify subject areas for which additional adjunct faculty are needed for the subsequent semester and will notify Human Resource Services of the positions available in their disciplines and subject areas.

2. Upon request, Human Resource Services will advertise for adjunct faculty positions. Advertising for special recruitment efforts will be expanded at the request of the department/program. Advertising may be necessary each semester for larger departments in order to maintain a sufficient pool.

**3. Each position requires:**

a. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

b. Minimum qualifications as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges plus any additional qualifications established by the department/program. Additional qualifications will be reviewed by the Vice President for Human Resource Services for potential adverse impact.

4. Position announcements will state that the positions are part time and not eligible for tenure.

**B. Application/Selection Process for Adjunct Positions**

1. Human Resource Services will forward all adjunct faculty applications and completed equivalency forms to the appropriate department/program.

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**Date Approved:**

*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*

~~2. Applications that do not meet the minimum qualifications but which have a completed equivalency form will be forwarded to the Senate Equivalency Committee by the Department Chair/Director for review and approval.~~  
~~3. The Department Chair/Director or designee and, when possible, at least one other fulltime tenured or tenure track faculty member will screen and review all applications and select those qualified applicants who best meet the needs of the department/program to interview.~~  
~~4. Each candidate interviewed for an adjunct faculty position will submit proof of qualifications.~~  
~~5. Each department/program may require a demonstration of teaching, counseling, or librarianship skills.~~  
~~6. The Department Chair/Director will notify the appropriate Dean of his/her selection of new adjunct faculty through the Schedule Information Sheet (S.I.S.).~~  
~~7. All tentative offers of employment require approval by the Governing Board.~~  
~~8. The department/program may rehire an adjunct faculty member for subsequent semesters in the same discipline.~~  
~~GB 4-26-94, rev. 6/9/98, 1/22/02~~

**❖ From current Palomar Procedure 174.2 titled Temporary Contract Faculty Hiring (93-16345)**

**Temporary Contract Faculty Hiring**

~~Temporary contract faculty perform an invaluable service for Palomar College. The hiring procedure for these positions is no less important than that for tenure track faculty positions.~~

~~Temporary contract opportunities will be identified by the Department Chair/Director and the Dean in consultation with the appropriate vice president.~~

**~~A. Planned Temporary Replacement Contracts~~**

~~When a temporary contract is identified in advance to replace a faculty position, the position will be filled in accordance with the policy, criteria, and procedures for hiring tenure track faculty (BP 174), except that the position announcement will state that the position is temporary and not a tenure track position.~~

**~~B. Emergency Temporary Replacement Contracts~~**

~~In emergency situations temporary contract positions will be filled in compliance with Title 5 Regulations \ and Equal Employment Opportunity Programs and BP 174.2. These regulations allow the District to fill positions through internal recruitment for interim appointments or when justified by "business necessity." Business necessity means that the District would suffer substantial additional financial cost, or there exists a threat to human life or safety, or student learning would be severely impacted, or the District has no opportunity to plan (for example, the sudden death of an employee).~~

**~~C. Notification~~**

**Date Approved:**

*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*

When an emergency situation occurs, the District will recruit a temporary replacement from current qualified full-time and adjunct faculty who have taught in the discipline during the current or previous year.

1. Human Resource Services secures approval of "business necessity" from the Chancellor's Office.

2. Human Resource Services advertises internally for temporary contract positions.

3. Each position requires:

a. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

b. Minimum qualifications as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges plus any additional qualifications established by the department/program. Additional qualifications will be reviewed by the Vice President for Human Resource Services for potential adverse impact.

c. Position announcements will state that the positions are temporary and not eligible for tenure.

D. Application and Selection Process for Emergency Temporary Replacements

1. Human Resource Services will forward all temporary contract applications and completed equivalency forms to the appropriate Department Chair/Director.

2. Applications that do not meet the minimum qualifications but which have a completed equivalency form will be forwarded to the Senate Equivalency Committee by the Department Chair/Director for review and approval.

3. The Department Chair/Director and the Dean or their designees and at least three (3) other full-time tenured or tenure-track faculty members will screen applications and select applicants to interview. The committee should normally have no more than seven members.

4. Each candidate interviewed for a temporary contract position will submit proof of qualifications.

5. The department/program committee may require a demonstration of teaching, counseling, or librarianship skills.

6. The Department Chair/Director will notify the appropriate Vice President and Human Resource Services of the committee's selection. The Department Chair/Director will complete a Request for Academic Contract form.

7. All tentative offers of employment require approval by the Governing Board.

8. Terms of employment for temporary contract faculty are limited by applicable sections of the Education Code (Sections 87478, 87481, 87482).

GB 4-26-94, rev. 6/9/98, 1/22/02

## ❖ From current Palomar Procedure 190 titled Classified Hiring Procedures

### Classified Hiring Procedures

#### Establishing the Position

A. New Classified positions are established through the reallocation of existing budgeted funds or through growth funding as described in the Resource Allocation Plan.

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#### Date Approved:

(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)

Highest priority will be given to staff positions that are recurring short term assignments and/or critical to the support of growth. Of lesser priority will be the establishment of positions that enhance delivery of service but are not critical to support growth.

B. Requests for all new positions are identified in advance in the department/program plans or the Educational Master Plan and are established according to need and priority within the area as funds become available.

Below are criteria which the Staff Priorities Committee will consider in justifying the need to establish a new classified position. These criteria will be used as guides for the Committee in recommending the order of establishing positions across the College District as a whole. You may address these criteria, as well as any other factors relevant to the need for a new classified position, by completing the Rationale Form for New Classified Positions.

The individual departments should initiate the Rationale Forms for New Classified Positions.

These requests should then be reviewed by the appropriate dean or administrator, who will also contribute to the request by indicating how high a priority s/he would assign to the request given requests received from throughout the area for which he or she is responsible. Similarly, the dean or administrator should submit the request to the appropriate vice president who will submit all requests to the Staff Priorities Committee with a priority listing based upon the needs of the area as a whole.

These are the criteria which should be addressed in each proposal:

- continuing use of short term staff to perform the functions of the proposed position
- overtime/compensation time expended by the department or unit
- technological or other changes requiring the employment of staff with special skills
- scarcity of qualified short term staff
- backlog of work
- increase in demand for services provided by the department or unit
- industry standards
- external regulatory agency requirements or standards
- District goals and objectives
- position included in the department or unit's five year plan
- increased service requirements/added responsibilities and/or inability of the department or unit to accept additional responsibilities due to current staffing
- any other factors specific to the department's or unit's needs not included above

These criteria are not in priority order and all need not be addressed.

C. Each administrative division is responsible for establishing the order of funding for positions within it, after consultation with the requesting departments/programs.

D. The Vice Presidents are responsible for establishing the order of funding for positions within the District as a whole, consistent with the Educational Master Plan.

#### Date Approved:

(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)

1052 ~~E. After available funds for new positions have been identified, the~~  
1053 ~~Superintendent/President submits new position recommendations to the Governing~~  
1054 ~~Board for approval.~~

1055 ~~F. If a new position also involves a new classification, the District should seek and~~  
1056 ~~consider any input from the CCE/AFT in accordance with B.P. CCE/AFT 6 C;~~  
1057 ~~rev. PAC 5/19/98~~  
1058

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**Date Approved:**

*(Replaces current Palomar Procedures 26, 174, 174.1, 174.2, and 190)*

## Definitions of Governance Structures

**Council** – A group of constituency representatives designated or selected to act in an advisory capacity that meets on a regular basis. The charge of a council entails college-wide issues and reports directly to the Strategic Planning Council (SPC).

**Operational Committee** – A standing committee of constituency representatives intended to consider all matters pertaining to procedural issues as defined by its role. An operational committee is part of the governance structure.

**Subcommittee** – A permanent sub group convened by a standing committee or council designated to consider specific subjects in detail for recommendations back to the standing committee or council. The chair must be a member of the committee or council to which it reports. Other members need not be members of the committee to which it reports but may be appointed by the appropriate constituent group(s) as defined by the subcommittee membership.

**Ad Hoc Committee** – A working group or sub-group created by a council or operational committee to address and make recommendations on a particular subject. The members need not be from a council or committee.

**Task Force** – A constituency-represented group specifically convened by and reporting to SPC or to the Superintendent/President to address a special college-wide subject/issue and meets until the subject/issue is resolved.

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### Not part of the Governance Structure

**Advisory Committee** – A group created to provide direction and/or input in compliance with state and federal regulations or other external mandates. Not part of the governance structure but may bring items to SPC as information only. Membership may be defined by state and federal regulations or external mandates and may be appointed by the appropriate constituent group(s).



## 2013-2014 SPPF ALLOCATIONS

Page #	Title of Project/Request	Objective #	Allocation Request	Allocations SPC 02-25-14	Notes and Followup Needed
Original Document					
5	Document Imaging/Electronic Forms/Workflow Implementation	1.4/3.4	\$0	\$0	\$49,060 was requested, but at the beginning of the meeting the request was withdrawn because other funding was found.
7	Palomar College Internship Program	1.1/1.6	\$19,200	\$19,200	
9	Student Lingo Software	1.3/1.4	\$2,000	\$2,000	
11	Reduce the Number of Students Dropped for Non-Payment of Fees	1.3/1.4	\$2,500	\$2,500	
13	Increase Participation in Priority Registration on a Student's Assigned Day	1.7/3.4	\$2,500	\$2,500	
15	Career Guidance Booklets for Special Populations	1.3	\$2,560	\$2,560	
17	Reconstitution of "GRAD" Into Alignment with Student Support and Success Program	1.7/1.9/3.4	\$30,000	\$20,800	Adjustment based on unexpended balance remaining from previous year's project.
21	Career Fair Event	1.6	\$5,000	\$5,000	
25	GE/ILO Assessment and General Education Institute	1.8	\$39,000	\$39,000	
31	World Languages Open House event for local high school faculty teaching languages	2.1	\$1,200	\$1,200	
34	Staff Technology Training Program	3.3	\$30,000	\$30,000	
40	Implement Phase II of Dashboard-Information Literacy Modules	3.4	\$11,330	\$11,330	
42	Funding for Political Economy Days for Spring 2014	3.4	\$1,150	\$1,150	
48	Expanded CCTV Camera Monitoring Capacity: EOC/Dispatch	4.3	\$9,000	\$9,000	
51	Emergency Preparedness Plan	4.3	\$25,000	\$25,000	\$50,000 was requested, but at the beginning of the meeting the request was reduced by half because other funding was found.
	University Tours	1.6	\$ 3,950	\$ 3,950	Allocation approved at 3/4/2014 SPC meeting.
<b>Total</b>			<b>\$184,390</b>	<b>\$175,190</b>	
<b>Balance Remaining</b>				<b>\$24,810</b>	Balance to be distributed to Planning Councils to allocate towards PRPs.

**Palomar College Strategic and Master Planning Request Form for Strategic Planning Priority Funding (SPPF):  
Strategic Plan 2016 Action Plan – Year 1 2013-2014**

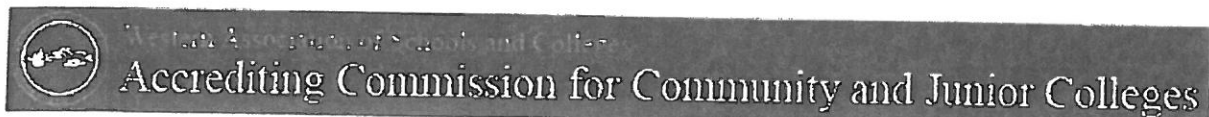
1. **Strategic Plan 2016 Action Plan Year 1:** Prior to completing this form, read *Strategic Plan 2016 Action Plan Year 1* to review the goals, objectives, and person responsible for leading the work on them. The person assigned responsibility for leading the work on an objective is listed in the first column of the Action Plan. If you have a funding request that will help address a specific objective and work plan, complete this form and submit it to the individual assigned responsibility for that objective in the Action Plan. You can find the Action Plan at: <http://www.palomar.edu/strategicplanning/ActionPlanYear1.pdf> **NOTE:** All requests must be one-time funding requests.
2. **Due Date:** Submit completed form to the person assigned responsibility for the objective by February 7, 2014 at 4:00 p.m.
3. **General Information:** Fill in the information below.  
  
Person submitting request: Elvia Nuñez-Riebel  
Title of project/request: University Tours  
Requested amount: \$3,950  
Project start date: As soon as funds are available  
Project end date: TBD by funding date  
Designate the Objective # being addressed in this project from the Strategic Plan 2016 Action Plan for Year 1 2013-2014:
4. **Funding Criteria:** Groups (e.g., councils, faculty senate, committees, and departments) assigned to coordinate and implement the work on your objective will use the following criteria when considering requests.
  - A. Specifically addresses an objective in *Strategic Plan 2016 Action Plan - Year 1 2013-2014*.
  - B. The anticipated outcome will directly impact students.
  - C. The anticipated outcome will make a District-wide impact.
  - D. Impact/Effectiveness of expenditure is measurable and a plan for assessing the success of the activity is described.
  - E. Other resources to fund the activity are limited.
5. **Other Funding Sources and Work on an Objective:** SPC encourages groups to work together and seek funds to address the college objectives from many sources. Therefore, the council asks that leaders of objectives actively work with others to determine if a similar request is being addressed and/or funded through other resources.  
  
Have other resources been sought or identified to fund this or similar requests? YES – **NO** – DON'T KNOW (Circle One). If circled yes, please describe what is being funded, how it is being funded, and the need for additional SPPF funds.

6. Description of Request: Provide a description of your request by completing the section below. (Use Tab key to move between boxes.)

Identify the objective from Strategic Plan 2016 Action Plan - Year 1 that this request addresses.	<u>Briefly</u> describe the need for the activity and specific project steps for completing it.	<u>Briefly</u> describe how the request meets one or more of the funding criteria listed in item #4 of this form.	Provide a breakdown of the expenditures for this activity.	Describe how you will measure the success of this activity in meeting the identified Strategic Plan 2016 - Year 1 Action Plan objective. (Funded projects will require a year-end report of progress)
Goal 1 Objective 1.6	<p><u>Need:</u> Many of the Palomar Students that the Transfer Center serves do not have the means to travel and visit campuses; even those campuses in San Diego County! They also lack the confidence in doing this on their own because a great number of them are first generation college students. First year students will benefit from visiting campuses and experiencing first -hand the atmosphere at different college campuses to help them make a more informed college choice. As students are asked to declare their majors earlier than ever, these visits could help them in their decision process. Campus tours will be organized with presentations from the admissions office of each campus; providing students invaluable information and most important motivation to transfer.</p> <p>In the past The Grad program has funded tours with great success. Ideally funds would automatically be allocated to the Transfer Center for this activity, as they are in other colleges.</p>	<p>A. 1.6 This objective addresses <b>Student Direction and Progress. This goal supports activities or events that promote career pathway learning opportunities for students.</b> The decision to investigate and explore different college options/majors towards attainment of career goals addresses this objective. This campus visits very effectively address student's attitude and determination towards attainment of goals for transfer.</p> <p><b>Criteria B-</b> The anticipated outcome will directly impact students. Some comments on tour evaluations provide</p>	<p>For CSUSM: \$600 for Sprinter passes, \$450 for lunch(Fall 2014)= \$1050</p> <p>For Other Tours: The cost is approximately \$1000 for a charter bus and lunch averages \$450-500. Would like to offer 2 tours in the Spring 14. Total: 1450 x</p>	<p>An SAO tool is in place to measure student's feedback of this activity. It has been administered in Spring 2011, Spring 2012 and Fall 13.</p>

Identify the objective from Strategic Plan 2016 Action Plan - Year 1 that this request addresses.	<u>Briefly</u> describe the need for the activity and specific project steps for completing it.	<u>Briefly</u> describe how the request meets one or more of the funding criteria listed in item #4 of this form.	Provide a breakdown of the expenditures for this activity.	Describe how you will measure the success of this activity in meeting the identified Strategic Plan 2016 - Year 1 Action Plan objective. ( <i>Funded projects will require a year-end report of progress</i> )
	<p><u>Project Steps:</u> If funded, one of the campuses that will be toured will be CSUSM. We would like to take First Year students, as well as others in STEM majors and those expressing an interest to CSUSM on the Sprinter in the Fall for their "Majors, Minors Fair". Students will be able to talk to the various departments regarding careers in the majors and the specific requirements to get into those majors. Arrangements could be made for STEM and other presentations. If funds are made available in the Spring 14 semester, we would take a tour to a Non-impacted campus and one to SDSU.</p>	<p>reasons to continue providing this opportunity to students  "...this gave me the drive of keeping my education going, and seeing that I would feel comfortable living in this campus." another student "It really helped me to see transfer students on campus and when they spoke at the transfer student panel" another student comment, "this tour was very helpful ..it really helped me in my decision".</p> <p>E. Impact/Effectiveness of expenditure is measurable and a plan for assessing the success of the activity is described.</p> <p>F. Other resources to fund the activity are limited. The Transfer Center does not have a budget designated for this activity, ideally it would be automatically funded every year for the benefit of transfer students.</p>	<p>2=\$2900</p> <p>Total: \$3950</p>	

PRIORITY # (Do not complete. This will be assigned by the group(s) reviewing your request.) \_\_\_\_\_ ASSIGNED BUDGET CODE \_\_\_\_\_



| Help | Logout

**2013 Annual Report  
Final Submission  
03/26/2013**

Palomar College  
1140 W. Mission Road  
San Marcos, CA 92069-1487

**General Information**

#	Question	Answer
1.	Confirm logged into the correct institution's report	Confirmed
2.	Name of individual preparing report:	Berta Cuaron
3.	Phone number of person preparing report:	760-744-1150, x 2246
4.	E-mail of person preparing report:	bcuaron@palomar.edu
5a.	Provide the URL (link) from the college website to the section of the college catalog which states the accredited status with ACCJC:	<a href="http://www.palomar.edu/catalog/2012/Welcome_and_intro.pdf">http://www.palomar.edu/catalog/2012/Welcome_and_intro.pdf</a>
5b.	Provide the URL (link) from the college website to the college's online statement of accredited status with ACCJC:	<a href="http://www.palomar.edu/accreditation/">http://www.palomar.edu/accreditation/</a>
6.	Total unduplicated headcount enrollment:	Fall 2012: 25,802 Fall 2011: 26,789 Fall 2010: 27,534
7.	Total unduplicated headcount enrollment in degree applicable credit courses for fall 2012:	23,306
8.	Headcount enrollment in pre-collegiate credit courses (which do not count toward degree requirements) for fall 2012:	5,886
9.	Number of courses offered via distance education:	Fall 2012: 327 Fall 2011: 333 Fall 2010: 335
	Number of programs	



19b.	If yes, please identify them:	Astronomy-Certificate of Achievement Biology-Certificate of Achievement California State University General Education Breadth- Certificate of Achievement Economics-Certificate of Achievement English as a Second Language-Certificate of Completion (Noncredit)  French-Certificate of Achievement Intersegmental General Education Transfer Curriculum-Certificate of Achievement																																
20.	Number of career-technical education (CTE) certificates and degrees:	215																																
21.	Percentage of CTE certificates and degrees which have identified technical and professional competencies that meet employment standards and other standards, including those for licensure and certification:	45%																																
22.	2010-2011 examination pass rates in programs for which students must pass a licensure examination in order to work in their field of study: <table border="1"> <thead> <tr> <th>Program</th> <th>CIP Code-4 digits (##.##)</th> <th>Examination</th> <th>Pass Rate</th> </tr> </thead> <tbody> <tr> <td>CA RFA Written</td> <td>51.06</td> <td>state</td> <td>100 %</td> </tr> <tr> <td>CA RDA Practical</td> <td>51.06</td> <td>state</td> <td>88 %</td> </tr> <tr> <td>CA RDA Law &amp; Ethics</td> <td>51.06</td> <td>state</td> <td>93 %</td> </tr> <tr> <td>Nursing NCLEX - Fall 2010</td> <td>51.38</td> <td>national</td> <td>100 %</td> </tr> <tr> <td>Nursing NCLEX - Spring 2011</td> <td>51.38</td> <td>national</td> <td>93 %</td> </tr> <tr> <td>EMT</td> <td>51.09</td> <td>national</td> <td>92 %</td> </tr> <tr> <td>Paramedic</td> <td>51.09</td> <td>national</td> <td>100 %</td> </tr> </tbody> </table>		Program	CIP Code-4 digits (##.##)	Examination	Pass Rate	CA RFA Written	51.06	state	100 %	CA RDA Practical	51.06	state	88 %	CA RDA Law & Ethics	51.06	state	93 %	Nursing NCLEX - Fall 2010	51.38	national	100 %	Nursing NCLEX - Spring 2011	51.38	national	93 %	EMT	51.09	national	92 %	Paramedic	51.09	national	100 %
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### Student Learning Outcomes and Assessment

#	Question	Answer
24.	Number of courses at the institution:	1,456
25.	Percent of all college courses with defined Student Learning Outcomes:	96%
26.	Percent of all college courses with ongoing	94%

44a.	Is the institution anticipating a proposal for a substantive change in any of the following change categories? (Check all that apply)	Location and/or Geographic Area Served Courses and/or Programs and/or their Delivery Mode Change in sites offering 50% or more of a program, certificate, or degree
44b.	Explain the change(s) for which you will be submitting a substantive change proposal:	<p>Palomar College has acquired two properties to establish a North Education Center and a South Education Center within its geographic District boundaries. The North Education Center has received center status approval from CPEC, and data for the South Education Center is being gathered for submission of the letter of intent for center status. The College has been in contact with ACCJC personnel with respect to the substantive change process and timeline. As the planning for these two new Centers progresses, the College will prepare and submit substantive change proposals at the appropriate time prior to the opening of each Center.</p> <p>Palomar College is currently reassessing its certificate and degree programs to determine which programs are potentially available with 50% or more courses provided through Distance Education.</p>

## Other Information

#	Question	Answer
45a.	Identify site additions and deletions since the submission of the 2011-2012 Annual Report:	Closed Mt. Carmel High School site- Summer 2012
45b.	List all instructional sites other than the home campus where 50% or more of a program, certificate, or degree is offered:	<p>Palomar College Escondido Center Palomar College Camp Pendleton Site Public Safety Training Center, San Marcos</p> <p>Apprenticeship Programs at: San Diego Carpenters Training Center, San Diego, CA San Diego Electrical Training Center, San Diego, CA San Diego Sheet Metal Training Center, San Diego, CA</p>
46.	List all of the Institution's instructional sites out of state and outside the United States:	N/A

The data included in this report are certified as a complete and accurate representation of the reporting institution.

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