

Minutes of the  
MEETING OF THE FACULTY SENATE  
February 14, 2011

APPROVED

PRESENT: Monika Brannick, Melinda Carrillo, Haydn Davis, Katy French, Lori Graham, Erin Hartensveld, Barb Kelber, Pam McDonough, Linda Morrow, Wendy Nelson, Patrick O'Brien, Perry Snyder, Diane Studinka, Fari Towfiq,

ABSENT: Bruce Bishop, Teresa Laughlin, Jackie Martin-Klement

GUESTS: Michelle Barton, Marlita Donan (ASG), John Tortarolo

CALL TO ORDER: The meeting was called to order by the president, Monika Brannick, at 2:00 p.m., in Room SU-30.

Approval of Minutes:

Motion 1 MSC Morrow, French: Faculty Senate approval of the minutes of February 7, 2011, as amended. The motion carried.

Public Comments: None

Announcements: None

Agenda Changes: Acknowledging that guests were present to discuss specific items, Senators agreed to suspend the agenda to address those items first.

ARCC Report: Michelle Barton distributed excerpts of the Accountability Report for the California Community Colleges (ARCC). The ARCC report contains a set of performance indicators for the California Community Colleges and meets a legislative requirement established in Assembly Bill 1417. The report includes indicators that show the system's performance over time and indicators that show each specific college's performance over time. The college portion of the report also compares a college's performance to the performance of its peers.

The ARCC framework contains seven system level indicators and eight college level indicators. The indicators are organized into four major categories:

- Student Progress and Achievement – Degree/Certificate/Transfer
- Student Progress and Achievement – Vocational/Occupational/Workforce Development
- Pre-College Improvement – Basic Skills and ESL
- Participation Rates

Barton highlighted systemwide performance, reviewed each of Palomar's indicators, and answered specific questions relating to the data. She also provided draft copies of the college's self-assessment which is a required element of the ARCC report. The self-assessment describes Palomar's review and analysis of its own performance. The document is due to the Chancellor's office by March 4<sup>th</sup> and will be included in the final published report. Barton will share Palomar's report and self-assessment with the Strategic Planning Council at their February 15 meeting.

Administrative  
Evaluation Documents  
Storage/Disposal:

At last week's meeting Senators discussed an email received from John Tortarolo (Vice President, Human Resources), regarding the Administrative Evaluations being housed in the Faculty Senate office. Tortarolo wished to remind the Senate of unresolved issues related to the storage of those documents. Several months ago, prompted by concerns articulated in the accreditation process, the Senate was asked to consider housing the documents with other personnel documents in the Human Resources office. There was also discussion on whether the documents could be destroyed, as access would no longer be granted. Concerns were raised, however, as the items could be referred to as "public records," and, as a consequence, be open to review through a Public Records Request.

Senators talked about the options of having the documents relocated to a secure storage area with other archived personnel documents, or keeping them locked in the Faculty Senate office. John Tortarolo referred to the Senate's question as to whether the documents could be destroyed, stating that because the documents are not over ten or fifteen years old, they should not be destroyed. The District maintains a careful policy of "one file" for each employee in relation to personnel documents, and because the documents now housed in the Senate office contain evaluative materials outside the scope of the District's formal process for evaluation of administrators, they should, in effect, be "sealed" as archived material. After some discussion, there was an agreement to keep the documents in the storage area provided by Human Resources. John Tortarolo noted that although the items would be in an area with other personnel documents of those who have retired and/or are no longer employed by the district, they would be stored in a locked file cabinet, and access to the documents would be limited to the Faculty Senate President. Responding to the inquiry as to whether they were considered "public records," Tortarolo indicated that the evaluations would be protected by confidentiality laws as outlined in the Constitution and are not generally considered "public" documents.

Monika Brannick noted that the Faculty Senate leadership will continue to work to assure that faculty have input in the current and future evaluation of administrators.

Motion 2

MSC Nelson, Graham: Faculty Senate approval of the plan to relocate all Administrative Evaluation documents (generated by the Faculty Senate) to a locked filing cabinet in the Human Resources storage area, with the only key being assigned to the Faculty Senate President. The motion carried.

Committee  
Appointments:

Motion 3

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

Academic Grade Review Panel

Marilee Nebelsick-Tagg/Nursing Department

Annette Squires/Mathematics Department

Finance and Administrative Services Planning Council

(10-12) Marilee Nebelsick-Tagg/ Mathematics and the Natural and Health Sciences

The motion carried.

Motion 4 MSC O'Brien, Kelber: Faculty Senate acceptance of the results of the ballot for the following committee appointment:

Basic Skills Committee  
(10-13) One part-time faculty member at-large  
Katie Morris/Counseling

The motion carried.

Motion 5 MSC Kelber, Morrow: Faculty Senate approval of the following Peer Review Committee appointment:

Morgan Peterson, Peer Review Committee Chair for Kevin Barrett.

The motion carried.

Curriculum: Senate members were provided with copies of the Curriculum items at last week's meeting.

Motion 6 MSC Morrow, Towfiq: Faculty Senate ratification of the Curriculum Committee Consent Calendar. The motion carried.

Motion 7 MSC Kelber, Towfiq: Faculty Senate ratification of all other Curriculum items not included in the Consent Calendar. The motion carried.

#### BSI/HSI

Tutoring Document: At last week's meeting, Senate members received copies of the Tutoring Resources draft. The purpose of the document is to provide an overview of Tutoring Services across campus and to unify the hiring and training procedures for trainees. A tutoring website will also be created that will serve as a gateway to the tutoring centers at all Palomar campuses. Work is ongoing to standardize methods for training and certification of tutors.

Motion 8 MSC Morrow, French: Faculty Senate approval of the Palomar College Tutoring Resources document. The motion carried.

#### Rationale Forms

##### For Faculty

Positions: Senators were provided with copies of both the previous (Appendix A) and proposed (Appendix B) Rationale Forms for Faculty Positions. Senators discussed the minor changes in the document, which are primarily related to formatting.

Motion 9 MSC O'Brien, Towfiq: Faculty Senate approval of moving "Rationale Forms for Faculty Positions," to Action. The motion carried.

Motion 10 MSC Morrow, O'Brien: Faculty Senate approval of the Rationale Form for Faculty Positions, as revised. The motion carried.

GRAD Program: Monika Brannick reported that members of the GRAD project (Goals, Responsibility, Attitude, Determination) are still waiting to receive funds from the Strategic Planning Council Grant to begin implementing the plans for the project.

Faculty Hiring  
Procedures:

Monika Brannick indicated that she was bringing the Faculty Hiring Procedures document to the Senate in response to a question from a faculty member who is currently serving on a hiring committee and requests clarification of who on the committee is a voting member and who is not. Senators discussed the Selection Committee Composition outlined on pages 4 and 5 of the Faculty Hiring Procedures, which are posted on the Faculty Senate website, and which lists the following membership:

A. The Selection Committee is composed of the following members:

- Chair of the Selection Committee  
Department Chair/Director of designee
- Committee members  
Faculty members from the discipline or closely related discipline (may substitute one (1) community member or faculty person from another institution). These faculty members shall constitute a majority of the selection committee.
- One (1) faculty member from outside the department/program
- One (1) compliance officer – non-voting
- One (1) ASG member (optional) – non-voting

Senators discussed the committee configuration and whether any changes to the structure or wording should be made, particularly as it references voting members.

Brannick asked Senate members to review the document as it will be back for additional discussion and/or action at next week's meeting.

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

Respectfully submitted,

Barb Neault Kelber, Secretary

APPENDIX A

## Rationale Form for Faculty Positions

Discipline \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_

Department Chair/Director Signature \_\_\_\_\_

Division Dean Signature \_\_\_\_\_

*Please provide the following information to substantiate the need for a new faculty position. This information will be used by the Instructional Planning Council in establishing the priority list for District-wide faculty positions. The following items are not in any priority order.*

**Quantitative Information by Discipline:**

*Please complete all the quantitative areas using numbers gathered from the sources specified.*

- **Weekly Student Contact Hours (WSCH), Total Full-time Equivalent Faculty (FTEF) and WSCH/FTEF Ratio**

*Obtain this data from the most recent Faculty Hiring Data located at*

<http://www.palomar.edu/irp/facultyhiringpriorities.htm>

WSCH \_\_\_\_\_ ÷ Total FTEF \_\_\_\_\_ = WSCH/FTEF Ratio \_\_\_\_\_

- **Part-time FTEF**

*Obtain this data from the most recent Faculty Hiring Data located at:*

<http://www.palomar.edu/irp/facultyhiringpriorities.htm>

Hourly FTEF \_\_\_\_\_ + Overload FTEF \_\_\_\_\_ = Part-time FTEF \_\_\_\_\_

FTEF due to reassigned time, sabbatical, load bank or other leaves \_\_\_\_\_

- **Please note: Departments are to provide this data**

- **Percent of Total FTEF taught by Part-time Faculty**

*Obtain this data from the most recent Faculty Hiring Data located at:*

<http://www.palomar.edu/irp/facultyhiringpriorities.htm>

Part-time FTEF \_\_\_\_\_ ÷ Total FTEF \_\_\_\_\_ × 100 = \_\_\_\_\_ %

- **Enrollment Load for the Discipline**

*Obtain this data from the most recent Faculty hiring Data located at:*

<http://www.palomar.edu/irp/facultyhiringpriorities.htm>

Enrollment Load for the Discipline = \_\_\_\_\_

- **Program Growth Trends for the Discipline**

*Provide 3 years of enrollment trend data. Obtain this data from Institutional Review Data located at:*

<http://www.palomar.edu/irp/facultyhiringpriorities.htm>

*Once at the site click on Departmental Data link.*

APPENDIX A

|                   | 2007 | 2008 | *2009 |
|-------------------|------|------|-------|
| <b>Enrollment</b> |      |      |       |
| <b>WSCH</b>       |      |      |       |
| <b>FTES</b>       |      |      |       |
|                   |      |      |       |

**\*2009 Data are as of 3.1.10 and are “preliminary” in nature.**

**Qualitative and Other Information**

Please complete all areas that relate directly to the faculty position requested.

**A. DISCIPLINE NEEDS:**

1. Scarcity of qualified part-time faculty
  - a. Specialized degree/training needed. Please explain:

\_\_\_\_\_

- b. Specialized experience needed. Please explain:

\_\_\_\_\_

- c. Emerging/rapidly changing technology. Please explain:

\_\_\_\_\_

- d. Describe recruitment efforts for qualified part-time faculty:

\_\_\_\_\_

\_\_\_\_\_

2. Unfilled positions due to:
  - a. \_\_\_\_retirements \_\_\_\_resignations \_\_\_\_terminations \_\_\_\_other

Include names and dates:

\_\_\_\_\_

- b. Last hired full-time faculty member started in Fall \_\_\_\_ (year) Spring \_\_\_\_ (year).

\_\_\_\_\_

3. \_\_\_\_Average number of course preparations per full-time faculty member per semester in Discipline/Department.

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Example of three (3) course preparations would be Math 50, Math 60, Math 100. Please explain how a new full-time faculty position would reduce/improve the average number of course preparations for the full-time faculty in the Discipline/Department.

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- B. DISTRICT/DEPARTMENT/DISCIPLINE GOALS:  
 How will this faculty position help meet District/Department/Discipline Goals as defined in the current Strategic Plan <http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf> ? Other resource/documents to consider in responding to this criteria may include Instructional Program Review and Planning <http://www.palomar.edu/irp/IPRPPProgressReports.htm> and/or Technology Master Plan <http://www.palomar.edu/technologymasterplan>. Please explain:

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C. EXTERNAL REGULATORY AGENCY REQUIREMENTS OR STANDARDS

1. Accreditation requirements. Please explain:
2. Regulatory requirements (not recommendations). Please explain current situation and history of compliance with requirements:
3. Health/safety (OSHA, Hazardous Materials, violations, injury issues). Please explain and cite sources:

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D. ADDITIONAL FACTORS: — DO NOT COMPLETE THIS SECTION

1. Discipline Level Section Counts: <http://www.palomar.edu/irp/Faculty%20Hiring%20Data.htm>

|                     | Center/Sites | Late Afternoon<br>(2-5pm Mon-Fri) | Weekends<br>(after 5pm Fri-Sun) |
|---------------------|--------------|-----------------------------------|---------------------------------|
| # of Sections       |              |                                   |                                 |
| % of Total Sections |              |                                   |                                 |

APPENDIX A

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2. Job Market Outlook. *(For vocational programs, please use the LMID California Short-term and Long-term and the San Diego County Occupational Projections. This information can be accessed via the following link [www.labormarketinfo.edd.ca.gov/cgi/databrowsing/?PageID=145](http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/?PageID=145). Please explain:*

|                     | Occupations with Most Job Openings - Short-term # of projected job openings | Occupations with Most Job Openings - Long-term # of projected job openings |
|---------------------|---|--|
| State of California |   |  |
| San Diego County    |   |  |

3. Other Job Market Data (please identify)

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4. Other (e.g., Advisory Committee, Professional Organization Best Practices, CSU/UC Admission changes)

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APPENDIX B



Rationale Form for Faculty Positions

Discipline \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_

Department Chair/Director Signature \_\_\_\_\_

Division Dean Signature \_\_\_\_\_

Please provide the following information to substantiate the need for a new faculty position. **One form must be submitted for each new faculty position requested.** This information will be used by the Instructional Planning Council **Subcommittee** in establishing the priority list for District-wide faculty positions. The following items are not in any priority order.

**Quantitative Information by Discipline:**

Please complete all the quantitative areas using numbers gathered from the sources specified.

**1. Weekly Student Contact Hours (WSCH), Total Full-time Equivalent Faculty (FTEF) and WSCH/FTEF Ratio**

Obtain this data from the most recent Faculty Hiring Data located at <http://www.palomar.edu/irp/Institutionalreview.htm> (use most current Program Review and Planning data)

WSCH \_\_\_\_\_ ÷ Total FTEF \_\_\_\_\_ = WSCH/FTEF Ratio \_\_\_\_\_

**2. Part-time FTEF**

Obtain this data from the most recent Faculty Hiring Data located at: <http://www.palomar.edu/irp/Institutionalreview.htm> (use most current Program Review and Planning data)

Hourly FTEF \_\_\_\_\_ + Overload FTEF \_\_\_\_\_ = Part-time FTEF \_\_\_\_\_

**3. FTEF due to reassigned time, sabbatical leave(s), load bank, and other leave(s)**

**Departments/Disciplines are to provide the data in the table below**

|                    | % FTEF for on-going reassigned time |                             | % FTEF for temporary leaves or assignments |
|--------------------|-------------------------------------|-----------------------------|--|
| Dept. Chair        |                                     | Sabbatical Leave(s)         |  |
| Program Director   |                                     | Load Bank                   |  |
| Lab Coordinator(s) |                                     | Other leaves or assignments |  |
| Other              |                                     | Other leaves or assignments |  |
| Other              |                                     | Other leaves or assignments |  |
| Total FTEF         |                                     | Total FTEF                  |  |

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**4. Percent of Total FTEF taught by Part-time Faculty**

Obtain this data from the most recent Faculty Hiring Data located at:

<http://www.palomar.edu/irp/Institutionalreview.htm> (use most current Program Review and Planning data)

Part-time FTEF \_\_\_\_\_ ÷ Total FTEF \_\_\_\_\_ × 100 = \_\_\_\_\_ %

**5. Enrollment Load for the Discipline**

Obtain this data from the most recent Faculty hiring Data located at:

<http://www.palomar.edu/irp/Institutionalreview.htm> (use most current Program Review and Planning data)

Enrollment Load for the Discipline = \_\_\_\_\_

**6. Program Growth Trends for the Discipline**

Provide 3 years of enrollment trend data. Obtain this data from Institutional Review Data located at:

<http://www.palomar.edu/irp/Institutionalreview.htm> (use most current Program Review and Planning data)

Once at the site click on Departmental Data link.

|            | 2008 | 2009 | *2010 |
|------------|------|------|-------|
| Enrollment |      |      |       |
| WSCH       |      |      |       |
| FTES       |      |      |       |

**\*2010 Data are as of 01.31.11 and are "preliminary" in nature.**

**Qualitative and Other Information**

Please complete all areas that relate directly to the faculty position requested.

**A. DISCIPLINE NEEDS:**

1. Scarcity of qualified part-time faculty

e. Specialized degree/training needed. Please explain:

\_\_\_\_\_

f. Specialized experience needed. Please explain:

\_\_\_\_\_

g. Emerging/rapidly changing technology. Please explain:

\_\_\_\_\_

\_\_\_\_\_

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h. Describe recruitment efforts for qualified part-time faculty:

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4. Unfilled positions due to:

c. \_\_\_\_\_retirements \_\_\_\_\_resignations \_\_\_\_\_terminations \_\_\_\_\_other

Include names and dates:

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d. Last hired full-time faculty member started in Fall \_\_\_\_\_ (year) Spring \_\_\_\_\_ (year).

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5. \_\_\_\_\_Average number of course preparations per full-time faculty member per semester in Discipline/Department.

Example of three (3) course preparations would be Math 50, Math 60, Math 100. Please explain how a new full-time faculty position would reduce/improve the average number of course preparations for the full-time faculty in the Discipline/Department.

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B. DISTRICT/DEPARTMENT/DISCIPLINE GOALS:

How will this faculty position help meet District/Department/Discipline Goals as defined in the current Strategic Plan <http://www.palomar.edu/strategicplanning/STRATEGICPLAN2013.pdf> ?

Other resource/documents to consider in responding to this criteria may include Instructional Program Review and Planning <http://www.palomar.edu/irp/Institutionalreview.htm> and/or Technology Master Plan

[http://www.palomar.edu/strategicplanning/TechnologyMasterPlan2016/TMP2016\\_Final.pdf](http://www.palomar.edu/strategicplanning/TechnologyMasterPlan2016/TMP2016_Final.pdf).

Please explain:

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C. EXTERNAL REGULATORY AGENCY REQUIREMENTS OR STANDARDS

4. Accreditation requirements. Please explain:

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APPENDIX B

5. Regulatory requirements (not recommendations). Please explain current situation and history of compliance with requirements:

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6. Health/safety (OSHA, Hazardous Materials, violations, injury issues). Please explain and cite sources:

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**D. ADDITIONAL FACTORS**

1. Job Market Outlook. *(For vocational programs, please use the LMID California Short-term and Long-term and the San Diego County Occupational Projections. This information can be accessed via the following link [www.labormarketinfo.edd.ca.gov/cgi/databrowsing/?PageID=145](http://www.labormarketinfo.edd.ca.gov/cgi/databrowsing/?PageID=145).* Please explain:

|                     | Occupations with Most Job Openings - Short-term # of projected job openings | Occupations with Most Job Openings - Long-term # of projected job openings |
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| State of California |   |  |
| San Diego County    |   |  |

2. Other Job Market Data (please identify)

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3. Other (e.g., Advisory Committee, Professional Organization Best Practices, CSU/UC Admission changes)

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