



Minutes of the
MEETING OF THE FACULTY SENATE
April 15, 2013

APPROVED

PRESENT: Richard Albistegui-Dubois, Glyn Bongolan, Melinda Carrillo, Ken Dodson, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Linda Morrow, Lillian Payn, Susan Snow, Perry Snyder, Diane Studinka, Fari Towfiq

ABSENT: Haydn Davis, Christina Moore, Patrick O'Brien

GUESTS: Kendyl Magnuson, Dane Thorp

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

Approval of Minutes:

Motion 1 MSC Martin, Towfiq: Faculty Senate approval of the minutes of April 8, 2013, as amended. The motion carried.

Public Comments: Associated Student Government (ASG) Senator Dane Thorp invited Senate members to attend Wednesday's (4/17/13) ASG meeting to hear more information on the recent action taken by the ASG to censure a faculty member. Because of the negative feedback from faculty, the group wishes to provide an opportunity to provide clarification during the Open Forum portion of the meeting.

Kendyl Magnuson, Director of Enrollment Services, provided clarification on the RD (Report Delay) grade. He stated that it is an administrative function in the system, inaccessible by faculty, and only used as a place holder when no grade has been submitted. A Senator noted an example of a student who was initially registered in her class last summer but attended a different class taught by a new part-time faculty member in her department. While the Senator dropped the student, it turned out that the student had not been properly enrolled in the other class, so the other faculty member was not able to initially assign the student a grade. The student was issued a RD grade until the issue was resolved.

Announcements: Greg Larson announced that the election for Vice President and Secretary of the Senate will occur at the May 13 meeting. He added that recently elected Senators will be invited to the first meeting in May (5/6) and will be officially seated at the subsequent meeting (5/13). Outgoing Senators' last meeting in an official capacity will be the first meeting in May.

Greg Larson announced that faculty are needed to participate in the next cycle of writing our Institutional Self-evaluation Report (formerly called the Self-study), to be completed by December 2014. Various representatives are needed to do research, collect and analyze information concerning various parts of our college for our Self-Evaluation Report. Faculty members are needed to serve on the following Standard Teams:

Standard Team I:
Institutional Mission and Effectiveness, Improving Institutional Effectiveness

Standard Team II:
A. Instructional Programs
B. Student Support Services
C. Library and Learning Support Services

Standard Team III:
A. Human Resources
B. Physical Resources
C. Technology Resources
D. Financial Resources

Standard Team IV:
Leadership and Governance

The Orientation and Organizational workshop for the Standard Teams has been scheduled for Thursday, May 2, from 1:00 – 2:30 p.m. in AA-140. Those interested in serving should contact Larson for more information.

Agenda Changes: Senators agreed to suspend the Agenda to address Information Item A, Census Certification, due to a guest being in attendance.

Census Certification: Kendyl Magnuson provided information on how Census data is collected and passed along to the State. The district receives funding for students who are enrolled as of the census date for weekly and daily census courses, both full and short-term courses, regardless of whether the student remains enrolled in the course. An Online Census Certification process was implemented last summer and recently updated with the addition of a Census Roster. An administrative guide has been created for Deans and ADAs, and a faculty guide will be available prior to the summer term. Magnuson explained how the Census Roster works, noting that for full-time courses, faculty members are asked to provide electronic data no later than two weeks after census. After the two weeks, faculty will need to certify a paper census roster, which will then require manual processing for Palomar to receive state funding for the course.

Magnuson noted that to date, 88 sections from the fall, and 300 sections from this semester were not census certified, meaning no FTEs are being collected for those sections. It was noted that Open Entry/Open Exit labs are considered “Positive Attendance” courses and follow a different funding system than that of census courses.

A question and answer period followed, and discussion occurred on the importance of faculty members following the process due to the potential financial consequences to both the district and students who have financial aid. Senators recommended that Magnuson attend an upcoming Chairs and Directors meeting and hold Professional Development workshops in an effort to notify faculty and provide direction on the process.

Committee Appointments: There were no committee appointments.

Emeritus:

Motion 2 MSC Laughlin, Morrow: Faculty Senate ratification of the granting of Emeritus Status to the following faculty members:

Judith Stafford, Professor, English, effective May 25, 2013. She has served Palomar College for 23 years from August 24, 1990 to May 24, 2013.

Patrick Mills, Professor, Speech Communication/Forensics/ASL, effective May 25, 2013. He has served Palomar College for 28 years from February 4, 1985 to May 24, 2013.

The motion carried.

Accreditation
Steering Committee:

Greg Larson reminded Senators of his announcement earlier in the meeting for faculty needed to serve on the Accreditation Committee and asked Senators to check their schedules to see if they can participate on this important committee.

Curriculum:

Motion 3 MSC Laughlin, Towfiq: Faculty Senate ratification of the Curriculum Committee Consent Calendar items dated April 3, 2013. The motion carried.

Greg Larson reminded Senate members of discussion at last week's meeting regarding Reciprocity for TMCs as a policy is needed by the end of the semester. Members of the Curriculum Committee are working on that as well as discussing a Prerequisite Approval Process. He also reported that the Curriculum Committee will be considering changing the current process in which most of the curriculum items are on a Consent Calendar and brought forth together with one motion for approval. Instead, new courses would be presented separately, allowing for a thorough vetting prior to their approval.

Additional Permission
for Blackboard Beyond
the Existing Instructor
and Student Access:

Over the past several weeks, Senate members have been discussing levels of access relating to Accreditation. Academic Technology Committee members Richard Albistegui Dubois, Jackie Martin, and Lillian Payn, distributed the following information:

Proposal for creation of new access levels within Blackboard

Background

Recent and anticipated events have highlighted the need for additional access levels in Blackboard beyond the existing "Student," "Guest," and "Instructor" levels. Briefly, these events are as follows:

- Interpreters assisting students with class material need to access class materials, but given the lack of any other established access levels, they must be enrolled as students and then administratively dropped – a tedious and cumbersome process. Establishing a level of access equivalent to that of a student which could be granted to such an assistant would allow them access to the needed course materials without requiring artificial manipulations of the student enrollment system.
- Accreditors at other institutions have requested unlimited access at instructor and student levels to courses at institutions during their site visits, raising concerns of student and instructor privacy. While FERPA regulations do, in fact, allow disclosure of student records to accrediting agencies without student consent (see <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) whether that includes active grading spreadsheets in addition to student transcripts is unclear. Instructors have also expressed concern about

student privacy and comfort in online discussion boards on sensitive topics if they know that outside agencies may read what they write. Establishing a level of Blackboard access which included the ability to access all instructional materials but not discussion boards or gradebooks would resolve these issues while maintaining accreditor access to course materials needed for evaluation.

The "Guest" access can be customized in a way similar to that which is desired here (i.e. it can be activated or deactivated for at least some individual course components), but every instructor at the college would have to do so for every course taught to allow accreditors access. Since some instructors do not make extensive use of Blackboard resources (or may not be extremely proficient with manipulating Blackboard settings), requiring this sort of micromanagement would be impractical.

Motion 4

MSC Martin, Towfiq: The Faculty Senate recommends that the Academic Technology Resource Center create two new levels of access to Blackboard.

The first level ("Assistant") would allow access to all student content areas and discussion boards but not gradebooks. Individuals with this access level would not show up as students in the gradebook and would not enroll via the student enrollment system. This access level would be granted to interpreters and other individuals assisting the students.

The second level ("Accreditation") would allow access to all student content areas but not discussion boards, gradebooks, or any other areas which would violate FERPA guidelines. Accreditation access will be granted only with instructor agreement. Faculty members will not be subject to disciplinary or evaluative measures as a result of granting or not granting accreditation access.

The motion carried.

Senate members also discussed the need for a process for substitute teachers. There will be a need for access for those substitutes who are taking over a course for a lengthy period of time. Barb Kelber also noted that relating to Tenure & Evaluations, evaluators must obtain an "Observer" status during evaluations and asked if there should be a separate category option for that included as well. There was talk of changing the "Accreditation" status to "Observer" and utilizing that for evaluations, but there was not support for this overlap, particularly due to the specific note in Article 17 that "...information in Trac Dat, or "The Pod", cannot be used for discipline or evaluation..." Kelber noted that the members of TERB will consider language stating that..."any observation relating to Accreditation cannot be used for Evaluations." Discussion followed and Senators agreed that the proposal submitted by the ATC reflects positive additions to the current process used by both substitute instructors and TERB.

Governance Structure

Group Request:

Tutoring Workgroup:

Copies of a draft copy of a Governance Structure Group Request for the Tutoring Subcommittee were provided. Fari Towfiq noted some minor changes that would be made to the document before it is presented for approval. This item will be brought back for further discussion and/or Action at next week's meeting.

Position Statement

Regarding MOOCs:

This item will be addressed at next week's meeting.

Academic Calendar
Workgroup:

Greg Larson reminded Senators of the recent changes made to the district's Academic Calendar for next year. There is a workgroup being put together by the Vice President of Instruction to address instructional dates for future years. Representatives are being sought from the Senate and the Palomar Faculty Federation (PFF) to participate in these discussions. Richard Albistegui-Dubois volunteered to serve.

Policies & Procedures:

Copies of AP 5530, Students Rights and Grievances, were provided. Barb Kelber noted the proposed changes to the Informal Grievance Resolution Chart. She recalled that in the Senate's recent review of this procedure, Senators had several questions regarding some of the wording in the document itself. These concerns have raised awareness of the need for clarity in the language of the procedure. Kelber reported that both the current and former Directors of Student Affairs have no recollection of precedent in which the procedure moved forward from complaint to formal grievance, as issues have been successfully resolved in the Office of Student Affairs, and/or the context of other Policies and Procedures relating to Student Complaints.

She asked Senators to review the document carefully and bring their suggestions to next week's Senate meeting.

Palomar Faculty
Federation:

Teresa Laughlin reported that members of the Palomar Faculty Federation (PFF) have formally unanimously supported the three resolutions recently passed by the Faculty Senate on Privatization of Education, the Censure of a Faculty member, and Accreditation Access.

She also reminded all of Political Economy Days events scheduled for Wednesday and Thursday, April 17 & 18.

ADJOURNMENT:

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

Respectfully submitted,

Pam McDonough, Secretary