



Minutes of the
MEETING OF THE FACULTY SENATE
April 9, 2012

APPROVED

PRESENT: Monika Brannick, Melinda Carrillo, Haydn Davis, Jenny Fererro, Katy French, Lori Graham, Barb Kelber, Greg Larson, Teresa Laughlin, Jackie Martin, Pam McDonough, Christina Moore, Linda Morrow, Lillian Payn, Perry Snyder, Diane Studinka, Fari Towfiq

ABSENT: Bruce Bishop, Wendy Nelson, Patrick O'Brien

GUESTS: Jayne Conway, Tylor Ellard, ASG, Katie Townsend-Merino

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 Larson, Towfiq: Faculty Senate approval of the minutes of April 2, 2012, as presented. The motion carried.

Public Comments: Katie Townsend-Merino asked for the support of the Faculty Senate in her request for the appointment to the Executive Committee of the Academic Senate for California Community Colleges (ASCCC). She provided a brief history of her qualifications, including participation on the Accreditation Institute Committee, her writing of several Position Papers, Resolutions, and an article for the Rostrum for the Statewide Academic Senate. With the support of her department, Merino is asking for a resolution of support from this Senate body for the appointment, which may allow for up to 40% release time. Because she is a non-tenured faculty member who is required to teach a full load, some of those will be overload courses because of the release time offered with the position.

Monika Brannick added that the district does not currently have a formal policy in place stating that a non-tenured faculty member cannot run for a particular position, though some of those positions do specifically require that faculty are tenured. A brief question and answer period followed.

This item will be brought back for Faculty Senate action next week.

Announcements: Monika Brannick shared a letter she recently received from a part-time faculty member:

Dear Faculty Senate President Brannick

I am hoping that the Faculty Senate can help me with an issue involving an evaluation I think is unfair that I am trying to prevent from entering my permanent record at 4 pm on Monday April 9.

I have been disputing the evaluation since before it was filed. There was an observation on Oct. 24, 2011 that was so flawed and prejudicial that I wrote a letter to the Department Chair, the evaluator and TERB asking that no evaluation be created based on the observation. The Chair and the evaluator ignored the letter.

Later, when the evaluation was completed, I sent TERB a long document disputing it, but TERB told me it cannot hear disputes of content, only process. I requested an extension before my evaluation could go in my record in order to write up the specific violations of the Agreement process that I wanted to challenge. TERB scheduled a meeting with me April 2.

Before the meeting took place, TERB sent me an email saying they had heard from the evaluator and had determined that they would not invalidate the evaluation. I asked them to withhold judgment until after they heard my side at the April 2 meeting. I told them my spoken presentation would be general, but that I would ask them to review a petition regarding invalidation. I asked for a further delay in sending the evaluation to HR so that they could consider the petition, but this request was refused.

I personally handed every TERB member a 13 page single-spaced petition and another 13-page legal declaration at 5 pm April 2, with at least nine violations of the Agreement and one extremely egregious violation of state law regarding fraud and harassment. I made eight specific requests of TERB in evaluating the petition. TERB sent me a one-sentence email mid-day April 3 which didn't even acknowledge that the petition had been received, just that TERB would not modify its previous position.

Someone I talked to on the governing council said the Faculty Senate might be able to do something in an emergency to address this. If I can even get the filing of the evaluation, which I think is not only unfair in procedural terms, but racist and xenophobic, put off until the Faculty Senate can review the situation, I'll be very happy. This is no longer an issue of staying on the staff and teaching in the future -- I don't care about that anymore. It's just a fundamental question of equity and the desire to be heard in an unprejudiced forum.

Can I trouble you to read the petition, and see if there's anything the Faculty Senate might do?

I hereby give you and/or anyone you may designate permission to review the petition and declaration, as well as the evaluation and related documents if you believe that is pertinent. You are also free to use my name in any discourse with the Faculty Senate or other bodies or individuals, and discuss the situation and all of the information I have conveyed in any manner you see fit. The petition and declaration I presented TERB on April 2 are attached to this email

Thanks very much for your time and consideration.

Kenneth Levin

Brannick stated that this item would be placed on the agenda for discussion at next week's meeting. Tenure & Evaluations Review Board (TERB) Coordinator Barb Kelber indicated that a delay was given for the written response to allow for a meeting with those involved. She declined to comment, noting that she has been advised to seek legal counsel, and asked the Senate to be mindful in their discussion of all faculty members involved.

Some Senators questioned the Faculty Senate's role due to the existence of TERB and their current process for evaluations. Brannick stated that any faculty member can request that an item be placed on the Faculty Senate agenda for discussion and that issues involving the TERB process have been discussed at the Senate previously. It is, of course, possible that the Senate may determine that the issue is not an appropriate one to be brought before this body. All faculty should have the opportunity to be heard.

Agenda Changes:

With no objections from Senators, it was agreed to move the agenda forward to discuss Information item B, Health Fee Trailer Bill.

Health Fee Trailer
Bill:

Jayne Conway distributed information on a Health Fee Trailer Bill being brought forward by Governor Brown's office with a proposed change to Ed Code (SEC 18. 76355) that would un-mandate health services.

Health Fee Trailer Bill Talking Points

A. Student Voting Component should NOT be an option because:

1. Destabilizes funding for established Student Health programs and threatens closure of health centers on California Community College campuses because:

- a. Health fees could be decreased or eliminated by student vote
- b. 76.3% of participating colleges stated they were 100% funded by student health fees (HSACCC Annual Survey).
- c. Health fees will no longer qualify for federal reimbursement matching dollars under the Medi-Cal Administrative Activities (MAA) program.
- d. 25.5% of participating colleges indicated they participate in the MAA program and receive an average reimbursement of \$43,700.00 each (HSACCC Annual Survey).

2. Students don't vote on any other aspect of college services.

3. It is unfair to burden students with a vote for services that are critical to their academic success but, may not be recognized as such until a health or mental health crisis presents itself.

4. Students who have not accessed their student health services are typically uninformed about the type and quality of services available to them and therefore may not vote to support them. In general most students are healthy and not inclined to think about health needs or resources until they need them.

5. Historically, community colleges have low student turn-out for any elections. Thus, it is unfair to have a relatively small number of people vote on an issue that impacts the entire college population long-term.

6. It is not logical that Districts should expose themselves to liability on the whim of a student vote.

7. This should be a District decision, not one made by a transient, and most likely inexperienced, student population.

8. Elimination or reduction of current health center services could result in increased costs to a district's budget to provide mandates services currently done by health center staff.

9. Further jeopardizes smaller college health programs since their funding base is already low. ANY change in funding can prove to be fatal to smaller programs.

10. It is the lowest fee that students pay, for services that CANNOT be accessed in the community for the same cost.

11. The student health fee has a minimal impact on the overall financial burden to students.

B. Elimination of Maintenance of Effort (MOE):

1. For 30 years, Student Health Services, which include mental health services, have existed under State Mandate and have become an integral part of the campus safety network and directly support academic success.

2. Student Health Services Fees are the avenue by which Student Health Services are supported and delivered to the majority of CCC students.

3. Leads to the potential loss of student health services for colleges who rely on MOE funds to supplement budgets that are dependent on student health fees.

4. Will severely impact colleges who serve low-income populations that have little to no access to health care. Student Health Services are their "only safety net".

5. Data shows that:

CCC students have increased risk factors for a variety of mental health issues (HSACCC NCHA 2010 Consortium).

Mental health services on college campuses are accessed by students of color at a higher rate than services available in the community (Hayes, et al.).
College students with depression are twice as likely as their classmates to drop out of school (Eisenberg, et al.).
The community college age demographic is widely associated with the first onset of mental illness.

Closure of any community college student health center will impact this population and will most likely result in a decrease in retention and academic success (Hayes, et al), as well as in an increase in the number of mental health crises on campuses.

6. Student Health Services and Mental Health Services are interrelated in providing for the physical as well as mental health needs of our students. Whether it is the diagnosis and treatment of an acute illness or dealing with a student who may be suicidal, homicidal or in need of other mental health services. Without Student Health and Mental Health Services many of our students will never access health care.

7. District Liability: The possible closure or reduction of health services will increase the risk of liability for Districts. Liability includes, but is not limited to:

The monitoring and management of campus-related injuries,

The management and follow-up of medical emergencies,

Campus health & safety issues including the development of emergency protocols, disaster preparedness and response, etc.

mental health crisis response, management and follow-up,

Public health intervention to prevent and manage the spread of infectious diseases, including active tuberculosis and pandemic flu, will be transferred to non-health professionals or be dependent on emergency medical services, such as 911.

8. Student Success: Student Health Services programs keep students in school. A UC study revealed that 25% of its freshmen dropped out due to health and lifestyle issues and now all students are mandated to carry health insurance. While we cannot make such demands in the community college system, we can recognize the critical need for these services and provide maximum support to programs. A second study (Peilow, 1999) listed reasons for college dropouts. Medical and personal issues were cited as the 3rd and 4th most common reason given after 1st transfer and 2nd financial problems. Community college student health centers are often a place of last resort for students who are uninsured or underinsured, as well as a convenient and efficient place for those fortunate ones that have health insurance.

References

1. Eisenberg, Daniel, Ezra Golberstein and Justin Hunt B.E. Mental Health and Academic Success in College. Journal of Economic Analysis & Policy.

2. Hayes, Jeffrey A., Soo Jeong Youn², Castonguay, Louis G.2, Locke, Benjamin D.3, McAleavey, Andrew A.2, Nordberg, Sam². Rates and Predictors of Counseling Center Use Among College Students of Color. Journal of College Counseling; Fall 2011, Vol. 14 Issue 2, p105-116, 12p.

3. Pielow, Gillian. Is All Retention Good? An Empirical Study. College Student Journal: 6/1/1999

4. HSACCC NCHA 2010 Consortium. www.hsaccc.org

5. HSACCC 2010 Benchmark Survey. www.hsaccc.org

Conway added that current law states that districts are responsible to maintain the level of service that was in existence in 1986. Some of the smaller schools may then be required to provide support from their general fund. Palomar's current Health Fee of \$18 per student in the spring and fall covers these expenses. She asked for formal support from the Faculty Senate in continuing to support Health Services in its current state. This item will be brought back next week for action.

Committee
Appointments:

Monika Brannick shared letters from candidates expressing interest in the First-Year Experience Coordinator and SLOAC Coordinator positions.

Motion 2

MSC Morrow, Fererro: Faculty Senate support of the appointment of Cynthia Anfinson to the position of First-Year Experience Coordinator. The motion carried.

- Motion 3 MSC French, Moore: Faculty Senate support of the appointment of Wendy Nelson to the position of ALOAC Coordinator. The motion carried.
- Other: Senate members discussed an email recently distributed by Senator Bruce Bishop, who expressed concern related to the action the Senate took on April 2, 2012, to elect the new Faculty Senate President. Bishop states in his email... "Though we were correct in the need to follow the bylaws of the Faculty Senate which requires that we hold an election during the first meeting of April, we are also required to follow California state law – specifically the Brown Act – which requires the agenda to provide notice of any action being considered by the Senate. When state law and our bylaws come in conflict, we are required to follow state law. I am aware we have a regular agenda item that identifies "committee appointments and elections" but this is not specific enough to cover the election of the President nor is it clear enough to meet the reasonable notice standard or the spirit of the Brown Act..."
- Bishop asks that the Senate issue a statement to invalidate the election of April 2, 2012, and schedule a new election for the following meeting on April 16, 2012, allowing the Senate to comply with the requirements of the Brown Act by clearly announcing the election of the President on the agenda, and address the concerns shared by other Senators who were unaware of the pending election on April 2, 2012.
- Brannick referenced wording in Robert's Rules of Order on invalidating elections and stated that the election may not be able to be invalidated, but rather that the elected may have to be recalled from the position. She noted Bishop's absence from today's meeting and postponed further discussion of the item until next week until she can get some clarification to her concerns.
- Discussion followed on the current process of officer elections and opinions varied on whether it was required that it specifically be noted on the agenda or could be done under "Committee Appointments/Elections." There was concern that the process as it occurred could not simply be "undone" without following a formal process. It was agreed by all that, in the future, the election of Senate Officers should be specifically noted on the agenda prior to the meeting in which the election would occur, and that it may be beneficial to add wording to the current Constitution requiring that the election be noted on the agenda prior to the meeting in which it would occur.
- Other: Greg Larson noted that following the guidelines of the Constitution, the Faculty Senate concludes its spring meeting schedule the week prior to finals. Because finals week occurs in the second week of May this year (May 14), and the Senate officially welcomes its new members and conducts the elections of the Faculty Senate Vice President and Secretary the second week in May, it will be necessary for the Senate to meet during finals week this year.
- Research Award: Monika Brannick asked for Senators to review submissions for this year's Research Award. Pam McDonough, Patrick O'Brien, and Diane Studinka will oversee the process.
- Curriculum: The following Curriculum items were provided to Senate members electronically:

PALOMAR COLLEGE CURRICULUM COMMITTEE MEETING ACTION ITEMS

Wednesday, April 4, 2012
Room AA-140 at 3:00 p.m.

I. ACTION ITEMS

Details of all program and course proposals can be viewed at: <http://www.curricunet.com/palomar>

- Select "track,"
- From the list of pending proposals, select the Check Status button for the program or course you wish to view.
- Select the Pencil icon in order to navigate through the various pages of the proposal, or
- Select the "COR" or "WR" icon to view the Course Outline of Record or Program Report, or
- Select the "CC" icon to view a report that displays proposed changes for the course outline of record or program
- Select the "CR" icon to view a report that displays ALL proposed changes for the course

To View Packages

- Select Packages under Create/Edit Proposals, select the Pencil icon to see individual proposals included in the Package. Various icons will be accessible for creating Reports or viewing the pages of each proposal.

II. CONSENT CALENDAR

There will be no separate discussion of these items unless a Curriculum Committee member or guest requests that a particular item be removed from the Consent Calendar.

Items so removed will be considered separately. All matters remaining under Consent Calendar are considered to be **routine** and will be approved by **one motion**.

The following curricular changes, pending appropriate approvals, will be effective FALL 2012:

A. Credit Course/Program Packages

1. There are no Credit Course/Program Packages for this agenda.

B. Non-Credit Course/Program Packages

1. There are no Non-Credit Course/Program Packages for this agenda.

C. New Vocational Programs

1. There are no new Vocational Programs for this agenda.

D. Program Reactivations

1. There are no Program Reactivations for this agenda.

E. Program Changes

1. There are no new Program Changes for this agenda.

F. Vocational Program Changes

1. There are no new Vocational Program Changes for this agenda.

G. Vocational Program Deactivations

1. There are no new Vocational Program Deactivations for this agenda.

H. Credit Courses – New

1. Course Number and Title: BUS 189 Beyond Outlook Essentials
Discipline: Business Education (BUS)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Repeatability: May be taken 4 times.
Standalone Course
Proposed for International Business A.S. Degree Major/Certificate of Achievement
Leah J. Martin-Klement

2. Course Number and Title: WELD 181 Ultrasonic Testing Level II
Discipline: Welding (WELD)
Prerequisites: WELD 180
Transfer Acceptability: CSU
Repeatability: May be taken 4 times.
Standalone Course
Proposed for Ultrasonic Inspection Certificate of Achievement.
Jay Miller

I. Credit Course – Change

1. *Item removed from Consent Calendar for separate approval.*

2. Course Number and Title: CSWB 295 Directed Study in Web Technology
Short Title: Directed Study/Web Technology
Discipline: Computer Science and Information Systems - Web Technology (CSWB)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Repeatability: May be taken 3 times.
Updated assignments, decreased repeatability and updated justification.
Stephen R. Perry

3. Course Number and Title: PWM 51 Street Construction and Maintenance
Short Title: Street Construction & Maint
Discipline: Public Works Management (PWM)
Recommended Prep: MATH 15
Distance Learning Offering(s): Online
Added distance education.
Mollie R. Smith

4. Course Number and Title: PWM 57 Plan Interpretation and Cost Estimating
Short Title: Plan Interpretation/Cost Est
Discipline: Public Works Management (PWM)
Recommended Prep: MATH 15
Distance Learning Offering(s): Online
Added distance education and updated methods of instruction.
Mollie R. Smith

J. Credit Courses – Reactivations

1. Course Number and Title: BUS 173 Contemporary Job Search Techniques
Short Title: Contemporary Job Search Tech
Discipline: Business Education (BUS)
Course Included in the following programs:
 A. Accounting, A.S. Degree Major/Cert. Achievement 18 units/more
Transfer Acceptability: CSU
Distance Learning Offering(s): Online

K. Credit Courses - Deactivations

1. Course Number and Title: ED 200 Careers in Teaching
Discipline: Education (ED)
Transfer Acceptability: UC, CSU
Reason for Deactivation: Course not currently being offered.
Melinda D. Carrillo

2. Course Number and Title: READ 5 Corrective Learning and Reading
Skills/Learning Disabled
Short Title: CORRECTIVE LRNG/RDNG SKILLS
Discipline: Reading (READ)
Grading Basis: Pass/No Pass Only
Repeatability: May be taken 4 times.
Reason for Deactivation: Course not currently being offered.
Melinda D. Carrillo

L. Non Credit Course – New

1. There are no New Noncredit Courses for this agenda.

M. Non Credit Course - Change

1. There are no Non Credit Course Changes for this agenda.

N. Non Credit Course - Deactivation

1. There are no Non Credit Course Deactivations for this agenda.

O. Distance Learning*

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2012.

Catalog/Subject Number	Distance Learning Offerings (s)
AIS/CS 161A	Computer Assisted, Online
BUS 189	<u>Online</u>
BUS 173	<u>Online</u>
CSWB 295	Online
PWM 51	<u>Online</u>
PWM 57	<u>Online</u>

*underline indicates new, ~~strikethrough~~ indicates deletion, plain text indicates no change

P. Requisites and Advisories*

The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2012.

Catalog Number	Type	Description	Proposal Type
WELD 181	Prerequisite	<u>WELD 180</u>	New
PWM 51	Recom. Prep.	MATH 15	Change
PWM 57	Recom. Prep.	MATH 15	Change

*underline indicates new, ~~strikethrough~~ indicates deletion, plain text indicates no change

VII. RESUMPTION OF REGULAR AGENDA

A. ITEMS REMOVED FROM THE CONSENT CALENDAR

1. Course Number and Title: AIS 161A / CS 161A Elementary Classical Nahuatl 1A

Short Title: Elem Classical Nahuatl 1A

Discipline: American Indian Studies (AIS) / Chicano Studies (CS)

Course Included in the following programs:

A. American Indian Studies, Certificate of Achievement 18 units/more

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Computer Assisted, Online

Changed AIS 161 to AIS 161A, removed FL cross-listed, changed title, added objectives, and methods of instruction.

Linda R. Locklear

B. TECHNICAL CORRECTIONS

1. Course Number and Title: CSIT 131 Word

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

Transfer Acceptability: CSU

Distance Learning Offering(s): Computer Assisted, Telecourse, Online

Repeatability: May be taken 2 times.

Standalone Course

Updated textbook.

Anthony W. Smith

2. Course Number and Title: CSIT 134 Outlook

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

Transfer Acceptability: CSU

Distance Learning Offering(s): Computer Assisted, Telecourse, Online

Repeatability: May be taken 2 times.

Standalone Course

Updated objectives.

Stephen R. Perry

CSIT 131 and **CSIT 134** were approved by the Curriculum Committee at the December 7 meeting and the Faculty Senate at the January 30 meeting as **credit course changes**. The courses should have been presented as **deactivations** and removed from Palomar College's active course inventory effective fall 2012.

C. INFORMATION

a. Status of Course Outline Reviews

The following courses have completed the course outline review process between March 9, 2012 and March 30, 2012 and are effective Fall 2012.

ENG 137 The Literary Magazine: History and Production

TA	107	Lighting for Stage and Television
TA	108	Stagecraft and Scene Design for Theatre and Television

b. Technical Updates

The Technical Updates listed below are effective Fall 2012. These updates will be entered into the 2012- 13 College Catalog and into Curricunet.

Discp.	Program Name	Description of Technical Update
AIS	American Indian Studies CA	Update Course Number and course title of AIS/CS 161
CSCI	Computer Science AS and CA	Change course number from CSDB 140 to CSIT 160
CSCI	Computer Science with Emphasis in Video Gaming AA and CA	Change course number from CSDB 140 to CSIT 160
ECON	Economics AA and CA	Add new course ECON 120 to Group I Electives; no impact on total units
ENGR	Engineering AA	Remove deactivated ENGR 231; no impact on total units
GCMW	Web Data Base Design CP	Remove deactivated CSWB 220; no impact on total units

WWT/WTE Number Changes and one Title Change				
Old #	Title	New #	Cross Listing	Title Change
WWT 110	Waterworks Mathematics	50	WTE 50	
WWT 100	Treatment Plant Operations	52		
WWT 150	Collection Systems Operator	54		
WWT 120	Instrumentation and Controls	56	WTE 56	
WWT 135	Backflow Prevention	58	WTE 58	
WWT 125	Supervision	60	WTE 60 PWM 60	
WWT 138	Cross Connection Specialist	62	WTE 62	
WWT 155	Treatment Process Control	64		
WWT 215	Motors and Pumps, Operation And Maintenance	66	WTE 66	
WWT 197	Wastewater Technology Education Topics	97		
WTE 110	Waterworks Mathematics		50 WWT 50	
WTE 100	Waterworks Distribution	52		Waterworks Distribution I
WTE 105	Water Treatment Plant Operation I	54		
WTE 120	Instrumentation and Controls	56	WWT 56	
WTE 135	Backflow Prevention	58	WWT 58	
WTE 125	Supervision	60	WWT 60 PWM 60	
WTE 138	Cross Connection Specialist	62	WWT 62	
WTE 150	Water Quality Monitoring	64		
WTE 215	Motors and Pumps, Operation And Maintenance	66	WWT 66	
WTE 205	Waterworks Distribution II	72		
WTE 210	Water Treatment Plant Operation II	74		
WTE 197	Water Technology Education Topics	97		

The following programs will have all WWT, WTE, and PWM course number changes and the WTE 100 title change updated in Curricunet and in the 2012-13 Catalog by technical update, effective Fall 2012.

Wastewater Technology Education AS and CA
Water Technology Education AS and CA

c. 2011-2012 Curriculum Activity Summary

	Current Agenda	2011-12 Cumulative
New Courses	2	32
Course Revisions	4	98

Course Reactivations	1	1
Course Deactivations	4	68
Course Reviews (3/9/2012– 3/30/2012)	10	13
New Programs 0 7		
Program Revisions	0	34
Program Deactivations	0	16
Total Activity	21	269

These items will be brought back for Faculty Senate ratification at next week's meeting. Greg Larson added that the Curriculum Committee's next and final meeting of the semester would be held on May 2.

GE Assessment
Project:

Katy French and Marty Furch distributed the following information on the GE Assessment Project, Spring 2012:

GE Assessment Project, Spring 2012

Approved by the Learning Outcomes Council on March 29, 2012

Description of Research Methods:

- Subjects
 - Number of students who participated
 - Student demographic overview
 - Age, ethnicity, gender, average units complete
- Procedures
 - Random selection process
 - Faculty training and review/revision of rubrics
 - Number of course sections surveyed
 - Disciplines represented (no course level data and not weighted)
- Data Analysis
 - Competencies included in rubric
 - Information Literacy: Know, find, evaluate, use, follow ethics
 - Critical and Creative Thinking: Identify and understand the problem and issues, analyze, strategize, draw conclusions and predict related outcomes
 - Units completed at Palomar College
 - Examine results overall and broken down by units completed at Palomar College

Copies of samples of GE/Institutional SLO Evaluation Surveys were also provided for information. French provided an overview of the data and a question and answer period followed. Senators were asked to review the documents as they will be brought forward for action at next week's meeting.

Governance Structure:
Committee on Service
Learning:

Copies of the following Governance Structure Group request for a Committee on Service Learning, were provided electronically:

GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Kathleen Grove
Proposed Name of Requested Group: Committee on Service Learning

Date: 3/29/12

Council Committee Subcommittee Task Force

Action Requested: Add Delete Change

Role:

The Service Learning committee provides the vision and oversight for the Service Learning Program at Palomar College. Its intent is to ensure faculty and student participation and success in the program.

Product:

- Develops, reviews, and modifies policies (guidelines) for the Service Learning program
- Develops, reviews, and modifies policies (guidelines) for selecting and reviewing community partners.
- Develops, reviews, and modifies memorandums of understanding for community partner participants.
- Produces annual report detailing faculty participation, level of community involvement, and number of student hours.

Reporting Relationship: Faculty Senate

Meeting Schedule: First Tuesday of the month at 2 p.m.

Chair: Faculty Coordinator, Service Learning program (appointed by Faculty Senate)

Members:

Service Learning Support Staff Person
7 faculty members; one from each division:
Arts, Media, Business and Computer Science
Career, Technical, and Extended Education
Language and Literature
Math and the Natural and Health Sciences
Social and Behavioral Sciences
Counseling Services
Library

Vice President for Instruction (or designee) – administrative liaison

Monika Brannick added that, although there is currently no formal committee in place for Service Learning, there has been support from the Senate for it since its inception approximately four years ago. 20% release time is being sought for the Faculty Service Learning Coordinator. If the Senate approves the governance structure, the assigned time then will be negotiated by the Palomar Faculty Federation (PFF). This item will be brought back for action at next week's meeting.

Brief discussion followed on the 20% release time previously used for the position. It was noted that the time is formally set aside for the position of North County Higher Education Alliance (NCHEA) chair position, but during those alternating years when the position of chair is at another college, it has been utilized for other positions.

Accreditation:

Monika Brannick indicated that the announcement for the Accreditation Tri-Chair position was distributed earlier in the day. Applications will be accepted until April 20.

Policies &
Procedures:

Monika Brannick shared BP 7361, Academic Due Process, on the overhead. Senators also reviewed and discussed the document last week. It was initially approved by the Senate and forwarded on to the Policies & Procedures Task Force about a month ago with significant changes. Vice President Tortarolo pointed out at the task force meeting that references to disputes between any other constituency groups have been removed and a new policy would need to be created to address these dispositions. Senators again discussed whether it should remain as is for utilization by faculty only, or whether

changes should be made to include all employee groups in the policy. Brannick added that if it is determined that the document should be utilized by faculty only, classified staff members would not have a policy in place to utilize in the event of a dispute or due process with a faculty member because they currently do not have an approved contract. After some discussion, some Senators felt unsure whether it was appropriate for both groups to utilize the same process, or if classified staff would even support it. Monika Brannick indicated that she would invite CCE/AFT President Debbi Claypool to next week's meeting to discuss it.

Other: Fari Towfiq provided the following written report from the March 27, 2012, Equivalency Committee meeting:

Current Tasks for the Equivalency Committee:

Group 1: To make changes and improvements to the current forms used by the equivalency committee. Forms to be reviewed:

- i. Application for equivalency completed by the applicant
- ii. Approval/disapproval form completed by the committee

Group 2: To develop procedures to improve communication among parties on campus related to equivalency. Some possible suggestions thus far have been:

- i. Survey the department chairs and solicit their input
- ii. Create a check list to be used throughout the equivalency process

Group 3: To investigate new and current policies related to equivalency at the state level.

Organizations to be consulted:

- i. Chancellor's Office
- ii. Academic Senate
- iii. Other institutions

Assignment of Tasks:

Group 1: Wendy Nelson, Kathleen Sheahan, and Sergio Hernandez to work on revising the Application for Equivalency

Group 2: ~~Kathleen Sheahan~~. The committee agreed to concentrate on this task during Fall 2012.

Group 3: ~~Sergio Hernandez~~. Greg Larson to research if we are in compliance with other institutions and the statewide guidelines for granting equivalency.

ADJOURNMENT: The meeting was adjourned at 3:32 p.m.

Respectfully submitted

Melinda Carrillo, Secretary