



Meeting Summary
Chairs and Directors Meeting
October 2, 2020

Present: Richard Albistegui-Dubois, Laurel Anderson, Rosie Antonecchia, Debra Avila, Ruth Barnaba, Rico Bianchi, Glyn Bongolan, Ryan Bulis, Rita Campo-Griggs, Craig Chamberlin, Fabienne Chauderlot, April Cunningham, P.J. DeMaris, Sarah DeSimone, Patti Dixon, Alex Doyle Bauer, Jeff Epstein, Matt Estes, Anthony Fedon, Sean Figg, Daniel Finkenthal, Margie Fritch, Tracy Fung, Jim Gilardi, Mark Hudelson, Rodolfo Jacobo, Bill Jahnel, Jason Jarvinen, Daniel Lynds, Kendyl Magnuson, Jackie Martin, Leanne Maunu, Patriceann Mead, Tom Medel, Patricia Menchaca, David Miller, Connie Moise, Shauna Moriarty, Benjamin Mudgett, Scott Nelson, Wendy Nelson, James Odom, Lillian Payn, Nichol Roe, Denise Rudy, Stacy Rungaitis, Leslie Salas, Steven Salter, Patrick Savaiano, Netta Schroer, Suzanne Sebring, Karl Seiler, Deanna Shoop, Justin Smiley, Anthony Smith, Ed Sprague, Julie Van Houten, Ryan Williams, and Jennifer Zabzdyr.

Absent: Michael Andrews, Kevin Barrett, Michelle Barton, Olga Diaz, Wayne Hooper, Vikash Lakhani, Pearl Ly, Najib Manea, Kevin McLellan, Connie Sterling, Sherry Titus, and David Wright.

Guests: Leah Brown (ASL Interpreter) and Billieanne McLellan (ASL Interpreter).

Recorder: Michelle LaVigueur

Acting VPI Sivert called the meeting to order at 1:01 p.m.

1. Announcements

- a. COVID 19 update – (5 minutes) - Ryan Williams reported the EOC has developed a new form, which will merge the previous Return to Work form with the previous Safety Questionnaire. The new form will require VP and EOC approval before access to campus is granted. The forms will be centralized on the [COVID-19 website](#). There will be training available for approvers of these forms. Additionally, IS is working diligently on a project that will allow the campus community to use their phone extensions through TEAMS.

[Temperature and screening volunteers continue to be needed.](#)

There was discussion around developing a clear process on who will notify instructors of students' absences if students need to quarantine due to COVID-19. Patrick Savaiano noted there is a practice in place where instructors are being contacted via Palomar email by case managers if one of their students tests positive for COVID-19. Shayla will bring the concern to EOC/Policy and report back.

Our new Dean of Counseling Leslie Salas asked if there was a process in place if someone is in distress on a call/Zoom meeting. Acting VPI Sivert suggested calling 911 for any medical emergencies. Other, less critical concerns could be routed to a Dean or Behavioral Health Counseling. Dr. Patrick Savaiano added that whenever they are on calls with students, his team asks students where they are physically located, in case any emergency arises during the call. He noted this practice could be implemented at other levels of the College. Dave Miller reported our county is moving towards an enhanced 911 system with cell phones, which will allow for better location identification and will enhance accessibility for the hearing and/or visually impaired. More conversation will take place around developing clear protocols.

- b. Ad Astra update – Richard Loucks (10 minutes) – Tabled.
- c. Review PRP timelines (5 minutes) – Acting VPI Sivert reviewed the PRP timeline and trainings available on the [PRP website](#).

- d. Articulation – AB 1460 CSU Ethnic Studies (5 minutes) – Articulation Officer Ben Mudgett reported [AB 1460](#) was signed by Governor Newsom last month. The Assembly Bill instructs the California State University (CSU) system to develop a general education (GE) requirement for Ethnic Studies. He added the CSU Academic Senate created a task force to develop learning outcomes which were published on September 30, 2020. CSUs are also in the process of revising Executive Order (EO)1100, which will delineate the new GE requirements. He provided a brief overview of what the new requirements will entail.

Assistant Vice Chancellor & State University Dean at the CSU Melissa R. Lavitt, Ph.D. sent a message to the California Intersegmental Articulation Council (CIAC) listserv, letting them know the Ethnic Studies FAQs are posted online. A link to the broader webpage is here: <https://www2.calstate.edu/impact-of-the-csu/diversity/advancement-of-ethnic-studies>. A link to the FAQs is here: <https://www2.calstate.edu/impact-of-the-csu/diversity/advancement-of-ethnic-studies/Documents/FAQ-on-Ethnic-Studies.pdf>. The links related to the approval of the core competencies are on page 2 of the FAQs.

Ben mentioned that Palomar College is required to begin offering classes to fulfill this requirement in Fall 2021. The requirement is narrowly focused to include one or more of the following four core groups: Native Americans, African Americans, Latina/o Americans and/or Asian Americans. Ethnic Studies will also qualify. He reported the Curriculum Committee has created a workgroup that will be working on the specific classes that will meet this new requirement. The workgroup will also have discussions at Faculty Senate and other areas on campus, since this affects the institution as a whole.

- e. Information Services – Student Technology assistance - Connie Moise emphasized that answers to many questions IS receives around technology for students are available on the following websites:
- [Technology Help for Students website](#)
 - [Computer Labs/Software available to Students through remote connections](#)

She added more information on Microsoft 365 will be available on the first website listed.

- f. Distance Education (DE) Addendum – Summer/Fall 2020 and Spring 2021 – Wendy Nelson reported that 408 courses have been approved for DE in the last month and a half. Everything that was launched by August 8, 2020 was approved, and a few were sent back with requested edits. She added there are still some in the queue to be approved. She has created a list that indicates which courses still need DE approval; she will send that out on Monday, October 5, 2020. All of the Summer and Fall 2020 classes that were offered online need to be DE approved by December 20, 2020. Additionally, since classes will be offered online for Spring 2021 – all of those classes will also need to be DE approved.

She talked about the MOU around the DE Addendum, noting NOHEs will be created soon to pay faculty that have completed the DE work. Any classes that still need to go through the DE approval process, need to be launched by November 20, 2020.

She also mentioned that due to the DE work, the curriculum launch deadline for new courses, new programs, or course changes has been extended to October 15, 2020.

Lastly, she discussed a special grant partnership with CSUSM (and all CSUs) that will allow for creation of a 4-year mapper for our students who will transfer to CSUSM. The map will include specific courses to take at Palomar College and at CSUSM to achieve their desired degree. They are beginning with mapping the 10 most popular disciplines our students complete and will move forward with others from there. A meeting is scheduled on October 9, 2020 from 9:00 – 11:00 a.m. for faculty to provide input on this project.

Acting VPI Sivert thanked Wendy Nelson and Erin Hiro for all their hard work on the DE project.

2. **Initiative Updates**

- a. **Dual Enrollment Update - (5 minutes)** - Dr. Glyn Bongolan asked that anyone with questions around Dual Enrollment email dualenrollment@palomar.edu. She will be transitioning away from overseeing Dual Enrollment soon. She reported there are 32 Dual Enrollment classes running in Fall 2020, which is similar to last Fall 2019. They are verifying with schools' which courses will be offered for Spring 2021. Acting VPI Sivert thanked Glyn and Dean Smiley for their leadership in Dual Enrollment over the last four years.
3. **SSEC and SSPC Updates** – Acting VPI Sivert reported that SSPC reviewed the Strategic Enrollment Management (SEM) plan at their last meeting and that they will begin work on a Student Services Strategic Plan at their next meeting.
4. **IPC Updates** - Acting VPI Sivert reported IPC reviewed BP/AP 402, which went to Policies and Procedures today. It was previously titled *Discontinuance of Programs* and is now titled *Program Development, Revitalization, and/or Discontinuance*. She mentioned the BP/AP 4021 will be sent out to the group later today, and noted Rocco Versaci, Craig Thompson, Jackie Martin, Travis Ritt, and Wendy Nelson all took part in updating the pair.

The SEM plan narrative was also presented at IPC, and it will be going to SPC on October 6, 2020. It has already been routed through Faculty Senate and the Curriculum Committee.

There were also two department name changes that were voted on and passed at IPC, along with Process Steps for Academic Department/Discipline Name Change. The two department name changes were:

- Multicultural Studies > Ethnic Studies
- English and Humanities Department > Department of English, Humanities, and Reading

5. **Instructional Updates**

- a. **Schedule Planning updates (5 minutes)** – Acting VPI Sivert reported that Spring 2021 class scheduling documents should all be completed. She noted that in synchronous classes where learning outcomes indicate instructors need to “see” students online, the class notes section will include verbiage that webcams are needed and must be turned on.

Wendy Nelson suggested that a video be created to assist our students with the class schedule, especially around defining “synchronous” and “asynchronous” classes. Acting VPI Sivert agreed this would be helpful and she will work with Wendy to create a video.

- b. **Fall 2020 Update (5 minutes)** – Acting VPI Sivert reminded the group that Fall 2020 enrollments are down. There has been a drop of 18.5% in FTES, and our headcount is down approximately 14%. She noted COVID-19 impacted Trade and Industry since they were not able to offer their lecture/lab combinations that required students to come on campus to work on equipment. Performing Arts had challenges going online, and most of the Athletics program was absent from the Fall 2020 class schedule as well. Another impact was around the coding of DE classes. Because the FTES for DE classes are coded slightly lower than face-to-face classes, when a whole schedule is coded for DE, the numbers can have a large impact. The Chancellor’s Office is working with colleges to rectify this piece so that colleges are not penalized in this way during COVID-19.

She also mentioned FT2 classes are coming up soon. Student Services and Julie Lanthier-Bandy are working to notify students via flyers, email, and social media.

- c. **Spring 2021 classes (5 minutes)** – Acting VPI Sivert reported the College is moving forward with a mostly online format for Spring 2021. There will still be face-to-face class offerings for courses deemed necessary by the Chancellor’s Office for essential infrastructure employees.

d. Deans and Directors updates (10 minutes)

- Dean Smiley reported the Performing Arts is starting their regular season performances this weekend with *Too Much Memory* beginning tonight; he also noted music performances commencing in the middle of October. The Boehm Gallery is working on setting up their virtual exhibition this Fall. More detailed information can be found at <https://www2.palomar.edu/pages/palomarperforms/>. He added the College is launching its Business transfer partnership with the University of Redlands on January 6, 2021.
- Dean Chauderlot reported most of their division has not been adversely affected by COVID-19. They are working on co-locating the tutoring centers and providing tutoring support to our students.
- Dean Fritch offered a shout-out to Sarah DeSimone and Dave Miller for their hard working in running the Paramedic and Fire Academies.
- Associate Dean Roe reported the Military Leadership Apprenticeship program is scheduled to launch on October 15, 2020. She gave a shout out to Candace Rose for all of her hard work on this program. The MOU for this program will be going to the Governing Board this month. She also commended Cooperative Learning and Job Placement for their hard work during this difficult time.
- Director Suzanne Sebring commended their Work-Based Learning coordinators, and those in noncredit who are working on a new attendance recording system.
- Dean Menchaca applauded Professor Hector Garcia Villa for submitting an NSF proposal, Professor Denise Rudy for nearly completing her accreditation self-study, and Professor Julie Van Houten who is also completing a self-study for Nursing.

e. Department Updates (10 minutes)

- Leanne Maunu reported, due to the merger of the Department of English and Humanities and the Department of Reading Services that went into effect on July 1, 2020, the new name of this multidisciplinary department will now be Department of English, Humanities, and Reading.
- P.J. DeMaris reported the transfer application season is upon us. The CSU application is now available for any students planning to transfer to a CSU, and the application deadline has been extended to December 4, 2020. The UC applications will be open in November 2020, and the College has a transfer guarantee program with six of the UC system schools.
- Rico Bianchi reported they will be working over the winter break to provide the College's Zoom users with more control and access to more features. Zoom will also be incorporating Otter AI into their product, which will be the default captioning system.
- Tony Fedon reported they are very busy working on transforming their Welding discipline and redesigning their classes for hybrid delivery. He gave a shout out to Candace Rose and Ben Mudgett around their work with Credit for Prior Learning and added he is excited that many people will be receiving degrees and/or certificates as a result of this work. He also mentioned they have a corporate sponsor from Ken Grody Ford in Carlsbad and that their area will be receiving brand new Ford vehicle engine transmissions as a result of this partnership. They will also be incorporating hybrid/electric car maintenance into their program.
- Daniel Finkenthal expressed concerns and difficulty with work getting completed with fewer ADAs; he expressed concern about the stress on the ADAs as well.

Next Meeting: Friday, November 6, 2020