



Minutes of the
MEETING OF THE FACULTY SENATE
October 5, 2015

APPROVED

PRESENT: Melinda Carrillo, April Cunningham, Joel Glassman, Sergio Hernandez, Barb Kelber, Lawrence Lawson, Jackie Martin, Lillian Payn, Travis Ritt, Seth San Juan, Chris Sinnott, Fari Towfiq

ABSENT: Richard Albistegui-Dubois, Jenny Ferrero, Greg Larson, Teresa Laughlin, Shannon Lienhart, Pam McDonough

GUESTS: Lazarric Caldwell (ASG), P.J. DeMaris, Jose Fernandez, Fern Menezes (Telescope)

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

Please note: All votes are presumed unanimous unless indicated otherwise.

Approval of Minutes:

Motion 1 MSC Ritt, Kelber: Faculty Senate approval of the minutes of September 28, 2015, as amended. The motion carried.

Public Comment: P.J. DeMaris stated that she and Jose Fernandez were present on behalf of the Counseling department in response to the comments in the Faculty Senate minutes of September 21, 2015. There is concern that there was quite a bit of dialogue referencing the (Counseling) department yet there was no invitation made to any members of Counseling to participate in the conversation or have a collegial exchange of what appeared to be accusations made about that department, in particular, referencing that they are not current on Curriculum, not interacting with the teaching faculty, or that they are not making an effort to keep counselors and adjuncts informed. DeMaris noted that in the 9/28/15 Senate minutes there was an indication that there were 80 part-time faculty in Counseling, though the number is much lower at approximately 15 counseling faculty and approximately 10-15 teaching faculty who teach only counseling classes. The department makes a concerted effort and has, in fact, been on a strong campaign to try to engage by having liaisons available to meet with all of the departments. There is a challenging situation in that they are held responsible for having knowledge of the entire curriculum for the college in addition to the CSU, UC, and private schools, as well as all of the changes which occur on a yearly basis. Very often there can be the impression of misadvising a student when what actually occurs is information may be shared in one academic year and the student is not seen the following year to hear updated information. Counselors make every effort to stay current by attending conferences and sharing information with their part-time faculty and hold regular meetings with their department. She asked the Senate to engage with the Counseling department when there are concerns.

In regard to Faculty Advising, DeMaris added that there is a new program being developed and it is hoped that the Counseling department will have a major role in it to assure information relating to faculty and faculty advising is clear and accurate.

Senate members noted that until recently there was a Counseling faculty member on the Faculty Senate for several years who would provide regular reports from the department, and could share with Counseling issues which were discussed at Senate meetings.

Senators asked that DeMaris or another Counseling representative attend an upcoming Senate meeting to discuss this issue further as an information item.

Public Comment: The Faculty Senate expressed their sympathy to the faculty, staff, students, and community after the recent violence at Umpqua Community College.

There was some discussion by Senate members about Palomar's policy on firearms and safety and security procedures. There was agreement that additional training for faculty and staff would be beneficial. It was also noted that there will be an earthquake drill on October 15.

Announcements: Travis Ritt reminded all of Political Economy Days being held October 14th and 15th from 8:00 a.m. to 3:30 p.m.

Interim President Gonzales: Jackie Martin reported that she and Greg Larson attended their scheduled meeting with Interim President Gonzales last week. They talked about Faculty Advising and the importance of the relationship between counseling faculty and other faculty members, and possible ways to improve communication. There was also discussion on the hiring process, hiring committees and confidentiality, as well as deans being present as an observer during the Tenure Review process. Martin and Greg Larson shared faculty's strong support of the current process of faculty-driven peer review, and Gonzales noted concerns that when potential issues arise it could be useful if a dean observed the evaluation process.

Palomar Faculty Federation (PFF): Joel Glassman indicated that the PFF would be meeting on Thursday, October 8.

ASG: Lazarric Caldwell stated that all ASG committees have full representation and will begin meeting next week. The group is currently discussing several bills being reviewed by the Governor that affect community college students and what action, if any, will be taken as a result of them being passed or rejected.

ASG will also be overseeing the Comet Celebration which will be held on October 13 & 14 in the Student Union area.

Academic Technology Committee: Lillian Payn shared the following report of the Academic Technology Committee:

Report to Senate – Oct 5, 2015

1. ATRC and PD are working jointly to conduct the Canvas pilot, Spring, 2016. Our purpose is to determine how the Canvas CMS impacts our college. The specific areas of interest are to identify if there is improved student learning and retention, student and faculty satisfaction,

improved ease of use, and other factors. We are currently designing the research methodology. We need to launch this project mid-October in order to give the participating instructors, many whom have already volunteered, enough time to build their courses since Blackboard shells are available 90 days prior to the start of the next semester.

The VPI asked for a letter from the President and/or Vice President of the Faculty Senate agreeing that this is an acceptable and worthwhile pilot project.

2. SDCC invites our instructors to their DE Summit on Oct 9. Snacks and lunch provided by BB. At the North City College Campus on Aero Drive, all day. Info & RSVP: <http://bit.ly/summit-fall15>

3. Teacher Preparation Pipeline Grant for the Fall 2016 training program delivered by @One was reopened for additional instructors who want to learn how to teach online. Palomar College already has 6 instructors in the program, and I have sent 5 more names, for a total of 11 instructors and staff receiving grants.

4. Streaming Server Status

a. Streaming server project was delayed not due to approval of Kaltura purchase, but a budget string issue. Funds were held up since they were sent to the wrong account, which has now been corrected. The funds are available to purchase the Kaltura license.

b. License is pending due to the legal / copyright issues for storing and streaming copyrighted material. Policy and Procedures committee needs to vote on it.

c. AP 3710 Securing of Copyright and AP 3715 Intellectual Property are blank on the college website. ATRC has asked Debra Doerfler to look into posting the latest approvals. I saw a copy of the proposed AP 3750 to satisfy the TEACH ACT. The risk is that the various readings that must take place might exceed the quote expiration date, in which case the quote is void. Then we lose the block grant funds, and the faculty and students will have no streaming media for online classes.

Senate members briefly discussed the tie-in with Canvas and CCC Apply, and Payn indicated that at this time she would like the focus to be investigating the impact of Canvas on both faculty and students

After further discussion, Senators expressed their support of Jackie Martin and Greg Larson meeting with Payn to compose a letter stating the Senate agrees with the launching of this product.

Tenure & Evaluations

Review Board (TERB):

Reporting on TERB, Barb Kelber stated that online evaluations through the community element of Blackboard will begin very soon.

Kelber indicated that she distributed a follow-up email last week referring to the deans and their role in observations, reiterating that the checklists for probationary counselors, librarians, and full-time probationary instructional faculty require 3 observations. These checklists can be found in Appendix K of the Faculty Contract. Some departments allow for four observations, but only 3 are required. These 3 may be done by the three faculty members or 2 faculty members and a dean. This determination shall be made by the TEC chair after consultation with the committee. The probationary faculty member shall not be involved in this decision. Kelber noted the need for all to be aware of Article 17 and the design of current protocols outlining faculty involvement in peer review.

Senators talked at length about the TERB process. It was noted that the contract, Article 17.2.2. clearly directs that all development of forms, protocols, and procedures will be done by TERB in the interest of fair and consistent evaluations. Faculty and administrators should read and familiarize themselves with the contract. Discussion on this issue will be ongoing.

Kimberly Rocca is currently working with Melissa Kloz in the Tenure & Evaluations office, and will temporarily take over Kloz's position until it is filled permanently.

Lastly, Kelber invited all to attend a celebration for Melissa Kloz, who will be leaving her position next week. The event will be held on October 14 at 4:00 p.m. More information will be distributed soon.

Committee
Appointment:

Motion 2

MSC Ritt, Sinnott: Faculty Senate approval of the following committee appointment:

Student Services Planning Council
(15-17) April Cunningham (FT) Library

The motion carried.

Travis Ritt thanked Jackie Martin and Chris Sinnott for volunteering to serve as Compliance Officers. He reminded all that additional faculty is still needed.

Curriculum:

There were no Curriculum items.

Integrating Roles of
Counseling and
Other Faculty:

Jackie Martin indicated that as discussed earlier in the meeting, faculty members in the Counseling area will be invited to attend an upcoming Senate meeting.

Part-time Faculty
Online Application
Process:

Barb Kelber reported that the Part-time Faculty Online Application process was discussed at the recent Policies & Procedures Task Force meeting. The group is waiting for information from Human Resources to proceed.

Accreditation:

Barb Kelber stated that the faculty is taking direct action in relation to the Accreditation recommendation on diversity with the ongoing work on the Faculty Hiring Procedure. Fari Towfiq added that the Tutoring Committee continues their work in meeting Accreditation requirements as well with their work relating to on-line tutoring and expanding that program.

Policies & Procedures:

Barb Kelber provided the following report on the recent Policies & Procedures Committee:

- The Hiring Procedure was discussed. Inaccuracies were noted in the description of the observers role so those are being corrected.
- Administrative members of Policies & Procedures noted that they would like to revisit the language of AP 720 to expand the role of administrators earlier in the process. They also proposed adding wording to state that a teaching

demonstration on the second-level will be at the discretion of the chair, who is a dean. The faculty members representing the Faculty Senate indicated that the Faculty Senate would oppose these proposals. Also, a change may be proposed relating to the size of the second-level committee and how many faculty members move on from the first to second-level.

Brief discussion followed on the proposed new policy versus the policy currently being used. Faculty expertise is an imperative part of the practice relating to hiring.

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

Respectfully submitted,

Lawrence Lawson, Acting Secretary