



## **MEETING**

2024-10-21

EXHIBITS 1-9

## Faculty Senate Community Agreements

We agree to: Be visible and stay engaged \* Commit to open, honest conversation \* Listen respectfully and actively to learn and to understand others' views \* Share airtime and be conscious of time \* Lean into discomfort and be brave \* Critique ideas, not people \* Consider our own identities and make no assumptions \* Not ask individuals to speak for their (perceived) social group \* Actively combat racism, discrimination, and microaggressions \* Act in solidarity with marginalized communities



# MEETING OF THE FACULTY SENATE

**Date:** Monday, October 21, 2024

**Time:** 2:30-3:50pm

**Location:** LRC-116 and Zoom

## MEMBERSHIP

Adams, Ben  
Backman, Russell  
Brooks, Mary Ellen  
Chamorro, Santo (ASG)  
Dalrymple, William  
Doyle Bauer, Alexandra  
Falcone, Kelly  
Guillen, Adriana  
Gushansky, Gene  
Jarvinen, Jason  
Lawson, Lawrence  
Martinez, Melissa  
Mellos, Vickie  
Mufson, Michael  
Nelson, Wendy  
Paranthaman, Lakshmi  
Parenti, Marina  
Pearson, Beth  
Shmorhun, Nina  
Siminski, Nicole  
Wolters, Ashley  
Zavodny, Anastasia

## AGENDA

### A. Opening

- a. Call to Order
- b. Public Comment
- c. Announcements
- d. Agenda Changes
- e. Approval of Minutes, 10-14-24

### B. Action

- a. Curriculum, (Exhibits 1,2,3), Mellos
- b. Committee on Committees, (Exhibit 4), Zavodny

### C. Information

- a. ASG Report, Santo Chamorro, ASG Representative
  - i. Update on ASG activities.
- b. Area D Fall meeting update. Pearson & Shmorhun
  - i. Share information from the Area D meeting.

### D. Discussion

- a. Resolution supporting the hiring of classified staff, Nelson
  - i. Discuss questions we want answered and provide input for workgroup.
- b. Faculty Senate Constitution Survey, (Exhibit 5, 6, 7, 8) Dalrymple, Martinez & Shmorhun
  - i. Discuss making changes to the constitution and adding bylaws.
- c. Develop Goals for 2024-2025, (Exhibit 9), Nelson
  - i. Discuss goals for 2024-25.

### E. Adjournment

## Academic & Professional Matters: The 10+1+1

Pursuant to rules adopted by the Board of Governors of the California Community Colleges, the Palomar College Governing Board elects to rely primarily on the advice and judgment of Faculty Senate on academic and professional matters.1) Curriculum including establishing prerequisites and placing courses within disciplines. 2) Degree and certificate requirements. 3) Grading policies. 4) Educational program development. 5) Standards or policies regarding student preparation and success. 6) District and college governance structures, as related to faculty roles. 7) Faculty roles and involvement in accreditation processes, including self-study and annual reports. 8) Policies for faculty professional development activities. 9) Processes for program review. 10) Processes for institutional planning and budget development. 11) Faculty hiring policy, faculty hiring criteria, and faculty hiring procedure. 12) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.



Minutes of the  
MEETING OF THE FACULTY SENATE  
October 14, 2024

APPROVED

**PRESENT:** Ben Adams, Russell Backman, Mary Ellen Brooks, Santo Chamorro (ASG), William Dalrymple, Alexandra Doyle Bauer, Kelly Falcone, Adriana Guillen, Gene Gushansky, Jason Jarvinen, Lawrence Lawson, Melissa Martinez, Vickie Mellos (Zoom), Michael Mufson, Wendy Nelson, Lakshmi Paranthaman (Zoom), Marina Parenti, Beth Pearson, Nina Shmorhun, Nicole Siminski, Ashley Wolters, Anastasia Zavodny

**ABSENT:** None

**GUESTS:** Kimberly De La Cruz, Deborah Nielson (TERB Administrative Specialist)

All votes are presumed unanimous unless indicated otherwise.

**CALL TO ORDER** The meeting was called to order by Faculty Senate President Wendy Nelson in LRC-116 at 2:30 p.m. The meeting was also streamed live on ZOOM.

### **PUBLIC COMMENTS**

Senator Zavodny mentioned that EHPS will be hosting Political Economy Days next week, on Tuesday October 22nd and Wednesday October 23rd. Please visit our website for the schedule (<https://www.palomar.edu/ehp/>). All lectures are free and open to the public and will be held in MD-157 (and Hyflex).

Kimberly De La Cruz, a previous ASG representative, addressed the Senate, expressing her gratitude for the support she received during her tenure. She emphasized the honor of representing the faculty and acknowledged the new ASG representative.

### **ANNOUNCEMENTS**

Senator Falcone announced that Canvas currently offers four tools to help faculty design accessible courses: Canvas Built-in accessibility checker, Ally, Pope Tech, and UDOIT. However, UDOIT will be discontinued effective December 23, 2024. Senator Falcone is offering three upcoming workshops in how to use Pope Tech, please check the PD portal to register.

Senator Lawson announced that CCE and PFF will be hosting and providing food for members before the Saturday Football game on October 19, 2024 on the VIP deck from 5:30pm-6:00pm.

Senator Mufson announced several upcoming performing arts events in the coming week, including a concert by the Red Luck Trio, a percussion ensemble concert titled "Mosaic Reverberations," and performances by the Palomar Symphony Orchestra, directed by Dr. Ellen Weller. Tickets for these events could be purchased at PalomarPerforms.com.

President Nelson announced the resignation of the VP of Fiscal Services, effective at the end of October. The position would be vacant until a replacement was found.

President Nelson informed the Senate about Chris Miller, Director of Facilities, retirement, effective in December. She also announced that she was actively seeking a faculty member to serve on the hiring committee for Miller's replacement.

President Nelson shared an update on the implementation of including faculty voice in administrator evaluations, an issue that had been a focus of discussion for several years. She confirmed that VPHR Pedroza has scheduled a meeting for October 31st to discuss the implementation process.

**AGENDA CHANGES** — No agenda changes.

## **APPROVAL OF MINUTES**

**MSC: Shmorhun/Pearson**

Faculty Senate to approve the minutes for the September 23, 2024 meeting.

The motion carried.

**MSC: Shmorhun/Gushanksy**

Faculty Senate to approve the minutes for the September 30, 2024 meeting as amended.

The motion carried.

## **ACTION**

### **A. Curriculum, Mellos (Exhibit 1)**

**MSC: Mufson/Shmorhun**

Faculty Senate approval of the curriculum from the October 2, 2024 curriculum meeting.

The motion carried.

The discussion points included:

- a. Faculty Concerns about SLO Review and Academic Freedom.
- b. Importance of SLO Clarity and Accessibility.
- c. Updates on Common Course Numbering.

### **B. Committee on Committees (Exhibit 2), Zavodny**

**MSC: Zavodny/Doyle Bauer**

Faculty Senate approval of the results of the ballot for committee confirmations.

The motion carried.

Noncredit Advisory Committee – **Gary Sosa**  
AB 1111/928 Steering Committee Taskforce – **Tracy Johnson**  
Instructional Program Review and Planning Committee – **Gene Gushansky**

### **C. Past President Nominations, Nelson**

**MSC: Dalrymple/Parenti**

Faculty Senate approval of the nomination of Anastasia Zavodny as Faculty Senate Past President.

The motion carried.

### **D. Chair of Academic Standards and Practices Committee Nominations, Nelson**

**MSC: Doyle Bauer/Gushansky**

Faculty Senate nomination of Beth Pearson as the Chair of Academic Standards and Practices Committee

The motion carried.

## **INFORMATION**

### **A. ASG Report, Santo Chamorro**

- a. **Student Leadership Conference:** Several students attended the Student Leadership Conference in Los Angeles over the weekend and had just returned the day before. Chamorro indicated he would likely have a more detailed report on the conference at the following week's meeting.
- b. **LGBTQ+ Support Event:** An LGBTQ+ support event was scheduled to take place October 15th, from 8 a.m. to 12 p.m. at the Pride Center.
- c. **Halloween Event and Costume Contest:** The ASG is planning a Halloween event and costume contest on October 31st from 11 a.m. to 1 p.m. in front of the Student Union.

### **B. Committee & Council Reports (Exhibit 3) Nelson**

President Nelson shared reports from September meetings. The senate discussed the broad overviews and highlights of their committee reports (Exhibit 3).

### **C. Resolution supporting the hiring of classified staff, Nelson**

The Faculty Senate discussed the need for a resolution supporting the hiring of classified staff, as multiple committees reported negative impacts from the ongoing shortage.

The discussion points included:

- a. **Classified Staff Hiring:** The Senate discussed the pressing need to hire more classified staff, particularly in light of the impact on faculty workloads. While acknowledging the positive momentum and support expressed by various stakeholders, concerns were raised about the lack of a concrete timeline for action and the possibility of a repeat of staffing shortages in the future.
- b. **Faculty Senate Workgroup:** The Senate agreed to form a workgroup to develop a resolution addressing these concerns.

## **DISCUSSION:**

### **A. Faculty Senate Constitution Survey, (Exhibit 4) Dalrymple & Shmorhun**

William Dalrymple and Nina Shmorhun led a discussion on the Faculty Senate Constitution Survey.

Discussion Points included:

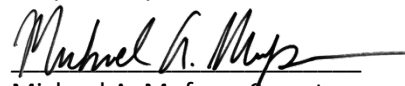
- a. The Senate affirmed the previous decision to split the Constitution and Bylaws, acknowledging the benefits of easier updates to Bylaws.
- b. Discussion regarding how to proceed with addressing the survey results, particularly on points where the vote was nearly split.
- c. It was suggested that the committee present a revised draft showing proposed changes to both the Constitution and Bylaws, with clear indication of where the changes would be implemented, allowing for further discussion on areas of disagreement.

### **B. Develop Goals for 2024-2025 (Exhibit 5), Nelson**

Tabled.

**ADJOURNMENT:** The meeting was adjourned at 3:52pm.

Respectfully Submitted,



Michael A. Mufson, Secretary

Exhibit 1

October 16, 2024  
Curriculum Committee Actions

Item I. from BoardDocs Agenda

The following curriculum changes, pending appropriate approvals, will be effective fall 2025:

| I.1. ACTION: New Credit Courses - effective fall 2025 |      |       |                                |           |             |                 |               |                                            |                      |
|-------------------------------------------------------|------|-------|--------------------------------|-----------|-------------|-----------------|---------------|--------------------------------------------|----------------------|
| Subj                                                  | Nbr. | Title | Trnsf.                         | Dist. Ed. | Grad. Basis | Open Entry/Exit | Justification | Reqs.                                      | Originator           |
| A.                                                    | ETHN | 100   | Introduction to Ethnic Studies | UC/CSU    | Yes         | G/P/NP          | No            | New course in ES and to align with AB 1460 | No<br>Angelica Yanez |

| I.2. ACTION: Credit Course Changes - effective fall 2025 |      |       |                                  |           |             |                 |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                      |
|----------------------------------------------------------|------|-------|----------------------------------|-----------|-------------|-----------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Subj                                                     | Nbr. | Title | Trnsf.                           | Dist. Ed. | Grad. Basis | Open Entry/Exit | Justification | Reqs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Originator           |
| A.                                                       | AJ   | 100   | Introduction To Criminal Justice | UC/CSU    | Yes         | G/P/NP          | No            | Catalog Description: To update the course and include real-world scenarios and the concept of pursuing justice in changing and diverse societies, adding DEIAA.<br>Student Learning Outcomes: To include DEIAA in the outcomes and to update the learning outcomes<br>Specific Course Objectives: To include DEIAA in the objectives and to update the course objectives<br>Content in Terms of Specific Body of Knowledge: to align with the proposed curriculum outline and body of knowledge for the course with the SLO and the Course outcomes.<br>Textbooks- to update the course textbooks, add the option of ZTC and OERs for the course.                                           | No<br>Michelle Soria |
| B.                                                       | AJ   | 101   | Criminal Evidence                | CSU       | Yes         | G/P/NP          | No            | Catalog Description: To update the course description, include ethical decision-making, include real-world scenarios and the concept of pursuing justice in changing and diverse societies, adding DEIAA.<br>Student Learning Outcomes: To include DEIAA in the outcomes and to update the learning outcomes<br>Specific Course Objectives: To include DEIAA in the objectives and to update the course objectives<br>Content in Terms of Specific Body of Knowledge: to align with the proposed curriculum outline and body of knowledge for the course with the SLO and the Course outcomes.<br>Textbooks- to update the course textbooks, add the option of ZTC and OERs for the course. | No<br>Michelle Soria |

**October 16, 2024**  
**Curriculum Committee Actions**

|    |    |     |                     |        |     |        |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |    |                |
|----|----|-----|---------------------|--------|-----|--------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----------------|
| C. | AJ | 102 | Criminal Procedures | CSU    | Yes | G/P/NP | No | <p>Catalog Description: To update the course and include case studies, interactive discussions, and exploration of ethical decision-making in the criminal justice system. The course description changes also includes recognition of due process protections in the justice system that ensure fairness and equitable treatment of individuals and the consequences of violating those protections.</p> <p>Student Learning Outcomes: To include DEIAA in the outcomes and to update the learning outcomes</p> <p>Specific Course Objectives: To include DEIAA in the objectives and to update the course objectives</p> <p>Content in Terms of Specific Body of Knowledge: to align with the proposed curriculum outline and body of knowledge for the course with the SLO and the Course outcomes.</p> <p>Textbooks- to update the course textbooks, add the option of ZTC and OERs for the course.</p> | No | Michelle Soria |
| D. | AJ | 104 | Criminal Law        | UC/CSU | Yes | G/P/NP | No | <p>Catalog Description: To update the course and include real-world scenarios and the concept of pursuing justice in changing and diverse societies, adding DEIAA.</p> <p>Student Learning Outcomes: To include DEIAA in the outcomes and to update the learning outcomes</p> <p>Specific Course Objectives: To include DEIAA in the objectives and to update the course objectives</p> <p>Content in Terms of Specific Body of Knowledge: to align with the proposed curriculum outline and body of knowledge for the course with the SLO and the Course outcomes.</p> <p>Textbooks- to update the course textbooks, add the option of ZTC and OERs for the course.</p>                                                                                                                                                                                                                                    | No | Michelle Soria |
| E. | AJ | 131 | Juvenile Justice    | CSU    | Yes | G/P/NP | No | <p>Catalog Description: To update the course and include real-world scenarios and the concept of pursuing justice in changing and diverse societies, adding DEIAA.</p> <p>Student Learning Outcomes: To include DEIAA in the outcomes and to update the learning outcomes</p> <p>Specific Course Objectives: To include DEIAA in the objectives and to update the course objectives</p> <p>Content in Terms of Specific Body of Knowledge: to align with the proposed curriculum outline and body of knowledge for the course with the SLO and the Course outcomes.</p> <p>Textbooks- to update the course textbooks, add the option of ZTC and OERs for the course.</p>                                                                                                                                                                                                                                    | No | Michelle Soria |

**October 16, 2024**  
**Curriculum Committee Actions**

|    |    |     |                                                               |     |     |        |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |    |                |
|----|----|-----|---------------------------------------------------------------|-----|-----|--------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----------------|
| F. | AJ | 152 | Emergency Management and Planning for Public Safety Officials | CSU | Yes | G/P/NP | No | <p>Changing title and course description from Weapons of Mass Destruction to Emergency Management and Planning</p> <p>Reason: Courses specifically focused on weapons of mass destruction may inadvertently stigmatize certain communities or perpetuate fear and anxiety about rare but highly destructive events. While a course on WMD may focus primarily on the detection, response, and mitigation of specific types of catastrophic events, such as chemical, biological, radiological, or nuclear incidents, a course on emergency management and planning can cover a broader range of emergencies and disasters. This broader scope allows for a more comprehensive examination of various threats and hazards, including natural disasters, technological accidents, and terrorist attacks, and their impacts on communities and organizations. Emergency management and planning courses often adopt an interdisciplinary approach, drawing on principles and practices from fields such as public administration, homeland security, risk management, crisis communication, and community resilience.</p> <p>Student Learning Outcomes: The course will focus on the interdisciplinary emergency management and planning course. SLOS will include DEIAA</p> <p>Specific Course Objectives: The course objectives will align with the SLOS and include DEIAA</p> <p>Content in Terms of Specific Body of Knowledge</p> <p>**Reason: to align with the proposed curriculum outline and body of knowledge for the course with the SLO and the Course outcomes.</p> <p>Textbooks **Reason: to update using current textbooks and to add the option of OERs for the course.</p> | No | Michelle Soria |
| G. | AJ | 180 | Criminology                                                   | CSU | Yes | G/P/NP | No | <p>Course description - to include contemporary issues in criminology, DEIAA, and to update course objectives</p> <p>SLOs- to include DEIAA and contemporary issues in criminology</p> <p>Course objectives- to align with SLOs and Course outline - to include DEIAA and contemporary issues in criminology</p> <p>Textbook- to update course textbooks and to provide OER and ZTC options</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | No | Michelle Soria |
| H. | AJ | 210 | Introduction to Crime Scene Forensic Investigation            | CSU | Yes | G/P/NP | No | <p>course title change - the class should be marketed as an introductory course to CSI and forensic science. The previous title did not describe the purpose of the course.</p> <p>catalog description- to update the description with contemporary applications of CSI and to provide a detailed description for students to know for whom this course is designed.</p> <p>SLOs to update, align with the description of the course, and include DEIAA</p> <p>course objectives- to align with course outline, SLOs, and include DEIAA</p> <p>Textbooks to update and delete old texts</p> <p>Outline of Instructions - to align with SLOs and course objectives</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | No | Michelle Soria |

**October 16, 2024**  
**Curriculum Committee Actions**

|    |      |      |                                                     |        |     |        |    |                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                 |                       |
|----|------|------|-----------------------------------------------------|--------|-----|--------|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------|
| I. | BIOL | 102  | Introductory Biology: Pre-Nursing and Allied Health | UC/CSU | Yes | G/P/NP | No | Added DEIAA to the COR:<br>-Revised course description<br>-Updated textbook to free online OER textbook<br>-Added new assignments, including a required reading on the importance of diversity and inclusion in the healthcare workforce<br>-Added additional methods of instruction to be inclusive of multiple learning styles<br>-Updated course SLOs<br>-Updated course outline | No                                                                                                              | Kimberly M. Velazquez |
| J. | BIOL | 195A | Field Studies in Natural History                    | UC/CSU | No  | G/P/NP | No | We would like to deactivate BIOL 141. To do this we need to remove BIOL 141 as a prerequisite option for BIOL 195A                                                                                                                                                                                                                                                                  | Prerequisite: BIOL 100 or BIOL 101; BIOL 125 or BIOL 126; BIOL 130 or BIOL 131; BIOL 140 or <del>BIOL 141</del> | Michael Deal          |
| K. | BIOL | 195B | Field Studies in Ecology                            | UC/CSU | No  | G/P/NP | No | We would like to deactivate BIOL 141. To do this we need to remove BIOL 141 as a prerequisite option for BIOL 195B.                                                                                                                                                                                                                                                                 | Prerequisite: BIOL 100 or BIOL 101; BIOL 125 or BIOL 126; BIOL 130 or BIOL 131; BIOL 140 or <del>BIOL 141</del> | Michael Deal          |
| L. | BIOL | 195C | Field Study of Native Plants                        | UC/CSU | No  | G/P/NP | No | We would like to deactivate BIOL 141. To do this we need to remove BIOL 141 as a prerequisite option for BIOL 195C.                                                                                                                                                                                                                                                                 | Prerequisite: BIOL 100 or BIOL 101; BIOL 125 or BIOL 126; BIOL 130 or BIOL 131; BIOL 140 or <del>BIOL 141</del> | Michael Deal          |
| M. | BIOL | 195D | Field Study of Birds                                | UC/CSU | No  | G/P/NP | No | We would like to deactivate BIOL 141. To do this we need to remove BIOL 141 as a prerequisite option for BIOL 195D.                                                                                                                                                                                                                                                                 | Prerequisite: BIOL 100 or BIOL 101; BIOL 125 or BIOL 126; BIOL 130 or BIOL 131; BIOL 140 or <del>BIOL 141</del> | Michael Deal          |

**October 16, 2024**  
**Curriculum Committee Actions**

|    |      |      |                                                                          |        |     |        |    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                              |                |
|----|------|------|--------------------------------------------------------------------------|--------|-----|--------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| N. | BIOL | 200  | Foundations of Biology I                                                 | UC/CSU | Yes | G/P/NP | No | This course is being changed from a 5 unit to a 4 unit course. Students will attend lab for 3 hours per week rather than 6 hours per week. This is being changed to remain consistent with other community colleges in the area, which will simplify the process of determining equivalency of courses between colleges. Decreasing the number of lab hours per week will also allow students greater flexibility when scheduling multiple STEM classes in a semester.<br>The District has asked the department to increase the class cap to 60 students, from 30 students previously. To accommodate this class cap increase, we will need to decrease the lab hours to 3 hours per week. | Prerequisite: Completion of intermediate algebra or the equivalent, or eligibility or completion of any course between MATH 110 and 245 (excluding MATH 197, MATH 120, or PSYC/SOC 205, or BUS 204) based on multiple measures.<br>Recommended Preparation: ENG 120, ENG 110 | Elise Lindgren |
| O. | BIOL | 201  | Foundations of Biology II                                                | UC/CSU | Yes | G/P/NP | No | We propose a decrease in the number of units of this course from 5 units to 4 units to provide consistency with other courses of this type across the state. This will provide the additional advantage of allowing us to grant equivalency requests for similar courses completed at other institutions.                                                                                                                                                                                                                                                                                                                                                                                  | Prerequisite: BIOL 200                                                                                                                                                                                                                                                       | Michael Deal   |
| P. | BUS  | 157  | E-Commerce                                                               | CSU    | Yes | G/P/NP | No | Remove recommended prep of BUS 190 - Internet for Business<br>Update CPL<br>Update textbook<br>Update Distance Education Requirements<br>Update SLO<br>Update content/body of knowledge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | No                                                                                                                                                                                                                                                                           | Mary Cassoni   |
| Q. | CS   | 101  | United States History from a Chicano Perspective I                       | UC/CSU | Yes | G/P/NP | No | SLOs kept to meet 3 of the 5 core competencies of AB 1460; older SLOs or no longer needed SLOs were deleted. Please note these 3 SLOs have already been approved to meet AB 1460.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | No                                                                                                                                                                                                                                                                           | Angelica Yanez |
| R. | FIRE | 171B | Company Officer 2B/General Administrative Functions for Company Officers | CSU    | Yes | G      | No | The contact hours were modified to meet California State Fire Training Standards. Increase from 1.0 to 1.25 to meet the 20 hour requirement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Prerequisite: Meet the educational requirements for Fire Fighter II or equivalent.                                                                                                                                                                                           | David Miller   |
| S. | ID   | 100  | Introduction to Interior Design                                          | CSU    | Yes | G/P/NP | No | New updated course description and objectives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | No                                                                                                                                                                                                                                                                           | Jessica Newman |
| T. | KINE | 181A | Beginning Adapted Aquatics                                               | UC/CSU | No  | G/P/NP | No | Align course title with state standard from "adaptive" to "adapted"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | No                                                                                                                                                                                                                                                                           | Lacey Craft    |

**October 16, 2024**  
**Curriculum Committee Actions**

|    |      |      |                                               |        |     |        |    |                                                                                                                                                                                                                             |                                                                                      |                       |
|----|------|------|-----------------------------------------------|--------|-----|--------|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------------|
| U. | KINE | 181B | Intermediate Adapted Aquatics                 | UC/CSU | No  | G/P/NP | No | Align course title with state standard from "adaptive" to "adapted"                                                                                                                                                         | No                                                                                   | Lacey Craft           |
| V. | KINE | 182  | Adapted Weight Training                       | UC/CSU | No  | G/P/NP | No | Align course title with state standard from "adaptive" to "adapted"                                                                                                                                                         | No                                                                                   | Lacey Craft           |
| W. | SPCH | 105  | Beginning Argumentation and Critical Thinking | UC/CSU | Yes | G/P/NP | No | Updated course description, SLO's, DE, objectives, content/body of knowledge, assignments, methods of assessment, textbooks to include how we teach and require writing for the new CalGETC critical thinking requirements. | Prerequisite: ENG 100 with a minimum grade of C or ESL 110 with a minimum grade of C | Marquesa Cook-Whearty |

**I.3. ACTION: Course Deactivations - effective fall 2025**

| Non-UC Course Evaluations - Effective Fall 2025 |        |      |                                                            |        |          |             |                 |                                                                                                                                                                                                             |             |
|-------------------------------------------------|--------|------|------------------------------------------------------------|--------|----------|-------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|                                                 | Subj   | Nmbr | Title                                                      | Trnsf. | Dist. Ed | Grad. Basis | Open Entry/Exit | Justification                                                                                                                                                                                               | Originator  |
| A.                                              | BIOL   | 120  | Animal Behavior                                            | UC/CSU | Yes      | G/P/NP      | No              | This course is only being taught by an adjunct faculty who is not available over the next year and enrollment has been low.                                                                                 | Sara Krause |
| B.                                              | BIOL   | 141  | Introductory Biology: Zoology (Lecture)                    | UC/CSU | Yes      | G/P/NP      | No              | BIOL 141 is the lecture-only version of BIOL 140. Teaching a zoology course without a lab component is not conducive to student learning. Going forward we would like to only offer BIOL 140 which has both | Michael     |
| C.                                              | BIOL   | 141L | Introductory Biology: Zoology (Laboratory)                 | UC/CSU | Yes      | G/P/NP      | No              | BIOL 141L is the "lab-only" component of BIOL 140. Teaching a zoology course where the lecture and lab are uncoupled is not conducive to student learning. (A separate deactivation has been initiated for  | Michael Day |
| D.                                              | ESL    | 101  | Written Communication I                                    | No     | Yes      | G/P/NP      | No              | This course is being deactivated since we are no longer offering it due to changes related to AB-705 and 1705.                                                                                              | Tracy Fung  |
| E.                                              | GEOG   | 158  | Small Unmanned Aircraft Systems Procedures and Regulations | No     | Yes      | G/P/NP      | No              | This proposal is being submitted to de-crosslist GEOG/GEOL/GCIP 158, so it will only be GCIP158 starting Fall 2025.                                                                                         | Wing Cheung |
| F.                                              | GEOL   | 158  | Small Unmanned Aircraft Systems Procedures and Regulations | No     | Yes      | G/P/NP      | No              | This proposal is being submitted to de-crosslist GEOG/GEOL/GCIP 158, so it will only be GCIP158 starting Fall 2025.                                                                                         | Wing Cheung |
| G.                                              | KINE   | 211L | Professional Preparation for Basketball Lab                | UC/CSU | No       | G/P/NP      | No              | Do not offer Pro-Prep Basketball                                                                                                                                                                            | Lacey Craft |
| H.                                              | KINE   | 216L | Professional Prep for Golf Lab- Biomechanic                | UC/CSU | No       | G/P/NP      | No              | Do not offer Pro-Prep for Golf                                                                                                                                                                              | Lacey Craft |
| I.                                              | KINE   | 217L | Professional Prep for Tennis Lab - Biomechanic             | UC/CSU | No       | G/P/NP      | No              | Do not offer Pro-Prep for Tennis                                                                                                                                                                            | Lacey Craft |
| J.                                              | N ESL  | 973  | Advanced ESL Humanities                                    | No     | Yes      | P/NP/SP     | No              | This course is being deactivated since we are no longer offering it due to changes related to AB-705 and 1705.                                                                                              | Tracy Fung  |
| K.                                              | N KINE | 913  | Beginning Tai Chi Kung for Older Adults                    | No     | No       | Not         | No              | Have not offered course since it has been approved                                                                                                                                                          | Lacey Craft |

**October 16, 2024**  
**Curriculum Committee Actions**

|    |        |     |                                                                    |    |     |        |    |                                                        |                   |
|----|--------|-----|--------------------------------------------------------------------|----|-----|--------|----|--------------------------------------------------------|-------------------|
| L. | N KINE | 921 | A Matter of Balance: Managing Concerns About Falls of Older Adults | No | No  | Not    | No | Course has not been offered since it has been approved | Lacey Craft       |
| M. | POSC   | 240 | Civil Liberties and Procedures                                     | No | Yes | G/P/NP | No | De-cross listing from LS 240.                          | William B. Jahnel |

**J.1. ACTION: Distance Education - effective fall 2025**

**The following courses may be offered as distance learning and meet Title 5 Regulation 55200-55210, effective fall 2025**

| Course Number | Course Title                                                    |
|---------------|-----------------------------------------------------------------|
| A. ETHN 100   | Introduction to Ethnic Studies                                  |
| C. AJ 100     | Introduction To Criminal Justice                                |
| D. AJ 101     | Criminal Evidence                                               |
| E. AJ 102     | Criminal Procedures                                             |
| F. AJ 104     | Criminal Law                                                    |
| G. AJ 131     | Juvenile Justice                                                |
| H. AJ 152     | Emergency Management and Planning                               |
| I. AJ 180     | Criminology                                                     |
| J. AJ 210     | Introduction to Crime Scene Forensic Investigation              |
| K. BIOL 102   | Introductory Biology: Pre-Nursing and Allied Health             |
| L. BIOL 200   | Foundations of Biology I                                        |
| M. BIOL 201   | Foundations of Biology II                                       |
| N. BUS 157    | E-Commerce                                                      |
| O. CS 101     | United States History from a Chicano Perspective I              |
| P. FIRE 171B  | Company Officer 2B/General Administrative Functions for Company |
| Q. ID 100     | Introduction to Interior Design                                 |
| R. SPCH 105   | Beginning Argumentation and Critical Thinking                   |

**K.1. ACTION: Requisites - effective fall 2025**

**The establishment of the following advisories meets Title 5 Regulation 55003, effective fall 2025**

| Course Number | Course Title                     |
|---------------|----------------------------------|
| A. BIOL 195A  | Field Studies in Natural History |
| B. BIOL 195B  | Field Studies in Ecology         |
| C. BIOL 195C  | Field Study of Native Plants     |

Prerequisite: BIOL 100 or BIOL 101; BIOL 125 or BIOL 126; BIOL 130 or BIOL 131; BIOL 140 or BIOL 141

Prerequisite: BIOL 100 or BIOL 101; BIOL 125 or BIOL 126; BIOL 130 or BIOL 131; BIOL 140 or BIOL 141

Prerequisite: BIOL 100 or BIOL 101; BIOL 125 or BIOL 126; BIOL 130 or BIOL 131; BIOL 140 or BIOL 141

**October 16, 2024**  
**Curriculum Committee Actions**

|    |      |      |                                                         |                                                                                                                                                                                                                                                                             |
|----|------|------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D. | BIOL | 195D | Field Study of Birds                                    | Prerequisite: BIOL 100 or BIOL 101; BIOL 125 or BIOL 126; BIOL 130 or BIOL 131; BIOL 140 or BIOL 141                                                                                                                                                                        |
| E. | BIOL | 200  | Foundations of Biology I                                | Prerequisite: Completion of intermediate algebra or the equivalent, or eligibility or completion of any course between MATH 110 and 245 (excluding MATH 197, MATH 120, or PSYC/SOC 205, or BUS 204) based on multiple measures. Recommended Preparation: ENG 100 or ESL 110 |
| F. | BIOL | 201  | Foundations of Biology II                               | Prerequisite: BIOL 200                                                                                                                                                                                                                                                      |
| G. | FIRE | 171B | Company Officer 2B/General Administrative Functions for | Prerequisite: Meet the educational requirements for Fire Fighter II or equivalent.                                                                                                                                                                                          |
| H. | SPCH | 105  | Beginning Argumentation and Critical Thinking           | Prerequisite: ENG 100 with a minimum grade of C or ESL 110 with a minimum grade of C                                                                                                                                                                                        |

**Item L. from BoardDocs Agenda**

**ACTION: The following distance education and course reviews, pending appropriate approvals, will be effective spring 2025.**

**L.1. ACTION: Distance Education and Course Reviews**  
**The following courses have completed the course review approval process. Those eligible to be taught Distance Education meet Title 5 Regulations 5200-5521 and are indicated below. Since these updates have no impact on catalog or college data, they are effective spring 2025.**

| Subj | Nmbr | Title | Dist.                                                       | Originator |                      |
|------|------|-------|-------------------------------------------------------------|------------|----------------------|
| A.   | ACCT | 110   | Quickbooks                                                  | Yes        | Leah Hoover          |
| B.   | AT   | 105L  | Automotive Electricity Computer Training Lab                | Yes        | Antonio Perez        |
| C.   | AT   | 110L  | Automotive Tune Up Computer Training Lab                    | Yes        | Antonio Perez        |
| D.   | AT   | 115L  | Automotive Fuel Systems Computer Training Lab               | Yes        | Antonio Perez        |
| E.   | BIOL | 140   | Introductory Biology: Zoology                               | Yes        | Michael Deal         |
| F.   | BIOL | 145L  | Introduction to Anatomy and Physiology Laboratory           | No         | Gene Gushansky       |
| G.   | CFT  | 176   | The Lathe - An Introduction to Woodturning                  | Yes        | Jennifer Anderson    |
| H.   | CFT  | 177   | Lathe II - Intermediate Turning                             | Yes        | Jennifer Anderson    |
| I.   | DNCE | 127   | Spanish Flamenco I                                          | No         | Margaret M. Faulkner |
| J.   | DNCE | 128   | Spanish Flamenco II                                         | No         | Margaret M. Faulkner |
| K.   | DNCE | 145   | Choreography I                                              | Yes        | Margaret M. Faulkner |
| L.   | DNCE | 146   | Choreography II                                             | Yes        | Margaret M. Faulkner |
| M.   | DNCE | 162   | Near and Middle Eastern I                                   | No         | Margaret M. Faulkner |
| N.   | DNCE | 163   | Near and Middle Eastern II                                  | No         | Margaret M. Faulkner |
| O.   | ENGR | 235   | Engineering Mechanics - Statics                             | No         | Quan Nguyen          |
| P.   | ESL  | 106   | Multicultural Humanities                                    | Yes        | Tracy Fung           |
| Q.   | GEOL | 100   | Physical Geology                                            | Yes        | Sean Figg            |
| R.   | ITAL | 202   | Italian IV                                                  | Yes        | Scott Nelson         |
| S.   | KINE | 210L  | Professional Prep for Football Lab- Biomechanic Application | No         | Karl Seiler          |

## Exhibit 2

### GOVERNANCE STRUCTURE GROUP REQUEST

**Date:** 10/9/2024

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Proposed Name of Requested Group:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Assembly Bill 1111/928 Steering Committee Taskforce                                                                                                                     |
| <b>Request submitted by:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Benjamin Mudgett and Vickie Mellos                                                                                                                                      |
| <b>Group Type:</b> Task Force                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Action Requested:</b> Change<br>If Change, identify type of change: Add two faculty members (CTE & Lifelong Learning & Self Development) and a student to committee. |
| <b>Reporting Relationship:</b> Curriculum Committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                         |
| <p><b>Purpose:</b> The purpose of this taskforce is to understand and prepare for the impacts of AB 1111 and 928.</p> <p>AB 1111, common course numbering, requires California Community Colleges to adopt and implement a common course numbering system by 2024.</p> <p>AB 928 establishes a singular lower division general education pathway that meets the academic requirements necessary for transfer to the California State University and the University of California and would require each of the respective administrative bodies to determine the singular lower division general education pathway if the three systems are unable to do so. The singular GE pathway will be implemented for the fall term of the 2025-26 academic year. By August 1, 2024, colleges will be required to place students on an Associate Degree for Transfer (ADT) pathway where one exists for their major, unless the student opts out.</p> <p><b>Products:</b> The taskforce will provide high-level oversight in the monitoring of the intersegmental response and implementation efforts at the state-level and regionally. The task force will also engage in consultation with the Faculty Senate and other district and regional bodies, including K12 and regional four-year partnerships impacted by AB 1111/928. The taskforce will report their findings and implementation recommendations to the Curriculum Committee, Faculty Senate, and other shared governance bodies on a regular basis. Working groups of the taskforce may be created to provide recommendations related to specific service areas of the district. These working groups shall report their findings and recommendations regularly to the Steering Committee Taskforce.</p> <p>The General Education Subcommittee shall be responsible for the general education aspects of AB 928. This subcommittee will evaluate the local general education and district requirements and shall make recommendations for changes to the Steering Committee Taskforce and the Curriculum Committee.</p> <p><b>Meeting Schedule:</b> Meetings will be held at least twice per semester. Study groups may be formed to work on individual segments of AB 1111/928 on behalf of the steering committee taskforce. Study groups are anticipated to meet at least monthly.</p> <p><b>Term:</b> Spring 2023 - Spring 2025</p> <p><b>Chair(s):</b><br/>Vice President of Instruction (tri-chair)<br/>Articulation Officer (tri-chair)<br/>Lead records evaluator member of the Curriculum Committee (tri-chair)</p> <p><b>Members:</b></p> <ul style="list-style-type: none"><li>• Vice President of Student Services</li><li>• A dean from each of the following divisions:<ul style="list-style-type: none"><li>○ L/L</li><li>○ SBS</li></ul></li></ul> |                                                                                                                                                                         |

- MSE
- Transfer Center Director
- General Education Subcommittee
  - Faculty shall be members of the Curriculum Committee. If membership cannot be filled by the Curriculum Committee, the Faculty Senate will appoint the General Education Subcommittee members (co-chairs - Articulation Officer and faculty Curriculum Committee Co-Chair):
    - **One (1)** faculty from each CalGETC area (7 total)
    - **One (1)** faculty from each of the following competency areas:
      - Health and Fitness
      - American History and Institutions
    - **One (1)** Counselor
    - **One (1)** SLO Coordinator
    - **One (1) faculty from CTE**
    - **One (1) faculty from Lifelong Learning & Self Development**
    - **One (1) student, appointed by ASG**
- Financial Aid representative
- Veteran Services representative
- Curriculum Specialist
- A Business Systems Analysts (BSA) from each of the following areas:
  - Student Services
  - Instructional Services

Structure revision – Add two (2) faculty members

Approved Curriculum Committee [Date]

Approved by College Council: [Date]

**PALOMAR COLLEGE**  
**Associate Degree General Education Requirements**  
**Fall 2025 - Summer 2026**

Minimum 21 semester units required. No course may be used to satisfy more than one General Education Requirement

---

**Area 1: English Composition, Oral Communication, and Critical Thinking**

**1A. English Composition** – A minimum of 3 semester units chosen from: **ENG 100** or **ESL 110**

**1B. Oral Communication and Critical Thinking** – A minimum of 3 semester units chosen from: **PHIL 116, 200, 201+(F25); READ 120+(F04); SPCH 100, 105, 170**

---

**Area 2: Mathematical Concepts and Quantitative Reasoning** – A minimum of 3 semester units chosen from:

**BUS 110, 204+(F18), BUS 136+(F25); CSCI 112+(F25), 114+(F25), 210+(F25), 212+(F25), 222+(F25), 260+(F25), 290+(F25); CSIT 128+(F22), 165+(F25), 175+(F25), 180+(F25), 275+(F25), 280+(F25); GEOG 150; MATH 100, 100E, 101, 101E, 105, 106, 110, 110E, 115, 115E, 120, 120E, 126, 127, 130, 130E, 135, 140, 141, 200, 205, 206, 245; PHIL 116, 201+(F25); PSYC 205; SOC 180, 205**

**\*Completion of a college-level intermediate algebra course or the equivalent may satisfy this requirement**

---

**Area 3: Arts and Humanities** – A minimum of 3 semester units chosen from:

**AIS 100\*[F21], 104, 105, 108A, 108B, 135, 145, 146, 150, 166A, 166B, 167A, 167B, 180B, 181A+(F22), 181B+(F22), 207A, 207B, 266A, 266B, 282A, 282B; AMS 100, 105; ANTH 135, 155; ARAB 101, 102, 201; ARCH 120, 121, 122; ART 100, 102, 104, 105, 163+(F96), 164+(F96), 165, 166, 169; ASL 100, 101, 110, 205, 206; CHIN 101, 102, 201; CINE 100, 102, 103, 110, 120, 122, 123; CS 100\*[F21], 140\*[F21], 155; DBA 100, 230; DNCE 100, 101, 102, 105; ENG 205, 210, 211, 220, 221, 225, 226, 230, 250, 255, 260, 270+(F92), 280, 290; ESL 101, 103, 106+(F19); FASH 130; FREN 101, 102, 201, 202; GC 102, 115; GERM 101, 102, 201, 202, 225; HIST 105, 106; HUM 100, 101; ITAL 101+(F97), 102, 201, 202, 225; JAPN 101, 102, 130, 201+(F97), 202+(F97); MUS 100, 101, 102, 103, 169+(F17), 171+(F96); PHIL 111, 114, 121, 122, 125, 126, 140, 141, 142+(F22), 250; PHOT 125; RS 101, 104, 105, 108, 110; SPAN 101, 101A, 101B, 102, 201, 202, 211, 212, 235+(F14); TA 100, 150**

---

**Area 4: Social and Behavioral Sciences** – A minimum of 3 semester units chosen from: **AIS 101\*[F21], 102\*[F21],**

**110, 115], 125\*[F21], 130, 140, 165+(F96); AJ 100; AMS 200+(F95); ANTH 105, 107, 110, 115, 125, 126+(F96), 130, 137, 140; AS 100, 101\*[F21], 102\*[F21], 120, 126+(F96); CHDV 100, 110, 115, 172+(F20); COMM 100, 105; CS 101\*[F21], 102\*[F21], 140\*[F21]; ECON 100, 101, 102, 110, 115, 120, 125; EDUC 172+(F22); ENG 150; GBST 101, 102; GEOG 103, 105; HIST 101, 102, 107, 108, 121+(F07), 130, 140, 141, 150+(F94), 151+(F94), 160; LS 121+(F05), 240+(F05); MCS 100, 200+(F95); POSC 100, 101, 102, 110, 121, 240; PSYC 100, 105+(F05), 110, 120, 125, 130+(F95), 211, 225+(F07), 235+(F07); RS 102, 103+(F08-F10; F18), 108; SOC 100, 105+(F05), 110, 115, 125, 130, 135, 165, 175, 200+(F05); SPCH 120, 131**

---

**Area 5: Natural Sciences** – A minimum of 3 semester units (underlined courses include a lab) chosen from: **ANTH 100, 101,**

**ASTR 100, 120; BIOL 100, 101, 102, 110, 118, 120, 125, 126, 130, 131, 135+(F09), 140, 141, 145, 200, 201, 210, 211+(F93), 212;**  
**CHEM 100, 104, 105, 110, 115, 205+(F07), 220, 221; ENGR 210; ES 100, 115; GEOG 100, 110, 115+(F95), 125; GEOL 100, 110, 120, 150; NUTR 185; OCN 100; PHSC 101; PHYS 101, 102, 120, 121, 200, 201, 230, 231, 232; PSYC 210**

---

**Area 6: Ethnic Studies** – A minimum of 3 semester units chosen from: **AIS 150+(F08) 100+ [F21], 101+ [F21], 102+[F21],**

**125+[F21]; AS 101+[F21], 102+[F21]; CS 100+\*[F21], 101+\*[F21], 102+\*[F21], 140+\*[F21]**

Exhibit 4

|                                                                                                                                                                                                                                             |                  |            |                                     |                                   |                                                                                                                                                                                                                                                                                              |  |                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------|-------------------------------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------|
| October 21 2024                                                                                                                                                                                                                             |                  |            |                                     |                                   |                                                                                                                                                                                                                                                                                              |  |                                                                                                             |
| How will you utilize an Equity and Antiracism lens in your work with this committee, or in what ways will you commit to learning about Diversity, Equity, Inclusion, and Antiracism and how will that influence your role on the committee? |                  |            |                                     |                                   |                                                                                                                                                                                                                                                                                              |  |                                                                                                             |
| Name                                                                                                                                                                                                                                        | Division         | Department | Committee                           | Position                          | What are the knowledge, skills, and abilities you will bring to this committee?                                                                                                                                                                                                              |  | Action                                                                                                      |
| Sierra Lovelace                                                                                                                                                                                                                             | Student Services | Counseling | Faculty Position Priority Committee | Faculty, Student Services (24-25) | I will utilize an Equity and Antiracism lens in my work with this committee by frequently reflecting on the decisions we are making and by contributing a diverse perspective. It is important that we continue to consider the needs of our underrepresented groups and programs on campus. |  | I have served on several hiring committees where I was able to advocate for DEIAA in our selection process. |

## Exhibit 5

### 2024-2025: Faculty Senate Constitution Updates & Revision Notes

#### Constitutional Review Committee

*Created by feedback from Faculty Senate Retreat Fall 2023*

---

#### Legend:

Not able to address in Constitution *(suggested response)*

Need Senate feedback

We can manage this in the suggested revisions

We need bylaws *(remove terms of office/officer eligibility from bylaws?)*

We need to focus on evergreen language throughout

Fix all typos/grammar/language that we caught in last revision that didn't get implemented

Capitals = original articles from current constitution

|                                                                                     |
|-------------------------------------------------------------------------------------|
| ARTICLE 1 ( <b>Constitution: Article 1</b> ): DEFINITION OF ACADEMIC FACULTY        |
| How do you get temporary faculty approval <i>(HRS &amp; CBA)</i>                    |
| ARTICLE 2 ( <b>Bylaws: Article 5</b> ): RIGHT OF PETITION OF THE FACULTY BODY       |
| ARTICLE 3 ( <b>Bylaws: Article 1</b> ): CODE OF ETHICS                              |
| Education on Ethics for faculty <i>(Recommend PD/training opportunities)</i>        |
| ARTICLE 4 ( <b>Constitution: Article 2</b> ): THE FACULTY SENATE OF PALOMAR COLLEGE |
| Majority votes all faculty                                                          |
| ~SECTION 1 ( <b>Constitution: Article 2, Section 1</b> ): NATURE AND POWER          |
| Consider 10+1+1                                                                     |
| ~SECTION 2 ( <b>Constitution: Article 2, Section 2</b> ): SENATE DUTIES             |
| ~SECTION 3 ( <b>Bylaws: Article 2, Section 1</b> ): COMPOSITION                     |
| Consider increasing PT senators                                                     |
| Consider adding department or divisional reps – pros/cons?                          |
| Consider at-large senate seats like PFF                                             |
| ~SECTION 4 ( <b>Bylaws: Article 2, Section 2</b> ): ELIGIBILITY                     |

~SECTION 5 (**Bylaws: Article 2, Section 3**): TERMS OF OFFICE AND METHOD OF ELECTION

More time for nomination

All Faculty

~SECTION 6 (**Bylaws: Article 2, Section 4**): OFFICERS

PT should be eligible for all positions

Rethink roles/responsibilities

~SECTION 7 (**Bylaws: Article 2, Section 5**): MEETINGS (*extend meetings to 4? Keep weekly meetings. Issue with changing meeting times is that other standing meetings are scheduled around Senate*)

Consider longer meetings twice a month

Consider changing meeting time to make attending easier for faculty teaching lecture/lab

~SECTION 8 (**Bylaws: Article 2, Section 6**): COMMITTEES

Can't fill our committees because there are too many (*Committee on Committees needs to provide recommendations for possible consolidation or changes, doesn't go in Constitution*)

~SECTION 9 (**Bylaws: Article 2, Section 7**): CODE OF ETHICS AS APPLIED TO THE FACULTY SENATE

Should we have a person responsible for ethics? (*Issues with Title 5, potential for conflicts with CBA, academic freedom, etc. Can reiterate that we are held to professional and ethical standards. Issues with people not doing so= send to Academic Standards and Practices Committee?*)

~SECTION 10 (**Bylaws: Article 2, Section 8**): OPINION POLLING

Official polling versus data collection

~SECTION 11 (**Bylaws: Article 2, Section 9**): RIGHT OF PETITION OF THE FACULTY SENATE

~SECTION 12 (**Bylaws: Article 2, Section 10**): GRANTING OF EMERITUS STATUS

Need to make sure faculty know about this before they retire (*Recommend Senate/PFF craft a memo/email that can be included with HRS responses to faculty interested in retiring, possible info to provide on website*)

No PT emeritus? (*research from other colleges?*)

ARTICLE 5 (**Bylaws: Article 3**): THE FACULTY COUNCIL

Is there overlap of faculty council and senate? (*Yes, but by nature- council is a constituency of Senate, does housekeeping and leadership*)

Review Council responsibilities in relation to Senate

ARTICLE 6 (***Bylaws: Article 4***): CONSTITUTIONAL REVIEW

Why do outside actors have the ability to circumvent? *(recommend developing process for communicating availability for public comment and input AHEAD of time, formalizing communication, ensuring all faculty feel able to speak freely and share opinions)*

# **Constitution of the Faculty of Palomar College**

## **PREAMBLE**

In order to promote the effective exercise of the rights, duties, privileges, and responsibilities that are placed in their trust by their profession, their society, their state, and their local district, and conscious of the high nature of that trust as it is shared by all other institutions of higher learning in the State of California and in the United States, and in order that they or the instruments of their creation may perform such academic duties as are appropriate to teaching faculties of community colleges, the academic faculty members of Palomar College, as defined below, have adopted this Constitution.

## **ARTICLE 1: DEFINITION OF ACADEMIC FACULTY**

A member of the faculty of Palomar College is an academic employee who is employed in a position that is not designated as administrative, managerial, or classified and falls under one of the following categories:

FULL-TIME FACULTY are those faculty members who are employed in regular tenured positions.

PROBATIONARY FACULTY are those faculty members who are employed in tenure track faculty positions and who have not yet been granted tenure by the college.

TEMPORARY FACULTY are non-tenure track faculty with an assignment greater than 67% and who are employed for a designated period of time. For voting purposes, temporary faculty are included with full-time, tenured and probationary faculty.

EMERITUS FACULTY are those faculty members who, upon retirement, were granted Emeritus status by virtue of their years of service. Emeritus faculty may vote with part-time faculty during any semester in which they teach part-time after retiring.

PART-TIME FACULTY are those non-tenure track faculty members whose assignments are no more than 67% of a full-time load.

## **ARTICLE 2: RIGHT OF PETITION OF THE FACULTY BODY**

Ten percent of the Full-Time, Probationary and Temporary Faculty may, upon the presentation of a signed petition to the Faculty Council, call for proceedings of review, referendum, initiative, censure, or recall in the context of any issue, policy, question, or person elected by the Full-Time, Probationary and Temporary Faculty.

Ten percent of the Part-Time and Emeritus Faculty may, upon the presentation of a signed petition to the Faculty Council, call for proceedings of review, referendum,

initiative, censure, or recall in the context of any issue, policy, question, or person elected by the Part-Time and Emeritus Faculty.

If the determination is made that such proceedings are necessary, a request for such proceedings must be included on the agenda of the next regular meeting or special meeting of the Senate and shall precede other new business. The Senate shall appoint a task force of three faculty members (two Senators and one non-Senator) to conduct proceedings in an open meeting to address the matter stated in the petition. Any action taken as a result of the proceedings shall require a simple majority of the appropriate faculty group on matters of review, referendum, or initiative, and a two-thirds (2/3) majority in matters of censure or recall.

### **ARTICLE 3: CODE OF ETHICS**

Faculty members have an obligation to the college, their students, colleagues, profession, the public and themselves to maintain the highest standards of ethical conduct. In recognition of this obligation, faculty members adopt the following standards of ethical conduct (Adapted from the "American Association of University Professors (AAUP) Ethics Statement"):

1. Professors, recognizing their social responsibility:
  - Develop and improve scholarly competence,
  - Exercise critical self-discipline and judgment in transmitting knowledge,
  - Practice intellectual honesty.
2. Professors, as teachers:
  - Encourage the free pursuit of learning in their students,
  - Demonstrate respect for students as individuals,
  - Keep to their proper roles as intellectual guides and counselors,
  - Evaluate students in an unbiased manner,
  - Respect the confidentiality of students,
  - Acknowledge significant or scholarly assistance from students,
  - Do not exploit, harass, or discriminate against their students.
3. Professors, as colleagues:
  - Do not discriminate against or harass colleagues,
  - Respect and defend the free inquiry of associates,
  - Exchange criticism and ideas,
  - Acknowledge academic debt,
  - Strive to be objective in their professional judgment of colleagues,
  - Accept their share of faculty responsibilities for the governance of their institution.
4. Professors, as members of an academic institution:
  - Seek to be effective teachers and scholars,
  - Uphold academic freedom,
  - Maintain their right to criticize and seek revision,

- Give due regard to their responsibilities within the institution,
  - When considering termination of their employment, give due notice of their intentions.
5. Professors, as members of their community:
- When they speak or act as private persons avoid creating the impression of speaking or acting for their college,
  - Promote free inquiry and further public understanding of academic freedom.

## **ARTICLE 4: THE FACULTY SENATE OF PALOMAR COLLEGE**

### **SECTION 1: NATURE AND POWER**

The faculty members of Palomar College hereby establish the Faculty Senate as the primary legislative and executive body representing the faculty on all Academic and Professional Matters, which include the governance and committee structure at Palomar College. By legislation, the Faculty Senate is represented on the Statewide Academic Senate and, through it, on the California Community College Board of Governors. Regular meetings of the Faculty Senate shall be held every teaching Monday at 2:30 p.m. during the academic year. All other meetings shall be considered special meetings.

- I. Senators shall retain all the rights, duties, privileges, and responsibilities normal to faculty membership.
- II. Actions taken at an official meeting of the Senate shall be deemed to be “approved action” and shall be effective for immediate implementation. All such approved action shall be published and distributed to the faculty within three school days. The official minutes of the meeting in which they are approved shall follow within ten school days.
- III. Approved actions are actions which have been approved by a majority of members present at an official regular or special meeting of the Senate; or,
- IV. A majority of votes cast by full-time and probationary faculty in an official electronic or mail ballot.
- V. Members of the faculty reserve the right to protest any approved action of the Senate. Protest shall be submitted in writing to the Senate President and shall bear the signature(s) of the protester(s).
- VI. If, within ten teaching days after publication and distribution of any approved action, protests are received from at least twenty percent of the full-time and probationary faculty, a special meeting of The Faculty Senate shall be called for the purpose of reviewing said approved action. The meeting shall be scheduled no later than ten teaching days after receipt of the minimum required number of

protests and shall be set for a time and a place convenient to the membership. Two separate notices of the meeting shall be distributed to the membership.

- VII. Following reasonable and adequate discussion of the issue(s), the full-time and probationary faculty shall have an opportunity to vote either to reaffirm the approved action or to rescind it. Voting shall be conducted by electronic or mail ballot beginning within five teaching days after the special meeting. Notice of the results shall be published and distributed to the Governing Board and all academic employees within fifteen teaching days after the special meeting.

## SECTION 2: SENATE DUTIES

### The Faculty Senate:

- I. Shall formulate policies on Academic and Professional Matters as specified in state legislation and supported by Governing Board policy.
- II. The term “Academic and Professional Matters” refers to the following twelve matters:
  1. Curriculum, including establishing prerequisites and placing courses within disciplines;
  2. Degree and certificate requirements;
  3. Grading policies;
  4. Educational program development;
  5. Standards or policies regarding student preparation and success;
  6. Governance structures, as related to faculty roles;
  7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
  8. Policies for faculty professional development activities;
  9. Processes for program review;
  10. Processes for institutional planning and budget development;
  11. Faculty hiring policy, faculty hiring criteria, and faculty hiring procedures; and
  12. Other academic matters as mutually agreed upon between the Governing Board and the Faculty Senate.
- III. May also function in an advisory capacity to the College Council in such matters.
- IV. Shall promote the understanding and practice of professional standards and conduct and of democratic policies and procedures.
- V. Shall concern itself especially with the consideration of any policy or procedure that affects the status and morale of the faculty of the college.
- VI. Shall advise the Superintendent/President of the College and/or the Governing Board in the selection of administrative personnel. The Senate shall be responsible for the

appointment of all faculty members to selection committees other than those faculty appointed by the bargaining unit.

- VII. Shall maintain a continuing study of proposed legislation affecting schools and the faculty, and shall keep the faculty informed regarding such proposed legislation and its progress.
- VIII. Shall obtain information and inform the faculty regarding the records and opinions of candidates for public office where such records and opinions clearly affect the welfare of schools and faculty.
- IX. Shall, through its Committee on Committees, nominate the faculty personnel who serve on college committees other than those appointed by the bargaining unit. Unless the committee position requires a ballot of the full-time or probationary faculty, or some portion thereof, the Senate may confirm the nominees at any regular Senate meeting.
- X. May serve the President of the College as an Advisory Council, and may meet with him/her upon request.

### SECTION 3: COMPOSITION

The Senate shall consist of the immediate past president of the Senate, the faculty co-chair of the Curriculum Committee, and 23 full-time Faculty, tenured or probationary, and four are part-time. All are elected from their respective Faculty body. Ex-officio members, the past president and Curriculum co-chair, have voting privileges and act as Senators, but are not individually elected. President, Vice-President, and Secretary are always elected from within the existing Senate body at the time of election for officers. In the event that a sitting Senator is elected to a two-year term as Faculty Senate President with one year remaining in his/her Senate term, the Senate membership will consist of 30 members for one year. In addition, the ASG has a named position with an advisory vote.

The elected members are subject to the following provisions:

1. That no more than two full-time or probationary faculty members shall be elected from a single department with the exception of ex-officio members and any faculty member holding one position under Appendix F of the Collective Bargaining Agreement (CBA) with 100% release time (ex: Articulation Officer).
2. That no more than one part-time faculty member shall be elected from a single department of the faculty. In situations where a part-time faculty member represents more than one department, that part-time faculty member will be considered eligible to serve so long as at least one of their departments is not yet represented by another part-time faculty member.
3. That no more than five members shall be probationary faculty.

4. That terms shall be staggered so that not all Senators are new at any one time.

#### SECTION 4: ELIGIBILITY

All Senators shall be faculty members as defined in Article 1 of this Constitution, excluding faculty who hold administrative, managerial, or classified assignments.

#### SECTION 5: TERMS OF OFFICE AND METHOD OF ELECTION

##### I. Terms of Office:

###### Senators

- A. Shall serve for a term of three years.
- B. Shall be eligible for re-election, and normal Senate vacancies shall be filled at the spring election.
- C. Shall attend the first regular meeting in May following their election and shall take office at the subsequent meeting.

##### II. Method of Election:

- A. One-third of the Senate positions shall be open for election each year.
- B. During the spring semester for a two-week period, the Senate Elections Committee shall send out nominating forms to all faculty members for the Senate positions on the Faculty Senate.
- C. During the Spring semester for a two-week period, the Senate Elections Committee shall send ballots to faculty to elect Senators. The ballots may include a twenty-five word or less description of each candidate's qualifications.
- D. If the number of candidates is equal to or less than the number of seats available, then no election shall be held and all qualified candidates shall become Senators.
- E. Full-time and probationary faculty senators shall be elected by a vote of full-time and probationary faculty; part-time faculty senators shall be elected by a vote of part-time faculty.
- F. The Senate will ratify the votes of any election.

##### III. A Permanent Vacancy shall occur when:

- A. A Senator misses more than three consecutive meetings of the Senate or a total of four regular meetings in one semester. In the case of newly elected Senators, absences occurring in May caused by conflicts resulting from instructional or institutional responsibilities shall not be counted under this provision.
- B. A Senator takes a leave (sabbatical or other type). A Senate position shall be vacated the last teaching day before this leave starts.

##### IV. Filling Permanent Vacancies:

- A. The provisions of Article 4, Section 5 shall apply to the election of Senators.

- B. If a permanent vacancy occurs within the Faculty Senate within one (1) month of a previous election, the next highest vote-getter in the just-concluded election shall be awarded the seat. In the event the previous election was uncontested, the position shall be filled by a special election (see Article 4, Section 5). Positions elected in this case shall complete that vacant term.
- C. Permanent vacancies that occur after one month following the spring election can be filled by a special election at the discretion of the Faculty Senate. Positions elected in this case shall complete that vacated term.
- D. In the event that the Senate has fewer than 2/3 of its membership as stipulated in Section 3, a special election will be held as soon as possible after the vacancy occurs. Senators elected in this case shall complete that vacated term.

V. Special Election Provisions

- A. Should the Senate choose to fill any permanent Senator vacancies, the Senate shall send a call for nominations to the applicable faculty group for these positions; this nomination period shall be open not fewer than four business days. All nominations received will be considered by the Senate. The Senate shall conduct an electronic vote from the requisite faculty group if there are more eligible nominations than permanent vacancies; this voting window shall be open for not fewer than four business days. In the event that the number of eligible nominations is equal to the number of permanent vacancies, the Senate shall vote to confirm. In the event a permanent vacancy occurs in a Senator position with one semester or less of its term remaining, the Senate may choose to not fill the position.
- B. In the event that a permanent vacancy occurs in the role of Secretary or Vice President and a special election is warranted, the Senate shall entertain nominations of Senators and shall conduct a vote of the Senate membership to fill the position(s) for the remainder of that vacated term. In the event the vacancy occurs in March or later, the Senate may choose to not fill the position.

V. Senator Expectations:

- A. To attend Senate meetings regularly;
- B. To stay informed about state and local policies relating to the welfare of the College;
- C. To serve on at least one academic, Senate, ASCCC, or governance committee throughout their tenure on Senate.

SECTION 6: OFFICERS

- I. Shall be elected from among the Senators.

- II. The Senate shall elect its own Vice-President and Secretary as the first item of business on the day that newly-elected Senators are seated in the Senate or at the next regular meeting after a permanent vacancy shall occur in any office.
- III. The Senate shall elect its own President-Elect at the second regular meeting of the spring semester during the last year of the active President's term. The individual elected shall be expected to serve through the remainder of the spring semester as the President-Elect, then shall take office as President for the subsequent two academic years.
- IV. Nominations for each position (President, Vice-President, and Secretary) shall be solicited from the floor. Current officers may be nominated for subsequent terms as defined below for each position.
- V. Newly elected officers (Vice President and Secretary) shall take office immediately following their election.
- VI. President and Vice-President positions must be held by permanent, tenured faculty.

#### President

- I. Shall serve a two-year term and may not be elected to serve more than two consecutive terms.
- II. Shall not publicly vote on any issue before the Senate unless a tie vote exists, or to create a tie.
- III. Shall function as Faculty Senate liaison with the Administration and the Governing Board in relation to college policy.
- IV. Shall serve as the representative of the Senate to the College Council and shall attend all regular meetings of the Governing Board. In emergency situations, a designee can serve in the President's place for no more than one consecutive council or committee meeting and no more than three per school year. The preference of the Senate is for the President to attend all Governing Board meetings, but in the event of special meetings of the Governing Board, the President may elect to send a designee. When there is no scheduled open session, the President may use their discretion about whether to attend. The Senate President shall also serve as Tri-Chair of the Equity, Education, and Student Success Council (EESSC), a member of the Guided Pathways Task Force, and a member of the Budget Committee.
- V. Shall, with the approval of the Senate, together with the Superintendent/President and in accordance with Academic Standards and Practices, identify issues as they relate to Academic and Professional Matters, designate the appropriate committee or task force, and establish the membership

of that committee or task force.

- VI. Shall further preside at all regular and special meetings of the Senate and meetings of the Faculty Council.
- VII. Shall ensure that all meetings are conducted in accordance with rules formulated by the Senate, except that no Senate rules shall violate any provision of this Constitution or the Brown Act, nor shall any revision in the Senate rules take effect until the meeting following its approval. For the regular conduct of meetings, *Robert's Rules of Order, Revised*, shall be employed.

#### Vice President

- I. Shall serve a one-year term. May not be elected to serve more than four consecutive terms.
- II. Shall serve as Assistant to the President and fulfill the duties of the President in the President's absence or when that office shall fall vacant.
- III. Shall require that the President-Elect be elevated to President by the Senate at the next scheduled meeting of the Faculty Senate should a vacancy occur in the office of President of the Faculty Senate.
- IV. Shall require that a new President-Elect be elected by the Senate at the next scheduled meeting of the Faculty Senate should a vacancy occur in the office of President-Elect of the Faculty Senate.
- V. Shall serve as liaison to the Administrative Association, the Council of Classified Employees (CCE), the Confidential and Supervisory Team (CAST), the Palomar Faculty Federation (PFF), and the Associated Student Government (ASG).
- VI. Shall serve as a member on the Budget Committee.
- VII. Shall require that a new President be elected by the Senate at the next scheduled meeting of the Faculty Senate should a vacancy occur in the office of President of the Faculty Senate and if the President-Elect office is not held.

#### Secretary

- I. Shall serve a one-year term. May not be elected to serve more than four consecutive terms.
- II. Shall see that a permanent record of the proceedings of minutes is maintained.
- III. Shall provide for distribution of the minutes to members of the faculty.
- IV. Shall verify that a quorum is present at all meetings.

- V. Shall verify attendance of Senators and notify Senators if they are approaching the limitations in Article 4, Section 5, subsection III.
- VI. Shall conduct correspondence as directed by the President.
- VII. Shall bring to each meeting a complete record of the proceedings of the current academic year, a copy of the Constitution, a copy of Robert's Rules of Order, Revised, a copy of the Brown Act, and a copy of the Senate's formal actions.
- VIII. Shall keep a record of the term of office of each Senator and when it expires.
- IX. Shall keep a separate up-to-date list of all formal actions approved by the Senate.
- X. Shall keep a voting roster.
- XI. Shall keep a record of those faculty granted emeritus status.
- XII. Shall serve as a member on the Budget Committee.

#### Past President

- I. Shall serve on the Faculty Council, and as a member of the Faculty Senate, for the term of the succeeding president.
- II. Shall serve to help the President transition into their position.
- III. May serve as a designee for the President when mutually agreeable.
- IV. If the Past-President is unable or unwilling to continue in that role, the Faculty Senate shall elect a replacement from among the Senators who shall serve as the Past-President Designee to the Faculty Council. In the event that one-third or less of the term is remaining, the Senate may choose to not fill the vacated position.
- V. Shall serve as a member on the Budget Committee.

#### President-Elect

- I. Shall be elected from the Senators.
- II. Shall maintain all regular rights and privileges as a regular member of the Senate.
- III. Shall work with the current Senate President to train for the position of President and establish working relationships with other constituent bodies.

- IV. If the President-Elect is unable or unwilling to continue in that role, the Faculty Senate shall elect a replacement from among the Senators who shall serve the remainder of the term and subsequently assume the role of President.

## SECTION 7: MEETINGS

The Senate shall meet at 2:30 p.m. each teaching Monday during the academic year, and at such special times as may be called by the Faculty Council or by written request of twenty-five percent of the Senate membership, or ten percent of the full-time, tenured and probationary faculty, or by ten percent of the Part-Time and Emeritus faculty.

All meetings of the Senate are open to all members of the Palomar community and to the public. No vote or motion shall be accepted after 3:50 p.m. unless a motion is passed to extend the time limit.

- A. A quorum consists of one more than one-half of the elected Senate membership.
- B. The Senate shall hold adjourned meetings at the discretion of the Senate President.
- C. During the summer, a quorum of the Senate shall consist of one more than one-half the number of Senators who state their summer availability at the last regular meeting of the Senate.
- D. Meetings of the Senate during the summer may be called at the discretion of the Senate President or by petition of a majority of available Senators.
- E. Agenda: Agenda items must be submitted to the Senate President by noon the Wednesday prior to each Senate meeting. The Senate President in consultation with the Council shall be responsible for the agenda.
- F. Voting: A simple majority of those present at any meeting having a quorum shall be accepted for passing a proposed agenda item. (This rule shall be subject to exception by a vote of those present.)
- G. Executive Session: Any Senator, any member of an involved committee, or any party to a personnel question may request an Executive Session. The Senate shall go into Executive Session unless such a session is opposed by a majority of those present. Executive Sessions are subject to requirements imposed by the Brown Act.
- H. Recusal: As a matter of professional practice, a Senator or a member of the faculty appointed by the Senate to a reassigned faculty position should voluntarily recuse themselves from any committee or situation in which a bias may exist as a result of personal or professional interest. Recusal by any Senator or faculty member on a particular matter because of concerns about impartiality

or conflict of interest does not reflect adversely on the Senator or faculty member. It is simply an acknowledgement that, in a complex and interconnected society such conflicts of interest may occur. Any conflict of opinion with regard to the appropriateness of the recusal of a Senator or faculty member shall be referred to the Professional Procedures Committee, which shall determine whether recusal is necessary and report back to the Senate.

- I. Minutes: The minutes shall come to the Senate for approval prior to distribution to the faculty at large.

## SECTION 8: COMMITTEES

The Senate shall establish those standing and/or special committees that are necessary for the efficient conduct of its business.

- A. Membership on committees shall include both Senate and non-Senate faculty members. All Senate committee chairs must be Senators. All Senate sub-committees must meet at least once each semester with established meeting days/times published.
- B. The Committee on Committees shall solicit nominations for committee membership for Senate appointed representation.
- C. Faculty membership on all college committees shall be confirmed by the Senate except those designated to be appointed by the bargaining unit.
- D. Committee reports may be requested at the discretion of the Senate President. Senate Committee Chairs shall submit an end-of-year report to the Senate.
- E. When any committee report is being considered by the Senate, non-Senate members of the committee may be invited to be present during said discussion.
- F. The Senate shall have the power to dissolve a Senate committee by a vote of the Senate when it is believed that a committee is no longer needed.

## SECTION 9: CODE OF ETHICS AS APPLIED TO THE FACULTY SENATE

Faculty Senators have an obligation to the college and to their colleagues to maintain the highest standards of ethical conduct. In recognition of this obligation, the Faculty Senate has promulgated the standards of ethical conduct for all faculty members as defined in Article 3 of this Constitution. Any alleged violation of the Ethics Code by a Senator or faculty member in their capacity as a Senator or as a faculty member appointed by the Senate to a reassigned faculty position shall be referred to the Professional Procedures Committee, which shall determine whether a violation has occurred. This determination shall be reported to the Senate in an open meeting. Any further action shall be initiated as defined in Article 2 of this Constitution.

## SECTION 10: OPINION POLLING

- I. Whenever in the course of its business the Senate shall decide that a reasonable doubt exists as to the wishes of the faculty, it may direct its Committee on Elections to conduct a poll of all full-time and probationary faculty. Unless otherwise designated, those eligible to vote shall be full-time and probationary faculty.
- II. Further, a poll of all faculty or full-time and probationary faculty shall be taken on any subject, regardless of whether said subject has been considered by the Senate in the course of its deliberations, when requested by an appropriate petition as outlined in Article 2 and submitted to the President of the Senate.

#### SECTION 11: RIGHT OF PETITION OF THE FACULTY SENATE

Twenty-five percent of the Faculty Senate's current membership may, upon presentation of a signed petition to the Faculty Council, call for review, referendum, initiative, censure, or recall in the context of any issue, policy, question, or person elected by the Faculty Senate or appointed by the Senate to a reassigned faculty position.

If the Senate votes to proceed, such proceedings must be included on the agenda of the next regular meeting or special meeting and shall precede other new business. The proceedings shall be convened and conducted by the Senate's Professional Procedures Committee within ten days of the agenda announcement.

Action taken by the Faculty Senate under these proceedings shall require a simple majority in matters of review, referendum, or initiative, and a two-thirds (2/3) majority in matters of censure or recall.

#### SECTION 12: GRANTING OF EMERITUS STATUS

Emeritus Status shall be granted by formal action of the Faculty Senate to full-time faculty retiring from the District who served for at least twenty years as members of the faculty at Palomar College, with at least ten years of service as a full-time faculty member.

Emeritus Status may be granted to full-time faculty with at least fifteen years' service to Palomar College provided they receive a majority of the votes cast by the Faculty Senate of Palomar College and meet one or more of the criteria listed below:

- I. Served on the Faculty Senate for at least two years.
- II. Served for a total of four years on one or more Faculty Senate Committees.
- III. Served for a total of six years on any other active (meets at least four times per academic year) college committee.
- IV. Has demonstrated extraordinary dedication to students and the discipline as evidenced by nomination by five faculty members and a review by an ad hoc

committee of the Faculty Senate.

- V. Five years of service as a Part-Time faculty member at Palomar College.

For the purpose of Emeritus Policy, sabbatical leaves and other leaves of absence are not counted as a break in service when determining eligibility. An individual who has been granted Emeritus Status at Palomar College shall be honored at the graduation ceremonies following the granting of this status and listed by name as Faculty Emeritus in the College Catalog.

## **ARTICLE 5: THE FACULTY COUNCIL**

- I. The Faculty Council consists of five members: the Faculty Senate President, the Faculty Senate Vice President, the Faculty Senate Secretary, the Past President of the Senate, and one Senator who is appointed by the Senate body for a term of one year on Council.
- II. The Faculty Council shall have weekly meetings during the academic year at a time determined by the Council and shall meet with Senate and Governance Committees as it sees fit or as directed by the Senate or the governance structure.
- III. The Faculty Council duties include:
  - a. Advising the Faculty Senate President on matters coming before the Senate and reviewing the agenda prior to each meeting.
  - b. Planning for the presentation and selection of Faculty Senate Awards (Faculty Service Award, Margie Ruzich Gift of Time Award, Scholarly and Professional Achievement Award, etc.)
  - c. Planning a Faculty Senate retreat each year.
  - d. Planning for faculty social events (examples include the Faculty Achievement Celebration of Excellence, joint events with PFF, new faculty orientations, etc.)
  - e. Reviewing release time available to the Senate under the CBA and bringing suggestions for distribution to the Senate. Decisions about release time will be discussed in the spring of each year to be effective for the following school year. No one Senator can make unilateral decisions about distribution or allocation of release time.
  - f. Reviewing petitions for review, referendum, initiative, censure or recall (see Article 2).
  - g. Calling for additional meetings of the Senate (see Article 4, Section 7).

- h. Polling the faculty and gathering information on issues relevant to Senate (see Article 4, Section 10).

## **ARTICLE 6: CONSTITUTIONAL REVIEW**

### **I. COMMITTEE ON CONSTITUTIONAL REVIEW**

The Faculty Council shall appoint a Committee on Constitutional Review, consisting of three members of the Senate. The committee shall conduct, with the advice of the membership of Senate, a continuing examination of this Constitution and report from time to time any recommendation for the improvement of the document.

### **II. AMENDING PROCESS**

Changes to the Constitution are recommended by the Committee on Constitutional Review to the Senate, and then distributed to the faculty for a vote. The provisions of this Constitution may be amended by a two-thirds vote of full-time and probationary faculty in an electronic or mail ballot. Reviews to update names of committees and/or councils, to address grammar issues, or to correct inconsistencies and/or factual errors require the Senate to be informed but do not need to be ratified by a vote of the Faculty.

### **III. DISCUSSION OF CHANGES**

The Faculty Council shall provide adequate discussion opportunities on proposed Constitutional changes before an electronic or mail ballot is sent out to full-time and probationary faculty for ratification.

Updated November 1, 2021

# Faculty Senate: Committee on Constitutional Review

*Constitution, Bylaws, Senate Survey, and Next Steps*

**October 21<sup>st</sup>, 2024**

Will Dalrymple, Melissa Martinez, and Nina Shmorhun

# Constitution and Bylaws: ASCCC Guidance



## Constitution

- Provides the basic structure and authority of your senate
- Should not include operational details, such as:
  - Committee structure and membership
  - Election procedures
  - Filling vacancies
  - Meeting times and dates
  - How to suspend bylaws

## Bylaws

- Provide the operational structure of the senate consistent with the provisions of the constitution

# Which CCCs **split** their Constitution and Bylaws?

## Constitution + Bylaws SPLIT

|                       |                  |                        |                       |                    |
|-----------------------|------------------|------------------------|-----------------------|--------------------|
| Alameda               | Cuesta           | Laney                  | Mt. San Antonio       | San Mateo          |
| American River        | Cuyamaca         | Lassen                 | Mt. San Jacinto       | Santa Ana          |
| Antelope Valley       | Cypress          | Long Beach City        | Napa Valley           | Santa Barbara City |
| Bakersfield           | De Anza          | Los Angeles City       | Norco                 | Santa Monica       |
| Barstow               | Diablo Valley    | Los Angeles Harbor     | Ohlone                | Santa Rosa         |
| Berkeley City         | Desert           | Los Angeles Mission    | Orange Coast          | Santiago Canyon    |
| Butte                 | East Los Angeles | Los Angeles Trade-Tech | Oxnard                | Sequoias           |
| Cabrillo              | El Camino        | Los Angeles Pierce     | Palo Verde            | Shasta             |
| Cañada                | Evergreen        | Los Angeles Southwest  | Pasadena City         | Sierra             |
| Canyons               | Feather River    | Los Angeles Valley     | Porterville           | Skyline            |
| Cerritos              | Folsom Lake      | Los Medanos            | Redwoods              | Siskiyous          |
| Cerro Coso            | Foothill College | Los Positas            | Reedley               | Solano             |
| Chaffey               | Fresno City      | Madera                 | Rio Hondo             | Southwestern       |
| Citrus                | Fullerton        | Marin                  | Riverside City        | Taft               |
| City of San Francisco | Gavilan          | Mendocino              | Sacramento City       | Ventura            |
| Clovis                | Glendale         | Merced                 | Saddleback            | Victor Valley      |
| Coastline             | Golden West      | Merritt                | San Bernardino Valley | West Hills Lemoore |
| Columbia              | Grossmont        | Miracosta              | San Diego City        | West Los Angeles   |
| Compton               | Hartnell         | Mission                | San Diego Mesa        | West Valley        |
| Contra Costa          | Imperial Valley  | Modesto                | San Diego Miramar     | Woodland           |
| Copper Mountain       | Irvine Valley    | Monterey Peninsula     | San Joaquin Delta     | Yuba               |
| Cosumnes River        | Lake Tahoe       | Moorpark               | San Jose City         |                    |
| Crafton Hills         |                  | Moreno Valley          |                       |                    |

## Constitution Alone

Allan Hancock  
Chabot  
**Palomar**  
West Hills Coalinga

Constitution + Bylaws: **111**

Constitution Alone: **4**



California  
Community  
Colleges

# **Operating Your Senate: Governing Documents and Robert's Rules of Order**

Randy Beach, South Representative  
John Freitas, Treasurer

**FACULTY LEADERSHIP INSTITUTE  
JUNE 9-11, 2016  
RIVERSIDE**



**ACADEMIC SENATE  
for CALIFORNIA COMMUNITY COLLEGES**

# Constitution

- Provides the basic structure and authority of your senate
- Should include at a minimum:
  - The purpose of the senate and source of authority
  - The elected officers of the senate with basic duties
  - The basic organization of the senate
  - Process for amending (normally 2/3 vote of the faculty votes cast)
  - Basic provisions for election (frequency, when held)
  - Parliamentary authority used (e.g. Robert's Rules of Order)

# Constitution

- **Should not** include operational details, such as:
  - Committee structure and membership
  - Election procedures
  - Filling vacancies
  - Meeting times and dates
  - How to suspend bylaws (Grrr!)

These are more appropriate for bylaws

# Bylaws

- Provide the operational structure of the senate consistent with the provisions of the constitution
- Approved and amended by 2/3 vote of the senate, not the faculty at large
- Cannot supersede the constitution!!!



# Bylaws

- Should include at a minimum:
  - Executive committee membership
  - Committee names, membership, and process for selecting chairs and membership of committees
  - Duties of officers and committee chairs
  - Election procedures and filling of vacancies
  - Process for amending bylaws
  - Process for suspension...should be very rare and require 2/3 vote!
  - Other?

# PROPOSAL:

## Palomar College's Constitution & Bylaw split

### Constitution

- **Article 1:** Definition of Academic Faculty
- **Article 2:** The faculty senate of Palomar College
  - **Section 1: Nature and Power**
  - Section 2: Senate duties

### Bylaws

- **Article 1:** Code of Ethics
- **Article 2:** Faculty Senate Membership & Composition
  - **Section 1: Composition**
  - Section 2: Eligibility
  - **Section 3: Terms of Office and Method of Election**
  - **Section 4: Officers**
  - **Section 5: Meetings**
  - Section 6: Committees
  - Section 7: Code of ethics as applied to faculty senate
  - **Section 8: Opinion Polling**
  - Section 9: Right of petition of the faculty senate
  - **Section 10: Granting of Emeritus Status**
- **Article 3:** Faculty Council
- **Article 4:** Constitutional Review
- **Article 5:** Right of Petition of the Faculty Body



ACADEMIC SENATE  
for California Community Colleges  
LEADERSHIP • EMPOWERMENT • VOICE

# ASCCC Models and Guidance

- [Constitution](#)
- [Bylaws](#)
- [Recommendations for Constitutions and Bylaws from 2016 Faculty Leadership Institute](#)

# Constitution of the Faculty of Palomar College

In order to promote the effective exercise of the rights, duties, privileges, and responsibilities that are placed in their trust by their profession, their society, their state, and their local district, and conscious of the high nature of that trust as it is shared by all other institutions of higher learning in the State of California and in the United States, and in order that they or the instruments of their creation may perform such academic duties as are appropriate to teaching faculties of community colleges, the academic faculty members of Palomar College, as defined below, have adopted this Constitution.

## **ARTICLE 1: DEFINITION OF ACADEMIC FACULTY**

A member of the faculty of Palomar College is an academic employee who is employed in a position that is not designated as administrative, managerial, or classified, and falls under one of the following categories:

FULL-TIME FACULTY are those faculty members who are employed in regular tenured positions.

PROBATIONARY FACULTY are those faculty members who are employed in tenure-track faculty positions and who have not yet been granted tenure by the college.

TEMPORARY FACULTY are non-tenure track faculty with an assignment greater than 67% and who are employed for a designated period of time. For voting purposes, temporary faculty are included with full-time, tenured and probationary faculty.

EMERITUS FACULTY are those faculty members who, upon retirement, were granted Emeritus status by virtue of their years of service. Emeritus faculty may vote with part-time faculty during any semester in which they teach part-time after retiring.

PART-TIME FACULTY are those non-tenure track faculty members whose assignments are no more than 67% of a full-time load.

## **ARTICLE 2: THE FACULTY SENATE OF PALOMAR COLLEGE**

### **SECTION 1: NATURE AND POWER**

The faculty members of Palomar College hereby establish the Faculty Senate as the primary legislative and executive body representing the faculty on all Academic and Professional Matters, which include the governance and committee structure at Palomar College. By legislation, the Faculty Senate is represented on the Statewide Academic Senate and, through it, on the California Community College Board of Governors. Regular meetings of the Faculty

Senate shall be held every teaching Monday at 2:30 p.m. during the academic year. All other meetings shall be considered special meetings.

Senators shall retain all the rights, duties, privileges, and responsibilities normal to faculty membership.

Actions taken at an official meeting of the Senate shall be deemed to be “approved action” and shall be effective for immediate implementation. All such approved action shall be published and distributed to the faculty within three school days. The official minutes of the meeting in which they are approved shall follow within ten school days.

Approved actions are actions which have been approved by a majority of members present at an official regular or special meeting of the Senate; or,

A majority of votes cast by full-time and probationary faculty in an official electronic or mail ballot.

Members of the faculty reserve the right to protest any approved action of the Senate. Protest shall be submitted in writing to the Senate President and shall bear the signature(s) of the protester(s).

If within ten teaching days after publication and distribution of any approved action protests are received from at least twenty percent of the full-time and probationary faculty, a special meeting of the Faculty Senate shall be called for the purpose of reviewing said approved action. The meeting shall be scheduled no later than ten teaching days after receipt of the minimum required number of four protests and shall be set for a time and a place convenient to the membership. Two separate notices of the meeting shall be distributed to the membership.

Following reasonable and adequate discussion of the issue(s), the full-time and probationary faculty shall have an opportunity to vote either to reaffirm the approved action or to rescind it. Voting shall be conducted by electronic or mail ballot beginning within five teaching days after the special meeting. Notice of the results shall be published and distributed to the Governing Board and all academic employees within fifteen teaching days after the special meeting.

## **SECTION 2: SENATE DUTIES**

The Faculty Senate:

- I. Shall formulate policies on Academic and Professional Matters as specified in state legislation and supported by Governing Board policy.
- II. The term “Academic and Professional Matters” refers to the following twelve matters:
  1. Curriculum, including establishing prerequisites and placing courses within disciplines;

2. Degree and certificate requirements;
  3. Grading policies;
  4. Educational program development;
  5. Standards or policies regarding student preparation and success;
  6. Governance structures, as related to faculty roles;
  7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
  8. Policies for faculty professional development activities;
  9. Processes for program review;
  10. Processes for institutional planning and budget development;
  11. Faculty hiring policy, faculty hiring criteria, and faculty hiring procedures; and
  12. Other academic matters as mutually agreed upon between the Governing Board and the Faculty Senate.
- III. May also function in an advisory capacity to the College Council in such matters.
- IV. Shall promote the understanding and practice of professional standards and conduct and of democratic policies and procedures.
- V. Shall concern itself especially with the consideration of any policy or procedure that affects the status and morale of the faculty of the college.
- VI. Shall advise the Superintendent/President of the College and/or the Governing Board in the selection of administrative personnel. The Senate shall be responsible for the appointment of all faculty members to selection committees other than those faculty appointed by the bargaining unit.
- VII. Shall maintain a continuing study of proposed legislation affecting schools and the faculty, and shall keep the faculty informed regarding such proposed legislation and its progress.
- VIII. Shall obtain information and inform the faculty regarding the records and opinions of candidates for public office where such records and opinions clearly affect the welfare of schools and faculty.
- IX. Shall, through its Committee on Committees, nominate the faculty personnel who serve on college committees other than those appointed by the bargaining unit. Unless the

committee position requires a ballot of the full-time or probationary faculty, or some portion thereof, the Senate may confirm the nominees at any regular Senate meeting.

- X. May serve the President of the College as an Advisory Council and may meet with them upon request.

Draft Fall 2022

# Bylaws of the Faculty of Palomar College

## ARTICLE 1: CODE OF ETHICS

Faculty members have an obligation to the college, their students, their colleagues, the profession, the public, and themselves to maintain the highest standards of ethical conduct. In recognition of this obligation, faculty members adopt the following standards of ethical conduct (Adapted from the “American Association of University Professors (AAUP) Ethics Statement”):

1. Professors, recognizing their social responsibility:
  - Develop and improve scholarly competence,
  - Exercise critical self-discipline and judgment in transmitting knowledge,
  - Practice intellectual honesty.
2. Professors, as teachers:
  - Encourage the free pursuit of learning in their students,
  - Demonstrate respect for students as individuals,
  - Keep to their proper roles as intellectual guides and counselors,
  - Evaluate students in an unbiased manner,
  - Respect the confidentiality of students,
  - Acknowledge significant or scholarly assistance from students,
  - Do not exploit, harass, or discriminate against their students.
3. Professors, as colleagues:
  - Do not discriminate against or harass colleagues,
  - Respect and defend the free inquiry of associates,
  - Exchange criticism and ideas,
  - Acknowledge academic debt,
  - Strive to be objective in their professional judgment of colleagues,
  - Accept their share of faculty responsibilities for the governance of their institution.
4. Professors, as members of an academic institution:
  - Seek to be effective teachers and scholars,
  - Uphold academic freedom,
  - Maintain their right to criticize and seek revision,
  - Give due regard to their responsibilities within the institution,
  - When considering termination of their employment, give due notice of their intentions.
5. Professors, as members of their community:
  - When they speak or act as private persons, avoid creating the impression of speaking or acting for their college,
  - Promote free inquiry and further public understanding of academic freedom.

## **ARTICLE 2: FACULTY SENATE MEMBERSHIP & COMPOSITION**

### **SECTION 1: COMPOSITION**

The Senate shall consist of the immediate past president of the Senate, the faculty co-chair of the Curriculum Committee, and 23 full-time Faculty, tenured or probationary, and four are part-time. All are elected from their respective Faculty body. Ex-officio members, the past president and Curriculum co-chair, have voting privileges and act as Senators, but are not individually elected. President, Vice-President, and Secretary are always elected from within the existing Senate body at the time of election for officers. In the event that a sitting Senator is elected to a two-year term as Faculty Senate President with one year remaining in their Senate term, the Senate membership will consist of 30 members for one year. In addition, the ASG has a named position with an advisory vote.

The elected members are subject to the following provisions:

1. That no more than two full-time or probationary faculty members shall be elected from a single department, with the exception of ex-officio members and any faculty member holding one position under Appendix F of the Collective Bargaining Agreement (CBA) with 100% release time (ex: Articulation Officer).
2. That no more than one part-time faculty member shall be elected from a single department of the faculty. In situations where a part-time faculty member represents more than one department, that part-time faculty member will be considered eligible to serve so long as at least one of their departments is not yet represented by another part-time faculty member.
3. That no more than five members shall be probationary faculty.
4. That terms shall be staggered so that not all Senators are new at any one time.

### **SECTION 2: ELIGIBILITY**

All Senators shall be faculty members as defined in Article 1 of the Constitution, excluding faculty who hold administrative, managerial, or classified assignments.

### **SECTION 3: TERMS OF OFFICE AND METHOD OF ELECTION**

- I. Terms of Office:

Senators

- A. Shall serve for a term of three years.

- B. Shall be eligible for re-election, and normal Senate vacancies shall be filled at the spring election.
- C. Shall attend the first regular meeting in May following their election and shall take office at the subsequent meeting.

II. Method of Election:

- A. One-third of the Senate positions shall be open for election each year.
- B. During the spring semester for a two-week period, the Senate Elections Committee shall send out nominating forms to all faculty members for the Senate positions on the Faculty Senate.
- C. During the Spring semester for a two-week period, the Senate Elections Committee shall send ballots to faculty to elect Senators. The ballots may include a twenty-five word or less description of each candidate's qualifications.
- D. If the number of candidates is equal to or less than the number of seats available, then no election shall be held and all qualified candidates shall become Senators.
- E. Full-time and probationary faculty senators shall be elected by a vote of full-time and probationary faculty; part-time faculty senators shall be elected by a vote of part-time faculty.
- F. The Senate will ratify the votes of any election.

III. A Permanent Vacancy Shall Occur When:

- A. A Senator misses more than three consecutive meetings of the Senate or a total of four regular meetings in one semester. In the case of newly-elected Senators, absences occurring in May caused by conflicts resulting from instructional or institutional responsibilities shall not be counted under this provision.
- B. A Senator takes a leave (sabbatical or other type). A Senate position shall be vacated the last teaching day before this leave starts.

IV. Filling Permanent Vacancies:

- A. The provisions of Article 2, Section 3 shall apply to the election of Senators.
- B. If a permanent vacancy occurs within the Faculty Senate within one month of a previous election, the next-highest vote-getter in the just-concluded election shall be awarded the seat. In the event the previous election was uncontested, the position shall be filled by a special election (see Article 2, Section 3). Positions elected in this case shall complete that vacant term.

- C. Permanent vacancies that occur after one month following the spring election can be filled by a special election at the discretion of the Faculty Senate. Positions elected in this case shall complete that vacated term.
  - D. In the event that the Senate has fewer than two-thirds of its membership as stipulated in Article 2 Section 1, a special election will be held as soon as possible after the vacancy occurs. Senators elected in this case shall complete that vacated term.
- V. Special Election Provisions:
- A. Should the Senate choose to fill any permanent Senator vacancies, the Senate shall send a call for nominations to the applicable faculty group for these positions; this nomination period shall be open not fewer than four business days. All nominations received will be considered by the Senate. The Senate shall conduct an electronic vote from the requisite faculty group if there are more eligible nominations than permanent vacancies; this voting window shall be open for not fewer than four business days. In the event that the number of eligible nominations is equal to the number of permanent vacancies, the Senate shall vote to confirm. In the event a permanent vacancy occurs in a Senator position with one semester or less of its term remaining, the Senate may choose to not fill the position.
  - B. In the event that a permanent vacancy occurs in the role of Secretary or Vice President and a special election is warranted, the Senate shall entertain nominations of Senators and shall conduct a vote of the Senate membership to fill the position(s) for the remainder of that vacated term. In the event the vacancy occurs in March or later, the Senate may choose to not fill the position.
- VI. Senator Expectations:
- A. To attend Senate meetings regularly;
  - B. To stay informed about state and local policies relating to the welfare of the College;
  - C. To serve on at least one academic, Senate, ASCCC, or governance committee throughout their tenure on Senate.

#### **SECTION 4: OFFICERS**

- I. Shall be elected from among the Senators.
- II. The Senate shall elect its own Vice-President and Secretary as the first item of business on the day that newly-elected Senators are seated in the Senate or at the next regular meeting after a permanent vacancy shall occur in any office.

- III. The Senate shall elect its own President-Elect at the second regular meeting of the spring semester during the last year of the active President's term. The individual elected shall be expected to serve through the remainder of the spring semester as the President-Elect, then shall take office as President for the subsequent two academic years.
- IV. Nominations for each position (President, Vice-President, and Secretary) shall be solicited from the floor. Current officers may be nominated for subsequent terms as defined below for each position.
- V. Newly-elected officers (Vice President and Secretary) shall take office immediately following their election.
- VI. President and Vice-President positions must be held by permanent, tenured faculty.

#### President

- I. Shall serve a two-year term and may not be elected to serve more than two consecutive terms.
- II. Shall not publicly vote on any issue before the Senate unless a tie vote exists, or to create a tie.
- III. Shall function as Faculty Senate liaison with the Administration and the Governing Board in relation to college policy.
- IV. Shall serve as the representative of the Senate to the College Council and shall attend all regular meetings of the Governing Board. In emergency situations, a designee can serve in the President's place for no more than one consecutive council or committee meeting and no more than three per school year. The preference of the Senate is for the President to attend all Governing Board meetings, but in the event of special meetings of the Governing Board, the President may elect to send a designee. When there is no scheduled open session, the President may use their discretion about whether to attend. The Senate President shall also serve as Tri-Chair of the Equity, Education, and Student Success Council (EESSC), a member of the Guided Pathways Task Force, and a member of the Budget Committee.
- V. Shall, with the approval of the Senate, together with the Superintendent/President and in accordance with Academic Standards and Practices, identify issues as they relate to Academic and Professional Matters, designate the appropriate committee or task force, and establish the membership of that committee or task force.
- VI. Shall further preside at all regular and special meetings of the Senate and meetings of the Faculty Council.

- VII. Shall ensure that all meetings are conducted in accordance with rules formulated by the Senate, except that no Senate rules shall violate any provision of ~~this~~ the Constitution, the Bylaws, or *The Brown Act*, nor shall any revision in the Senate rules take effect until the meeting following its approval. For the regular conduct of meetings, *Robert's Rules of Order, Newly Revised* shall be employed.

#### Vice President

- I. Shall serve a one-year term. May not be elected to serve more than four consecutive terms.
- II. Shall serve as Assistant to the President and fulfill the duties of the President in the President's absence or when that office shall fall vacant.
- III. Shall require that the President-Elect be elevated to President by the Senate at the next scheduled meeting of the Faculty Senate should a vacancy occur in the office of President of the Faculty Senate.
- IV. Shall require that a new President-Elect be elected by the Senate at the next scheduled meeting of the Faculty Senate should a vacancy occur in the office of President-Elect of the Faculty Senate.
- V. Shall serve as liaison to the Administrative Association, the Council of Classified Employees (CCE), the Confidential and Supervisory Team (CAST), the Palomar Faculty Federation (PFF), and the Associated Student Government (ASG).
- VI. Shall serve as a member on the Budget Committee.
- VII. Shall require that a new President be elected by the Senate at the next scheduled meeting of the Faculty Senate should a vacancy occur in the office of President of the Faculty Senate and if the President-Elect office is not held.

#### Secretary

- I. Shall serve a one-year term. May not be elected to serve more than four consecutive terms.
- II. Shall see that a permanent record of the proceedings of minutes is maintained.
- III. Shall provide for distribution of the minutes to members of the faculty.
- IV. Shall verify that a quorum is present at all meetings.
- V. Shall verify attendance of Senators and notify Senators if they are approaching the limitations in Article 2, Section 3, subsection III.

- VI. Shall conduct correspondence as directed by the President.
- VII. Shall bring to each meeting a complete record of the proceedings of the current academic year, a copy of the Constitution, a copy of *Robert's Rules of Order, Newly Revised*, a copy of *The Brown Act*, and a copy of the Senate's formal actions.
- VIII. Shall keep a record of the term of office of each Senator and when it expires.
- IX. Shall keep a separate up-to-date list of all formal actions approved by the Senate.
- X. Shall keep a voting roster.
- XI. Shall keep a record of those faculty granted Emeritus Status.
- XII. Shall serve as a member on the Budget Committee.

#### Past President

- I. Shall serve on the Faculty Council, and as a member of the Faculty Senate, for the term of the succeeding president.
- II. Shall serve to help the President transition into their position.
- III. May serve as a designee for the President when mutually agreeable.
- IV. If the Past-President is unable or unwilling to continue in that role, the Faculty Senate shall elect a replacement from among the Senators who shall serve as the Past-President Designee to the Faculty Council. In the event that one-third or less of the term is remaining, the Senate may choose to not fill the vacated position.
- V. Shall serve as a member on the Budget Committee.

#### President-Elect

- I. Shall be elected from the Senators.
- II. Shall maintain all regular rights and privileges as a regular member of the Senate.
- III. Shall work with the current Senate President to train for the position of President and establish working relationships with other constituent bodies.
- IV. If the President-Elect is unable or unwilling to continue in that role, the Faculty Senate shall elect a replacement from among the Senators who shall serve the remainder of the term and subsequently assume the role of President.

## SECTION 5: MEETINGS

The Senate shall meet at 2:30 p.m. each teaching Monday during the academic year, and at such special times as may be called by the Faculty Council or by written request of twenty-five percent of the Senate membership, or ten percent of the full-time, tenured, and probationary faculty, or by ten percent of the Part-Time and Emeritus faculty.

All meetings of the Senate are open to all members of the Palomar community and to the public. No vote or motion shall be accepted after 3:50 p.m. unless a motion is passed to extend the time limit.

- A. A quorum consists of one more than one-half of the elected Senate membership.
- B. The Senate shall hold adjourned meetings at the discretion of the Senate President.
- C. During the summer, a quorum of the Senate shall consist of one more than one-half the number of Senators who state their summer availability at the last regular meeting of the Senate.
- D. Meetings of the Senate during the summer may be called at the discretion of the Senate President or by petition of a majority of available Senators.
- E. Agenda: Agenda items must be submitted to the Senate President by noon the Wednesday prior to each Senate meeting. The Senate President in consultation with the Council shall be responsible for the agenda.
- F. Voting: A simple majority of those present at any meeting having a quorum shall be accepted for passing a proposed agenda item. (This rule shall be subject to exception by a vote of those present.)
- G. Executive Session: Any Senator, any member of an involved committee, or any party to a personnel question may request an Executive Session. The Senate shall go into Executive Session unless such a session is opposed by a majority of those present. Executive Sessions are subject to requirements imposed by *The Brown Act*.
- H. Recusal: As a matter of professional practice, a Senator or a member of the faculty appointed by the Senate to a reassigned faculty position should voluntarily recuse themselves from any committee or situation in which a bias may exist as a result of personal or professional interest. Recusal by any Senator or faculty member on a particular matter because of concerns about impartiality or conflict of interest does not reflect adversely on the Senator or faculty member. It is simply an acknowledgement that in a complex and interconnected society such conflicts of interest may occur. Any conflict of opinion with regard to the appropriateness of the recusal of a Senator or faculty member shall be referred to the Professional Procedures Committee, which shall determine whether recusal is necessary and report back to the Senate.

- I. Minutes: The minutes shall come to the Senate for approval prior to distribution to the faculty at large.

## **SECTION 6: COMMITTEES**

The Senate shall establish those standing and/or special committees that are necessary for the efficient conduct of its business.

- A. Membership on committees shall include both Senate and non-Senate faculty members. All Senate committee chairs must be Senators. All Senate subcommittees must meet at least once each semester with established meeting days/times published.
- B. The Committee on Committees shall solicit nominations for committee membership for Senate-appointed representation.
- C. Faculty membership on all college committees shall be confirmed by the Senate except those designated to be appointed by the bargaining unit.
- D. Committee reports may be requested at the discretion of the Senate President. Senate Committee Chairs shall submit an end-of-year report to the Senate.
- E. When any committee report is being considered by the Senate, non-Senate members of the committee may be invited to be present during said discussion.
- F. The Senate shall have the power to dissolve a Senate committee by a vote of the Senate when it is believed that a committee is no longer needed.

## **SECTION 7: CODE OF ETHICS AS APPLIED TO THE FACULTY SENATE**

Faculty Senators have an obligation to the college and to their colleagues to maintain the highest standards of ethical conduct. In recognition of this obligation, the Faculty Senate has promulgated the standards of ethical conduct for all faculty members as defined in Article 1 of this Constitution. Any alleged violation of the Ethics Code by a Senator, or faculty member in their capacity as a Senator, or as a faculty member appointed by the Senate to a reassigned faculty position shall be referred to the Professional Procedures Committee, which shall determine whether a violation has occurred. This determination shall be reported to the Senate in an open meeting. Any further action shall be initiated as defined in Article 5 of ~~this Constitution~~ these Bylaws.

## **SECTION 8: OPINION POLLING**

- I. Whenever in the course of its business the Senate shall decide that a reasonable doubt exists as to the wishes of the faculty, it may direct its Committee on Elections to conduct a poll of all Full-Time and Probationary faculty. Unless otherwise designated, those eligible to vote shall be Full-Time and Probationary faculty.

- II. Further, a poll of all faculty or Full-Time and Probationary faculty shall be taken on any subject, regardless of whether said subject has been considered by the Senate in the course of its deliberations, when requested by an appropriate petition as outlined in Article 5 and submitted to the President of the Senate.

## **SECTION 9: RIGHT OF PETITION OF THE FACULTY SENATE**

Twenty-five percent of the Faculty Senate's current membership may, upon presentation of a signed petition to the Faculty Council, call for review, referendum, initiative, censure, or recall in the context of any issue, policy, question, or person elected by the Faculty Senate or appointed by the Senate to a reassigned faculty position.

If the Senate votes to proceed, such proceedings must be included on the agenda of the next regular meeting or special meeting and shall precede other new business. The proceedings shall be convened and conducted by the Senate's Professional Procedures Committee within ten days of the agenda announcement.

Action taken by the Faculty Senate under these proceedings shall require a simple majority in matters of review, referendum, or initiative, and a two-thirds (2/3) majority in matters of censure or recall.

## **SECTION 10: GRANTING OF EMERITUS STATUS**

Emeritus Status shall be granted by formal action of the Faculty Senate to full-time faculty retiring from the District who served for at least twenty years as members of the faculty at Palomar College, with at least ten years of service as a full-time faculty member.

Emeritus Status may be granted to full-time faculty with at least fifteen years' service to Palomar College provided they receive a majority of the votes cast by the Faculty Senate of Palomar College and meet one or more of the criteria listed below:

- I. Served on the Faculty Senate for at least two years.
- II. Served for a total of four years on one or more Faculty Senate Committees.
- III. Served for a total of six years on any other active (meets at least four times per academic year) college committee.
- IV. Has demonstrated extraordinary dedication to students and the discipline as evidenced by nomination by five faculty members and a review by an ad hoc committee of the Faculty Senate.
- V. Five years of service as a Part-Time faculty member at Palomar College. For the purpose of Emeritus Policy, sabbatical leaves and other leaves of absence are not counted as a break in service when determining eligibility. An individual who has been granted

Emeritus Status at Palomar College shall be honored at the graduation ceremonies following the granting of this status and listed by name as Faculty Emeritus in the College Catalog.

### **ARTICLE 3: THE FACULTY COUNCIL**

- I. The Faculty Council consists of five members: the Faculty Senate President, the Faculty Senate Vice President, the Faculty Senate Secretary, the Past President of the Senate, and one Senator who is appointed by the Senate body for a term of one year on Council.
- II. The Faculty Council shall have weekly meetings during the academic year at a time determined by the Council and shall meet with Senate and Governance Committees as it sees fit or as directed by the Senate or the governance structure.
- III. The Faculty Council duties include:
  - a. Advising the Faculty Senate President on matters coming before the Senate and reviewing the agenda prior to each meeting.
  - b. Planning for the presentation and selection of Faculty Senate Awards (Faculty Service Award, Margie Ruzich Gift of Time Award, Scholarly and Professional Achievement Award, etc.)
  - c. Planning a Faculty Senate retreat each year.
  - d. Planning for faculty social events (examples include the Faculty Achievement Celebration of Excellence, joint events with PFF, new faculty orientations, etc.)
  - e. Reviewing release time available to the Senate under the CBA and bringing suggestions for distribution to the Senate. Decisions about release time will be discussed in the spring of each year to be effective for the following school year. No one Senator can make unilateral decisions about distribution or allocation of release time.
  - f. Reviewing petitions for review, referendum, initiative, censure, or recall (see Article 5).
  - g. Calling for additional meetings of the Senate (see Article 2, Section 5).
  - h. Polling the faculty and gathering information on issues relevant to the Senate (see Article 2, Section 8).

## **ARTICLE 4: CONSTITUTIONAL REVIEW**

### **I. COMMITTEE ON CONSTITUTIONAL REVIEW**

The Faculty Council shall appoint a Committee on Constitutional Review, consisting of three members of the Senate. The committee shall conduct, with the advice of the membership of Senate, a continuing examination of ~~this the~~ Constitution and/or Bylaws, and report ~~from time to time~~ at least biannually, or more frequently if needed, any recommendation for the improvement of the document(s).

### **II. AMENDING PROCESS**

Changes to the Constitution are recommended by the Committee on Constitutional Review to the Senate, and then distributed to the faculty for a vote. The provisions of this Constitution may be amended by a two-thirds vote of Full-Time and Probationary faculty in an electronic or mail ballot. Reviews to update names of committees and/or councils, to address grammar issues, or to correct inconsistencies and/or factual errors require the Senate to be informed but do not need to be ratified by a vote of the Faculty.

Changes to the Bylaws are recommended by the Committee on Constitutional Review to the Senate and voted on by the Faculty Senate.

### **III. DISCUSSION OF CHANGES**

For proposed Constitutional changes, the Faculty Council shall provide adequate discussion opportunities ~~on proposed Constitutional changes~~ before an electronic or mail ballot is sent out to Full-Time and Probationary faculty for ratification.

For proposed Bylaw changes, the Faculty Council shall provide adequate discussion opportunities before the Senate votes.

## **ARTICLE 5: RIGHT OF PETITION OF THE FACULTY BODY**

Ten percent of the Full-Time, Probationary, and Temporary Faculty may, upon the presentation of a signed petition to the Faculty Council, call for proceedings of review, referendum, initiative, censure, or recall in the context of any issue, policy, question, or person elected by the Full-Time, Probationary and Temporary Faculty.

Ten percent of the Part-Time and Emeritus Faculty may, upon the presentation of a signed petition to the Faculty Council, call for proceedings of review, referendum, initiative, censure, or recall in the context of any issue, policy, question, or person elected by the Part-Time and Emeritus Faculty.

If the determination is made that such proceedings are necessary, a request for such proceedings must be included on the agenda of the next regular meeting or special meeting of the Senate and shall precede other new business. The Senate shall appoint a task force of three faculty members (two Senators and one non-Senator) to conduct proceedings in an open meeting to address the matter stated in the petition. Any action taken as a result of the proceedings shall require a simple majority of the appropriate faculty group on matters of review, referendum, or initiative, and a two-thirds (2/3) majority in matters of censure or recall.

Draft Fall 2022

## Exhibit 9

| <b>Retreat Discussion on Faculty Senate Goals</b>                                               | <u>Like?</u><br><u>Yes/No</u> | <u>Create a</u><br><u>Goal/Objective?</u> | <u>Action Item?</u> | <u>Should it go to a</u><br><u>subcommittee</u> |
|-------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------------------|---------------------|-------------------------------------------------|
| Academic Standards and Practices Committee                                                      |                               |                                           |                     |                                                 |
| Examine Academic Probation Policies and Language.                                               |                               |                                           |                     |                                                 |
| More faculty to participate in shared governance.                                               |                               |                                           |                     |                                                 |
| Update Grade Dispute Policy                                                                     |                               |                                           |                     |                                                 |
| Create a Faculty Manual                                                                         |                               |                                           |                     |                                                 |
| Focus and organization of Senate Meetings                                                       |                               |                                           |                     |                                                 |
| Greater emphasis on committee reports. Consider abridged reports.                               |                               |                                           |                     |                                                 |
| Senate should delegate operational work to committees.                                          |                               |                                           |                     |                                                 |
| Consider asking presenters to pre-record presentations and then attend meetings for discussion. |                               |                                           |                     |                                                 |
| Align agenda to Faculty Senate goals.                                                           |                               |                                           |                     |                                                 |
| Less presentations and more focus on goals.                                                     |                               |                                           |                     |                                                 |
| More time evaluating ASCCC Resolutions                                                          |                               |                                           |                     |                                                 |
| Need more student voice and develop a mechanism to gather it                                    |                               |                                           |                     |                                                 |
| Faculty responsibilities & equity in reassigned time positions                                  |                               |                                           |                     |                                                 |
| Work with PFF to clarify faculty responsibilities.                                              |                               |                                           |                     |                                                 |
| Work with PFF on a yearly survey of our faculty.                                                |                               |                                           |                     |                                                 |
| Report on Analysis of reassigned time positions. Equity in reassigned time with Senate and PFF  |                               |                                           |                     |                                                 |
| Need to conduct an analysis of faculty participation.                                           |                               |                                           |                     |                                                 |
| Enrollment, Scheduling                                                                          |                               |                                           |                     |                                                 |
| Need more clarity around meeting the needs of our students.                                     |                               |                                           |                     |                                                 |
| How do we evaluate what they need?                                                              |                               |                                           |                     |                                                 |
| Align class offerings with student needs.                                                       |                               |                                           |                     |                                                 |

|                                                      |  |  |  |  |
|------------------------------------------------------|--|--|--|--|
| Strategic Enrollment Management                      |  |  |  |  |
| DEIAA                                                |  |  |  |  |
| Work with EEDCC on developing DEIAA goals.           |  |  |  |  |
| Other                                                |  |  |  |  |
| How do we get administration to answer our questions |  |  |  |  |