



MEETING 2024-10-28

EXHIBITS 1-4

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 28, 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, 10-21-24

B. Action

- a. Curriculum, Mellos
- b. Committee on Committees, (Exhibit 1), Zavodny

C. Information

- a. ASG Report, Santo Chamorro, ASG Representative
 - i. Update on ASG activities.
- b. Faculty Service Area governance structure, (Exhibit 2), Jarvinen
 - i. Review changes to the FSA governance structure.
- c. Instructional updates, VPI Recalde
 - i. Adding & canceling classes, waitlists, Instructional Division organization and new dean positions.

D. Discussion

- a. Splitting the constitution and the bylaws, (Exhibit 3) Dalrymple, Martinez & Shmorhun
 - i. Discuss options for moving the split forward
- b. Develop Goals for 2024-2025, (Exhibit 4), Nelson
 - i. Discuss and finalize 2024-25 goals.

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 21, 2024

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

ABSENT: Kelly Falcone

GUESTS: None

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 2:33 p.m. The meeting was also streamed live on ZOOM.

PUBLIC COMMENTS

None

ANNOUNCEMENTS

Senator Mufson announced the following upcoming performing arts events:

- a. Weds, October 23rd: Jazz Ensembles at 7:00pm
- b. Thursday, October 24th: Concert Hour
- c. Friday, October 25th – 26th: “Noche Havana”
- d. November 3rd: “Trumpus Caesar Returns”

Senator Adams reminded the senate that alumnus Tim Hill was playing for the Yankees in the World Series.

Senator Zavodny announced Political Economy Days will be October 22nd and 23rd both in MD-157 and Hyflex for all events. Faculty and staff can also attend virtually via Zoom or in person to receive professional development credit.

Senator Dalrymple announced that Monday, October 28th, PFF is presenting a Mad Hatter’s Opportuni-Tea party as a kickoff to Parity Week at the EDGE center in H-114 from 12:00pm-2:00pm. Dressing up is

encouraged.

President Nelson announced that the weekend marked the end of Fast Track One and the beginning of Fast Track Two and changes made to course start and end dates in Canvas created some challenges. Senate members discussed concerns with the current system. Discussion points included students not having adequate Canvas access and inability for instructors to accommodate late assignments. She asked for anyone who is having difficulty email her and she will reach out to ATRC.

AGENDA CHANGES — No agenda changes.

APPROVAL OF MINUTES

MSC: Peason/Doyle Bauer

Faculty Senate to approve the minutes for the October 14, 2024 meeting as amended.

The motion carried.

ACTION

A. Curriculum, (Exhibits 1,2,3), Mellos

MSC: Doyle Bauer/Adams

Faculty Senate approval of the curriculum minutes from the October 16, 2024 curriculum meeting.

The motion carried.

MSC: Mufson/Dalrymple

Faculty Senate approval of the governance structure change for the Assembly Bill 1111/928 Steering Committee Taskforce.

The motion carried. — Senator Lawson abstained.

MSC: Pearson/Gushansky

Faculty Senate approval of changes to the associate degree general education Requirements.

The motion carried. — Senator Zavodny abstained.

B. Committee on Committees (Exhibit 4), Zavodny

MSC: Zavodny/Pearson

Faculty Senate approval of the results of the ballot for the

committee confirmation.

The motion carried.

Faculty Position Priority Committee – **Sierra Lovelace**

INFORMATION

A. ASG Report, Santo Chamorro

Chamorro shared upcoming events and ideas discussed during the last ASG meeting.

- a. Chamorro reminded the Senate about the upcoming ASG Halloween event and costume contest, which was scheduled for Thursday, October 31 from 11 AM to 1 PM in front of the SU12
- b. Chamorro announced that in November ASG would be going to an Advocacy Academy in Sacramento.
- c. Chamorro briefly discussed the ASG's initial discussion of implementing a "College Hour," a time when no classes are scheduled so that students would have more time to attend club meetings and campus events. This concept was still in the preliminary stages of discussion.

B. Area D Fall Meeting Update, Pearson & Shmorhun

Pearson and Shmorhun provided a summary of their experience at the Area D Fall meeting. The meeting, which was held virtually via Zoom, lasted about six hours.

- a. The first three hours, which were attended by Shmorhun, consisted of updates from various standing committees as well as a ASCCC President's Report. Shmorhun noted that many of the concerns Palomar has about AB 928 and AB 1111 are shared by other community colleges.
- b. Pearson attended breakout sessions and was the representative for Area D for voting on a series of resolutions to be presented to the Academic Senate for California Community Colleges (ASCCC).
- c. Pearson presented summaries of the resolutions to the senate and explained whether Area D voted to pull them from the consent calendar for further discussion or not.

DISCUSSION:

A. Resolutions supporting the hiring of classified staff, Nelson

The senate discussed a planned resolution in support of hiring more classified staff. The senate had previously formed a workgroup to draft the resolution and asked if anyone had input or questions for the workgroup to consider.

Discussion Points included:

- a. Several senate members asked for a clear timeline for hiring new staff.
- b. Discussion took place regarding the budgetary implications of hiring new classified staff. Some senate members questioned whether money was already allocated in the existing budget to fill open classified positions, while others recalled that the Budget Committee had stated that there was no additional money available for this purpose and that reserve funds would need to be used.
- c. The senate expressed concerns that using reserve funds to hire new staff was not a sustainable solution, and senate members wanted assurances that the college would budget for these positions in the future so that they would not be eliminated when reserve funds ran out.
- d. Senate members also wanted to understand how the process for prioritizing classified positions worked.
- e. Discussion arose about the role of the President's Executive Council in filling positions and the need for increased transparency in how classified positions are prioritized for filling.
- f. There was a brief conversation about the challenges posed by short-term hourly positions for classified staff.
- g. President Nelson stated that she would pass these questions and concerns along to the workgroup.

B. Faculty Senate Constitution Survey (Exhibits 5,6,7,8), Dalrymple, Martinez, and Shmorhun

Senator Dalrymple and Senator Shmorhun presented information about the options of splitting the Faculty Senate Constitution into a constitution and a separate bylaws document and keeping it as is.

Discussion Points included:

- a. The senate noted that 111 out of 115 California Community Colleges have already split their constitutions and bylaws.
- b. Previous attempts to split the constitution and bylaws had been met with resistance, largely due to confusion and a lack of understanding about the purpose of doing so.
- c. There was an extensive conversation about the best way to educate the full-time faculty about the proposed changes and the advantages of splitting the constitution and bylaws. Several possibilities were discussed, including:
 - a. Presenting the information at a plenary meeting.
 - b. Holding a special meeting at a time more convenient for faculty to attend.
 - c. Hosting an information session.

C. Develop Goals for 2024-2025, (Exhibit 9), Nelson

Tabled.

ADJOURNMENT: The meeting was adjourned at 3:57pm.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Michael A. Mufson", with a long horizontal flourish extending to the right.

Michael A. Mufson, Secretary

Exhibit 1

October 28, 2024						
				Hiring Committee: Director Facilities		
Name	Division	Department	Position:	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?	What are the knowledge, skills, and abilities you will bring to this committee?	Action
Alyssa Vafaei	Student Services	DRC	Faculty	On this hiring committee, I would work to ensure all members have a voice in the candidate selection process. As a committee member, I would also work to ensure interview questions do not skew in favor of only certain types of applicants. I'd want to see a qualified and diverse candidate pool advance to interviews.	I have had the opportunity to serve on several hiring committees over the past few years, including at the administrator level. As an activist for disability and accessibility at Palomar, I will bring my DEIAA lens to every step of the hiring committee process. The Director of Facilities should have knowledge beyond mandatory building codes to ensure our campus and centers are inclusive of all bodies.	

Exhibit 2

GOVERNANCE STRUCTURE GROUP REQUEST



Date: October 14, 2024

Proposed Name of Requested Group:	Faculty Service Area Review Committee	
Request submitted by:	Jason Jarvinen, Chair, Faculty Service Area Review Committee	
Group Type: Subcommittee	Action Requested: Change If Change, identify type of change: Requesting change to meeting schedule and description of Faculty Service Area.	
Reporting Relationship: Faculty Senate		
Purpose: The Faculty Service Area (FSA*) Review Committee is composed of an administrator with FSA responsibilities, seven Tenured or Probationary Faculty members (one from each of the five Instructional divisions, Library, and Student Services) appointed by the Faculty Senate, and one Faculty member appointed by the Palomar Faculty Federation (PFF). Every three years the committee reviews the faculty service areas and competencies for completeness and currency; further, the committee reviews applications for additional faculty service areas and issues of competence relating to reassignment. *“Faculty Service Area” is an instructional subject area and/or service established by a community college district. Faculty Service Areas determine the order by which faculty may be laid off when a district is facing a reduction in force in faculty. The application of faculty service areas and competencies shall be consistent with applicable non-discrimination and equal employment laws, as well as relevant District policies and procedures and applicable collective bargaining agreements. The Senate emphasizes the significance of discipline expertise, noting that FSA’s are defined and reviewed by the departments.		
Products:		
Meeting Schedule: Meets monthly for one hour or as needed. Schedule to be set at the beginning of the semester.		
Chair(s): Senator		
Members: • Faculty, AMBA • Faculty, Counseling • Faculty, CTEE • Faculty, L&L • Faculty, Library • Faculty, MSE • Faculty, SBS • Faculty, PFF Appointed • One administrator with FSA responsibilities		

Structure created – New Council
Approved by [Parent Group]: [Date]
Approved by College Council: [Date]

Structure revision – [Note type of change]
Approved by [Parent Group]: [Date]
Approved by College Council: [Date]

Faculty Service Area Review Committee

Role or Purpose

The Faculty Service Area (FSA*) Review Committee is composed of an administrator with FSA responsibilities, seven Tenured or Probationary Faculty members (one from each of the five Instructional divisions, Library, and Student Services) appointed by the Faculty Senate, and one Faculty member appointed by the Palomar Faculty Federation (PFF). Every three years the committee reviews the faculty service areas and competencies for completeness and currency; further, the committee reviews applications for additional faculty service areas and issues of competence relating to reassignment.

Reporting Relationship: Faculty Senate

Meeting Time: 1st and 3rd Tuesday, 1:00-2:00pm

Chair: Senator

Faculty Members: *All faculty members on the Committee must be full-time.*
Faculty, AMBA
Faculty, Counseling
Faculty, CTEE
Faculty, L&L
Faculty, Library
Faculty, MSE
Faculty, SBS
Faculty, PFF appointed

Other Members: One Administrator with FSA responsibilities

*“Faculty Service Area” means a service or instructional subject area or group of related services or instructional subject areas performed by faculty and established by a community college district. Faculty Service Areas and competency standards assist in establishing qualified applicant pools from which faculty are employed who are expert in their disciplines, skilled in teaching, supportive of student learning, and sensitive to diversity. The application of faculty service areas and competencies shall be consistent with applicable non-discrimination and equal employment laws, as well as relevant District policies and procedures and applicable collective bargaining agreements.

The Senate emphasizes the significance of discipline expertise, noting that FSA’s are defined and reviewed by the departments.

PROPOSAL (as presented FALL 2022): 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

Yellow = Need updated

Red = Faculty Council composition & eligibility

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

PROPOSAL (based on ASCCC MODEL/guidance): Palomar College's Constitution & Bylaw split

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 - Section 4: Meetings
 - Section 5: Committees
 - Section 6: Code of ethics as applied to faculty senate
 - Section 7: Opinion Polling
 - Section 8: Right of petition of the faculty senate
 - Section 9: Granting of Emeritus Status
- **Article 3:** Constitutional Review
- **Article 4:** Right of Petition of the Faculty Body

Exhibit 4

Retreat Discussion on Faculty Senate Goals	<u>Like?</u> <u>Yes/No</u>	<u>Create a</u> <u>Goal/Objective?</u>	<u>Action Item?</u>	<u>Should it go to a</u> <u>subcommittee</u>
Goal: Split Constitution & Bylaws				
Goal: Implement Brown Act requirements for subcommittees				
Goal: 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				
Goal: 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				
Goal: 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.				

Goal: Gather information about enrollment and 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				
Goal: DEIAA				
Work with EEDCC on developing DEIAA goals.				
Other				
How do we get administration to answer our questions				