THE FACULTY SENATE
PALOMAR COLLEGE

Minutes of the
MEETING OF THE FACULTY SENATE
September 8, 2025

APPROVED

PRESENT: Ben Adams, Mary Ellen Brooks, William Dalrymple, Alexandra Doyle Bauer, Heather Elliott Pham, Kelly Falcone, Wendy Gideon, Adriana Guillen, Jason Jarvinen, Scott Klinger, Lawrence Lawson, Melissa Martinez, Vickie Mellos (Zoom), Michael Mufson, Patrick O'Brien, Marina Parenti, Beth Pearson, Tanessa Sanchez, Karl Seiler, Russell Sheaffer, Nina Shmorhun, Nicole Siminski, Anastasia Zavodny

ABSENT: Ashley Wolters

GUESTS: Barbara Hammons, Susan Miller, Debbie Nielsen, Alyssa Vafaei

All votes are presumed unanimous unless indicated otherwise.

CALL TO ORDER The meeting was called to order by Faculty Senate President, Elizabeth Pearson, in LRC-116 at 2:41 p.m. The meeting was also streamed live on ZOOM.

PUBLIC COMMENTS

Susan Miller (Full-time Sociology), addressed the Senate, highlighting the importance of protecting small programs at Palomar College, specifically mentioning the Women and Gender Studies program. She noted that the core introductory class for the Women and Gender Studies degree was canceled before the start of the semester, despite having twelve enrolled students and still having a couple of weeks to increase enrollment. Miller stated that the new practice of cutting courses without allowing further enrollment sends a message that these smaller subjects are not valued, even though they are critical for intellectual diversity, students, and essential perspectives on equity, diversity, and critical thinking. She urged the Senate to consider that protecting small programs involves committing to stability, ensuring face-to-face options, and supporting faculty, not just enrollment management. Miller provided a handout outlining steps for the Senate to consider and noted that many small programs on campus are being harmed by this circular process.

ANNOUNCEMENTS

Senator Dalrymple announced that there will be a Governing Board meeting on Tuesday at 5:00pm. The Council of Classified Employees (CCE) and Palomar Faculty Federation (PFF) will be providing pizza starting at 4:00 pm. It was added that BP3000 would be discussed at this meeting.

Senator Brooks mentioned that the Financial Council Institutional Effectiveness, Planning & Fiscal Stewardship Council (IEPFSC) is focused on enrollment numbers, retention, and program completion, emphasizing that these are also faculty issues that the Senate and faculty should actively address, in line with Susan Miller's concerns made during the Public Comments portion of the meeting.

Senator Mellos announced that the deadline to launch new courses and programs or make courses and program changes that impact the catalog is Oct 1, 2025. She mentioned that there will be several Curriculum/Maverick drop-in sessions on Zoom this month. Check your email for Zoom links and details.

Senator Mellos announced that the college can support up to two proposals for bachelor's degree programs to go through the Chancellor's Office application process. If faculty are interested in creating a baccalaureate program, they can reach out to the Dean of Instruction, Jenny Fererro, for information.

Senator Mellos announced that the next session for the Curriculum Institute webinar series is on Monday, September 15th 1:00-2:00pm. The topic is Program Development, Revitalization, and Discontinuance with Jenny Fererro. She added that this might be a good venue to raise concerns about supporting smaller programs.

Senator Mellos announced that for departments impacted by Phase II of Common Course Numbering (CCN), there will be a launch party on September 13th 9:00am-12:00pm to assist faculty with their CCN course modifications and impacted other courses and programs.

AGENDA CHANGES

None.

APPROVAL OF MINUTES

MSC: Sanchez/Mufson	Faculty Senate to approve the minutes for May 19, 2025 as amended.

The motion carried.

MSC: O'Brien/Adams	Faculty Senate to approve the minutes for August 25, 2025 as amended.

The motion carried.

ACTION

A. **Curriculum – (Exhibit 1), Mellos**
Senator Mellos presented various curriculum changes, including typical course reviews with updates to textbooks, SLOs, minimum quals, supplemental readings, assignments, and objectives. Additionally, a technical correction was made for non-credit work experience courses to ensure

the grading options included "pass, no pass, or satisfactory progress" as required, as the system previously only listed "pass, no pass”.

MSC: Mufson/Doyle Bauer Faculty Senate to approve the curriculum changes from the September 3, 2025 Curriculum Committee meeting.

The motion carried.

B. Committee on Committees – (Exhibits 2, 3.1 & 3.2), Zavodny

MSC: Parenti/Zavodny Faculty Senate to confirm Katy Farrell as the temporary SLO Co-Coordinator for the Fall 2025 semester.

The motion carried.

SLO Co-Coordinator (Fall 2025) – Katy Farrell

MSC: Zavodny/Shmorhun Faculty Senate to confirm the ballot for the regular committee confirmations.

The motion carried.

- **Career Education Committee – Antonio Perez (Trade and Industry), Faculty, CTE (24-26)**
- **Calm Committee – Alyssa Vafaei (Instruction), Faculty, CTE (25-27)**
- **Curriculum Committee – Julie Van Houten (Nursing), Faculty, MSE (23-26)**
- **Distance Education Committee– Alyssa Vafaei (Instructional Design), Faculty at-large (25-27)**
- **Equitable Placement and Completion Committee - Jennifer Backman (English), Faculty, English (25-27) & Mark Clark (Mathematics), Faculty Math (25-27)**
- **Sabbatical Leave Committee - Veronica Aguilera (EOPS), Faculty Tenure Student Services (25-28) & Sierra Lovelace (Counseling), Faculty L&L (23-26)**
- **Student Equity Plan & Pathways Oversight Committee – Elenda Hood (American Indian Studies), Faculty, Instructional (25-27)**
- **Tenure and Evaluations Review Board - Tracy Fung (ESL), Faculty, at large (25-27)**
- **EEDCC Committee - Alia Barkzi (ESL), Faculty at-large (24-26)**

INFORMATION

A. Proposed changes to the Senate Constitution and Bylaws – (Exhibit 4), Dalrymple & Shmorhun

Senators Dalrymple and Shmorhun informed the Senate that work has begun on drafting changes to the bylaws, which are operational documents for the Senate body and can be amended with a simple vote within the Senate. Amending the Constitution, which requires a two-third vote of all full-time faculty, will be looked at after the bylaws. The focus was on Article 2, Section 4 (Meetings), to clarify the differences between regular, special, and summer meetings, including language for calling such meetings and quorum. A new Article 3 regarding reassigned time positions is being brainstormed, covering call-outs, nominations, elections, and confirmations, distinguishing between senator-filled and non-senator-filled positions. Discussion also included the need to address temporary versus permanent vacancies and a process for handling provisions that contradict existing bylaws. The accessibility of the document and numbering conventions will also be addressed. Feedback is encouraged to be submitted via email.

B. Agenda Request Form, (Exhibit 5), Falcone

Senator Falcone introduced a proposed new Senate agenda request process and Microsoft Form, inspired by other institutions such as MiraCosta College, to bring more clarity to agenda items and provide background information. The form would capture the item name, description, background, requested action (information only, discussion, and/or action), alignment with the 10+1+1 academic and professional matters, estimated time, and whether a time-specific slot is needed. Documents could also be uploaded. The information from the form would be directly incorporated into the agenda on BoardDocs.

There was a suggestion to proactively move this information item to discussion on the agenda so that changes could be made and the process could be implemented along a quicker timeline.

MSC: Mufson/Klinger	Faculty Senate to move Information Item – B – Agenda Request Form, (Exhibit 5), Falcone - to the discussion portion of the agenda for the current meeting.

1 Opposed: Senator Lawson

The motion carried.

C. Volunteer Call for Noncredit Advisory Committee (Exhibit-6), Pearson

President Pearson made a call for a replacement Senate representative to sit on the Noncredit Advisory Committee, as there was a time conflict with her schedule and she was the current representative. This committee meets on the second and fourth Thursdays of each month from 3:00-4:00 pm. Michael Mufson volunteered and was designated by the Faculty Senate President to serve on the committee.

DISCUSSION:

A. Agenda Request Form, (Exhibit 5), Falcone (Moved from Information Item B)

(Continuation from the information item) discussion points included:

a. Clarifying on the form that all submissions are public record and uploaded links and background information must be open access.
b. Adding a FAQ explaining the differences between "information," "discussion," and "action" items.

c. Rephrasing question #5 to be a statement "Please provide background information about this item".
d. Changing the submission deadline as Wednesday at noon, in line with existing bylaws.
e. Considering an option for a date range or indicating if the desired date is fixed or flexible.
f. Adding an explanation for "desired action" (question #7) with sample actions for reference.
g. Enabling multiple selections for the 10+1+1 alignment (question #8).
h. It was clarified that standing items like Curriculum would not need to use this form, and this exemption should be added to the bylaws.

B. Finalize 2025-2026 Senate Goals, (Exhibit 7&8), Pearson (Moved from Discussion Item A)

President Pearson presented The Faculty Council organized 2025-2026 Senate goals brainstormed during the Faculty Senate retreat, assigning some to taskforces and subcommittees and retaining others for Council leadership.

The discussion points included:

a. Task Force 1: Find ways Faculty Senate can have a voice in increasing enrollment, planning, and improving enrollment at Palomar College:
    i. It was suggested to put a temporary hold on this goal pending an understanding of the work of the new Student Journey Committee, which currently has limited faculty representation. The goal is to gather broader faculty feedback on enrollment, growth, and class scheduling to bring to this task force. Volunteers for this task force were Mary Ellen Brooks, Nicole Siminski, Kelly Falcone, Anastasia Zavodny and Patrick O'Brien. Concerns were also raised regarding external control over advertising for programs and classes and its effect on faculty. This task force is temporary and expected to have an endpoint.

b. Task Force 2: Advocate for policies that strengthen and validate participation in shared governance; explore how other community colleges assert and defend their 10+1 purview when challenged; and analyze faculty representation on Senate subcommittees:
    i. Lawrence Lawson had previously expressed interest in this task force. The possible product of this task force could be a resolution.

c. Goals assigned to subcommittees:
    i. Distance Education Committee: Address the technology gap, which was noted to have a broader scope beyond just distance education. The DE Committee's role historically included advocating for faculty concerns regarding technology.
    ii. Professional Development Committee: Develop resources for dual enrollment and artificial intelligence training.

d. Goals assigned to Faculty Council:
    i. Revisit the resolution written by Faculty Senate to address staffing issues.
    ii. Work with instruction to improve course assignment timelines to provide accurate information to students and better opportunities for part-time faculty.
    iii. Understand what Faculty Senate is doing well to represent faculty interests and how to improve, possibly through a campus-wide survey.
    iv. Advocate for a College Hour, potentially through a resolution.
    v. Develop and implement an agenda request form (already in progress).
    vi. Tighten the flow of information during Senate meetings for efficiency.
    vii. Update the Faculty Senate Constitution and Bylaws to reflect the current practices and

needs.

viii. Develop a way to track the progress of Senate goals (a spreadsheet is being used and is in progress).

ix. Increase student voice in faculty senate goals and decisions, by reaching out to ASG for a representative and potentially surveying students.

e. Develop a committee (including a chair with 20% reassigned time) to address challenges and opportunities of Artificial Intelligence (AI) and proctoring. This task force is intended to address the struggles courses, particularly online ones, face with AI and proctoring. The chair would receive 20% reassigned time, which is available under Appendix F.

   i. Proposed Products: A survey of proctoring software options (advantages, disadvantages, cost), a survey of proctoring practices at other institutions, a survey of how students are using AI, faculty toolkit/resource hub for AI, and attendance/reporting on relevant trainings.

   ii. The following edits were proposed by Senate:

      1. The purpose should explicitly include proctoring.
      2. It was suggested that the task force should collaborate with the Academic Standards and Practice (ASP) Committee, the Tutoring Committee, and the Distance Education (DE) Committee.
      3. It was suggested that the Chair attends regional meetings to gather information on proctoring challenges and solutions.
      4. The task force could also develop boilerplate syllabus statements regarding AI use.
      5. A concern was raised about faculty use of AI with student work.
      6. The task force should have an end date, ideally a year, with reassigned time funding reassessed and confirmed.
      7. The term "release time" should be changed to "reassigned time".

<u>ADJOURNMENT</u>: The meeting was adjourned at 3:48 pm.

Respectfully Submitted

Michael A. Mufson, Secretary