THE FACULTY SENATE
PALOMAR COLLEGE

Minutes of the
MEETING OF THE FACULTY SENATE
September 22, 2025

APPROVED

PRESENT: Ben Adams, Mary Ellen Brooks, William Dalrymple, Alexandra Doyle Bauer, Heather Elliott Pham, Kelly Falcone, Wendy Gideon (Zoom), 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, Ashley Wolters, Anastasia Zavodny

ABSENT:

GUESTS: P.J. DeMaris, Michael Lundell, Alyssa Vafaei, Elena Villa Fernández de Castro

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 2:32 p.m. The meeting was also streamed live on ZOOM.

PUBLIC COMMENTS

None.

ANNOUNCEMENTS

Senator Mufson announced *Murder on the Orient Express* opens on October 2nd and runs for two weekends at the Howard Brubeck Theater. He noted the sets are gorgeous and there are great special effects and video projections.

Senator Adams announced that Palomar College baseball player Ian Mowad was named the Pacific Coast Athletic Conference Student Athlete of the Year.

Senator Dalrymple reminded the body that there is open enrollment for healthcare for two more weeks for part-time faculty with at least a 40% load.

Senator Mufson announced a second "No Kings" rally on October 18th, suggesting attendees find a local rally at NoKings.org.

Senator Shmorhun requested feedback on the governance document proposed changes presented by the Constitution Review Committee last week. She requested that feedback should be submitted by this Wednesday.

Senator Falcone announced that the Chancellor's Office is creating the Regional Professional Development Networks. The focus this year is on Artificial Intelligence (AI). Palomar was requested to submit three names for participation. It was decided to invite the Professional Development Coordinator, the Distance Education Coordinator, and the faculty member appointed as the Faculty Senate Special Projects Coordinator for AI. Names must be submitted by Friday.

Senator Mellos announced that there will be Curriculum Help Sessions held this week and also that Candace Rose is doing a presentation on credit for prior learning and all are welcome to join.

AGENDA CHANGES

None.

APPROVAL OF MINUTES

MSC: Shmorhun/Parenti — Faculty Senate to approve the minutes for September 15, 2025 as amended.

The motion carried.

Abstentions: 1 - Senator Martinez

ACTION

A. Curriculum – (Exhibit 1), Mellos

Senator Mellos presented an overview of the proposed curriculum changes from the September 17, 2025 Curriculum meeting, noting course changes included name and content updates. Course reviews addressed SLO updates, adding details to the Distance Education (DE) addendum, Credit for Prior Learning (CPL) updates, and textbook updates.

MSC: O'Brien/Klinger — Faculty Senate to approve the curriculum changes from the September 17, 2025 Curriculum Committee Meeting.

The motion carried.

B. Committee on Committees – (Exhibit 1), Zavodny

No business.

INFORMATION

A. Faculty Senate Special Projects Coordinator Positions for AY 25-26: Artificial Intelligence & Proctoring- (Exhibit 3.1 & 3.2), Pearson

President Pearson provided an update regarding the Special Projects Coordinator position, noting that concerns had been expressed to the Vice President of Instruction (VPI) and the College President that the initial combined AI and Proctoring roles represented a "heavy lift" for only 20% reassigned time. The proctoring tasks are being pulled off, and the position will be advertised solely as a 20% position focused on AI. The possibility of supporting the proctoring tasks elsewhere, potentially as a separate, negotiated position, was mentioned.

MSC: O'Brien/Falcone	The Faculty Senate to move Discussion Item A to Action.

The motion carried.

Opposed: 1 – Senator Lawson

MCS: O'Brien/Parenti	The Faculty Senate to split the Special Projects Coordinator Position for AY 25-26: Artificial Intelligence & Proctoring into two tasks: one focusing on Artificial Intelligence, and the other focusing on Proctoring.

The motion carried.

The main points discussed around this vote were:

A senator expressed concern about the status of the proctoring issue, seeking assurance that the second position would be filled and the issues addressed, noting this is a daily concern in many departments across the college. President Pearson confirmed that the issue is very important, stating that the Senate's goal is to gather the faculty voice and deliver a clear recommendation on proctoring options.

It was confirmed that proctoring work is ongoing, noting that a meeting is scheduled with an administrator this week to address concerns raised last semester and this current semester. It was also noted that the Academic Standards and Practices (ASP) Committee is the current appropriate venue for faculty to voice current proctoring concerns.

It was suggested that there should be a timeline for the potential proctoring position, suggesting that deliverables should be submitted in November to allow for a decision by early December, to avoid further delay.

It was agreed that the deadline for interested faculty to submit letters for the AI position would be Monday at noon (of the following week), and the letters would be linked to the Governing Board documents agenda for review ahead of the Faculty Senate meeting vote.

B. Common Course Numbering (CCN) Update - (Exhibit 4), DeMaris & Mellos

P.J. DeMaris, The CCN faculty lead provided an update on the Common Course Numbering (CCN) initiative.

The initiative stems from Assembly Bill 1111 and aims for continuity among California community colleges regarding course names, numbers, and templates.

The focus, to start, is on the most frequently used and general education courses across the state. Phase 1 is complete and implemented. The college is currently working on Phase IIA and IIB, targeting student-facing implementation by Fall 2026.

The new numbering system uses four alphas, four digits, plus the letter 'C' to denote a common numbering system course.

Meeting the October 1st deadline is crucial to maintain articulations with the UC, CSU, and CalGETC systems.

Faculty support is available through drop-in sessions almost daily and tutorials (videos and step-by-step directions) on the Canvas shell prepared by the Curriculum Co-Chair for number changes, requisite changes, and program changes.

It was emphasized that faculty should ensure that all materials such as web pages, printed program materials, posters are updated with the correct numbering.

Phase 3 will involve 40 to 50 courses. There is hope that the templates for Phase 3 will be released sooner than previous phases.

Post-development surveys for Phase 3 templates (Course Outline of Record proposals) are open until September 29th, requesting discipline-specific input.

C. ASP Faculty Manual Outline Draft - (Exhibit 5), Shmorhun

Nina Shmorhun presented the draft outline of the Faculty Manual, a product of the Academic Standards and Practices (ASP) Committee. It is intended as a non-required resource for all faculty (full-time, part-time, new, and veteran), serving as a one-stop shop for institutional information. The committee is seeking feedback on the table of contents and content gaps.

Some immediate feedback and discussion points included:

The inclusion of a Faculty Code of Conduct or Ethics section to serve as aspirational guidelines. Discussion followed concerning whether such items could be included given the manual's nature as a best practices guide.

Guidance was requested for faculty on Title IX issues, specifically relating to pregnant and birthing students.

It was suggested to include a glossary of Acronyms and Definitions.

A suggestion was made for a section guiding instructors on how to help students navigate Student Services (e.g., food, foundation, Student Life and Leadership).

It was noted that there is a need for a searchable, faculty-friendly Policy Guide referencing the most commonly needed Administrative Procedures (APs) and Board Policies (BPs) for reference.

A general calendar including important dates such as syllabus, book orders and professional development were suggested for inclusion.

It was suggested that the manual include some basic "Working Here" information (e.g., finding and reading a pay stub), possibly based on the "Nuts and Bolts" workshop outline, to help newly hired faculty.

Senator Shmorhun confirmed an email would be sent with a link for faculty to provide additional comments.

DISCUSSION:

A. Subcommittee Report Form – (Exhibit 6), Pearson

President Pearson presented a draft form intended for use by subcommittee chairs to track committee progress and share work with constituents. The initial proposed submission frequency was monthly.

The main discussion points were:

It was noted that monthly submission was historically burdensome, suggested moving to submissions once per semester (around two-thirds of the way through the term.

It was pointed out that as committees move toward Brown Act compliance and post regular minutes, this formal report might eventually become transitional or redundant.

A senator suggested rephrasing the question about goals to focus on "How has the subcommittee worked towards the goals that you set out" to make it actionable on a periodic basis.

President Pearson confirmed the revised form would return the following week for action.

B. Follow-up Discussion on Student Equity Plan 3.0 Presentation from 09-15-2025 Meeting - (Exhibit 7&8), Pearson

President Pearson encouraged senators to review the Student Equity Plan (SEP) 3.0, focusing on how the strategies align with and integrate the 10+1+1 (Academic and Professional Matters) and opened up the floor to discussion.

The main discussion points were:

Questions were raised about how instruction is infused into the demographic-based Student Success Teams and where faculty advisors fit into the degree pathways.

Concern was expressed that despite the plan's goals, there are significant administrative roadblocks and a critical lack of on-the-ground support (such as tutoring, math, and English resources). It was mentioned that without providing robust support services, the plan risks becoming "lip service". The required 12 full-time unit requirement for some at-risk Palomar Promise students was highlighted as a specific challenge.

It was noted that this plan requires Governing Board approval in November. A senator urged faculty presence at the crucial Governing Board meetings in October for the presentation and November for the vote, citing that some board questioning has been "hostile to equity". It was emphasized that it is important for the Board to see Faculty are there and paying attention.

The Curriculum Co-Chair confirmed that Title V legally requires the Governing Board to maintain a Student Equity Plan.

There was questioning around how the funding would be split between the different SEP strategies.

Expressed concern about the possibility of losing funding for specific groups, such as non-credit or ESL students if the plan is engineered primarily to be "palatable" for the Governing Board. It was advised and agreed that prioritizing what is best for students is most important over palatability for the board.

It was suggested that more investment should be focused on removing the huge barriers students face just to enroll in their first course, stating that persistence tends to be higher once students are in the system.

A reminder was given that the All-College Town Hall for feedback on the plan is scheduled for the next day, Wednesday. And all of this feedback is encouraged to be submitted on the Padlet shared during the SEP presentation last week.

ADJOURNMENT: The meeting was adjourned at 3:51 pm.

Respectfully Submitted

Michael A. Mufson, Secretary