



Minutes of the
MEETING OF THE FACULTY SENATE
December 1, 2025

APPROVED

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

ABSENT: Adriana Guillen, Jazmin Reyes (ASG)

GUESTS: Gheni Alba, Erin Feld, Matt Grills, Luis Guerrero, Riham Shenouda, Timothy Swan II (ASG), 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 2:30 p.m. The meeting was also streamed live on ZOOM.

PUBLIC COMMENTS

None.

ANNOUNCEMENTS

Senator Mufson announced the opening of the play *Pastorela Fronteriza*, running for two weeks. He mentioned that PFF, CCE and ALASS are sponsoring around 80 tickets for the final Sunday performance. He thanked them for their support.

Senator Lawson followed up advising PFF members to check their email for a link to request tickets for the December 14th performance of *Pastorela Fronteriza*.

Senator Dalrymple announced that today, December 1st, is the deadline for part-time faculty to submit their hours for professional development.

Senator Sheaffer announced that today, December 1st, is World AIDS Day, emphasizing the importance of acknowledging it personally in smaller communities.

President Pearson reminded senators of open Senate seats, including several seats open only for the spring semester, a one-semester obligation.

President Pearson requested senators fill out a survey as soon as they are able to schedule a final meeting to approve curriculum during the last week of the semester, noting that quorum based on Senate membership is required.

President Pearson announced that Senate leadership roles such as President and Vice President will be open for nominations and consideration in the spring semester.

AGENDA CHANGES

None.

APPROVAL OF MINUTES

MSC: Mufson/Sanchez

Faculty Senate to approve the minutes for November 17, 2025 as amended.

The motion carried.

ACTION

A. Committees on Committees (Exhibit 1) – Zavodny

MSC: Zavodny/Shmorhun

Faculty Senate to approve the results of the ballot for the Hiring Committee: Director of Fiscal Services.

The motion carried.

Hiring Committee: Director of Fiscal Services - Barbara Baer (EHPS), Faculty

B. Curriculum Committee (Exhibit 2), Mellos

MSC: Lawson/Shmorhun

Faculty Senate to approve Curriculum Committee actions made during the November 19, 2025 Curriculum Committee meeting.

The motion carried.

C. DE Resolution – Adoption of a Simple Syllabus - (Exhibits 3.1 & 3.2), Sanchez

MSC: Falcone/O'Brien

Faculty Senate to approve the adoption of the DE Resolution for use of Simple Syllabus.

The Motion Failed

Results of the vote:

In Favor: Senator Adams, Elliott Pham, Falcone, Jarvinen, Mellos, O'Brien, Sanchez, Seiler

Opposed: Senators Brooks, Dalrymple, Doyle Bauer, Gideon, Klinger, Lawson, Martinez, Mufson, Pearson, Shmorhun, Siminski, Wolters

Abstentions: Senator Sheaffer, Zavodny, Swan II (ASG)

Senator Sanchez outlined the updated overview of the proposed resolution noting the primary changes after the Faculty Senate discussion the previous meeting.

The DE Committee adjusted the resolution to include an opt-out option for faculty and also included support for a private default setting for the syllabus.

It was pointed out that the primary aim of Simple Syllabus is to standardize the creation of accessible syllabi and provide a standardized method for collecting and storing syllabi for departments and divisions. It was also noted its use to remove student barriers by standardizing the information provided, ensuring the "same message" is sent to all students across different classes.

The Discussion points included:

Immediate concerns were raised regarding the tool's cost, around \$30,000–\$35,000 annually, especially since the district had failed to provide the negotiated COLA and the necessary proctoring services. It was explained that the cost would be covered by deactivating currently duplicative programs. It was also generally noted that adding any tool to Canvas typically costs approximately \$30,000.

A senator then expressed an intention to vote Nay, while acknowledging the resolution was well-written and comprehensive. This opposition was based on the fact that the tool is being "weaponized in other places" in the current climate, though the senator trusted this was not the local intent.

A question was raised about strengthening the resolution's language regarding the private default setting from "support" to "request" or "require," given past instances where administration might not heed Senate advice. In response, it was clarified that the entire implementation, including the creation, content, and settings, would be determined by faculty bodies, namely the Academic Standards and Practices (ASP) Committee and the DE Committee, falling under the purview of academic and professional matters. This approach was intended to ensure it remained a faculty-driven decision.

A senator also supported the tool, arguing that if it streamlines accessibility requirements and saves faculty time, it should be adopted.

A senator stated that they felt the College was attempting to "fit a process to a tool," rather than developing a standardized syllabi process first and then selecting a tool that fits that process. The senator noted that ASP is currently tasked with developing such a process.

Another senator expressed disappointment over the removal of NameCoach (an important HSI tool) without discussion, raising questions about the prioritization of technology expenditures if \$30,000 could be spent on an optional tool. This led to a discussion about whether the faculty should be given a technological "wish list" to prioritize funding.

It was pointed out that since the resolution added the opt-out provision, the fundamental problem of non-standardized syllabi and storage persists for non-participating faculty. It was also clarified that even the repository created by the tool would likely only keep syllabi for a set number of years, meaning it wouldn't solve the issue for very old graduates.

A question was posed about who would be responsible for updating the standardized language in the tool; the reply was that if the motion passed, the next step would be establishing the governance structure (involving DE Committee and ASP).

D. Academic Standards & Practices Committee: Updated Grade Dispute Policy - (Exhibit 4), Shmorhun.

MSC: Shmorhun/Brooks

Faculty Senate to approve the changes to the Palomar College Student Grade Dispute Policy.

The Motion was tabled.

Senator Shmorhun introduced the policy, explaining that the updates concerned clarifying language related to backup faculty procedures if a student initiates an informal or formal grade dispute, and incorporating updated Title V and Cal Code regulations.

The Discussion points included:

A concern was raised by a senator regarding the initial policy language stating that the informal process is followed unless the "district determines that there has been gross misconduct by the original instructor". The senator pointed out that if gross misconduct is determined, the remainder of the informal process outlined in the policy (starting with going to the instructor first) would not make sense. Senator Shmorhun noted that this specific language came directly from Title V and Cal Code regulations. The senator followed up, asking what process should be followed when the district makes that determination.

A separate concern was raised regarding the policy language that addresses the instructor "not employed with the district or not available," and how a substitute faculty member would be designated to change a grade. There was worry about this creating a "loophole" to bypass part-time faculty who are between semesters or full-time faculty on sabbatical in the interest of timeliness for the student, potentially harming faculty due process.

It was explained that students have a full year (two semesters) to initiate a dispute, allowing a part-time instructor who is off for the fall to still be contacted and address the grade in the spring, or for the department chair to step in if contact is impossible. It was noted that the timeline used to be three years but is now limited to one year because the process is encouraged to be

remedied as soon as possible, especially if a student is attempting to transfer.

It was suggested that institution-initiated fraud cases might require the use of a separate Administrative Procedure (AP) that currently does not exist. Senator Shmorhun will follow up on this.

Ultimately, due to these outstanding questions and the need for clarification, the item was postponed to be brought back later.

E. Emeritus Status – (Exhibit 5), Pearson

MSC: Pearson/Adams

Faculty Senate to approve Emeritus Status for
Yan Tian

The motion carried.

Emeritus Status – Yan Tian (Full time since 2004)

INFORMATION

A. ASG Report, Timothy Swan II, ASG Member

A member of the ASG, Timothy Swan II, reported that internal hot topics continue to be BP3000 and working on travel lists.

B. Stan and Anita Maag Food and Nutrition Center operations & needs – (Exhibit 6.1 & 6.2), Shenouda

Riham Shenouda, the Basic Needs Manager for Palomar College, presented on the services provided by Basic Needs.

The Basic Needs' mission is to support student success by providing help with food, housing, clothing, hygiene, and emergency resources. Faculty play an important role, as they often first notice students facing basic-needs challenges. The Food & Nutrition Center (FNC), located in SU-40 on the San Marcos campus, is open Monday–Thursday from 9 a.m. to 3 p.m. It offers free groceries (normally up to 30 pounds weekly; temporarily increased to 40 pounds in November due to SNAP delays), along with diapers, period products, and monthly hygiene kits. The center follows county-certified safe food-handling practices and ensures all staff hold Food Handlers' cards. It also participates in SB 1383 food recovery efforts, accepting safe unsold food from local stores and restaurants.

Basic Needs offers several extended programs beyond the main pantry. Examples include:

- **Grab-and-Go Program:** This involves snack distribution, including refrigerated items, across the campus. This program is going to be revamped in the coming year.

- **Campus Care Lockers:** Recognizing that not all students can visit during operating hours, the department has launched convenient 24-hour pickup lockers. There are three lockers on the main campus and one large locker at the education centers, all equipped with refrigeration
- **CalFresh Support:** The department has a bilingual, certified staff member to assist students with CalFresh applications, and they also collaborate with the San Diego Food Bank, which brings bilingual staff to campus to support applications.
- **Comet's Closet:** This program offers students free clothing, up to two full outfits per semester. This is available at the San Marcos campus via walk-in or appointment, and a Commons Closet was recently opened in Rancho Bernardo, run in collaboration with the fashion department.

Shenouda also covered the impact, future plans, and needs of the Basic Needs Department:

The department has seen significant impact, reporting over 8,000 visits to the FNC last year and distributing over 52,000 pounds of food. Growth is accelerating, with metrics like visits and new students served showing a large increase between October 2024 and October 2025.

Looking ahead, a brand new, centralized basic needs center is scheduled to open in March 2026 at the Old Campus Police Building. This new facility will include significant additions: laundry facilities, non-binary showers, computer access study space, and dedicated space for case management and partnering agencies.

The department also plans to open a pantry at the Fallbrook Center (projected for 2026-2027) and is exploring expanding services to Camp Pendleton.

Shenouda pointed out that a major challenge is staffing as she is the only permanent employee at Basic Needs, relying heavily on student workers. She stressed the need for the team to grow exponentially to handle the overwhelming demand, requiring recruitment of more student workers, volunteers, and graduate interns.

Faculty collaboration is also requested to deepen the relationship. This includes integrating resources directly into Canvas, including information in the syllabus, and generally normalizing basic needs discussions in the classroom.

C. Subcommittee Report Presentation – (Exhibit 4), Pearson

Tabled.

D. Special Projects Coordinator: Artificial Intelligence - (Exhibit 8), Gheni Alba

Gheni Alba, the Special Projects Coordinator for Artificial Intelligence, outlined his objectives focused on equipping the Palomar College community to navigate the increasing presence of AI, specifically by raising awareness of both its benefits and risks.

His plan involves collaborating with faculty, regional AI leads, and the Chancellor's Office. Alba will develop tailored Professional Development (PD) trainings for Palomar faculty and work to integrate AI content into courses. Due to his unique background in both teaching and creating AI tools, he will serve as an AI helpdesk.

A major task is drafting guidance and policy recommendations for responsible AI use by staff, faculty, and students, which includes creating model syllabus statements for faculty to adopt and customize for their classes. Abla will also vet new AI tools to ensure they are privacy-safe and establish guardrails regarding data risks.

Finally, he is committed to providing the Faculty Senate with regular reports that translate the latest AI research and practices in higher education.

E. AI tools resolution from PD – (Exhibit 9), Guerrero

Tabled.

F. Equitable Placement CC Governance Structure – (Exhibit 10), Feld

The presentation on the Equitable Placement CC Governance Structure was led by Erin Feld, who sought feedback from the Faculty Senate regarding the committee's continued existence.

The discussion centered on whether the committee should continue to exist given that its initial legislative mandates had largely been implemented.

Since the committee had completed its original products, and its funding is scheduled to end, members questioned the need for a formal committee structure. The committee felt that conversations on equitable placement could potentially be handled informally or through direct communication with departments like DRC and Counseling, rather than requiring a dedicated committee.

She noted that conversations about equitable placement are still happening within other bodies, such as the student equity plan group, and that AB 1705 would still be discussed in the Curriculum Committee because of its effect on prerequisites.

Feld indicated that if the Senate did not provide specific tasks, the committee planned to recommend its own discontinuation by 2026. The committee was currently "leaning towards discontinuing" but needed the Senate's feedback first.

Due to the need for time to discuss this recommendation, the item was decided to be brought back for further discussion at the subsequent Senate meeting.

G. ASCCC Curriculum Regional Meeting – Highlights - (Exhibits 11.1, 11.2, 11.3, 11.4 & 11.5), Mellos

Tabled.

H. Part Time Faculty Survey Update – Dalrymple, Zavodny

Tabled.

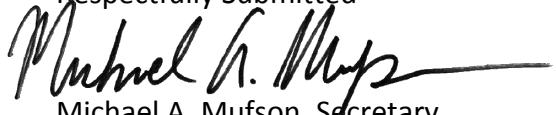
DISCUSSION:

A. PFF Resolution: Nectir & AI – (Exhibit 7), Siminski

Tabled.

ADJOURNMENT: The meeting was adjourned at 3:59 pm.

Respectfully Submitted



Michael A. Mufson, Secretary