

Minutes of the
MEETING OF THE FACULTY SENATE
March 2, 2020

APPROVED

PRESENT: Richard Albistegui-Dubois, Jose Briceno, Melinda Carrillo, William Dalrymple, Alexandra Doyle Bauer, Erin Hiro, Teresa Laughlin, Jackie Martin, Adam Meehan, Wendy Nelson, Patrick O'Brien, Lillian Payn, Travis Ritt, Craig Thompson, Fari Towfiq, Rocco Versaci, Anastasia Zavodny

ABSENT: Lawrence Lawson, Julia Robinson, Chris Sinnott, Lori Waite

GUESTS: Remy Arnold (ASG), Jonathon Walker (ASG), Susan Snow (Faculty)

Please note: All votes are presumed unanimous unless indicated otherwise.

CALL TO ORDER: The meeting was called to order by Senate President Craig Thompson, at 2:30 p.m. in room SU-30.

PUBLIC COMMENT: None.

ANNOUNCEMENTS: Senator Alexandra Doyle Bauer stated that the Escondido Center Library is still closed. The delay is caused by a furniture issue. As of today, the opening date has not been announced. Senator Teresa Laughlin stated that 20 faculty have submitted notices for early retirement. The direct result of these retirements means there will be no reduction in force this year.

AGENDA CHANGES: None.

APPROVAL OF MINUTES:

Motion 1 MSC Briceno/Laughlin: Faculty Senate approval of minutes of February 24, 2020, as amended (EXHIBIT I).

The motion carried.

ACTION:

A. Committee Appointments/Elections:

Motion 2 MSC Zavodny/Laughlin: Faculty Senate approval to confirm the following appointments (EXHIBIT II).

Faculty Service Area Review Committee
Michael Mumford – Faculty, Full Time, MSE (19-21)

GE Workgroup
Lacey Craft – Faculty, SBS, Health & Kinesiology

The motion carried.

Motion 3 MSC Zavodny/Laughlin: Faculty Senate approval to accept the votes of the ballot for Area E representative on the GE Workgroup (EXHIBIT II).

Hossna Sadat – Student Services, Counseling

The motion carried.

Senator Anastasia Zavodny stated that a Senate past president or designee is still needed for the Budget Committee and SPC. Senator Patrick O'Brien volunteered for the Budget Committee. She added that a Governance Structure Change for the Tutoring Committee will come through Senate shortly for approval.

I.A.1, I.A.2, I.B.1, I.B.2

B. Curriculum: No action required.

C. Meta Majors: Tabled.

D. Constitutional Revision: Senate President Craig Thompson presented the draft constitution.

Motion 4 MSC Ritt/Zavodny: Faculty Senate approval to amend the Faculty Constitution, Section 3: COMPOSITION (EXHIBIT III), change total Senate membership to 30, which will change full-time or probationary faculty members to 22.

Senator Travis Ritt's primary reason for increasing membership is to accommodate the increased work coming down from the state. The Senate's oversight will increase as well. Some Senators were concerned that additional seats may go unfilled as more work is expected from faculty.

Motion 4 AMENDED – See Motion 5

Motion 5 MSC Laughlin/O'Brien: Faculty Senate approval to change Motion 4 amendment to read, change total Senate membership to 29 including 4 part-time faculty members, 23 full-time or probationary faculty and 2 ex-officio members. And in the event that a Senator is elected to a two-year term as President with one year remaining in his/her Senate term, the Senate membership will consist of 30 members for one year.

The motion carried.

Motion 6 MSC Ritt/Zavodny: Faculty Senate approval to amend Faculty Constitution, Section 3: COMPOSITION (Exhibit III), to add official seat for ASG with an advisory vote.

ASG representative Jon Walker stated that by providing this opportunity, he expects it to foster better communication between ASG and Faculty Senate. Walker is hopeful it will promote more student involvement as well. He noted that the ASG Constitution now mandates that an ASG representative be present at all Faculty Senate meetings.

The motion carried.

Motion 7 MSC Ritt/Dalrymple: Faculty Senate approval to amend the Faculty Constitution, Section 6: OFFICERS (Exhibit IV), to strike the proposed language restricting part-time adjunct Senators from serving in the positions of president or vice president.

Ayes: William Dalrymple, Richard Albistegui-Dubois, Patrick O'Brien, Travis Ritt, Anastasia Zavodny

The primary comment made against changing the qualification to allow part-time faculty to hold these seats centered on the fact that part-time faculty do not have the tenure protection to meet with and possibly challenge the College President and administration and Governing Board. Statements made in support of part-time faculty in this position included that many, including emeritus faculty, are capable of fulfilling this position without tenure protection and that the Senate should evaluate part-timers ability to serve individually during Senate elections instead of with a blanket ban.

The motion failed.

Motion 8 MSC Laughlin/Versaci: Faculty Senate approval to amend the Faculty Constitution, Section 6: OFFICERS, VI (Exhibit IV). to add the word tenured.

Nays: William Dalrymple, Travis Ritt, Anastasia Zavodny

The motion passed.

Motion 9 MSC Laughlin/Dalrymple: Faculty Senate approval to forward the revised Faculty Constitution to all full time faculty for approval.

Nays: Anastasia Zavodny

The motion passed.

I.A.1, I.A.2, I.B.1, I.B.2, I.B.3, I.B.4

REPORTS:

- A. Senate President: On Wednesday, Senate President Craig Thompson and Senators Teresa Laughlin and Lawrence Lawson will be meeting with Acting VP of Human Resources Linda Beam regarding "acting" positions inquiry. During the last Governing Board meeting, student housing was on the agenda but was tabled. Faculty housing was also brought up.
- B. Planning Council Reports: Senator Travis Ritt (IPC) reported that the resource allocation of the PRPs is being re-opened because there is about \$200,000 available now for equipment.
- C. Palomar Faculty Federation: With the new faculty retirements, Senator Teresa Laughlin stated that these retirements bring us closer to our FON. The FON is currently 292.
- D. ASG: Remy Arnold reported that a Comet Hour promoting Census 2020 was held on February 24 by the library. Wednesday and Thursday of this week, ASG will be celebrating Women's History and promoting sexual-awareness to our students. They are also hosting a beauty and hygiene product drive for a local women's shelter. This Thursday, two ASG leaders will be meeting with Acting President Kahn to discuss student issues on campus.
- E. Guided Pathways: Senator Wendy Nelson reported that the group appointed four faculty pillar leads.
- F. Policies and Procedures: No report.
- G. Budget Committee: Senator Erin Hiro reported that the committee met a few weeks ago. As of that meeting, the district is running with the reported deficit of \$6.7 million but the numbers will change throughout the semester. Enrollment is down slightly. The district is considering combining online, Fallbrook and Camp Pendleton Centers for FTES purposes. The idea of leasing out the Rancho Bernardo Center may be a problem because of the tax exempt status of the bond that paid to build it.
- H. Senate Committee Reports: No reports.
- I. Other Reports: No reports.
I.A.1, I.A.2, I.B.1, I.B.2

INFORMATION ITEMS:

- A. Waitlists: Senator Travis Ritt reported there are two propositions to address the waitlist issue. One option is to leave the waitlist on auto enroll until the class begins so students on the waitlist are added before other students. Another proposition is go with the IPC's recommended 10-student waitlist guideline and then allow departments to advocate for a higher or lower number. Some departments have a wait list as high as 30 right now while other departments have zero. Some Senators felt that each department should set their own waitlist policy while others maintained a school-wide policy on waitlists is best for students. A few Senators mentioned that waitlists should be used to determine when additional sections should be added. Some Senators recommended a longer, flexible and department-centric waitlist with a standard cap of 32 while others felt that long waitlists scare off students.
I.B.1, I.B.4

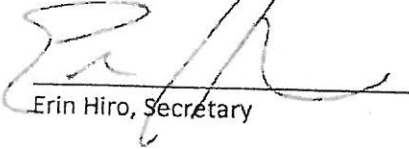
B. Senate Goals: Tabled.

C. Program Review: Tabled.

ADJOURNMENT:

The meeting was adjourned at 4:00 PM.

Respectfully submitted,


Erin Hiro, Secretary

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Spring 2020	8		10		
Senator	Candidate 1	Candidate 2	Candidate 3	Candidate 4	Candidate 5
	Carrillo		Miller		
Albistegui-Dubois			X		
Briceño			X		
Carrillo	X				
Dalrymple	X				
Doyle Bauer			X		
Hiro	X				
Laughlin					
Lawson	X				
Martin			X		
Meehan			X		
Nelson			X		
O'Brien	X				
Payn	X				
Ritt	X				
Robinson			X		
Sinnott			X		
Thompson					
Towfiq	X				
Versaci			X		
Waite					
Zavodny			X		

EXHIBIT II

Mar 9 2020				
GE Workgroup		Faculty At-Large positions		
Name	Division	Department	Statement	Either Vote or Confirm below
Michael Arguello	SBS	History	I originated the course History of the Americas at Palomar College in 1991, when it grew from 2 sections per year to over 35 today.	
Mar 9 2020				
Hiring Committee: Director Financial Aid		Faculty At-Large positions		
Name	Division	Department	Statement	Vote for 1:
Susan Miller	SBS	Sociology	I believe this is a critical position for Palomar College. We need a candidate with the expertise and background in financial admin. to handle this job. As an outsider, I believe that I can evaluate candidates with the specific intent of finding a pool who are qualified to manage fiscal responsibilities. I also would like to represent the Beh. Sci.	
Melinda Carrillo	L&L	Reading	I was asked by Kendyl Magnuson to ask to serve on this committee as I have done it before and found it to be a challenging but important assignment.	
Mar 9 2020				
Hiring Committee: Director Health Services		Faculty At-Large positions		
Name	Division	Department	Statement	Either Vote or Confirm below
Elena Chirkova	CTE	Performing Arts/Fashion	Would love to help with hiring process	Confirm

EXHIBIT III

Actions
March 4, 2020 Curriculum Committee Agenda

The following curriculum changes, pending appropriate approvals, will be effective Fall 2020

A. New Credit Courses - effective Fall 2020												
Subj.	Number	Title	Short Title	Impacts	Transfer Accept.	Distance Education	Multi-cultural	Grading Basis	Open Entry/Open Exit	Justification	Requisites	Originator
1	AIS	180A	Uto-Aztecan Languages of San Diego County IA	Uto-Aztecan SD County 1A	Proposed for future inclusion in American Indian Studies CA	CSU	No	Grade/Pass/No Pass	Not Open Entry/Open Exit	Four indigenous languages are spoken in the Palomar School District. Three of them are rooted in the Uto-Aztecan language family and share strong similarities; so much so that, students taking a series of Uto-Aztecan classes will recognize and understand the basic similarities and differences, and develop proficiency in reading, analyzing, writing and speaking on of the three dialects. The AIS Department has regularly taught Cahuilla and Luiseno. Student and tribal/community interest, through verbal and written requests, have asked for Cupeno to be reintroduced into the curriculum. Native high school students, and some of their peers, elect to satisfy their language requirement with the study of indigenous languages. This class is the second half of the first year of Uto-Aztecan 101A.	No	Patricia A. Dixon
2	AIS	180B	Uto-Aztecan Languages of San Diego County IB	Uto-Aztecan SD County 1B	Proposed for future inclusion in American Indian Studies CA	CSU (approved) UC (proposed)	No	Grade/Pass/No Pass	Not Open Entry/Open Exit		Prerequisite: AIS 180A	Patricia A. Dixon
3	CFT	112	CNC I- Introduction, Design Software and CNC Milling	CNC I-Intro. Des. Soft/Milling	Proposed for future inclusion in CNC Design and Manufacturing	CSU (proposed)	No	Grade/Pass/No Pass	Not Open Entry/Open Exit	This course will be one of 4 new courses to provide computer design skills along with computer numerical control (CNC) milling machine operation experience for wood products manufacturing processes. A need for such experience exists within the local job market outlook. Part of Course and Program rework to accommodate changing manufacturing industry employment in service area. Will include a discipline name change, Requisite review Program Association review, and new courses, etc.	Corequisite: WPMD 100	Jennifer Anderson
4	DT	115	Creo II	Creo Parametric 3D II		CSU	No	Graded Only	Not Open Entry/Open Exit	We are deactivating our DT/ENGR113 class which is a combination of 8 weeks SolidWorks software and 8 weeks of Creo software over a 16 full semester. We found that 8 weeks is not enough time to be competent on either software. Also, SDSU is no longer articulating the DT/ENGR113 class. Creo Parametric 3D computer-aided design (CAD) software is needed by every Drafting and Engineering student. This software is one the most robust 3D parametric modelers. The following companies are employers in our area that need Creo drafters. ABB BAE Systems Brain Corporation Caterpillar Cobham General Atomics Aeronautical Systems, Inc. Ingenium Technologies John Deere KTM Lockheed Martin Northrop Grumman NuVasive, Inc. Raytheon Solar Turbines, Inc. (owned by Caterpillar)	Prerequisite: DT 114	Anita Talone

B. Credit Course Reactivations - effective Fall 2020												
Subj	Number	Title	Short Title	Impacts	Transfer Accept	Distance Education	Multi-cultural	Grading Basis	Open Entry/Open Exit	Justification	Requisites	Originator
1 MATH	53	Prealgebra/Beginning Algebra	Prealgebra/Beginning Algebra	N/A	N/A	Computer Assisted, Online	N/A	Pass/No Pass	No	Deactivated prematurely. Though no immediate plans to offer, course should be available to offer if necessary.	N/A	Wendy R. Metzger

Actions
March 4, 2020 Curriculum Committee Agenda

Subj. Number	Title	Short Title	Impacts	Transfer Accept	Distance Education	Multi-cultural	Grading Basis	Open Entry/Open Exit	Justification	Requisites	Originator
C. Credit Course Changes - effective Fall 2020											
Subj. Number	Title	Short Title	Impacts	Transfer Accept	Distance Education	Multi-cultural	Grading Basis	Open Entry/Open Exit	Justification	Catalog/Student Records Impacts	Requisites
1	ASL 100 <u>American Sign Language I</u>	American Sign Language I	None	UC/CSU	Computer Assisted, Television, Online, Two-Way Video	No	Grade/Pass/No Pass	Open Entry/Open Exit		Updated description, coding, added ASL 100L corequisite, SLOs, content, methods of assessment textbooks	Corequisite: ASL 100L
2	ASL 205 <u>American Sign Language II</u>	American Sign Language II	None	UC/CSU	Computer Assisted, Online, Two-Way Video	No	Grade/Pass/No Pass	Open Entry/Open Exit	This course proposal is being conducted to ensure requisites, SLOs, and objectives are clearly aligned and appropriately sequenced.	Updated description, added ASL 101L prerequisite, SLOs, objectives, assignments, textbooks, added DE	Prerequisite: ASL 101L and ASL 101
3	ASL 206 <u>American Sign Language III</u>	American Sign Language III	None	UC/CSU	Computer Assisted, Television, Online, Two-Way Video	No	Grade/Pass/No Pass	Open Entry/Open Exit	Currently, more than 70% of ASL IV students complete more than 15 hours in the ASL Lab every semester. Because the lab component is highly recommended, but not required, it is not built into the schedule. Students need to have an opportunity to practice the language, not just study it. This change will ensure that all students have the opportunity to develop conversational skills with a teacher present to lead communication activities.	Updated description, added ASL 205L prerequisite, added DE, SLOs, assignments, textbooks	Prerequisite: ASL 205 and ASL 205L

Actions
March 4, 2020 Curriculum Committee Agenda

Subj.	Number	Title	Short Title	Impacts	Transfer Accept	Distance Education	Multi-cultural	Grading Basis	Open Entry/Open Exit	Justification	Requisites	Originator
4	ASL 101	American Sign Language II	American Sign Language II	None	CSU/UC	Computer Assisted, Television, Online, Two-Way Video	No	Grade/Pass/No Pass	Not Open Entry/Open Exit	This course change is designed to ensure students have successfully completed both a lecture class and a conversation lab in American Sign Language before taking the next class in the sequence.	Prerequisite: ASL 100 Corequisite: ASL 101L	Melissa B. Smith
5	ASL 210	Discourse Analysis	Discourse Analysis	None	CSU	Computer Assisted, Television, Online, Two-Way Video	No	Grade/Pass/No Pass	Not Open Entry/Open Exit	This course change is intended to align course titles with the recently approved program change and more accurately represent the content and scope of each course.	Prerequisite: ASL 206 Corequisite: ASL 210L Preparation: ASL 110, ASL 115 and ENG 100	Melissa B. Smith

D. Credit Course Deactivations

Course	Title	Short Title	Impacts	Transfer	Distance	Multi-cultural	Grading Basis	Open Entry/Open Exit	Justification	Originator
1	DT 151	CAD/CAM Machining	CAD/CAM Machining	Yes			No Pass	Not Open Entry/Open Exit	This course is no longer offered in the Drafting Department. When the Industrial Technology Discipline was created and courses created, IT190 - Manufacturing I Introduction to MasterCAM took the place of DT151 - CAD/CAM Machining. It is the same class, so DT151 has never been offered since the IT program started. We need to remove it from Drafting since it belongs in the Industrial Technology (Machining) Discipline.	Anita Talone

E. Distance Education - effective Fall 2020

Course	Course Title	Distance Ed Delivery Methods	Proposal Type
1	ASL 180A	Online, Computer Assisted, Two-Way Video, One-Way Video	New Credit Course
2	ASL 180B	Online, Computer Assisted, Two-Way Video, One-Way Video	New Credit Course
3	MATH 53	Computer Assisted, Online	Credit Course Reactivation
4	ASL 100	Computer Assisted, Television, Online, Two-Way Video	Credit Course Change
5	ASL 205	Computer Assisted, Online, Two-Way Video	Credit Course Change
6	ASL 206	Computer Assisted, Television, Online, Two-Way Video	Credit Course Change
7	ASL 210	Computer Assisted, Television, Online, Two-Way Video	Credit Course Change

F. Requisites - effective Fall 2020

Course	Course Title	Requisite(s)	Proposal Type
1	ASL 180B	Prerequisite: ASL 180A	New Credit Course
	CFT 112	Corequisite: WPMID 100	New Credit Course
	DT 115	Prerequisite: DT 114	New Credit Course
	ASL 100	Corequisite: ASL 100L	Credit Course Change
	ASL 205	Prerequisite: ASL 101L and ASL 101	Credit Course Change
	ASL 206	Prerequisite: ASL 205 and ASL 205L	Credit Course Change
	ASL 101	Prerequisite: ASL 100, Corequisite: ASL 101L	Credit Course Change
	ASL 210	Prerequisite: ASL 206	Credit Course Change
		Corequisite: ASL 210L Recommended Preparation: ASL 110, ASL 115 and ENG 100	Credit Course Change

G. Technical Corrections - effective Fall 2020

Subj.	Number	Title	Short Title	Impacts	Transfer Accept	Distance Education	Multi-cultural	Grading Basis	Open Entry/Open Exit	Justification	Requisites	Originator
1	NESL 975	Accelerated Written Communication I	Accelerated Written Comm I	No Impacts	No	No	N/A	Pass/No Pass/Satisfactory Progress	Not Open Entry/Open Exit	Due to repeatability and a focus on skills attainment, N ESL 975 will increase the access and success of non-native adult learners, preparing them for advanced ESL writing classes. <i>Originally approved 2/5/2020 at 96:102 lecture hours. Should be 96-108 lecture hours.</i>	No	Lawrence Lawson

Actions
March 4, 2020 Curriculum Committee Agenda

Subj.	Number	Title	Short Title	Impacts	Transfer Accept.	Distance Education	Multi-cultural	Grading Basis	Open Entry/Open Exit	Justification	Requisites	Originator	
2	ID 125	<u>Presentation Methods in Interior Design</u>		<u>Impact Report</u>	CSU	N/A	No	Grade/Pass/ No Pass	No	Change name from Presentation Methods in Interior Design I to Presentation Methods in Interior Design, as we no longer have a part II. This class was eliminated under the new program effective Fall 2019, but feedback from the Program Advisory Committee, faculty, and students, everyone strongly agrees that this class must be part of our program again. Additionally, our Program Outcome states that students should exit our program with a workplace or transfer-ready portfolio. This class is an essential part of a strong portfolio.	Updated title, coding. <u>Course originally approved for 4 units at 11/20/2019 meeting. Course should be 3 units (2 hrs lec and 3 hrs lab)</u>	No	Jessica Newman
3	MACH 120	<u>Precision Measure and Metrology</u>	<u>Precision Measure & Metrology</u>	<u>Impact Report II 120</u>	CSU	Online	N/A	Grade/Pass/ No Pass	No	The job market for Machinist and CNC Programmers requires this type of knowledge and experience. Palomar would be the only institute in North County to provide this type of education and training. Collectively, Machining and CNC Occupations in San Diego County have a labor market demand of 769 annual job openings. Comparatively, the average occupation in San Diego County has a labor market demand of 277 annual job openings. Only two educational institutions in San Diego County supply 74 awards for these occupations, suggesting that there is a supply gap in the region.	Changed title, description, updated coding, lecture hours (changed to 1.5), lab hours (changed to 4.5), removed DE, other updates not impacting catalog/records. <u>Approved at the 12/4/2019 meeting. Course should fall under new MACH discipline</u>	N/A	Michael Wright
4	MACH 125	<u>Tooling Concepts</u>	<u>Tooling Concepts</u>	<u>ID 125 Impact Report</u>	CSU	No	No	Graded Only	No	The job market for Machinist and CNC Programmers requires this type of knowledge and experience. Palomar would be the only institute in North County to provide this type of education and training. Collectively, Machining and CNC Occupations in San Diego County have a labor market demand of 769 annual job openings. Comparatively, the average occupation in San Diego County has a labor market demand of 277 annual job openings. Only two educational institutions in San Diego County supply 74 awards for these occupations, suggesting that there is a supply gap in the region.	Updated title, coding, changed units to 4, changed lecture hours to 2, updated SLOs, textbooks. <u>Approved at 2/5/2020 meeting. Course should fall under new MACH discipline</u>	No	Michael Wright
5	MACH 228	<u>Metallurgy and Industrial Materials</u>	<u>Metallurgy / Industrial Matl.</u>	<u>Impact Report II 228</u>	CSU	No	No	Graded Only	Not Open Entry/Open Exit	The job market for Machinist and CNC Programmers requires this type of knowledge and experience. Palomar would be the only institute in North County to provide this type of education and training. Collectively, Machining and CNC Occupations in San Diego County have a labor market demand of 769 annual job openings. Comparatively, the average occupation in San Diego County has a labor market demand of 277 annual job openings. Only two educational institutions in San Diego County supply 74 awards for these occupations, suggesting that there is a supply gap in the region.	<u>Approved at 2/19/2020 meeting. Course should fall under new MACH discipline</u>	No	Michael Wright

TUTORING COMMITTEE GOVERNANCE STRUCTURE

ROLE

The Tutoring Committee will improve and promote tutoring services offered at Palomar College.

DUTIES

- Promote dialogue, understanding, and response among the disciplines with tutoring needs.
- Research, implement, and refine tutor selection and training.
- Make recommendations to the Basic Skills Committee regarding tutoring procedures and needs at Palomar College.
- Update and maintain Tutoring Services website

PRODUCTS

- Integrated tutor training across the San Marcos campus and off-campus sites
- Annual renewal of CRLA (College Reading and Learning Association) certification
- Progress and needs reports to the Faculty Senate
- A college-wide report on the usage and effects of tutoring
- Effective marketing materials for students, faculty and staff to promote the use of tutoring

REPORTING RELATIONSHIP: Faculty Senate

MEETING TIME: 1st Thursday of the month, 2:30 – 4:00 pm.

MEMBERS:

Chair: Chair is a Faculty member elected by the Committee

Voting Members:

Faculty/supervisor or designee from the following areas:

- Athletics
- Business
- CSIT
- DRC
- English
- ESL
- Math
- Reading
- STAR (includes FBC and RBC TLCs)
- STEM
- ~~TLC (includes SM and ESC TLCs)~~
- Veterans
- World Languages

Dean of Languages & Literature

Advisory (non-voting) Members:

One representative from each of the following tutoring service areas to be appointed by the faculty/supervisor of the respective area:

- Business
- CSIT
- ESC TLC
- ESL
- FBC TLC
- Grant Funded Programs (EOPS, ETS, Gear-Up, Trio)
- Math Center
- RBC TLC
- Reading
- STEM
- Veterans
- World Languages
- Writing Center

• TLC Manager San Marcos

ASG Student Rerepresentative

- At the December 5, 2019, Tutoring Committee meeting, we voted to make the TLC San Marcos Manager an Advisory member since the TLC San Marcos no longer offers tutoring.