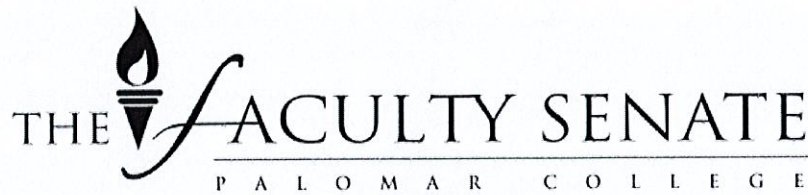




FACULTY SENATE MEETING

March 16, 2020

EXHIBITS



Minutes of the
MEETING OF THE FACULTY SENATE
March 9, 2020

APPROVED

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

ABSENT: Teresa Laughlin, Lori Waite

GUESTS: Shayla Sivert (VPI), Jonathon Walker (ASG)

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 2:34 p.m. in room SU-30.

PUBLIC COMMENT: Shayla Sivert, Acting Vice President of Instruction reported that the College is receiving regular Corona virus updates. She said that crisis teams are meeting to discuss the issues of a potential campus closure. Senators comments and suggestions included 1) create a ZOOM training session for faculty to provide online lectures 2) when not on campus, many students, including ESL students do not have access to computers/internet 3) students unable to complete labs online 4) liability issues if we don't close campus 5) addressing attendance policy 6) faculty must be flexible with students that do not have computer/internet access 7) check out district tablets to students 8) adjust policy of dropping students who do stay in contact with faculty 9) research whether the chancellor's office has access to inexpensive internet service that can be shared with students 10) consider the impact on DRC students 11) research hotspot rentals available to students 12) faculty can stay in touch through Google Voice numbers instead of personal cell number.

ANNOUNCEMENTS: Senator Lawrence Lawson announced the following faculty have been recommended for tenure:

Mejghan Ahmadi – Counseling
Christine Barlolong – Counseling
Catherine Christensen-Gwin – EHPS
Hector Garcia Villa – Physics & Engineering
Heather Hosaka – ESL
Natalie Lopez – Library
Mary Mendoza – Speech/ASL
Scott Nelson – World Languages
John Russell – Performing Arts
Stacey Trujillo – English
Elena Villa Fernandez de Castro – World Languages

Jennifer Anderson – Trade & Industry
Luz Carrillo – Chemistry
Alexandra Doyle Bauer – Library
Luis Guerrero – Mathematics
Hwang "Bo" Kim – Art
Michael Lundell – English
Ben Mudgett – Counseling
Matthew O'Brien – Behavioral Sciences
Ed Sprague – Public Safety Programs/Fire
Angelica Yañez – Multicultural Studies

Senator Chris Sinnott announced this is the last weekend for *Mama Mia*. Three performance were sold out last weekend. He encouraged Senators to buy tickets and to attend.

AGENDA CHANGES: None.

APPROVAL OF MINUTES:

Motion 1 MSC Dalrymple/Nelson: Faculty Senate approval of minutes of March 2, 2020 as amended (EXHIBIT I).

Abstentions: Lawrence Lawson, Julia Robinson

The motion carried.

ACTION:

A. Committee Appointments/Elections:

Motion 2 MSC Sinnott/Lawson: Faculty Senate approval to confirm the following appointment (EXHIBIT II).

Abstentions: Travis Ritt, Anastasia Zavodny

GE Workgroup - Michael Arguello, SVBS, History, Faculty At-Large

The motion carried.

Motion 3 MSC Zavodny/Towfiq: Faculty Senate approval to accept the votes of the ballot for Hiring Committee for Director of Financial Aid representative (EXHIBIT II).

Susan Miller – SBS, Faculty At-Large

The motion carried.

Motion 4 MSC Sinnott/Lawson: Faculty Senate approval to confirm the following appointment (EXHIBIT II).

Abstentions: Fari Towfiq

Hiring Committee, Director of Health Services – Elena Chirkova, Performing Arts/Fashion, Faculty At-Large

The motion carried.

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

B. Curriculum:

Motion 5 MSC Nelson/Ritt: Faculty Senate approval to confirm the actions approved by Curriculum on March 4, 2020 (EXHIBIT III).

The motion carried.

C. Guided Pathways: Tabled.

REPORTS:

- A. Senate President: Senate President Craig Thompson reported that he along with Senator Lawrence Lawson met with Acting Vice President of Human Resources, Linda Beam to discuss acting administrators issue. During that meeting, faculty hiring, 10+1+1 and AP7120 were also discussed. Also later that day, March 3, while attending the pre-board agenda review meeting, Thompson learned that the faculty hiring procedure was not on the agenda. Later, Acting President Jack Kahn did add it to the agenda. On March 6, Thompson received a telephone call from Linda Beam regarding the faculty hiring procedure. Beam's opinion was that the faculty hiring procedure approved by Faculty Senate should not go straight to the governing board. She added that it was not congruent with AP7120 and that other schools don't follow this procedure. Thompson responded that he felt it was within Faculty Senate's right to slightly alter the faculty hiring procedure. Beam followed up with an email stating that the faculty hiring procedure approved by Faculty Senate was not going to appear on the governing board agenda. On March 4, Thompson met with Acting Vice President of Instruction Shayla Sivert. During the meeting, the waitlist issue was discussed and Thompson shared that this was also under Faculty Senate's prevue. Sivert emailed back indicating that she did not agree. Thompson asked Senators to consider what other "in favor" points that can be made in support.
- B. Planning Council Reports: Senator Julia Robinson reported that SSPC spent most of their last meeting discussing how the proposed shared governance structure changes will affect their efforts.
- C. Palomar Faculty Federation: Senators Patrick O'Brien and Rocco Versaci stated that during PFF's last meeting, discussion revolved around the proposed governance structure changes. Senator Anastasia Zavodny stated that PFF is having a luncheon this Thursday for adjunct faculty. A Meet & Greet is scheduled for Wednesday, March 18 at 5:30 at San Marcos Brewery.
- D. ASG: Jonathon Walker announced that ASG is having a National Pancake Day event on Thursday, March 12th between 10 and 11 am. Pancakes are free. Walker reported that two students approached him to tell Walker that the buzz around campus is that in lieu of coming to the campus, faculty will start conducting online lectures starting next week.
- E. Guided Pathways: Senator Wendy Nelson reported that they are working on names for the pathways. Work Based Learning is also being discussed.
- F. Policies and Procedures: Senator Lawrence Lawson reported that the last meeting was cancelled at the last minute despite having a meeting agenda.
- G. Budget Committee: No Report.
- 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. Acting Administrative Hires: Senator Lawrence Lawson pointed out that although he and Thompson met with Linda Beam, the Senate has not received a written response as requested. During the discussion with Beam, Lawson cited Title V and AP7120 which outlines the pathways taken for administrative hires which the college did not follow. Lawson stated Beam seems to think it was "okay" to break the rules. Lawson requested the District to admit they did break the rules and they were wrong. Senate President Craig Thompson's take was that Vice President Beam would never publicly state the hires were done improperly. Thompson wanted to hear Beam state that this wouldn't happen in the future. They told the Senate that Beam said the hiring practices of the past won't be repeated. Thompson asked Senators to consider what, if anything the Senate wants to do moving forward. A final email will go to VP Beam requesting a written reply. A resolution may be considered. Senators Dalrymple, Martin, Lawson and President Thompson will meet to draft a resolution.
- B. Senate Goals: Senator Erin Hiro presented the working draft of 2018/2019 goals. Senator Wendy Nelson suggested that a workgroup be created to develop new goals based on this draft for fall 2020. Hiro asked Senators to provide feedback at the next Faculty Senate meeting.
- C. Tutoring Committee: Leanne Maunu was not able to attend the meeting today so President Thompson shared

the Tutoring Committee's Governance Structure document (EXHIBIT IV) which reflected proposed changes. The changes were supported by Senators in attendance. This item will be moved to Action next meeting.

D. Program Review: Tabled.

E. Retreat: Tabled.

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

ADJOURNMENT:

The meeting was adjourned at 3:50 PM.

Respectfully submitted,



Erin Hiro, Secretary

3/16/20

work based learning co.

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SENATORS	VOLUNTEER	VOLUNTEER	VOLUNTEER	VOLUNTEER
RICHARD ALBISTEGUI-DUBIOS	Peter O.	Elizabeth S.		Everyone says yes to the Tutoring charges
JOSE BRICENO		✓		* (Y)
MELINDA CARILLO		✓		
WILL DALRYMPLE		✓		
ALEXANDRA DOYLE BAUER	✓			* Authorize online classes
ERIN HIRO	✓			AP 4/105
TERESA LAUGHLIN		✓		* (Y) Suspend everyone voted yes
LAWRENCE LAWSON	✓			
JACKIE MARTIN	✓			
ADAM MEEHAN		✓		
WENDY NELSON	✓			
PATRICK O'BRIEN		✓		
LILIAN PAYN	✓			* Pass!
TRAVIS RITT		✓		No Pass for classes (April 30)
JULIA ROBINSON				(Y) - Extends to 2 weeks more after the April 30th.
CHRIS SINNOTT				Students get back uni, <u>yes</u>
CRAIG THOMPSON				
FARI TOWFIQ	✓			
ROCCO VERSACI	✓			
LORI WAITE		✓		
ANASTASISA ZAVODNY		✓		

Peter M. Ovwiovwio
Palomar College Business Dept.

Dear Sir/ Ma'am,

Re: Letter of Interest; Work based Learning (WBL) Coordinator Position

This is to signify my interest in the Work based Learning Coordinator position announced on 04/05/2020. I'm deeply passionate about our students' experiential learning outcomes through WBL initiatives. I think I could verifiably improve our student learning outcomes through WBL engagements.

I have the needed industry connections to help faculty present their students with industry contacts in the classrooms. Further, I have specific experience designing and participating in WBL strategies at two other community colleges here in San Diego and I know we have the right learning environment to do even better here at Palomar College. I'm able to effectively communicate WBL opportunities and challenges with deans, faculty and the campus at large, and with the coloration of deans and chairs, formulate strategies to help make WBL initiatives a success here at Palomar College.

Respectfully,

Peter M. Ovwiovwio

March 13, 2020

Dear Faculty Senate:

I am writing to apply for the temporary position as the Worked-Based Learning Coordinator.

Briefly, I have been fortunate to work alongside great educators and have collaborated with industry leaders on projects to expose students to further their understanding and knowledge on college and career options. For example, as the STEM coordinator for the TRiO Upward Bound program at the University of San Diego, I collaborated with the Southern California Deputy Sector navigator to implement a high school pilot program during the summer to train and certify students in the IT Fundamentals and Cybersecurity certification program. In addition, I have collaborated with schools, businesses, politicians, and other community leaders to learn about and expose our students to various colleges, STEM focused programs, soft skills training, and other educational initiatives.

Staying abreast current research and best practices has helped me work with others to create multi-agency partnerships, develop professional development for teachers/staff, implement best practices with fidelity, establish peer to peer leadership programs, and spearhead programs in efforts to build bridges for all students to have access to various career options through internships, apprenticeship programs, and on-the job training.

Look forward to having an opportunity to discuss how my skills and experience would be a great fit for the work-based learning coordinator position.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Elizabeth Stephens', with a long horizontal flourish extending to the right.

Elizabeth Stephens

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.

Palomar Community College District Procedure AP 4105

Date Approved: 5/15/12; Revised: 9/17/19 *(Replaces all previous versions of AP 4105.)* 3 of 3
and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S. Code Section 794d), and Web Content Accessibility Guidelines (WCAG). Distance education courses, materials, and resources must be designed and delivered in such a way that the level of communication and course-taking experience is the same for students with or without disabilities. Distance education resources must generally be designed to provide "built-in" accommodation (i.e. closed captioning, descriptive narration) and/or interface design/content layout, which is accessible to "industry standard" assistive computer technology in common use by persons with disabilities.

Faculty Online Certification: Validation of preparedness or certification of faculty to teach online shall be determined in at least one of the following ways:

1. Evidence of successful completion of Faculty Senate-approved distance education pedagogy workshops.
2. Evidence of coursework, certificates, and/or degrees that focus on online teaching which were completed at other accredited higher education institutions.
3. Evidence of a successful course design and facilitation as demonstrated by alignment with the criteria approved by the Faculty Senate

List of Certified Online Faculty: Evidence is collected by the Distance Education (DE) Coordinator with assistance from the Distance Education Committee. The DE Coordinator ensures all faculty who have satisfied the certification requirements are added to the college's comprehensive list of certified online instructors.

Prior to assigning an online course, department chairs or deans will consult the list of certified online instructors each term to ensure that faculty have met at least one of the three requirements.

An exception could be made in emergency situations that require late instructor assignments, whereby the course could be assigned to an instructor not yet on the certified list with the understanding that an early and ongoing effort will be made to get the instructor qualified to be on the list during that semester.

Maintaining DE Currency: To ensure that faculty are kept current with any changes/recommendations in online course design requirements, prior to the start of each semester, the DE Coordinator will distribute to all faculty teaching online the criteria approved by the Faculty Senate for online course design and facilitation, and a list of online teaching resources.

Office of Primary Responsibility: Faculty Senate and Instruction Office

From: Magnuson, Kendyl L.
To: Kahn, Jack S.; Thompson, Craig; Sivert, Shayla; Martin, Jackie; Moss, Benjamin (Jamie); Bonqolan, Glyn; Diaz, Olga A.
Subject: Re: Pass no pass policy
Date: Monday, March 16, 2020 12:35:21 PM

Dear All,

I don't believe there is specific language in EdCode that is permissive of this, but having said that, I believe we would not be held to any consequences for doing this under these circumstances.

I would however like to remind everyone that the Pass/No Pass grade has consequences for transfer to other institutions. So, I support the recommendation with the caution that students should get Ed plan counseling prior to making that decision.

Kendyl

From: Kahn, Jack S. <jkahn1@palomar.edu>
Sent: Monday, March 16, 2020 12:25:54 PM
To: Thompson, Craig <CThompson@palomar.edu>; Sivert, Shayla <:ssivert@palomar.edu>; Magnuson, Kendyl L. <kmagnuson@palomar.edu>; Martin, Jackie <LMartin@palomar.edu>
Subject: Pass no pass policy

Hi Craig and Jackie, I know we have an academic Senate meeting today and I was hoping that I could get this information to you as it is part of our current emergency situation.

One of our colleagues, Jessica Horn mentioned that several of our veteran students are concerned as we move to online classes. Many of them of course have not had not had this opportunity to learn online and are worried about their performance.

I don't know what all the roadblocks are to this, but she is recommending that we extend our pass/no pass policy to two weeks post when we return students to college. This would give students an opportunity to evaluate their situation and determine if they could take a class pass/no pass. You may already know, but the pass/no pass

We wanted to see if faculty senate would support such a move this semester. I am CCing Kendyl Magnuson to determine if we are allowed to do this in this kind of an emergency, I think it is a really great idea.

Jack

Sent from my iPhone