THE FACULTY SENATE

PALOMAR COLLEGE

FACULTY SENATE MEETING

April 6, 2020

EXHIBITS

EXHIBIT I

THE FACULTY SENATE
PALOMAR COLLEGE

Minutes of the
MEETING OF THE FACULTY SENATE
March 30, 2020

APPROVED

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

ABSENT: Chris Sinnott, Lori Waite

GUESTS: Rachel Alazar (Student), Lisa Cerere (Faculty), Kelly Falcone (Faculty), Acting Superintendent/President Jack Kahn, Jon Walker (ASG)

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

CALL TO ORDER: The video conference meeting was called to order by Senate President Craig Thompson, at 2:30 pm.

PUBLIC COMMENT: None.

ANNOUNCEMENTS: Senator Lawrence Lawson announced an MOU for modified evaluations for the remainder of the Spring Semester.

AGENDA CHANGES: Acting Superintendent/President Jack Kahn will be moved up on agenda.

APPROVAL OF MINUTES:

Motion 1   MSC Nelson/Towfiq: Faculty Senate approval of minutes of March 16, 2020 as amended (Exhibit I).

Abstentions: Julia Robinson

The motion carried.

President Jack Kahn shared the following updates:
1. Withdrawals and Grades – While acknowledging the desire of the chancellor's office to grant leniency for student withdrawals, Palomar wants to protect the academic integrity of the courses and faculty roles. A sensitive balance will be integrated within this process. In addition, a memo was distributed regarding the extension of the Pass/No Pass option. Palomar will observe this extension while communicating with students regarding transfer grade requirements for majors. Ed Code allows, during a crisis such as this pandemic, for courses to not be considered under the repeatability laws. Students will be able to repeat the courses without penalty. The chancellor's office discouraged the use of Incompletes as a way to handle a course. Most likely, the grade will be called an IP (In-Progress) grade. Regarding EOP&S student Withdrawals, a guideline memo will be released shortly.
2. Summer Session – This week, a decision will be made whether to go completely online for the summer session. Early registration begins April 27. A decision for fall hasn't been made yet but will be made within the next 2 to 3

1

weeks. Although preliminary planning is underway, data received over the next month will dictate whether Palomar can physically be back on campus in fall.

3. Lab Courses – The chancellor's office is considering making Labster Online available. President Kahn stated that while this time is very difficult for both faculty and students, this may be an opportunity for us to embrace different systems that we should have already been using.
4. Foundation – The Foundation just announced that a $30,000 grant was approved to support the nursing program and critical nursing students who are unable to meet the mandatory requirements due to Covid19. With hospitals canceling clinical rotations, no in-person classes and no access to simulation labs on campus, all 147 nursing students are impacted. Nursing students will now be offered a Laerdal Simulation Bundle and additional online classes at no cost.
5. Hiring Committees – The first ZOOM interview will take place this week for the VPSS position. Thank you to the committee for being tolerant and patient. These positions still need to be filled.
6. **The Future** – In regards to the chancellor's comments about how we do business, Kahn is hoping that our current frustrations will bring advantages to make us more efficient at the college. Several of our sister colleges passed rules that would allow a college president to have more authority to make decisions in emergency situations. This created some animosity among those respective districts and unions. This can add anxiety to the campus. Kahn said that has not happened here and administrators and unions are working together during this crisis.

ACTION:

A. Committee Appointments/Elections: No action required.

B. Distance Education Committee Chair: Tabled.

C. Curriculum:

> **Motion 2**   MSC Nelson/Laughlin: Faculty Senate approval to accept actions taken by Curriculum dated March 18, 2020 (EXHIBIT II).
>
> > The motion carried.
> I.A.1, I.A.2, I.B.1, I.B.2

D. Resolution on "acting" hires:

> **Motion 3**   MSC Laughlin/Versaci: Faculty Senate approval of the language in the resolution on acting hires (EXHIBIT III).
>
> > The motion carried.

REPORTS:
> A. Senate President: Senate President Craig Thompson reported that he sent an email to all full-time faculty on March 20, 2020, sharing the constitutional changes. Immediately after, Thompson followed up with a second email using Survey Monkey, asking faculty to vote either yes or no to all changes as a whole. The deadline for submitting a vote is April 3, 2020. As of today, 75 faculty have submitted a vote with 74 of those responses being affirmative. Two issues have surfaced. The first issue is if we should extend the voting deadline by a week, which will also delay the president–elect vote. Second, should every potential material change in the constitution be voted on separately? Senator Anastasia Zavodny was concerned about a lack of discussion in the Senate of how and when changes would be presented to faculty. Others stated that all of the proposed changes were made "as a whole" meaning that some changes were going to affect other sections and if the entire document was not voted on as a whole, many changes could nullify other sections of the constitution. A straw vote was taken and Senators voted to maintain the constitutional change approval method. Another straw vote

occurred regarding extending the voting deadline to April 10, 2020. Results supported the extension of time. An additional straw vote was taken to postpone the selection of president-elect until after April 10, 2020. Results supported selection of president-elect after April 10, 2020.

B. Planning Council Reports: Tabled.
C. Palomar Faculty Federation: Tabled.
D. ASG: Tabled.
E. Guided Pathways: Tabled.
F. Policies and Procedures: Tabled.
G. Budget Committee: Tabled.
H. Senate Committee Reports: Tabled.
I. Other Reports: Tabled.

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

INFORMATION ITEMS:

A. New Government Structure: Tabled.
B. Grading Policy: Tabled.
C. Program Review: Tabled.

ADJOURNMENT:

The meeting was adjourned at 4:00 PM.

Respectfully submitted,

Erin M. Hiro

_____
Erin Hiro, Secretary

EXHIBIT II

Committee Overhaul

Presentation to Faculty Senate

~~March 30, 2020~~

April 6, 2020

Anastasia Zavodny

Three Major Areas of Revision:

- Committee on Committee Guidelines
  - Revision of existing guidelines
  - Creation of new guidelines
  - Ratification and inclusion into By-Laws

- Structure of Senate Committees
  - Governance structure forms database
  - Ownership of committees
  - Creation of Report Structure

- Committees meeting on Zoom
  - Laws and guidelines for remote meetings

1. Committee on Committee Guidelines

- *Questions/Concerns:*
    - When were these Guidelines adopted/ ratified?
        - *(Were they even ratified?)*
    - We have **not** followed these procedures for at least 4 years
        - *Following current Guidelines would mean **no committee appointments** until Week 3 (or Week 4) of the semester*
    - If committees are created to have Divisional representation, why doesn't Senate include Divisional representation?

- *Proposed Actions:*
    - Update Guidelines according to established best practices
    - Include Guidelines for filling positions mid-semester
    - Clarify voting procedure
    - Include Guidelines as By-Laws in Senate

2. Structure of Senate Committees

- *Questions/Concerns:*
    - Which committees are actually Senate committees?
        - *Which existing committees should be Senate committees?*
        - *Which existing committees should <u>not</u> be Senate Committees?*
    - Where are the Governance Structure forms stored?
    - Per Senate's Constitution, all Senate Committees <u>must</u> have a Senator as their chair. ***This is not currently happening.***
    - Committees **<u>do not</u>** provide regular reports to Senate.

- *Proposed Actions:*
    - Create repository for all Governance Structure Forms
    - Identify Senate Committees (will require action of Senate)
    - Place any joint committees appropriately within proposed new Governance Structure (by Summer 2020)
    - Create report structure to receive committee reports; include in Senate agenda. (Zavodny created form, presented to Senate Fall 19 here)

3. Committees on Zoom/ConferZoom

- *Due to COVID-19, all committees and shared governance meetings must now occur remotely (ie ConferZoom)*

- Where to find committee Zoom links (*updated regularly*):
  - Committee Zoom Locations (← *click for link*)

- Help for conducting committee meetings in Zoom, including background on the Brown Act and compliance (*updated regularly*):
  - Best Practices/Helpful Hints for Zoom Meetings (← *click for link*)

EXHIBIT I

Links for all documents

- **Constituent Reports** (Google Form)
  - https://forms.gle/4YMikBdM9vjEQCDs6

- **Committee Zoom Locations** (Google Doc)
  - https://docs.google.com/document/d/1Mc1IkfgdwQzPjoOQ8Csl3ugRL7F4eF8bGPF0UzgeKYE/edit?usp=sharing

- **Best Practices/Helpful Hints for Zoom Meetings** (Google Doc)
  - https://docs.google.com/document/d/1sEgC9KycKiIraaS3yT5PVc2qjUhINjZyfUFfA-ixFzA/edit?usp=sharing

Committee on Committees

Contact: Anastasia Zavodny

View: Comprehensive List
Download: Governance Structure Book

Committee on Committees Guidelines

Soliciting Volunteers

1. The terms of committee assignments will be determined by the Committee on Committees prior to soliciting volunteers for committees:
    1. the terms will be staggered to provide continuity — ideally no more than half the membership will be up for appointment/reappointment each year;
    2. the terms will be for 2 years unless otherwise dictated by our Constitution;
    3. faculty may reapply for membership when their term is up, but reappointment is not automatic.
2. The Committee will send (via email) to all faculty, a description of the process by which committee appointments are made by the Senate. This description will include:
    1. a list of committee members and their divisions/terms,
    2. a description of committee functions/times they meet (if known),
    3. a list of committee openings by division,
    4. a list of committee openings at large,
    5. a reminder that if more than one faculty member has volunteered for a particular committee assignment, the Senate will hold an election. (The Committee will give the date of the election.)
3. The Committee will solicit faculty volunteers for committee appointments. The names of all faculty who are eligible for appointment to any committee will be brought to the Senate. Faculty who are ineligible will be notified promptly.
4. Volunteers will be encouraged but not required to provide a short statement of interest as well as their availability to attend meetings.
5. The Committee will allow 7 academic days for faculty to volunteer (via email only) to the Committee on Committees' email address and will bring to the next Faculty Senate meeting the names of volunteers for confirmation or election. On the 8th academic day the Committee will email the members of any division that does not have volunteers for specific committee openings, soliciting volunteers again and alerting the division that on Day 11 if there are still no volunteers from the given division the search for a volunteer will widen to include all faculty members.
6. On Day 11 the Committee on Committees will solicit volunteers for any unfilled committee openings from the entire faculty. Volunteers must respond by Day 14.

EXHIBIT III

March 15, 2020
TO: Craig Thompson, president, Faculty Senate
FROM: Erin Hiro, professor, journalism/communication
RE: Application for the position of Distance Education coordinator

I am applying for the position of Distance Education coordinator that was posted on March 1, 2020.

My 10 years of teaching distance education classes, my extensive training in distance education techniques and my 15 years serving on the Distance Education Committee have prepared me for this position. In this time of great change, I know I could help Palomar College thrive in the new online learning and distance education environment.

My resume is attached. Below is a summary of my qualifications for this position.

- Joined the Distance Education Committee as an adjunct professor more than 15 years ago.
- Served on the Distance Education Committee for most of my career at Palomar, with a few breaks for scheduling conflicts.
- Helped the DE Committee build the current training program POET during a summer retreat.
- Currently working with another DE Committee member to update POET to current online standards. We will have this complete for our fellow faculty by summer.
- Developed goals for the Distance Education committee this academic year, so I already know what the Distance Education coordinator needs to do in the fall.
- Endorsed by the current Distance Education coordinator. (Please see his letter of recommendation, attached.)
- Selected to participate in the California Virtual Campus - Online Education Initiative grant that builds new online programs and improves online courses.
- Updating three of my online courses as part of the grant.
- Under the same grant, I took a four-week training course so that I could help train other teachers on designing online courses.
- Have extensive understanding of Canvas and its functions.
- Acquired extensive understanding of state law pertaining to Distance Education.
- Learning the accessibility laws that are coming down from the state for online students.
- Spent my spring break offering training sessions to help faculty who need to convert to online courses quickly.
- Attended the Online Teaching Conference in the past and was planning to attend this year before it was canceled.
- Participated in active learning conferences and am exploring ways to incorporate active learning online into distance education.
- Routinely work with Zoom and other video functions.

- Currently serving as FSA Committee chair, which has given me experience in running a committee with a large task that needs to be completed in a short time frame.
- I am very organized and efficient and work well with others.
- Served the Faculty Senate and Council for several years, which has given me an understanding of the committees' needs and structure.
- Serve as secretary of the Faculty Senate and previously served as Committee on Committees chair.
- Also serving on the TERB Committee and on two TEC committees.
- Recently appointed to the Instruction Office's Enrollment Management Committee.
- Asked to join Palomar College Web Advisory Group.

This is an unprecedented time for Distance Education, and Palomar needs someone with extensive experience and also a passion for online learning. I have both and I would be honored to serve in this position.

Sincerely,
Erin Hiro
Professor, Journalism and Communication
ehiro@palomar.edu
760-744-1150, ext. 3762

Erin Massey Hiro

1016 Tucana Drive
San Marcos, CA 92078
erinmhiro@gmail.com

Experience

Palomar College, San Marcos   2007- present
Tenured professor teaching journalism, social media and communication courses both online and in person. All courses focus on improving writing, reading and communication skills through various media. Teach a range of student ages and abilities while consistently getting positive course evaluations.

Palomar College, San Marcos   2004-2007
Adjunct professor teaching journalism and communication courses during the day and evening. Also taught six-week summer courses as needed.

San Diego State University   2004-2007
Adjunct professor teaching journalism and advertising courses for the journalism department. Worked with a variety of students in both introduction and advanced courses.

University of Phoenix   2004-2007
Adjunct professor teaching communication courses in a five-week, four-hour night course. This forced me to use active learning techniques to keep tired working adults awake and learning from 6-10 p.m.

North County Times, Escondido   Aug. 1999 - Jan. 2005
Reporter translating complex concepts into reader-friendly prose. Routinely used conversational Spanish, investigative and computer-assisted reporting skills to dig up real stories behind the rhetoric.

Education

Northwestern University, Evanston, Ill.   Sept. 1998 - June 1999

Second in class earning master's degree in newspaper management at top journalism school.

Cal Poly State University, San Luis Obispo   Sept. 1993 - Dec. 1997

Earned bachelor's degree in print/web-based journalism. Arts/Opinion editor of school paper.

College Committee Work

Current: Faculty Senate Council, Faculty Senate, Distance Education Committee, TERB Committee, FSA Committee, Enrollment Management Committee, Budget Committee, TEC committees

Past: Curriculum Committee, Instructional Planning Council, multiple hiring committees

To: Faculty Senate, Palomar College

From: Steve Perry, Distance Education Coordinator

Date: March 1, 2020

Re: Recommendation of Erin Hiro for Distance Education Coordinator

Dear Senators:

I would like to wholeheartedly recommend Erin Hiro for the position of Palomar
College's Distance Education Coordinator.

In addition to what you already know about her great commitment to Palomar College
through serving on the Faculty Senate, advising the Student Newspaper, TERB, and
various other committees, she volunteered to serve on the Distance Education Committee
and has done so for the past two years. She has been my "right-hand" person the entire
time, offering both her guidance on key issues and extra time by serving on workgroups.

She has been invaluable in helping both me and the DE committee begin the process of
evaluating the costs and benefits of joining the OEI Consortium (aka Course Exchange),
evaluating and serving on the workgroup to replace Palomar's POET (online training for
faculty) system with course material from the Online Network of Educators (@ONE),
and giving key guidance on how to work with TERB to recommend an improved process
that incorporates evaluating faculty on their online classes.

Most importantly, she is in the best position to provide continuity as we move forward
with the initiatives discussed above.

Sincerely,

Steve Perry
Distance Education Coordinator and Professor
Computer Science and Information Technology
Palomar College
sperry@palomar.edu
760-744-1150 ext. 2990

EXHIBIT IV

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	Reqs.	Orig.
1	FASH	70	Fashion Knits	Fashion Knits	Proposed for Fashion Stack-able Certificate	No	Online	No	Grade/Pass/No Pass	Not Open Entry/Open Exit	This is a course to teach students to understand the process of creating apparel with knit fabrication.	No	Rita Campo Griggs
3	FASH	180	Design Studio I: Fundamentals	Design Studio Lab	Proposed for Fashion Stack-able Certificate	CSU	Online	No	Grade/Pass/No Pass	Not Open Entry/Open Exit	Students learn the basic professional techniques used in the construction of designers' sample garments. The course project is developed that involves the selection of fabric, draping, and construction, which students continue to develop their design and sewing techniques for fashion education and careers.	No	Rita Campo Griggs

B.	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	Originator
1	NUTR (c/l BIOL 185)	185	Science of Human Nutrition	Science of Human Nutrition	No impacts	CSU/UC	Online	No	Grade/Pass/No Pass	Not Open Entry/Open Exit	NUTR is adding a prereq to the course and removing the recommended prep. SDSU has informed Palomar that this class will not count for their NUTR 201 (a course required for NUTR majors) beginning in Fall, 2021.	Removed CHEM 110, BIOL 210 and BIOL 211 recommended prep, added BIOL 100 or BIOL 101 and CHEM 100 or CHEM 110 and CHEM 110L as prerequisites, updated outcomes	Prerequisite:BIOL 100 or BIOL 101 and CHEM 100 or CHEM 110 and CHEM 110L	Solange Wasef

D.	Distance Education - effective Fall 2020			
	Course	Course Title	Distance Ed Delivery Methods	Proposal Type
1	FASH 70	Fashion Knits	<u>Online</u>	Credit Course New
3	FASH 180	Design Studio I: Fundamentals	<u>Online</u>	Credit Course New
4	NUTR 185	Science of Human Nutrition	Online	Credit Course Change

E.	Requisites - effective Fall 2020			
	Course	Course Title	Requisite (s)	Proposal Type
1	NUTR 185	Science of Human Nutrition	<u>Prerequisite:BIOL 100 or BIOL 101 and CHEM 100 or CHEM 110 and CHEM 110L</u> ~~Recommended Prep: CHEM 110, BIOL 210 and BIOL 211~~	Credit Course Change