THE FACULTY SENATE

PALOMAR COLLEGE

FACULTY SENATE MEETING

May 4, 2020

EXHIBITS

EXHIBIT I

THE FACULTY SENATE
PALOMAR COLLEGE

Minutes of the
MEETING OF THE FACULTY SENATE
April 27, 2020

APPROVED

PRESENT: Jose Briceno, Melinda Carrillo, Alexandra Doyle Bauer, Erin Hiro, Teresa Laughlin, Lawrence Lawson, Jackie Martin, Adam Meehan, Wendy Nelson, Patrick O'Brien, Lillian Payn, Travis Ritt, Chris Sinnott, Craig Thompson, Fari Towfiq, Rocco Versaci, Jon Walker (ASG), Anastasia Zavodny

ABSENT: Richard Albistegui-Dubois, William Dalrymple, Julia Robinson, Lori Waite

GUESTS: Rachel Alazar (ASG), Mark Bealo (Faculty), Linda Beam (VP of Human Resources), Kelly Falcone (Faculty), Katy Farrell (Faculty), Barbara Kelber (Faculty)

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: On behalf of tenured and tenure-track English Department faculty members, Dr. Barbara Kelber, chair of the English Department, addressed Senators regarding the administration's decision to dissolve the Reading Services Department (EXHIBIT I) and move the two, full-time faculty members into the English Department starting July 1. Kelber said that on April 14, 2020, acting VPI Shayla Sivert informed her of the district's plans for the administrative transfer of Katy Farrell and Erin Feld and the establishment of Reading as a discipline in the English Department. Kelber said neither English faculty or Reading faculty were consulted on the decision. Kelber said the English Department wants to help and support Reading faculty but felt the transfer was handled poorly. The English Department acknowledges that this action is within the district's rights, but asks that the district refer to Article 7 of the Collective Bargaining Agreement and the specific, highlighted language in Exhibit I. The English Department seeks the district's formal acknowledgement that Article 20.2.3 of the Collective Bargaining Agreement was not observed in the planning for these district actions. The English Department takes this opportunity to offer these concerns as a cautionary tale to all who might be vulnerable in departments and programs where reorganization will almost certainly continue. Kelber will be reading this memo to the Governing Board at its meeting on April 28, 2020.

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

Kelber closed her statement by announcing her retirement effective June 30, 2020.

ANNOUNCEMENTS:

Senate President Craig Thompson asked for volunteers to serve on the Scholarly and Professional Achievement Award work group. Three nominees have been submitted. Senators Lawrence Lawson, Wendy Nelson and Rocco Versaci volunteered to assist with selection.

Thompson requested a volunteer to serve on the Employee of the Year Task Force.

Senator Teresa Laughlin reminded Senators of the State of The Union ZOOM meeting on Wednesday, April 29th from 3 to 4 pm.

AGENDA CHANGES: Information items will precede Action items.

APPROVAL OF MINUTES:

Motion 1 MSC: Sinnott/Laughlin   Faculty Senate approval of minutes of April 20, 2020 as amended (Exhibit II).

The motion carried.

ACTION:

Motion 2 MSC: Lawson/Zavodny   Faculty Senate approval to extend the meeting five minutes.

The motion carried.

A. Committee Appointments/Elections: None.
B. Curriculum: None.
C. Palomar Pathway Titles:

Motion 3 MSC: Zavodny/Towfiq   Faculty Senate approval of the following Palomar Pathway Titles:

Business
Science, Technology, Engineering and Math
Trade and Industry
Health and Public Services
Humanities and Languages
Arts, Media and Design
Social and Behavioral Sciences

The motion carried.

REPORTS:
A. Senate President: Tabled.
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.

INFORMATION ITEMS:

A. Student Learning Outcomes: Co-coordinators Mark Bealo and Katy Farrell presented the 2019-20 activities and priorities for SLO. They are as follows: 1) Continue to assess all course and program outcomes at least once every three years 2) Align course outcomes to program outcomes and GE/ILOs to assess and ensure learning 3) SLO review added to course/program curriculum review process 4) Use GE/ILO assessment data to assess

learning, improve teaching, and identify equity gaps 5) Work with General Education Curriculum Subcommittee to align GE/ILOs with general education requirements and create plans for assessment and 6) Develop Teaching Excellence Website.

The complete SLO presentation can be viewed here:
https://docs.google.com/presentation/d/1dKn9Dd3vw9bEvdyLf4HHskDV-dNcFP3pMYKgntHlURA/edit

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

B. <u>Faculty Hiring Procedure:</u> Acting Vice President Linda Beam addressed Faculty Senate regarding the most recent faculty hiring procedures that were to be presented to the Board of Trustees. She had concerns about the information in the draft because it was incongruent with existing board policies and administrative procedures. The current policies and procedures were last reviewed and adopted in 2015. An area of concern is a statement that says that the faculty hiring procedures take precedence over the administrative procedures. Another statement indicates that once the hiring process has commenced, that position can only be canceled by consensus or majority of the selection committee. Currently, HR will ultimately run that recruitment and can make a determination whether a position is canceled at the direction of the superintendent/president. Another concern Beam shared provides a change in language that states a joint selection committee will select the finalist or finalists, to whom the tentative offer of employment will be extended and be recommended to the Governing Board. Beam feels that is a huge change because it's the superintendent/president that has been delegated that responsibility through board policies and administrative procedures. It is the superintendent/president who makes the recommendations for employment. Beam added that when she first read the new proposed policy, she was trying to understand if there were specific issues and concerns present. She wanted to know what Faculty Senate was trying to accomplish. Are these simple updates, over-complicated, and was this a one-time thing or a pattern that triggered this proposed change.

Senator Lawrence Lawson asked VP Beam if these were the reasons why she blocked the proposed hiring process guidelines from going to the Governing Board for approval. Beam confirmed these were the reasons and added that whenever there are hiring procedure changes, the HR department should be involved in the vetting process. She stated she didn't know if this occurred because her staff is finding operational inconsistencies in the processes. Beam also questioned whether Faculty Senate was able to create these hiring procedures on their own and in isolation without vetting them through some of the constituent groups. Lawson responded by stating that Faculty Senate created and updated the hiring guidelines based on Faculty Senate's 10+1+1. He added that it has been past practice at Palomar College where the decision has been made by consensus but current deviation or erosion from that practice in the last couple of years is why Faculty Senate updated "what was supposed to be happening." Senator Teresa Laughlin asked VP Beam if she would enumerate her issues and concerns in writing for Faculty Senate so those items can be fixed, and then meet as a body to push these new guidelines forward. Laughlin stated that it's been over a year and a half since this was to go to the Governing Board. VP Beam stated that her staff is currently reviewing the guidelines.

Dr. Barbara Kelber addressed VP Beam, stating that she is the person who took the lead on the revision in 2015. That revision had to do with emphasizing Palomar's commitment to diversity. Since then, faculty had a situation with former College President Joi Lin Blake, where Kelber said Blake disregarded policies, not just related to the faculty hiring procedures, specifically, but irregularities that encroach on AP7120 as well. As far as HR review and/or consultation, the 2015 version was carefully reviewed line by line by VPHR John Tortorolo and HR Manager Lisa Hornsby. Kelber added part of what VP Beam is seeing now as changes are in some ways what captures the history of our trying to hold on to our 10 +1+1. Kelber further stated that consensus does not take

the president out of the situation. She said faculty at Palomar values past practice before President Blake where it was 74 years of consensus.

Senate President Craig Thompson asked VP Beam if she recognizes the fact that the Faculty Senate, under matters which are under their purview, such as hiring in the 10+1+1, have the right to take something directly to the Governing Board. Part of the strength of the Faculty Senate is the right to place something before the Governing Board. The Governing Board should react directly to the Senate. For this reason, Thompson doesn't think that there should be an intermediary between Faculty Senate reaching the Governing Board. VP Beam responded that whenever there's something that's being proposed that affects a department or a process, under normal circumstances, there's an advantage of working with affected individuals or departments. Beam cited academic policy that says that the Governing Board delegates authority to the superintendent/president to authorize employment. Thompson responded by saying this is a discussion that we should be having with Governing Board Members.

Senator Lawson asked Beam when she would be able to come back to Faculty Senate and provide the feedback she's been collecting and Beam said it most likely will be Faculty Senate's last meeting of the semester, to at least begin the dialogue.

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

C. President-Elect Status: Senate President clarified a section of the Faculty Senate approved meeting minutes dated April 13, 2020. The minutes state, "Senate President Thompson ruled that any full-time "currently serving" Senator is eligible to run for President-Elect and if the nominee's membership term expires before completing the two-year role, the nominee's Senate membership term will be automatically extended." Thompson has re-thought this action and asked Senators if Rocco Versaci needs to "run again" for Senate. Several senators said "yes" and Senator Versaci stated he has already submitted his application for Senate.

D. Committees via Zoom: Tabled.
E. ASG Concerns Regarding Online Teaching: Tabled.
F. Constitution, Brown Act, Bylaws: Tabled.

ADJOURNMENT:

The meeting was adjourned at 3:55 PM.

Respectfully submitted,

Erin M. Hiro

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Erin Hiro, Secretary

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April 8th, 2020

Dear Faculty Senate,

Please accept my application to serve as the Professional Development Coordinator for one more term. There is a lot of work being done right now that I would like to continue and complete.

Train New PD Program Coordinator

In March we finally hired another employee to work in Professional Development after being an office of one person for two years! Matt Grills began on March 11th, two days before the campus closed due to COVID. I would like time to train Matt on the processes and responsibilities of Professional Development. He will become the Functional Expert for using the 3PD Portal so that future Faculty PD Coordinators do not have to take on the full responsibility of the program. At this time the full responsibility for the program lies with me.

Matt began his employment as the college went virtual. This delaying the training that he could have been doing to help him learn the process for the work we are in charge of in the PD Office. For example, I was hoping he would have had the opportunity to lead the Staff/Admin employee recognition event to be able to walk him through the steps of identifying and reserving locations, working with facilities and audio/visual, identifying caterers, creating Purchase Orders, working with creative services/comet copy, and setting up and leading the event. Unfortunately he will not be able to have that experience to prepare him for larger events like plenary. I would like the opportunity to be able to train Matt to be able to lead these large events.

Plans for Upcoming Training

Now that Matt has joined the PD Office this frees up more of my time to be able to focus time on creating training that is needed/requested by our Faculty. I have been completing training on several eLearning creation tools to and am planning to develop training for our faculty on topics such as: Active Learning Strategies, Learning Theory, Developing OER/ZTC materials, Humanizing online instruction, Integrating Student Support in the classroom, and Infusing Interactive Technology tools into instruction.

One of the FCMAT Recommendations focuses on employee training. The PD Office is now responsible for ensuring we meet Recommendation #8. This work will continue through next year and some of the work that needs to be done includes: Developing a new training for all employees on Ed Code, Title 5, APs/BPs; Develop an annual calendar for training including mandatory training, highly recommended training, and palomar-specific training; Ensure the Board of Trustees is provided with the training they need and develop or offer the training in house if possible; Work directly with Fiscal services to create training manuals and training materials to ensure we are consistently offering Fiscal training.

Addition of Performance (Employee Evaluations) to the 3PD Portal

Cornerstone On Demand provides several tools beyond the tools we currently use for Professional Development. One of those tools is called Performance and it is an online employee evaluation system. Palomar is currently working on setting up the Performance module and pilot testing it to see if it will work to be able to do employee evaluations online. As the Functional Expert for Cornerstone, I need to be involved in the setup and testing for this project.

System-Wide Implementation of the 3PD Portal (Cornerstone On Demand)

As I hope you are aware, our 3PD Portal is now a part of a much bigger system-wide project called the Vision Resource Center. Our successful implementation and launch of our 3DP Portal, powered by Cornerstone On Demand, was the catalyst for the Chancellor's Office to provide this same opportunity to all CCC's. All colleges in our system now have the opportunity to utilize the same platform and it is fully paid for by the Chancellor's Office. As the Functional Expert for the state, I have been training the colleges as they come on board and to date there are now 56 colleges utilizing the Vision Resource Center with their own area similar to our 3PD Portal. By next year the goal is to onboard and train the remaining colleges who are interested in utilizing the system. I would like to remain in the PD Position through the end of the system-wide implementation which is set to conclude in Spring 2021. As the functional expert on the project I provide guidance to all colleges and the Chancellor's Office.

I realize I have been in this role for 6 years and there may be hesitation in approving me for 2 additional years. I do hope you will consider keeping me on!

Sincerely,

Kelly A Falcone

EDUCATION

Doctor of Education in Educational Leadership/Educational Technology
University of Phoenix (2018).
Dissertation Title: A Case Study of Faculty Experience and Preference of Using Blackboard and Canvas LMS

Master of Arts in Educational Technology
Azusa Pacific University (2012)

Master of Arts in Kinesiology, Specialization in Biomechanics
San Diego State University (2006)

Bachelor of Arts in Kinesiology, Emphasis in Fitness, Nutrition, and Health
San Diego State University (2001)

EXPERIENCE

Professor, Coach, and Professional Development Coordinator, Palomar College
2004- Present, San Marcos CA
- 2004-present: Full-Time Tenured Faculty Member in the Health & Kinesiology Department
- 2004-2012: Water Polo and Swim Coach (Coach of the Year 2004 and 2008)
- 2014-present: Professional Development Coordinator (For Faculty 2014-2016, for all employees 2017-2020)
- 2018-2020: Director, North County Higher Education Alliance

Courses Taught
- Health 100: Introduction to Health, Online and Face-to-Face
- Beginning - Advanced Swimming
- Wellness and Fitness Center Instructor
- Adaptive Physical Education, strength training, aquatic exercise, and 5 years of leading a an Adaptive Ski Trip at Lake Tahoe

Leader and Active Participant in College Governance, including:
- Chair, Co-Chair, or Lead
  - Guided Pathways, Professional Development Committee,   Employee Wellness Committee, Open Educational Resources and Zero Textbook Cost, Active Learning Leaders, Faculty Senate Council, Director of North County Higher Education Alliance (18-20).
- Member
  - Strategic Planning Council, Accreditation, Instructional Planning Council, Basic Skills Committee, Tenure and Evaluations Review Board, Academic Technology and Distance Education Committee, North County Higher Education Alliance
- College/Community Organization
  - Southern California Professional Development Federation

CEO, Kelly Falcone Consulting Inc.
2018 - Present, San Marcos CA
Provide educational consulting services for various topics, including:
- Instructional design for active and collaborative learning and Distance Education

➢ Implementation and use of Cornerstone On Demand for higher education. Primary focus: Using Cornerstone On Demand for offering, tracking, and reporting on employee Professional Development.

Instructor, Cal State University San Marcos

2016-2018

Taught course EDUC 422: Technology Tools for Teaching and Learning

Adjunct Faculty and Coach, Southwestern College

2001-2003

Water Polo Assistant Coach. Taught beginning to advanced swimming and water polo.

AWARDS, SKILLS, & TRAINING

Awards

➢ CISOA Technology Innovation Award for College and System-Wide Implementation of Cornerstone On Demand; Palomar Online Education Training "Best of the Best" award for online instructional design; Faculty Service Award; On Course Ambassador.

Examples of Soft Skills

➢ A solution-focused collaborator, who continually strives for creating learning environments where all students and employees thrive; Innovative thinker and doer; Strong communicator and collaborator; Skilled instructional designer, with emphasis on Active Learning for student engagement; Believer in the importance of health and wellness to reach human potential.

Examples of Technical Skills

➢ Microsoft Office Suite; Google Drive: Expert user of Docs, Sheets, Forms, and Slides; Video Creation and Captioning, such as: iMovie, YouTube, Camtasia; Various Project Management Tools, such as: Jira (a NOVA product); Cloud-Based video and image production tools, such as: Camtasia, Canva, PowToon, Piktochart; eLearning Tools, such as: Captivate, Articulate, iSpring Suite, Udutu; Webinar facilitation: Zoom.

Examples of Workshop Facilitation

➢ Using Blogs as ePortfolios; Google Slides for Creating Class Community; Google Sheets for Project Management; Creating an Accessible Syllabus; Active Learning infused with Technology Using Student Response Systems; Utilizing Cornerstone On Demand for Professional Development; Creating Open Educational Resources; The "Nuts and Bolts" of Teaching: Everything Faculty Need to Know for a Successful First Day (co-led with instructional deans); What is Guided Pathways?; Faculty Experiences Redesigning Online Courses for Student Success; Digital Citizenship; Various Workshops on Instructional Design: Gagne's 9 Events of Instruction, ADDIE, Bloom's Taxonomy, Community of Inquiry Model, Project-Based and Problem-Based Learning.

Examples of Trainings Completed

➢ Accessibility; Best Practices in Online Course Design; Active Learning Pedagogy/Andragogy; Leadership, Management, and Customer Service: DISC, Covey Speed of Trust, MBTI; Creative Commons Certificate Course; On Course Student Success Skills I and II; Personal Health and Wellnessover 20 years and Elementary School teacher, ldinsmore@carlsbadusd.net

EXHIBIT III

COVID PLAN to Faculty Senate: 5/4/2020

Considerations

- Since the COVID-19 trajectory is projected to have a spike sometime in the fall semester, we will need to monitor this closely and heed the direction of health officials.
- We also need to realistically assess the impact of opening classes at the start of the semester only to switch them to an online format if there is a mid-semester resurgence of COVID-19.
- Flexibility; transitioning mid-semester
- What can be done online? Make up a schedule of all TRULY needed F2F
    - Will only happen in accordance with guidance from CDC and local health officials
    - Serious problems that have been encountered in the online/distance education format for science, allied health, certain career-technical fields, and performing arts. If this is not possible, a greater and continued effort required to develop simulations and other substitute formats.
- Social distancing
- Schedule to have fewest # of people on campus at the same time

Our San Diego Colleges
MCC

- Identifying classes that would be either impossible to keep online or very hard to convert, and planning for how we can offer them safely on campus.
- Most other classes will be online.

Grossmont

- Fall semester will be "largely online," that is, completely online except for a very select set of classes that require F2F delivery
- Even those classes have to be prepared to transition online in the event of a college closure order.

Imperial Valley & SW

- similar to Grossmont's plan

SDCCD

- Waiting until July 31 to make a decision
- Preparing for a <u>fall semester that can be either in-person or online</u>, depending upon where COVID-19 situation is at that time.
- <u>Exploring the possibility of allowing some designated laboratory, clinical, and first-responder classes to meet on campus</u>, either entirely or in a hybrid fashion, and certainly with the enactment of social-distancing requirements.

CSUSM
- A hybrid model- of mostly virtual classes and some in-person.
- Lectures all virtual.
- Lab flexibility with social distancing but must accommodate students who can't come on campus.
- Math exams in the ballroom.
- Most services online.
- Prioritize what's needed to run the in-person or skeleton crew.

All of SDICCA is disproportionately online. Some offering f2f with ability to pull back.

Palomar F20 Options

1. All online – unable to offer classes that are hard to convert
   1. Impact on rotations and completions
2. Mostly "online"
   1. All lectures
   2. That portion of any lab that can be moved online in order to minimize need to come on campus; will need plan to return online or cancel if necessary
3. Labs & classes that were hard to convert only f2f *if* they can be conducted with social distancing with plan to return to online or cancel if necessary
   1. Need to access especially for Public Health and Safety areas; sciences would like consideration as well! OCHEM (not so many students -- safety) and Microbiology (a lot of students); Micro is a prerequisite for Nursing
   2. CTE
   3. Some of Performing Arts
   4. Possible lab solution? Take a normal semester – one student is documenting filming for their partner: Class of 20 students; can't accommodate social distancing. (10 physically present at a time; 10 participating remotely; then switch for the next time); Comes from Twilight
4. F2F classes offered in 8-week session (and DE) with plan to return to online if necessary
5. More 4-week classes in sequence for transfer
6. Continue with student support services offered remotely

EXHIBIT IV

<u>Committee on Committee</u>

<u>Policies and Procedures</u>

I. Determining Assignments

1. The Chair of Committee on Committees will determine the open committee assignments prior to soliciting volunteers

2. Committee terms will be for 2 years, unless otherwise dictated by the Constitution of the Faculty Senate

3. Committee terms will be staggered to provide continuity:
   a. For committees with an even number of elected members, 50% will be elected each academic year
   b. For committees with an odd number of elected members, 50% +1 will be elected in one year and the remaining seats will be elected in the alternating year

4. Faculty may re-apply for membership on a committee when their term expires, but re-appointment is not automatic nor guaranteed.

II. Soliciting Volunteers

1. The Chair of Committee on Committees will solicit faculty volunteers for committee appointments. In each call for volunteers, the Committee will email all faculty a description of the process by which committee appointments are made by the Senate. This description will include:
   a. A list of openings by committee
   b. Committee meeting location(s)/days/time(s)
   c. A list (or link to list) of current committee membership information
   d. A reminder that Senate will hold an election (or confirmation) for each position (the date of this election/confirmation will also be listed)
   e. A means by which interested faculty may volunteer for open positions

2. Volunteers for committees will be required to provide a short statement of interest and/or qualifications for each submission of interest. This statement will be included on the ballot during the election/confirmation. If there are multiple vacancies on the same committee, volunteers must specify the position(s) for which they are interested in volunteering. Volunteers may submit for multiple positions on the same committee.

3. The names and statements from all faculty volunteers eligible for appointment to any committee will be brought to Senate for election/confirmation at the next Senate meeting. Any faculty volunteers who are ineligible will be notified promptly.

III. Timing of Solicitations

1. For committee membership terms expiring at the end of Spring semester, the Chair of Committee on Committees will:
   a. Notify committee members with expiring membership of their status and inform them of the opportunity to re-apply for membership on the committee. These notifications will be sent in the month of April.
   b. Solicit volunteers for all expiring committee membership terms following the process outlined in **Soliciting Volunteers**. The committee will send no fewer than 2 calls for volunteers to all faculty. The call for volunteers will be open for a period of no fewer than 8 academic days.
   c. Bring the names and statements of all eligible volunteers for election/confirmation during the last 2 regular meetings of the Faculty Senate in May.
   d. Send a call for volunteers in August for any positions remaining unfilled as of the last regular meeting of the Faculty Senate in Spring.
   e. Bring forward any volunteer applications received after the last regular meeting of the Faculty Senate in Spring to the first regular meeting of the Senate in the Fall. The Chair of Committees on Committees will verify each volunteer's continued willingness to serve prior to bringing forth the applications.

2. For committee membership terms unfilled at the end of the Spring semester, the Chair of Committee on Committees will:
   a. Solicit volunteers for all vacant committee membership terms following the process outlined in **Soliciting Volunteers**. The committee will send no fewer than 2 calls for volunteers to all faculty. The calls for volunteers will be open for a period of no fewer than 8 calendar days prior to the start of the Fall Semester.

b. Bring forward all volunteer applications, including those received after the last regular meeting of the Senate in Spring but prior to the August call for volunteers, for consideration in election/confirmation at the first regular meeting of the Senate in the Fall. In the case of those applications received after the last Senate meeting in Spring but prior to the August call for volunteers, the Chair of Committees on Committees will verify each volunteer's continued willingness to serve prior to bringing forth the applications.

3. For committee membership terms which remain vacant after the Fall semester has begun, and for those committee membership terms which become vacant during the academic year, the Chair of Committee on Committees will:
   a. Solicit volunteers for all vacant committee membership terms following the process outlined in **Soliciting Volunteers**. Each call for volunteers will be open for a period of no fewer than 5 calendar days.
   b. Bring the names and statements of all eligible volunteers for election/ confirmation to the next regular meeting of the Faculty Senate.

IV. Faculty Eligibility and Duties for Committee positions

1. Unless otherwise specified in the Constitution of the Faculty Senate, all faculty are eligible to volunteer for all committee positions.
2. During the initial call for volunteers at the end of the Spring Semester, the Senate will only consider volunteers whose division matches any divisional representation requirements of the committee position.
3. All unfilled committee positions will be deemed "at-large" during the second call of the Fall Semester and open to faculty from any division. The Senate will strive to appoint members to achieve divisional diversity whenever possible.
4. If a committee member misses more than one-third of the regularly scheduled meetings, the member will lose the position on that committee (and may also lose service points).
5. If a committee does not have an official position for a faculty member, but the president wants a faculty member to serve on that committee, the Senate will appoint that faculty member through its regular appointment process.

V. Duties and Responsibilities of all Faculty Committee members

1. Attend all regular and special meetings of the committee. Should an absence become unavoidable, promptly inform your Committee Chair.
2. Actively participate, read, and provide feedback on all presentations, reports, and other matters brought before the committee membership.
3. Complete any committee assignments deligated to you in a timely manner.

4. Ensure that regular communication and reports are established between the committee and your Division and Department.
5. Complete an end-of-the-year committee report and evaluation.
6. Promptly notify the Committee Chair should you be unable to continue in your role on the committee membership.

VI. Duties and Responsibilities of Committee Chairs
1. The Committee Chair must ensure roll is taken for each meeting. This information shall be sent to the Chair of the Committee on Committees at the conclusion of each semester.
2. When a committee member is found to be absent for more than one-third of the regularly scheduled committee meetings, the Committee Chair will promptly notify the Chair of Committee on Committees.
3. Meeting Agendas and Minutes are to be made publicly available and posted according to the provisions of the Brown Act.
4. Ensure that regular communication and reports are established between the committee and the Chair of the Committee on Committees.
5. Ensure that all Adjunct committee members be properly compensated for their service, as outlined in the Contract (Article 15).
6. Should a committee move into an Executive Session, a report out of any Actions taken during that session must be made immediately following the conclusion of the Executive Session, per provisions of the Brown Act.
7. Should a change in membership occur (eg a committee member resigns), the Committee Chair shall notify the Chair of the Committee on Committees promptly.
8. Should a change in committee meeting time, day, and/or location occur, the Committee Chair shall notify the Chair of Committee on Committees promptly.
9. Ensure an end-of-the-year committee report and evaluation is conducted and sent to the Chair of the Committee on Committees.

VII. Elections and Confirmations
1. In preparing the ballot for elections/ confirmations for Senate, the Chair of the Committee on Committees will:
   a. Include the Name, Division, and volunteer Statement for each eligible volunteer
   b. Ensure all volunteers for any individual committee are displayed together on the ballot
   c. Further ensure all volunteers for any individual position on any individual committee are displayed together on the ballot

2. In conducting the committee appointment elections, The Chair of the Committee on Committees will distribute the ballots, collect the ballots, tally the results, and report these results to the Senate. This voting mechanism may be either paper, electronic, or a combination of telecommunications.

3. In the event of an election between two volunteers for a single position, the volunteer receiving the highest number of votes shall be declared the appointee. In the event of a tie, the vote shall be taken again. In the event that three ballots have been cast, each resulting in a tie, then the Chair of Committee on Committees shall determine an openly transparent means of randomizing the selection of the appointee. This randomization selection shall occur in full view of the Senate membership.

4. In the event of an election among more than two volunteers, the volunteer receiving the lowest number of votes on the ballot shall be eliminated, new ballots prepared, and the vote shall be taken again. This process will continue until there are two volunteers remaining, at which point the provisions for elections with two volunteers are to be followed.

5. In the event of an election among more than two volunteers and one volunteer receives 50%+1 of the votes on the first ballot, that volunteer shall be selected and the provisions outlined in VII Elections and Confirmations Point 4 shall not apply.

6. In the event the number of volunteers is exactly equal to the number of open positions, the Senate may make the committee appointment by confirmation.

7. The Senate will strive to appoint members to achieve divisional diversity whenever possible.

Ratified in Senate on: [date 2020]

Contact: Anastasia Zavodny