

Palomar College Course Drop (Withdrawal) Procedure  
 due to COVID-19 Pandemic

**Fall 2020**

	Session Start Date	Session End Date	COVID-19 EW Drops Auto Approved (No Petition)		Drops Processed as Normal - EW Petitions Allowed	
Full Term	8/24/2020	12/19/2020	8/24/2020	10/17/2020	10/18/2020	12/19/2020
4W1	8/24/2020	9/19/2020	8/24/2020	* 50% Point	* 50% Point + 1 Day	9/19/2020
FT1	8/24/2020	10/17/2020	8/24/2020	* 50% Point	* 50% Point + 1 Day	10/17/2020
4W2	9/21/2020	10/17/2020	9/21/2020	* 50% Point	* 50% Point + 1 Day	10/17/2020
4W3	10/19/2020	11/14/2020	10/19/2020	* 50% Point	* 50% Point + 1 Day	11/14/2020
FT2	10/19/2020	12/19/2020	10/19/2020	* 50% Point	* 50% Point + 1 Day	12/19/2020
4W4	11/16/2020	12/19/2020	11/16/2020	* 50% Point	* 50% Point + 1 Day	12/19/2020

\* 50% point is calculated by individual class for these sessions. Please check your MyPalomar account for the enrollment date called "Last Day to Drop with a "W". This COVID-19 extension of an Auto Approved EW Petition will allow you to convert the "W" grade to an "EW" grade by notifying [admissions@palomar.edu](mailto:admissions@palomar.edu).

If you need help finding the class Enrollment Dates in My Palomar, please visit this website for detailed instructions and tutorials for retrieving these important dates. [www.palomar.edu/???](http://www.palomar.edu/???)

# Credit for Prior Learning Coordinator

## Palomar College CPL Initiative

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**Role of Credit for Prior Learning (CPL) Coordinator:** to oversee, coordinate and ensure accreditation standards regarding the Credit for Prior Learning State Initiative: [ACCJC Policy on Credit for Prior Learning](#)

**Reporting Duties:** Report to the Faculty Senate and Guided Pathways at the end of each semester regarding CPL data and progress campus-wide

**Other Committee Duties:** attend regular Curriculum Committee meetings and regular Guided Pathway meetings

**Communication Duties:** communicate on a regular basis with areas such as : Student Services, Articulation Office, Counselors, Faculty, Evaluations, Pathways.

- Ensure District's compliance with policy affecting prior learning and update policies as needed
- Coordinate academic and instructional practices
- Liaison between student services and instruction in terms of data collection and CPL on transcripts
- Coordinate between faculty, instruction, students and student services to create sections of CPL in Canvas as a temporary work-around for CPL transcription
- Collaborate with Articulation Officer and Transfer Center Director on practices related to CPL
- Collaborate with faculty discipline experts to identify new credit for prior learning opportunities
- Ensure equitable assessments are taking place and portfolio review includes a department approved rubric on file
- Coordinate with Student Learning Outcomes Facilitation training to ensure outcomes are CPL friendly
- PD Workshops for faculty
- CPL workshops for students
- Coordinate CPL workflow - make the student process an easy one - create a form with ATRC for this
- Messaging to students and counselors CPL opportunities
- Website development and maintenance
- Developing and overseeing CPL Intake Survey
- Resource for CPL ACE recommendations for military records
- Collaborate with Norco College on the JST/ACE state-wide database
- Collaborate and share research and best practices with CCCCO and ASCCC and other community colleges on CPL effort

Implementation duties only						
Ongoing duties						
Objective 1: Continue to integrate Credit for Prior Learning into Palomar College campus culture.						
#	Activities	Performance Outcomes	Deliverables	Guided Pathways Pillar	Hours per semester - faculty coordinator (s)	Timeline
1.1	Continue to identify, inform and assist faculty with the implementation of CPL into their discipline/program	Ensure equitable assessments are taking place and portfolio review includes a department approved rubric on file, coordinate with Student Learning Outcomes Facilitation training to ensure outcomes are CPL friendly. Faculty also assess their courses and programs to assess whether students have mastered outcomes and built skills through CPL.	1. Meet with faculty to review their rubrics and other methods of assessment 2. Develop and maintain database of discipline faculty rubrics, housed within each discipline and linked to CPL Coordinator 3. Spreadsheet of hours spent meeting one-on-one with faculty to work on assessment methods - approx 4 hrs a week 4. Ongoing communication with CPL faculty and faculty at large: oversee CPL Teams, update worksheets, meeting minutes, emails, schedule meetings (Items 1-4 about 4 hrs a week for 16 weeks)	Pillar 4A Pillar 4D	64	fall 2020 - spring 2022
1.2	Continue to inform and collaborate with counselors on best practices to inform and guide students who may be eligible for CPL towards completing their program requirements and creating ed plans, which is required in Title V.	As new students explore career/college options, choose their program of study and develop their full-program plan, they will also be informed of CPL options by counselors and discipline faculty. In order to earn CPL, Title V requires that student to have an ed plan on file. Counselors and discipline faculty will continue to support/monitor CPL students towards completing program requirements, and helping students complete their programs in as short as time as possible, giving them credit for what they already know and can do.	1. Keep an inventory list of CPL courses for counselors' reference and update it as needed - inform counselors regularly of any changes 2. Attend dept meetings to keep counselors informed of CPL processes and updates	Pillar 2A Pillar 3A Pillar 3E	8	fall 2020 - spring 2022
1.3	Develop "how to" workshops for faculty to integrate CPL	PD workshops developed and scheduled to include ACE resources and CPL processes such as portfolio assessment as defined by CPL Policy AP4235 to improve assessment of CPL.	1. Develop and conduct plenary workshops 2. Develop and conduct PD workshops on CPL and assist with ePortfolios workshops 3. Develop PD ACE/JST workshops	Pillar 4E Pillar 4F	12	fall 2020 - spring 2022
1.4	Continue to collaborate with student services stakeholders to develop processes for implementing CPL policy	CPL processes for student services developed including transcription of CPL and data collection	1. Meet with student services weekly until development for student CPL survey is complete and then once per semester (5) 2. Work closely with developers to overhaul and test out the student transcript (16) 3. Coordinate between faculty, instruction, students and student services to create sections of CPL in Canvas as a temporary work-around for CPL transcription and train ADAs on CPL (20) 4. Continue to develop an online form that starts with the student and gathers signatures through the process to award students CPL - work with ATRC on a Gideon form (20) 5. Test this form with students and gather feedback (10)		76	fall 2020 - spring 2021
1.5a	Make CPL information publicly available to all students	CPL information is easily accessible for prospective and current students. College website is designed to help students navigate through the CPL process: including the CPL and discipline specific webpages development and maintenance. Information may also be provided in peoplesoft entrance survey. Programs in the GP mapper clearly identify which courses are CPL eligible. Offer workshops, workshops, etc. to students to help them document their learning from employment, military, etc. through portfolio and other methods of assessment.	1. Develop the website with ATRC and filter by discipline, metamajors, programs/degrees, CPL methods (5) 2. And Maintain and update the website as needed (10) 3. Test the website with students and gather their feedback (5) 4. Test the website with counselors and gather their feedback (5) 5. Test the website with faculty and gather their feedback (5) 6. Add CPL language to the catalogue	Pillar 1C Pillar 1D Pillar 4F	30	fall 2020 - spring 2021
1.5b	Make CPL information publicly available to all students		6. Develop and offer workshops for students (10) 7. Create informational videos for students on CPL, portfolio assessment (work with individual disciplines on this) (10) 8. Be the POC for students and faculty on all matters of CPL - respond to emails (20) 9. Maintain and update the CPL website (10)	Pillar 1C Pillar 1D Pillar 4F	50	fall 2020 - spring 2022
Objective 2: Continue to institutionalize Credit for Prior Learning at Palomar College.						
#	Activities	Performance Outcomes	Deliverables	Guided Pathways Pillar	Hours per semester - faculty coordinator (s)	Timeline
2.1	Continue to Institutionalize policies for CPL	Work with the GP Pillar Leads to integrate CPL into Guided Pathways framework, ensure District's compliance with policy affecting prior learning.	1. Meet with GP pillars to discuss opportunities institutionalize CPL - 1 to 2 workgroup meetings a semester	All GP Pillars	4	spring 2019 - spring 2020

2.2	Integrate CPL into shared governance structure	Report out regularly to shared governance and attend committee meetings, including Curriculum, Senate and Guided Pathways.	1. Attend Curriculum Committee meetings every 2 weeks 2. Report out to Senate once a semester 3. Report out to GP at least once a semester or more often if requested		20	fall 2020 - spring 2022
2.3	Evaluate CPL policies and procedures for effectiveness and make changes where necessary	CPL policy and procedures updated as needed	1. Keep track of any changes from the Chancellor's Office regarding CPL Policies and Title V changes - report out on changes to shared governance		1	fall 2020 - spring 2022
<b>Objective 3: Continue to ensure that Palomar College incorporates superior practices in CPL and share with regional and state partners.</b>						
<b>#</b>	<b>Activities</b>	<b>Performance Outcomes</b>				<b>Timeline</b>
3.1	Collaborate with California Community College Chancellor's office, Academic Senate for California Community Colleges, and other California Community Colleges piloting CPL efforts	Meetings regarding best practices scheduled and documented	1. Attend monthly meetings with CCCCCO Success Center 2. Attend monthly meetings with CCCCCO CPL Workgroup Meetings	Pillar 1 Pillar 2	12	fall 2020 - spring 2022
3.2	Collaborate with community stakeholders within the existing community of practice and identify new opportunities for CPL faculty advisory groups and to inform a community of practice framework	Attend regional community of practice meetings as needed and collaborate with discipline advisory groups to scale CPL in the region and educate and inform faculty, articulation officers, administrators	1. Organize and attend meetings with Mira Costa, CSUSM, and Region 10 colleges and other local colleges to discuss regional work on CPL 2. Work on Norco College database project for military ACE/JST CPL - report out regular updates to shared governance (10) 3. Host and help coordinate regional workshop with ACE (American Counsel on Education) either online, or if permitted, in person at Palomar College. (10)	Pillar 1 Pillar 2	25	fall 2020 - spring 2022
3.3	Collaborate with college constituents, including Articulation Officer, instructional faculty, Dean, and Chairs on CPL transfer opportunities	Work with Articulation Officer to identify transfer opportunities and challenges of CPL in the growth and development of CPL approved courses	1. Implement CPL course approval process to include CPL Coordinator, appropriate discipline faculty and Chair, appropriate Dean, and Articulation Officer approval workflow - this aligns with 1.4 (15)	Pillar 1 Pillar 2	5	fall 2020 - spring 2021
3.4	Collaborate and be the point of contact for military partners and CPL opportunities in the region	Regular meetings established between Palomar College and appropriate Military leadership	1. Continued collaboration with 29 Palms Communications and Electronics School for CPL - materials to instructors and students, coordinate meetings with Palomar faculty and military faculty 2. Continued collaboration with Marine Corps for CPL collaboration with computer science department/degree - schedule meetings, work with faculty to assess and add more CPL courses 3. Be the POC for other military CPL opportunities/contacts as they arise and coordinate with discipline faculty	Pillar 1 Pillar 2	15	fall 2020 - spring 2022
3.5	Share research and best practices with Community of Practice and other education partners interested in implementing CPL and continue to search for funding and write grants	Shared database of policies, procedures and practices created, grant applications	1. Attend, prepare for and present on CPL at ASCCC and CCCCCO institutes and events as needed - one or two times per semester (the number of hours could change if we go back to F2F conferences, etc. in the spring) (15)	Pillar 1 Pillar 2	15	fall 2020 - spring 2022
Implementation duties only						
Ongoing duties						
			<b>Estimated Faculty Hours</b>			
			<b>Hours per semester - YEAR 1</b>			
			Faculty Coordinator Implementation and ongoing duties		337	
			<b>Hours per semester - YEAR 2</b>			
			Faculty Coordinator - Ongoing duties		226	

## **Committee on Committees Membership**

I would like to nominate for confirmation the following five Senator volunteers to serve a two-year term (2020 – 2022) on the Faculty Senate's Committee on Committees:

Alexandra Doyle-Bauer  
Kelly Falcone  
Jenny Ferrero  
Jackie Martin  
Ellen Weller

## Committee on Committees Synopsis

In August 2019 I began to identify areas in need of improvement or clarification within our Senate shared governance. After being tabled for lack of time over several meetings, the initial presentation to Senate on the current state of Senate's committees and membership was given on October 7, 2019.

Since that time, I have worked to clarify and compile the existing guidelines and policies for the Committee on Committees. This information was brought to Senate leadership in February, but was not always included in the Senate agendas, and when it was, ended up tabled due to lack of time. On April 6, 2020, I presented again to Senate on recommendations for revision to existing guidelines, suggestions on Senate committee records and structure, and information on Zoom meeting locations (as by that time the campus had rapidly made the covid transition to online).

The following three Senate meetings the Committee on Committees policy proposals were tabled due to lack of time. On May 4, 2020, the "Committee on Committees Policies and Procedures" revision was presented to Senate as an Information item. This revision was brought back for Action on May 11, 2020 but was ultimately tabled as some Senators had not yet read the document. The proposal was brought back for Information on May 18, 2020, but was tabled due to lack of time.

Please now find that same document (unchanged since May) for your review. I have also included a highlighted version of this proposal: items highlighted in yellow are already existing written guidelines for Committee on Committees; items highlighted in blue are currently established practices for the Chair of Committee on Committees (dating back to at least 2009). My hope is that the highlighting will more easily show that there are only two major areas of proposed revisions: in clarifying expectations for committee members, and in creating a more fair election procedure for selection of volunteers to committees. There is additionally a minor revision being proposed to codify the timing of committee calls (as the current guideline information has been out of date with past practice of the Chair since at least 2015).

Thank you.

Anastasia Zavodny  
Chair, Committee on Committees  
August 2020

Key

Currently established written policies and procedures

Current and past practice (since at least 2009)

# Committee on Committee

## Policies and Procedures

### 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 delegated 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

## **Requesting Faculty Senate vote on the process we use as a college to add non-student users to our Canvas classes**

### **Current process to add non-student users to Canvas courses (such as TERB observers, TAs, Staff assistants, etc):**

- Request is made by email to the Instruction Office to add an observer to a class.
- Instruction Office (Rebecca Diaz ) adds the person to the course as an Instructor utilizing a custom role in PeopleSoft (they had to create a custom process because adding them as actual instructors added the course to their workload).
- When added to the course in PeopleSoft the person then gets access to the Canvas course.
- To remove the person, Rebecca must manually remove them from the course in PeopleSoft when requested to do so

### **Proposed Process**

- Enable “Add People” to our Canvas environment.
- Faculty can add the observer themselves, control their level of access, and remove them when needed.
- Many colleges utilize the built-in capability in Canvas to allow faculty to control the addition of people in their courses, here are some examples:
  - MiraCosta: <https://tic.miracosta.edu/add-ta-or-other-mcc-employee-to-canvas/>
  - Butte college: <https://tmi.butte.edu/tmi/add-another-instructor-to-your-course/>
  - Tufts University: [https://canvas.tufts.edu/courses/152/pages/tip-how-do-i-manually-add-users-to-a-course?module\\_item\\_id=107671](https://canvas.tufts.edu/courses/152/pages/tip-how-do-i-manually-add-users-to-a-course?module_item_id=107671)
  - Brown University: <https://ithelp.brown.edu/kb/articles/add-users-to-a-canvas-course>

### **Why current process is used**

- This is likely a carryover from Blackboard because Blackboard didn't have the capability for instructors to be able to add people themselves.
- ATRC has been asked for several years about enabling the “Add People” option to Canvas and have said they cannot due to policy.
- When asked about where the policy is written we were provided with minutes to two senate meetings in which there was a DE Chair written report that explained the SIS process to add people.
  - [https://www2.palomar.edu/pages/facultysenate/files/minutes-agendas-newsletters/Minutes\\_2017-09-25.pdf](https://www2.palomar.edu/pages/facultysenate/files/minutes-agendas-newsletters/Minutes_2017-09-25.pdf) pages 9-10).
  - <http://www2.palomar.edu/pages/facultysenate/files/2015/11/fsm09142015.pdf> (Page 6)
- I do not believe the Senate has ever voted on the two processes or wrote policy in regards to this.
- ATRC has concerns over possible FERPA violations if faculty control access but the current process doesn't include any check on the person requesting access. DE Coordinator feels better controls and protections for students comes from faculty controlling access.
- The new process would allow faster/more efficient TERB evaluations since all evaluations are online during this academic year.

## Canvas & Starfish Full Integration (Data Sharing)

The Starfish Early Alert Product has the capability of connecting directly with Palomar's learning management system, Canvas. Faculty interact with students daily and gather data about course progress but at this time, data in Canvas is only available to faculty and students. Sharing valuable and timely data with our retention team through integration with Starfish Early Alert could make our retention work more effective.

### **Student Grade and Activity Data**

Starfish can be populated with gradebook activities for all specified sections as part of the Canvas data integration. Data would be sourced from Canvas, inputted by faculty and available in a standard Starfish view by selected retention staff only.

(Click [here](#) for integration technical specs).

Retention staff would have "view only" access to course attendance, homework participation, student grades and course averages. This will help with:

- Insight into students' performance including how they are progressing through their classes, grades, and participation.
- Access to accurate data without relying on self-reported data from the student.
- Automated flags for low course average, missing assignments and missed course logins.
- A holistic view of student progress.

Accessing Canvas data from Starfish is more important while we are dependent on a virtual learning environment. Using Starfish will help our retention team identifying at-risk students early, using reliable data to identify areas of concern and offer intrusive intervention and valuable resources. Early intervention can help students achieve their goals with the least momentum lost.

## Reports to Faculty Senate – 8/31/20

### President

- The Governing Board had a special meeting on Tuesday, August 25, where the main order of business was to discuss their self-evaluation study. At the beginning of this meeting, Trustee John Halcon responded to something a faculty member had said at an earlier Board meeting about his (Halcon's) insensitive comments regarding diversity and older faculty. His response prompted Board President Hensch to halt his speech because he had gone over the time limit and she deemed his words abusive and unproductive. This action by President Hensch was supported by Trustees Deerfield and Miyamoto. The next regular meeting will be on Tuesday, September 8.
- I attended IPC, Budget, and a meeting of the SSEC Tri-Chairs (see reports below).
- Jenny and I will be meeting with President Kahn this Wednesday.
- Jackie, Wendy, Craig, and I will be meeting with VP Sivert this Wednesday as well to continue (and hopefully finish) discussing a draft of BP/AP 4021, which addresses program review, revitalization, and discontinuance. Once the draft is finished, it will make its way through shared governance, and this will include Curriculum and Senate.
- I put out a call to all faculty, asking them to share readings, assignments, and/or activities that they use in class that address issues of social, economic, and environmental equity. I have received several responses and will continue to solicit this in an effort to promote what we do, share best antiracist pedagogical practices, and contribute to the ongoing conversation about what we can do better.

### SSEC

SSEC was supposed to meet on Friday, August 28. That meeting was cancelled so that the Tri-Chairs (me, Vikash Lakhani, and Shayla Sivert) could talk to plan out the semester/set the agenda. The next scheduled meeting will be Friday, September 11.

### SPC

SPC meets next on Tuesday, September 1.

### IPC

- IPC met for the first time this semester on Wednesday, August 26.
- VPI Sivert announced that Student Services is looking into the problem of students being dropped for nonpayment. Apparently the problems are numerous, including things like poor communication with the students and drops happening in error.
- PRPs will be rolling out beginning on September 1.
- The Multicultural Studies Department will be changing its name to the Ethnic Studies Department. Chair Rodolfo Jacobo discussed the possibility of requiring an Ethnic Studies class for graduation.

- FTES for fall is currently down 13.06%, but students are still adding Fast Track 2 classes. There are indicators that not students who are enrolling are enrolling in fewer classes. Enrollment seems down areawide, though the lowered enrollment rates vary by college.

### SSPC

There is currently a vacancy for a Faculty Senate member on this council.

### HRPC

### FASPC

There are currently two Senate-appointed faculty vacancies on this council.

### PFF

As we embark on a new semester starting during a global pandemic, things can't get any stranger. This is a difficult time for our students, colleagues, and community members. In the time since the last eboard meeting I have been representing PFF at various Zoom meetings including:

Governing Board Meetings: I attended regularly scheduled and special Board Meetings in July and August. Some of the Board Meetings have been surreal. I encourage you to attend them and/or view the recordings in Board Docs.

- Statewide Meetings: I attended many CFT zoom conferences related to State updates regarding COVID 19
- Campus shared governance meetings: I attended the various Budget meetings, the weekly update on the COVID19 situation, Faculty Senate, and Human Resource Planning Council.
- Negotiations: We finally completed Health Care negotiations. The sticking point was the cap on Part-time benefits. The District was paying only \$200,000 for all of our Part-time Instructors health care. The cap had not been increased in nearly a decade and only afforded 32 part-time faculty members coverage. The PFF was concerned that our Part-time faculty could be kicked off of their coverage during a global pandemic. It was something we couldn't stomach. Given the big changes in health care that the Faculty and Staff agreed to, we asked to increase the cap. Finally the District agreed to raise the cap to \$230,000. This is a tiny amount given the big changes in Health care for full-time employees that generate ongoing savings of \$1.8 million.
- Interaction with members: I have had with several meetings with members regarding various concerns about hiring practices, working conditions, and contract interpretation.
- Interaction with our CCE colleagues: We stay in close communication with our brothers and sisters in the CCE. We stand shoulder to shoulder.
- Meetings with Administration: In order to keep the lines of communication open, I have met with various administrators on various topics, mostly COVID related.
- Food Distribution: Palomar Faculty Federation in association with Council of Classified Educators, North County Labor Alliance, San Diego and Imperial

Counties Labor Council, and Feeding San Diego are doing our part to help our community by distributing food every other Saturday. The food distributions follow strict COVID 19 guidelines and are contact-free. We have had four food distributions so far where we distributed food to nearly 2,000 families. In addition we have given out over 2500 children's books donated by the San Diego Council on Literacy.

- AS 101: Dr. Rafiki Jenkins and Dr. Martin Japtok are co-teaching an Africana Studies 101 class reserved for Faculty and Staff. PFF is providing the textbook for our members who take the class. This class is the highlight of my fall semester!

This semester is going to be a challenge for all of us. We have to remember this too will pass and we are in this together. Please reach out if the PFF leadership can help.

### Distance Education

- Instructor Certification – Since POET was revamped in late April, we have trained and certified 435 instructors through this course. POET is self-paced and still available to train professors this fall. You can join through the PD Portal. Overall, we have 599 professors on the Palomar College List of Certified Online Instructors. Beyond the POET training, we have two professors who were certified through the CVC-OEI Rubric process, 31 others who joined the list through their outside degrees and training, and 67 who joined the list by taking the old POET course. We have another 26 instructors who are on the list but whose certification is unknown. We encourage all faculty to contact the DE Coordinator to update that information. Please remember that ALL professors (part and full-time) need to be on this list to teach online this spring. Department chairs will be checking when they schedule for spring.
- Goals – The DE Committee will meet Sept. 2 and create goals for the academic year. We want to know how we can help you improve your online teaching. Please feel free to email Distance Education Coordinator Erin Hiro with your concerns, questions or training needs.
- Attending DE Committee meetings: If you would like to attend the DE Committee meeting, we meet next on Sept. 2, 2020 at 2:30 p.m. The Zoom Meeting ID is 961 1370 6468, and the password is 950357.

### Guided Pathways

### Policies and Procedures

P&P meets next on Friday, September 4.

### Budget

The Budget Committee met for the first time this semester on Thursday, August 27 (it would have already happened by the time you're reading this but has yet to occur at the time I'm writing this).



## TERB

For Fall 2020, evaluations activity (student evaluations, class observations, reports, etc.) will resume. Any evals that were pushed from Spring 20 will take place this semester—in addition to any evals normally scheduled for Fall 20 per the three-year cycle. Some full-time faculty will have projects as part of their load due to the lack of feasibility for online classes to replace face-to-face classes for some disciplines, and TERB will co-create fair matrices to evaluate project work for use in lieu of student evaluations. Last, TERB is revisiting the “collegiality” item on one version of the probationary faculty form to create, if possible, an unambiguous understanding of what is meant by the term.

## Professional Development

I want to thank everyone who attended plenary, those who led workshops at plenary, and of course those who shared their stories at our Antiracism session. Overall plenary went well and the feedback has been really good. I’d like to share one faculty member’s comment she sent to me: “I wanted to congratulate you on the first Online Plenary. For me, it was the best Plenary ever. Although we didn’t get to see our colleagues, much less hug them as we often do, it was GREAT! I appreciated that everything was on time, relevant, energetic and very special this year. It was a huge bonus that we didn’t have to walk all over campus in 95 degree weather all day long. Plenary was exciting, not exhausting!” In a future report I will provide data on overall participation, at this time we are still very busy marking attendance.

Other than plenary, it was a very busy summer planning for plenary, responding to the training recommendation for FCMAT (developing training for fiscal and GB members), helping with POET, working on many learning opportunities under our Antiracism framework, building [online training playlists of courses](#), and training our new Staff PD Coordinator, Matt Grills.

For Faculty PD, I will be putting a call out for faculty to lead PD workshops for their colleagues focused on best-practices for online teaching. We have so much to learn from each other. If you have identified specific training/learning needs that we should offer this Fall, please reach out to me.

## Other Reports

### ASG

The ASG hosted our first meeting of the semester last Friday where we discussed current on-campus debates and decisions such as Proposition M and Student Discount cards that can be used remotely. We welcomed several new members and have begun filling the Vice President positions; as well as, starting up our committees. Coming up we have our ASG Retreat in late September and many projects in the works that we are excited to share with the college soon.