THE FACULTY SENATE

PALOMAR COLLEGE

FACULTY SENATE MEETING

April 12, 2021

EXHIBITS

EXHIBIT 1

THE FACULTY SENATE
PALOMAR COLLEGE

Minutes of the
MEETING OF THE FACULTY SENATE
April 12, 2021

APPROVED

PRESENT: Eduardo Aguilar, Lacey Craft, Will Dalrymple, Alexandra Doyle Bauer, Kelly Falcone, Molly Faulkner, Jenny Fererro, Erin Hiro, Jason Jarvinen, Teresa Laughlin, Lawrence Lawson, Natalie Lopez, Beatrice Manneh, Leigh Marshall, Jackie Martin, Adam Meehan, Susan Miller, Kateri Mouawad (ASG), Ben Mudgett, Scott Nelson, Wendy Nelson, Candace Rose, Sabrina Santiago, Elizabeth Stephens, Fari Towfiq, Rocco Versaci, Reza Wrathall, Anastasia Zavodny

ABSENT: Katy Farrell

GUESTS: Rachel Alazar, Cindy Anfinson, Wing Cheung, Yolanda Elizondo, Barbara Hammons, John Lewis, Kendyl Magnuson, Tyesha Tate, Jon Walker

P**lease note: All votes are presumed unanimous unless indicated otherwise.**

CALL TO ORDER The video conference meeting was called to order by Senate President Rocco Versaci, at 2:30 PM.

PUBLIC COMMENTS – None

ANNOUNCEMENTS

Senator and PFF Co President Teresa Laughlin announced the last scheduled food distribution for the semester will be this Saturday, April 17.

Senator Laughlin also announced Political Economy Days will be April 26 to April 28. The schedule should be emailed out this week.

Senator Anastasia Zavodny reported the CALM Committee extended the application deadline to apply for their CALM Implementation Grant. The deadline is now April 25.

Senate Vice President Jenny Fererro announced PFF is having two negotiations listening sessions next week. They are scheduled for Monday, April 19 from 1 to 2 PM and Thursday, April 22 from 3 to 4 PM. Barbara Baer emailed the ZOOM links today to faculty.

AGENDA CHANGES - None

APPROVAL OF MINUTES

Motion 1 MSC: Towfiq/Faulkner   Faculty Senate approval of meeting minutes dated April 5, 2021 as amended (see Exhibit 1).

Abstentions: Eduardo Aguilar, Lacey Craft, Natalie Lopez, Jackie Martin, Adam Meehan, Susan Miller

The motion carried.

ACTION

A. Curriculum

Motion 2 MSC: W. Nelson/Towfiq   Faculty Senate approval of curriculum actions taken on April 7, 2021 (see Exhibit 2).

Abstentions: Eduardo Aguilar, Lacey Craft, Jackie Martin, Adam Meehan, Susan Miller

The motion carried.

B. Committee Appointments

Senator and Committee on Committees Chair Anastasia Zavodny reported no Action was required today and she reminded Senators that Senate is still seeking a part-time faculty advisory position volunteer for the Infrastructure and Sustainability Council and an additional part-time faculty advisory volunteer for Institutional Effectiveness, Planning and Fiscal Stewardship Council.

C. Approve PD Coordinator Announcement

Motion 3 MSC: Faulkner/Towfiq   Faculty Senate approval of the PD Coordinator announcement as amended (see Exhibit 3).

Abstentions: Eduardo Aguilar, Lacey Craft, Susan Miller

The motion carried.

D. Process for Grant-Funded Faculty Appointments

Motion 4 MSC: Laughlin/Towfiq   Faculty Senate approval of Faculty Senate/District Appointments for Grant-Funded Positions, etc. Overview/Proposal (see Exhibit 4).

Senate President Rocco Versaci displayed Exhibit 4 and reviewed edits given to him by Senators. President Versaci restated that essentially, three areas related to grants are under review. The first part is the oversight process which is currently not in place nor is it covered by the document. The next part is associated with what happens when faculty is not doing the grant work that they are being compensated for and this also is not covered by the document. The focus of this document is the process for appointments only. The restructuring of the grant process will be a multi group activity to include PFF and the administration. Versaci added his goal is to get these groups actively working on the various processes. He also added this new process will hopefully be in effect beginning fall 2021 and once it is, the document can be revisited from time to time for updates or to add more clarity when needed.

Senator and Credit for Prior Learning Coordinator Candace Rose questioned Versaci about the vetting process asking if this should be reviewed by departments. Versaci stated that all of the information is transparent to faculty through Senate agendas, exhibits and minutes. This gives faculty every opportunity to ask questions and to share their concerns.

Senator and PD Coordinator Kelly Falcone referenced the document where it states that the information will be added to the PFF Contract, Appendix F and stated the format for listing release time positions should always be consistent. A complete list of faculty positions that have release time or stipends associated with it should be included and should always include the duties and responsibilities of the position. Falcone added this may become an additional mechanism to put in place to hold faculty more accountable for performing the duties associated with the position. VP Fererro pointed out that not every position can be or should be included in Appendix F for various reasons. She recognized that Appendix F does need to be cleaned up. When Article 15 comes up again in negotiations, Appendix F is included which will give PFF an opportunity to revise it. It won't include job descriptions or duties for those positions but will include all ongoing positions.

Senator and Articulation Officer Ben Mudgett stated going forward, having very clear communications out to the campus community of what is expected for the grants process is important and makes it well understood.

Versaci wants to add a Grants Oversight Committee discussion to next week's Senate agenda.

Wing Cheung, a current PI for an NSF funded grant expressed his concern about some of the language in the document and said some of the merit of a grant application is evaluated on the credentials of the PI on the team. If Faculty Senate does not approve the PI listed on the application, this may cause problems for the grant. VP Fererro pointed out that PIs are excluded from this process for that same reason.

VP Fererro asked Senators and other faculty present in the meeting to disclose other types of grants they are aware of and not currently reflected in the top section of the document. Senator Jackie Martin explained there are many small grants and suggested at some point we should differentiate the types of grants that we are awarded.

Cindy Anfinson shared that many grants she's worked on are federal grants awarded through the US Dept of Education, either Title V or Title III grants. Some of those grant applications ask for a faculty coordinator position that is intended for counseling faculty. It has been a concern that some of the coordinators are instructional instead of counseling faculty. Versaci stated if the grant calls for specific faculty, counseling or instructional, the call would only go to that specific area.

Senator Falcone asked for additional clarification of what this document addresses. President Versaci stated the reason we are having this discussion is because there was a problem with faculty not fulfilling their duties and this caused the District to want all control over making faculty appointments. This document is meant to show a shared responsibility in making those appointments. The mechanism for removing faculty and what would happen, that has yet to be determined and not something that can come from the Senate. The problem that Senate is trying to solve at the moment is to ensure that both Senate and the District share the responsibility for making these particular appointments.

More discussion took place about the various types of grants and whether or not they fall under the proposed process.

Versaci tabled the discussion for further consideration at Senate on April 19.

The motion was tabled.

INFORMATION ITEMS

A. **Structural Student Dissatisfaction with Asynchronous Courses** (see Exhibit 5)

ASG President Kateri Mouawad presented Exhibit 5 and asked Senate for further collaboration on these issues. President Mouawad shared that during this spring semester, ASG has been getting very harsh reviews from students

regarding negative online education. ASG Student Trustee Rachel Alazar and ASG Representatives Tyesha Tate and Yolanda Elizando reviewed the exhibit during the meeting. The primary reason ASG is bringing this issue to Faculty Senate is to seek ways to make the online education experience at Palomar better for both students and faculty. ASG is requesting certain resolutions on behalf of Title V which specifies that there needs to be a precedent set between what we think an outcome should be for communication between faculty and students. Since this is not in place for third party asynchronous courses, it should be discussed and added. ASG is asking for more oversight on classes to ensure professor and student collaboration and supplemental material provided by the professor and specify in class notes that third party sources are used, and that surveys are conducted at the end of every semester to ensure students' voices are heard.

Several Senators thanked the ASG for attending Senate today and expressed concerns regarding this issue. Senator and DE Coordinator Erin Hiro stated this issue falls under DE and is already tackling course packs and worried about the accessibility of them. This is important for accreditation as well. Mouawad and Hiro will discuss this further off track.

Senator and TERB Coordinator Lawrence Lawson shared TERB created a survey for faculty regarding these issues. The feedback will be shared with Senate and ASG.

Senator Falcone suggested a survey go to students asking for feedback just on course packs. This additional information may be useful to the DE Committee. Falcone also added faculty need to be reminded that regardless of whether they use course packs, faculty are still required to have regular and substantive interaction with the students. Those elements are built into the course.

Senator Sabrina Santiago asked Mouawad for permission to include these exhibits for the Guided Pathways research she is conducting.

Senator Susan Miller stated the three-year TERB evaluation cycle is not timely and giving faculty the ability to understand how students are responding to their teaching. Miller does her own in-house student evaluations every semester because this feedback is incredibly useful and encouraged other faculty to do the same.

Senator Mudgett mentioned as departments prepare for the PRPs due this fall, it would be a good time to take a hard look at the outcome data and to have authentic discussions of the results.

B. Volunteers for Scholarly & Professional Achievement Award

Versaci reported to Senators there are six nominees for the award and asked for volunteers to review the applications. Senators Faulkner, Aguilar and Miller volunteered to review the applications.

C. Resolution to Nominate A. Zavodny for ASCCC South Representative (see Exhibit 6)

Senator Anastasia Zavodny announced she is running for an ASCCC Executive Committee position and needs a resolution of support from Senate.

Motion 5 MSC: Faulkner/Zavodny   Faculty Senate approval to suspend the rules and move back into Action.

The motion carried.

Motion 6 MSC: Laughlin/Dalrymple   Faculty Senate approval of the resolution of support for Senator Anastasia Zavodny as the south representative for ASCCC Executive Committee.

The motion carried.

D. Senate Elections Update

Senator and Elections Chair Alexandra Doyle Bauer announced a call will be going out to all faculty for Faculty Senator nominations with a due date of April 25. In May, eight Senators will have terms expire. The ballot will be emailed to faculty on April 26 with a due date of May 2. The Senators will be confirmed during the May 3 Faculty Senate meeting. New Senators will be invited to the May 24 Faculty Senate meeting.

E. New Permission Code/Waitlist Process – Tabled.

REPORTS

ASG (Mouawad)
1) ASG had VP Shayla Sivert and Dennis Astl present on opening campus in the fall of 2021and the new plans for construction regarding the athletics complex.
2) We formed an elections committee, as we will now begin our work to open up elections andapprove our governing documents.
3) We're moving forward with compensation, finalizing our academic budget, and planning avariety of virtual events.
4) ASG approved our statement in support of Asian Americans.

President (Versaci)
I had meetings with both VP Sivert and President Kahn this week. In both cases, we talked about how plans for the fall would be revised in light of Governor Newsom's call for reopening. This was a topic at the Governing Board meeting on Tuesday, April 6, as well. The currently configured fall schedule has 23% face to face. I will continue to lobby to increase this, though we have received no solid word on what the plans to revise are.

SSEC/SEA (Versaci) - SSEC/SEA next meets on Friday, April 23.

SPC (Versaci) - SPC met on Tuesday, April 6. Some highlights:
- Jack Kahn asked for volunteers from SPC to join a group tasked with discussing a suitable acronym to be used in DEI discussions (i.e., BIPOC v. BILPOC v. something else).
- Michelle Barton provided an update about the Vision, Mission, and Values statements and the results of a survey that went out asking for feedback. PFF Co-President Barbara Baer asked why part-time faculty were not included in that survey, and no clear answer was given. SPC agreed that part-time instructors should be given the opportunity to comment on the statements.
- VP Ambur Borth gave an update on the HEERF II spending, which allows for more flexibility than HEERF I. The District still has about $1.3M in other Covid-19 allocations. The college's share of HEERF III funding should be about $30.4M. The percentage breakdown of HEERF II spending is as follows:
  o PPE & Facilities – 16%
  o Instruction & Classroom – 20%
  o Student Grants – 29%

- o Health & Safety – 17%
- o Departmental – 8%
- o Indirect – 10%

IPC Report (Versaci) - IPC next meets on Wednesday, April 14.

SSPC – No report.

HRPC – No report.

FASPC (Antonecchia) - FASPC will next meet on Thursday, April 15.

PFF (Laughlin)
I have been actively involved in the shared governance and union meetings including:
- Eboard meets 4/8/21
- Governing Board Meeting 4/6/21:
  - o The main order of business was the Budget Presentation by VP Borth and the FCMAT recommendations presentation by President Kahn. As noted before, the District is assuming the wort case scenario and very concerned about the "cliff." Although there were no actual negotiations away from the table, one slide on President Kahn's presentation noted "negotiated reductions." This notion toes the line of an unfair labor practice. It seeks to create consensus that reductions are necessary. We do not agree.
  - o Another important discussion was around the reopening plan for fall. We are ~22% scheduled for face-to-face classes. That may be very low given that Governor Newsome says California will be completely reopened by June 15th. https://www.mercurynews.com/2021/04/06/california-could-drop-most-covid-restrictions-on-june-15-leaders-say/

- Campus shared governance meetings:
  - o Faculty Senate
  - o SPC: there was much discussion regarding the antiracist AP and required trainings. The effect of required trainings must be negotiated.
  - o TERB
- Negotiations are up and running.
- Interaction with members: I have had with several meetings with members regarding various concerns about hiring practices, working conditions, and contract interpretation. I attended a department meeting to help mediate.
- 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 Board members: We have regularly scheduled meetings with Governing Board members monthly.
- The next, and last, Food Distribution is April 17th. After that Feeding San Diego will be using CSUSM as the site for preregistered food distributions. We will still be working on a Turkey distribution for Thanksgiving with the San Diego and Imperial County Labor Council.
- The CFT convention was virtual and not nearly as good as the face-to-face conventions of the past, but we had many great speakers including Khalil Gibran Muhammad, Kamala Harris, and Alex Padilla.

If you have concerns about these or any other issues, please email me at tlainelaughlin@gmail.com.

DEqCC – Diversity, Equity, and Cultural Competence (Aguilar/Sadat Ahadi)
DEqCC will meet on Friday, April 9, 2021. We are currently looking over the volunteer form for committees, rewording DEqCC's mission statement, planning workshops for fall 2021, and discussing and drafting a budget for the DEqCC's annual Social Justice Conference to take place in Spring 2021.

Accreditation (Meehan) - No report.

Distance Education (Hiro)
Here is a breakdown of DE Committee work at its April 7 meeting
Information:
1. ASG Survey Results -
The committee looked at the recommendations by the ASG and decided to consider recommending the following for action next time.
The Distance Education Committee has considered the results of a survey conducted by the Associated Student Government in Fall 2020 and would like to recommend faculty consider the following in improving online courses for students.
- Post reminders about due dates and update grades in a timely manner
- Provide clear faculty contact information
- Encourage student interaction through virtual group meetings or projects
- Host weekly office hours
- Create clear, easy-to-find syllabi that includes whether course is synchronous or asynchronous.
- Record information-heavy lectures for future reference
- Provide Zoom recordings/links in consistent, organized way
- Consider flexible deadlines, approachable style and/or extra credit to help students succeed during the stressful pandemic time.
- Give breaks for lectures as dictated by school policy.
- Faculty consider new [trainings](#) to improve classes.

Information from ATRC about online learning
March 2021
Palomar.instructure.com Information:
Spring 2021
Published Courses: 1,618
Total Courses: 2,104
Publish Rate: 76.9%
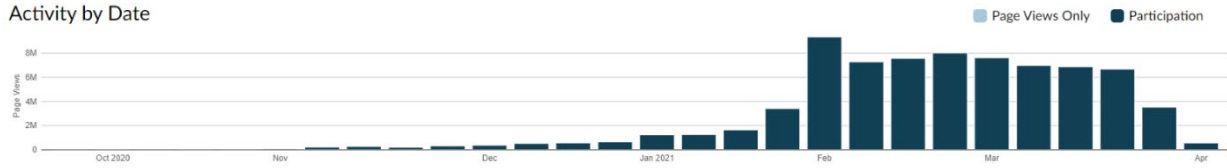
Teachers: 788
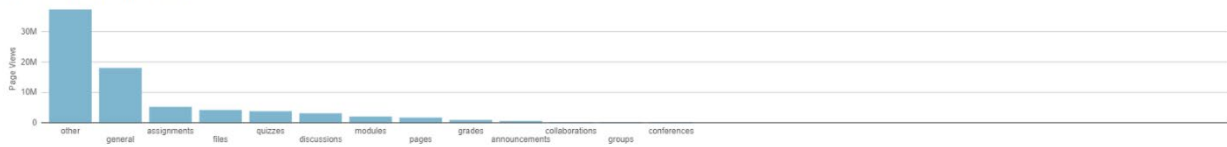Students: 18,100

Assignments: 61,608
Discussion Topics: 37,394
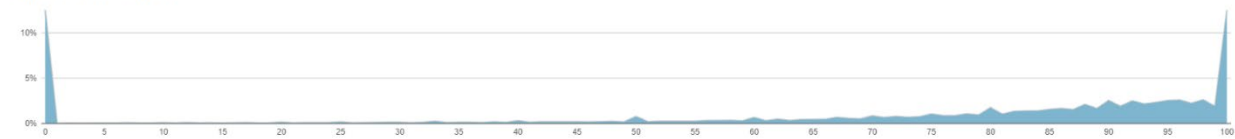Files Uploaded: 177,753
Media Recordings: 11,918
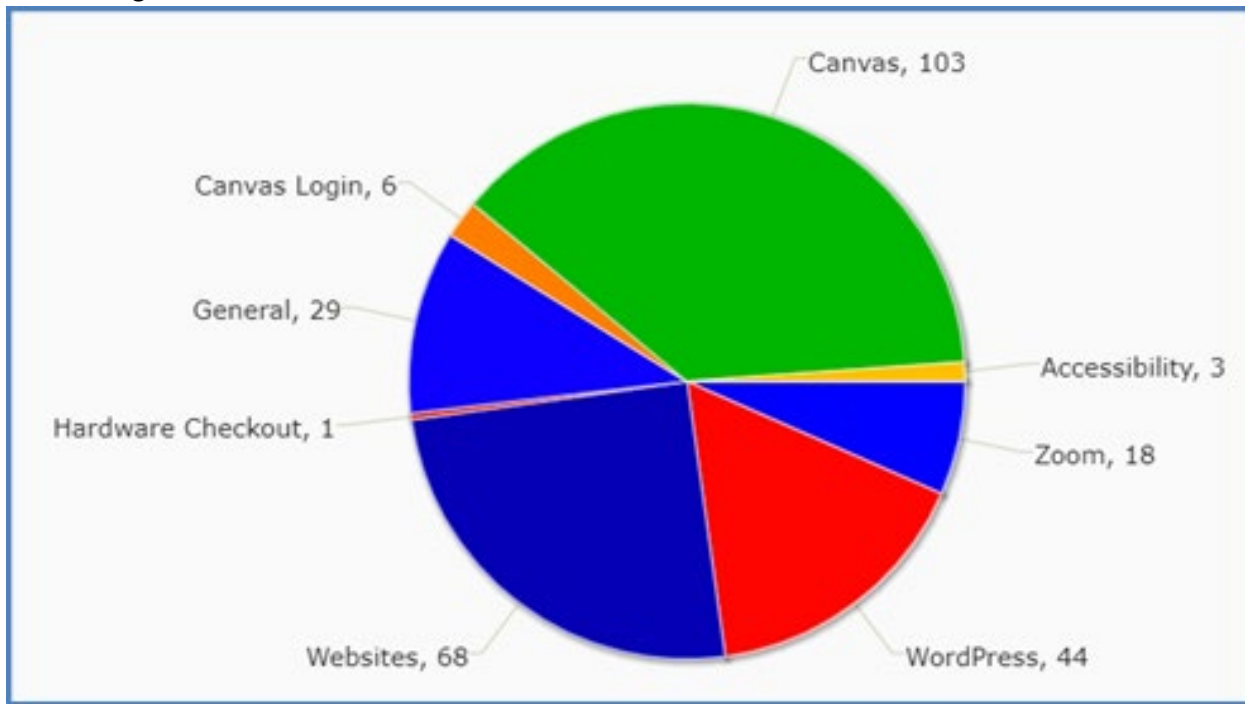
Activity by Date

Activity by Category

Grade Distribution

Page Break

Tickets: 18
Total Tickets: 272
Total Time: 14 days, 16 hours, and 7 minutes

Action
1. **Item:** Review and Approve POCR Plan
    a. **Discussion:** Peer Online Course Review was formally a grant that has ended. It will now be up to faculty to review courses. This will allow a faculty member who wants their course reviewed to do so. Erin reviewed the 5 steps to a POCR certified course. Erin reviewed the budget that still needs approval from Instruction.
    b. **Vote:** Motion to approve the POCR process and move forward with the proposed budget by Amy Caterina. Second by Steve Perry. All in attendance approved, with no "nays" or abstentions.

2. Item: Proctoring Policy
   a. Discussion: Design to give faculty and students background on proctoring needs and programs. The DE Coordinator collected feedback from various groups. VPI wanted to acknowledge student concerns. DE Members wanted to communicate to faculty need for advanced notice and flexibility. DRC representative noted some accessibility programs do not work with proctoring programs.
   b. **Vote:** Motion to approve the Proctoring Policy by Barbara Hammons, Second by Linda Morrow. All in attendance approved, with no "nays" or abstentions.
3. Item: Website organization
   a. Discussion: Committee looked at various elements of the organization focusing on making it student centered and helpful to faculty. Members also stressed the need to make information easy to find. The Committee discussed if it should include a separate feedback option for students but decided to keep with the college's current method for student complaints and feedback. The next step is to work with the Web Developer to institute the changes, seen below.
   b. **Vote:** Motion to approve the Website Reorganization by Steve Perry, Second by Stacey Trujillo. All in attendance approved, with no "nays" or abstentions.

Guided Pathways (Nelson) – No report.

Policies and Procedures (Lawson) – No report.

Budget (Fererro) - The Budget Committee next meets on Tuesday, April 13.

TERB (Lawson) – No report.

Professional Development (Falcone)
- The PD Due date for Part-Time Faculty is May 1st
- The PD Due date for Full-Time Faculty is May 15th
- Need help using the 3PD Portal? We launched a new interactive eLearning module title "How to Navigate and Use the 3PD Portal" you can register for it through the 3PD Portal.
- The All-College Employee Recognition Celebration has been scheduled for Friday May 21st from 3-4:30pm.
  o The celebration will be similar to the 2020 celebration, a virtual event celebrating all employees.
  o Matt Grills is taking the lead on planning and is working with a team from the Professional Development Committee.
  o If you are being acknowledged for years of service or constituent awards, you will be asked to send a picture to the PD Office to be included in the presentation.
- SPC approved AP 3000 which states "all members (staff, faculty, and board members) shall attend racial equity trainings or engage in racial equity activities each year." The PFF will negotiate what that means for faculty.
- Look for the call to apply to be the next Faculty PD Coordinator. If you are considering the position and have any questions, please contact Kelly Falcone kfalcone@palomar.edu
- If you would like to watch recordings of system-wide webinars you might have missed, join the "CCC | Webinars, Conferences, and Events" Community in the 3PD Portal. The CCCCO is posting the recordings to all system-wide webinars with additional resources.
- Reminder, if you are looking for self-paced asynchronous learning opportunities, check out the curated playlists of online courses that might be meaningful for you: https://www2.palomar.edu/pages/pd/online-training/

AB705 Subcommittee (Anfinson) - No report.

Sabbatical Leave (Lawson) – No report.

Equivalency (Towfiq) – No report.

Faculty Service Areas (Mudgett)
The following discipline FSAs are approved and ready for Board action:
A. Air Conditioning, Heating, and Refrigeration
B. Automotive Body Technology
C. Automotive Technology
D. Cabinet and Furniture Technology
E. Diesel Technology
F. Disability Resource Center Counseling
G. Drafting Technology
H. Environmental Technology
I. Ethnic Studies
J. Fashion
K. Interior Design
L. Law
M. Religious Studies
N. Welding Technology

Credit for Prior Learning (Rose) – No report.

ADJOURNMENT: The meeting was adjourned at 3:50 PM.

Respectfully submitted,

Molly Faulkner
_____
Molly Faulkner, Secretary

EXHIBIT 2

Apr 19 2021						
Name	Division	FT/PT	Committee	Position	Statement	Action:
Sergio Hernandez	CTE	Full time	Finance & Administrative Services Planning Council	Faculty, at-large (19-21)	I would like to dive deeper into the functions of the college and help any any way possible, I have been here at Palomar college for 13 years and I feel it is time to spread my wings a little bit. Thank you for your consideration.	

EXHIBIT 3

Volunteer Information for Senate Ballot

Institutional Effectiveness, Planning, and Fiscal Stewardship Council: Part-Time Faculty representative (advisory vote)

(Select no more than <u>one</u> volunteer)

Volunteer Information	Statement
Bijan Massrour *Business*	In my past academic positions, I served as Program Director, Faculty, Dean of School of Business and Management, and Chief Academic Officer at several universities. I believe my past experiences could contribute to IEPFS Council's mission and success.
Shane Bradner *Chemistry*	With a masters in both Education and Science I think I have a unique outlook on both what students should learn and the best practices related to learning. During my time at Stanford equity, diversity, and inclusion were main talking points and I look forward to continuing that dialog with the council. Secondly, my experience working as a chemist gives me insight on what types of job opportunities are available in the San Diego area after graduating which helps me stay cognizant on what is best for students both now and in the future. Thirdly, my extensive list of chemistry labs and lectures I have taught both at Palomar and other institutions helps me compare and better evaluate what learning techniques works best in real world classroom settings. Finally, I pride myself on being a life long learner and to me that means listening to others first before giving my perspective. I think this mentality works especially well in a council setting and I look forward to not only sharing my perspective but also leaning from other educators.

April 19, 2021		
Institutional Effectiveness, Planning, and Fiscal Stewardship Council		
Senator LAST name	**FIRST name**	**Part-Time Faculty representative (advisory vote)**
Aguilar	Eduardo	Bijan Massrour
Craft	Lacey	
Dalrymple	Will	Shane Bradner
Doyle Bauer	Alex	Shane Bradner
Falcone	Kelly	Bijan Massrour
Farrell	Katy	Shane Bradner
Faulkner	Molly	Shane Bradner
Fererro	Jenny	Bijan Massrour
Hiro	Erin	Shane Bradner
Jarvinen	Jason	Bijan Massrour
Laughlin	Teresa	Bijan Massrour
Lawson	Lawrence	Bijan Massrour
Lopez	Natalie	Shane Bradner
Manneh	Beatrice	Shane Bradner
Marshall	Leigh	Shane Bradner
Martin	Jackie	Bijan Massrour
Meehan	Adam	Shane Bradner
Miller	Susan	Shane Bradner
Mudgett	Benjamin	Bijan Massrour
Nelson	Scott	Bijan Massrour
Nelson	Wendy	Shane Bradner
Rose	Candace	Shane Bradner
Santiago	Sabrina	Shane Bradner
Stephens	Elizabeth	Bijan Massrour
Towfiq	Fariheh	Bijan Massrour
Versaci	Rocco	Shane Bradner
Wrathall	Reza	Bijan Massrour
Zavodny	Anastasia	Shane Bradner
(ASG) Walker	Jon	Shane Bradner

EXHIBIT 4

Process for Faculty Senate/District Appointments for Grant-Funded Positions~~, etc.~~
~~Overview/Proposals~~

Impacted Positions ~~Under Scrutiny~~

Effective Fall 2021, this process will apply to any grant-funded <u>faculty Coordinator/Lead</u> position <u>that receives release time or a stipend</u> ~~that needs to fill faculty positions using a call to faculty~~ <u>if</u> ~~any of the following apply:~~ <u>that release time/stipend is paid for through a</u> ~~Any~~ grant offered by or coordinated through the Chancellor's Office, <u>or through a U.S. Department of Education Title III or Title V grant. The following exceptions will apply:</u>

- <u>Grants with PIs and Co-PIs who were identified in the grant proposal and approved by the funding agency as a condition of the award are excluded from this process.</u>
- <u>Faculty members receiving hourly or nominal stipends for work done through a grant are also excluded from this process.</u>

<u>If any grant-funded Coordinator/Lead position arises that does not clearly fit into the above criteria, then Faculty Senate and the District will consult to see if this process should apply.</u>

Examples of impacted positions include but are not limited to:

- ~~Credit for Prior Learning~~
- Guided Pathways (Pillar Leads who are faculty)
- Work Based Learning
- Umoja
- Puente
- Others (e.g., Title V/STEM Activity Director, etc.)

Process

<u>Regarding the above impacted positions, it is clear that both the Faculty Senate and the District share appointment responsibilities, and a process is needed to make these appointments that addresses these shared responsibilities. Further, the Senate and the District support faculty innovation through grant funded activities, and a way to support these activities is to ensure that the most qualified faculty Coordinator/Lead is assigned to help facilitate the grant's objectives and deliverables. In that spirit, the District and Faculty Senate agree that an open call for these impacted positions shall be done using the following process:</u>

- The Faculty Senate (in the form of its Grant Oversight Committee) and the District will become more proactive in identifying grant proposals that involve faculty appointments. One <u>possible</u> ~~part of this~~ solution would be to centralize grant proposals on campus. <u>It is incumbent upon all of those involved in a particular grant or grant writing process—especially those faculty members involved—to notify the Senate at the earliest stages so as to facilitate the timely application of this process when faculty release time positions are expected to be a part of the grant.</u>

- The Faculty Senate President, two other Senators, and the relevant administrators will craft the position announcements including term length and, depending on the position,

determine what materials applicants must submit.

- The Faculty Senate President and the relevant administrators will put out a joint call for applicants.

- The Faculty Senate and the relevant administrators will have a formal discussion of applicants in Senate meetings (this would address the "after consultation with the chief executive officer or his or her designee" part of 53203 [f]). Candidates will be notified as part of the call that the Senate will be having these discussions (limited to relevant factual information for the position) in a Senate meeting before appointment. Senate would conduct a vote according to its procedures, but the result would be considered "advisory" until accepted by the District. If the District does not agree, then members of the Faculty Senate Council and the relevant administrators will meet until consensus is reached on the appointment. If all avenues of discussion fail to yield consensus, then the District will make the appointment and the Senate President may--if directed by the Senate body and in keeping with the rights accorded Faculty Senates under California Education Code and Title V--present the case for its choice to the Governing Board.

- In cases where the body providing the grant restricts the nature of faculty participation (e.g., Puente stipulates that the coordinator must be a counselor), the Faculty Senate President and the relevant administrators will put out a call to that particular department for volunteers according to the process outlined above.

- <u>If a particular grant is extended, Senate and the relevant administrators will confer to see if the faculty coordinator/lead position should be confirmed for extension or if a new call should go out.</u>

- <u>If the situation arises where a deadline must be met during a time when faculty are off contract, the Senate will make every effort to hold a special meeting to conduct its responsibilities outlined in this process.</u>

- Faculty Senate, PFF, and the District will work together to develop a procedure (by integrating existing discipline procedures from the CBA and Ed Code) for the recall of faculty members receiving release time/stipends who are not fulfilling those obligations. Attention will be paid to the time sensitivity necessitated by any particular grant.

- Representatives from Faculty Senate, PFF, and the District will meet to make sure that all faculty <u>Coordinator/Lead</u> positions~~—especially those receiving release time or stipends—~~are accounted for in terms of how they were created/seated <u>and listed in Appendix F of PFF/District Contract where applicable</u>.

- The Faculty Senate, PFF, and the District will continue mutual communication regarding this issue and our respective parts in it.

Updated 3.17.21

EXHIBIT 5

BECOME A PALOMAR COLLEGE POCR CERTIFIED FACULTY

STEP 1: COMPLETE POET
The process to becoming a POCR certified Instructor begins with completing POET, which provides you with the basic understanding of online course design and facilitation.

STEP 2: ATTEND A POCR WORKSHOP
Review the rubric and process in 30 minutes! Your Support Team is here to help!

STEP 3: ENROLL IN THE @ONE COURSE: "ABC'S OF ONLINE COURSE DESIGN"
This @ONE Course is free, self-paced, and takes you step-by-step through the CVC Rubric and prepare you to use the Rubric for online course review.

STEP 4: CONDUCT A SELF-ASSESSMENT OF YOUR ONLINE COURSE USING THE CVC RUBRIC
This step give you the opportunity to evaluate and make adjustments to your course based on your review.

STEP 5: JOIN A FACULTY REVIEW COHORT
Time to join a faulty cohort of three faculty members!
Submit your grades from the completion of "The ABC'S of Online Course Design" and your initial completed Self-Assessment using the CVC Rubric. You will review each other's courses, receive two faculty reviews, and then make any required changes to your course.

STEP 6: BECOME A POCR CERTIFIED INSTRUCTOR
The final step is to submit your course for final POCR review by one of our Peer Online Course Reviewers. Submit the two CVC Rubric reviews you received from your Faculty Cohort along with your completed final Self-Assessment confirming alignment in all sections of the CVC Rubric.

YOUR SUPPORT TEAM
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EXHIBIT 6
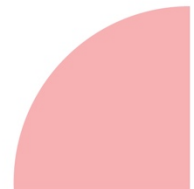
Proctoring Policy

Introduction

Palomar College is dedicated to student success. Authentic assessment is an important component of that success. A variety of methods may be used by Palomar faculty to meet their assessment goals and to maintain rigor in online classes. One such method is to use web cameras to administer online proctoring. Palomar College has a policy that addresses faculty use of cameras in online courses. Common online proctoring methods include using Zoom or a proctoring service like Proctorio to ensure academic integrity. There have been student concerns over proctoring and privacy. These concerns are addressed in our aforementioned camera policy. Faculty should be aware of the policy and take student challenges into account when creating their assessment plans.

Proctorio and Palomar

Palomar College has a contract with a proctoring program called Proctorio. Some Palomar faculty use it to ensure rigor and fairness in online assessment. Proctorio is an automated proctoring service used within a Canvas course, which allows faculty to monitor students taking tests and quizzes. According to its website, Proctorio works with "over 1,000 universities, institutions and corporations to provide secure, reliable, cost-effective remote proctoring, identity verification and originality authentication."

Here is more information on Proctorio from Palomar's ATRC

Important Requirements for using Proctorio:

- Students must use a computer, not an Ipad or cell phone.
- The computer needs a webcam, microphone, Microsoft Edge and Google Chrome browser
- Students must have a stable, high-speed internet connection
- Students will be required to install programs into their computer.
- A quiet and bright location to take proctored exams

Technology Help

- For help from Palomar College, click here.
- For help from Proctorio, click here.

FAQS

Proctorio has multiple FAQs on its website.

Resources for Students

- How to install the right web browser?
- How to install Proctorio

Resources for Faculty

- Proctorio faculty training can be found through Palomar's Professional Development Office.

- Palomar faculty should notify their students about online proctoring requirements and methods, in the course schedule's class notes as well as on the syllabus.
- Students registered through the DRC may need assistance that conflict with proctoring programs. Contact DRC Testing Center for more information.
- Here is a suggested paragraph to use for students:
  Web Camera: Tests/exams will be proctored through Proctorio and/or Zoom, thus you'll need a computer, phone, or mobile device that has an operational camera and a good internet connection. Though cameras will be mandatory for exams, they will be optional during normal class sessions.