



FACULTY SENATE MEETING

October 11, 2021

EXHIBITS



Minutes of the
MEETING OF THE FACULTY SENATE
October 4, 2021

APPROVED

PRESENT: Eduardo Aguilar, Lacey Craft, Will Dalrymple, Alexandra Doyle Bauer, Molly Faulkner, Jenny Fererro, Sergio Hernandez, Erin Hiro, Jason Jarvinen, Teresa Laughlin, Lawrence Lawson, Beatrice Manneh, Leigh Marshall, Adam Meehan, Ben Mudgett, Scott Nelson, Wendy Nelson, Tina-Marie Parker, Candace Rose, Elizabeth Stephens, Fari Towfiq, Rocco Versaci, Reza Wrathall, Roxanna Vega (ASG), Anastasia Zavodny

ABSENT: Susan Miller

GUESTS: Barbara Hammons, Tanessa Sanchez, Alyssa Vafaei

Please 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

Senate VP Jenny Fererro reminded faculty to submit their prove of COVID-19 vaccination to HR as soon as possible. PFF will be following up with faculty who haven't met the deadline of October 11. Faculty who aren't coming to campus should still submit documentation to HR.

Alyssa Vafaei from the Disability Resource Center (DRC) announced October is National Disability Employment Awareness month and it's being celebrated at DRC with several events. A calendar of these events will be emailed campus wide later this week. The most important event takes place on Friday, October 22 with a Student Perspectives Panel. During this panel, we will hear about the good, the bad and the ugly of navigating at Palomar. She encouraged all Senators and faculty to attend. Register in the PD Portal for Faculty Hour in DRC.

ANNOUNCEMENTS

Senate Secretary Molly Faulkner announced that Neil Simon's *Fool, A Comic Fable* starts on October 7, live and in person on campus in the courtyard. Tickets can be purchased here www.palomarperforms.com

AGENDA CHANGES – No agenda changes.

APPROVAL OF MINUTES

Motion 1 MSC: Towfiq/Laughlin

Faculty Senate approval of meeting minutes dated September 27, 2021 (see Exhibit 1).

The motion carried.

ACTION

A. Curriculum

Senator and Curriculum Co-Chair Wendy Nelson shared that a ton of curriculum came in to meet the October 1 deadline. She encouraged faculty to submit any last-minute curriculum over the next few days and Curriculum will try to get it submitted for December approval. She asked faculty to monitor email for questions that may come as their curriculum makes its way through the approval process.

B. Committee Appointments

Motion 2 MSC: Zavodny/Towfiq

Faculty Senate approval of the following committee appointments (see Exhibit 2):

AB 705 – **Daniel Straub**, Faculty, DRC

Academic Grade Review Panel – **Beth Pearson**, Biology, Faculty Alternate

Comets Affordable Learning Materials (CALM) – **Michael Wright**, Faculty, CTE (21-23)

Scholarship Committee – **Susan Russell**, Faculty, at-Large (20-22)

The motion carried.

Motion 3 MSC: Zavodny/Faulkner

Faculty Senate approval of the results of the ballot for the Behavioral Health and Campus Wellness committee member selection (see Exhibit 2):

Behavioral Health and Campus Wellness – **Lori Meyers**, Faculty, Counselor, (21-23)

The motion carried.

Senator and Chair of Committee on Committees Anastasia Zavodny emailed the ballot to Senators.

INFORMATION ITEMS

A. Area D Meeting on October 16

Senate President Rocco Versaci announced the Area D meeting is a virtual meeting this year with no attendance fee required. Versaci encouraged faculty to attend if interested. More information can be found here:

<https://asccc.org/content/area-d-meeting>

B. Update on Faculty Hiring Procedures/AP 7120

President Versaci said he along with VP Fererro met with Dr. Rivera-Lacey, VP Kahn and VP Montoya to discuss the changes made to the Faculty Hiring Procedures and AP 7120. Dr. Rivera-Lacey asked for clarification on who makes the final decision for the hire. Versaci responded by saying Faculty Senate clarified the language so that a final hire decision would be reached by consensus within the second level committee and failing that, then a majority vote. The previous language gave the final authority to the College President. President Rivera-Lacey said she wasn't comfortable with the

change mainly because she felt this is a “big” change. Versaci and Fererro explained the language has been interpreted differently by recent College Presidents based largely on their own personalities. This change is an attempt to codify the language in a way that works best. President Rivera-Lacey felt the College President should have the power to call an end to the search. Versaci and Fererro will be meeting again with the College President and her executive team to finesse the language that will satisfy both parties.

VP Jenny Fererro said the meeting was collegial with everyone showing respect to each other’s opinions. Fererro believes a good compromise will be met. She added that there wasn’t any sort of intent on the part of the administration to wrestle all control away from faculty. It was more a reluctance to create a process that could be potentially negative for somebody down the road. President Rivera-Lacey and both VPs seemed appreciative of the work that Faculty Senate has done and all seemed very eager to move forward.

C. Update on Enrollment Barriers

President Versaci delivered the document to the President and her executive cabinet. She responded right away saying she would review and get back to Faculty Senate. Versaci will also provide to the Governing Board during the October 5 meeting a recap of the recent actions taken by Faculty Senate and to the documents. Versaci will update Senate as responses come back.

D. Formation of a Constitutional “Cleanup” Workgroup

President Versaci asked for volunteers to form a “cleanup” workgroup. Because of all the recent governance changes, it is necessary to make those changes reflected in the Faculty Constitution. The workgroup will not be tasked with an overhaul or any major edits to the Constitution as was recently done in 2019/2020. VP Fererro and Senator Zavodny volunteered to assist President Versaci with this work.

E. Setting Senate Goals for ’21-’22

President Versaci asked Senators to share ideas for setting Senate goals. Suggestions included:

- Engage in a conversation about whether Faculty Senate should become involved in the Program Review & Planning (PRP) process
- Make additional progress to complete action steps identified in the Part-Time Faculty Equity Initiatives.
- Create a Senate calendar (not date specific) that would facilitate internal planning.
- Create an informative video, document, or ? explaining who Faculty Senate is and what does Faculty Senate do. Maybe include a brief history of Palomar’s Senate...the 10+1.
- Create a training tool for Faculty Senate representatives who may be leading or serving on various groups or committees. Explain the expectations of the role this person plays.
- Reevaluate Faculty Senate release time positions.
- Work with the PFF to clarify and improve the NOHE process.
- Create an onboarding process or an info packet for new Senators covering things such as general expectations, Brown Act info, Robert’s Rules of Order, or any other information that helps explain the role of a Senator.
- Improve communication with faculty
- Review Faculty Senate Committees
- Invite Governing Board Members to Faculty Senate meetings

F. Brown Act, Remote Meetings, and AB 361 (see Exhibit 3)

President Versaci summarized AB 361, which allows for legislative bodies to not be held strictly accountable to the Brown Act during the Covid state of emergency (this includes holding remote meetings via Zoom or some similar format), provided that certain conditions are met. Governor Newsom signed an executive order that temporarily suspended

some of the requirements of AB 361, but that order expired at midnight on September 29. With the expiration of that order, legislative bodies subject to the Brown Act need to take further steps to continue to meet remotely. Specifically, these bodies must pass a resolution affirming that the state of emergency still exists and that it remains unsafe for people to gather fully in person to conduct business. In addition, these bodies must reaffirm these findings every 30 days. Versaci researched other academic senate actions taken to meet these new guidelines. Some area faculty senates are passing such resolutions, and the exhibit for today's meeting was modified from the resolution passed by Grossmont College. Palomar's Governing Board will be discussing and presumably passing its own resolution at their October 5 meeting. The wording of this resolution affirms that it remains unsafe for large gatherings and that all legislative bodies of the Palomar Community College District may continue to meet remotely. Versaci asked VP Montoya if "all legislative bodies" was meant to include the Faculty Senate and its subcommittees, and he indicated that it did. Versaci also asked that he affirm that in open session at the October 5 meeting, and VP Montoya said that he would.

The options therefore facing the Faculty Senate are to either 1) do nothing as VP Montoya indicated that Faculty Senate falls under the resolution coming from the Governing Board but Faculty Senate will then be obligated to follow their decisions made about future meetings (in-person or remote), or 2) pass its own resolution.

Several Senators expressed opinions about the options and consensus was to follow the guidance of the ASCCC and VP Montoya and take no action at this time.

REPORTS:

ASG

Roxanne Vega provided her report during the meeting and said that ASG is currently working on creating their committees and goals for this academic year.

CALM

Senator Anastasia Zavodny reminded Senators this is the season for textbook adoptions which are due by the end of the month. She asked that any faculty using a CALMed course to please complete the CALM form. Zavodny also added that a survey will be going out to faculty about experiences with the bookstore and textbook adoptions.

President (Versaci)

Senate VP Jenny Fererro and I met with President Rivera-Lacey, VP Kahn, and VP Montoya on Tuesday, September 28 to discuss the changes to the faculty hiring procedures. We will be providing a more detailed update at this week's Senate meeting, but Executive Administration expressed some concerns about who had the final decision-making responsibility in faculty hires. Our revisions created a consensus model, which spread the responsibility/authority to the 2nd Level Committee as a whole, while President Rivera-Lacey was reluctant to agree to such a shift so early in her tenure as president. It was a productive conversation, and we think that we can craft/alter the language so that both sides have their concerns met. In terms of timing, the general feeling in the group was that faculty hiring could proceed with some of the new provisions used (i.e., the two-step as opposed to the three-step interview process) while we finalize the rest. Once we meet again with Star, Jack, and David, we will bring the proposed compromises to Senate for discussion.

College Council (Versaci) – No report. The College Council next meets on Friday, October 8.

Equity, Education, & Student Success (EESS) Council (Versaci) – No report.

The EESSC met on Friday, October 1 (before the Senate meeting but after this week's reports were due).

Institutional Effectiveness (IE) Council (Bongolan) – No report.

Employees, Community, & Communications (ECC) Council (Ferreiro) – No report. The ECC next meets on Friday, October 1.

Infrastructure & Sustainability (IS) Council (Lucindo) – No report.

PFF (Laughlin) - No report.

EEDCC – Educators for Equity, Diversity, and Cultural Consciousness (Aguilar/Sadat Ahadi)

- We are working on the Social Justice Convening proposal forms and flyer, and we will share both with the campus in mid-October.
- We now have a website destination on the Faculty Senate website.
- Our next meeting is scheduled on 10/8/21 12:30--2:00 p.m.

Accreditation (Meehan) - No report.

Distance Education (Hiro)

The next Distance Education Committee meeting is scheduled for Wednesday, Oct. 6 at 2:30 p.m. Zoom ID 919 9930 3997 Passcode 974173.

We will be discussing proctoring options and recommendations that we will bring to the Senate in mid-October. Everyone is invited to come and share in the discussion.

We will also be looking at ways to update TERB evaluations forms to reflect new distances education formats. The DE Committee plans to send those recommendations to the TERB committee for review. All feedback is welcome.

For more information, contact Distance Education Coordinator Erin Hiro at ehiro@palomar.edu

Guided Pathways (Nelson)

Pillar 1 Clarify the Path

A. Summer Activities

1. Developed [logos](#) for Palomar Pathways
2. Developed [scripts](#) for Palomar Pathway videos
3. Helped with redesign of [Palomar Fact Sheet](#)
4. Reviewed Onboarding Orientation
5. Reviewed Steps to Enroll on website

B. Goals for 2021-2022

1. Goal 1 Marketing Pathways
 - Include videos, logos and other materials to website
 - Incorporate GP in organization of College Catalog
2. Goal 2 CSUSM Pathways
 - Promote CSUSM 4-year pathways to our students
 - Work with CSUSM on joint promotion
 - Work to with CSUSM to add more maps
3. Goal 3 Student Success Teams
 - Leading from the Middle Team will work on this project
4. Goal 4 Common Courses within Pathway – 1st year
 - Develop course taking patterns for each pathway

Pillar 2 Enter the Path

Goal 1: “Gateway” Courses

- Define “Gateway” Courses
- Determine STEM “Gateway” Courses
- Identify data metrics - connect with IRP

Goal 2: Underserved Students

- Determine innovative support for underserved students
- Develop a plan for supporting immigrant and undocumented Students
- Develop a strategic plan on how to increase intensive support for underserved students

Goal 3: Ambassador Program

- Develop the Guided Pathway Ambassador Program to support community outreach and In-reach
- Summer Interviews completed

Goal 4: Close the Loop

- E3 Career Continuum – where are we?
- AB-705 Committee and Subgroup – Continue to support Guided Pathways goals and objectives
- Integrated Tutorial Services – where are we?

Pillar 3 Stay on the Path

Goal 1: Technology

- High Point: Expands functionality of PeopleSoft
 - Degree planner, schedule builder, course auditor, message center, SIS automation for onboarding processes
 - Early Success Initiative in Comet Connect, aka Early Alert in Starfish
 - Virtual Resources for Student Success
 -

Goal 2: Career Planning before Education Planning

- Major selection confidence - Counseling to integrate software program
- Career Planning (before ed planning) - Type Focus career tool

Goal 3: Success Teams

Success Teams by Career and Transfer Pathways, aka Meta-majors - Pillar 1, 2, 3 joint goals

Goal 4: Degrees When Due

- Out of 900 students, 90 with Associate Degrees not filed.
- Reaching out to students close to a degree

Pillar 4 - Ensure Learning

Major Goals

1) Develop Palomar Excellence in Teaching and Learning Canvas Course - PETAL

- Course will incorporate universal design, assessment, portfolios, active & experiential learning, equity, service and work-based learning, career, decolonizing the syllabus, implicit bias & more.
- Available in Spring 2022

2) Expanding Employment Opportunities

3) CCSSE

4) Other projects

- Service Learning Project
- Decolonizing the Syllabus
- @One DE Learning Courses
- Equity & Curriculum summer workgroup

Budget (Ferrerro) – No report. The Budget meeting scheduled for Tuesday, September 28, was cancelled.

TERB (Lawson) – No Report.

Professional Development (Guerrero) – No report.

AB705 Subcommittee (Anfinson) - No report. Next meeting date for the AB705 SSC is October 14.

Sabbatical Leave (Lawson) – No report.

Equivalency (Towfiq) – No report.

Student Learning Outcomes (Bealo/Tavakkoly)

The SLO Coordinators are meeting Tuesday, 9/28 and Wednesday, 9/29 with Facilitators and focused on getting program assessments up to date. We meet Thursday, 9/30 with the VPI to coordinate SLO efforts and try to move things forward. The system (Nuventive not tied to META and things having to be manually input and updated) is fairly archaic and broken, so we are trying to come up with some better solutions for the long run.

Faculty Service Areas (Mudgett) - No report. The next FSA meeting is Tuesday, October 5.

Credit for Prior Learning (Rose) - No report.

ADJOURNMENT: The meeting was adjourned at 3:25 PM.

Respectfully submitted,

Molly Faulkner

Molly Faulkner, Secretary

Item D. from BoardDocs Agenda

The following curriculum changes, pending appropriate approvals, will be effective Fall 2022 or Spring 2022 (as indicated):

D.1. ACTION: Credit Program Changes - effective fall 2022											
Program Title			Disci.	Award	Units	Justification				Orig.	
A	AutoCAD Drafting and Design			DT	CA	8-15	This certificate is a nine unit stackable certificate. The purpose of this certificate is to quickly prepare a student for an entry level AutoCAD drafting position. This certificate will also allow a person to be promoted from an "out in the field" position to an office position and receive a pay raise. The courses in this certificate are also part of the Mechanical Engineering Drafting And Design Technology and Drafting and Design CADD/CAM Technology certificates.				Anita Talone

D.2. ACTION: New Credit Courses - effective fall 2022											
Subj	Nmbr	Title	Impacts (Hours, Units, Titles)	Trnsf.	Dist. Ed.	Grade Basis	Open Entry/Exit	Justification	Reqs.	Originator	
A.	MATH	295	Directed Study in Mathematics	N/A	CSU	TRUE	G/P/NP	No	To provide enrichment to students' math education and take them beyond the bird's eye view of math that they typically get at the lower division level.	Yes	Craig S. Chamberlin

D.3. ACTION: New Noncredit Courses - effective fall 2022											
Subj	Nmbr	Title	Impacts (Hours, Units, Titles)	Trnsf.	Dist. Ed.	Grade Basis	Open Entry/Exit	Justification	Reqs.	Originator	
A.	N READ	990	Reading Improvement	N/A	No	TRUE	N/NP/SP	No	This is the noncredit version of our READ 50: Reading Improvement class in order for us to offer the READ 50 as mirrored noncredit. We have had students express interest in the READ 50 class before, but they said they wanted to be able to take it as noncredit, so we are hoping to offer this as mirrored noncredit with the READ 50 class. This would allow more students to take the class who might not be able to now in its credit format.	No	Erin Feld

D.4. ACTION: Credit Course Changes - effective fall 2022											
Subj	Nmbr	Title	Impacts (Hours, Units, Titles)	Trnsf.	Dist. Ed.	Grade Basis	Open Entry/Exit	Justification	Reqs.	Originator	
A.	AODS/ PSYC/SOC	155	The Physiology and Pharmacology of Psychoactive Drugs	N/A	CSU	TRUE	G/P/NP	No	Updated CBO9, CB25, CB26, DE, other nonsubstantial updates.	No	James Fent

Approved October 6, 2021 Curriculum Committee Actions

B.	DT	111	Conceptual Design through Production	N/A	CSU	TRUE	G	No	This proposal is to clean up some errors found in the last revision and updating relevant information. Additionally, we are removing the cross listing with Engineering. Minor update to description, other nonsubstantial updates.	Prerequisite: DT 101 and DT 103 or DT 114; Recco. Prep: DT 117 and DT 190	Anita Talone
C.	DT	227	Printed Circuit Board Design II	N/A	CSU	TRUE	G	No	This proposal is to clean up some errors found in the last revision and update relevant information. Additionally, we are removing the cross listing with Engineering. Updated description, CB11, SG21, Work-Based Learning, grade options, other nonsubstantial updates.	Prerequisite: DT 226	Anita Talone

D.5. ACTION: Credit Course Deactivations - effective fall 2022

Subj	Nmbr	Title	Impacts (Hours, Units, Titles)	Trnsf.	Dist. Ed.	Grade Basis	Open Entry/ Open Exit	Justification	Reqs.	Originator
A.	AJ	92	Basic Police Academy III	No		G	No	AJ 92 has not been offered since Fall 2015. This course was the 3rd section of the old police academy format that is no longer offered. AJ 90 and AJ 91 were deactivated. We have not offered this class since Fall 2009. It should have been de-activated in Fall 2017.		Ed Sprague
B.	ENG	240	Introduction to Classical Mythology	UC/CSU		G/P/NP	No	We have not offered this class for several years, and it should have been de-activated in Spring 2018.		Leanne M. Maunu
C.	ENG	245	Survey of Biblical Literature	UC/CSU		G/P/NP	No	This class hasn't been taught for many years, and should have been de-activated in Fall 2017.	Yes	Leanne M. Maunu
D.	ENG	265	Science Fiction	UC/CSU		G	No	Removed as DT 111 cross listing.		Leanne M. Maunu
E.	ENGR	111	Conceptual Design through Production	CSU	TRUE	G	No	Removed as DT 227 cross listing	Yes	Technical
F.	ENGR	227	Printed Circuit Board Design II	CSU	TRUE	G	No	This course is no longer part of our curriculum.	Yes	Anita Talone
G.	ID	115	History of Decorative Arts I	CSU	TRUE	G/P/NP	No	This course is no longer part of our program.		Jessica Newman
H.	ID	121	History of Decorative Arts	CSU		G/P/NP	No	This course is no longer part of our program.		Jessica Newman
I.	ID	130	Light and Color	CSU		G/P/NP	No	This course is no longer part of our program.		Jessica Newman
J.	ID	135	Fabrics for Designers	CSU		G/P/NP	No	This course is no longer part of our program.		Jessica Newman

D.6. ACTION: Requisites - effective fall 2022

The establishment of the following advisories meets Title 5 Regulation 55003, effective fall 2022

Course Number	Course Title	
A. DT 111	Conceptual Design through Production	Prerequisite: DT 101 and DT 103 or DT 114; Recommended Preparation: DT 117 and DT 190
B. DT 227	Printed Circuit Board Design II	Prerequisite: DT 226

Approved October 6, 2021 Curriculum Committee Actions

D.7. ACTION: Distance Education - effective fall 2022

The following courses may be offered as distance learning and meet Title 5 Regulation 55200-55210, effective fall 2022

	Course Number	Course Title	Scheduling	Distance Ed
A.	AODS 155	The Physiology and Pharmacology of Psychoactive Drugs		
B.	DT 111	Conceptual Design through Production		
C.	DT 227	Printed Circuit Board Design II		

D.8. ACTION: Distance Education and Course Reviews

The following courses have completed the course review approval process. Those eligible to be taught Distance Education meet Title 5 Regulations 55200-5521 and are indicated below. Since these updates have no impact on catalog or college data, they are effective spring 2022.

	Subj	Nmbr	Title	Trnsf.	Dist. Ed.	Originator
A.	DNCE	206	Modern Dance IV			Margaret M. Faulkner
B.	FREN	201	French III		TRUE	William Carrasco
C.	LT	130	Library Media and Technology		TRUE	Linda Morrow
D.	MATH	120	Elementary Statistics		TRUE	Cynthia M. Torgison
E.	PHIL	111	Introduction to Philosophy		TRUE	Lee F. Kerckhove
F.	PHIL	116	Introduction to Logic		TRUE	Lee F. Kerckhove
G.	PHIL	125	Philosophy of Human Nature		TRUE	Lee F. Kerckhove
H.	PHIL	197	Philosophy Topics		TRUE	Lee F. Kerckhove

General Education

Select one of the following general education options:

Option A: Palomar Community College District General Education AND District Requirements (see section V)

Option B: California State University General Education Breadth (CSU GE Pattern, see CSU General Education Requirements).

Option C: Intersegmental General Education Transfer Curriculum (IGETC) pattern (see IGETC UC/CSU requirements).

Option D (University Studies): California State University General Education Breadth (CSU GE Pattern, see CSU General Education Requirements) or Intersegmental General Education Transfer Curriculum (IGETC) pattern (see IGETC UC/CSU requirements).

Option E: Students who have earned a bachelor's degree or higher from a regionally accredited college or university will satisfy the Palomar College associate degree general education and District requirements, except for the Title 5 Ethnic Studies requirement*.

*Transcript evaluations will be required to determine if non-Palomar College coursework satisfies the Ethnic Studies requirement. Students must provide an official transcript from the conferring institution.

*The Associate in Arts for Transfer and Associate in Science for Transfer degrees require full completion of the CSUGE or IGETC pattern. Evaluation of transcripts will be required to certify either the CSUGE or IGETC pattern as fully completed.



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by Wendy Nelson and Jack Kahn Co-Chairs, Curriculum Committee				Date September 10, 2021	
Proposed Name of Requested Group: Curriculum Committee					
Council	X	Committee		Subcommittee	Task Force
Action Requested:		Add		Delete	X Change
<p>Role, Products, Reporting Relationships: The Curriculum Committee shall be the preeminent body for the development and recommendation of curricular policy to include philosophy, goals, strategic and long-range planning. The Curriculum Committee shall coordinate, evaluate and review the college curricula to encourage innovation and excellence in instruction.</p> <p>Reporting Relationship</p> <ul style="list-style-type: none"> ● Faculty Senate for ratification of its action and then via the Vice President for Instruction and the Superintendent/President to the Governing Board. 					
Meeting Schedule: 3 – 5 p.m., 1 st and 3 rd Wednesdays, or as needed.					
Co-Chairs: Vice President for Instruction and Faculty Senate Representative					
<p>Members:</p> <ul style="list-style-type: none"> ● Four faculty representatives from each of the following divisions: Languages and Literature; Social and Behavioral Sciences; Mathematics and the Natural and Health Sciences Mathematics, Sciences and Engineering; Arts, Media, Business and Computer Science Arts, Media, and Business Administration; and Career, Technical, and Extended Education. Part-time faculty representation will be limited to no more than one per instructional division. ● Vice President, Instruction (Co-Chair) ● All Instructional Deans ● Associate Dean (non-voting) ● Director Occupational and Noncredit Programs (non-voting) ● Faculty Senate Representative (Co-Chair) ● Faculty Representative from Library ● Faculty Representative from Student Services ● Articulation Officer ● Representatives from appropriate areas will be solicited and appointed by the Senate. ● Student appointed by ASG (non-voting) ● Learning Outcomes Faculty Co-Chair ● Student Services Representative (voting) ● Manager, Instruction Office (non-voting) ● Curriculum Specialist (voting) ● Members will serve a three-year term with 1/3 of the membership confirmed each year. 					

I. **Tasks**

- A. It shall be the responsibility of the co-chairs to keep matters of strategic and long-range planning before the Curriculum Committee. Each fall semester, the co-chairs shall identify the strategic planning goals for the year and shall produce a report for Committee review no later than the last meeting of the year on

goals met. In addition, the philosophy and goals of the college shall be reviewed annually from the perspective of the College Curriculum Committee.

1. Approval of new instructional, Associate Degree, Certificate and Noncredit programs.
 - a. Reviews proposed programs to determine consistency with educational master plan
 - b. Prevents unnecessary duplication and overlap among programs and courses.
 - c. Validates transfer and vocational programs in terms of educational and employment opportunities
2. Approval of new courses for inclusion in the College Catalog.
 - a. Edits language of catalog description
 - b. Validates appropriate unit value
 - c. Assigns placement within Associate Degree and CSU GE requirements
 - d. Approves placement within Associate Degree and Certificate Programs
 - e. Approves course prerequisites and co-requisites
 - f. Approves basic skills entrance requirements
 - g. Approves cross-listings
 - h. Validates appropriateness of transfer and vocational courses
 - i. Monitors consistency of course numbers
3. Approval of changes to existing programs and courses in keeping with 1 and 2 above.
4. Approval of deactivations of courses and programs from the College Catalog.
5. Establishes procedures for, and conducts a periodic review of, programs and courses.
 - a. Annually reviews courses inactive for four years
 - b. Receives the annual report of the Articulation Officer
6. Recommends college-wide academic performance standards including, but not limited to:
 - a. Graduation requirements
 - b. Minimum academic qualifications and standards for:
 - i. Math and English
 - ii. Associate Degree applicable courses
 - iii. Non-Associate Degree applicable courses
 - iv. Noncredit courses
 - c. Writing Across the Curriculum
 - d. Reading Across the Curriculum
 - e. Critical Thinking Across the Curriculum
7. Monitors Course Outline of Record routine reviews.
8. Establishes standing and/or ad hoc committees as needed.

II. **Division of Labor**

- A. Membership to the subcommittees shall be appointed by the Co-Chairs maintaining the balance and continuity reflected in the membership of the Curriculum Committee as a whole. The tasks identified above shall be accomplished through the following subcommittees/or task force:
 1. Committee of the whole:

Duties apply to all new courses, programs, and changes in existing courses and programs:

 - a. Prevents unnecessary duplication and overlap among programs
 - b. Approves placement within Associate Degree and Certificate Programs
 - c. Approves cross-listings
 - d. Develops criteria for a timely and systematic review of Course Outline of Record
 - e. Edits language of catalog description and Course Outline of Record
 - f. Recommends college-wide academic performance standards including, but not limited to:
 - i. Writing Across the Curriculum
 - ii. Reading Across the Curriculum
 - iii. Critical Thinking Across the Curriculum
 - g. Monitors consistency of course numbers

- h. Validates appropriate unit value
- i. Approves course prerequisites and co-requisites
- j. Approves distance learning offerings.
- 2. Articulation Officer– General Education and Standards
 - Duties:
 - a. Assigns placement of new courses within Associate Degree, CSU GE and IGETC.
 - b. Approves changes to existing courses with respect to assigning placement within Associate Degree, CSU GE and IGETC.
 - c. Creates the annual report. Recommends college-wide academic performance standards including, but not limited to:
 - i. Graduation requirements
 - ii. Minimum academic qualifications and standards for:
 - 1) Math and English (basic skills)
 - 2) Associate Degree applicable courses
 - 3) Non-degree applicable courses
- 3. Multicultural Requirement Subcommittee
 - Duties: To review:
 - a. Multicultural courses.
 - b. Equivalency of multicultural courses.
 - c. Review of multicultural status every five years.
 - d. Other issues as assigned
- 4. Distance Learning Subcommittee
 - Duties: To review:
 - a. Distance Learning components of all courses
- 5. Requisite Subcommittee
 - a. Review of Prerequisites, Co-Requisites, Recommended Preparations and Limitations on Enrollment.
 - b. Review Validation and Supporting Information for Prerequisites, Co-Requisites, Recommended Preparations and Limitations on Enrollment.

III. Procedure

- A. Any proposal will proceed through the following channels:
 Faculty Originator, Program/Department, Division Dean, the Articulation Officer, the Multicultural Requirement, Distance Learning and Requisite Subcommittees if appropriate, Curriculum Co-Chairs, Main Curriculum Committee, Faculty Senate, Vice President for Instruction, Superintendent/President, Governing Board. The Curriculum Committee as a whole shall have responsibility for recommending approval to the Governing Board via the Faculty Senate. It shall be the responsibility of the faculty co-chair to facilitate this procedure.

Revised PAC 5/8/99 Approved Strategic Planning Council 12/3/03
 Revised Curriculum Committee 5/5/04 Approved Faculty Senate 5/10/04
 Revised Curriculum Committee 4/5/06, Faculty Senate 4/17/06
 Revised Curriculum Committee 9/17/08, Faculty Senate 10/20/08
 Revised Curriculum Committee 12/07/2011, Faculty Senate 01/31/2012
 Revised Curriculum Committee 10/1/2014, Faculty Senate 4/28/2014
 Revised Curriculum Committee 10/4/2017, Faculty Senate 10/9/2017
 Revised Curriculum Committee 10/6/2021, Faculty Senate TBD
If change is requested, attach current structure and list proposed changes.
 Approved by PAC: 10/2/01

EXHIBIT 5

October 11 2021							
Name	Division	Department	Committee/ Council requested	Position	How will you utilize an Equity and Antiracism lens in your work with this committee, or in what ways will you commit to learning about Diversity, Equity, Inclusion, and Antiracism?	What are the knowledge, skills, and abilities you will bring to this committee?	Action: Confirm
Susan Miller	SBS	Behavioral Science	AB 705	Faculty SBS	I am committed to using DEI and anti-racist principles in my own classes and in committee work at Palomar. I teach social and behavioral science statistics and am currently working to examine my own pedagogy from a DEI lens. This is an ongoing process and, if elected, look forward to serving with, and learning from, members of the AB 705 committee about ways to improve success and retention in math education for all students, which includes a focus on improving math education for marginalized groups.	My own experience with teaching statistics for many years. I recently completed the Decolonizing Your Syllabus workshop. I am currently working on curriculum for a new Social Justice Statistics class.	
Ashley Wolters	CTE	Welding Technology	Workforce and Community Development Advisory Group	Faculty at Large	As a teacher at Palomar college I am constantly inspecting communications and actions for micro aggressions and racial biases. I will continue to due so as a representative of Palomar College and serving in the Workforce and Community Development Advisory group	I bring 29 years of hands on experience in the San Diego based small business management. When combined with educator lens of Career and Technical Education. the KSA of my background allow me to build long lasting community relations which directly benefit the students via career placement and advanced training within the San Diego community.	
							Vote for 1
Richard Carr	L&L	English	AB705	Faculty. Part time	Being a multiracial, person of color, my life and professional work has always been dedicated towards inclusion and diversity in higher education. It is the only lens I use. I've been actively participating in Palomar's antiracism work since before it began, and will continue to do so in any capacity that I can.	I was once a first generation college student, so I can relate to the struggles and backgrounds of the students we serve. I utilized programs like Upward Bound, AVID, and EOPS to navigate my way to and through college, and I uphold their values of equity to create equal access to higher education for all.	
Padam Singh	MSE	Mathematics	AB705	Faculty. Part time	Every one has equal rights with no favors to any one for their rights, after having achieved the same academic qualifications.	After having worked for more than 15 years with diversity of skilled educators from all over the world now working with that same education mission.	

Volunteer Statements for Open Part-time Faculty Seat on Senate

Sherry Ludwig (World Languages)

My commitment to education and to public service stems from my belief in the value of lifelong learning. In building a long career, I have seen many changes in our growing and evolving field to include Equity, Diversity and Inclusion. As an active educator, both in and out of the classroom, I have shaped and reshaped my knowledge, skills and attitudes. I have been an advocate, a researcher, an educator and a philanthropist for education.

In a professional capacity, I am also an appointed member to the San Diego Commission on the Status of Women & Girls. Since its inception in 1975, the Commission is mandated to study and advise the San Diego County Board of Supervisors. I was recently reappointed by Jim Desmond of District 5. As an elected local official, I have given back to my home community in the capacity of school board trustee of the Fallbrook Union High School District for eight years.

Twenty plus years of experience as an adjunct professor at Palomar College, a reappointed Commissioner and a former elected school board trustee, uniquely qualify me to join the Faculty Senate at this juncture in my career.

For more information, please visit my website www.sherryludwig.com.

Tanessa Sanchez (Child Development)

My name is Tanessa Sanchez and I'm an adjunct faculty in the Child Development Department and I am interested in filling the vacant position on the Faculty Senate. I have taught in the community college district since 2017 and continue to strive in my efforts to maintain and model the highest standards of ethical conduct in my practice as both a faculty member and a student. I believe the work I am doing with HSI, Grading for Equity, the DRC, and the DE committee aligns with the academic and professional matters overseen by the Faculty Senate. I appreciate your consideration.

Senate Goals, '21-'22Idea for GoalPossible Action

Clarify the Faculty Senate's involvement with the PRP process

Discuss as agenda item
Take information to VPI/
relevant Council

Action items from part-time equity document

Discuss as agenda item
Form work group to pursue

Clarify Senate calendar – monthly “to dos”

Create in Senate Council &
bring as agenda item for
discussion & approval

Training for Senate committee reps

Discuss as agenda item
Create document and/or
outreach plan

Re-evaluate Senate release time positions

Create in Senate Council &
bring as agenda item for
discussion & approval

Clarify the NOHE process

Discuss as agenda item
Form joint work group with
PFF

Communication strategies from Senate to the faculty/campus

Discuss as agenda item

Review of committees

Discuss recommendations
from ConC as agenda item

Outreach to Governing Board members

Discuss schedule of visits as
agenda item

FAQ or training about 10 + 1 + 1
Onboarding for new senators

Discuss as agenda item
in early spring

Proctoring Solutions

- Palomar Problem:
 - How do we provide test security in an online setting that works for faculty but creates an equitable and anxiety-free testing environment for students.
 - Currently, we are using [Proctorio](#), which is effective but requires students to have certain upgraded technology.
 - Critics claim it is an invasion of privacy, causes anxiety and can judge different races differently.

Proctoring Solutions

- Palomar Problem:
 - Class breakdown
 - Fall 2021
 - 558 synchronous
 - 1393 asynchronous
 - Spring 2022
 - 258 synchronous
 - 1126 asynchronous

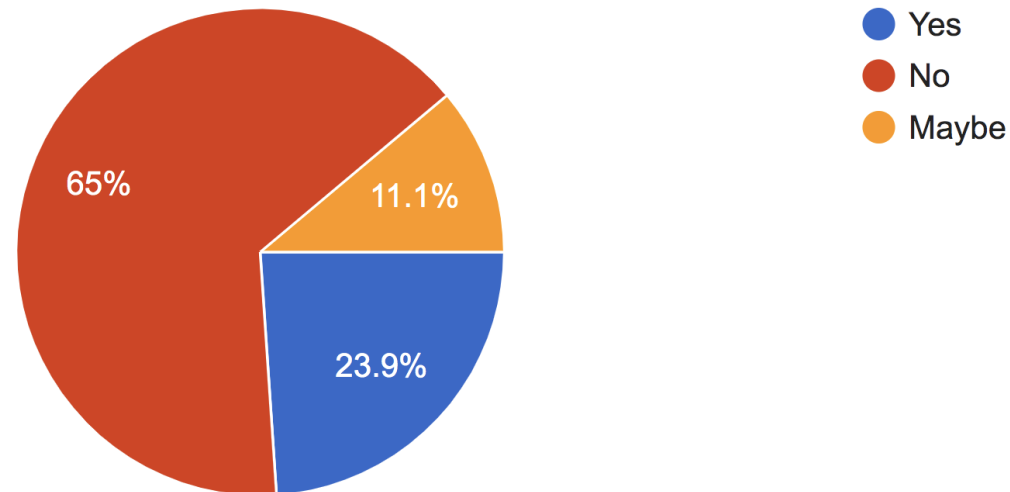
Proctoring Solutions

- Palomar Problem:
 - Proctorio usage since 2016
 - Used in 528 courses
 - Exams – 3,423
 - What did the survey say?

Proctoring Solutions – Survey results

Do you have a need for online proctoring services in the Palomar courses that you teach?

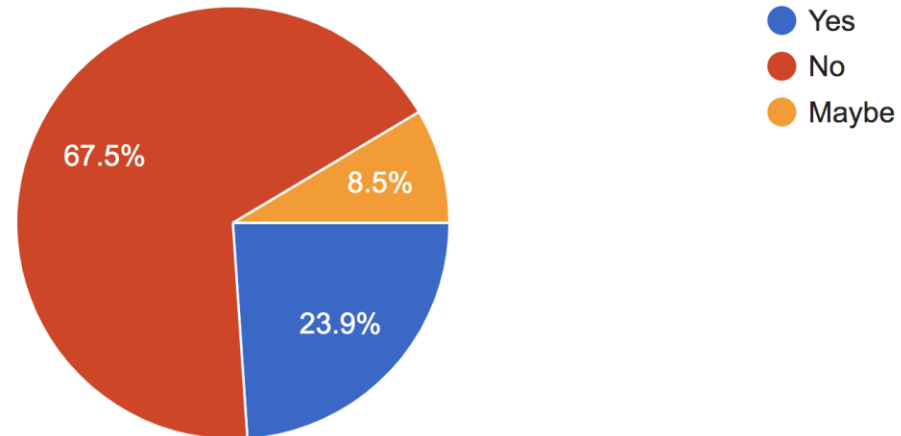
117 responses



Proctoring Solutions – Survey results

Do you have a need for on-campus proctoring services in the Palomar courses that you teach?

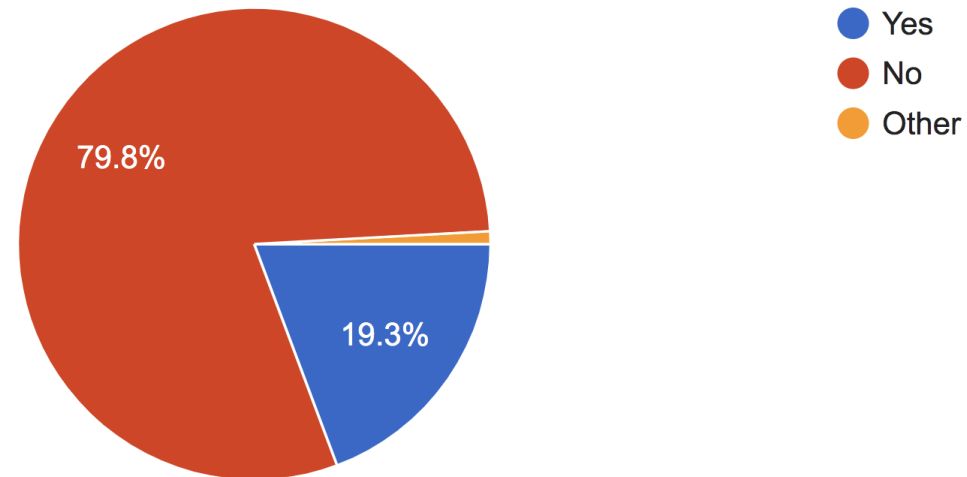
117 responses



Proctoring Solutions – Survey results

Do you use Proctorio?

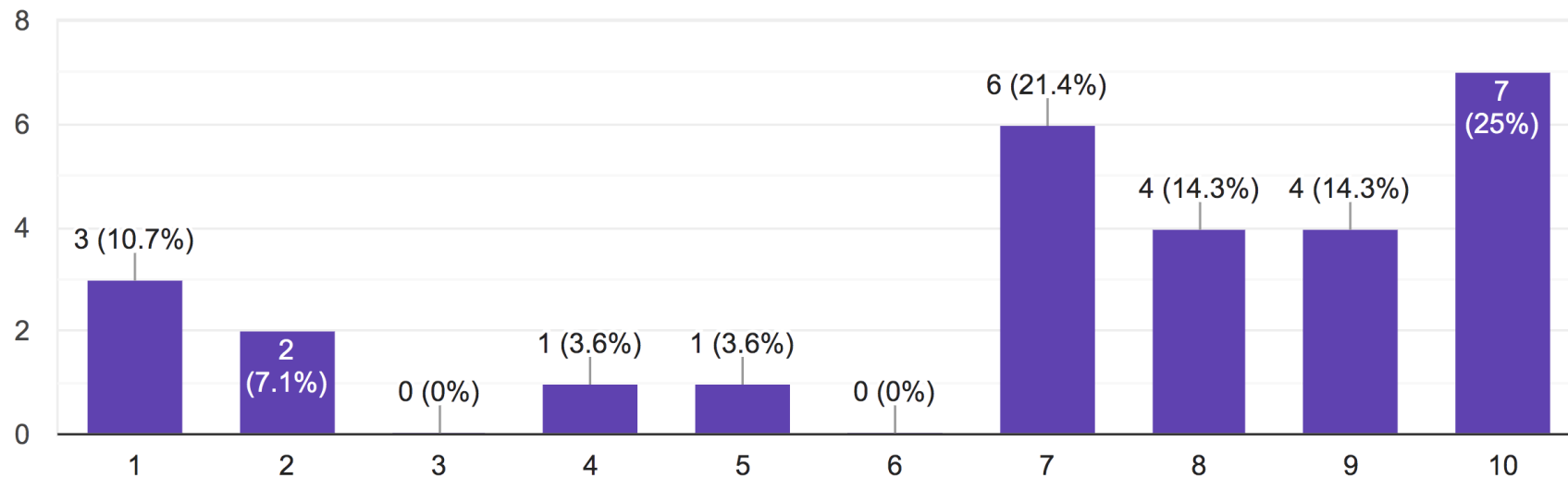
114 responses



Proctoring Solutions – Survey results

If you use Proctorio, on a scale of 1 to 10, with 1 being the least useful, how useful would you rate Proctorio as a tool for monitoring your exams?

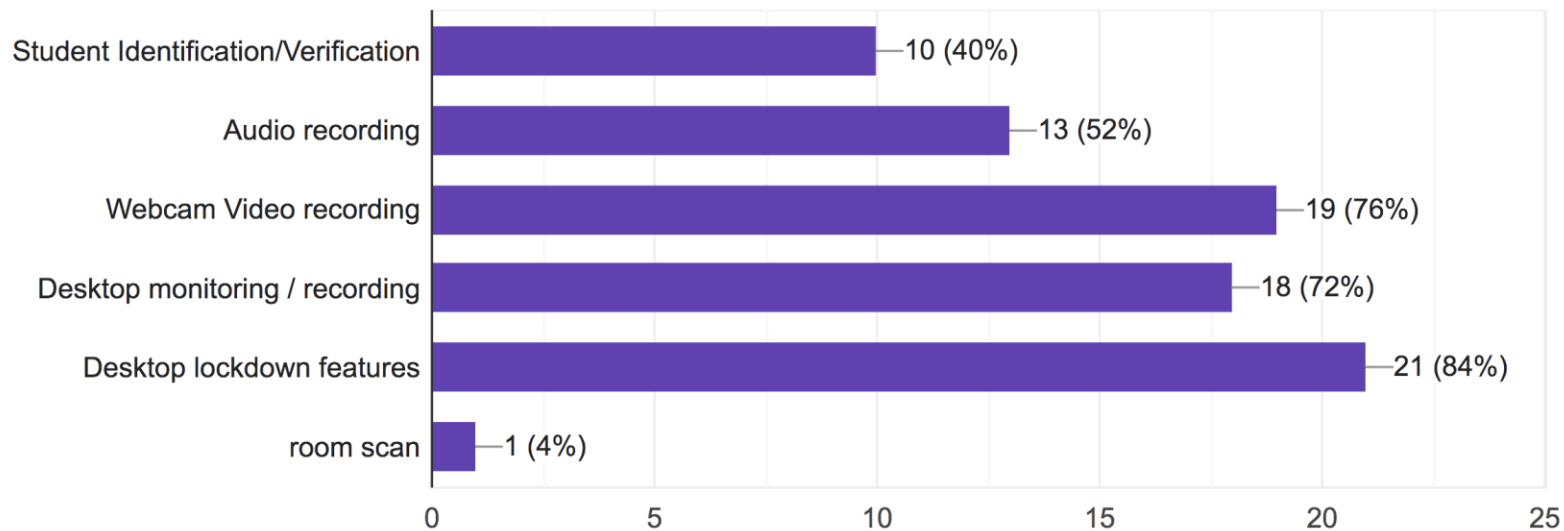
28 responses



Proctoring Solutions – Survey results

If you use Proctorio, what features do you use? Please check all that apply.

25 responses

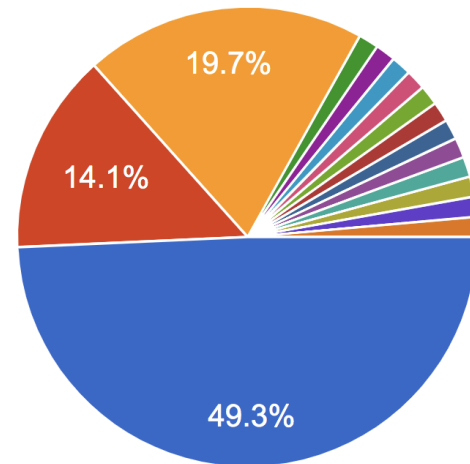


Proctoring Solutions – Survey results

Would an on-campus proctoring center in the Fall 2021 be a better alternative than Proctorio?



71 responses



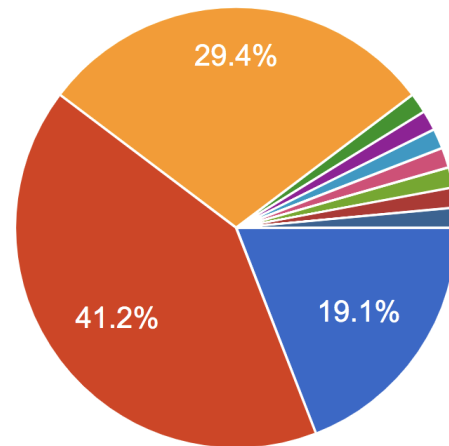
- Yes
- No
- Maybe
- No comment.
- Yes, as long as students in asynchron...
- It already is Fall 2021. It may be an op...
- Not for students taking the class far a...
- Do not use

Proctoring Solutions – Survey results

Would you forgo proctoring programs like Proctorio if there was an online proctoring service run by Palomar faculty offered in the fall? It would be held on Zoom and would not allow for browser lockdowns and screen monitoring.



68 responses



- Yes
- No
- Maybe
- if it was available 24/7
- Browser lockdown and screen monitor...
- I would prefer an option withbtowser I...
- The primary way that students cheat s...
- Not applicable

Proctoring Solutions

- Option #1
- Proctorio:
- Could limit what features teachers use on the administrative end
- Could restrict:
 - Student identification verification, audio monitoring, video monitoring, desktop lockdown
- We could upgrade Proctorio to include Live proctoring.
- Current Proctorio cost: \$16,000 actual price is \$53,000 annually.

Proctoring Solutions

- Option #2:
 - Switch to a different program:
 - Some area colleges use [Honorlock](#).
 - Still video monitoring but does not address the problem of invading students' privacy.
 - Still uses computer AI which could cause equity concerns
 - Lighting, wifi can lead to problems as well in different results for different skin tones
 - Only way to solve equity issues is to have a live person proctor
 - Need to use Chrome web browser

Proctoring Solutions

- Option #2:
 - Switch to a different program:
 - Some area colleges use [Honorlock](#).

HONORLOCK PRICING OPTIONS

Option 1: Enterprise License by Unduplicated User - This model gives the institution an unlimited number of exams per unique user and unlimited time on exams for one year.

Automated Only - Fully automated proctoring through securing the browser, utilizing AI to flag suspicious incidents, with a real-time dashboard.

Live Proctor Pop-in with AI - The industry's first hybrid between automated and live proctoring. A.I. runs in the background and notifies our proctors of suspicious activity. Proctors can then "pop-in" to a student's session and prevent dishonesty in real-time before it happens.

Enterprise / User Pricing Model

Number of Student Users	Cost Per User for Automated Only	Cost Per User for Live Proctor Pop-in w/ AI
TBD	\$8.00	\$18.00

Option 2: Per Exam - This model gives the institution the opportunity to purchase a bulk number of exams. Exams must be pre-purchased.

Per Exam Pricing

Product	Exam
Auto with Live Pop-in	\$4.50

Support: Both pricing models include free 24/7/365 support.

Implementation Fee: \$2,500 – includes setup w/ LMS integration, and 90-minute virtual training session that will be recorded as a refresher or for new faculty.

Proctoring Solutions

- Option #2:
 - Switch to a different program:
 - ProctorU (becoming [Meazure Learning](#)) where live person available to proctor.
 - Palomar used this before but found it difficult because students need to schedule appointments. Scheduling was difficult and Palomar was charged whether students attended or not.
 - Same wifi issues and technology needs apply
 - Cell phones don't work in these programs
 - Needs Chrome web browser

Proctoring Solutions

- Option #2:
 - Switch to a different program:
 - ProctorU (becoming [Meazure Learning](#))

ProctorU 12 Month Unlimited Record+	
FTE	19,000
Cost per FTE	\$50.00
Total annual number of exams (Record+)	Unlimited
Total annual cost	\$950,000

*No annual limit on exam volume

Proctoring Solutions

- Option #3:
 - Zoom Proctoring by Palomar staff or faculty.
 - Students could be put in a breakout room where they would need to share their screens and have the camera showing their work area.
 - Proctors would pop in and out of rooms randomly
 - There could be a wide variety of possible test times for students to sign up for or set hours.
 - Scheduling could be a challenge.
 - Could still cause anxiety and would be less convenient than 24/7 proctoring
 - Star Center (Third floor of library)
 - Hours: Monday, Tuesday 7:30 a.m. to 11:30 a.m. and Wednesday, Thursday 2:30 to 6:30 p.m.
Friday closed

Proctoring Solutions

- Option #4:
 - Develop and implement pedagogical strategies to eliminate/reduce need for proctoring.
 - Alternatives to Online Proctoring
 - Create large question pools and randomly assign questions for each quiz or exam.
 - Shuffle choices within questions.
 - Use a time limit.
 - Don't keep the test open for a long period of time. Keep the testing window small.
 - Consider written questions or video submission where student has to explain the answer or how they arrived at the answer.

Proctoring Solutions

- Option #4
 - More Alternatives to Online Proctoring
 - Make the test a scavenger hunt where the students hunt through the textbook to find the answers
 - Use other tools in Canvas such as the Quiz component in your Canvas Studio lectures, in Discussion Boards, or multimedia projects to assess knowledge.
 - Consider Kahoot, Zoom Polling, etc.
 - Others?

Proctoring Solutions

- ATRC Recommendations
 - Changing the pedagogy is the best for students.
 - Zoom proctoring could work but difficult for military students
 - If we have an option where students come to campus, cannot be called online
- DE Committee Recommendations
 - The unanimous motion was to eliminate third-party online proctoring systems, promote alternatives and Palomar-based proctoring solutions.

October 7, 2021

MEMORANDUM OF UNDERSTANDING
BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT &
THE PALOMAR FACULTY FEDERATION

This Memorandum of Understanding ("MOU") is entered by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF"), collectively "the parties".

Due to the extenuating circumstances caused by the COVID-19 global pandemic and availability of federal stimulus funding tied to the pandemic, the parties agree to the following:

Both parties share an interest in keeping as many students enrolled as possible during the COVID-19 pandemic and during the implementation of the COVID-19 Vaccination requirement for the Fall 2021 semester.

Faculty may accommodate the student(s) online if the following conditions are met:

- The faculty member is certified to teach via distance education.
- The department/program has approval for that course to be taught via distance education.
- It is pedagogically sound (as determined by the department) to teach only a portion of the students online.

As such, faculty will be paid \$2,000 for every class that changes modality to accommodate students who are not compliant with the vaccine requirement (as the instructor of record with hours and/or load assigned on the Payroll Notice Status Report).

Faculty who cannot meet the conditions as outlined above, will contact and/or meet with their respective Dean and Department Chair, by close of business October 19th, to explore all possible options. Administratively dropping a student, shall be a last resort.

Enrollment numbers for Fall 2021 that are impacted by possible drops related to vaccine compliance will not be used for future scheduling decisions by the administration.

This option will only be available for Fall 2021. For Spring 2022, students will not be able to register for in-person courses if they are non-compliant with the vaccine mandate.

Furthermore, faculty have the authority to ask a student to leave their classroom if the student is not cleared to be on campus due to failure to adhere to the COVID-19 Vaccination and Immunization Plan or Recovery Plan (e.g., unvaccinated without an exemption, failed to undergo weekly COVID-19 testing, failure to wear a mask, failed the daily pre-screening questionnaire, etc.). Faculty shall not actively engage in activity that contradicts the District's BP/AP 7330: Communicable Disease and the COVID-19 Vaccination and Immunization Plan and

Recovery Plan per California Education Code 44932. The District will actively follow up with noncompliant students.

This is a non-precedent setting MOU.

Dated: Oct 7, 2021

David Joseph Montoya III

[David Joseph Montoya III \(Oct 7, 2021 12:12 PDT\)](#)

David Montoya
Assistant Superintendent/Vice President, Human
Resource Services

Dated: Oct 7, 2021

Jenny Fererro

Jenny Fererro
Lead Negotiator, PFF

Dated: Oct 7, 2021

Teresa LC Laughlin

Teresa Laughlin
Co-President, PFF

Dated: Oct 7, 2021

Barbara Baer

[Barbara Baer \(Oct 7, 2021 11:05 PDT\)](#)

Barbara Baer
Co-President, PFF