



**FACULTY SENATE MEETING**

October 24, 2022

EXHIBITS



Minutes of the  
MEETING OF THE FACULTY SENATE  
October 17, 2022

APPROVED

**PRESENT:** Melissa Bagaglio, Lacey Craft, Will Dalrymple, Alexandra Doyle Bauer, Erik Duarte (ASG), Kelly Falcone, Molly Faulkner (ZOOM), Jenny Ferrero, Shelbi Hathaway, Erin Hiro, Jason Jarvinen, Lawrence Lawson (ZOOM), Leigh Marshall, Leanne Maunu, Ben Mudgett, Michael Mufson, Scott Nelson, Wendy Nelson, Beth Pearson, Nicole Siminski, Alyssa Vafaei, Elena Villa Fernández de Castro, Edwina Williams, Anastasia Zavodny

**ABSENT:**

**GUESTS:** Jeff Epstein, Gina Hungerford, Kendyl Magnuson, Billianne McLellan, Star Rivera-Lacey

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

**CALL TO ORDER** The meeting was called to order by Faculty Senate President Wendy Nelson in LRC-116 at 2:30 PM. The meeting was also streamed live on ZOOM.

**PUBLIC COMMENTS** – No public comments.

**ANNOUNCEMENTS**

Senator Anastasia Zavodny announced that Political Economy Days starts Tuesday, October 18. Sessions will be in person and virtual as well on both October 18 and October 19.

Senator Lawrence Lawson announced that candidate yard signs are available to pick up in MD-330.

Senator Molly Faulkner announced that *Noche Havana*, directed by PatriceAnn Mead is coming Friday, October 21 to the Studio Theatre and the Howard Brubeck Theatre Courtyard. This is the 25th Anniversary celebration of the Afro-Cuban/Brazilian Drum and Dance Ensemble, Agogo, and the World Drum and Dance Program. An evening of Cuban/Brazilian music and dance, including local salsa band, La Farandula. More information can be found at [www.palomarperforms.com](http://www.palomarperforms.com)

**AGENDA CHANGES** – No agenda changes.

**APPROVAL OF MINUTES**

**Motion 1: MSC Mudgett/Marshall**

Faculty Senate approval of Faculty Senate meeting minutes dated October 10, 2022 (Exhibit 1).

Abstention: Jason Jarvinen

The motion carried.

## ACTION

### **A. Curriculum – Mudgett**

Senator and Curriculum Co-Chair Ben Mudgett said no action was needed and the committee meets next on Wednesday, October 19.

### **B. Committee on Committees – Zavodny**

Senator and Chair of Committee on Committees Anastasia Zavodny reported no action needed.

### **C. 2022-2023 Faculty Senate Goals – W. Nelson**

#### **Motion 2: MSC Ferrero/Mudgett**

Faculty Senate approval of Faculty Senate Goals 2022-2023 (Exhibit 2).

The motion carried.

Some Senators agreed that the goals are lengthy but also understood that some of the goals are not meant to be completed in 2022-2023. VP Jenny Ferrero said having those on the list, however, helps Senate stay focused and provides better results for completing.

## INFORMATION ITEMS

### **A. ASG Report – Erik Duarte**

ASG Senator Erik Duarte reported ASG has a weekly meeting every Friday at 11:15 am. On Friday, October 14, SSSCC made a presentation for Region 10 and Palomar participated. The presentation covered the Brown Act which helps ASG keep their meetings efficient. ASG hosts “Comet Hours” twice a month and anyone is welcomed to attend. ASG has been participating in many trainings over the last three weeks. Senator Duarte was proud to announce that all ASG executive positions are filled. He also said that the Vice President of the Inter Club Council asked Duarte to reach out to Faculty Senate and ask for assistance in recruiting faculty to fill advisor positions for clubs who would like to move forward but aren’t able to because of the lack of a faculty advisor. President Nelson said she would work with Duarte to produce a method to recruit faculty volunteers for these positions.

### **B. VP Resignation Update – President Rivera-Lacey**

Palomar College President Dr. Star Rivera-Lacey thanked Senators for the invitation to attend the meeting to provide updates on Palomar’s current priorities. Dr. Rivera-Lacey said its extremely important for her to communicate, make herself accessible and to be as transparent as possible with her decision making.

One of her current priorities is the enrollment process. Adrienne Lee will help with the “nuts and bolts” of process improvements. Rivera-Lacey said that Kendyl Magnuson is taking a Professional Development Leave so it’s become a suitable time to transition and see what Palomar can do on an institutional level with trying something new.

Dr. Rivera-Lacey said many hirings are taking place right now in all areas and on all levels. She is looking at all the current hiring processes including the changes to AP 7120 and AP 7120a (Faculty Hiring) which will be implemented shortly. FON numbers are being evaluated right now and will hopefully go to the Governing Board in November. One issue with the current AP 7120 is the definitions used for “acting” and “interim” hires and the process that is used. Palomar has previously operationalized some of the processes but policies have never been created which makes it sometimes difficult for Dr. Rivera-Lacey to make hiring decisions. She said we are currently moving forward with VPI interviews and campus forums are scheduled for November 8<sup>th</sup>. The following week, she will have second-level interviews and the new hire will be going to the Governing Board in December. VPAS campus forums take place on November 9<sup>th</sup> and also hopefully going to the Board in December. VPSS and VPHR will move forward in Spring 2023 with a July 1 start date for the hires. Dr. Rivera-Lacey hired Brian Ellis as Interim VPSS who has extensive community

college experience and is not interested in the permanent position. She hopes to hire an interim for the VPHR position soon.

Regarding new hires for all areas, Dr. Rivera-Lacey said a list has been created to help figure out what Palomar can afford to do because she recognizes that Palomar employees are struggling to keep up. She said hiring issues are occurring all over the State after COVID. There are also other layers to examine like salary analysis but getting hires here right now is her focus for the moment. Senator Edwina Williams said the Senate recently reviewed Palomar's Student Equity Plan 2.0 and asked Dr. Rivera-Lacey if any of that equity work will impact new hires. Rivera-Lacey said all available metrics, not just those used in the Student Equity Plan will be used for all equity work at Palomar. She expects that the revised AP 7120 will have equity embedded in it just as AP 7120a does. She plans to look at equity in all the hiring processes and equity will be kept in the forefront of everything that is done at Palomar. Representation matters. Rivera-Lacey said regarding the last round of faculty hires, even though AP 7120a is not implemented yet, she was impressed with the hiring committee who communicated that equity was important to Palomar as an institution and she commented that the hiring pools showed diversity in action.

Senator Alyssa Vafaei, DRC Counselor said she was recently involved on a hiring committee that had working conditions listed that could influence someone with a disability not to apply. Senator Vafaei referenced the requirement to "ambulate around campus for an extended period of time or distance" or "lifting a certain amount of weight" or even having a driver's license may be enough to dissuade someone with a disability not to apply because Palomar is an institution where "I am not welcomed." Senator Vafaei asked how DRC can assist HR to review this type of working condition or job duty requirement. Palomar may need to reconsider some of its own disability civil rights. Dr. Rivera-Lacey acknowledged Senator Vafaei's concerns and said microaggression bias is real and Palomar may need to challenge itself and not just do business as usual in so many ways and this is a good example of where to start.

Senator Anastasia Zavodny asked that Palomar treats the FON as a floor instead of a ceiling and could there be a commitment to having more full-time faculty hires. In relation to the timing for hiring committee calls, Senator Zavodny said that more notice is needed by Faculty Senate (Committee on Committees) to adequately identify and confirm faculty to serve on hiring committees

Dr. Rivera-Lacey said Palomar no longer has a fiscal monitor but this hasn't been officially announced yet because there is politics attached to it. Even though Palomar shows \$40 million in the black, there is still a narrative out there.

### **C. Middle Early College Update (Exhibit 3) –Jennifer Finn, Kendyl Magnuson**

Jennifer Finn, supervisor in Enrollment Services reviewed the presentation.

### **D. Guided Pathways Update (Exhibit 4) – W. Nelson**

Senate President Wendy Nelson said Guided Pathways Phase I is finishing after four years and all funds have been allocated. In June of this year, there was no funding allocated for a second phase of Guided Pathways funds. However, in August, the Chancellor's Office announced as an additional four years of funding. A taskforce will be developed to create the required action plan.

Regarding current stipends for the four Pillar Leads, VP Jenny Fererro asked if the current Pillar Leads are receiving stipends and would they continue receiving the stipends until the end of this current school year (June 2023). President Nelson said that the VPI and VPSS decided that as long as the current Pillar Leads are completing the outcomes, they will be paid for their work.

Senator Kelly Falcone shared that many of the bullets on the exhibit under *Implementing System Equity Priorities with Fidelity* are similar to the action plan for the Student Equity Plan 2.0 Taskforce. Senator Falcone recommended that all these various task forces work together to figure out which pot of money can be used for certain tasks to keep it all less confusing. In addition, the DEI work from EEDCC that is also being done should be considered when planning.

President Nelson said she would bring this item back to Senate as the ad hoc/taskforce group is formed.

**E. Student Integrity Taskforce (Exhibit 5) – W. Nelson**

President Nelson shared the *Governance Structure Group Request* form she started that came out of earlier discussions in Senate meetings. Decisions were reached that this group would not be a Senate committee but rather a committee comprised of faculty, administrators and student participation. Regarding the name, Jeff Epstein suggested staying away from the words “student integrity” because it has implied moral condemnation or valuation and suggested marrying the two concepts of academic integrity and student success. The deficit model for the name wasn’t supported by many Senators. It was noted that other colleges usually call this the academic integrity committee or group or the academic conduct committee or group.

Senator Falcone asked if this group would also support faculty best practices for teaching and avoiding some of the academic integrity issues like test security...avoiding test questions being posted on Chegg for example. Working with these websites to have information removed was also considered. Placement of this information on the Senate’s website is not student-centered and a better understanding of the student experience is needed first in this process at Palomar to better serve them.

Senator Ben Mudgett said a focus of this group should also include placing some responsibility on faculty to do what is needed to support students and help them be successful.

Senator Michael Mufson said this taskforce or work group was also supposed to specifically investigate the technology students are currently using so faculty can become more initiative-taking in preventing the incidences and to pose solutions that may be outside the box.

Epstein said these recommendations to support faculty on this issue are really important but there are also students who are clearly violating the stated policies of the institution. There must be a way to make sure Palomar is following up with them, and what can Palomar do to support them and help restore that academic wrong. Epstein said his vision for this was much more aligned with trying to establish an ethos or statement of values that is a campus-wide commitment that involves a communication campaign and strategy around the expectations of students and faculty. Students could be provided information of what academic integrity looks like and what are the expectations around it. There needs to be a robust response and an active dimension of campus life that is committed to this.

President Nelson said she will bring this back to Senate for further discussion.

**F. Area D Meeting Report – Tabled.**

**G. Curriculum Update – Tabled.**

**H. Educational & Facilities Vision Plan – Tabled.**

**REPORTS**

**President (Nelson)**

During the last week, I attended the following meetings: Budget Committee (report below), EESSC (report below) and the Educational & Facilities Vision Plan Coordinators Committee. During the Educational & Facilities Vision Plan Coordinators Committee we discussed the agenda for the taskforce meeting on 10/20. I also shared some of the faculty senate feedback about the listening sessions. We also discussed the “big picture” and what that really means for Palomar College. We discussed some of the changes that the College will be facing in the future and how we might address them in our vision plan (funding, delivery of instruction, equity concerns, changes in occupation/employment needs and curriculum requirements from the Chancellor’s Office). I will attend the Area D Plenary meeting on Oct 15.

### **Accreditation (Versaci)**

The Accreditation Writing Leadership Team (AWLT) will meet on Tuesday, October 25th. Following that, I will meet with Michelle Barton to do prep work for the Follow-Up Report to the ACCJC.

### **Budget (Nelson)**

1. Barbara Baird was nominated as the co-chair
2. A calendar of topics for upcoming meetings was presented.
3. Clarification of budgeting process was discussed.
4. Finalized the Budget Committee Goals:
  - Budget 101
    - Budget Development
    - How do programs receive funding
    - State Budget
  - Communication in and Communicate Out:
    - Develop content to disseminate to groups
    - Forum for other councils
    - Communication for ending fund balance
  - Reporting - Quarterly and Annual 311 report (FAQ)
  - Establish 85% Compensation vs. Total Expense Goal (arrive at consensus for Palomar College)
  - Understand HEERF Expenditures and Budgets
  - Emergency Conditions Allowance requirements

### **Employees, Community, & Communications (ECCC) Council (Ferro)**

ECCC met on Friday 10/7, after the second scheduled meeting in September was cancelled. At the 10/7 meeting, we reviewed the anticipated timeline for reviews to AP 7120 (Recruitment & Hiring) and AP 7127 (Restrictions/Employment/Criminal Records). Both are high priority, so will be moving through shared governance this semester. We also reviewed disaggregated data on applicant demographics, broken down by employee group. This information is highly illuminating, and the hope is that it is used to identify gaps in advertising or outreach to further diversify our hiring practices. The Council also reviewed goals for the year. ECC Council next meets on Friday 10/21.

### **Equity, Education, & Student Success (EESSC) Council (Nelson)**

We discussed the 2023 DEIAA calendar. The calendar includes monthly events like Martin Luther King Jr. Day, Juneteenth and also includes all awareness month celebrations (e.g. Black History Month, Women's History Month, LGBTQ+ History Month). Events and dates will be added to the calendar when requested. The calendar will be available to the College community. We also discussed the "new program process." Four programs are being proposed for fall of 2024 – Coaching, Teacher Credentialing Prerequisites, Medium/Heavy Duty Zero Emissions Technology, Advanced Manufacturing: Composites Technology. The committee was asked to review the proposals for a discussion at the next EESSC meeting. The Student Equity Plan was also presented.

### **Equivalency (Klinger)**

The equivalency committee is actively reviewing applications.

### **Sabbatical Leave (Epstein)**

10/12/22 Material/Action Items:

1. This was not a meeting of the full committee. Instead, it was a voluntary subcommittee working on the project of digitizing sabbatical leave reports.
2. In addition to exploring digitization through the library, the committee will also reach out to ARTC to decide on the best storage options of digital reports.
3. More meetings will be held as the project moves forward.

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

Respectfully submitted,

*Molly Faulkner*

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Molly Faulkner, Secretary

**Item G. from BoardDocs Agenda**

The following curriculum changes, pending appropriate approvals, will be effective fall 2023:

**G.1. ACTION: New Credit Course - effective fall 2023**

Subj	Nmbr	Title	Trnsf.	Dist. Ed.	Grad. Basis	Open Entry/Exit	Justification	Reqs.	Originator
A. CS	160	<a href="#">US-Mexican International Border</a>	CSU	TRUE	G/P/NP	No	Align with AB 1460, meets the Ethnic Studies requirement, to be placed in the Chicana/o Studies Degree. Course proposed for district ethnic studies requirement, CSUGE Area D/F, IGETC Area 4/7	No	Angelica Yanez

**G.2. ACTION: Credit Course Changes - effective fall 2023**

Subj	Nmbr	Title	Trnsf.	Dist. Ed.	Grad. Basis	Open Entry/Exit	Justification	Reqs.	Originator
A. AIS	101	<a href="#">History of American Indian Nations from Creation through the Present</a>	UC/CSU	TRUE	G/P/NP	No	Short title change. The course covers American Indian history in the U.S. from a largely Indigenous perspective. Turner's Frontier theory is based on the notion of "free land" and this ideology dismisses American Indian Nations' land usage, territory, and ownership. Fixed grammar and spelling errors.	No	Diana Ortiz
B. ARCH	200	<a href="#">Advanced Visualization in Design</a>	CSU	TRUE	G/P/NP	No	Arch 200 is in need of updating as Industry changes and demands current and relevant technology. The digital environment has expanded with QR, "Quick Response", codes, and VR, "Virtual Reality". Industry now requires that an employee be well versed in this new digital environment. We will still be using AutoCAD, Revit, and Sketch-up. We will be incorporating Enscape and Lumion which are now industry standards and practices. It is imperative that our students receive this education prior to entering the workforce.	Yes	Joseph Lucido
C. CINE	115	<a href="#">Creative Writing for Television and Cinema</a>	CSU	TRUE	G/P/NP	No	C-ID descriptor updates to align with new state requirements: updated the course description, objectives, content, assignments and included diversity language and representation.	No	Candace Rose
D. JAPN	101	<a href="#">Japanese I</a>	UC/CSU	TRUE	G/P/NP	No	Update SLO	No	Masako Ikenushi



**October 19, 2022 Curriculum Committee Actions**

**G.3. ACTION: Noncredit Course Changes - effective fall 2023**

Subj	Nmbr	Title	Trnsf.	Dist. Ed.	Grad. Basis	Open Entry/Exit	Justification	Reqs.	Originator
A.	N GEOG 900	<a href="#">Introduction to Drone Safety and Applications</a>	No	TRUE	P/NP/SP		We were asked to change courses in a noncredit certificate to a graded option.	No	Wing H. Cheung
B.	N GEOG 901	<a href="#">Careers in the Drone industry</a>	No	TRUE	P/NP/SP	No	We were asked to change classes in a noncredit certificate to the graded option.	No	Wing H. Cheung

**G.4. ACTION: Course Deactivations - effective fall 2023**

Subj	Nmbr	Title	Trnsf.	Dist. Ed.	Grad. Basis	Open Entry/Exit	Justification	Originator
A.	DBA 100L	Introduction to Radio and Television Laboratory	CSU		G	No	This course has not been offered in over three years and there is no plan to offer it in the future.	Scott Richison
B.	DBA 150	Performance and Acting for Broadcast and Film	CSU		G	No	Course is no longer taught. All department faculty are in agreement that it should be removed.	Scott Richison
C.	DBA 197	Radio and Television Topics	CSU		G	No	It hasn't been offered in years and is not part of any degree requirement.	Scott Richison
D.	ESL 102	Written Communication II	UC/CSU	TRUE	G/P/NP	No	This course is no longer offered due to changes related to AB705.	Tracy Fung
E.	GEOG 150	Geographic Information Science and Spatial Reasoning	UC/CSU	TRUE	G/P/NP	No	This course is being deactivated because we have not offered it in over two years.	Wing H. Cheung
F.	NURS 103	Nursing Foundation I	CSU	TRUE	G	No	New curriculum approved and started Fall 2022. N103 is not in the new curriculum.	Juliane Van Houten
G.	RS 104	Introduction to Buddhism	UC/CSU	TRUE	G/P/NP	No	Unable to offer in recent years.	Craig A. Forney
H.	RS 197	Religious Studies Topics	UC/CSU		G/P/NP	No	Not able to be offered.	Craig A. Forney

**G.5. ACTION: Requisites - effective fall 2023**

Course Number	Course Title	Recommended Preparation:
A. ARCH 200	Advanced Visualization in Design	ARCH 150

**October 19, 2022 Curriculum Committee Actions**

**G.6. ACTION: Distance Education - effective fall 2023**  
**The following courses may be offered as distance learning and meet Title 5 Regulation 55200-55210, effective fall 2023**

Course Number	Course Title
A. CS 160	US-Mexican International Border
B. AIS 101	History of American Indian Nations from Creation through the Present
C. ARCH 200	Advanced Visualization in Design
D. CINE 115	Creative Writing for Television and Cinema
D. JAPN 101	Japanese I
E. N GEOG 900	Introduction to Drone Safety and Applications
F. N GEOG 901	Careers in the Drone industry

**Item H. from BoardDocs Agenda**

**The following technical corrections, pending appropriate approvals, will be effective fall 2022:**

**H.1. ACTION: Credit Course Technical Corrections**

Subj	Nmbr	Title	Impacts	Trnsf.	Dist. Ed.	Grade Basis	Open Entry/ Open Exit	Justification	Originator
A.	PHYS	102	<a href="#">Introduction to Physics (Lecture)</a>					Requisite changed to align with AB 705 requirement preventing college from offering MATH 56/60. MATH 60 removed and replaced with the following language: Completion of intermediate algebra or the equivalent or eligibility or completion of any course between MATH 110 and MATH 245 (excluding math 197, math 120 or PSYC/SOC 205 ,SOC 180, or BUS 204) based on multiple measures.	Aundrea Tavakkoly
B.	BIOL	195A	<a href="#">Field Studies in Natural History</a>					Replaced the semicolon after BIOL 100 prerequisite with an "or." Prerequisite: BIOL 100 <u>or</u> BIOL 101 or BIOL 130 or BIOL 131 or BIOL 140 or BIOL 141 or BIOL 114 or BIOL 125 or BIOL 126	Beth Pearson
C.	BIOL	195B	<a href="#">Field Studies in Ecology</a>					Prerequisite: BIOL 100 <u>or</u> BIOL 101 or BIOL 130 or BIOL 131 or BIOL 140 or BIOL 141 or BIOL 114 or BIOL 125 or BIOL 126	Beth Pearson
D.	BIOL	195C	<a href="#">Field Study of Native Plants</a>					Prerequisite: BIOL 100 <u>or</u> BIOL 101 or BIOL 114 or BIOL 130 or BIOL 131 or BIOL 125 or BIOL 126 or BIOL 140 or BIOL 141	Beth Pearson
E.	BIOL	195D	<a href="#">Field Study of Birds</a>					Prerequisite: BIOL 100 <u>or</u> BIOL 101 or BIOL 114 or BIOL 130 or BIOL 131 or BIOL 125 or BIOL 126 or BIOL 140 or BIOL 141	Beth Pearson

# EXHIBIT 3

October 24 2022							
Name	Division	Department	Committee	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 and how will that influence your role on the committee?	What are the knowledge, skills, and abilities you will bring to this committee?	ACTION
Karen Mifflin	MSE	Mathematics	Elections Committee	Faculty 22-24	I am proud of the fact that the Palomar College community continues to advance the issues of equity, antiracism, diversity, and inclusion. The Election committee is tasked with conducting elections/polls directed by the Senate and as such needs to exemplify these characteristics. I will continue to work with my colleagues with this in mind.	I bring over 28 years of teaching experience working within the California Community College system. During that time, I have truly enjoyed the diversity within both the staff and student bodies. I'm a firm believer in life-long learning and have taken advantage of timely seminars and training sessions on how colleges are advancing a more equitable, inclusive environment.	
Juliane Van Houten	MSE	Nursing	Evaluations Appeals Committee (EAC)	Faculty (21-23)	I appreciate that students and faculty come from all different backgrounds. It is what makes Palomar a great place to work. The more diversity we have, the stronger we are as faculty to serve out diverse students.	I have been a faculty member at this college since 2008. I have been Chair of the Nursing Education Department for 3 years. Before that I worked as Assistant Chair for 4 years and have been on several committees. I have worked in hospitals as a nurse and have served many different patients who have unique and diverse challenges. I developed a "Bias in Healthcare" module for the nursing students that highlights how bias or ethnocentric behavior can affect patient care.	
Elise Lindgren	MSE	Biology	Evaluations Appeals Committee (EAC)	Faculty (22-24)	I am always open to increasing my awareness and understanding of equity and antiracism, and I understand that this is an important part of all committees. I know that we have biases that can influence how we see or treat others, and that it is important to challenge these biases. This is an important part of evaluations as well.	I am a recently tenured faculty member and have recent experience with being evaluated. I have also evaluated many other faculty members and understand the process well. Each semester, I complete workshops dedicated to equity and antiracism, and I believe this helps me become more unbiased and fair. I try my best to understand that other's experiences are not the same as mine.	

# EXHIBIT 4

Name	Division	Department	Hiring Committee:	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?	Vote for 1:
Adena Issaian	MSE	Chemistry	Chief Diversity Officer	I am a Middle Eastern woman, an immigrant and a mother, all of which I believe is important to be represented in the interview panel for inclusivity. I am currently reading the book Biased: Uncovering the Hidden Prejudice That Shapes What We See, Think, and Do written by Jennifer L Eberhardt that I believe will be helpful in viewing our candidates equitably. And I am committed to participating in diversity and inclusion hiring workshops.	As an immigrant woman from the Middle East, I have often witnessed or have been subjected to micro aggressions about which I have had plenty of conversations with coworkers at various work places. As such, I believe I have developed experience in dissecting comments and dialogues, both from my experiences and by listening to others, that I believe will be of value in finding the perfect candidate for this important position.	
Katy Farrell	L&L	Library	Chief Diversity Officer	I'll acknowledge my privileges and embrace the perspectives of others while serving on this hiring committee.	I currently serve on the Educators for Equity, Diversity, and Cultural Consciousness committee.	
Hossna Sadat Ahadi	Student Services	Counseling	Chief Diversity Officer	My dedication and advocacy to Diversity, Equity, Inclusion, Accessibility, and Antiracism (DEIAA) is intentional and purposeful to create better decolonial systems for students and employees at Palomar College and beyond. Both equity and antiracism are my lens to all the work I do as an educator, counselor, and activist. While I'm continuously educating myself more about DEIAA, I feel that the research, praxis, and lived experiences I bring to serve on the Chief Diversity Officer Hiring Committee will include advocacy and understanding of all historically marginalized and minoritized populations in community college. I say historical because the goal should be to no longer perpetuate marginality and othering to any populations. I'm also critically aware and conscious to see the difference between performative and authentic equity and antiracism leadership and dedication.	Since 2018 when I was hired full-time as a counseling faculty member, I began my efforts and advocacy to equity and antiracism work at Palomar College. I facilitated the first Black Minds Matter PD series, led several book clubs, initiated and co-authored BP/AP 3000, founded two alliances (Asian Pacific Alliance in Higher Education and Empowered Women), served as the inaugural co-chair on Educators for Equity, Diversity, and Cultural Consciousness (EEDCC), organized and led racial healing circles, co-organized Palomar's first social justice convening, co-led decolonizing the course syllabus trainings, and have been teaching and counseling formerly incarcerated students for the past 5 years. In addition, I am currently a coach for Open for Antiracism for the California Community Colleges, where I coach faculty across the state on how to create antiracism curriculum, open pedagogy, and praxis. I'm also a DEIAA consultant to other colleges and universities and have supported their efforts to institutionalized DEIAA. Much of my published research involves elevating and advocating for historically marginalized and minoritized populations in community college. I have over 20+ years experience working in community college in different positions, and a proud alumna.	



**GOVERNANCE STRUCTURE GROUP REQUEST**

<b>Request submitted by:</b> Anastasia Zavodny				<b>Date:</b> November 8, 2021			
<b>Proposed Name of Requested Group:</b> Instructional Program Review and Planning							
<input type="checkbox"/>	<b>Council</b>	<input checked="" type="checkbox"/>	<b>Committee</b>	<input type="checkbox"/>	<b>Subcommittee</b>	<input type="checkbox"/>	<b>Task Force</b>
<b>Action Requested:</b>	<input checked="" type="checkbox"/>	<b>Add</b>	<input type="checkbox"/>	<b>Delete</b>	<input type="checkbox"/>	<b>Change</b>	
<b>Role:</b> To review, summarize, and provide feedback on instructional Program Review and Planning forms and make funding recommendations.							
<b>Products</b>							
<ul style="list-style-type: none"> <li>• Program Review and Planning summaries and recommendations of overall instructional resource needs</li> <li>• Recommendations for global needs for Instruction, as determined from PRP analysis</li> <li>• Continuing revisions to the PRP form for Instructional programs</li> </ul>							
<b>Reporting Relationship:</b> Joint: Faculty Senate and Equity, Education & Student Success Council							
<ul style="list-style-type: none"> <li>• <b>Meeting Schedule:</b> As needed, or as called</li> </ul>							
<b>Co-Chair:</b> Vice President, Instruction and Faculty Senate President							
<b>Members:</b>							
<ul style="list-style-type: none"> <li>• 4 Faculty (appointed by Senate)</li> <li>• 4 EESSC members (with 2 from faculty members of EESSC)</li> <li>• Vice President, Instruction</li> <li>• Faculty Senate President</li> </ul>							

Approved by Faculty Senate:  
Approved by EESSC:

# Constitution of the Faculty of Palomar College

In order to promote the effective exercise of the rights, duties, privileges, and responsibilities that are placed in their trust by their profession, their society, their state, and their local district, and conscious of the high nature of that trust as it is shared by all other institutions of higher learning in the State of California and in the United States, and in order that they or the instruments of their creation may perform such academic duties as are appropriate to teaching faculties of community colleges, the academic faculty members of Palomar College, as defined below, have adopted this Constitution.

## **ARTICLE 1: DEFINITION OF ACADEMIC FACULTY**

A member of the faculty of Palomar College is an academic employee who is employed in a position that is not designated as administrative, managerial, or classified, and falls under one of the following categories:

FULL-TIME FACULTY are those faculty members who are employed in regular tenured positions.

PROBATIONARY FACULTY are those faculty members who are employed in tenure-track faculty positions and who have not yet been granted tenure by the college.

TEMPORARY FACULTY are non-tenure track faculty with an assignment greater than 67% and who are employed for a designated period of time. For voting purposes, temporary faculty are included with full-time, tenured and probationary faculty.

EMERITUS FACULTY are those faculty members who, upon retirement, were granted Emeritus status by virtue of their years of service. Emeritus faculty may vote with part-time faculty during any semester in which they teach part-time after retiring.

PART-TIME FACULTY are those non-tenure track faculty members whose assignments are no more than 67% of a full-time load.

## **ARTICLE 2: THE FACULTY SENATE OF PALOMAR COLLEGE**

### **SECTION 1: NATURE AND POWER**

The faculty members of Palomar College hereby establish the Faculty Senate as the primary legislative and executive body representing the faculty on all Academic and Professional Matters, which include the governance and committee structure at Palomar College. By legislation, the Faculty Senate is represented on the Statewide Academic Senate and, through it, on the California Community College Board of Governors. Regular meetings of the Faculty

Senate shall be held every teaching Monday at 2:30 p.m. during the academic year. All other meetings shall be considered special meetings.

Senators shall retain all the rights, duties, privileges, and responsibilities normal to faculty membership.

Actions taken at an official meeting of the Senate shall be deemed to be “approved action” and shall be effective for immediate implementation. All such approved action shall be published and distributed to the faculty within three school days. The official minutes of the meeting in which they are approved shall follow within ten school days.

Approved actions are actions which have been approved by a majority of members present at an official regular or special meeting of the Senate; or,

A majority of votes cast by full-time and probationary faculty in an official electronic or mail ballot.

Members of the faculty reserve the right to protest any approved action of the Senate. Protest shall be submitted in writing to the Senate President and shall bear the signature(s) of the protester(s).

If within ten teaching days after publication and distribution of any approved action protests are received from at least twenty percent of the full-time and probationary faculty, a special meeting of the Faculty Senate shall be called for the purpose of reviewing said approved action. The meeting shall be scheduled no later than ten teaching days after receipt of the minimum required number of four protests and shall be set for a time and a place convenient to the membership. Two separate notices of the meeting shall be distributed to the membership.

Following reasonable and adequate discussion of the issue(s), the full-time and probationary faculty shall have an opportunity to vote either to reaffirm the approved action or to rescind it. Voting shall be conducted by electronic or mail ballot beginning within five teaching days after the special meeting. Notice of the results shall be published and distributed to the Governing Board and all academic employees within fifteen teaching days after the special meeting.

## **SECTION 2: SENATE DUTIES**

The Faculty Senate:

- I. Shall formulate policies on Academic and Professional Matters as specified in state legislation and supported by Governing Board policy.
- II. The term “Academic and Professional Matters” refers to the following twelve matters:
  1. Curriculum, including establishing prerequisites and placing courses within disciplines;

2. Degree and certificate requirements;
  3. Grading policies;
  4. Educational program development;
  5. Standards or policies regarding student preparation and success;
  6. Governance structures, as related to faculty roles;
  7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
  8. Policies for faculty professional development activities;
  9. Processes for program review;
  10. Processes for institutional planning and budget development;
  11. Faculty hiring policy, faculty hiring criteria, and faculty hiring procedures; and
  12. Other academic matters as mutually agreed upon between the Governing Board and the Faculty Senate.
- III. May also function in an advisory capacity to the College Council in such matters.
- IV. Shall promote the understanding and practice of professional standards and conduct and of democratic policies and procedures.
- V. Shall concern itself especially with the consideration of any policy or procedure that affects the status and morale of the faculty of the college.
- VI. Shall advise the Superintendent/President of the College and/or the Governing Board in the selection of administrative personnel. The Senate shall be responsible for the appointment of all faculty members to selection committees other than those faculty appointed by the bargaining unit.
- VII. Shall maintain a continuing study of proposed legislation affecting schools and the faculty, and shall keep the faculty informed regarding such proposed legislation and its progress.
- VIII. Shall obtain information and inform the faculty regarding the records and opinions of candidates for public office where such records and opinions clearly affect the welfare of schools and faculty.
- IX. Shall, through its Committee on Committees, nominate the faculty personnel who serve on college committees other than those appointed by the bargaining unit. Unless the



committee position requires a ballot of the full-time or probationary faculty, or some portion thereof, the Senate may confirm the nominees at any regular Senate meeting.

- X. May serve the President of the College as an Advisory Council and may meet with them upon request.

Draft Fall 2022

# Bylaws of the Faculty of Palomar College

## ARTICLE 1: CODE OF ETHICS

Faculty members have an obligation to the college, their students, their colleagues, the profession, the public, and themselves to maintain the highest standards of ethical conduct. In recognition of this obligation, faculty members adopt the following standards of ethical conduct (Adapted from the “American Association of University Professors (AAUP) Ethics Statement”):

1. Professors, recognizing their social responsibility:
  - Develop and improve scholarly competence,
  - Exercise critical self-discipline and judgment in transmitting knowledge,
  - Practice intellectual honesty.
2. Professors, as teachers:
  - Encourage the free pursuit of learning in their students,
  - Demonstrate respect for students as individuals,
  - Keep to their proper roles as intellectual guides and counselors,
  - Evaluate students in an unbiased manner,
  - Respect the confidentiality of students,
  - Acknowledge significant or scholarly assistance from students,
  - Do not exploit, harass, or discriminate against their students.
3. Professors, as colleagues:
  - Do not discriminate against or harass colleagues,
  - Respect and defend the free inquiry of associates,
  - Exchange criticism and ideas,
  - Acknowledge academic debt,
  - Strive to be objective in their professional judgment of colleagues,
  - Accept their share of faculty responsibilities for the governance of their institution.
4. Professors, as members of an academic institution:
  - Seek to be effective teachers and scholars,
  - Uphold academic freedom,
  - Maintain their right to criticize and seek revision,
  - Give due regard to their responsibilities within the institution,
  - When considering termination of their employment, give due notice of their intentions.
5. Professors, as members of their community:
  - When they speak or act as private persons, avoid creating the impression of speaking or acting for their college,
  - Promote free inquiry and further public understanding of academic freedom.

## **ARTICLE 2: FACULTY SENATE MEMBERSHIP & COMPOSITION**

### **SECTION 1: COMPOSITION**

The Senate shall consist of the immediate past president of the Senate, the faculty co-chair of the Curriculum Committee, and 23 full-time Faculty, tenured or probationary, and four are part-time. All are elected from their respective Faculty body. Ex-officio members, the past president and Curriculum co-chair, have voting privileges and act as Senators, but are not individually elected. President, Vice-President, and Secretary are always elected from within the existing Senate body at the time of election for officers. In the event that a sitting Senator is elected to a two-year term as Faculty Senate President with one year remaining in their Senate term, the Senate membership will consist of 30 members for one year. In addition, the ASG has a named position with an advisory vote.

The elected members are subject to the following provisions:

1. That no more than two full-time or probationary faculty members shall be elected from a single department, with the exception of ex-officio members and any faculty member holding one position under Appendix F of the Collective Bargaining Agreement (CBA) with 100% release time (ex: Articulation Officer).
2. That no more than one part-time faculty member shall be elected from a single department of the faculty. In situations where a part-time faculty member represents more than one department, that part-time faculty member will be considered eligible to serve so long as at least one of their departments is not yet represented by another part-time faculty member.
3. That no more than five members shall be probationary faculty.
4. That terms shall be staggered so that not all Senators are new at any one time.

### **SECTION 2: ELIGIBILITY**

All Senators shall be faculty members as defined in Article 1 of the Constitution, excluding faculty who hold administrative, managerial, or classified assignments.

### **SECTION 3: TERMS OF OFFICE AND METHOD OF ELECTION**

- I. Terms of Office:

Senators

- A. Shall serve for a term of three years.

- B. Shall be eligible for re-election, and normal Senate vacancies shall be filled at the spring election.
- C. Shall attend the first regular meeting in May following their election and shall take office at the subsequent meeting.

II. Method of Election:

- A. One-third of the Senate positions shall be open for election each year.
- B. During the spring semester for a two-week period, the Senate Elections Committee shall send out nominating forms to all faculty members for the Senate positions on the Faculty Senate.
- C. During the Spring semester for a two-week period, the Senate Elections Committee shall send ballots to faculty to elect Senators. The ballots may include a twenty-five word or less description of each candidate's qualifications.
- D. If the number of candidates is equal to or less than the number of seats available, then no election shall be held and all qualified candidates shall become Senators.
- E. Full-time and probationary faculty senators shall be elected by a vote of full-time and probationary faculty; part-time faculty senators shall be elected by a vote of part-time faculty.
- F. The Senate will ratify the votes of any election.

III. A Permanent Vacancy Shall Occur When:

- A. A Senator misses more than three consecutive meetings of the Senate or a total of four regular meetings in one semester. In the case of newly-elected Senators, absences occurring in May caused by conflicts resulting from instructional or institutional responsibilities shall not be counted under this provision.
- B. A Senator takes a leave (sabbatical or other type). A Senate position shall be vacated the last teaching day before this leave starts.

IV. Filling Permanent Vacancies:

- A. The provisions of Article 2, Section 3 shall apply to the election of Senators.
- B. If a permanent vacancy occurs within the Faculty Senate within one month of a previous election, the next-highest vote-getter in the just-concluded election shall be awarded the seat. In the event the previous election was uncontested, the position shall be filled by a special election (see Article 2, Section 3). Positions elected in this case shall complete that vacant term.

- C. Permanent vacancies that occur after one month following the spring election can be filled by a special election at the discretion of the Faculty Senate. Positions elected in this case shall complete that vacated term.
  - D. In the event that the Senate has fewer than two-thirds of its membership as stipulated in Article 2 Section 1, a special election will be held as soon as possible after the vacancy occurs. Senators elected in this case shall complete that vacated term.
- V. Special Election Provisions:
- A. Should the Senate choose to fill any permanent Senator vacancies, the Senate shall send a call for nominations to the applicable faculty group for these positions; this nomination period shall be open not fewer than four business days. All nominations received will be considered by the Senate. The Senate shall conduct an electronic vote from the requisite faculty group if there are more eligible nominations than permanent vacancies; this voting window shall be open for not fewer than four business days. In the event that the number of eligible nominations is equal to the number of permanent vacancies, the Senate shall vote to confirm. In the event a permanent vacancy occurs in a Senator position with one semester or less of its term remaining, the Senate may choose to not fill the position.
  - B. In the event that a permanent vacancy occurs in the role of Secretary or Vice President and a special election is warranted, the Senate shall entertain nominations of Senators and shall conduct a vote of the Senate membership to fill the position(s) for the remainder of that vacated term. In the event the vacancy occurs in March or later, the Senate may choose to not fill the position.
- VI. Senator Expectations:
- A. To attend Senate meetings regularly;
  - B. To stay informed about state and local policies relating to the welfare of the College;
  - C. To serve on at least one academic, Senate, ASCCC, or governance committee throughout their tenure on Senate.

#### **SECTION 4: OFFICERS**

- I. Shall be elected from among the Senators.
- II. The Senate shall elect its own Vice-President and Secretary as the first item of business on the day that newly-elected Senators are seated in the Senate or at the next regular meeting after a permanent vacancy shall occur in any office.

- III. The Senate shall elect its own President-Elect at the second regular meeting of the spring semester during the last year of the active President's term. The individual elected shall be expected to serve through the remainder of the spring semester as the President-Elect, then shall take office as President for the subsequent two academic years.
- IV. Nominations for each position (President, Vice-President, and Secretary) shall be solicited from the floor. Current officers may be nominated for subsequent terms as defined below for each position.
- V. Newly-elected officers (Vice President and Secretary) shall take office immediately following their election.
- VI. President and Vice-President positions must be held by permanent, tenured faculty.

#### President

- I. Shall serve a two-year term and may not be elected to serve more than two consecutive terms.
- II. Shall not publicly vote on any issue before the Senate unless a tie vote exists, or to create a tie.
- III. Shall function as Faculty Senate liaison with the Administration and the Governing Board in relation to college policy.
- IV. Shall serve as the representative of the Senate to the College Council and shall attend all regular meetings of the Governing Board. In emergency situations, a designee can serve in the President's place for no more than one consecutive council or committee meeting and no more than three per school year. The preference of the Senate is for the President to attend all Governing Board meetings, but in the event of special meetings of the Governing Board, the President may elect to send a designee. When there is no scheduled open session, the President may use their discretion about whether to attend. The Senate President shall also serve as Tri-Chair of the Equity, Education, and Student Success Council (EESSC), a member of the Guided Pathways Task Force, and a member of the Budget Committee.
- V. Shall, with the approval of the Senate, together with the Superintendent/President and in accordance with Academic Standards and Practices, identify issues as they relate to Academic and Professional Matters, designate the appropriate committee or task force, and establish the membership of that committee or task force.
- VI. Shall further preside at all regular and special meetings of the Senate and meetings of the Faculty Council.

- VII. Shall ensure that all meetings are conducted in accordance with rules formulated by the Senate, except that no Senate rules shall violate any provision of ~~this~~ the Constitution, the Bylaws, or *The Brown Act*, nor shall any revision in the Senate rules take effect until the meeting following its approval. For the regular conduct of meetings, *Robert's Rules of Order, Newly Revised* shall be employed.

#### Vice President

- I. Shall serve a one-year term. May not be elected to serve more than four consecutive terms.
- II. Shall serve as Assistant to the President and fulfill the duties of the President in the President's absence or when that office shall fall vacant.
- III. Shall require that the President-Elect be elevated to President by the Senate at the next scheduled meeting of the Faculty Senate should a vacancy occur in the office of President of the Faculty Senate.
- IV. Shall require that a new President-Elect be elected by the Senate at the next scheduled meeting of the Faculty Senate should a vacancy occur in the office of President-Elect of the Faculty Senate.
- V. Shall serve as liaison to the Administrative Association, the Council of Classified Employees (CCE), the Confidential and Supervisory Team (CAST), the Palomar Faculty Federation (PFF), and the Associated Student Government (ASG).
- VI. Shall serve as a member on the Budget Committee.
- VII. Shall require that a new President be elected by the Senate at the next scheduled meeting of the Faculty Senate should a vacancy occur in the office of President of the Faculty Senate and if the President-Elect office is not held.

#### Secretary

- I. Shall serve a one-year term. May not be elected to serve more than four consecutive terms.
- II. Shall see that a permanent record of the proceedings of minutes is maintained.
- III. Shall provide for distribution of the minutes to members of the faculty.
- IV. Shall verify that a quorum is present at all meetings.
- V. Shall verify attendance of Senators and notify Senators if they are approaching the limitations in Article 2, Section 3, subsection III.

- VI. Shall conduct correspondence as directed by the President.
- VII. Shall bring to each meeting a complete record of the proceedings of the current academic year, a copy of the Constitution, a copy of *Robert's Rules of Order, Newly Revised*, a copy of *The Brown Act*, and a copy of the Senate's formal actions.
- VIII. Shall keep a record of the term of office of each Senator and when it expires.
- IX. Shall keep a separate up-to-date list of all formal actions approved by the Senate.
- X. Shall keep a voting roster.
- XI. Shall keep a record of those faculty granted Emeritus Status.
- XII. Shall serve as a member on the Budget Committee.

#### Past President

- I. Shall serve on the Faculty Council, and as a member of the Faculty Senate, for the term of the succeeding president.
- II. Shall serve to help the President transition into their position.
- III. May serve as a designee for the President when mutually agreeable.
- IV. If the Past-President is unable or unwilling to continue in that role, the Faculty Senate shall elect a replacement from among the Senators who shall serve as the Past-President Designee to the Faculty Council. In the event that one-third or less of the term is remaining, the Senate may choose to not fill the vacated position.
- V. Shall serve as a member on the Budget Committee.

#### President-Elect

- I. Shall be elected from the Senators.
- II. Shall maintain all regular rights and privileges as a regular member of the Senate.
- III. Shall work with the current Senate President to train for the position of President and establish working relationships with other constituent bodies.
- IV. If the President-Elect is unable or unwilling to continue in that role, the Faculty Senate shall elect a replacement from among the Senators who shall serve the remainder of the term and subsequently assume the role of President.



## SECTION 5: MEETINGS

The Senate shall meet at 2:30 p.m. each teaching Monday during the academic year, and at such special times as may be called by the Faculty Council or by written request of twenty-five percent of the Senate membership, or ten percent of the full-time, tenured, and probationary faculty, or by ten percent of the Part-Time and Emeritus faculty.

All meetings of the Senate are open to all members of the Palomar community and to the public. No vote or motion shall be accepted after 3:50 p.m. unless a motion is passed to extend the time limit.

- A. A quorum consists of one more than one-half of the elected Senate membership.
- B. The Senate shall hold adjourned meetings at the discretion of the Senate President.
- C. During the summer, a quorum of the Senate shall consist of one more than one-half the number of Senators who state their summer availability at the last regular meeting of the Senate.
- D. Meetings of the Senate during the summer may be called at the discretion of the Senate President or by petition of a majority of available Senators.
- E. Agenda: Agenda items must be submitted to the Senate President by noon the Wednesday prior to each Senate meeting. The Senate President in consultation with the Council shall be responsible for the agenda.
- F. Voting: A simple majority of those present at any meeting having a quorum shall be accepted for passing a proposed agenda item. (This rule shall be subject to exception by a vote of those present.)
- G. Executive Session: Any Senator, any member of an involved committee, or any party to a personnel question may request an Executive Session. The Senate shall go into Executive Session unless such a session is opposed by a majority of those present. Executive Sessions are subject to requirements imposed by *The Brown Act*.
- H. Recusal: As a matter of professional practice, a Senator or a member of the faculty appointed by the Senate to a reassigned faculty position should voluntarily recuse themselves from any committee or situation in which a bias may exist as a result of personal or professional interest. Recusal by any Senator or faculty member on a particular matter because of concerns about impartiality or conflict of interest does not reflect adversely on the Senator or faculty member. It is simply an acknowledgement that in a complex and interconnected society such conflicts of interest may occur. Any conflict of opinion with regard to the appropriateness of the recusal of a Senator or faculty member shall be referred to the Professional Procedures Committee, which shall determine whether recusal is necessary and report back to the Senate.

- I. Minutes: The minutes shall come to the Senate for approval prior to distribution to the faculty at large.

## **SECTION 6: COMMITTEES**

The Senate shall establish those standing and/or special committees that are necessary for the efficient conduct of its business.

- A. Membership on committees shall include both Senate and non-Senate faculty members. All Senate committee chairs must be Senators. All Senate subcommittees must meet at least once each semester with established meeting days/times published.
- B. The Committee on Committees shall solicit nominations for committee membership for Senate-appointed representation.
- C. Faculty membership on all college committees shall be confirmed by the Senate except those designated to be appointed by the bargaining unit.
- D. Committee reports may be requested at the discretion of the Senate President. Senate Committee Chairs shall submit an end-of-year report to the Senate.
- E. When any committee report is being considered by the Senate, non-Senate members of the committee may be invited to be present during said discussion.
- F. The Senate shall have the power to dissolve a Senate committee by a vote of the Senate when it is believed that a committee is no longer needed.

## **SECTION 7: CODE OF ETHICS AS APPLIED TO THE FACULTY SENATE**

Faculty Senators have an obligation to the college and to their colleagues to maintain the highest standards of ethical conduct. In recognition of this obligation, the Faculty Senate has promulgated the standards of ethical conduct for all faculty members as defined in Article 1 of this Constitution. Any alleged violation of the Ethics Code by a Senator, or faculty member in their capacity as a Senator, or as a faculty member appointed by the Senate to a reassigned faculty position shall be referred to the Professional Procedures Committee, which shall determine whether a violation has occurred. This determination shall be reported to the Senate in an open meeting. Any further action shall be initiated as defined in Article 5 of ~~this Constitution~~ these Bylaws.

## **SECTION 8: OPINION POLLING**

- I. Whenever in the course of its business the Senate shall decide that a reasonable doubt exists as to the wishes of the faculty, it may direct its Committee on Elections to conduct a poll of all Full-Time and Probationary faculty. Unless otherwise designated, those eligible to vote shall be Full-Time and Probationary faculty.

- II. Further, a poll of all faculty or Full-Time and Probationary faculty shall be taken on any subject, regardless of whether said subject has been considered by the Senate in the course of its deliberations, when requested by an appropriate petition as outlined in Article 5 and submitted to the President of the Senate.

## **SECTION 9: RIGHT OF PETITION OF THE FACULTY SENATE**

Twenty-five percent of the Faculty Senate's current membership may, upon presentation of a signed petition to the Faculty Council, call for review, referendum, initiative, censure, or recall in the context of any issue, policy, question, or person elected by the Faculty Senate or appointed by the Senate to a reassigned faculty position.

If the Senate votes to proceed, such proceedings must be included on the agenda of the next regular meeting or special meeting and shall precede other new business. The proceedings shall be convened and conducted by the Senate's Professional Procedures Committee within ten days of the agenda announcement.

Action taken by the Faculty Senate under these proceedings shall require a simple majority in matters of review, referendum, or initiative, and a two-thirds (2/3) majority in matters of censure or recall.

## **SECTION 10: GRANTING OF EMERITUS STATUS**

Emeritus Status shall be granted by formal action of the Faculty Senate to full-time faculty retiring from the District who served for at least twenty years as members of the faculty at Palomar College, with at least ten years of service as a full-time faculty member.

Emeritus Status may be granted to full-time faculty with at least fifteen years' service to Palomar College provided they receive a majority of the votes cast by the Faculty Senate of Palomar College and meet one or more of the criteria listed below:

- I. Served on the Faculty Senate for at least two years.
- II. Served for a total of four years on one or more Faculty Senate Committees.
- III. Served for a total of six years on any other active (meets at least four times per academic year) college committee.
- IV. Has demonstrated extraordinary dedication to students and the discipline as evidenced by nomination by five faculty members and a review by an ad hoc committee of the Faculty Senate.
- V. Five years of service as a Part-Time faculty member at Palomar College. For the purpose of Emeritus Policy, sabbatical leaves and other leaves of absence are not counted as a break in service when determining eligibility. An individual who has been granted

Emeritus Status at Palomar College shall be honored at the graduation ceremonies following the granting of this status and listed by name as Faculty Emeritus in the College Catalog.

### **ARTICLE 3: THE FACULTY COUNCIL**

- I. The Faculty Council consists of five members: the Faculty Senate President, the Faculty Senate Vice President, the Faculty Senate Secretary, the Past President of the Senate, and one Senator who is appointed by the Senate body for a term of one year on Council.
- II. The Faculty Council shall have weekly meetings during the academic year at a time determined by the Council and shall meet with Senate and Governance Committees as it sees fit or as directed by the Senate or the governance structure.
- III. The Faculty Council duties include:
  - a. Advising the Faculty Senate President on matters coming before the Senate and reviewing the agenda prior to each meeting.
  - b. Planning for the presentation and selection of Faculty Senate Awards (Faculty Service Award, Margie Ruzich Gift of Time Award, Scholarly and Professional Achievement Award, etc.)
  - c. Planning a Faculty Senate retreat each year.
  - d. Planning for faculty social events (examples include the Faculty Achievement Celebration of Excellence, joint events with PFF, new faculty orientations, etc.)
  - e. Reviewing release time available to the Senate under the CBA and bringing suggestions for distribution to the Senate. Decisions about release time will be discussed in the spring of each year to be effective for the following school year. No one Senator can make unilateral decisions about distribution or allocation of release time.
  - f. Reviewing petitions for review, referendum, initiative, censure, or recall (see Article 5).
  - g. Calling for additional meetings of the Senate (see Article 2, Section 5).
  - h. Polling the faculty and gathering information on issues relevant to the Senate (see Article 2, Section 8).

## **ARTICLE 4: CONSTITUTIONAL REVIEW**

### **I. COMMITTEE ON CONSTITUTIONAL REVIEW**

The Faculty Council shall appoint a Committee on Constitutional Review, consisting of three members of the Senate. The committee shall conduct, with the advice of the membership of Senate, a continuing examination of ~~this the~~ Constitution and/or Bylaws, and report ~~from time to time~~ at least biannually, or more frequently if needed, any recommendation for the improvement of the document(s).

### **II. AMENDING PROCESS**

Changes to the Constitution are recommended by the Committee on Constitutional Review to the Senate, and then distributed to the faculty for a vote. The provisions of this Constitution may be amended by a two-thirds vote of Full-Time and Probationary faculty in an electronic or mail ballot. Reviews to update names of committees and/or councils, to address grammar issues, or to correct inconsistencies and/or factual errors require the Senate to be informed but do not need to be ratified by a vote of the Faculty.

Changes to the Bylaws are recommended by the Committee on Constitutional Review to the Senate and voted on by the Faculty Senate.

### **III. DISCUSSION OF CHANGES**

For proposed Constitutional changes, the Faculty Council shall provide adequate discussion opportunities ~~on proposed Constitutional changes~~ before an electronic or mail ballot is sent out to Full-Time and Probationary faculty for ratification.

For proposed Bylaw changes, the Faculty Council shall provide adequate discussion opportunities before the Senate votes.

## **ARTICLE 5: RIGHT OF PETITION OF THE FACULTY BODY**

Ten percent of the Full-Time, Probationary, and Temporary Faculty may, upon the presentation of a signed petition to the Faculty Council, call for proceedings of review, referendum, initiative, censure, or recall in the context of any issue, policy, question, or person elected by the Full-Time, Probationary and Temporary Faculty.

Ten percent of the Part-Time and Emeritus Faculty may, upon the presentation of a signed petition to the Faculty Council, call for proceedings of review, referendum, initiative, censure, or recall in the context of any issue, policy, question, or person elected by the Part-Time and Emeritus Faculty.

If the determination is made that such proceedings are necessary, a request for such proceedings must be included on the agenda of the next regular meeting or special meeting of the Senate and shall precede other new business. The Senate shall appoint a task force of three faculty members (two Senators and one non-Senator) to conduct proceedings in an open meeting to address the matter stated in the petition. Any action taken as a result of the proceedings shall require a simple majority of the appropriate faculty group on matters of review, referendum, or initiative, and a two-thirds (2/3) majority in matters of censure or recall.

Draft Fall 2022