



**REGULAR MEETING**

**January 30, 2023**

**EXHIBITS**

Minutes of the  
MEETING OF THE FACULTY SENATE  
December 12, 2022

APPROVED

- PRESENT:** Melissa Bagaglio, Lacey Craft (ZOOM), Will Dalrymple, Alexandra Doyle Bauer, Erik Duarte (ASG), Kelly Falcone, Molly Faulkner, Jenny Ferrero, Shelbi Hathaway (ZOOM), Erin Hiro, Jason Jarvinen (ZOOM), Lawrence Lawson, Leanne Maunu, Ben Mudgett, Michael Mufson (ZOOM), Scott Nelson, Wendy Nelson, Beth Pearson, Nicole Siminski, Alyssa Vafaei (ZOOM), Elena Villa Fernández de Castro, Edwina Williams, Anastasia Zavodny
- ABSENT:** Leigh Marshall
- GUESTS:** Barbara Baer, Kevin Kearney, Billieanne McLellan, Lisette Ordorica, Stephen Palmer, Tanessa Sanchez, Sherry Titus, Kathy Young

**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**

Senate Secretary Molly Faulkner announced that many events are happening in Performing Arts this week and encouraged Senators to check out [www.Palomarperform.com](http://www.Palomarperform.com)

Senator Elena Villa Fernández de Castro announced that *Noche de Cultura* is happening tonight in the Student Union. More information can be found here: <https://www.palomar.edu/sbsdivision/wp-content/uploads/sites/214/2022/11/Noche-de-Cultura-Flyer-English-1.pdf>

President Wendy Nelson discussed an email send out by Mike Day regarding changes to the phone system which has changed the way voice mail messages can be received. She encouraged faculty to read the email and take action so that they can receive student voice mail messages.

President Nelson reminded everyone about Dr. Gina Garcia’s visit to Palomar on January 25<sup>th</sup>. Dr. Garcia is a leading scholar on Hispanic Serving Institutions. There will be opportunities to gather in person to watch her presentation as well as virtually. More information from Luis Guerrero, PD Coordinator will be emailed shortly.

President Nelson announced a Save the Date from Abbie Cory, Pride Center Director for a Pride event occurring on campus May 10, 11 and 12. More information will be forthcoming in early Spring.

President Nelson said that she, Senator Ben Mudgett and others met with Pauline Moros, Palomar’s Grants Manager to discuss a new grant being offered through the Chancellor’s Office for culturally responsive pedagogy and practices. The

application is due in February and Nelson said she would keep Senators apprised of any progress with this grant opportunity.

President Nelson reminded Senators about the Faculty Senate “special meeting” scheduled for Thursday, December 15 at 12:30 to approve the final curriculum for the semester.

**AGENDA CHANGES** – No agenda changes.

**APPROVAL OF MINUTES**

**Motion 1: MSC Pearson/ Faulkner**

Faculty Senate approval of Faculty Senate meeting minutes dated December 5, 2022 (Exhibit 1).

The motion carried.

**ACTION**

**A. Curriculum – Mudgett**

**Motion 2: MSC Mudgett/Fererro**

Faculty Senate approval of Curriculum Committee Actions approved on December 7, 2022 (Exhibit 2).

The motion carried.

**Motion 3: MSC Mudgett/Fererro**

Faculty Senate approval of the Governance Structure Group Request form for the Assembly Bill 1111/928 Steering Committee Taskforce (Exhibit 3).

The motion carried.

Before the vote, Senator and Curriculum Co-Chair Ben Mudgett addressed the concerns that Senate shared in the last discussion and those changes are now reflected in the current version of the document. Mudgett addressed Senate’s prior concern about consolidating AB 1111 and 928 saying AB 928 is two part and not just related to general education. It’s also related to placing all students on transfer degree pathways where we offer one and where it matches their area of interest. Placing students on two degree pathways automatically and creating an opt out process is much greater than just the Senate, or even the GE Subcommittee. This new overarching steering committee is going to help guide the work and check in. This taskforce is a formal group but may only meet twice a semester, and then the study groups within this taskforce will probably meet monthly at the very least to work through all of the implications of Implementing AB 928.

Senator Mudgett said the taskforce will be reporting back regularly to Senate.

**B. Committees - Zavodny**

**Motion 4: MSC Zavodny/Faulkner**

Faculty Senate approval of the following committee appointments (Exhibit 4):

AB705 Support Subcommittee – **Vickie Mellos**, Faculty ESL

The motion carried.

## **INFORMATION ITEMS**

### **A. ASG Report – Erik Duarte**

Erik announced that his spring 2023 class schedule will not allow him to attend Faculty Senate meetings. He thanked Senators for their guidance over the fall semester.

### **B. Microaggressions and Macroaggressions in the Classroom (Exhibit 5, 6 and 7) – Maunu, Bagaglio**

Senator Melissa Bagaglio started the discussion sharing the exhibit showing faculty statements. Senator Bagaglio said the goal today was to share faculty statements and research reflected in the exhibits to help all faculty. She said that there were occurrences this semester as well as last semester where students exhibited racism and prejudice towards professors. When we talk about educating faculty, educating students and educating staff and being more equity-minded at Palomar, it's often in context of faculty with students, students with other students but usually not about students with faculty. Being a person of color in the classroom teaching and experiencing this behavior from a student, who is mostly white and conservative leaning ideas acting out, and understanding the consequences when this happens is rarely talked about. Faculty often don't know what resources are available to them to deal with this issue.

Senator Bagaglio said the English Department, including its chair, has worked hard to find support to help and find solutions. Palomar College, specifically Student Services, has failed these same faculty experiencing this issue by not making it clear what options faculty have when students behave this way. This problem has affected many faculty but seems to be more prominent in the Humanities. Race, mental health, gender issues and other topics are frequently discussed in a Humanities class. The Humanities faculty have a pedagogical mind that leans towards anti-racism because it is such an important part of Humanities. It is time for the College to step up and show support for faculty who are experiencing these things. Students must be held accountable when they don't behave in a humane and respectful way in a classroom when they don't agree with the ideas that others share.

Senator Leanne Maunu said that several faculty spoke at PFF last week about this problem and met later to discuss how to help students better understand and recognize their own implicit biases and other microaggressions. The College may be working hard in the antiracist work but has let down the BIPOC and LGBTQ faculty because they too are experiencing this microaggression in the classroom. Senator Maunu said that bringing this to Senate's attention may help begin bigger conversations about this issue and help find solutions.

Senator Bagaglio said that during previous discussions taking place when incidences occurred, she and others came across some information in the catalog that if brought to their attention earlier in the semester, it may have been of use to the faculty. When these faculty talked to Student Services, the attitude was that a student has the right to fail. Unfortunately, in addition to that student failing the class, the student is also failing the entire class and the faculty by making the environment very toxic for everyone. Faculty need to be aware of their rights when they are in the classroom and be aware of the options available to faculty when dealing with a student exhibiting this behavior.

Senator Kelly Falcone said she experienced the process with a student in Fall 2021. She said she looked at how this student was impacting other students in the class. Senator Falcone said she feels the systems at Palomar for dealing with this are broken. She struggled with providing suitable evidence for an incident report that is within Palomar's policies and procedures. There is confusion between AP 5500 and 5520. At that time, she was teaching an asynchronous course but there was no process in place to remove a student from an asynchronous course. Consideration of BP3000 was also researched. This may be an opportunity for us to review AP 3000 in relation to AP 5500 to make it clearer how to deal with these types of issues. The process was long and prompt removal of the student from the class couldn't happen fast enough.

Senate President Wendy Nelson said EESSC has created a taskforce to review and update AP5500 and 5520 but the work has not begun.

Senator and PFF Co-President Lawrence Lawson thanked all who shared their stories and added that PFF does have an article on safety in the contract. This is the avenue PFF is pursuing to address this issue. Palomar's faculty need to be in place where they feel safe.

Sherry Titus said she quickly read the comments on the exhibit and was aware of some of these incidents. She said AP5520 has been updated and updating AP5520 is in progress. Titus said that any incident where a student is disrupting the learning environment, an incident report can be submitted with evidence to show what it was. Titus said her office is often stuck in the middle because the student tells one story while the incident report tells another. Students declare that FERPA violations are occurring as well so it's a delicate balance in her office. Titus said she has only one other person in her office to assist with this workload and must honor the student's due process rights. Titus said she wasn't in the meeting today to defend any student's statement that was made in a classroom or anywhere on campus that is inappropriate or racist. This won't be tolerated and this can be a classroom management issue when the student could be asked to step out of the classroom at that very moment.

Titus said she has a few cases where students are feeling these microaggressions from faculty and staff. Faculty, staff and students have to come together to educate everyone involved.

Discussion occurred while reviewing instances shared on the document. Some Senators expected Titus to comment on specific incidences on the exhibit but Titus was not provided with the exhibit and asked to prepare responses prior to the meeting. President Nelson made it clear at that moment in the meeting that Titus was not invited to the meeting to address specific incidences on the exhibit but to come and participate in a general discussion with Senate about the processes in place to address micro and macroaggression at Palomar. Titus said she would be more than happy to have the hard discussions and suggested that bringing in faculty who have experienced positive results in dealing with students in similar situations would be helpful as well.

Kevin Kearney addressed Senate saying faculty cannot be expected to enter a classroom when there are dangerous conditions in that classroom and this is what Palomar is trying to force faculty to do. Kearney next asked for an outside investigation into the Office of Student Life and Leadership due to an investigation that took place regarding an incident that took place in his classroom last Spring. He said he was close to filing criminal charges against two administrators he felt were criminally negligent in dealing with a student from his class who was disturbing the class, talking about guns and making disturbing threats towards him. Palomar's primary concern is preventing lawsuits, not student success. Kearney said he wants it on record that he will never file another incident report as long as Sherry Titus is working in the Office of Student Life and Leadership.

Senate Vice President Jenny Fererro said there is a pattern of things falling by the wayside in terms of prioritization, and figuring out how, what, and whose role it is to act and get things moving in the right direction. She said she thinks that everyone agrees that there's room for improvement to make things safer and better for everybody. She said we need a process that actually does address the needs of how we teach today, and also the climate that we're teaching in. She encouraged Senate to not just have this session to hear this, and then see that nothing happens. Senate has to be responsible for following up with EESSC. Fererro said Senate can't necessarily go into all of the examples today but can make a commitment as a Senate to not let this fall by the wayside.

President Nelson said she would reach out to EESSC to get the workgroup started on evaluating the Aps and bring this item back to Senate in February for further discussion.

### **C. Cross-Listed Course Evaluations (Exhibit 8) – W. Nelson, Mudgett**

President Nelson said Curriculum has been discussing issues around cross-listed classes for quite a while now. Conversations will start in the Spring to allow faculty from cross-listed disciplines to discuss the benefits and

drawbacks of cross-listing. Curriculum is planning to send a Google form out to department's discipline experts to gain information first. Then, meetings will be scheduled with faculty to start discussions about cross-listing classes. Senators discussed and revised the exhibit. It was suggested that students be involved with the discussions.

**Motion 5: MSC Lawson/Fererro**

Faculty Senate approval to extend the meeting.

The motion carried.

**D. Reviewing a Syllabus (Exhibits 9 and 10) – Falcone**

Senator and TERB Coordinator Kelly Falcone said there aren't any written requirements of what a syllabus should include which makes it difficult to have a proper evaluation of a syllabus. Some departments do have their own syllabus format but a "centralized" format doesn't exist at Palomar. Senator Falcone has done some research which told her that the local Senate should be the body that decides what a syllabus should include. She explained her exhibits and said an institutional standard syllabus can be created and departments will have an opportunity to add their own additional requirements if needed.

Several Senators volunteered to be on a workgroup to create the document to bring back to Senate.

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

**REPORTS**

**President (Nelson)**

This week I attended the following meetings - EESSC (report below), Governing Board, Faculty Senate Council and the Educational and Facilities Planning Meeting.

Governing Board:

- In my report, I discussed how the lack of permanent VPs and other critical positions at the College is taking its toll. I also discussed the questions raised about the lack of faculty and staff voice in the evaluation process of the superintendent/president. At the meeting two members of the campus community were recognized for their service to Palomar College as they prepare to retire - Kellis Neidiffer, Academic Department Assistant, 30 Years and Dellas E Torrisi, Senior Media Helpdesk Specialist, 18 Years. The following action items were approved:
  - COVID-19 Stipends for the Superintendent/President
  - Employment contract for VPI, Tina Recalde
  - Employment contract for VFAS, Todd McDonald

Recognition was given by many for our exiting trustees – Mark Evilsizer, Kartik Raju and Norma Miyamoto.

**Accreditation (Versaci)**

The college is making progress on the main Accreditation requirement involving the institutionalization of budget planning through integrated software. We have a contract with a consulting firm to aid with this, and we have identified a project manager to oversee the work. In January, we will begin to work on our follow-up report.

**Distance Education (Hiro)**

The Chancellor's Office just handed down new Title 5 regulations. That means Palomar will have to update its [Academic Policy 4105](#), which deals with Distance Education. There are some big changes that will need to be discussed at length next semester.

The Senate will see AP 4105 changes early next Spring after review of the DE Committee. If you have any initial thoughts or feedback on this topic, please contact DE Coordinator Erin Hiro at [ehiro@palomar.edu](mailto:ehiro@palomar.edu).

Background information.

- Chancellor's office [presentation](#)
- [Website](#) of information
  
- Westlaw's [California Code of Regulations](#) site.

Summary of changes

Section Amendments and Key Areas of Revision

### **1. 55005 - Publication of Course Standards**

- a. For each course offered, a community college shall make available to students through college publications all of the following facts before they enroll in the course:
  - i. If the course is online
  - ii. Online and in-person synchronous meetings;
  - iii. Any required asynchronous in-person activities;
  - iv. Any required technology platforms, devices and applications; and
  - v. Any test or assessment proctoring requirements

#### **2. 55200 - Definitions and Application**

- a. Adds "regular and substantive interaction"
- b. Included the minimum federal requirements which include the types of technologies used for distance education
- c. Added a definition of "accessible" in the context of distance education
- d. Revised references in the "Authorities cited" section

#### **3. 55204 - Instructor Contact**

- a. Aligned the definition of distance education and instructor contact to the federal "regular and substantive interaction" criteria
- b. Added that the course outline of record may be one resource to note courses that require regular and substantive interaction among students
- c. Elaborated on
  - i. Substantive interaction
  - ii. Regular interaction
  - iii. Asynchronous instructional time
- d. Revised references in the "Authorities cited" section
- e. The codified section will be corrected to the Board of Governor's approved text:
  - i. Any portion of a course conducted through distance education includes regular and substantive interaction between the instructor(s) and students (and among students if described in the course outline of record or distance education addendum), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities.
  - ii. "Substantive interaction" includes teaching, learning and assessment consistent with the content AND as least two of the following
    1. Direct instruction
    2. Accessing or providing feedback on coursework
    3. Responding to questions
    4. Facilitating group discussions

## 5. Other activities approved by the institution or accrediting agency

### 5. 55206 - Separate Course Approval

- a. Clarifies that both the course outline of record and its addendum can be used to demonstrate a course's compliance with relevant distance education regulations.
- b. Added the specific requirement that a COR or its addendum must explain how the course design and course materials are accessible to every student, including students with disabilities.
- c. Revised references in the "Authorities cited" section
- d. These changes added flexibility for colleges – The DE Addendum can be included in COR itself.
- e. These changes align this section with the new definition of "accessible" in section 55200

### 7. 55208 - Faculty Selection and Workload

- a. Changes
  - i. Added the federal requirement that distance education instructors must meet qualifications established by the accrediting agency
  - ii. Revised references in the "Authorities cited" section

Guidance - See the policies for ACCJC or DEAC depending on who your accrediting agency is.

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

ECC Council met on Friday 12/2 and saw the final draft of the changes to AP 7120, which reflect the changes made in AP 7120A. This policy will now go to College Council.

### **Equitable Placement and Completion Committee (formerly AB705)**

In the fall 2022 semester the AB 705 Support Subcommittee became the Equitable Placement and Completion Committee. Here is an update on some of the things we discussed and have worked on.

During the semester AB 1705 and AB 1187 passed, and these two bills add more work towards AB 705 enactment and financial support towards equitable placement and completion. AB 1187 specifically adds more funding for tutoring to support students in being successful in AB 705 related classes.

The two bills give \$64M to community college to support implementation. We do not yet know how much money Palomar will get or when, but we have discussed what we would like the funding to go towards:

- Funding for part-time faculty participation in AB-705 departmental implementation (including conferences, workshops, and community of practice meetings).
- Funding for faculty and AB-705 coordinator attendance at California Acceleration Project's annual conference and other relevant conferences this academic year and the next few years.
- Funding for the programming support needed to make necessary changes in the application placement process for Math and ESL.
- Embedded tutoring for current co-requisite courses/future enhanced classes in English, Math, and ESL.
- Tutoring for Bridge Programs and Math Jam sessions in support of underserved students.
- Technology such as ALEKS, MyLab, and/or Cengage codes to support Bridge Programs, Math Jam, and other support services for underserved students.
- Extending the AB-705 coordinating positions to cover the next few years (currently negotiated for this AY only).
- General walk-in tutoring support.
- Time for faculty who go to conferences for debriefing and bringing things back to the institution.
- Funding for tutors to go to trainings, meet with faculty if an embedded tutor.
- Training for faculty who are teaching corequisite classes (math requires 16 hours of training of those teaching the coreqs).



- Reading Apprenticeship training or type of training through the College Reading Discipline, helping students to read content area books (math, science, etc.).
- Marketing.
- Change all the course flow charts because of changes to classes in the different disciplines.
- Region 10 Summit on AB 705 - enrollment, counseling, student advisors, ESL, math, English, reading.
- Counseling support specific to advising for AB 705.
- Guided self-placement for ESL; placement for math programmed into PeopleSoft.
- Finding out if students are finishing math/ENG in their first year? How can tech help us with this?

With this funding we are trying to find out who will control the money and how we will access it for our funding priorities. Along these lines, the acting VPI approved money for adjunct participation in the November and December Communities of Practice, but the AB 705 Coordinators are still trying to find out what the budget string is so those payments can happen.

We also discussed the concern that our Assessment Office went away, but we still have assessment needs, especially with AB 705, so we are trying to find out how other schools are managing this – did they shut their offices too? If not, what are they calling themselves? Are there best practices models for what we should do in terms of assessment now? We continue working to make sure the school is taking actions to be in compliance with what is needed in these laws in order for our students to be successful.

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

The EESSC approved the following policies – AP 5055 Enrollment Priorities and AP 4025 Philosophy and Criteria for Associate Degree and General Education. We also discussed the college council goals and which ones applied to EESSC. We agreed to develop goals that aligned with the following College Council goals:

- Develop orientation for new council members which would include roles and responsibilities of the council and council members. (Format could be a governance video for each council.)
- Provide training, guidance, and direction for committee members and chairs that
  - emphasizes the role of governance and operations,
  - assures all voices are heard and supported, and
  - improves meeting facilitation/organization (for chairs).
- Develop standard report templates for constituent participants.
- Streamline communication of action items to campus community
- Incorporate campus well-being initiatives including DEIAA

EESSC also discussed the PRP review process and members provided feedback for next year.

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

Material/Action Items from meetings on 11/17/22 and 12/01/22

1. The committee continued the review of the sabbatical leave applications for the 2022-2023 academic year.
2. The Committee will continue to meet this semester to complete review of all sabbatical leave applications.
3. The committee reached out the PFF to request the re-opening of Article 15 on the issue of salary credits. The contract is unclear on the relationship between courses that can be taken for salary credit and a faculty member's area of expertise. Without this clarification, the role of the sabbatical committee in deciding to approve or not approve salary credit requests is unclear.
4. The Co-chair met with Krista Lough who is the Peoplesoft expert designing the new form for revisions requested by the committee. This form will be available by Spring 2023.

**ADJOURNMENT** The meeting was adjourned at 3:59 PM.

Respectfully submitted,

*Molly Faulkner*





Minutes of the  
SPECIAL MEETING OF THE FACULTY SENATE  
December 15, 2022

APPROVED

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

**GUESTS:**

**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 12:30 PM. The meeting was also streamed live on ZOOM.

**PUBLIC COMMENTS** – No public comments.

**ANNOUNCEMENTS**

Senate President Wendy Nelson said she would like to add a discussion to adopt a community agreement and discuss meeting decorum at the first Spring semester meeting.

Senate Vice President said all PFF negotiation updates are posted to the PFF website so go check them out there.

**AGENDA CHANGES** – No agenda changes.

**APPROVAL OF MINUTES**

**ACTION**

**A. Curriculum – Mudgett**

**Motion 2: MSC Mudgett/Fererro**

Faculty Senate approval of Curriculum Committee Actions approved on December 14, 2022 (Exhibit 1).

The motion carried.

**ADJOURNMENT** The meeting was adjourned at 12:34 PM.

Respectfully submitted,

*Molly Faulkner*

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Molly Faulkner, Secretary

In the fall 2022 semester the AB 705 Support Subcommittee became the Equitable Placement and Completion Committee. Here is an update on some of the things we discussed and have worked on.

During the semester [AB 1705](#) and [AB 1187](#) passed, and these two bills add more work towards AB 705 enactment and financial support towards equitable placement and completion. AB 1187 specifically adds more funding for tutoring to support students in being successful in AB 705 related classes.

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We continue working to make sure the school is taking actions to be in compliance with what is needed in these laws in order for our students to be successful.

# To Do Tasks

## Campus Shared Governance

### Faculty Senate

| Review   |   |
|--|---|
| Issues   | How to do / Other considerations  |
| <ul style="list-style-type: none"> <li>● Review of committees               <ul style="list-style-type: none"> <li>○ Need repository for all governance sheets (and history)</li> <li>○ Process clear for creation/ dissolution of committees and communication of this to campus</li> <li>○ Which are no longer needed?</li> <li>○ What is missing and needed?</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● Initial repository started; need official location (web) for storage</li> <li>● Clear criteria needed for creation of committees / groups (should include a check to ensure work isn't already being done by an existing group)</li> <li>● Which are work that only needs a position? (ie, only the Service Learning Coordinator instead of committee, etc)</li> </ul> |

| Process / Communication   |   |
|---|---|
| Issues  | How to do / Other considerations  |
| <ul style="list-style-type: none"> <li>● Process for onboarding: Senate, Committees               <ul style="list-style-type: none"> <li>○ Handbook?                   <ul style="list-style-type: none"> <li>■ Meeting absences</li> <li>■ Expectation for reading/reviewing/ meeting participation</li> <li>■ Tips for communicating information to constituent groups</li> </ul> </li> <li>○ Swearing in?</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>● Timing of onboarding</li> <li>● Processes for Senate vs committees</li> </ul>  |
| <ul style="list-style-type: none"> <li>● Communication re shared governance               <ul style="list-style-type: none"> <li>○ How/format?</li> <li>○ Who?</li> <li>○ Frequency?</li> <li>○ Content?</li> </ul> </li> </ul>   | What types/when should come from: <ul style="list-style-type: none"> <li>● Senate President, Secretary</li> <li>● Committee chairs</li> <li>● ConC chair</li> <li>● Representatives / membership</li> </ul> |

| Scheduling / Displaying Information   |   |
|---|---|
| Issues  | How to do / Other considerations  |
| <ul style="list-style-type: none"> <li>• Create a calendar for meeting schedules               <ul style="list-style-type: none"> <li>○ Viewable to everyone</li> <li>○ How to handle changes? (Who in charge, training, etc)</li> </ul> </li> </ul>  | (Outlook) <ul style="list-style-type: none"> <li>• Ensure non-overlapping times</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Website listing committee membership               <ul style="list-style-type: none"> <li>○ Show chair(s), recorder, associated staff</li> <li>○ History of membership stored somehow</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Senate may consider mirroring format of Campus shared governance listings (Council webpage → listing of reporting committees)</li> </ul> |

## Listing of Senate Committees

| Senate Committee                                    | Structure Sheet | Notes  | Next Steps  |
|---|-----------------|--|---|
| <b>Equitable Placement and Completion Committee</b> | <b>11/14/22</b> | <b>Formerly: AB705 Support Subcommittee</b>  | <i>No action currently needed.</i>                      |
| <b>Academic Integrity Taskforce</b>                 | <b>11/7/22</b>  | Newly created; not filled.   | <i>Fill membership</i>                                  |
| Academic Standards and Practices Committee ^^       | Fall 2017       | <b>ConC needs to revisit the merger of these three.</b> Personnel Standards and Practices Committee & Professional Procedures Committee          | <i>ConC to create new gov structure for this merger</i> |
| Committee on Committees                             | Fall 2017       | Determine meeting time (at least twice a semester)   | <i>Update gov structure</i>                             |
| Committee on Service Learning                       | Fall 2017       | Continue as committee? Meeting schedule only Oct, March, May<br><br>Service Learning Coordinator gets 20% release ( <a href="#">Appendix F</a> ) | <i>Reach out to chair for info on keeping committee</i> |



|  |                |  |  |
|--|----------------|--|--|
| <b>CALM Committee</b>  | <b>6/1/21</b>  | Both co-chairs have release Spring 2023.<br><br>One co-chair (CALM Coordinator) is institutionalized with 20% release ( <a href="#">Appendix F</a> ).<br><br>The other may become institutionalized pending ongoing state-wide grants. | <i>Establish timing for Coordinator call(s)</i><br><br>It is scheduled to go out for Fall 2023 |
| Curriculum Committee   | 7/1/19         | Required to exist.<br><br>Chair gets 60% release from Senate's 2.0 FTE ( <a href="#">Appendix F</a> ).<br><br>Curriculum tech review gets 20% release from Senate's 2.0 FTE ( <a href="#">Appendix F</a> )                             | <i>Update gov structure</i>  |
| Distance Education Committee   | Fall 2017      | DE Coordinator gets 60% release from Senate's 2.0 FTE ( <a href="#">Appendix F</a> )   | <i>Update gov structure</i>  |
| <b>DFA Committee</b>   | <b>9/19/22</b> | Updated to clarify previous PT recipient will be invited to join, same as for FT.  | <i>No action currently needed.</i>   |
| <b>Educators for Equity, Diversity and Cultural Consciousness Subcommittee</b> | <b>9/20/21</b> | Co-Chairs get xx each release from Senate's 2.0 FTE ( <a href="#">Appendix F</a> ) for spring 2023 only. Need to determine if this will continue.  | <i>No action currently needed.</i>   |
| Elections Committee  | Fall 2017      | Rarely called. Should this exist? Or only as an as-needed or called group? (In which case members are not seated?)   | <i>Discuss in Senate</i>   |
| Equity in SLOs Taskforce   |                | This taskforce is set to sunset end of Spring 2023   | <i>No action currently needed.</i>   |
| Equivalency Committee  | Fall 2017      | Chair gets 20% release ( <a href="#">Appendix F</a> )  | <i>Update gov structure</i>  |
| FSA Review Committee   | Fall 2017      |  | <i>Update gov structure</i>  |
| GE Workgroup   |                | Going to be restructured to match new CalGETC areas  |  |
| Learning Outcomes Council Subcommittee   |                | Subgroup of Curriculum Committee   | <i>Update gov structure</i>  |
| <del>Outcomes Technology Taskforce</del>                                       |                | <del>Subgroup of Curriculum Committee (?)</del>  |  |
| Oversight Committee Grant Funded Programs <sup>^^^</sup>                       | Fall 2017      | Might not need now that we have Grant Coordinator  | <i>Discuss at Senate</i>   |

|  |                     |   |  |
|--|---------------------|---|--|
| Personnel Standards and Practices Committee ^^     | Fall 2017           | ConC needs to revisit the merger of these three.                | ConC to create new gov structure for this merger |
| Professional Procedures Committee ^^               | Fall 2017           | ConC needs to revisit the merger of these three.                | ConC to create new gov structure for this merger |
| <del>Title V Steering Committee</del>              | <del>11/21/11</del> |   |  |
| <b>Tutoring Committee</b>                          | <b>4/18/22</b>      |   | No action currently needed.                      |
| Workforce and Community Development Advisory Group | Fall 2017           | Appears to be either two similar groups or the membership split | Update gov structure                             |

The above committees with **Structure Sheet** dates of **Fall 2017** are those which only have governance information found in the Committee on Committee calls from the Fall of 2017. No formal governance structure sheets have been found for these groups. Therefore the recommendation is for these committees to update their governance structure sheets as soon as the new campus forms are created and approved.

*The document below is the current guidelines for my role in the overall campus shared governance overhaul. I included it here as a (potentially) helpful reference to the work for Senate:*

# To Do Tasks

## Campus Shared Governance

| Review   |   |
|--|---|
| <ul style="list-style-type: none"> <li>● Process for how appointments are made: FAC, CAST, CCE, AA               <ul style="list-style-type: none"> <li>○ Who makes appointments?</li> <li>○ Typical timing/frequency of appointments/vacancies</li> <li>○ Issues faced by each group?</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>● Speak to each group</li> </ul> |
| <ul style="list-style-type: none"> <li>● Review of committees               <ul style="list-style-type: none"> <li>○ Need repository for all governance sheets (and history)</li> <li>○ Process clear for creation/ dissolution of committees and communication of this to campus</li> <li>○ Which are no longer needed?</li> <li>○ What is missing and needed?</li> </ul> </li> </ul> |   |

| Process   |   |
|---|---|
|   |   |
| <ul style="list-style-type: none"> <li>● Process for how appointments are made: FAC, CAST, CCE, AA               <ul style="list-style-type: none"> <li>○ Can one system/format be used for all?</li> <li>○ Typical timing/frequency of appointments/vacancies</li> <li>○ Issues faced by each group?</li> <li>○ Point of contact? (title, rather than person)</li> </ul> </li> </ul> |   |
| <ul style="list-style-type: none"> <li>● Updating committee membership               <ul style="list-style-type: none"> <li>○ Who?</li> <li>○ How?</li> <li>○ Where?</li> </ul> </li> </ul>   |   |
| <ul style="list-style-type: none"> <li>● Communication re shared governance               <ul style="list-style-type: none"> <li>○ How/format?</li> <li>○ Who?</li> <li>○ Frequency?</li> <li>○ Content?</li> </ul> </li> </ul>   |   |
| <p><b>Role of assistant to superintendent/president ?</b></p>   | <p>Have point person in president's office, as this is responsibility of president (oversee governance). Will meet with recorders, keep consistency for postings, agendas, minutes format</p> |

| Data   |                  |
|--|------------------|
|  |                  |
| <ul style="list-style-type: none"> <li>● Create a calendar for meeting schedules               <ul style="list-style-type: none"> <li>○ Viewable to everyone</li> <li>○ How to handle changes? (Who in charge, training, etc)</li> </ul> </li> </ul> | <p>(Outlook)</p> |

|   |  |
|---|--|
| <ul style="list-style-type: none"><li>● Website listing committee membership<ul style="list-style-type: none"><li>○ Show chair(s), recorder, associated staff</li><li>○ History of membership stored somehow</li></ul></li></ul>  |  |
| <ul style="list-style-type: none"><li>● Review of committees<ul style="list-style-type: none"><li>○ Need repository for all governance sheets (and history)</li><li>○ Process clear for creation/ dissolution of committees and communication of this to campus</li></ul></li></ul> |  |

**Educational Vision Plan Timeline:**

- February and March – EVP Review Process
- 2/16: Task Force review of Draft EVP, including Goals & Objectives
- 2/24 & 3/10 (or 3/10 & 3/24): College Council 1st and 2nd Readings of Draft EVP
- Recommendations to the President & Communication feedback to the Task Force
- 3/10 (or 3/24): Task Force receives communication back from College Council
- March 31 – Draft EVP completes – Pencils Down! – Onward with FVP!