



Minutes of the  
MEETING OF THE FACULTY SENATE  
August 29, 2016

APPROVED

**PRESENT:** Richard Albistegui-Dubois, Melinda Carrillo, April Cunningham, William Dalrymple, Jenny Ferrero, Joel Glassman, Greg Larson, Teresa Laughlin, Shannon Lienhart, Sierra Lovelace, Jackie Martin, Susan Miller, Ben Mudgett, Patrick O'Brien, Lillian Payn, Candace Rose, Travis Ritt, Seth San Juan, Craig Thompson, Fari Towfiq, Lori Waite, Ellen Weller

**ABSENT:** Michelle Vogel-Trautt

**GUESTS:** Hope Farquharson, Kevin Stahl

**CALL TO ORDER:** The meeting was called to order by the President, Travis Ritt, at 2:30 p.m. in Room SU-30.

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

Approval of Minutes:

**Motion 1** MSC Laughlin, Albistegui-Dubois: Faculty Senate approval of the minutes of August 22, 2016, as amended. The motion carried. Abstention: Lovelace

**Public Comments:** There were no public comments.

**Announcements:** There were no announcements.

**Senate President Report:** Travis Ritt announced that the format of the Agenda will change, beginning next week, to discuss Information items first, followed by Action items, then Reports. This will allow for more discussion time for Information items.

**Governing Board:** A special meeting of the Governing Board was held on August 23, 2016. Enrollment is only down 1% and it is hoped it will even out with last year before the census data is compiled.

**Instructional Planning Council:** A Senator is needed to serve on the Instructional Planning Council, which meets the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month.

**Student Services Planning Council:** April Cunningham reported that members of the Student Services Planning Council will be discussing the relevant Administrative and Board Policies for student services this year. A proposal is being discussed to add the Outreach Manager to the council when that position is filled.

A student mobile app is expected to be soft launched in September.

The council is discussing the use of a revised Program Review & Planning (PRP) form, though use of the current form will continue this year until the new version is finalized.

Palomar Faculty  
Federation (PFF):

Shannon Lienhart indicated that she and Teresa Laughlin will be meeting with Interim Vice President of Instruction Sourbeer and Interim Vice President of Human Resource Services Mike Popielski later in the day to discuss class cancellations.

Teresa Laughlin added that negotiations continue with the district.

Travis Ritt added that the PFF has invited the Faculty Senate to hold a joint mixer in the near future to welcome new faculty.

Budget Committee:

The Budget Committee will meet on September 13, 2016.

Student Success &  
Equity Council (SSEC):

Travis Ritt stated that the SSEC will be discussing the possibility of placing all of the current initiatives, including BSI, SSEC, and 3SP, into one council.

Student Equity Workshops are currently scheduled for September 7 from 12:00 – 1:00 p.m., and September 8 from 9:00 – 10:00 a.m. in room AA140. Faculty should check their emails for more information.

Academic  
Technology:

Lillian Payn indicated that members of the Academic Technology Committee discussed their goals at their meeting last week.

121 people are now validated into POET  
We are in the second week of Canvas Pilot 2  
There are 35 courses in Pilot with 18 instructors

Payn also shared information from a student who indicated to her that the instructor in a summer school course they attended only taught “part of the course” because it was summer school. Instructors should know that students taking a class over the summer receive the full amount of hours allotted to that course regardless of the semester in which it is taught, and must follow the COR for the course.

Basic Skills  
Steering Committee:

Lori Waite reported that the BSI, Student Equity, and SSSP Annual Reports have been suspended for the 2016-17 academic year as discussion continues on potentially uniting those under one initiative.

Travis Ritt added that Palomar may continue to produce those reports for use here on campus.

Waite shared information on the 3CSN Equity Community of Practice: Introduction to Culturally Responsive Teaching and Learning event at San Diego Mesa College. 3CSN is an initiative of the California Community Colleges Chancellor’s Office, which provides opportunities to engage in activities and learn tools that will support their efforts in reducing equity gaps and improve student success outcomes. The event will be held on

September 23, from 8:30 a.m. to 2:30 p.m., at San Diego Mesa College. More information is available at: <http://bit.ly/2bCxyn0>.

Learning Outcomes  
Council:

Hope Farquharson reported that members of the Learning Outcomes Council held their orientation meeting last week, and continue to work on the goals for the year.

Committee  
Appointments:

Senators are needed to serve on the Academic Standards & Practices Committee, the Sabbatical Leave Committee, and the Student Success & Equity Council.

Motion 2

MSC O'Brien, Larson: Faculty Senate approval of the following committee appointments:

Academic Technology Committee  
*(16-18) Arts, Business, Media, and Computer Science*  
Michael Gilkey (FT)/Business Education

Committee on Service Learning  
*(16-18) Career, Technical and Extended Education (at-large)*  
Amy Caterina (FT)/Media Studies

Distinguished Faculty Award Committee  
*(16-18) part-time faculty*  
Jasibe Carlsake (PT)/World Languages Department

Evaluations Appeal Committee (EAC)  
*(16-17) alternates*  
Kimberly Christensen (FT)/Mathematics  
Marquesa Cook Whearty (FT)/Speech/ASL

Facilities Review Committee  
*(16-18) P.J. DeMaris (FT)/Counseling*

Selection Committee for the position of permanent VP for Human Resource Services (VPHRS)  
*Career and Technical and Extended Education*  
Kevin Powers (FT)/trade and Industry

Student Program Eligibility Appeals Committee  
*(16-18) Athletic faculty representative (at-large)*  
Rafiki Jenkins (FT)/Languages and Literature

Student Services Planning Council  
*(16-18) One EOP&S faculty member*  
Trong Nguyen (FT)/EOP&S

Workforce and Community Development Advisory Group  
*(16-18) Theresa Hogan-Egkan (FT)/Counseling*

The motion carried.

Motion 3 MSC O'Brien, Laughlin: Faculty Senate acceptance of the results of the ballot for the following committee appointments:

Elections Committee

(16-18)

Katherine Kelp-Stebbins (FT)/English

Committee on Service Learning

(16-18) *Mathematics and the Natural and Health Sciences*

Samantha Sangsanoi (FT)/Nursing Education

The motion carried.

Curriculum: The Curriculum Committee will meet for training on August 31, and the first meeting of the semester will be held on September 7.

Part-Time Senator  
Elections:

There is currently one vacancy on the Faculty Senate for a part-time faculty member, with a possibility of two total part-time vacancies due to a scheduling conflict with a recently appointed Senator. Travis Ritt reminded Senate members of the recent change in the Constitution that allows for electronic voting, and asked for input on whether there was support for sending out a call to fill the position(s).

After brief discussion, there was agreement that a call should be distributed to all part-time faculty members to fill these positions. This item will be brought forward under Action at next week's meeting.

CTEE Workshop  
Update:

Jackie Martin shared a report on the CTEE Regional meeting she attended over the summer. She stated that there is generous funding available as there is a move towards developing transfer model curriculums for CTE in-line with what is available for other programs. There is \$6.6 million dollars available for 2016-17.

She provided information on how the funds will be distributed to various programs and areas. Regional Occupational Committees composed of various administrators and faculty members will be created to discuss the disbursement of these funds. There is currently a recommendation of only four faculty members, though there was discussion of the need for more faculty in the membership structure to write courses and programs.

More information can be found at: <http://myworkforceconnection.org/> as part of the Doing What Matters Initiative (<http://doingwhatmatters.cccco.edu/>).

A database of participating institutions can be found at: <http://www.gcccd.edu/sdic-regional-consortium/default.html>.

Enrollments/  
Cancellations:

Travis Ritt stated that he will be meeting with Interim Vice President Sourbeer on August 30 to discuss concerns with enrollments and class cancellations. He referred to faculty's role in Enrollment Management, including a reference to the Statewide Academic Senate for California Community College's paper, *The Role of Academic Senate's in Enrollment Management* (<http://www.asccc.org/papers/enrollment-management-revisited>).

Senators shared some of their experiences and challenges with class enrollment and cancellations. Challenges that negatively impact enrollment include:

- The scheduling timeline is set so far in advance that there is no opportunity to see if certain areas of the schedule should be changed, such as assessing whether moving a class to a different day or time could potentially improve enrollment.
- Obstacles to student retention such as the lack of a user-friendly interface on the enrollment page, lack of a payment plan, delayed refunds, and parking costs.
- Delays in receiving financial aid, as well as delays in receiving refunds when classes are cancelled.
- When classes are cut before the first week of classes, it removes the opportunity for classes to reach the appropriate enrollment targets, even though there is ample anecdotal evidence of classes increasing enrollment in large numbers during that time frame.
- The concern of Palomar College no longer being a two-year institution.
- The lack of counseling opportunities for students, particularly those who have had a class cancelled and are unable to see a counselor for several weeks. There was also a need to bring back and follow-through with the Assessment, Online Orientation, and Academic Workshops.
- Large waitlists can reduce enrollment in other sections of the same course.
- Faculty members who do not allow students to add a class past the first meeting.
- No data has been provided to prove the assumption that students who are enrolled in a cancelled class actually enroll in another class to replace that cancelled class, let alone stay at Palomar.
- The scheduling challenges presented by the compressed calendar.
- A perceived lack of consistency in cancellation policies and processes between divisions and between departments in the same division.

Senators agreed that faculty need to be aware of how decisions are made and how they can participate in those discussions, and that there should be transparency from administration about how cancellation decisions are made. There was support to form a Faculty Senate task force that could provide some concrete examples of issues as well as solutions. This item will be placed on the Senate agenda for Action at the September 12 meeting.

ADJOURNMENT: The meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Jenny Fererro, Secretary