



Minutes of the
MEETING OF THE FACULTY SENATE
September 12, 2016

APPROVED

PRESENT: Richard Albistegui-Dubois, Melinda Carrillo, William Dalrymple, Jenny Fererro, Joel Glassman, Greg Larson, Teresa Laughlin, Shannon Lienhart, 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: April Cunningham, Sierra Lovelace

GUESTS: Amber Bancroft (ASG), Adrian Gonzales, Kevin Stahl, Diane Record

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

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

Motion 1 MSC Laughlin, Larson: Faculty Senate approval of the minutes of August 29, 2016, as amended. The motion carried.

Motion 2 MSC Larson, Laughlin: Faculty Senate approval of the following change to the wording of the August 22, 2016, meeting, under "Learning Outcomes Council:"

Wendy Nelson reported that members of the Learning Outcomes Council will meet later in the week. A Written Communication Workgroup met over the summer and developed some strategies to support both students and faculty in writing. A workgroup met over the summer to discuss possible action as a result of the Intercultural Knowledge & Competency assessment. LOC will review the assessment of Digital Literacy this fall. ~~The Written Communication Workgroup met over the summer and continues to bring information forward. Results for Intercultural Knowledge & Competency are being reviewed, and Digital Literacy will be assessed in the Spring.~~

The motion carried.

Public Comments: There were no public comments.

Announcements: Travis Ritt shared with Senators that faculty member Rafiki Jenkins' home was vandalized with inflammatory symbols late last week. A community center in the area was also vandalized with spray paint. The Faculty Senate reiterated its support for Jenkins and others affected by this action and are abhorred by this act of violence.

Adrian Gonzales announced that on Wednesday, September 14, an anti-abortion group will be on campus with a very large and very graphic two-story display. Steps have been taken to provide extra security in the area and to provide alternate walking routes to

students. Advisories have been sent to the campus community to inform them of the planned display.

Dr. Blake Visit: President Blake is unable to attend today's meeting due to a recent death in her family. Her visit to the Senate will be rescheduled soon.

Accreditation: Travis Ritt reported that there was a second reading of the Accreditation response report at the Strategic Planning Council last week and the documents are in their final form.

Richard Albistegui-Dubois added that a campus newsletter will be distributed soon that will summarize what has been done and what faculty and staff can do to assist with the upcoming site visit.

News from the South Center: Travis Ritt indicated that the South Center is still involved in pending litigation between the district and the City of San Diego in relation to potential parking issues. The Center still has a scheduled opening of Summer 2018.

Senators also briefly discussed the new class offerings in Ramona. Faculty should contact the dean in their area to see if and how their schedules are affected.

Enrollments/
Cancellations: Teresa Laughlin referenced comments she made at last week's Strategic Planning Council (SPC). She stated that at that meeting, as well as at several other meetings, she has heard the process of enrollment management being described as collegial and including faculty involvement, which she feels is not an accurate statement. In SPC a task force was created with faculty and staff which was never convened, providing no opportunity for discussion and input from faculty or staff on enrollment management. Additionally, some administrators have stated that classes have been cancelled because department chairs are not being cooperative in long-term planning. Unfortunately, most of the affected classes with 15, 16, or 17 students have already been cancelled before departmental proposals and long-term planning can be utilized.

Travis Ritt added that Margie Fritch and Jennifer Patel will attend next week's Senate meeting to discuss enrollments and cancellations.

Policies & Procedures: Travis Ritt stated that the Policies & Procedures Committee met for the first time this semester last week. It is expected that no documents will be brought to the Senate until later in the fall semester.

Jenny Fererro added that the Academic Procedures on Requisites (AP4260) and Grants (AP7280) will be discussed soon.

Ritt also stated that the procedure related to part-time faculty hiring will also be brought to the group this semester. There is some wording in the document relating to transcripts that needs clarification.

In relation to current hiring policies and procedures, he added that there is an item on the Consent Calendar for the Governing Board's September 13 meeting for the acceptance of a new Interim Director of Credit/Non-Credit Occupational Programs that did not go through the district's hiring process. The position was not formally opened or advertised but is being filled. Standards accepted and adopted by the district should be followed by

not only faculty but administrators as well. Senate members requested that Ritt express those concerns to the Governing Board at Tuesday's meeting.

Part-Time Senator
Elections:

Travis Ritt reported that part-time Senator Michelle Vogel-Trautt has resigned her Senate seat due to scheduling conflicts. In-line with recent Constitutional changes, there was discussion and support to hold an election to fill the two part-time Faculty Senate vacancies. If there are more than two part-time faculty members interested in serving, an electronic ballot will be sent to all part-time faculty to elect Senators to fill those seats.

Motion 3

MSC Albistegui-Dubois, Towfiq: Faculty Senate support of conducting an election to fill two part-time faculty Senator vacancies. The motion carried.

Palomar Faculty
Federation (PFF)/
Faculty Senate Mixer:

At the August 29, 2016, meeting, Senators discussed and supported an invitation from PFF to hold a joint mixer to welcome new faculty members. More information about the event will be forthcoming.

Motion 4

MSC Laughlin, Fererro: Faculty Senate support of a joint mixer hosted jointly by the Palomar Faculty Federation (PFF) and the Faculty Senate early in the spring semester. The motion carried.

Creation of a Task
Force on Enrollment
Management:

For the past several weeks, Senate members have been discussing Enrollment Management, and the need for faculty to be aware of how decisions are made, how they can participate in those discussions, and the need for transparency from administration about how cancellation decisions are made. There is support to form a Faculty Senate task force that could provide some concrete examples of issues as well as solutions.

Motion 5

MSC Martin, Weller: Faculty Senate support of the creation of a Task Force on Enrollment Management. The motion carried.

Travis Ritt indicated that he would send out a call to faculty members for participants, with no limitations on the number of members serving. There was also agreement that the membership would elect their own chair.

Committee
Appointments:

Motion 6

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

Academic Technology Committee

(15-17) *Mathematics and the Natural and Health Sciences*
Scott Kardel (FT)/Earth, Space, Aviation Sciences

(16-18) *Part-time*

Sarah Dennis-Kirk (PT)/Social and Behavioral Sciences

Curriculum Committee

(16-19) *Arts, Media, Business & Computer Science*

Paul Kurokawa (FT)/Performing Arts

(14-17) Career, Technical and Extended Education (at-large)
Gary Sosa (FT)/English as a Second Language

(14-17) Mathematics and the Natural & Health Sciences
Karen Donovan (FT)/Nursing Education

Instructional Planning Council
(16-18) Student Services
Glyn Bongolan (FT)/Counseling

Learning Outcomes Council
(16-18) AMB&S
Michael Mufson (FT)/Performing Arts

Student Program Eligibility Appeals Committee
(15-17) Financial Aid Counselor (at-large)
Theresa Hogan-Egkan (FT)/Counseling

The motion carried.

Motion 7

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

Behavioral Health and Campus Wellness Committee
(15-17) Non-Instructional (at-large)
Loren Pope (FT)/Nursing Education

International Education Advisory Committee
(16-18) one faculty member from ESL (at-large)
Kathleen Sheahan (FT)/ World Languages

Learning Outcomes Council
(16-18) Social and Behavioral Sciences
Alan Aquallo (FT)/American Indian Studies

Student Success and Equity Council
(16-18) faculty senator as appointed by the Faculty Senate (at-large)
Daniel Finkenthal (FT)/Physics and Engineering
Tamara Weintraub (FT)/Library

Team Life Committee
(15-17)
Julia Robinson (FT)/Nursing Education

The motion carried.

Motion 8

MSC Ferrero, Laughlin: Faculty Senate acceptance of the appointment of Ben Mudgett (Articulation) to the Instructional Planning Council. The motion carried.

Motion 9

MSC O'Brien, Laughlin: Faculty Senate approval of the following committee appointment:

Tenure Evaluations Committee for Christina McKinney

Veronica Aguilara, EOPS Counseling (Chair)

Trong Nguyen, EOPS Counseling (Faculty member within discipline or related discipline)

Yan Tian, Math (Faculty member outside discipline)

The motion carried.

Motion 10 MSC Lienhart, Laughlin: After discussion, Faculty Senate acceptance of the appointment of Colleen Bixler (Part-time, ESL) to the Hiring Committee for the Vice President of Human Resources. The motion carried.

Motion 11 MSC O'Brien, Towfiq: Faculty Senate acceptance of the appointment of Craig Thompson (English) to the Sabbatical Leave Committee. The motion carried.

Curriculum: Jenny Fererro reported that the Curriculum Committee will hold its next meeting on Wednesday, September 21.

Governing Board: The next meeting of the Governing Board will be held on September 13, 2016.

Palomar Faculty Federation (PFF):

Shannon Lienhart reported that members of PFF have been discussing the enrollment issue and a grievance will be filed against the district this week. There is wording in the contract regarding enrollment that was amended in 2012. When that language was negotiated there was agreement that the purpose of cancelling classes early was to allow students to make arrangements to get into other classes if their class was not going to be offered. In 2012 when the financial crisis hit, it was discovered that the district actually wanted to eliminate sections because the district was over CAP, which resulted in financial losses and the need for a reduction in the number of students enrolled.

There is a concern that the district is cancelling classes just prior to school starting that have 15 or more students, but less than 20, because even though there is a very high likelihood that the class will have 20 students on the first day the class meets; there is a push to have 30 or 35 students enrolled.

The PFF has also filed an information request to gather data regarding daily enrollment from March to the enrollment period, and present it to the Enrollment Task Force in hopes of developing some useful planning models.

Student Success & Equity Council:

Travis Ritt reported that members of the Student Success & Equity Council are discussing the book, "Redesigning America's Community College".

The group is also continuing discussion on Student Equity Funding. Faculty can learn more about these funds and how to apply by visiting their website: <http://www2.palomar.edu/pages/ssec/>.

ASG: Faculty Senators welcomed ASG member Amber Bancroft.

Academic Technology
Committee:

Lillian Payn reported that members of the Academic Technology Committee met on Thursday, September 9 and determined their goals for the year.

The committee members recommended that the ATC conduct research to collect faculty and student data, which will be considered by the LMS Task Force.

1. Usage and satisfaction by students enrolled in Canvas and Blackboard
2. ASG presentations and follow-up surveys
3. Data collected from a website available to the entire campus:
 - a. Demo Live Blackboard and Canvas courses, side by side
 - b. Feedback Form

The committee noted that since most online students are not on campus, conducting focus groups or face-to-face presentations would not work, nor would this result in a representative sample.

The committee recommended the following membership of the LMS Selection Task Force:

Dan Sourbeer, Vice President of Instruction
Jack Kahn, SBS Dean
Najib Manea, Academic Technology Manager
Lillian Payn, Academic Technology Coordinator
2 Faculty Senate appointees
3 faculty members, Academic Technology Committee
Kelly Falcone, Professional Development
1 Academic Technology System Engineer

This item will be brought back for further discussion at next week's meeting.

Articulation:

Ben Mudgett stated that he has contacted chairs and directors regarding C-ID five-year course reviews. The TMC disciplines are:

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|-------------------------------------|------------|
| Anthropology | Geography |
| Art History | Journalism |
| Business Education | Music |
| Elementary Education (Teacher Prep) | Philosophy |
| English | Spanish |

C-ID is also accepting comments during the vetting period for Alternative Fuels, Licensed Vocational Nursing, Real Estate, Water & Wastewater Technology, and Automotive Technology.

More information is available by clicking on the C-ID tab on the district's Articulation webpage: <http://www2.palomar.edu/pages/articulation/>.

ADJOURNMENT:

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

Respectfully submitted,

Jenny Fererro, Secretary