



Minutes of the  
MEETING OF THE FACULTY SENATE  
October 3, 2016

APPROVED

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

**ABSENT:** Fari Towfiq

**GUESTS:** Amber Bancroft (ASG), Kelly Falcone, Lesley Williams

**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, Lienhart: Faculty Senate approval of the minutes of September 26, 2016, as presented. The motion carried. Abstention: Glassman

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

**Announcements:** Jenny Ferrero indicated that she would be absent at next week's meeting. She asked for a Senator to volunteer to fill in as Secretary. Teresa Laughlin will act as Secretary for the October 10 meeting.

**Introduction of new Part-time Senators:** The Faculty Senate welcomed new part-time faculty Senators Susan Johnson and Tara Roach.

**TERB Forms:** Lesley Williams noted the new Student Evaluation Forms and asked for faculty input and suggestions on the wording and format. Those with suggestions should contact her as soon as possible with any recommendations.

She also shared amended Review Report forms for the Articulation Officer (Probationary) and Part-Time LD Specialist (DRC). Minor changes were made to the documents to reflect the changes and amendments to the responsibilities of the positions.

Discussion followed on the documents as Williams noted the changes being proposed and Senators also recommended some minor amendments.

Electronic  
Enforcement of  
Course Pre-  
Requisites:

Jenny Fererro described the robust process used by the Curriculum Committee to get prerequisites approved for courses. Prerequisites are important in that they are created and verified to ensure that students have appropriate knowledge to succeed in their courses. Palomar, however, is not universally enforcing prerequisites. Though there are a small number of courses that do have electronic enforcement in place, most are not enforced unless the faculty member teaching the course asks students to provide documentation, or looks up students records to ensure the student has met the course prerequisite. This inconsistent enforcement puts the college out of compliance at the state level, and also opens up the very real possibility of articulation agreements being rescinded, since non-enforcement of a prerequisite is equivalent to not requiring the prerequisite.

Travis Ritt met with Kendyl Magnuson, Director of Enrollment Services, last week to discuss the issue and express the importance and need for universal electronic enforcement of prerequisites. Although there are some concerns on the part of Student Services about the potential negative impacts on enrollment and the Records Office, Dr. Magnuson agreed to turn on universal electronic enforcement of prerequisites for all Fast Track 2 classes for this Fall semester. Since this is a small number of courses, and enrollment has already been going on for quite a while for Fast Track 2, it is hoped that Student Services will keep the universal electronic enforcement in place for the Spring 2017 semester in order to provide a better chance for problems to be worked out, and to bring the college into compliance.

It is hoped that all faculty members will be united in their support of enforcement of prerequisites as required in Title 5, and that in the foreseeable future there will be standard and automatic universal enforcement of prerequisites for all courses.

Part-Time Faculty  
Hiring:

Teresa Laughlin distributed copies of Assembly Bill 1690 ([http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201520160AB1690](http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB1690)) for discussion.

The bill requires colleges to develop a seniority list for part-time faculty based on some combination of years of service and number of courses taught. A full part time load of 60-67% would have to be offered to each part-timer in order of the seniority list. Wording in the bill indicates that provisions must be adopted and included to establish minimum standards for the terms of reemployment preference for part-time, temporary faculty. These shall include the length of time faculty have served at the college, as well as the number of courses part-time faculty have taught at the college or district. There is no clarification provided for retirees or bumping rights so that will have to be negotiated.

Discussion followed on several areas of the bill, particularly as it relates to the importance of evaluations and the need for each department to have specific guidelines and by-laws on discipline expertise. Concerns expressed included the logistic difficulties the bill presents, the subsequent difficulty for new part-time faculty to get any experience teaching, and the risk of current experienced part-timers losing their jobs due to lack of classes available.

All faculty are encouraged to read the complete bill, which takes effect on July 1, 2017, and will be implemented locally in spring 2018.

Professional  
Development  
Reorganization:

Kelly Falcone shared copies of the Governance Structure Group Request being proposed for the Professional Development Committee. There is a proposed change in the membership structure for two classified unit employees rather than one, as well as the addition of one PFF representative appointed by the PFF.

Falcone reminded Senators that all of the changes in relation to AB 2558, which authorizes the use of state money for professional development activities for all employee groups rather than just faculty. The slideshow providing exact details of the proposed changes can be viewed at <http://tinyurl.com/PalPDC> and faculty are encouraged to provide input and suggestions.

Motion 2

MSC Laughlin, Fererro: Faculty Senate acceptance of the Governance Structure Group Request for the Professional Development Committee. The motion carried. Abstention: Johnson

Committee  
Appointments:

Motion 3

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

Curriculum Committee

*(16-19) Career, Technical and Extended Education*

Rita Campo Griggs (FT) /Design and Consumer Education

LMS Selection Task Force

*(16-18) Two teaching faculty representatives appointed by Faculty Senate*

Lemuel Davis (PT) / Computer Science & Information Technology

Cynthia Perry (PT) /Behavioral Sciences

Student Program Eligibility Appeals Committee

*(16-18) DRC counselor appointed by Faculty Senate*

Lorraine Pagni-Kiefer (FT) /Nursing Education (at-large)

The motion carried.

Curriculum:

There were no Curriculum Committee items.

Accreditation:

Richard Albistegui-Dubois stated that members of the Accreditation team will be on campus Monday, October 24 for a single-day, highly focused visit.

A newsletter will be sent to all faculty and staff soon providing more information on the visit and what to expect. Also, all are encouraged to visit the Comet Information Exchange at: <http://www2.palomar.edu/pages/cie/> for campus-wide information on Accreditation, and committee and council updates.

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

ASG: Amber Bancroft reported that members of the ASG are currently working on their goals for this academic year. The group is also working on classroom presentations to provide students with information on campus clubs and organizations. Faculty may be contacted with a request for a brief presentation to their students.

Faculty Senate  
President Report:

Travis Ritt stated that he met with President Blake and Vice President Sourbeer for their scheduled meetings. Efforts are underway to bring faculty together as much as possible and create a more cohesive unit. An increase in the Faculty Senate budget could allow for more faculty gatherings and exchanges of ideas.

Ritt indicated that he will be meeting with Vice President Sourbeer on October 4. It is expected that they will discuss the Strategic Plan and the possibility of bringing back Campus Explorations.

He also noted that the hiring of the Interim Director of Non-Credit Programs was tabled by the Governing Board, although the proposed person has continued working in that role despite lack of GB approval.

Palomar Faculty  
Federation (PFF):

Shannon Lienhart announced that the PFF/Faculty Senate mixer will be held on February 2, 2017. More information will be forthcoming.

Academic Technology  
Committee:

Lillian Payn provided the following written report of the Academic Technology Committee:

1. Pres. Blake has requested the formation of a DE Task Force in order to look at short- and long-term issues, such as building college enrollment through online offerings, standardizing, defining and describing course delivery to ensure students are aware of course requirements, etc. ATC chair/Academic Technology Coordinator Lillian Payn is participating on this new task force in order to present faculty perspectives.

2. Canvas Statistics

We have 50 Canvas courses published at this time by 29 instructors. This includes the Canvas Pilot 2 participants: 18 instructors publishing 35 courses.

3. The ATC recommends the following representatives for the LMS Selection Task Force, in order to determine if Palomar College should migrate to Instructure's Canvas:

LMS Selection Task Force

1. Dan Sourbeer, Vice President of Instruction
2. Jack Kahn, SBS Dean
3. Najib Manea, Academic Technology Manager
4. Lillian Payn, Academic Technology Coordinator
5. 2 Faculty Senate appointees (Senator or appointed faculty representative)
6. 3 faculty members, Academic Technology Committee
  - 1) Erin Feld
  - 2) Marlene Forney
  - 3) Erin Hiro
7. Kelly Falcone, Professional Development
8. David Gray, Academic Technology System Engineer
9. Student representative, sent by ASG

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

Respectfully submitted,

Jenny Fererro, Secretary