



Minutes of the  
MEETING OF THE FACULTY SENATE  
October 10, 2016

APPROVED

**PRESENT:** Richard Albistegui-Dubois, Melinda Carrillo, April Cunningham, William Dalrymple, 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, Fari Towfiq, Lori Waite, Ellen Weller

**ABSENT:** Jenny Fererro

**GUESTS:** Amber Bancroft (ASG), Kelly Falcone, 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 Thompson, Johnson: Faculty Senate approval of the minutes of October 3, 2016, as presented. The motion carried.

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

**Announcements:** Travis Ritt announced that Political Economy Days will be held on October 26 and 27. Faculty, staff, and administrators are all welcome to attend. An email will be distributed soon with the schedule.

Accreditation Report/  
Recommendations:

Richard Albistegui-Dubois reminded Senators 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.

Travis Ritt added that the Statewide Academic Senate recently distributed a survey for those faculty involved in the Accreditation process. He will forward the survey link upon request to anyone who wishes to complete it and has participated in the accreditation process.

Campus  
Explorations:

Travis Ritt indicated that as part of the college's Strategic Plan 2019, there will be a return of Campus Explorations.

Faculty will take the lead in the campus-wide community learning process, beginning with the following steps:

1. Reach out to the campus community for broad themes
2. Identify times and places for organizational meetings
3. Hold events.

It is expected that by the end of October or early November discussion will begin on identifying broad themes and setting up a meeting schedule. Faculty will then be asked to participate in a survey indicating their interest in several proposed themes. There was also support in receiving input from the ASG on potential themes and speakers. ASG Senator Amber Bancroft stated that she would pass this information on to other ASG members.

Senate members talked about the success of the program in the past and the eventual challenges facing faculty when it became a structured process involving student learning outcomes.

Ritt added that he would be sending out an email to all faculty later in the week with more information.

Discussion followed on potential themes, a possible name change, as well as any potential involvement with Professional Development and the Faculty Plenary.

This item will remain on the Agenda for further discussion at next week's meeting.

News from the  
South Center:

Travis Ritt reported that pending litigation in relation to the South Center is expected to be settled soon. The issues relate to parking and traffic management in the area. The center, which is designed to offer general education courses, may partner with Cal State San Marcos who will offer upper division courses.

Policies & Procedures:

Greg Larson stated that the policy on Student Services is currently being reviewed by the Policies & Procedures Task Force.

AP 4260, Prerequisites, Corequisites, & Advisories, is also being reviewed, and will be brought to the Senate for discussion soon.

Professional  
Development  
Reorganization:

At last week's meeting, Senators reviewed copies of the Governance Structure Group Request for the Professional Development Committee. There was 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.

Kelly Falcone shared a revised version of the document on the overhead with additional changes in the reporting relationship and membership. It is proposed that the committee would report directly to the Strategic Planning Council. In addition, there will be two members from the Administrative Association rather than one, and one representative from Human Resources added to the membership list.

Motion 2

MSC Laughlin, Towfiq: Faculty Senate acceptance of the Governance Structure Group Request for the Professional Development Committee, as amended. The motion carried.

Committee Appointments: There were no committee appointments.

Curriculum: Copies of the following Curriculum items were distributed to Senators electronically:

**Palomar College Curriculum Committee Meeting Actions**  
Wednesday October 5, 2016

**I. ACTION - SECOND READING**

The following curriculum changes, pending appropriate approvals, will be effective **Fall 2017**:

**A. Program Deactivations**

1. Program Title: Upholstery  
Discipline: Upholstery (UP)  
Award Type: Certificate of Proficiency  
Total Units: 17.5  
Reason for Deactivation: Steady decline in enrollments and no certificates awarded/earned during the past four years.  
*Solange Wasef*

**II. INFORMATION**

**A. Course Outline Reviews**

The following courses have completed the course outline review process between September 17, 2016 and September 30, 2016 and are effective Fall 2016

LT	140	Library Services for Children and Young Adults
PHOT	130	Digital Darkroom 1
PSYC	145	Psychology and Sociology of Aging

**B. 2015-16 Curriculum Activity Summary**

Proposal Type	Current Agenda	2016-17 Cumulative
New Credit Courses	0	0
New Noncredit Courses	0	
Course Changes	0	3
Noncredit Course Changes	0	
Course Reactivations	0	0
Noncredit Reactivations	0	
Course Deactivations	0	17
Noncredit Deactivations	0	
Course Reviews (9/17/2016 – 9/30/2016)	3	10
New Programs	0	1
Program Changes	0	0
Program Deactivations	1	3
Total Activity	4	14

These items will be brought for Faculty Senate ratification at next week's meeting.

Senate President Report:

Travis Ritt reported that at his weekly meeting with Vice President Sourbeer, discussion focused on Campus Explorations and the need for it to be a faculty-driven process.

He and Fari Towfiq will meet with President Blake on Wednesday, October 12. Discussions are ongoing on several issues, including the Faculty Senate budget and the potential to relocate the Senate into one of the buildings being constructed or as part of the Student Union extension remodel.

Ritt added that he will be attending the local Area D meeting on Saturday, October 15 at the Continuing Education Center Cesar Chavez Campus, San Diego. Several of the Resolutions for the upcoming Statewide Faculty Senate meeting will be discussed, including ones relating to faculty developing curriculum for CTE programs, and Accreditation and the search for new visiting teams.

Strategic Planning  
Council:

Travis Ritt reported that members of the Strategic Planning Council approved the Strategic Plan 2019 at their last meeting.

Instructional  
Planning Council:

A Senator is needed to serve on the Instructional Planning Council. The group meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month.

Palomar Faculty  
Federation (PFF):

Shannon Lienhart stated that she attended the Special Governing Board workshop. She expressed concern at the way shared governance is interpreted by the board, particularly as it relates to the Strategic Plan and the inaccurate impression that it is a collaborative process between faculty and administrators.

She added that there are six individuals running for the Governing Board in November. The PFF has expressed their support for candidates Nina Deerfield, John Halcòn, and Nancy Ann Hensch.

Members of the PFF are continuing their work on addressing class cancellations and continue their efforts to obtain information from the district in a timely manner.

Negotiations are ongoing and are expected to conclude soon for this academic year.

Student Services &  
Equity Committee:

Travis Ritt reported that members of the sub-groups of the Student Services & Equity Committee continue to meet. The next meeting of the full committee will be held on Friday, October 14 where reports will be heard from those sub-groups.

Academic Technology:

Lillian Payn provided the following written report on Academic Technology:

**ATC Report to Senate  
10/10/16**

**SDICCCA Summary (10/7 meeting) on Accreditation:**

SW and MC going through accreditation

MC asked to have 33 courses (specifically requested by team, not choice of MC)

Demanded full (admin) rights for course access, spent about 5 minutes for 7 courses... just dashboards (?).

SW dinged on use of publisher's material

Publisher's content: SW considers needing college policy for publisher's content adoption and effective contact with students (in process of writing a DE handbook)

SW researched that universities have approved lists, since publishers are "agents of the college" according to licensing, and if something is not in compliance with FERPA, publishers are not liable

Issues of authentication and privacy, e.g., if grades are kept on publisher's site.

ADA: Pearson not Section 508 compliant

**KALTURA:** The Library, DRC, and ATRC have a joint project for our new streaming server, operational since Spring, 2016. (*For use in both the Blackboard and Canvas learning management systems.*)

Processed:  
227 requests  
432 video clips  
All English language videos have been closed captioned

Uploaded by faculty:  
476 elements (streamed video or images, from within the LMS)

Student usage (*Since the start of Fall 2016*):  
145 media entries were played a total of 5,272 times.  
2358 hours, 25 minutes, and 39 seconds = over 98 days of playback time in the last seven weeks.  
3.1 TB of bandwidth  
Highest viewing day = September 15: 269 media entries played

Devices: Windows or Mac computers  
Android and iOS mobile devices (over 137 hours (5.7 days!) of video)

#### Basic Skills

##### Steering Committee:

Lori Waite indicated that the Basic Skills Action Plan for the 2016-17 has been suspended. There has been talk of the blending of the SSSP, Student Equity, and Basic Skills. It is still unknown of the impact on a local level.

She added that in relation to faculty who put in funding requests last year for Basic Skills monies for this academic year, those approved requests have been funded.

##### Tutoring Committee:

Fari Towfiq reported that members of the Tutoring Committee continue their work on improvements for offering online tutoring to students. Usage for students utilizing the system have improved significantly over last year.

##### Learning Outcomes Council:

Hope Farquharson stated that members of the Learning Outcomes Council had their all-day Conference and Assessment on Friday, October 7.

The group will discuss their 2016-17 goals at their next meeting, as well as the inclusion of SLOs in courses Outlines of Record (CORs). She noted that 76 of the 113 community colleges in California now have SLOs in their CORs.

##### Articulation:

Reporting on Articulation, Ben Mudgett indicated that the district is nearing compliance with Biology and Music now at the state level and is awaiting approval. Work continues with Chemistry.

Mudgett added that he attended a conference at CSU and the repeated theme is that most campuses across the system are impacted.

He will also be attending the 2016 Curriculum Institute on Saturday, October 15 and will provide a report on that at next week's meeting.

##### Faculty Service Areas:

Greg Larson reported that he has meet with Dr. Blake regarding Faculty Service Areas (FSAs). It is anticipated that the district will eventually move to an electronic process.

It is hoped that by the end of the year a cycle will be created where individual departments review their FSAs annually. And regarding new faculty hires, those faculty can immediately establish FSAs in all areas where they qualify rather than just in the area they were hired.

Other: With the time remaining, there was discussion and shared information on some of the reports previously given by Senate members.

ADJOURNMENT: The meeting was adjourned at 3:50.

Respectfully submitted,

Teresa Laughlin, Acting Secretary