



Minutes of the
MEETING OF THE FACULTY SENATE
October 24, 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, Lillian Payn, Tara Roach, Candace Rose, Travis Ritt, Craig Thompson, Fari Towfiq, Lori Waite, Ellen Weller

ABSENT: Patrick O'Brien, Seth San Juan

GUESTS: Amber Bancroft (ASG), Erin Feld, Kendyl Magnuson, Michael Mufson, Wendy Nelson Dan Sourbeer, 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 Johnson, Laughlin: Faculty Senate approval of the minutes of October 17, 2016, as presented. The motion carried. Abstention: Carrillo

Public Comments: Dan Sourbeer stated that members of the ACCJC Internal Evaluations Team returned to campus today for their follow-up report. The meetings seemed to go well. Sourbeer thanked members of the writing team for their work.

Announcements: Lori Waite invited all to attend a conversation with Alex Montoya, the Recipient of the Visionary Award from Cesar E. Chavez Committee. The event, sponsored by the Palomar College Student Success and Equity Council, encourages attendees to join the conversation about Montoya's journey in overcoming obstacles as a Latino with a disability and the role mentors play. It will be held November 2, from 2:00 – 4:00 p.m. in the Performing Arts Complex, Studio Theater.

Travis Ritt reminded Senators of Political Economy Days on Wednesday and Thursday, October 26 & 27. He noted Wednesday's event with Ian Ruskin, an actor trained in London at the Royal Academy of Dramatic Art, performing his one man show: "From Wharf Rats to Lords of the Docks," being held at the Howard Brubeck Theatre at 12:45 p.m.

Jenny Ferrero announced that Service Learning is sponsoring an event on Friday, November 4, providing faculty an opportunity to learn more about incorporating Service Learning into their syllabi. Compensation is provided for attending the event, and refreshments will be provided. Faculty should check their email for more information.

Agenda Changes: Travis Ritt indicated that Information Items C, AP 4260, and F, Religious-based Groups on Campus, would be postponed until next week's meeting.

PRP Form: Senate members were provided copies of the revised Comprehensive Instructional Program Review Template (PRP) for 2016-17. Michael Mufson provided information on the revisions being proposed, particularly the goal of making the document an authentic, self-reflection process for departments and disciplines. An attempt was also made to create efficiency and provide a process of productive feedback. The revision will separate the planning process from the resource request process in that there will be a second-step procedure for funding requests.

He noted that the changes were made, in part, to satisfy Accreditation requirements, but also with the hope of providing authentic and thorough opportunities for disciplines to communicate and plan for present and future needs. The timeline for the project is in-line with the three-year Strategic Planning Process and in an attempt for it to be meaningful and useful, the plan is to do a comprehensive review of only 1/3 of the disciplines at a time, and the other 2/3 will do an update on the previous year. The second year another 1/3 will do a comprehensive review, and the third year the last 1/3 will do theirs. How those groups will be chosen and in what order has yet to be determined. It is hoped that by creating this process more in-depth review and discussion can occur for each department.

A question and answer period followed. Senators were asked to contact Mufson, Travis Ritt, or Dan Sourbeer with any further questions or comments. This item will be brought back for Faculty Senate Action at next week's meeting.

Petition for
Withdrawal Form:

Kendyl Magnuson thanked Travis Ritt, Melinda Carrillo and Teresa Laughlin for their input on updating and revising the Petition for Withdrawal (W) form. Ritt, Carrillo, and Laughlin met with Magnuson several times over the last few months to revise the form as it relates to issues of confidentiality.

Copies of the revised documents were provided and brief discussion followed. Some minor amendments were recommended relating to documentation, confidentiality, and the choices offered for withdrawal. Magnuson asked that Senators contact him with any suggestions or concerns. This item will be brought back for Faculty Senate Action at next week's meeting.

Accreditation:

Travis Ritt stated that he, Fari Towfiq, and Greg Larson met briefly with members of the Accreditation Team earlier in the day. Though the team was originally scheduled to attend the Senate meeting today it was determined that it was not necessary.

Statement of Service
For Nancy Chadwick:

Travis Ritt indicated that Governing Board member Nancy Chadwick will be retiring at the end of November after serving 13 years as a Trustee. He asked Senate members for input on providing recognition for Chadwick before her last meeting.

Speaking for the Palomar Faculty Federation (PFF), Shannon Lienhart added that members of the Cabinet and Furniture Technology created a beautiful gift for Chadwick. She suggested that the gift be given from the PFF and the Faculty Senate as a united faculty gift.

Senators agreed with the suggestion, and it was agreed that a joint statement from the Faculty Senate and PFF would be brought for Faculty Senate Action at next week's meeting.

Committee
Appointments:
Regional Oversight
Committee Liaison:

At last week's meeting, Senators heard information regarding the Regional Oversight Committee for a Strong Workforce Program. Senate members agreed that Jackie Martin, currently serving as liaison as part of her work as Chair of the Workforce and Community Development Committee, should be appointed to the position.

Motion 2

MSC Towfiq, Laughlin: Faculty Senate approval of the appointment of Jackie Martin as the Regional Oversight Committee Liaison. The motion carried.

It was noted that if release time is eventually offered with the position, a call would go out to all faculty to provide an opportunity for service.

Curriculum:

Senators were provided with electronic copies of the following Curriculum items:

Palomar College Curriculum Committee Meeting Actions
Wednesday October 19, 2016

I. ACTION - SECOND READING

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

A. Changes – Credit Courses

1. Course Number and Title: ENG 135 Introduction to Creative Writing

Short Title: Intro to Creative Writing

Discipline: English (ENG)

Prerequisites: ENG 50, or eligibility for, ENG 100, as determined through the English placement process.

Transfer Acceptability: UC, CSU Updated prerequisite wording and validation, textbooks and methods of assessment, updated CB 11 to Y (Credit Course).

Rocco L. Versaci

2. Course Number and Title: ENG 136 Intermediate Creative Writing

Discipline: English (ENG)

Prerequisites: ENG 50, or eligibility for, ENG 100, as determined through the English placement process.

Transfer Acceptability: UC, CSU Updated prerequisite wording and validation, textbooks and methods of assessment, updated CB 11 to Y (Credit Course).

Rocco L. Versaci

3. Course Number and Title: ENG 137 The Literary Magazine: History and Production

Short Title: Literary Magazine: Hist/Prod

Discipline: English (ENG) Prerequisites: ENG 50, or eligibility for, ENG 100, as determined through the English placement process.

Transfer Acceptability: CSU Updated prerequisite wording and validation, textbooks and methods of assessment, updated CB 11 to Y (Credit Course).

Rocco L. Versaci

4. Course Number and Title: ENG 210 Survey of British Literature I

Discipline: English (ENG)

Prerequisites: ENG 50, or eligibility for, ENG 100, as determined through the English placement process

Associate Degree General Education - C: Humanities

CSU GE Area C: Arts and Humanities - C2: Humanities

IGETC Area 3: Arts and Humanities - 3B: Humanities

Transfer Acceptability: UC, CSU Updated prerequisite wording and validation and textbooks, updated CB 11 to Y (Credit Course).

Rocco L. Versaci

5. Course Number and Title: ENG 211 Survey of British Literature II
Short Title: Survey/British Literature II Discipline: English (ENG)
Prerequisites: ENG 50, or eligibility for, ENG 100, as determined through the English placement process
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C2: Humanities
IGETC Area 3: Arts and Humanities - 3B: Humanities
Transfer Acceptability: UC, CSU Updated prerequisite wording and validation and textbooks, updated CB 11 to Y (Credit Course).
Rocco L. Versaci

6. Course Number and Title: GEOG 140 Introduction to Remote Sensing
Discipline: Geography (GEOG)
Transfer Acceptability: CSU Removed recommended prep, updated outline and textbook, updated CB 11 to Y (Credit Course).
Wing H. Cheung

B. Deactivations – Credit Courses

1. Course Number and Title: BUS 120 Introduction to Office Information Systems

Short Title: Intro to Office Info Systems
Discipline: Business Education (BUS)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Reason for Deactivation: The course is being deactivated due to an agreement with CSIT that their CSIT 105 course be the only course on campus for IC3 prep; for consistency as well.
L. Jackie Martin

C. New Courses – Noncredit 1. Course Number and Title: N MUS 948 Community Chorale Discipline: Noncredit Music (N MUS)
Justification: Establish non-credit course for Adult 50+ community participants.
Ellen Weller

2. Course Number and Title: N MUS 951 Community Concert Band Discipline: Noncredit Music (N MUS)
Justification: Establish non-credit course for Adult 50+ community participants to run concurrently with MUS 151 Concert Band.
Ellen Weller

3. Course Number and Title: N MUS 952 Community Jazz Ensemble Discipline: Noncredit Music (N MUS)
Justification: Creation of non-credit curriculum for Adult learners 50+ to participate in music ensembles.
Ellen Weller

4. Course Number and Title: N MUS 955 Community Brass Ensemble Discipline: Noncredit Music (N MUS)
Justification: Creation of non-credit curriculum for Adult learners 50+ to participate in music ensembles.
Ellen Weller

5. Course Number and Title: N MUS 972 Community Repertory Jazz Band Discipline: Noncredit Music (N MUS)
Justification: Creation of non-credit curriculum for Adult learners 50+.
Ellen Weller

The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2017.

Catalog Number	Type	Description	Proposal Type
ENG 135	Prerequisite	ENG 50, or Eligibility <u>eligibility</u> for, ENG 100, as determined through the English placement process.	Change
ENG 136	Prerequisite	ENG 50, or Eligibility <u>eligibility</u> for, ENG 100, as determined through the English Placement process.	Change
ENG 137	Recomm. Prep.	ENG 50 or Eligibility for ENG 100 as Determined through the English placement Process. ENG 50, or eligibility for, ENG 100 as Determined through the English placement Process.	Change
ENG 210	Prerequisite	ENG 50, or Eligibility <u>eligibility</u> for, ENG 100, as determined through the English placement process.	Change
ENG 211	Prerequisite	ENG 50, or Eligibility <u>eligibility</u> for, ENG 100, as determined through the English placement process.	Change

GEOG 140 Recomm. Prep. ~~Basic familiarity with computers and the Windows operating system.~~ Change

II. ACTION - SECOND READING

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

A. DE Changes – Credit Courses

1. Course Number and Title: GEOG 103 World Regional Geography
Discipline: Geography (GEOG)
Associate Degree General Education - D: Social and Behavioral Sciences
CSU GE Area D: Social Sciences - D5: Geography
IGETC Area 4: Social and Behavioral Sciences - 4E: Geography
Transfer Acceptability: UC, CSU Distance Learning Offering(s): Online Added distance education updated CB 11 to Y (Credit Course).
Catherine M. Jain

2. Course Number and Title: POSC 102 Introduction to United States and California Governments
Short Title: Intro U.S./Calif Governments
Discipline: Political Science (POSC)
Associate Degree General Education - D: Social and Behavioral Sciences
American History & Institutions - Sequence - POSC 101
CSU GE Area D: Social Sciences - D8: Political Science, Government, and Legal Institutions
IGETC Area 4: Social and Behavioral Sciences - 4H: Political Science, Government and Legal Institutions
Transfer Acceptability: UC, CSU Distance Learning Offering(s): Computer Assisted, Online Updated textbooks and required reading, added distance education, updated CB 11 to Y (Credit Course).
Peter Bowman

3. Course Number and Title: POSC 120 California Government
Discipline: Political Science (POSC)
Transfer Acceptability: CSU
Distance Learning Offering(s): Computer Assisted, Online Added distance education, updated CB 11 to Y (Credit Course).
Peter Bowman

B. Distance Learning

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Spring 2017.

Catalog/Subject Number	Learning Offerings
GEOG 103	Online
POSC 102	Computer Assisted, Online
POSC 120	Computer Assisted, Online

III. ACTION

A. GE Designation Summary/Mudgett

IV. INFORMATION

A. Course Outline Reviews

The following courses have completed the course outline review process between October 1, 2016 and October 14, 2016 and are effective Fall 2016

AIS	197	American Indian Studies Topics
AIS	295	Directed Studies in American Indian Studies
GCIP	140A	Digital Imaging/Photoshop IA
GCIP	140B	Digital Imaging/Photoshop IB
GCIP	191	Contracts for Graphic Designers & Web Developers
GCIP	197A	Topics in Graphic Communications
GCIP	197B	Topics in Digital Imaging
GCIP	197C	Topics in Digital Publishing
GCIP	197D	Topics in Graphic Processes
GCIP	295	Directed Study in Graphic Communications
GCIP	296	Special Projects
GCMW	112	Mobile Devices/Web Page Layout
GCMW	115	Web Page Layout/Word Press

GCMW	192	Legal Issues for Graphic Designers & Web Developers
GCMW	197A	Topics in Internet
GCMW	197B	Topics in Multimedia
PSYC	140	Introduction to Psychological and Social Services
PSYC	114	Introduction to Women's Studies

B. 2016-17 Curriculum Activity Summary

Proposal Type	Current Agenda	2016-17 Cumulative
New Credit Courses	0	0
New Noncredit Courses	6	6
Credit Course Changes	9	12
Noncredit Course Changes	0	0
Credit Course Reactivations	0	0
Noncredit Reactivations	0	0
Credit Course Deactivations	1	18
Noncredit Deactivations	0	0
Course Reviews (10/1/2016-10/14/2016)	18	28
New Credit Programs	0	1
New Noncredit Programs	0	0
Credit Program Changes	0	0
Program Deactivations	1	4
Total Activity	35	69

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

Distance Education
Offerings Resolution:

At last week's meeting, Senate members discussed the topic of Distance Education after Travis Ritt was contacted by some faculty members who felt they were being pushed to develop Distance Education courses even when they pedagogically disagreed with DE for particular courses. There was discussion on the importance of protecting departmental and faculty autonomy on issues relating to discipline expertise, and the issue of some disciplines or courses where distance education would not be as successful as a face-to-face course or simply could not be done. At this week's meeting, the following Resolution was brought forward and discussed:

Motion 3

MSC Larson, Towfiq: Whereas, the development of curriculum falls under the purview of faculty, pursuant to the rules adopted by the Board of Governors of the California Community Colleges;

Whereas, the Palomar College Governing Board has elected to rely primarily on the Faculty and the judgment of the Faculty Senate on academic and professional matters;

Whereas, the Faculty Senate of Palomar College relies on discipline experts to determine the pedagogical effectiveness of delivery methodologies in their area of expertise;

Whereas, the development of distance education curriculum in all formats falls under the above categories;

Let it be resolved, that the Faculty Senate supports the practice of faculty primacy in the development of all distance education related curriculum;

And further let it be resolved, that the Faculty Senate asserts the expectation that all changes to curriculum be initiated by discipline experts from within the faculty, regardless of the requests of deans or other administrators.

The motion carried.

Tutoring Committee: Erin Feld provided the following report of the Tutoring Committee:

- Online tutoring for online, Camp Pendleton, and self-taught students with our tutors and NetTutor began on August 29.
- Online tutoring for all other subjects with NetTutor (and in the case of English, a combo of NetTutor and our tutors) began on Thursday, September 7.
- Students in every organization on Blackboard were sent an announcement email letting them know they had access to online tutoring on Friday, September 8.
- All students in every organization were also sent a reminder announcement email (and to let the Fast Track Two students know they had this access) on Wednesday, October 19.

<u>Group</u>		<u>Sessions</u>
Math Tutor		26
Economics Tutor		15
History Tutor		1
Biology Tutor		2
Philosophy Tutor		2
Math Tutor (non-math classes)		1
CSIT Tutor		11
Anthropology Tutor		4
English Tutor (non-English classes)	3	
Statistics Tutor		3
Accounting Tutor		4
TOTAL		72

Senators expressed their thanks to Feld for all her work in providing a successful tutoring program for Palomar's students.

Senate President
Report:

Travis Ritt indicated that he has attended his scheduled meetings with Dr. Blake and Vice President Sourbeer. He noted that Dr. Blake is looking forward to the return of Campus Explorations, and that he will be meeting with Barb Kelber, who led the program previously, later in the week to discuss the role of the faculty coordinator. More research will also be done on offering release time for the position.

Strategic Planning
Council:

Reporting on the Strategic Planning Council, Travis Ritt stated that a payment plan for students goes into effect on October 31.

The first report from the marketing company was also discussed, particularly as it relates to contacting the college by phone, our website information, our application process, and how that data compares to other colleges.

The Enrollment Management Group will begin meeting again. Those who were serving on the committee when it disbanded will be contacted to see if they are interested in continuing their service. Co-chairs will be Margie Fritch and Travis Ritt. Members of the Budget sub-committee and the Faculty Senate sub-committees on Enrollment Management will also be added to the group.

Instructional Planning
Council:

A Senator is needed to serve on the Instructional Planning Council.

Palomar Faculty
Federation (PFF):

Shannon Lienhart stated that members of the PFF continue their work on the upcoming elections. A grievance that was previously filed on class cancellations has been moved from step 1 to step 2 due to no response from the deans.

Lienhart added that the PFF has received 12 complaints from faculty in a period of two months about AMBCS Dean Hussain.

Budget Committee:

Joel Glassman provided the following report of the Budget Committee:

The 2016-17 budget was approved by the Governing Board with a funding balance of approximately \$34 million; a \$4 million loss results in \$30 million anticipated to be left.

If Proposition 55 does not pass, the district's budget could be affected negatively by approximately \$15 million.

Student Services
Equity Council:

Travis Ritt reported that the Members of the Student Services Equity Council have reviewed all funding requests. All submissions who met the parameters for funding were approved.

Strong Workforce:

Jackie Martin stated that she and Molly Faulkner are the faculty liaisons of the Strong Workforce group, and Barbara Blanchard and Margie Fritch are the administrators.

Martin also stated that she attended the Regional meeting on Friday, October 21 and was the only faculty member from the area in attendance. She stressed the importance of faculty participation on the workforce as funding for Palomar and other districts are at stake.

Travis Ritt added that the Statewide Academic Senate will vote on a Resolution at their upcoming Fall Session pushing local Senates to identify a faculty liaison to participate in those regional bodies.

Academic Technology
Committee:

Lillian Payn stated that members of the Learning Management System Task Force had their first meeting last week.

Basic Skills
Committee:

Lori Waite reported that members of the Basic Skills Initiative (BSI) Committee continue to discuss their annual goals. There is widespread unanimous support from the committee to get Palomar more engaged in BSI not just from its own coordinators but in the entire region. It is hoped that the BSI can consider hosting the meeting of the Southern Region for the Statewide Academic Senate Basic Skills Committee for Contextualized Teaching and Learning on December 3.

Articulation:

Ben Mudgett indicated that he recently attended the Statewide Academic Senate's Regional Curriculum meeting for the Southern region. They reported that the ASCCC will be holding workgroup meetings beginning in December and going through the Spring meeting regarding local Curriculum processes. He referred to the Statewide Academic Senate's recent article in the October edition of the *Rostrum* (<http://www.asccc.org/publications/rostrum>) on streamlining the process.

He added that he also attended the Dual Enrollment Breakout Session where discussion focused on content and assuring that students have reached the appropriate level of maturity.

Issues relating to CCAP, course cancellations, and non-credit were also addressed. Mudgett added that there was discussion on non-credit courses and the fact that they are bringing the community back into community colleges by encouraging and promoting engagement within the community.

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

Respectfully submitted,

Jenny Fererro, Secretary