



Minutes of the
MEETING OF THE FACULTY SENATE
February 13, 2017

APPROVED

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

ABSENT: Susan Johnson, Shannon Lienhart, Patrick O'Brien

GUESTS: Kelly Falcone, Erin Feld, Michael Mufson, Kevin Stahl, Jacob Tucker (Telescope)

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 Towfiq, Miller: Faculty Senate approval of the minutes of February 6, 2017, as amended. The motion carried.

Public Comments: There were no public comments.

Announcements: Susan Miller reminded Senators of the challenges faced by Planned Parenthood when they requested a space on campus to provide information to students. Miller added that the group recently contacted Facilities to arrange a campus visit and were informed there may be a charge of \$500. Senators discussed the district's policy of providing free space to vendors and visitors. Travis Ritt requested that Miller provide the Facilities contact information and he will follow-up.

Michael Mufson shared an opportunity for faculty to support students who may feel vulnerable during these uncertain political times, particularly undocumented students, LGBTQ students, immigrant students, etc. A group of faculty have been working together to disseminate information regarding supporting our students by requesting that faculty volunteers visit classrooms and provide a brief summary of efforts being made on their behalf as well as potential resources for students. Faculty who are interested in participating should contact Mufson (mmufson@palomar.edu) or Jack Kahn (jkahn1@palomar.edu) for more information.

There will also be an event supporting students on Thursday, February 16, at 12:00 p.m. at the Student Union. The Anti-Authoritarian Student Code of Conduct for those

employed at Academic Institutions will be recited as a show of support for all Palomar students.

April Cunningham invited all to attend several informational meetings on the Comet Affordable Learning Materials program. Sessions will be held on Tuesday, February 14, and Wednesday, February 15, at 11:30 a.m. in AA140, and Tuesday, February 21, and Wednesday, February 22, at 8:00 a.m. in AA140.

Tutoring Committee
Chair Position:

Erin Feld informed Senate members that beginning next semester she will no longer be available to chair the Tutoring Committee. Currently there is no formal term for the position of chair, and within its current membership no faculty member is currently interested in taking over the position as chair. If at the end of the semester there is no faculty available to be appointed as chair, the committee may have to be restructured and/or moved back under the Student Services & Equity Committee or BSI umbrella. This issue will be revisited at the end of the semester.

AP 3900, BP/AP
3280, and AP 5010:

Jenny Ferrero showed the current draft for revisions to AP 300 Speech: Time, Place, and Manner, on the overhead. Minor changes are being proposed emphasizing free speech but assuring the safety of students and employees of the district. Senators briefly discussed the document and there were no recommendations for change.

Ferrero also shared AP 5010, Admissions and Concurrent Enrollment. She noted the proposal to add wording emphasizing the role of faculty in making decisions regarding highly gifted students enrolled in their courses.

Ferrero then shared BP and AP 3280, Grants. She reminded Senate members of ongoing discussion over the past few years regarding grants being submitted for review with as little as two to five-day approval process.

Copies of a draft Grant Approval Process form were also distributed. The form would be completed and submitted by those who with an intent to apply for a Grant.

Lengthy discussion followed on the current process of application, particularly without a grant writer or grants office on campus. Because there is such a variety of available grants; those that are ongoing, and those offering one-time funds; there was agreement that the process should vary depending on the type of grant and whether there is an expectation of long-term sustainability after the grant is concluded.

Travis Ritt added that the Grant Approval Process form is a starting point to improve the current process and is in the discussion stages. It was created to provide an opportunity for awareness and broad dialogue across the campus. There currently is no mechanism where there is campus-wide sharing of what grants are being applied for and their status.

Jenny Ferrero indicated that she would relay the Senate's discussion with the members of the Policies & Procedures Task Force and this will come back to the Faculty Senate soon.

Annual Update of PRP
Form and Resource
Allocation Plan:

Copies of the updated annual Program Review and Planning (PRP) forms for 2016-17 were provided for discussion. Travis Ritt noted the main change to the Program Review Template is that it has been made into a dynamic document that can be completed

and submitted electronically. 1/3 of departments have volunteered to do the comprehensive PRP this year, and all other departments will be completing it years 2 and 3 subsequently.

He also noted the new Resource Request form, which identifies additional resources needed to achieve goals, plans, and strategies defined in Program Review & Planning documents.

He asked Senators to review the documents prior to the February 27 Faculty Senate meeting as they'll be brought forward for Action.

Senate Statement
On Distance
Education:

Copies of a draft of a Faculty Senate Statement in Regards to Distance Education were distributed. Travis Ritt asked Senate members to review it and provide input at the February 27 meeting.

Committee
Appointments:

Motion 2

MSC Laughlin, Albistegui-Dubois: Faculty Senate approval of the following committee appointment:

Sabbatical Leave Committee
(16-19) Student Services
Elvia Nunez-Riebel/Counseling

The motion carried.

Curriculum:

Senators were provided with copies of the Curriculum Committee meeting items last week.

Motion 3

MSC Ferrero, Laughlin: Faculty Senate ratification of the Palomar College Curriculum Committee Actions dated February 1, 2017. The motion carried.

Jenny Ferrero reminded all faculty of the Curriculum timeline:

Spring semester: the development of curriculum (new and changes/reviews)

The following Fall: that curriculum moves through the approvals process

Curriculum approved in the Fall is effective the following Fall (1 year later)

The Curriculum Committee will be providing open lab sessions on varying 2nd and 4th Wednesday afternoons this semester where faculty can come get help with curriculum inputting and ask questions related to their curriculum. More information will be available soon.

Textbook Affordability
Taskforce:

Last week, April Cunningham provided a draft copy of the proposed structure of the Comet Affordable Learning Materials Taskforce. There was agreement and support of the role, products, and reporting relationship of the taskforce but the membership structure had not been created. Today, Cunningham shared a list of the following proposed membership and brief discussion followed.

8 Faculty members, one from each Instructional division, 1 from Student Services Faculty, one from the Library, and one adjunct faculty

Other interested faculty

Up to 2 representatives from Academic Technology Committee

Up to 2 from the Academic Technology Resources Center

Up to one representative from Information Systems

Up to one representative from the Bookstore

Up to one Instructional Dean

Up to one representative from Student Success & Equity

Up to one representative from the DRC

Articulation Officer

Cunningham indicated that the group will be holding their first meeting on Tuesday, February 14, at 2:15 p.m. in room MD 155C.

Motion 4

MSC Fererro, Laughlin: Faculty Senate support of the creation of the Comet Affordable Learning Materials Taskforce. The motion carried.

Palomar Faculty
Federation:

Teresa Laughlin reported that members of the Negotiations Advisory Council will meet on Thursday, February 16, from 3:00 – 4:00 p.m. in MD-303. All full and part-time faculty are invited to attend.

ADJOURNMENT:

The meeting was adjourned at 3:49 p. m.

Respectfully submitted,

Jenny Fererro, Secretary