



Minutes of the  
MEETING OF THE FACULTY SENATE  
February 27, 2017

APPROVED

PRESENT: Richard Albistegui-Dubois, Melinda Carrillo, April Cunningham, William Dalrymple, Jenny Ferrero, Joel Glassman, Susan Johnson, Greg Larson, Teresa Laughlin, Shannon Lienhart, Jackie Martin, Susan Miller, Patrick O'Brien, Lillian Payn, Tara Roach, Travis Ritt, Craig Thompson, Fari Towfiq, Lori Waite, Ellen Weller

ABSENT: Sierra Lovelace, Benjamin Mudgett, Candace Rose, Seth San Juan

GUESTS: Amber Bancroft, Mark DiMaggio, Adrian Gonzales, Bethany Nash, Diane Record, Kevin Stahl, Anastasia Zavodny

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, Laughlin: Faculty Senate approval of the minutes of February 13, 2017, as presented. The motion carried. Abstention: Johnson, Lienhart

Public Comments: There were no public comments.

Announcements: April Cunningham invited all to attend a Comets Affordable Learning Materials (CALM) webinar on Tuesday, February 28 from 5:00 – 6:00 p.m. A link to the event can be found at the CALM blog: <https://www2.palomar.edu/pages/calm/calm-blog/>.

Following up on an announcement made at the March 13 meeting, Susan Miller announced that Planned Parenthood will be on campus on Wednesday, March 8. She noted that the district is not charging the group a fee to be present on campus.

Committee  
Appointments:

Motion 2 MSC O'Brien, Laughlin: Faculty Senate ratification of the following committee appointments:

Comets Affordable Learning Materials Taskforce  
*(16-18) Arts, Business, Media, and Computer Science*  
Chris Sinnott (FT)/Performing Arts

*(16-18) Languages and Literature*  
Katy Farrell (FT)/Reading Services

*(16-18) Social and Behavioral Sciences*  
Anastasia Zavodny (PT)/Economics, History & Political Science

Curriculum Committee  
*(16-19) Social and Behavioral Sciences (at-large)*  
Julie Robinson (FT)/Nursing Education

Learning Outcomes Council  
*(15-17) Part-time CTEE (at-large)*  
Barbara McPherson (PT)/Behavioral Science

Palomar College Committee to Combat Hate (PC3H)  
*(16-18) Alan Lechusza Aquallo (FT)/American Indian Studies*

Professional Development Committee  
*(16-18) Languages and Literature*  
Erin Feld (FT)/Reading Services

The motion carried.

Patrick O'Brien reminded Senators that representation is still needed for the Human Resources Planning Council and the Finance & Administrative Services Planning Council.

Travis Ritt added that announcements to fill upcoming positions as Academic Technology Coordinator and Curriculum Co-Chair were recently distributed.

Patrick O'Brien also reported that he and Kelly Falcone are currently discussing Service Points and potential ways to ease the submission process.

Motion 3 MS Lienhart, Towfiq: Faculty Senate acceptance of the following appointments for Department Chair evaluations:

Kevin Barrett – Public Safety Programs (PSP)  
Committee Chair – Morgan Peterson  
Committee Member – Bruce McDonough

Chris Lowry – Speech Communication/ASL Department  
Committee Chair – Brandon Whearty  
Committee Member – Tamara Weintraub

The motion was split.

Motion 4 MSC Towfiq, Laughlin: To split Motion 3. The motion carried.

Motion 5 MSC Laughlin, Martin: Faculty Senate acceptance of the following appointment for a Department Chair evaluation:

Chris Lowry – Speech Communication/ASL Department  
Committee Chair – Brandon Whearty  
Committee Member – Tamara Weintraub

The motion carried.

Curriculum: Senators received copies of the following Curriculum items electronically:

**Palomar College Curriculum Committee Actions**  
Wednesday February 15, 2017

**I. ACTION - SECOND READING**

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

**A. Program Changes**

1. Program Title: Management Information Systems  
Discipline: Computer Science and Information Technology - Information Technology (CSIT)  
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more  
Total Units: 36  
Updated description, added CSIT 180 to group 2.  
*Terrie Lynn Canon*

**B. Credit Course - Change**

1. Course Number and Title: ASL 110 Awareness of Deaf Culture  
Discipline: American Sign Language (ASL)  
Associate Degree General Education - C: Humanities  
Associate Degree Multicultural Requirement - Yes  
CSU GE Area C: Arts and Humanities - C2: Humanities  
CSU GE Area D: Social Sciences - D7: Interdisciplinary, Social or Behavioral Science  
IGETC Area 3: Arts and Humanities - 3B: Humanities  
IGETC Area 4: Social and Behavioral Sciences - 4G: Interdisciplinary, Social or Behavioral Science  
Transfer Acceptability: UC, CSU  
Distance Learning Offering(s): Computer Assisted, Telecourse, Online  
Updated objectives, textbooks, required reading and suggested reading.  
*Kevin F. McLellan*

2. Course Number and Title: BIOL 135 Biology of Marine Mammals  
Discipline: Biology (BIOL)  
Associate Degree General Education - B: Natural Sciences  
CSU GE Area B: Scientific Inquiry and Quantitative Reasoning - B2: Life Science  
IGETC Area 5: Physical and Biological Sciences - 5B: Biological Science  
Transfer Acceptability: UC, CSU  
Distance Learning Offering(s): Telecourse, Online  
Changed ZOO 135 to BIOL 135, updated textbooks, required reading and methods of assessment.  
*Lesley Blankenship-Williams*

3. Course Number and Title: BIOL 145L Introduction to Anatomy and Physiology Laboratory  
Short Title: INTRO ANATOMY/PHYSIOLOGY LAB  
Discipline: Biology (BIOL)  
Course Included in the following programs:  
A. Biology-General, A.S. Degree Major/Cert. Achievement 18 units/more  
CSU GE Area B: Scientific Inquiry and Quantitative Reasoning - B3: Laboratory Activity  
IGETC Area 5: Physical and Biological Sciences - 5C: Laboratory Activity  
Transfer Acceptability: UC, CSU  
Changed ZOO 145L to BIOL 145L, changed ZOO 145 to BIOL 145 in prerequisite, updated description, textbooks and critical thinking.  
*Elizabeth A. Pearson*

4. Course Number and Title: CI 100 Building Codes I  
Discipline: Construction Inspection (CI)  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Online  
Updated methods of instruction, textbooks and methods of assessment, added distance learning.  
*Dennis C. Lutz*

5. Course Number and Title: CI 101 Building Codes II  
Discipline: Construction Inspection (CI)  
Transfer Acceptability: CSU

Distance Learning Offering(s): Online  
Updated methods of instruction, textbooks and methods of assessment, added distance learning.  
*Dennis C. Lutz*

6. Course Number and Title: CI 105 Electrical Codes I  
Discipline: Construction Inspection (CI)  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Online  
Updated objectives, methods of instruction, textbooks and methods of assessment, added distance learning.  
*Dennis C. Lutz*

7. Course Number and Title: CI 106 Electrical Codes II  
Discipline: Construction Inspection (CI)  
Prerequisites: CI 105  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Online  
Updated methods of instruction and methods of assessment, added distance learning.  
*Dennis C. Lutz*

8. Course Number and Title: CI 115 Nonstructural Plan Review  
Discipline: Construction Inspection (CI)  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Online  
Updated methods of instruction, textbooks and methods of assessment, added distance learning.  
*Dennis C. Lutz*

9. Course Number and Title: HIST 101 History of the United States Through Reconstruction  
Short Title: U.S. Thru Reconstruction  
Discipline: History (HIST)  
Associate Degree General Education - D: Social and Behavioral Sciences  
American History & Institutions - Sequence - HIST 102  
CSU GE Area C: Arts and Humanities - C2: Humanities  
CSU GE Area D: Social Sciences - D6: History  
IGETC Area 3: Arts and Humanities - 3B: Humanities  
IGETC Area 4: Social and Behavioral Sciences - 4F: History  
Transfer Acceptability: UC, CSU  
Distance Learning Offering(s): Online  
Updated objectives and content description, added distance learning.  
*Christopher S. Johnson*

10. Course Number and Title: PSYC 299 / AODS 299 / SOC 299 Directed Field Experience II  
Discipline: Psychology (PSYC) / Alcohol and Other Drug Studies (AODS) / Sociology (SOC)  
Prerequisites: AODS 140/SOC 140/PSYC 140, or AODS 298/SOC 298/PSYC 298 and AODS 250/SOC 250/PSYC 250 and AODS 255/SOC 255/PSYC 255  
Transfer Acceptability: CSU  
Added AODS/SOC/PSYC 250 and AODS/SOC/PSYC 255 as prerequisite options, updated textbooks, outside assignments and required writing.  
*Kathy Young*

#### C. Credit Courses - Deactivations

1. Course Number and Title: WELD 105 Metal Cutting, Brazing, Soldering  
Short Title: Cutting, Brazing, Soldering  
Discipline: Welding (WELD)  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Computer Assisted, Telecourse, Online  
Reason for Deactivation: Antiquated technology that is no longer relevant in industry.  
*Kevin Powers*

2. Course Number and Title: WELD 136 Welding Symbols  
Discipline: Welding (WELD)  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Computer Assisted, Online  
Reason for Deactivation: Extra course that is not part of the A.S. Degree. Content covered in other courses.  
*Kevin Powers*

**D. Distance Learning**

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

Catalog/Subject Number	Learning Offerings
ASL 110	Computer Assisted, Telecourse, Online
BIOL 135	Telecourse, Online
CI 100	<u>Online</u>
CI 101	<u>Online</u>
CI 105	<u>Online</u>
CI 106	<u>Online</u>
CI 115	<u>Online</u>
HIST 101	<u>Online</u>

**E. Requisites and Advisories**

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

Catalog Number	Type	Description	Proposal Type
CI 106	Prerequisite	CI 105	Change
PSYC/AODS/SOC 299	Prerequisite	AODS 140/SOC 140/PSYC 140, or AODS 298/SOC 298/PSYC 298 and AODS 250/SOC 250/PSYC 250 and AODS 255/SOC 255/PSYC 255	Change

**II. INFORMATION**

**A. Program Impacts – Changes administratively made in order to ensure catalog program accuracy.**

Archaeology	Remove CSIT 135 (Deactivated)	No impact to units
Administrative Assistant	Remove BUS 120 (Deactivated)	Decreases units from 31 to 28. No change to certificate/degree type.
Medical Office Specialist	Remove BUS 120 (Deactivated)	Decreases units from 21-22 to 18-19. No change to certificate/Degree type.
Retail Management Remove	BUS 120 (Deactivated)	Decreases units from 31-32 to 28-29. No change to certificate/Degree type.
BUS 167 Remove	BUS 120 (Deactivated) as	Remove for consistency. Dept. May add another next cycle.
Information Technology	Remove CSWB 130 and CSWB 220 (deactivated)	No change to units. Part of a group of electives
Web Developer with Emphasis	Remove CSWB 130 and CSWB 220 (deactivated)	No change to units. Part of a group of electives.
Web Developer with Emphasis in Windows	Remove CSWB 130 (deactivated)	Decreases units from 15 to 12. No change to certificate/Degree type; still a CP
Biology	Numerous updates to numbers and/or Titles due to BOT, MICR, ZOO migrations	No impact to units

**B. Course Outline Reviews**

The following courses have completed the course outline review process between December 13, 2016 and January 27, 2017 and are effective Fall 2017.

AIS	100	Introduction to American Indian Studies
CINE	115	Creative Writing for Television and Cinema
LT	125	Developing Information Literacy Skills
MUS	216	Music Skills IV
PHSC	100	Introduction to Physical Science
PHSC	101	Principles of Physical Science

**C. 2016-2017 Curriculum Activity Summary**

Proposal Type	Current Agenda	2016-2017 Cumulative
New Credit Courses	0	7
New Noncredit Courses	2	16
Credit Course Changes	10	81
Noncredit Course Changes	0	0
Credit Course Reactivations	0	0
Noncredit Reactivations	0	0
Credit Course Deactivations	2	26
Noncredit Deactivations	0	0
Course Reviews (12/13/2016 – 1/27/2017)	6	60
New Credit Programs	0	1
New Noncredit Programs	0	0
Credit Program Changes	1	8
Program Deactivations	0	4
<b>Total Activity</b>	<b>21</b>	<b>203</b>

Motion 6

MSC Fererro, Larson: Faculty Senate ratification of the Curriculum Committee Actions dated February 15, 2017. The motion carried.

Jenny Fererro reminded all faculty of the Curriculum timeline:

- Spring semester: the development of curriculum (new and changes/reviews)
- The following Fall: curriculum moves through the approval process
- Curriculum approved in the Fall is effective the following Fall (1 year later).

Fererro added that the Curriculum Committee will be providing open lab sessions on varying 2<sup>nd</sup> and 4<sup>th</sup> Wednesday afternoons this semester where faculty can get assistance with curriculum inputting and ask questions relating to their curriculum.

Update on Online Resources:

Vice President Gonzales shared information on various online resources now available to students, faculty, and staff on the Palomar website:

<https://www2.palomar.edu/pages/ab540andimmigrantresources/>

This page provides information on the district’s mission to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. It includes detailed information and resources for students and educators.

<https://www2.palomar.edu/pages/titleixcampussaveact/>

This page provides information on Title IX and the Campus SaVE Act. The district is committed to a safe and equitable learning environment for all student and employees. Information is available on policies and procedures relating to Title IX, training and events, as well as resources and support.

<https://www2.palomar.edu/pages/palomarpromise/>

This page provides information on The Palomar Promise, which is designed to provide graduating high school seniors in K-12 public school districts with access to an affordable higher education and to increase college-going and completion rates in our North County San Diego service area.

The Palomar Promise offers one year of free enrollment, text book support, and access to specialized counseling and academic support services to entering students who graduate from an eligible high school in the Palomar College Services area. Information is available on providing support for the program, as well as eligibility guidelines.

A question and answer period followed. In relation to recent policy changes being proposed in Washington, D.C., students, faculty, and staff are encouraged to learn their rights and legal obligations if approached by any law enforcement agency. Should this occur, inform the agent that they first need to make contact with the Campus Police department to facilitate their request.

There was also discussion on the Palomar Promise and the guidelines required to join and participate in the program.

Senate Statement on  
Distance Education:

Travis Ritt shared a draft of the Faculty Senate Statement in Regards to Distance Education on the overhead. At the February 13 meeting, Senators reviewed and discussed the document. Today, Ritt placed the document on the overhead and as discussion occurred, additional amendments were proposed. Lillian Payn noted that members of the Academic Technology felt the statement did not reflect recognition of the work that has already been done throughout the district to ensure quality online and distance education.

Lengthy discussion followed on some of the challenges involved in distance education, and the need to develop an overall strategy of how balance will be achieved within all departments rather than encouraging a sense of urgency to promote online offerings whether or not they are best practice in a particular area. Other issues include how faculty evaluations will be conducted effectively for online sections, and methods for ensuring that faculty teaching online courses are present and active on campus and in shared governance.

This item will be brought back for Faculty Senate Action at next week's meeting.

Annual Update of PRP  
Form and Resource  
Allocation Form:

At the February 13 meeting, Senators reviewed the updated annual Program Review and Planning (PRP) and Resource Request forms for 2016-17.

Motion 7

MSC Thompson, Towfiq: Faculty Senate acceptance of the Program Review and Planning (PRP) and Resource Request forms for 2016-17. The motion carried.

Governing Board:

Travis Ritt reported that the Governing Board passed a resolution supporting undocumented students at their last meeting. The Senate will be presented with a similar resolution soon.

President Blake:

At their scheduled meeting with Dr. Blake, Travis Ritt stated that discussion focused on the North and South Centers. The groundbreaking for the North Center will be held on Friday, March 2 at 1:30 p.m. in Rancho Bernardo. Senators will hear an update from Dr. Blake on the North Center at an upcoming meeting.

There was brief discussion on the courses and programs being offered at the South Center and the need for faculty input. This item will be placed on the Agenda for discussion at next week's meeting.

Enrollment Management  
Group:

Travis Ritt reported that members of the Enrollment Management Group held their first meeting on Friday, February 24. The group will continue to meet to work on a guiding principles document.

Strategic Planning  
Council:

Travis Ritt stated that members of the Strategic Planning Council discussed the recent data breach at their last meeting. Teresa Laughlin added that everyone should be aware that any District employee who received a paycheck in 2016 is affected by the breach; faculty, staff, student workers, etc. There have been several instances where District employees have become aware of an outside party attempting to file taxes on the employee's behalf in an attempt to take their refund. All employees are encouraged to utilize the free credit monitoring service offered by the District (and outlined in the letter sent to employees) and to complete the Identity Theft Affidavit forms necessary to provide a layer of protection in relation to taxes:

Internal Revenue Service

<https://www.irs.gov/pub/irs-pdf/f14039.pdf>

California Tax Board

<https://www.ftb.ca.gov/forms/misc/3552.pdf>

Many are under the impression that the forms have been filed for you. This is not the case. Laughlin reiterated that everyone who received a paycheck from Palomar in 2016 had their personal data compromised, regardless of whether they received a letter from the district.

Palomar Faculty  
Federation:

Shannon Lienhart reported that she testified at the Department of Education/ACCJC Accrediting board hearing. No changes will be made for the next year.

Academic Technology:

Lillian Payn expressed her gratitude to Travis Ritt for keeping the Senate informed on all topics related to academic issues.

Payn also shared the following document on Evaluating Distance Education;

— EXECUTIVE SUMMARY —  
SELF STUDY: EVALUATING DISTANCE EDUCATION  
Academic Technology Committee —Feb. 27, 2017  
To see the complete document, please go to: <https://goo.gl/HlvXGS>

**PART 1: PURPOSE**

In this report, we define Distance Education, consider existing programs at Palomar College that are relevant to DE, and present relevant statistics. Our hope is that this Self Study document will provide the foundation for a unified vision of DE at Palomar College and the foundation for future efforts in the realm of distance education.

**DEFINITION OF DISTANCE EDUCATION**

From the ACCJC (2013): "Distance education is defined, for the purpose of accreditation review, as a formal interaction, which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously".

**PART 2: STANDARDS**

Our mission is to provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals...As a comprehensive community college, we support and encourage students who are pursuing transfer--readiness, general education, basic skills, career and technical training, aesthetic and cultural enrichment, and lifelong education...We are committed to helping our students achieve the learning outcomes necessary to contribute as individuals and global citizens living responsibly, effectively, and creatively in an interdependent and ever--changing world. Students and faculty need to meet requirements to fulfill their respective roles, such as technical skills and engagement in the virtual classroom. The college also needs to meet both students and faculty resource and support needs through online library services,



counseling, proctoring, tutoring; training and orientations; online assessments; academic integrity; technical support.

**PART 3: STATISTICS AND FUTURE CONSIDERATIONS**

Data since 2009 for Palomar College is compared to other colleges in our two--county region includes: # of DE courses, % of courses online; FTES for all courses; % FTES and FTES of online courses; success and retention; student modality (at least one online course vs. only online courses), etc.

**ACCOMPLISHMENTS: 2016**

Accomplishments included: Piloted and adapted Canvas LMS; Applied the Revamp Project recommendations and transformed more 88% of our websites to WordPress; Trained faculty POET (Palomar Online Education Training); Developed and implemented Kaltura as our Streaming Server to comply with the TEACH act and ADA/Section 508; Conducted a successful Accreditation visit in October: two pending issues (DE issue was regarding tutoring services for online and off--site students) that the team accepted as completed; Established increased student services for online and off--campus students: proctoring, counseling, and tutoring; Adapted SiteImprove tool for our websites accessibility;; Initiated Task Force for district--wide online student orientation

**Future Considerations for Distance Education topics at Palomar College:**

The most compelling goals that the Academic Technology Committee will focus on in 2017:  
(1) DE Strategic Plan as tasked by President Blake; (2) DE Handbook; (3) ATC name change.

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

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

Respectfully Submitted,

Jenny Fererro, Secretary