



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

APPROVED

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

ABSENT: Shannon Lienhart

GUESTS: Joi Blake, Gustavo Cristobal, Kelly Falcone, Gary Sosa, 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.

Approval of Minutes: Please note: All votes are presumed unanimous unless indicated otherwise.

Motion 1 MSC Laughlin, Towfiq: Faculty Senate approval of the minutes of March 6, 2017, as amended. The motion carried. Abstention: O'Brien

Public Comments: There were no public comments.

Announcements: Ellen Weller reminded Senators of the rally supporting faculty and staff in the Arts, Media, Business, and Computer Science division that will be held on Tuesday, March 14 from 3:00 – 3:45 in the main parking lot just prior to the Governing Board meeting.

April Cunningham announced that the Comets Affordable Learning Materials (CALM) Cohort application period closed on Friday, March 10. Over 20 applications were received from 15 different disciplines.

Update on North Center: Dr. Blake shared with the Senate that Palomar's bond ratings have increased with both Moody's and Standard and Poor's. Blake expressed her gratitude to Michelle Barton, Ron Perez, and Carmen Coniglio for their work on the district's behalf.

Dr. Blake stated that the district is currently in fiscal stability due to the fact that each year \$5 million is borrowed from the general fund to maintain current funding for our infrastructure schedule with continued fiscal stability. The district was initially under the impression that there was a 3-year time frame in which to reach the target of 21,000 FTEs needed to increase enrollment, but with future analysis that time period has been adjusted to summer of 2019. With that number currently at approximately 16,000 there was a need to provide educational opportunities for students living in both the San Diego and Temecula areas with the creation of the North and South centers.

Blake noted the goal of the Palomar Promise is access; an enrollment management strategy that will benefit both students and the district by attracting students to Palomar to further their education goals. The North Center will be a temporary facility until its expansion to a permanent facility by spring of 2019.

A brief question and answer period followed, and Blake provided data on FTEs as well as the anticipated time frame in moving forward. She acknowledged the rapid movement of the process, and restated the need to reach the district's target enrollment. Senate members expressed the need for deans to reach out to department chairs about course offerings at the NEC and SEC.

Self-Study by the
Academic Technology
Committee:

Lillian Payn shared the following information from the Academic Technology Committee:

— EXECUTIVE SUMMARY —
SELF STUDY: EVALUATING DISTANCE EDUCATION
Academic Technology Committee —Feb. 27, 2017

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.

The full document can be reviewed at: <http://www2.palomar.edu/pages/academic-technology-committee/supporting-documents/selfstudyde-feb27/>.

Payn added that faculty are encouraged to provide input and suggestions by contacting her. It is also hoped that a handbook can be created in the future outlining the standards of online education that can be a guideline and a source of information for faculty.

Data Collection on
AEBG:

At last week's meeting, Senate members discussed funding requirements of Adult Education Block Grants (AEBG) asking for specific student data. Senators are concerned that students are being asked to fill out questionnaires which may violate their privacy and could potentially put them in danger. Some of the questions, when answered over several sections, can provide a clear answer to a student's citizenship status.

Copies of the questionnaires were distributed for information and Gary Sosa noted that the AEBG data collection affects all non-degree impactable courses: English, Math, Reading, and ESL, and is not actually a grant but data collection by the State from community colleges on how various districts offer courses in these subject matters. He shared the process of data collection as well as students being asked to participate in a post data collection test at the conclusion of the course that could provide additional funding if certain objectives are met.

Discussion followed on the collection of student data and where it falls under FERPA guidelines. Senators referenced Vice President Gonzales and the Chief of Police's visit at last week's meeting outlining the district's commitment to protecting students. This form, which asks for a student's identification number, could potentially come in jeopardy when the data is analyzed by the State.

It was stated that Departments can also make the decision independently on whether they wish to distribute the form in their classes. Travis Ritt noted that during his meeting with Vice President Sourbeer on Tuesday, March 14, he will relay the Senate's concerns regarding this survey and the mixed messages faculty are receiving about the mandate of this data collection.

More information on this issue will be brought forward as it becomes available.

General Policies &
Procedures:

Jenny Fererro reminded Senate members that they received copies of AP 5075, Course Adds and Drops, and AP 5550-3900 Time Place and Manner electronically with last week's Agenda. She asked that Senators review the documents and provide input or suggestions.

Committee
Appointments:

There were no committee appointments.

Curriculum:

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

Motion 2

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

Fererro added that a Curriculum workshop was held on Wednesday March 8. Though the faculty turnout was fairly low, those who attended received training and assistance and

made significant progress in their course submissions. She noted that another training session will be held on April 12 from 3:00 – 5:00 p.m. in MD-334. These open labs are a great time to get one on one assistance and help from the Curriculum committee, AO, and curriculum specialists.

Resolution in Support
Of Undocumented Students:

Motion 3

MSC O'Brien, Towfiq: **WHEREAS**, on December 5, 2016 the California Community College Chancellor's Office reaffirmed its commitment to undocumented students; and

WHEREAS, on February 16th 2017 the Palomar Community College District Governing Board passed a resolution in support of undocumented students; and

WHEREAS, Palomar College is open to all students who meet the minimum requirements for admission, regardless of immigration status; and

WHEREAS, Palomar College will continue to advocate for educational opportunities for all students within its district boundaries, regardless of immigration status; and

WHEREAS, Palomar College has a long history of recognizing and celebrating the contributions of our immigrant student population, as their rich histories and cultures have contributed to, created and engaged global citizenry; and

WHEREAS, Palomar College continues to recognize the rights of all students and their families, regardless of immigration status, family structure, sexual orientation, gender identity, or marital status; and

WHEREAS, the results of the 2016 presidential election have caused uncertainty and concern among our student population; and

WHEREAS, it is the responsibility of the Faculty of Palomar College to provide a classroom environment that is conducive to learning; and

WHEREAS, the Faculty of Palomar College will continue to support an inclusive environment for all students;

BE IT RESOLVED that the Faculty Senate of Palomar College reaffirms its support for undocumented students, and all students who meet the minimum requirements for admission, regardless of immigration status;

BE IT RESOLVED that the Faculty Senate of Palomar College will continue to vigorously advocate for educational opportunities for all students in the district, regardless of immigration status;

BE IT RESOLVED that the Faculty Senate of Palomar College will continue to recognize and honor the human rights of all students and their families, regardless of immigration status, family structure, sexual orientation, gender identity, or marital status; and

NOW THEREFORE BE IT RESOLVED that the Faculty Senate of Palomar College support and affirm the decision taken by the Palomar Community College District Governing Board to declare Palomar College a safe haven and to stands united with them

in an unequivocal support of an immigrant-friendly environment for all students who choose to better their lives through education.

The motion carried. Abstention: Johnson

PRP Form for
Student Services:

Copies of the Annual Program Review (PRP) template for 2016-17 were provided for review.

Motion 4

MSC Laughlin, Towfiq: Faculty Senate approval of the Annual Program Review Template for 2016-17 for Instructional Support and Other Units. The motion carried.

Senate President
Report:

Travis Ritt reported that he met with Vice President Sourbeer last week. Their discussion focused on the AEBG grant and the Senate's objection to the current format and structure of student data collection.

Members of the Enrollment Management Group are meeting on Tuesday, March 14 to prepare for the IEPI Visiting Team visit on Friday.

He added that the hiring committee is moving forward in the hiring process of the Vice President for Instruction.

Strategic Planning
Council:

Travis Ritt stated that members of the Strategic Planning Council (SPC) approved next year's Academic Calendar at their last meeting. There are no substantial changes being made.

At the SPC meeting, Connie Moise was questioned as to what data was involved in the recent data breach. As far as the district can determine at this time, files that were accessed include employees W2's only, which include SSN's and addresses. After brief discussion, Senators agreed that there should be more information provided to faculty and staff on this, including the distribution of a weekly update. If someone needs a duplicate copy of the letter originally sent in January that contains the activation code for the identity protection monitoring service, they should contact the Call Center at 844-856-9320 to have it mailed. The college does not have copies of the letters that are specific to individuals (with assigned activation codes for ProtectMyID). The Call Center should be able to address most additional questions that individuals may have.

When the Call Center staff are unable to address a particular question, they escalate the question by sending it to a special email address established for this purpose: InfoHotline@palomar.edu.

Student Services
Planning Council:

Patrick O'Brien indicated that members of the Student Services Planning Council are currently reviewing PRPs for Athletics, Counseling, International Students, Campus Police, the Pride Center, and the Department of Student Affairs.

Human Resources
Planning Council:

Travis Ritt reported that the recent process in filling the Vice President for Human Resources position resulted in a failed search. Teresa Laughlin added that the district will hire a consultant to temporarily fill the position and oversee the process of filling it.

Palomar Faculty
Federation:

Teresa Laughlin stated that members of the EBoard are currently discussing SB1379, Seniority List & Placement, as well as Course Maximums.

Laughlin added that the policy outlines the review of the number of classes as well as the faculty's length of time at the college in determining seniority. There is an evaluations section that includes a plan for a substandard evaluation, as well as a section on assignment.

It was also pointed out that there is a need for consistent part-time evaluations by every department. Some part-time faculty have reported not being evaluated in several years.

Laughlin stated that there is frustration by the PFF in the district's method of hiring part-timers; a workforce that is largely exploited. It is hoped that departments do their best to provide scheduling compromises for them, and that system-wide efforts will be made to move toward the 75/25 ratio.

Budget Committee:

Joel Glassman reported that the recent Budget Committee was cancelled.

ASG:

Travis Ritt indicated that ASG representative Amber Bancroft has a conflict with her schedule that prevents her from attending the remainder of Senate meetings this semester. The ASG is working to provide a replacement.

Academic Technology:

Lillian Payn stated that members of the Academic Technology are providing Bootcamps series for Canvas. A session was held on Friday, March 10 and was well attended. She noted that there are three additional sessions coming up, including one on Thursday, March 16 from 10:00 a.m. – 5:00 p.m. Faculty wishing to receive more information should contact Payn at lpayn@palomar.edu.

Basic Skills

Steering Committee:

Lori Waite reported that members of the Basic Skills Steering Committee discussed the AEBG at their recent meeting and there is concern with not only potential uses of the data collected at the state and federal levels.

ADJOURNMENT:

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

Respectfully submitted,

Jenny Fererro, Secretary