



Minutes of the  
MEETING OF THE FACULTY SENATE  
April 24, 2017

APPROVED

PRESENT: Richard Albistegui-Dubois, Melinda Carrillo, April Cunningham, William Dalrymple, 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, Ellen Weller

ABSENT: Jenny Ferrero, Shannon Lienhart, Lori Waite

GUESTS: Kelly Falcone, Dung Pham (ASG), Forrest Ponsot, 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.

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

Motion 1 MSC Carrillo, Glassman: Faculty Senate approval of the minutes of April 17, 2017, as presented. The motion carried. Abstention: O'Brien

Public Comments: There were no public comments.

Announcements: Travis Ritt reminded Senators that elections for Faculty Senate Vice President and Secretary will be held at the May 8 meeting. He stated that it is hoped that whoever steps into the position of Vice President will be willing to shadow him his last year as Senate President and be prepared to step into the role of Senate President when his term ends in 2018.

Travis Ritt announced that next week's Senate meeting may be held in the Industrial Technology Center on campus.

Agenda Changes: No changes were proposed to the Agenda.

Phi Theta Kappa  
Project on the  
Food Bank:

Forrest Ponsot, President of the Honors Society of Phi Theta Kappa, shared information with Senate members on the expansion of the Palomar College Food Bank. Though the district currently houses a small food bank by the Veterans Center in the SU building, the area is not large enough to provide a well-stocked pantry to accommodate the number of students who may be in need. He added that beginning next semester the area commonly referred to as the staff lounge behind the cafeteria will become the new food bank. This larger space will enable the College to provide more product.

Ponsot shared local statistics on those in need, as well as information on the process of how the food is collected and disbursed.

Because it can be difficult to get the word out to students, he is asking that faculty members share this information in their classes, on their syllabus, and/or on departmental webpages. Volunteers will also be needed and can receive Service Learning Hours.

A question and answer period followed. Senators offered suggestions on the application process for students as well as how food collected could potentially be expanded by soliciting local companies. Anyone wishing to receive more information, including how to donate, should contact Sherry Titus for more information.

FSAs:

Senators received copies of Faculty Service Area (FSA) forms for the following departments:

Chemistry

Counseling, Guidance and Career Development

Physics and Engineering

Greg Larson informed Senate members that several updated FSAs were approved at the last Governing Board meeting. These three FSAs will be brought forward at their next meeting after being approved by the Faculty Senate. Brief discussion followed on the process.

Larson noted that all FSAs were previously listed in the Governing Board Manual, which has not been updated for several years. Beginning soon, they will all be posted on the Faculty Senate website.

Travis Ritt added that a Senator will be needed to chair the Faculty Service Area committee beginning next semester.

BP/AP on  
Harassment:

Copies of AP and BP 3430, Prohibition of Harassment, were provided. Discussion occurred on the section related to bullying and the challenges in defining bullying, which can vary from person to person based on several varying factors. It was noted that harassment is defined by state law and covers bullying; therefore, technically the two terms can be interchanged and the addition of the proposed wording is not needed.

After further discussion, there was agreement that Faculty Senate representatives serving on Policies & Procedures should share the Senate's concerns on how the policy is currently being proposed and vote against its implementation.

Baccalaureate Degree  
at Palomar:

Travis Ritt reminded Senators of a pilot project that was put into effect several years ago by the State of California sunseting in 2019 to explore and to offer Baccalaureate degrees at varying community colleges (with the exception of Nursing) as well as not allowing any degree to be offered within 100 miles of a CSU that was offering the comparable degree. Since that time, 10 of the 15 pilot schools are in process, and 5 will begin in the fall. According to data shared at the recent Statewide Academic Senate Spring Session, to date approximately 200 students attending the 10 pilot schools have participated in those programs. He added that there is current legislation being proposed that would extend the expiration of the pilot until 2022 with the potential to expand from a pilot to a full program. This would allow more colleges the opportunity to offer these Baccalaureate degrees. The Statewide Academic Senate is lobbying against the proposal due to insufficient data being

available on the success of the program.

Palomar has expressed interest in participating, and the Institutional Research and Planning area will soon begin the study of what degrees could benefit our students.

Senators discussed the need for departmental and faculty input and whether it fits into Palomar's mission statement. Issues such as minimum qualifications, faculty load, and tenure requirements need to be discussed as well. Ritt added that the ACCJC has received an extension to grant Accreditation to colleges that have one or fewer Baccalaureate degrees.

Title V Grant to  
Develop Education  
ADT:

At last week's meeting, Senators heard information on a Title V Grant to Develop Education ADT. The Senate did express some concern that the process was moving ahead very quickly with little opportunity for faculty discussion and input, particularly from those departments who will be participating or affected.

Travis Ritt stated that the application process has moved forward and the proposal was submitted to the State for consideration.

State Academic Senate  
Spring Plenary:

Travis Ritt informed Senators that he attended the State Academic Senate Spring Plenary session on Thursday, April 20 – Saturday, April 22. He noted his attendance at a breakout session on Diversity and Hiring and that Palomar's current policy on Faculty Hiring was praised for its influence by faculty throughout the process. Senate members acknowledged Barb Kelber for all her work on the policy.

A final list of the Resolutions can be viewed at [the Statewide Academic Senate's website](#).

Committee  
Appointments:

There were no committee appointments.

Curriculum:

**Palomar College Curriculum Committee Meeting Actions**  
Wednesday April 19, 2017

**I. ACTION**

A. Include the Open Education Resources (OER) Articulation Statement as a curriculum resource for the Comets Affordable Learning Materials (CALM) Taskforce

**II. ACTION - SECOND READING**

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

**A. New Credit Programs**

1. Program Title: Child and Adolescent Development

Discipline: Child Development (CHDV)

Award Type: AA-T Transfer Major

Total Units: 20.00

Justification: To prepare students for transfer into the Child and Adolescent Development (CHAD) program at CSUSM.

*Jenny Ferrero*

**B. Credit Program Reactivation**

1. Program Title: Commercial Photography

Discipline: Photography (PHOT)  
Award Type: Certificate of Proficiency  
Total Units: 15  
Justification: Provides program career and technical pathways.  
*Donna Cosentino*

### C. Credit Course Changes

1. Course Number and Title: FASH 175 Analysis, Evaluation, and Comparison of Ready-to-Wear  
Short Title: Evaluation of Ready-to-Wear

Discipline: Fashion (FASH)

Transfer Acceptability: CSU

Distance Learning Offering(s): Computer Assisted, Video Two Way, Video One Way, Telecourse, Online

Updated methods of instruction, outline, textbooks, outside assignments, required writing, critical thinking, and methods of assessment, added Distance Ed; Computer Assisted, Video Two

Way, Video One Way, Telecourse, Online

*Rita Campo Griggs*

### 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
FASH 175	<u>Computer Assisted, Video Two Way, Video One Way, Telecourse, Online</u>

## III. INFORMATION

### A. Course Outline Reviews

The following courses have completed the course outline review process between February 24, 2017 and April 14, 2017 and are effective Fall 2017.

CHEM 220                      Organic Chemistry

### B. 2016-2017 Curriculum Activity Summary

Proposal Type	Current Agenda	2016-2017 Cumulative
New Credit Courses		7
New Noncredit Courses		29
Credit Course Changes	1	90
Noncredit Course Changes		0
Credit Course Reactivations	1	0
Noncredit Reactivations		0
Credit Course Deactivations		43
Noncredit Deactivations		0
Course Reviews		
(2/24/2017 – 4/14/2017)	1	65
New Credit Programs	1	1
New Noncredit Programs		2
Credit Program Changes	1	0
Program Deactivations		6
<b>Total Activity</b>	<b>23</b>	<b>253</b>

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

AT Coordinator  
Position:

At last week's meeting Senators discussed the Academic Technology (AT) Coordinator position and that the call has been distributed twice with no response. The current AT coordinator has agreed to stay in the position another year. There was agreement that care should be taken to not set a precedent as the description of the position clearly states that it is limited to two consecutive terms of three years per term. To resolve this issue, Senate members agreed that in this instance it would be in faculty's best interest to extend the position for one additional year.

- Motion 2 MSC Johnson, Towfiq: Faculty Senate acceptance of Lillian Payn in the position of Academic Technology Coordinator in an extended term through 2018. The motion carried.
- Senate President Report: Travis Ritt indicated that he met with Jack Kahn last week in his capacity as Interim Vice President for Instruction. Kahn has stated his willingness to work with the Senate on all matters related to faculty.
- Strategic Planning Council: Members of the Strategic Planning Council (SPC) approved the task force compilation for the Staffing Plan Group.
- Instructional Planning Council: Members of the Instructional Planning Council continue to review Program Review and Planning documents. Subgroups are currently reviewing faculty rationale documents for hiring.
- Palomar Faculty Federation (PFF): Teresa Laughlin indicated that a Negotiations Advisory Council will be held on Thursday, May 4 from 2:00 – 3:00 p.m. in MD-328. Areas being discussed include Part-time faculty rehire rights, and Course Maximums.
- Budget: Joel Glassman reported that the Budget Committee scheduled for April 25 has been postponed.
- Student Services & Equity Council: Travis Ritt indicated that members of the Student Services & Equity Council met on Friday, April 21. Ryan Williams presented a *Military Affiliated Students Value Statement* created by the Access and Outreach Workgroup.
- Ritt added that student email will soon be shifted over to Microsoft 360. With this new system, students will be required to receive official emails from the district through that email address.
- ASG: Dung Pham stated that members of ASG recently attended a retreat to aid in the transition from former to newly seated ASG Senators as well as for those in the President and Vice President positions.
- Strong Workforce: Jackie Martin reported that the two departments needed to participate in the Top Code Alignment Project have been identified. She, Molly Faulkner, Jack Kahn, as well as several deans will present information to the participating departments on not for credit courses soon.
- Academic Technology: Lillian Payn acknowledged Amy Caterina, whose Photoshop 135 course was selected as the recipient of the Teaching with Technology Award.
- Payn also shared information on a recommended name change for the Academic Technology Committee:
- Academic Technology Committee** Recommended Name Change to:  
**-Distance Education and Academic Technology Committee -**
- The Senate committee will coordinate faculty interests in all areas of academic technology. This committee will advise the Senate on relevant technology matters:

- Discuss issues on technology related to student equity (access) (*most recent: online orientation, proctoring pilot, tutoring pilot, data collection, etc.*)
- Coordinate with faculty on technology governance committees
- Coordinate with curriculum committee on **distance learning** courses
- Discuss pedagogical issues relating to **on-line courses and changes in technology**
- Discuss issues of training for **on-line instructors**
- Advocate for faculty concerns regarding technology (*most recent: OEI, Canvas, etc.*)
- Discuss academic and professional issues related to courses taught in **non-traditional formats** such as percentages of faculty and department loads

**Accomplishments (Recap) 2011-2017**

- Canvas Pilot, Selection Task Force, Adopted Canvas, Canvas Training
- OEI, -Analysis, -Discussion, Recommendations, Joined OEI
- Proctoring Pilot
- Best Practices Showcase (5)
- POET Design, Develop, Produce, Train, continual updates, Migrate to Canvas
- 139 instructors listed as “Trained to Teach Online” since January, 2012 – January 30, 2017
- DE Standards Self-Study Recommendations (tasked by VP Cuaron), DE Policy/Plan (tasked by Dr. Blake)
- Blackboard Satisfaction Survey (Students)
- DE Satisfaction Survey (Students)
- Faculty Satisfaction Survey
- Institutional Survey for DE
- Digital Literacy Assessment and Training for Students, (researched instruments and testing strategies)
- Course Transfer Best Practices
- Revise Checklist of Best Practices for Online Learning (completed and approved by Senate)
- Distance Education Policy at Palomar College (completed and approved by Senate)
- Student Services Resources Sheet on e-services
- Palomar College Web Page Revamp
- Accreditation Standards IIA and IIIC
- ATRC Mission Statement
- DE Data Collection: FTES, Courses, Sections, Success and Retention (Palomar College & Region)
- Co-founding Member of SDICCCA – DE
- Participation
  - Faculty Senate, Technology Master Plan Group, Curriculum Committee, Accreditation Committee, DE Task Force, LMS Selection Task Force, DE Substantive Review Task Force, DE Authorization Task Force, Student Orientation Task Force
- Presentations at Conferences: DET/CHE: Dec., 2016, Online Teaching Conference, June 2016

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

ADJOURNMENT: The meeting was adjourned at 3:52 p.m.

Respectfully submitted,

Teresa Laughlin, Acting Secretary