



Minutes of the
MEETING OF THE FACULTY SENATE
May 1, 2017

APPROVED

PRESENT: Richard Albistegui-Dubois, Melinda Carrillo, Jenny Fererro, Joel Glassman, Teresa Laughlin, Shannon Lienhart, Jackie Martin, Susan Miller, Benjamin Mudgett, Patrick O'Brien, Lillian Payn, Tara Roach, Travis Ritt, Candace Rose, Craig Thompson, Fari Towfiq, Lori Waite, Ellen Weller

ABSENT: April Cunningham, William Dalrymple, Susan Johnson, Greg Larson, Sierra Lovelace, Seth San Juan

GUESTS: Dillon Emerick, Sergio Hernandez, Norma Miyamoto, Kevin Stahl, Anastasia Zavodny

CALL TO ORDER: The meeting was called to order by the President, Travis Ritt, at 2:34 p.m. in Room ITC-113C.

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

Travis Ritt expressed his appreciation on behalf of the Senate to Sergio Hernandez for hosting this week's Senate meeting in the Industrial Trades/Diesel Technology area.

Approval of Minutes:

Motion 1 MSC Towfiq, Thompson: Faculty Senate approval of the minutes of April 24, 2017, as presented. The motion carried. Abstentions: Fererro, Waite

Public Comments: There were no public comments.

Announcements: Susan Miller announced that Planned Parenthood will be on campus Tuesday, May 2 from 10:00 a.m. – 3:00 p.m. in the student union quad. Many free services will be offered for students, including free STI testing.

Candace Rose reminded all of the College Theme for next year, "Better Together," and asked that all departments who have not yet signed up to participate in the college video contact her or Kelly Falcone for more information.

Travis Ritt announced that the Faculty Achievement Celebration will be held as an evening event on Wednesday, May 17. Faculty who are interested in attending should RSVP by Friday, May 5. A silent auction will be held with artwork created by Palomar faculty and students; and the proceeds will be donated to the student food bank.

Ellen Weller invited all to attend the Palomar Pacific Concert Band on Saturday, May 6 at 7:30 p.m. in the Howard Brubeck Theatre.

She added that on Sunday, May 7 the Palomar Chorale and Chamber Singers concert will be held at 2:30 p.m. in the Howard Brubeck Theatre.

Weller also distributed flyers with information on the upcoming 70th Birthday Celebration of the Palomar College Symphony Orchestra on Saturday, May 13.

Teresa Laughlin announced that the Negotiations Advisory Council will be meeting on Thursday, May 4 from 2:00 – 3:00 in MD-320.

Sergio Hernandez announced that two of his students, David Spencer and Levi Lee, were both recipients of GCA scholarships. Each will receive \$1,500.

Draft: Workforce &
Community Devel.
Community Services:
Not for Credit Co-
Enrollment in a
Credit Course:

Jackie Martin and Norma Miyamoto provided information on the draft proposal for Workforce and Community Development Not-for-Credit Co-Enrollment in a credit class.

A not-for-credit offering may be offered as a concurrent offering with a credit class when learners in that credit class would benefit from having more class participants. (Example: Twenty credit students are enrolled in MUS 151, Concert Band, but a full concert band is comprised of multiple sections with several players in each section. Having a full complement of student musicians will benefit the enrolled credit students.) A Community Services (CS) enrollment/student shall never displace a credit enrollment/student.

Credit classes that may benefit from a not-for-credit concurrent offering will be identified by the discipline expert and approved by the Department Chair, Division Dean and Vice President of Instruction during the credit schedule development process, which occurs three times a year. Once final approval is given by the VPI, this form will be sent to the Director of Workforce and Community Development (WCD) so the offerings may be included in the CS Bulletin and in other marketing efforts.

Community Services enrollments will be processed by staff in the Workforce and Community Development Office. WCD staff will register the CS students and record fee payments using the ActiveNet system. The WCD office will provide a roster of Community Services students to the teacher. The faculty member assigned to teach the credit class shall maintain separate rosters for the credit students and those enrolled in the Community Services offering. Upon the term's end, the faculty member will sign and return the CS roster to the Workforce and Community Development Office. Faculty teaching the credit class AND the concurrent Community Services offering will not receive additional compensation since the number of total students should not exceed the course's cap.

The fee for the Community Services offering shall be slightly more than the credit fee, which is state-subsidized. The proposed cost structure for a CS offering that is offered concurrently with a credit class uses the credit fee structure (\$46 per credit unit) as a basis and adds 25% to cover administrative costs.

- WCD operates under a restricted fund that is monitored by Fiscal Services in the Administrative Services Division. Co-enrollment fees will be deposited in the restricted WCD account and maintained separately from the College's general fund account.
- Student registration and fee payment will be maintained in ActiveNet.

- Credit faculty teaching a CS offering (one that is not a concurrent offering) will be paid on a NOHE, using a WCD account string. The NOHE will be prepared by WCD office staff and signed by the Director of Workforce and Community Development and the CTE Dean.
- If a materials fee is associated with the class, that fee will be paid at the Cashier's Office and the student will provide a receipt to the instructor.
- Faculty will submit a signed attendance roster to WCD within five days of the last day of the semester.

A question and answer period followed, and Martin and Miyamoto provided clarification on the process as it relates to scheduling and course approval.

Change of name:
Academic Technology
Committee:

At last week's meeting, Lillian Payn shared information on a recommended name change for the Academic Technology Committee to the Distance Education and Academic Technology Committee. The determination has been made that the name change will assist in identifying and recognizing the duties and responsibilities of the committee and acknowledging that there is not a need for the creation of another committee to address distance education matters. This committee will advise the Senate on relevant technology matters, including technology, distance learning, online courses and changes in technology, as well as academic and professional issues related to courses taught in non-traditional formats such as percentages of faculty and department loads.

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

FTES Allocation for
Cross-Listed Classes:

Dillon Emerick asked for Faculty Senate input on cross-listed courses and FTES. Currently, the way FTES are assigned is through the account string of the instructor who is teaching the course. This can be an issue with cross-listed classes because there can be instances where it has been agreed that one discipline should receive the FTES, but faculty from another discipline are assigned to teach the course. This can be accomplished by providing an account string from each discipline for the faculty members, but there can be issues that arise due to lack of minimum qualifications in both disciplines. He suggested that if a different mechanism could be offered outlining how FTES are allocated it could simplify the process and create more efficiency.

Discussion followed on cross-listed classes and how a policy would benefit both faculty and the departments involved in the process. To date, each instance has been handled individually and streamlining the process would provide continuity. Senators agreed that this issue should be forwarded to the Policies & Procedures Task Force where a formal procedure could be created.

Travis Ritt added that he will be meeting with Vice President Kahn on Tuesday, May 2 and he will relay the Senate's discussion on this issue. This item will remain on the Agenda for further discussion at next week's meeting.

Policies & Procedures:

Copies of AP 5075 Course Adds and Drops, were provided. Jenny Fererro indicated that the procedure is coming to the Policies & Procedures Task Force for Action at their next meeting. She noted that the major change is removing the ability of instructors to drop students for failure to take examinations or complete class assignments.

After brief discussion, Senators expressed their support with the document moving forward through the process.

Committee
Appointments:

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

Academic Review Committee

(17-19) Mona Ellis (FT) Mathematics

(17-19) Benhui Zou (FT) Library

Academic Technology Committee

(17-19) Languages and Literature

Linda Morrow (FT) Library

(17-19) Mathematics and the Natural and Health Sciences

Krystal Rypian (FT) Life Sciences

Accreditation Steering Committee

(17-19) One Faculty Senate representative appointed by Faculty Senate

Lisa Cecere (FT) Communications

Basic Skills Committee

(17-20) Reading – Melinda Carrillo (FT) Reading

(17-20) Library – Natalie Lopez (FT) Library

(17-20) English – Monica Rodriguez (PT) English

(17-20) At-Large – Alan Aquallo (FT) American Indian Studies

Behavioral Health and Campus Wellness Committee

(17-19) DRC

Lori Meyers (FT) DRC

Curriculum Committee

(17-20) Languages and Literature

Gary Sosa (FT) ESL

(17-20) Mathematics and the Natural & Health Sciences

Nirmala Kashyap (PT) Mathematics

Disability Resource Center Advisory Committee

(17-19) Kathy Young (FT) Behavioral Sciences

Distinguished Faculty Award Committee

(17-19) Part-Time Faculty – Susan Johnson (PT) Speech

Elections Committee

(17-19) Joel Glassman (FT) Business Education

(17-19) Steve Robertson (FT) Speech and ASL

Equal Employment Opportunity Advisory Committee

(17-19) Kalyna Lesyna (FT)/ Behavioral Sciences
(17-19) Benhui Zou (FT)/ Library Media Center

Equivalency Committee

(17-19) MNHS – Gregory Larson (FT)/ Mathematics

Faculty Service Area Review Committee

(17-19) *Social and Behavioral Sciences*
Patty Dixon (FT)/ American Indian Studies

(17-19) *AMB&S*

Erin Hiro (FT)/ Communications

(17-19) *Languages and Literature*

Lee Chen (FT)/ESL

Instructional Planning Council

(17-19) *Career, Technical, and Extended Education*
Sarah DeSimone (FT)/ Emergency Medical Education

Facilities Review Committee

(17-19) Karen Mifflin (FT)/ Mathematics

Learning Outcomes Council

(17-19) *CTEE*

Jennifer Anderson (FT)/ Trade and Industry

(17-19) *Library*

April Cunningham (FT)/ Library

(17-19) *at-large*

Susan Miller (FT)/ Behavioral Sciences

Oversight Committee/Grant Funded Projects

(17-19) Rand Green (FT)/ Computer Science and Information Technology

(17-19) Adam Meehan (FT)/ English

Perkins Planning and Advisory Committee

(17-19) *one faculty member from an academic discipline*

Wing Cheung (FT)/ Earth Sciences

Personnel Standards & Practices Committee

(17-19) Nancy Pince (FT)/ Nursing Education

(17-19) Tony Smith (FT)/ Computer Science and Information Technology

Professional Development Committee

(16-18) *Career, Technical, and Extended Education*

Alexandra Doyle Bauer (FT)/ Library

Professional Procedures Committee

(17-19) Jennifer Anderson (FT)/ Trade and Industry

(17-19) Adam Meehan (FT)/ English

Sabbatical Leave Committee

(17-20) *Languages and Literature*
Pam McDonough (FT)/ English

Safety & Security Committee

(17-20) Michael Finton (FT)/ Emergency Medical Education
(17-20) Dan McNeil (PT)/ Life Science

Selection Committee for the position of permanent VP for Human Resource Services
(VPHRS)

Language and Literature – Melinda Carrillo (FT)/ Reading
Social and Behavioral Sciences – Teresa Laughlin (FT)/ Economics, History and Political
Sciences
Career and Technical Education – Pete Ordille (FT)/ Emergency Medical Education
Student Services – Sabrina Menchaca (PT)/ DRC
Math & the Natural and Health Sciences – Susan Snow (FT)/ Mathematics

Student Success and Equity Council

(17-19) *1 faculty member from Disability Resource Center as appointed by the Faculty
Senate*
Lori Waite (FT)/ DRC

Tenure & Evaluations Review Board

(17-19) *Arts, Media, Business and Computer Science*
Erin Hiro (FT)/ Communications

Workforce and Community Development Advisory Group

(17-19) Jennifer Anderson (FT)/ Trade and Industry

The motion carried.

Motion 3

MSC O'Brien, Weller: Faculty Senate acceptance of the results of the ballot for the following
committee appointments:

Academic Standards & Practices Committee

Mary Cassoni (FT)/ Business Education
Mona Ellis (FT)/ Mathematics
Heather Hosaka (FT)/ ESL

Behavioral Health and Campus Wellness Committee

(17-19) *Instructional*
Gary I. Wilson (PT)/ Administration of Justice
Kathy Young (FT)/ Behavioral Sciences

Bookstore Subcommittee (17-20)

Elena Villa Fernández de Castro FT)/ World Languages

Campus Police Committee (17-20)

Peter Ordille (FT) Emergency Medical Education

Instructional Planning Council

(17-19) Mathematics and the Natural & Health Sciences
Susan Snow (FT)/ Mathematics

International Education Advisory Committee (17-19)

Heather Hosaka (FT)/ ESL

NCHEA (North County Higher Education Alliance) (17-19)

Philip DeBarros (FT)/ Behavioral Sciences

Elvia Nunez-Riebel (FT)/ Counseling

Perkins Planning and Advisory Committee (17-19)

Sergio Hernandez (FT)/Trade and Industry

Linda Morrow (FT) Library Media Center

Scholarship Committee (17-19)

Sylvia Mendoza (FT)/Chicano Studies/Multicultural Studies

Marlo Williams (FT)/Behavioral Sciences

Selection Committee for the position of permanent VP for Human Resource Services (VPHRS)

Candace Rose (FT)/ Media Studies and Cinema

Team Life Committee (17-19)

Elena Villa Fernández de Castro FT)/ World Languages

The motion carried.

Patrick O'Brien announced that due to scheduling issues and departmental duties, he will not remain on the Faculty Senate next semester. He asked Senators to consider serving as Committee on Committees Chair.

- Curriculum: Senators were provided with the Curriculum Committee meeting Actions last week.
- Motion 4 MSC Fererro, Laughlin: Faculty Senate ratification of the Palomar College Curriculum Committee Meeting Actions dated April 19, 2017. The motion carried.
- FSAs: At last week's meeting, Senators were provided with Faculty Service Area (FSA) forms for the following departments:
Chemistry
Counseling, Guidance and Career Development
Physics and Engineering
- Motion 5 MSC Laughlin, Thompson: Faculty Senate approval of the Faculty Service Area (FSA) forms for Chemistry, Counseling, Guidance and Career Development, and Physics and Engineering. The motion carried. Abstention: Fererro
- Senate President Report: Travis Ritt indicated that Faculty Senate elections for Faculty Senate Vice President and Secretary would also be taking place at next week's meeting. It is hoped that the Committee on Committees Chair position can be filled as well. All of the positions offer 20% release time.
- Ritt indicated that he would be attending his regularly scheduled meeting with President Blake on Tuesday, May 2. He added that he has also met with Vice President Kahn several times and looks forward to a positive working relationship.

Instructional Planning
Council:

Members of the Instructional Planning Council subcommittee are expected to finalize the Faculty Prioritization List at their next meeting.

Strategic Planning
Council:

Travis Ritt indicated that members of the Strategic Planning Council are moving forward with the development of a work group to develop a Strategic Staffing Plan, which will include faculty and staff for all of the educational centers.

Palomar Faculty
Federation (PFF):

Shannon Lienhart stated that the PFF is a plaintiff in a lawsuit against the ACCJC and has also filed a complaint with the Department of Education. She noted that she, as well as other members of the EBoard went to Washington DC and spoke in front of the major accrediting body regarding the Department of Education. In March, ACCJC began to make movement towards a settlement and the PFF is considering it.

She added that the PFF contributed the shirts for the recent Women's March, and because of their success, there was a profit generated from some of the sales. The money from those sales is being donated to ALAS, the Latino Immigrant Support Group on campus.

Budget Committee:

Joel Glassman reported that a call for agenda items for the next Budget Committee was distributed today. The next meeting is scheduled for Tuesday, May 9.

Learning Outcomes
Council:

Susan Miller indicated that members of the Learning Outcomes Council (LOC) are working on creating resources as the result of a grants received on Teamwork & Problem Solving, and a Center for Teaching Excellence. The group will work over the summer on that process.

The LOC has also distributed the revised GE ILOs to all faculty.

Members of LOC are discussing the possibility of restructuring the council, changing the membership structure, and making it a sub-committee of the Curriculum Committee.

ADJOURNMENT:

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

Respectfully submitted,

Jenny Fererro, Secretary