



Minutes of the  
MEETING OF THE FACULTY SENATE  
May 22, 2017

APPROVED

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

ABSENT: Susan Johnson, Benjamin Mudgett, Angelica Yanez

GUESTS: Mark Bealo, 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 O'Brien, Miller: Faculty Senate approval of the minutes of May 15, 2017, as presented. The motion carried. Abstention: O'Brien

Public Comments: There were no public comments.

Announcements: Travis Ritt acknowledged outgoing Senators Richard Albistegui-Dubois, Greg Larson, and Patrick O'Brien. Senators thanked them for their years of service on the Senate.

Jenny Ferrero announced that there will be a meeting on Thursday, May 25 with business and industry representatives regarding the possibility of Palomar offering a Brewing and Fermentation Sciences program.

Patrick O'Brien announced that on June 2 and June 3 several hundred students and their parents will be attending *Discover Palomar* (formerly Early Admission Program). The event provides orientation, academic workshops, and assisted registration.

Candace Rose invited all to attend the all-campus "Happy" video shoot at the clock tower on Tuesday, May 23 at 12:00. Students, faculty, and staff are all invited to participate.

Makerspace Grant: At last week's meeting, Kelly Falcone and Richard Albistegui-Dubois shared information on a Makerspace Grant opportunity. Palomar has been one of 37 schools selected as a potential recipient of this opportunity. Senators discussed the application process, eventual institutionalization, and potential staffing.

Today, Mark Bealo provided additional information about the Grant, including clarification on funding, the timeline, and potential location of the space.

Discussion occurred on potential locations on campus, including the area currently being used for Facility Services, which would provide ample space for various machinery and design spaces.

Bealo and Albistegui-Dubois shared their experiences at recent Makerspace Fairs to learn more about the process and benefits to both students and faculty in all areas of academia.

Senators discussed the current and future needs of the facility including staffing, keeping equipment up-to-date, and the future costs associated with the center. Information was also shared on the potential benefits to the campus, such as partnerships with small businesses, tie-ins with the Service Learning Program, and Palomar College being an institution that provides current technological opportunities for students.

**Institutional Partnership  
With Openstax:**

April Cunningham informed Senators that in an effort to continue with the work of Comet Affordable Learning Materials (CALM) and open educational resources, the district will pursue an institutional partnership with Openstax. In leading the program, Cunningham and Kelly Falcone will be provided opportunities to receive assistance from Openstax consultants with training and strategic planning.

Jack Kahn is working with Cunningham and Falcone to submit the necessary paperwork to Openstax, which is due on Friday, May 26.

**Caesar Chavez Day  
Starting in Spring  
2019:**

Travis Ritt informed Senators that members of the Strategic Planning Council discussed the possibility of offering Caesar Chavez Day as an additional holiday beginning in Spring 2019. Though the holiday will usually fall during spring break, it could impact instructional hours when the holiday falls on a teaching Monday, which could happen every 7 years. The potential impact is due to the state requirement that 15 teaching Mondays must be offered each semester. It was also noted that there would only be an issue with Monday only courses, not Monday and Wednesday courses.

**Policies & Procedures:**

Jenny Fererro reported that members of Policies & Procedures (P&P) met on Friday, May 19. Highlights included:

AP 3280- Grants was tabled until the Fall semester.

BP/AP 3430- Prohibition of Harassment. Members of the administration were advocating for the addition of language relating to bullying, though faculty on the task force considered the addition vague and had the potential to be misinterpreted. Legal Counsel will be sought on this.

BP 7000- Civility. Dr. Blake has stated the need to integrate civility and mutual respect into our institutional norms; she also indicated that the institution is already funding the use of civility coaches to work with individual departments.

In discussing both policies at P&P, reference was made by some administrators that these policies and procedures are being adopted by other colleges across the state and are standard practice. Faculty on the task force reiterated that language regarding bullying and appropriate behavior is already outlined in other policies and procedures. Fererro added that Dean Kailikole recommended a review of all existing policies relating to this area before any final decision is made.

Teresa Laughlin reminded Senators of discussion at last week's meeting regarding Policies & Procedures and the importance of following current procedure which allows for widespread dialogue and input. The practice of two readings, revisions based on constituent group feedback, and approval by members of Policies & Procedures, then to the Strategic Planning Council for two readings before being brought to the Governing Board for approval, is not being consistently followed, as it has been in the past. This causes concern that the Board is micromanaging and not following the college's typically collegial process of shared governance and open dialogue.

Senate members discussed the need for faculty participation in the process, particularly when it involves working conditions and evaluations. Ferrero added that the policies are still being discussed at the first level and will be brought back in the Fall semester. She also provided an update on a Senate inquiry about possibly creating a policy on FTES allocation. There doesn't seem to be a need for an AP or BP on it as Jack Kahn will be consulting with Dr. Blake to create some options for departments. Follow up is needed.

Committee Appointments:

Motion 2

MSC Thompson, Laughlin: Faculty Senate approval of the following committee appointments:

Comets Affordable Learning Materials Taskforce  
*(16-18) Career, Technical, and Extended Education (at-large)*  
Grace Fowler (FT)/Graphic Communications

Committee on Service Learning  
*(17-19) Student Services*  
Dana O'Callaghan (FT)/Counseling

Curriculum Committee  
*(17-20) Social and Behavioral Sciences*  
Jenny Ferrero (FT)/Child Development

Distinguished Faculty Award Committee  
*(17-19) Part-Time Faculty*

Yuan-Lin Lee (PT)/Mathematics

Evaluations Appeal Committee (EAC)  
*(17-18) alternate*  
Masako Ikenushi (FT)/World Languages

Faculty Service Area Review Committee  
*(17-19) CTEE (at-large)*  
Robert Jones (FT)/Mathematics

Instructional Planning Council  
*(17-19) Career, Technical, and Extended Education (at-large)*  
Mark Bealo (FT)/Graphic Communications

Sabbatical Leave Committee  
*(17-20) Arts, Media, Business and Computer Science*  
Ronald Burgher (FT)/Computer Science and Information Systems

Selection Committee for Dean of Social and Behavioral Sciences

American Indian Studies - Patti Dixon  
Behavioral Sciences - Dillon Emerick  
Child Development - Diane Studinka  
Economics/History/Political Science – Bill Jahnel  
Library – Marlene Forney  
Multicultural Studies – Rodolfo Jacobo

Student Program Eligibility Appeals Committee

(17-19) *Financial Aid Counselor (at-large)*  
Carol Lowther (FT)/ESL

The motion carried.

Motion 3

MSC Laughlin, Thompson: Faculty Senate acceptance of the ballot for the following committee appointments:

Behavioral Health and Campus Wellness Committee

Leigh Ann Van Dyke (FT)/DRC

Selection Committee for the Dean of Social and Behavioral Sciences

Lacey Craft (FT)/Health, Kinesiology, Recreation Management

The motion carried.

Curriculum:

Senators received copies of the following Curriculum items electronically:

**Palomar College Curriculum Committee Meeting Actions**

Wednesday May 17, 2017

**I. ACTION - SECOND READING**

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

**A. Credit Course Changes**

1. Course Number and Title: DBA 130 / ENTT 130 Radio Production

Discipline: Digital Broadcast Arts (DBA) / Entertainment Technology (ENTT)

Transfer Acceptability: CSU

Grading Basis: Grade Only

Minor description updates, updated objectives, methods of instruction, content, textbook, required reading and methods of assessment.

*Patrick J. Hahn*

**II. ACTION – TECHNICAL CORRECTIONS**

A. AP IT 701, AP IT 702, AP IT 703, AP IT 704, AP IT 705, and AP IT 706 presented on the May 3, 2017 agenda were approved with CORs showing total lecture hours = 768 – 972 and total lab hours = 768 – 972. The correct total lecture hours = 96 – 108, and the correct total lab hours = 96 – 108.

B. GCMW 232 Web Accessibility Design should have code CB24 (program status) changed from 2 to 1. The course is part of a new degree, Web Design and Development. The change in program status was inadvertently overlooked as the course went through its review process this curriculum cycle.

Motion 4

MSC Ferrero, Larson: Faculty Senate ratification of the Curriculum Committee Meeting Actions dated May 17, 2017. The motion carried.

Senate President  
Report:

Travis Ritt acknowledged all who attended the recent Faculty Achievement Ceremony of Excellence.

Ritt attended his scheduled meeting with Dr. Blake last week. A suggestion was made by President Blake for a change in the Faculty Hiring Process to include the Superintendent/President at the second level rather than having a separate interview process for the college president. The Senate will discuss this next semester.

Final data was shared on the First Year Experience participation:  
1,863 total students applied to participate in the First Year Experience  
1,405 are from Promise schools, and approximately 1,368 are BOG eligible.

Dr. Blake has indicated that she would like to discuss the reorganization of some areas and divisions on campus as well as the potential of increasing the number of deans.

Ritt asked Senate members to provide information on their summer availability in case there is a need to meet over the summer.

Strategic Planning  
Council:

Travis Ritt reported that members of the Strategic Planning Council discussed the 2018/19 draft calendar. The group approved APs and BPs in the 5000 class. There was also discussion on achieving their goals for the academic year.

Student Success &  
Equity Council:

A Senator is needed to serve on the Student Success & Equity Council.

Palomar Faculty  
Federation (PFF):

Teresa Laughlin stated that faculty members will receive 8 hours paid sick/personal necessity leave as a result of the recent data breach.

Strong Workforce:

Jackie Martin indicated that she attended a regional Strong Workforce meeting on Friday, May 19. There was much discussion on Pathways as well as data points and collection and how improvements can be made. She noted that \$6 million in Strong Workforce funding will be available for this region next year.

Academic Technology:

Lillian Payn provided the following report on Academic Technology:

JUNE 8 CANVAS BOOT CAMP! Register today:  
<https://www2.palomar.edu/pages/atrc/event/canvas-boot-camp-orientation/>

ATRC is offering Online Training for Canvas over the summer:  
<https://www2.palomar.edu/pages/atrc/event/introduction-teaching-canvas/>

Alert for all faculty: Please remember to back up your courses so that you will be able to install future courses from your backups. ATRC is unable to extract single course upon request from the encrypted, compressed backup they will be making for archival purposes.

Distance Education Plan: The DE & ATC has a draft of a DE Plan, but the members asked for more time to finalize the draft with the new members joining in the fall. The draft is available for faculty review, and we invite faculty comments. Please see: <https://www2.palomar.edu/pages/academic-technology-committee/supporting-documents/de-plan-draft-may11-17-2/>

DE & ATC Accomplishments: This past year the committee was quite involved with so many tasks and projects to meet Accreditation and Title 5 Standards, as well as align with the Online Education Initiative. Please see the tasks and projects completed: <https://www2.palomar.edu/pages/academic-technology-committee/supporting-documents/atc-annual-accomplishments2017/>

Online Orientation in Canvas, Pilot ready to distribute to participating faculty:

As of 22-May:  
14 sections  
12 courses  
10 instructors (2 team teaching 2nd instructors)

**Learning Outcomes  
Council (LOC):**

Susan Miller indicated that members of the Learning Outcomes Council are looking forward to the return of Wendy Nelson next semester.

Members of the LOC will be working over the summer to assess Teamwork and Problem Solving.

A grant has been received to complete a Virtual Center for Teaching Excellence.

The group is working on quantitative literacy, and has reached out to the Business, Math, and Psychology departments for their input.

**ADJOURNMENT:**

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

Respectfully submitted,

Jenny Fererro, Secretary