



Minutes of the
MEETING OF THE FACULTY SENATE
August 28, 2017

APPROVED

PRESENT: Melinda Carrillo, April Cunningham, William Dalrymple, Kelly Falcone, Jenny Ferrero, Joel Glassman, Erin Hiro, Susan Johnson, Teresa Laughlin, Sierra Lovelace, Jackie Martin, Susan Miller, Benjamin Mudgett, Wendy Nelson, Lillian Payn, Travis Ritt, Tara Roach, Candace Rose, Seth San Juan, Craig Thompson, Fari Towfiq, Lori Waite, Ellen Weller

ABSENT:

GUESTS: Kendyl Magnuson, Dung Pham, Anastasia Zavodny

CALL TO ORDER: The meeting was called to order by the President, Travis Ritt, at 2:39 p.m. in Room SU-30.

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

Approval of Minutes:

Motion 1 MSC Laughlin, Nelson: Faculty Senate approval of the minutes of August 21, 2017, as amended. The motion carried. Abstentions: Falcone, Martin, Waite, Weller

Public Comments: There were no public comments.

Announcements: April Cunningham announced that a meeting will be held on Thursday, August 31 at 9:00 a.m. in MD-155C to discuss faculty interest in the ZTC Implementation Grant. All are invited to attend and provide input.

Positive Attendance: Kendyl Magnuson shared information with Senators on Positive Attendance courses and modifications being made in PeopleSoft relating to the day-by-day accounting of actual hours of attendance submitted by instructors. A spreadsheet has been created that allows instructors to provide daily attendance hours to Enrollment Services so that information is continually up-to-date. Though it is an extra step for faculty, it provides continually updated data that satisfies auditing requirements for the district. All technical changes are expected to be effective November 1, 2017, and faculty are encouraged to attend one of several workshops being provided by Professional Development on utilizing this new procedure.

Magnuson also reported that the district has moved towards utilizing only a palomar.edu email notification system for students. Communications that come into and through the college system often contain confidential information that is protected by FERPA (Family Educational Rights & Privacy Act) and the district and district employees sending information via personal email accounts used by students does not fall under FERPA guidelines. Students are being informed of this change via an email being sent to the email

address currently in the system notifying them that they will be required to utilize their student.palomar.edu account to send and receive information relating to their classes.

Senators discussed the ongoing challenges of the new system due to many students not receiving, or seeing, the email that notified them of the change. Online enrollment is also being affected because students are used to the current system of receiving an email reminder of enrollment dates. Some students may have neglected to register or login to online classes because they were waiting for those email reminders. Though students can go into Canvas and make changes to their email preferences many have not done so. One Senate member recommended posting an announcement on the log-in pages for Blackboard and Canvas. It was also noted that due to the changeover to Microsoft 365, instructors who are former students had their email addresses changed to student.palomar.edu addresses in the Global Address List, Blackboard and Canvas as well. These items will be discussed further at the September 11 Senate meeting.

Magnuson also reported that the use of the term “sessions” for short-term classes will no longer be used. Regulations do not allow the use of short-term classes to gather as a session because short-term classes are based on the actual patterns of that class. Compliance regulations required the district to abandon the single short-term session dates to go to a class-by-class census date. Faculty can obtain their census date by clicking the detail button on their roster to obtain their census date.

Senate Goals: Senators were reminded to review the Faculty Senate Goals for discussion at the September 11 meeting.

Scheduling Conversation: Travis Ritt shared information on the timeline and process regarding scheduling conversations:

Deans will meet to discuss campus-wide needs

Transfer Counselors will be brought into the discussion to provide input

Deans will meet with department chairs to clarify departmental needs.

Vice President Kahn has clarified that there is always room for discussion and modification of the process.

Discussion occurred on the potential benefits of data analysis over the last 5 years to obtain information on growth and other factors and how it relates to smaller program offerings. Ritt noted that there is progress in that area; including vetting two enrollment management computer programs over the summer that can create a computer-generated formula that will provide an example of an ideal schedule which can then be modified. No final decision has been made on either of these programs.

Travis Ritt added that next week he, Jack Kahn, and Michelle Barton will be meeting to discuss the reformation of Strategic Enrollment Group.

Changes to PD/
Service Points:

Kelly Falcone provided an update on Service Points. She thanked faculty for their patience as they update the process. She noted that positive feedback was received regarding the Plenary Sessions. There were a total of 1,500 registration and workshop sign-ups (excluding external trainings), with 47% from full-time faculty, 37% from part-time faculty, and 16% from classified, CAST, and AA employees.

She added that the launching of the PD Portal Guide is complete as of August 10. A full integration with Skillsoft and Keenan Safecolleges is now complete and an integration with Lynda.com will be completed next week.

Because the new system utilizes Service Points in hours rather than points, a new dual system is currently being used to allow for self-reporting with the goal to develop a database to report all service. Faculty who have questions or need assistance should contact Falcone at kfalcome@palomar.edu

Non-faculty on
Senate Committees:

Lillian Payn informed Senate members that there was a request made by Vice President Kahn over the summer to include Administrators in the membership of the Distance Education & Academic Technology Committee because of what he felt was the need for a broader discussion on distance education issues.

Senators discussed the current policy of open meetings and that all faculty, administrators, and staff are welcome to attend as guests. Travis Ritt noted that Vice President Kahn asked that they be included in the membership as non-voting members to foster an environment of inclusiveness rather than just being guests. Senate members agreed that because these committees make decisions relating to academic and professional matters or mandatory subjects of bargaining they should continue in their current format of strictly or majority faculty membership.

Policies & Procedures:

Members of the Policies & Procedures committee are scheduled to meet on Friday, September 1.

Committee
Appointments:

SLOAC Coordinator
Positions:

Letters of interest for the ALOAC Accreditation Coordinator and SLOAC GE/ILO Assessment Coordinator were distributed for information.

Motion 2

MSC Laughlin, Weller: Faculty Senate support of the following SLOAC Coordinator appointments:

SLOAC Accreditation Coordinator (2017-18 Academic Year)
Katy Farrell

SLOAC GE/ILO Assessment Coordinator (2017-18 Academic Year)
Wendy Nelson

The motion carried.

Motion 3

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

Human Resources Planning Council
Faculty Member at-large (17-19)
Diane Studinka, SBS (FT)

Strategic Planning Council

Faculty (16-18)

Patti Dixon

Student Success and Equity Council

AMBCS, Full-time

Hwang Kim

Distance Education and Academic Technology Committee

AMBCS, Part-time

Distance Education Academic Technology Part-time Faculty (17-19)

Lemuel Davis

AMBCS, Part-time

Robert Chamberlain

MNHS, Part-time (17-19)

Ashlee Lain

The motion carried.

Motion 4

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

Instructional Planning Council

Seth San Juan (Faculty Senator)

The motion carried.

Travis Ritt noted that Senators are still needed to serve on the Human Resource Services Planning Council and the Student Services Planning Council.

Curriculum:

Wendy Nelson reported that the Curriculum Committee will meet on Wednesday, September 30.

Senate President
Report:

Travis Ritt provided the following Senate President Report:

- The Police Academy Accreditation has been reinstated after a brief suspension over the summer.
- Enrollment numbers are up for this semester.
- The timeline for the Strategic Enrollment Management Group is being completed.
- Ritt continues to meet with the North and South Planning Committee. There will be a STEM Center at the South Campus with eventual learning centers at both campuses after two years.
- Pepper will be here next month – one in Student Services and one in Escondido. AI stations are already installed throughout campus.
- A review will soon begin of all of Palomar's councils and committees.
- Ritt continues his weekly meetings with Vice President Kahn and he and Candace Rose will meet with President Blake next week to begin their schedule of bi-monthly meetings.

Palomar Faculty
Federation (PFF)

Teresa Laughlin stated that an EBoard meeting was held last week.

Faculty are reminded that they should not be asked to work outside of their contractual obligations without compensation. Additionally, any faculty member asked to participate in any investigations or interviews related to district-requested investigations are strongly encouraged to request to have a PFF representative at their side when they are interviewed.

Distance Education &
Academic Technology:

Lillian Payn provided the following written report of the Distance Education & Academic Technology Committee:

- Canvas statistics: 658 published courses to 14, 542 students (29% of all courses)
- Blackboard statistics: 675 available courses by 353 instructors (29.8% of all courses)

• Both Canvas and Blackboard are FERPA- and ADA-compliant, meeting OEI and Accreditation standards

(FYI: documentation for Canvas:

FERPA = https://proximity.zendesk.com/hc/en-us/articles/208063806-Canvas-FERPA-Compliance-Documentation?mobile_site=true

ADA = <https://www.canvaslms.com/accessibility>)

Recommendation by OEI to enhance communication with students in Canvas: Students and faculty are able to add phone numbers to receive text messages and alternate e-mails, as well as adding preferred display names. Go to ACCOUNT >>> SETTINGS >>>+ EMAIL SETTINGS and/or CONTACT METHOD and ACCOUNT >>> NOTIFICATIONS.

ADJOURNMENT:

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

Respectfully submitted,

Jenny Fererro, Secretary