



Minutes of the
MEETING OF THE FACULTY SENATE
September 11, 2017

APPROVED

PRESENT: Melinda Carrillo, April Cunningham, William Dalrymple, Kelly Falcone, Jenny Fererro, Joel Glassman, Erin Hiro, 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: Susan Johnson

GUESTS: Mark Bealo, Victoria Bradley (Telescope), Connie Moise, Dung Pham (ASG), Jay Schultz, Linus Smith (Telescope), Susan Snow, Lesley Williams, 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 Weller, Towfiq: Faculty Senate approval of the minutes of August 28, 2017, as presented. The motion carried.

Public Comments: Susan Snow stated that the Math department has had some issues with the CASAS (Comprehensive Adult Student Assessment System) and the data collection of student information. When the privacy concerns related to students' immigration status were brought up last spring, faculty were assured that students could opt out of identifying questions they were not comfortable answering. At that time, the tests were paper format, but this fall they were administered in a computer version that did not allow the skipping of questions. When the issue was brought to the attention of faculty and administration late last week, a solution was found quickly. The issue has now been resolved and Snow acknowledged Fari Towfiq for her assistance in making the necessary changes to the Math department test. ESL, Reading, and English are also working on solutions to protect student data.

Announcements: Candace Rose announced that the Team Life 10 Weeks of Fitness events begin today. Faculty and staff are invited to participate in various fitness activities over the next several weeks.

Travis Ritt acknowledged Patriot's Day and expressed gratitude to Palomar's Public Safety staff for their service following the 9/11 attack and acknowledged those who are preparing the next generation of first responders.

Agenda Changes: Travis Ritt indicated that Information Item C will be postponed until the September 18 meeting.

Student Email Policy: Connie Moise shared information with Senators on Palomar's student email policy and the changes recently made to assure compliance with FERPA regulations that each student is authenticated by the email address provided by the district. She acknowledged that the Information Services area should have more broadly communicated the change that was coming to lessen the confusion among faculty and students, noting that information is now listed on the district's main website page, the Student Resources page, eServices, the Mobile App, the Blackboard and Canvas front pages, as well as Facebook and Twitter. In addition, all students have been notified via their personal email addresses on file that they need to check their Palomar emails. Students can set up a forwarding system in Office 365 mail and instructions are provided. Many students contact their instructors via their personal email accounts and faculty can reply and communicate via those personal accounts as long as no personally identifiable information or information about their student record is included as it falls under the Federal Privacy Act.

As discussed at last week's meeting, due to the changeover to Microsoft 365 some instructors who are former students had their email addresses changed to student.palomar.edu addresses in the Global Address List. Moise indicated that the appropriate changes have been made to the server to resolve this issue. Brief discussion followed.

Makerspace Update: Travis Ritt reminded Senators of the presentation made by Mark Bealo last semester on a Makerspace Grant. Mark Bealo informed Senate members that the grant was rejected as submitted. He asked for Faculty Senate input on the possibility of creating a group or committee to assist in the creation of a Makerspace plan to show administration that there is wide faculty support for a Makerspace. Bealo noted the availability of Strong Workforce funds of approximately \$1.4 - \$2 million each year over the next four years. One Senator recommended that a committee consisting of faculty from all disciplines be created to discuss and create a plan to move forward in the process. Travis Ritt noted that he will bring this issue up with Vice President Kahn at their weekly meeting on Tuesday, September 12 and more information will be brought forward on this next week.

Tenure & Evaluations Review Peer Approval: Lesley Williams shared information with Senators on a new, first-year probationary faculty member in the Cooperative Education/Work Experience department in need of peer review who is the only faculty member in the department. Members of the Tenure & Evaluations Review Board (TERB) have discussed a potential review process and are recommending that the Career Center Director as well as another faculty member who has some cooperative education work experience serve as tenured members on his TEC. After brief discussion, Senators were supportive of this recommendation.

Senate Goals: Travis Ritt informed Senators that the Faculty Senate Goals are available for review and discussion on the 3PD Portal CONNECT Communities page (<https://www2.palomar.edu/pages/pd/>), which provide a place to share information, ask questions, and have dialogue. Some comments and suggestions have already been received. He asked Senate members to visit the site and provide their input. This item will be brought back for Faculty Senate Action at next week's meeting.

Policies & Procedures: Jenny Ferrero stated that members of the Policies & Procedures Committee met on Friday, September 8. The review of several policies and procedures continues and several have moved through the process. The group is currently reviewing the formal definition of the Palomar Community College District and the Mission and Educational Philosophy.

She also provided clarification that district consists of three Colleges or Centers: San Marcos campus, Escondido Center, and North Center. The remaining Palomar communities are considered sites (Camp Pendleton, Fallbrook, Mt. Carmel, Pauma, Ramona, and South Education).

Members of Policies & Procedures will be reviewing Chapters 1, 2, & 3 this fall.

BP 7000 Civility and Mutual Respect, and AP/BP 3430 Prohibition of Harassment, were tabled prior to the meeting because they are mandatory subjects of bargaining.

Committee
Appointments:

Motion 2

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

Comets Affordable Learning Materials Task Force (MNHS Division)
Andrea Dunning, MNHS (PT)

Sabbatical Leave (CTE 17-20)
Pam McDonough, L&L (for CTE) (FT)

Strategic Enrollment Management Advisory Committee
Susan Miller, SBS (FT)
Melinda Carrillo, L&L (FT)
Benjamin Mudgett, SS (FT)
Al Trujillo, MNHS (FT)

Curriculum Committee (SBS 17-20)
James Fent, SBS (FT)

Distance Education & Academic Technology (Languages & Literature (16-18), At-large (16-18))
Mary Mendoza, L&L (FT)
Sandy Graves, SBS (PT)

Evaluations Appeals Committee (Alternate)
Lisa Romain, SS (FT)

Social & Behavioral Science Dean Search Committee (Faculty, Student Services)
Lacey Craft, SBS (FT)
Patricia Dixon, SBS (FT)
Marlene Forney, SBS (FT)
Bill Jahnel, SBS (FT)
Diane Studinka, SBS (FT)

The motion carried. 1 Nay: Thompson

Motion 3

M Thompson: To split Motion 2. The motion failed due to lack of a second.

Senators briefly discussed the process approved by the Faculty Senate that allows part-time faculty members to serve on certain committees asking for full-time representatives if those positions are not filled by full-timers in an allotted time period. This provides needed faculty representation on committees.

Curriculum: Senators were provided with electronic copies of the following Curriculum items:

Palomar College Curriculum Committee Actions

Wednesday September 6, 2017

I. **ACTION** - The following curriculum changes, pending appropriate approvals, will be effective **Fall 2017**:

A. **Credit Courses - New**

1. Course Number and Title: AP IT 707 Motor Control, Safety Training and Certifications
 Short Title: Mtr Contrl, Sfty Train & Cert
 Discipline: AP Intelligent Transport (AP IT)
 Prerequisites: Student is a Registered State Indentured Apprentice
 Course Included in the following programs:
 a. Intelligent Transportation Systems Apprenticeship, A.S. Degree Major/Cert.
 Achievement 18 units/more
~~Transfer Acceptability: UC, CSU~~
 new course for the new intelligent transportation program
Jenny Fererro

2. Course Number and Title: AP IT 708 Electrical Certification and Project Supervision
 Short Title: Electrical Cert & Project Sup
 Discipline: AP Intelligent Transport (AP IT)
 Prerequisites: Student is a State Registered Indentured Apprentice
 Course Included in the following programs:
 a. Intelligent Transportation Systems Apprenticeship, A.S. Degree Major/Cert.
 Achievement 18 units/more
~~Transfer Acceptability: UC, CSU~~
 Required for IT program degree
Jenny Fererro

B. **Requisites and Advisories**

The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2017.

Catalog Number	Type	Description	Proposal Type
AP IT 707	Prerequisite	Student is a Registered State indentured Apprentice	New
AP IT 708	Prerequisite	Student is a Registered State indentured Apprentice	New

II. **INFORMATION**

A. **Technical Corrections**

1. **MUS 110 – MUS 103** should have been **removed** as a **prerequisite**.

B. **Course Outline Reviews**

The following courses have completed the course outline review process between May 10, 2017 and September 1, 2017 and are effective Fall 2017.

CHEM	105	Fundamentals of Organic Chemistry
HIST	102	History of the United States Since Reconstruction
LT	110	Library Operational Skills/Technical Services

B. **2017-2018 Curriculum Activity Summary**

Proposal Type	Current Agenda (Actions)	2017-2018 Cumulative
New Credit Courses	2	0

New Noncredit Courses	0	0
Credit Course Changes	4	0
Noncredit Course Changes	0	0
Credit Course Reactivations	2	0
Noncredit Reactivations	0	0
Credit Course Deactivations	3	0
Noncredit Deactivations	0	0
Course Reviews (5/10/2017 – 9/1/2017)	3	0
New Credit Programs	0	0
New Noncredit Programs	0	0
Credit Program Changes	0	0
Program Deactivations	0	0
Total Activity	14	0

These items will be brought for Faculty Senate ratification on September 18, 2017.

Wendy Nelson reported that over the summer the Chancellor's Office announced that some of the processes are changing regarding the Course Approval Process, though it is expected that the time frame for offering classes will remain about the same.

The Curriculum Committee is anticipating holding several open labs and/or workshops this year to assist with the Curriculum process.

Senate President Report: Travis Ritt provided the following Senate President report:

- In response to the announcement from Washington about the DACA program, Ritt will reiterate the Faculty Senate's stance on this issue by distributing the Resolution passed by the Senate last semester supporting Dreamer and at-risk students.
- Ritt and Candace Rose attended their bi-monthly meeting with President Blake last week. Discussion focused on how the campus will proceed after the DACA announcement, the AB 540 Website being updated with more resources, and the retention of an immigration lawyer to assist in the process. There was also discussion on the Strategic Enrollment Management Advisory Committee, which held its first meeting last week. It is hoped that a plan will be created and disseminated by the end of the semester.
- North Center and South Site Planning meetings continue to be held. It is hoped that departments will be brought in to participate in discussions and assist with planning decisions. Another meeting will be held on Tuesday, September 12.
- The Faculty Obligation Numbers (FON) for the State of California indicate that the district should be hiring approximately 20 full-time faculty, though those numbers will likely change as more information is known about upcoming retirements and overall campus needs.

Brief discussion followed on the need to begin the hiring process earlier in the year. Based on the FON there will be a need to replace at least 10 faculty members. The process of filling faculty positions from the IPC approved prioritization list can begin this fall and additional hires can be added in spring as needed. This will allow for a more in-depth applicant pool and alleviate the burden on Human Resources and affected departments.

Strategic Planning
Council:

Travis Ritt acknowledged Teresa Laughlin for her input on the Strategic Plan emphasizing the importance of Teaching and Learning.

Members of the Strategic Planning Council discussed adding two holidays: Native American Day in November and Cesar Chavez Day in March.

The district's Food Pantry received a substantial donation on behalf of Anita and Stan Maag of approximately \$400,000. Anita was a member of Palomar's first graduating classes. The first installment of \$100,000 has been received.

Human Resources
Planning Council
(HRPC):

The forums for the Vice President of Human Resources were held last week. It is expected that an announcement will be released this week on who will fill the position.

Palomar Faculty
Federation (PFF):

Teresa Laughlin invited all to attend the PFF meeting on Thursday, September 14 from 4:00 – 6:00 p.m. at the off-campus Union Hall on Mulberry Avenue. PFF also holds regular weekly office hours in the on-campus PFF office in MD-330.

Budget Committee:

The next Budget Committee will be held on Tuesday, September 12.

Student Success &
Equity Committee
(SSEC):

Members of the Student Success & Equity Committee continued their discussions on the Integrated Plan of 3SP/Student Equity Funding. It is currently in a holding pattern as funding decisions are being made by the State. That plan will likely come to the Senate early in October.

In relation to the CASAS test mentioned earlier in the meeting, the portion containing the background questionnaire have been removed from a majority of the tests with the form now only requesting a name and student ID number. With the remaining tests still containing that information, an effort is being made to delete the page with the background questionnaire and/or delete already submitted student data. There are unresolved issues with the ESL department as those pages cannot be removed, and CASAS has been contacted to add the option of a "skip" button on the pages that request background information.

ASG:

Reporting on the ASG, Dung Pham indicated that lactation pods for nursing mothers for use for breastfeeding and pumping milk will be located on campus this semester. Eventual locations will include the new Library and Learning Center and the Student Union.

The Police Department has requested \$4,000 from the ASG to install cameras inside and on the outside of the Student Union. Members of the ASG will discuss this at their meeting later in the week. It is anticipated that the ASG will support the camera installation on the outside, but not inside, of the Student Union in an effort to not only keep the cost down but to respect students' privacy as well.

Distance Education &
Academic Technology:

Lillian Payn provided the following report on Distance Education and Academic Technology:

- Blackboard will not be available after the end of the semester. Faculty can copy their grades onto a spreadsheet in Excel in case they needed later. Staff in Academic Technology can assist if necessary. Faculty are also encouraged to archive and export their courses into a different location.

- The district's servers reached their capacity earlier in the day. A new, larger server was installed to provide enough space and faster website service.

Payn also provided the following Blackboard stats:

- 721 courses are available. It's still not 50/50 as Canvas has 691 courses published.
- 369 instructors in canvas; 14,442 students.

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

Respectfully submitted,

Jenny Fererro, Secretary