# THE FACULTY SENATE
### PALOMAR COLLEGE

Minutes of the
MEETING OF THE FACULTY SENATE
September 25, 2017

APPROVED

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|---|---|
| PRESENT: | Melinda Carrillo, April Cunningham, William Dalrymple, Kelly Falcone, Jenny Fererro, Joel Glassman, Erin Hiro, Teresa Laughlin, Sierra Lovelace, Jackie Martin, 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, Susan Miller |
| GUESTS: | Olga Diaz, Jack Kahn, Dung Pham (ASG), 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.<br><br>Please note: All votes are presumed unanimous unless indicated otherwise. |

Approval of Minutes:

Motion 1          MSC Thompson, Nelson: Faculty Senate approval of the minutes of September 18, 2017, as presented. The motion carried. Abstention: Cunningham

Public Comments:          There were no public comments.

Announcements:          Travis Ritt expressed his thanks to Candace Rose for overseeing last week's meeting due to his absence and Senators acknowledged Rose's efficiency in running the meeting.

Teresa Laughlin reminded all that the Palomar Faculty Federation (PFF) is holding focus groups for faculty to provide feedback to the PFF about how the PFF can work for all faculty. Faculty are invited to attend the focus groups being held at the following times: Tuesday, October 3 and Wednesday, October 4 at 7:00am, 10:00am, 3:00pm, 4:00pm, 5:00pm, and 6:00pm. All focus groups will be held on campus, with food and door prizes, and will be led by non-faculty union representatives. RSVP to palomarfacfed@gmail.com.

Agenda Changes:          Travis Ritt noted that there may be changes to the Agenda as we attempt to accommodate our guests who will be discussing Information items B and E.

Implementation
Grant ZTC:          Kelly Falcone indicated that though it was initially thought that the district would not pursue the Zero-Textbook-Cost (ATC) Implementation Grant, a "Z-degree" or "zero-textbook-cost degree" grant, there was interest expressed by faculty in in Journalism who agreed to oversee the process. Erin Hiro added that the department currently has two one-year fully online certificates (Public Relations and Journalism), which are not high-traffic majors and are not transferrable to every institution. It is hoped this grant will provide an opportunity to market to this particular population of students.

Wendy Nelson added clarification on how the grant would benefit students, including the opportunity to provide funding for office hours, course designers, marketing, and student workers.

A brief question and answer period followed.

**SSEC/BSI Integration Draft:**

Olga Diaz presented information to the Senate on the 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Program. The integrated SSSP/Student Equity/BSI program model promotes integrated planning and program coordination at the district and college levels. The three programs retain separate requirements as specified in Education Code and Title 5 regulations; these requirements are built into the Integrated Plan to ensure compliance with applicable law and regulations.

Plans are to be developed in consultation with students, staff, administrators, faculty, Academic Senate, and members of the community as appropriate. Plans must be adopted by the Governing Board of the Community College district and submitted to the Chancellor's Office by December 1, 2017, and a separate plan must be submitted for each college in the district.

Deadlines and Important Information:
- The 2017-19 Integrated Plan will cover two years. The budget plan will reflect the 2017-18 allocations.
- Integrated fiscal reports will be required on an annual basis.
- All programmatic and student outcome data will be collected via existing MIS reporting. No additional data submissions are required.
- Colleges are encouraged to align integrated program plans with their college and district strategic plans/education master plans.
- Identify one individual and one alternate to serve as the point of contact for each college.

More information can be found at:
http://www2.palomar.edu/pages/sse/integrated.planningdocument/.

Diaz also distributed fliers on two upcoming events and asked Senators to share with their colleagues:

*Educational Excursion*: Homeboy Industries. Homeboy Industries helps previously incarcerated men and women redirect their lives and become contributing members of our community. Free tour of Homeboy Industries and lunch at Homegirl Cafe. November 20, 2017, meet at the Clock tower at 7:30 a.m. Departure at 8:00 a.m. and return to campus at 5:00 p.m.

*Film Series*: Seal Center Equity Series. Explore Student Equity Topics through films and books. Mondays, 4:30 p.m. at the SEAL Center (SU-19). Snacks and soft-drinks provided.

**Resolution on Shared Governance in the Hiring Process:**

Copies of a draft of a resolution on Shared Governance in the Hiring Process was shared on the overhead. Senators were reminded of last week's discussion regarding Board Policy on the issue of faculty hiring, particularly the importance of a collegial shared governance process which provides an opportunity for open dialogue and collective decisions.

Brief discussion followed. Senators were asked to forward their comments and/or suggestions for change to Travis Ritt who will bring them to next week's meeting for group discussion and Action.

**Non-voting Members on Functional Committees:**

Vice President Kahn talked about the district's current committee structure and noted some potential inefficiencies in committees limited to faculty or administrative membership. He asked the Senate to discuss and consider including non-voting staff, directors, deans or administrators on some committees or councils as there are instances when issues are discussed that could benefit from their input. He asked that at this time the Senate discuss amending the membership structure of the Academic Technology Committee to add one or more non-voting positions for administrators or deans. He added that although the meetings are open to all, allowing an expanded membership would improve the spirit of improved communication and cooperation.

Kahn was asked which other committees would be considered for this change. He indicated perhaps the Curriculum Committee and the Learning Outcomes Council. Discussion followed on the challenges involved with a larger membership other than just having these massive committees; including the issue some committees currently face with meeting a quorum. After additional discussion, Senate members agreed that each committee or council should independently make the determination of whether they wish to make any changes to their membership structure, and bring those structure change requests to the Senate.

**Workforce Development New Training Proposal Template:**

Copies of a New Training Proposal Template (Not-for-Credit) were distributed. Jackie Martin noted the changes to the document that will provide an efficient process for non-credit courses and Contract Education.

Discussion followed on the process of offering these courses, or training, as well as how the payment structure utilized for instructors teaching the courses occurs, and the need to clarify non-credit vs not-for-credit.

This item will remain on the Agenda for further discussion at next week's meeting.

**Committee Appointments:**

**Motion 2**

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

<u>Basic Skills Committee</u>
Barb Kelber (FT), English

<u>CALM Task Force</u>
Marian Spaid-Ross (PT), SBS

<u>Service Learning Committee</u>
Hector Garcia Villa (FT) MNHS

Social & Behavioral Sciences Dean Hiring Committee
Sylvia Mendoza (FT), Multicultural Studies

The motion carried.

Curriculum:          Senators received electronic copies of the following Curriculum Committee items:

**Palomar College Curriculum Committee Actions**
Wednesday, September 20, 2017

I.          **ACTION** – Add the role of Associate Dean as a voting member of the Curriculum Committee.

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

A.          **Credit Program Changes**

1. Program Title: Biology-General*
Discipline: Biology (BIOL)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 32
Reflected ZOO and BIOL discipline/number changes, removed ZOO 295 Directed Study course.
*Richard Albistegui-Dubois*

2. Program Title: Biology-Preprofessional*
Discipline: Biology (BIOL)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 29
Reflected ZOO and BIOL discipline/number changes, removed CHEM 220 and 221 from program requirements.
*Richard Albistegui-Dubois*

III. **ACTION** – The following curriculum changes, pending appropriate approvals, will be effective **Spring 2018:**

A.          **Courses Reviewed/Added Distance Education**

1. Course Number and Title: DNCE 102 Survey of Dance on Film
Discipline: Dance (DNCE)
Associate Degree General Education - C: Humanities
Associate Degree Multicultural Requirement - Yes
CSU GE Area C: Arts and Humanities - C1: Arts
IGETC Area 3: Arts and Humanities - 3A: Arts
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Online
Minor updates to objectives, updated content, textbooks, outside assignments, critical thinking and required writing, added online.
*Margaret M. Faulkner*

2. Course Number and Title: FASH 136 Advanced Sewing for Apparel
Discipline: Fashion (FASH)
Prerequisites: FASH 135
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Updated textbooks, required reading and suggested reading, added online.
*Rita Campo Griggs*

B. **Requisites and Advisories**
The establishment of the following advisories meets Title 5 Regulations 55003, effective Spring 2018.

| Catalog Number | Type | Description | Proposal Type |
|---|---|---|---|
| FASH 136 | Prerequisite | FASH 135 | Review/DE |

C. **Distance Learning**

The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Spring 2018.

| Catalog/Subject Number | Learning Offerings |
|---|---|
| DNCE 102 | Online |
| FASH 136 | Online |

III.  **ACTION -** The following curriculum changes, pending appropriate approvals, will be effective **Fall 2018:**

A. **New Credit Programs**

1. Program Title: Basic Dance Certificate *(Requires Chancellor's Office approval)*
Discipline: Dance (DNCE)
Award Type: Certificate of Achievement
Total Units: 18.5
Rationale: This Certificate is designed to introduce students to the breadth and depth of dance as a field of study and to career options within the discipline.
*Margaret M. Faulkner*

2. Program Title: Deaf Studies* *(Requires Chancellor's Office approval)*
Discipline: American Sign Language (ASL)
Award Type: A.S. Degree Major
Total Units: 25
Rationale: This program involves the first two years of ASL Conversational skills development and successful interactions with Deaf people. It will prepare students to enter into the ASL/English
Interpreter Training Program if they wish to continue their studies further. They may also wish to continue their Deaf Studies by transferring to a four-year university to attain a baccalaureate degree in the field or to continue further into entering Deaf Education, Counseling, etc.
*Kevin F. McLellan*

B. **Credit Program Changes**

1. Program Title: American Sign Language-English Interpreting*
Discipline: American Sign Language (ASL)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 33.5
Changed program title from American Sign Language/English Interpreter Training Program.
*Kevin F. McLellan*

2. Program Title: Apprenticeship-Drywall/Lather
Discipline: AP Drywall/Lather (AP DL)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 21.00 - 24.50
Added AP AC 705, 706, 711, 739, 774, 704, 723, 726, 728, 730, 731, and 732, reflected crosslistings for AP C/AP DL 739, AP C/AP AC/AP DL/AP PL 774 and AP DL/AP AC 704, updated total units.
*Wendy Nelson*

3. Program Title: Information Technology*
Discipline: Computer Science and Information Technology - Information Technology (CSIT)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 30
Removed CSIT 120 and added CSIT 125 from requirements, removed CSWB 130 and CSWB 220 from electives.
*Ronald Burgher*

4. Program Title: Mathematics*
Discipline: Mathematics (MATH)
Award Type: A.S. Degree Major
Total Units: 19 – 21
Changed CSCI 220 to CSCI 112.
*Jay R. Wiestling*

5. Program Title: Unmanned Aircraft System (UAS) * *(Chancellor's Office approval required)*
Discipline: Geography (GEOG)
Award Type: Certificate of Achievement
Total Units: 15
Changed Certificate of Proficiency to Certificate of Achievement, added GEOG/GCIP/GEOL 158, updated total units from 14 to 15.
*Wing H. Cheung*

C. **Credit Course Changes**

1. Course Number and Title: ASL 206 American Sign Language IV*
Discipline: American Sign Language (ASL)
Prerequisites: ASL 205
Course Included in the following programs:
       a. Deaf Studies, A.S. Degree Major
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C2: Humanities
IGETC Area 3: Arts and Humanities - 3B: Humanities
IGETC Area 6: Language other than English (101 level only) - 6A: Language other than English
Transfer Acceptability: UC, CSU
Updated description, objectives, textbooks, required reading, suggested reading, critical thinking and required writing, removed distance ed., (Television Course, Online, Two-Way Video and Computer Assisted, updated CB 11 to Credit Course, XB09 to N, added recommendation for IGETC Area 3B transfer status.
*Kevin F. McLellan*

2. Course Number and Title: ASL 210 Interpreting I*
Discipline: American Sign Language (ASL)
Prerequisites: ASL 206,
Co-requisites: ASL 210L,
Recommended Prep: ASL 110, and ASL 115, and ENG 100
Transfer Acceptability: CSU
Distance Learning Offering(s): Computer Assisted, Video Two Way, Telecourse, Online
Added ASL 210L as a corequisite, updated objectives, methods of instruction, content, textbooks, outside assignments and methods of assessment, updated CB11 to Credit Course.
*Melissa B. Smith*

3. Course Number and Title: ASL 211 Interpreting II*
Discipline: American Sign Language (ASL)
Prerequisites: ASL 210, and ASL 110, and ASL 208,
Co-requisites: ASL 211L,
Recommended Prep: ENG 100
Transfer Acceptability: CSU
Distance Learning Offering(s): Computer Assisted, Video Two Way, Telecourse, Online
Added ASL 211L as corequisite, updated objectives, content, outside assignments and methods of assessment.
*Melissa B. Smith*

4. Course Number and Title: ASL 211L Interpreting II Lab*
Discipline: American Sign Language (ASL)
Co-requisites: ASL 211
Transfer Acceptability: CSU
Distance Learning Offering(s): Computer Assisted, Video Two Way, Telecourse, Online
Changed unit value from 0.5 to 1, fixed lab hours from 24-27 hours to 3 hours, updated objectives, content, suggested reading, outside assignments and methods of assessment, added
Television, Online, Two-Way Video and Computer Assisted.
*Melissa B. Smith*

5. Course Number and Title: ASL 215L Interpreting III Lab*
Discipline: American Sign Language (ASL)
Co-requisites: ASL 215
Transfer Acceptability: CSU
Distance Learning Offering(s): Computer Assisted, Video Two Way, Telecourse, Online

Removed unit value of 2, removed lab hours of 6, updated objectives, methods of instruction, content, textbooks and methods of assessment , added Television, Online, Two-Way Video and Computer Assisted.
*Melissa B. Smith*

6. Course Number and Title: AT 105 Automotive Electricity*
Discipline: Automotive Technology (AT)
Co-requisites: AT 105L
Course Included in the following programs:
        a. Auto Chassis and Drive Lines, A.S. Degree/Cert. of Achieve.
        b. Auto Collision Repair, A.S. Degree/Cert. of Achieve.
        c. Electronic Tune-Up and Computer Control Systems, A.S. Degree/Cert. of Achieve.
        d. Mechanics-General, A.S. Degree/Cert. of Achieve.
Transfer Acceptability: CSU
Decreased unit value from 3 to 2, decreased lecture hours from 2 to 1, updated description, content, textbooks and suggested reading, updated CB11 to Credit Course.
*Steven L. Bertram*

7. Course Number and Title: CINE 100 Art of the Cinema*
Discipline: Cinema (CINE)
Course Included in the following programs:
e. Film, Television, and Electronic Media, AS-T Transfer Major (18 units or more)
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C1: Arts
IGETC Area 3: Arts and Humanities - 3A: Arts
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Online
Updated description, objectives, methods of instruction, content, textbooks, required reading, suggested reading, outside assignments, critical thinking, required writing and methods of assessment.
*Lisa Cecere*

8. Course Number and Title: CINE 120 Film Criticism*
Discipline: Cinema (CINE)
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C1: Arts
IGETC Area 3: Arts and Humanities - 3A: Arts
Transfer Acceptability: UC, CSU
Updated objectives, textbooks, required reading, suggested reading, outside assignments, critical thinking and required writing, updated CB11 to Credit Course.
*Lisa Cecere*

D.    **Requisites and Advisories**

The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2018.

| Catalog Number | Type | Description | Proposal Type |
|---|---|---|---|
| ASL 206 | Prerequisite | ASL 205 | Change |
| ASL 210 | Prerequisite | ASL 206 | Change |
| | Corequisite | ASL 210L | |
| | Recomm. Prep. | ASL 110, and ASL 115 and ENG 100 | |
| ASL 211 | Prerequisite | ASL110, and ASL 110, and And ASL 208 | Change |
| | Corequisite | ASL 211L | |
| | Recomm. Prep | English 100 | |
| ASL 211L | Corequisite | ASL 211 | Change |
| ASL 215L | Corequisite | ASL 215 | Change |
| AT 105 | Corequisite | AT 105L | Change |

E. **Distance Learning**
The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective Fall 2018.

| Catalog/Subject Number | Learning Offerings |
|---|---|
| ASL 206 | ~~Telecourse, Online, Two-Way Video, Computer Assisted~~ |
| ASL 210 | Computer Assisted, Video Two Way, Telecourse, Online |
| ASL 211 | Computer Assisted, Video Two Way, Telecourse, Online |

| ASL 211L | Computer Assisted, Video Two Way, Telecourse, Online |
| ASL 215L | Computer Assisted, Video Two Way, Telecourse, Online |
| CINE 100 | Online |

### IV.        INFORMATION

A. **Course Outline Reviews**
The following courses have completed the course outline review process between September 1, 2017 and September 15, 2017 and are effective Fall 2017.

ECON 100        Basic Economics

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

| Proposal Type | Current Agenda (Actions) | 2017-18 Cumulative |
| --- | --- | --- |
| New Credit Courses | 0 | 2 |
| New Noncredit Courses | 0 | 0 |
| Credit Course Changes | 8 | 8 |
| Noncredit Course Changes | 0 | 0 |
| Credit Course Reactivations | 0 | 0 |
| Noncredit Reactivations | 0 | 0 |
| Credit Course Deactivations | 0 | 0 |
| Noncredit Deactivations | 0 | 0 |
| Course Reviews (5/10/2017 – 9/1/2017) | 3 | 3 |
| Course Reviews/Added DE | 2 | 2 |
| New Credit Programs | 2 | 2 |
| New Noncredit Programs | 0 | 0 |
| Credit Program Changes | 5 | 5 |
| Program Deactivations | 0 | 0 |
| **Total Activity** | **20** | **22** |

These items will be brought back next week for Faculty Senate ratification.

Wendy Nelson informed Senators that members of the Curriculum Committee discussed adding two administrative positions to their membership structure: The Associate Dean of Career and Extended Education (currently Nichol Roe), who will be a voting member, and the Director of Non-Credit (currently Suzanne Sebring), a non-voting member.

Nelson will bring that change of committee membership structure to the Senate for Action at next week's meeting. Some discussion occurred on whether both positions should be voting members.

**Faculty Senate President Report:**        Travis Ritt stated that he had meetings with both Vice President Kahn and President Blake last week to discuss the Faculty Hiring Policy.

Candace Rose added that she met with Dr. Blake last week and discussed the "It Adds Up" campaign, which is the district's effort to encourage part-time students to consider full-time enrollment. There was also discussion on the creation of a county-wide e-Newsletter that is being created titled "Palomar News." She added that work also continues on a publication to recruit students through the Business and Industry areas.

Travis Ritt added that he will be attending the Student Success and Equity CUE Diversity in Hiring Symposium in Los Angeles on Wednesday, September 27 – Friday, September 29.

| | |
|---|---|
| Strategic Planning Council: | Members of the Strategic Planning Council met on Tuesday, September 19. The group discussed whether there would be a continuation of our food service provider Aramark's contract. |
| | The possibility of providing holidays for Cesar Chavez and Native American Day will also be forwarded to the Palomar Faculty Federation (PFF) for negotiations. |
| Human Resources Planning Council: | It is expected that an announcement will be forthcoming soon on the district's selection of the new Vice President of Human Resources Services. |
| Palomar Faculty Federation (PFF): | Teresa Laughlin reported that members of the PFF EBoard will meet on Thursday, September 28. |
| Budget Committee: | Joel Glassman announced that the Budget Committee meeting scheduled for Tuesday, September 26 has been cancelled. |
| Student Success & Equity Committee: | Members of the Student Success & Equity Committee discussed the SSEC/BSI Integration draft. |
| ASG: | Dung Pham reported that the ASG currently has a full Senate and Delegate membership. |
| | The group will create a committee to create and recommend future goals, and continue discussion on creating a campaign for hurricane relief, and the possibility of offering food service for after-hours students. |
| Distance Education & Academic Technology: | Lillian Payn provided the following Distance Education & Academic Technology report: |

Distance Education & Academic Technology:

1. BB closes at the end of the semester. Reminder to prepare for transfer early since we shall not be able to add more staff over winter break to assist instructors with their migration. Please back up (archive/export courses in BB), and save off grades as excel spreadsheet in case there is a grade dispute. In the event you did not do either of these, bring in the archive/export zip file (unopened), so the ATRC staff can extract the grades. Please distribute this information. (Only Canvas will be available as of Winter Intersession, January 2018)

2. Referencing the Motion 7 (MSC) at Faculty Senate meeting May 20, 2013, regarding access levels for interpreters, TERB Coordinator Lesley Williams requests a similar access for Evaluators fulfilling Online Evaluation responsibilities.

To review the Interpreter settings: This is now an "NI" (Non-Instruction) checkbox in the SIS sheet, with no access to grades or student information, but allowed to comment as needed to assist a student.

Similar to this setting is the requested Evaluator setting. Canvas has an "Observer" setting that fits TERB requirements (and complies with FERPA): no access to grades, student information, or communication to students.

(Note that while the ATRC staff can set up the access within Canvas itself, the SIS sheet where the personnel formally gains the permission is an Instruction Office responsibility, and then PeopleSoft staff actually assign the NI/Observer staff within the corresponding Canvas course. ATRC is coordinating with the Instruction Office and PeopleSoft staff.)

3. Canvas Transitions Summary Session on Wed, Sept 27. From 11 to 12 noon. At the recommendation of the DE & AT Committee, we shall include Tips and Techniques about Backing up BB, Using Unicheck Plagiarism Detection, and Specifying Account Settings in Canvas.

Basic Skills
Steering Committee:     Lori Waite reported that the Basic Skills Steering Committee is working diligently on the Basic Skills Component of the Integrated Plan.

Other:     Kelly Falcone reported that work is ongoing on identifying not only no-cost textbooks but also low-cost textbooks. She and April Cunningham have been working to create a logo and link for that information. A low-cost textbook is considered one a student can purchase for $40 or less.

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

Respectfully submitted,


Jenny Fererro, Secretary