



Minutes of the
MEETING OF THE FACULTY SENATE
October 2, 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: Dung Pham (ASG), Linus Smith (Telescope), Susan Snow, Lesley Blankenship-Williams, Terhea Williams, 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 Towfiq/Laughlin: Faculty Senate approval of the minutes of September 25, 2017, as presented. The motion carried. Abstention: Miller

Public Comments: There were no public comments.

Announcements: Jenny Fererro announced that Senator Susan Johnson has resigned from the Senate due to scheduling issues. Senators thanked her for her service. Fererro reminded Senate members of the current Faculty Senate By-Laws on absences: Senators can miss no more than five meetings per semester; and no more than three in a row.

April Cunningham announced that a North County Higher Education Alliance (NCHEA)-funded workshop on Open Educational Resources and zero textbook costs will be held on Friday, October 20 from 10:00 a.m. – 3:00 p.m. at Cal State San Marcos. Lunch and parking will be provided.

Kelly Falcone and April Cunningham distributed a handout to Senate members on Comets Affordable Learning Materials (CALM), Open Educational Resources (OER), and Zero Textbook Costs (ZTC), which provided information on finding, using, creating, and sharing these resources.

Ellen Weller reminded all that the performance of Brave New World continues through October 8 at the Palomar Theatre. She also announced that the 85-piece concert band and Palomar College Symphony Orchestra will be performing on Saturday, October 7 at 7:30 p.m. and Sunday, October 8 at 4:00 p.m.

Agenda Changes: Travis Ritt noted that Agenda Information Item A, Equivalency, and Information Item C, SSEC/BSI Integration Draft, will be postponed. Information Item B, Curriculum Change in committee membership, will be discussed next week.

He added that members of the Faculty Council discussed Palomar's Equivalency process during their meeting earlier in the day and there was support for the district's current policy.

New TERB Forms: Lesley Blankenship-Williams shared copies of revised evaluation forms for the positions of Coordinator for Fire Technology and Cooperative Education probationary faculty. She summarized the changes to each the forms which are being proposed to address the unique structure of each position.

A brief question and answer period followed and Senate members expressed support of their implementation. These forms will be taken through the Negotiations process.

Not-for-Credit Discussion: Senators were provided with copies of the Customized Training Budget Template for non-credit courses and Contract Education.

There is a goal to ensure that a 50% operating margin is kept (at a minimum.) It gives instructors flexibility to determine the minimum/maximum enrollment – because they would be compensated 20% of total revenue. This should account for additional compensation for higher enrollments as well as accounting for more expensive industry certifications that may require a higher level of training. There is also a built-in 80/20 share to departments when there is a discipline overlap. Workforce Development would receive 80% of the fees to cover the cost of administering the offering (setting up the class, taking registrations, marketing, etc.) The department would get 20% to a foundation account to be used as they wish.

Policies & Procedures: Jenny Fererro stated that the Policies & Procedures Committee will meet on Friday, October 20.

Committee Appointments:

Motion 2 MSC Falcone, Towfiq: Faculty Senate approval of the following committee appointments:

Basic Skills Committee (Faculty Member, Counseling)
Larry Moyano (FT) Student Services

Distance Education Academic Technology Committee (17-19) (CTE)
Bret Bandick (PT), CTE

Equal Employment Opportunity Advisory Committee (Part-time faculty member) (16-18)
Terhea Williams (PT) MNHS

Human Resources Services Planning (16-18) (Faculty at-large)
Bret Bandick (PT), CTE

Instructional Planning Council Hiring Subcommittee (MNHS Faculty)\
Hector Garcia Villa (FT) MNHS

Scholarship Committee (17-19) Faculty at-large
Catherine (Casey) Gwin (FT) SBS

Strategic Enrollment Advisory Committee (Faculty, AMBCS)
Anastasia Zavodny (PT) AMBCS

The motion carried.

Curriculum: Senators received copies of the Curriculum Committee items last week.

Motion 3 MSC Nelson, Laughlin: Faculty Senate ratification of the Palomar College Curriculum Committee Actions dated September 20, 2017. The motion carried.

Resolution on Shared
Governance in the
Hiring Process:

Motion 4 MSC Laughlin, Nelson: Whereas the State of California in AB 1725 (1988) later enshrined in Education Code 70902 (b) (7) states that local governing boards will “Establish procedures not inconsistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and *to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards,*

Whereas, BP 7120 “Hiring and Recruitment” of the Governing Board of Palomar Community College District states faculty hiring procedures shall be established and implemented in accordance with Board Policies and Administrative Procedures regarding the Faculty Senate’s role in local decision-making (see BP 2510 titled Participation in Local Decision-Making) as an academic and professional matter,

Whereas, BP 2510 states pursuant to rules adopted by the Board of Governors of the California Community Colleges, the Governing Board elects to rely primarily upon the advice and judgment of the Faculty Senate on academic and professional matters,

Whereas, BP 2510 further provides inclusion of a list of academic and professional matters including #11. Faculty Hiring Policy, Faculty Hiring Criteria, and Faculty Hiring Procedures,

Whereas, the Faculty Hiring Procedures as reviewed and amended by the Faculty Senate on October 26, 2015 states in section G that the first-level hiring committee shall be composed of a Committee Chair or Co-chairs (Department Chair/Director or faculty designee), faculty members from the discipline or a related discipline (Note: may substitute one community member or a faculty member from another institution with expertise in the appropriate discipline, at the discretion of the committee), one faculty member from outside of the department, one student (optional – non-voting), and one compliance officer,

Whereas, the Faculty Hiring Procedure further states that the Joint Selection Committee will interview all finalists forwarded by the Selection Committee and then will consider

the Superintendent/ President's assessment and recommendations before coming to consensus,

Whereas, Section 3 “Selection/Seeking Consensus” states that the Joint Selection Committee and the Superintendent/President meet after completing separate interviews of each of the final candidates. Each candidate is discussed and assessed relevant to the separate interviews, reference checks, teaching demonstration, and needs of the discipline/ department. The Superintendent/President considers input from each Committee member and works towards consensus as much as possible in making the final selection. The Superintendent/ President will make the final recommendation to the Governing Board,

Be it resolved that the Faculty Senate of Palomar College maintain that administrators shall not serve on the first level of faculty selection committees as they do not meet the criteria laid out in the procedure as to qualify for membership,

And be it further resolved that the Faculty Senate encourages the Superintendent/President to follow the spirit of the procedure and work “towards consensus as much as possible” with the Joint Selection Committee and to recommend to the Governing Board the decision for hire made through this collaborative process.

Adopted by the Faculty Senate of Palomar College: 10/02/17

The motion carried.

Senate members discussed the importance of overall awareness that this Resolution and other actions taken by the Faculty Senate now or in the future are not a necessarily a reflection of our current Superintendent/President, but rather an assertion of the Faculty Senate’s role in in the collegial process that exists within current policies and procedures.

Faculty Senate Goals: Copies of the Faculty Senate Goals were distributed:

GOALS FOR 2017-18

GOAL	IN PROGRESS	ON HOLD	ACCOMPLISHED	RESPONSIBLE PARTIES
1		X		Waiting for grant writer
2	X			Committee on Committees
3	X			Senate President/ Secretary
4	X			Senate President
5	X			Faculty Council
6	X			Senate President

ONGOING RESPONSIBILITIES

1	Maintain oversight and reporting relationships in the following areas: <ul style="list-style-type: none"> a. Basic Skills/Title V HSI Committee b. Academic Technology Committee c. Workforce and Community Development Advisory Group d. Academic Technology Resources Center e. STEM Grants 1 & 2 Committees f. Learning Outcomes Council g. Tenure & Evaluations Review Board h. Curriculum Committee i. Professional Development j. Tutoring Committee k. Maintain primacy by the Faculty Senate on Academic & Professional Matters per the district's 10 + 1 + 1, following policy adopted by the Board of Governors l. Maintain oversight of the Student Success Task Force recommendations while helping departments maintain the quality and integrity of their programs.
2	Increase faculty service on committees and councils by <ul style="list-style-type: none"> a. Ensuring that membership calls are sent out regularly b. Reminding faculty of the importance of service on councils and committees.
3	Review proposed guidelines related to the academic and professional elements of online courses and instruction.
4	Monitor the use of the Palomar Outcomes Database/TracDat data-collection system in Student Learning Outcomes Assessment.
5	Actively participate in the process of maintaining accreditation status.
6	Actively Participate in the revision of the Palomar College Governing Board Policies & Procedures.
7	Guide and approve the development of Transfer AA/AS Degrees.
8	Influence the college's review, discussion, and implementation of proposed changes in <ul style="list-style-type: none"> a. system-wide policies for The California Community Colleges b. State legislation.
9	Maintain a collaborative relationship between the Faculty Senate and the Palomar Faculty Federation.
10	Oversee the college's implementation of the Enrollment Management Plan while helping departments maintain the quality and integrity of their programs.

- Accreditation Standard 1.B.8

Senators made amendments to the document as discussion occurred.

There was also discussion on the importance of faculty participating on councils and committees.

Motion 5

MSC Laughlin, Weller: Faculty Senate adoption of the 2017-18 Faculty Senate Goals, as amended. The motion carried.

Distance Education & Academic Technology:

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

Item 1. DE&AT Committee Recommendation regarding inviting Non-Faculty members to Faculty Committees

At the Monday, September 25th Faculty Senate Meeting, Vice President of Instruction Kahn asked the Senate to include non-Faculty members on various Faculty Senate Committees, specifically Distance Education & Academic Technology. The Thursday, September 28th DE & ATC meeting included a discussion about this proposal:

- a. Advantages: 1) More voices and inclusion in our role and duties; 2) wider shared governance participation as recommended by Accreditation visitors; 3) noted that any non-Faculty or Faculty can attend as a guest already.
- b. Disadvantages: 1) larger group could mean longer discussions that don't arrive at timely conclusions or decisions; 2) a burden on non-Faculty; 3) most importantly, the Faculty Committees are intended to give voice to Faculty in all roles that we are tasked to participate in.

The following recommendation was made (approved by unanimous vote) to the Faculty Senate:

The Distance Education & Academic Technology Committee recommends that non-Faculty members may become members of this committee, under the following conditions:

- a. No more than two Non-Faculty members be invited to join the committee.
- b. Administration and staff members shall not be assigned or appointed due to the position held, but rather, membership be open to interested potential members with a passion for distance education and academic technology who shall request to be appointed by the Faculty Senate.
- c. Non-faculty members will not be part of the quorum.
- d. Non-faculty members will be non-voting members.
A term limit was not specified.

Item 2. Goals for the DE & AT Committee for 2017-18

In addition to the recommendation regarding non-voting non-Faculty members, the members set their goals for the 2017-18 Academic Year:

1. ATRC training recommendations
2. Dashboard updates
3. Planning and offering a Canvas moving party
4. Update POET
5. Make recommendations for the ATRC site
6. Discuss/Recommend Access levels in the LMS
7. Develop a DE Plan
8. Discuss larger issues dealing with Distance Education, Academic Technology, & larger Technology issues
9. Discuss additional requests and issues as needed.

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

Respectfully submitted,

Jenny Ferrero, Secretary