



Minutes of the
MEETING OF THE FACULTY SENATE
October 9, 2017

APPROVED

PRESENT: Melinda Carrillo, April Cunningham, Kelly Falcone, Jenny Ferrero, 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: William Dalrymple

GUESTS: Cynthia Anfinson, Nancy Moreno, Dung Pham (ASG), Linus Smith (Telescope), 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 Laughlin, Towfiq: Faculty Senate approval of the minutes of October 2, 2017, as amended. The motion carried.

Public Comments: There were no public comments.

Announcements: Teresa Laughlin announced that Political Economy Days will be held on Wednesday, October 25, and Thursday, October 26, 2017.

Sierra Lovelace announced that a College Fair will be held on Tuesday, October 17 from 10:00 a.m. – 1:00 p.m. at the Student Union.

Candace Rose announced that the Media Studies Department Open House will be held on Thursday, October 26 from 1:30 – 3:30 p.m.

Zero and Low-cost
Textbooks:

Senators discussed zero textbook and low-cost textbook opportunities being provided to students and April Cunningham and Kelly Falcone answered questions regarding Comets Affordable Learning Materials (CALM).

Falcone urged faculty to attend the upcoming Textbook Growth Conference on Friday, October 20 from 10:00 a.m. – 3:00 p.m. at Cal State San Marcos, which will offer faculty, librarian, bookstore, and student panels. Faculty can learn more by visiting the CALM website at <https://www2.palomar.edu/pages/calm/>.

Faculty Service Areas: Senators were provided copies of Faculty Service Area (FSA) forms for Kinesiology and Emergency Medical Education.

Fari Towfiq noted that three of the four FSA forms were being submitted from the Kinesiology, Health and Recreation department and contained very minor changes to the wording. Senate members noted the omission of a descriptor of the current FSA to the form for Emergency Medical Education. After brief discussion, there was agreement to support the FSA forms for Kinesiology, Health & Recreation and request that more information be provided for the proposed FSA for Emergency Medical Education.

DE&AT Committee
Recommendation
Regarding inviting
Non-Faculty Members
To Faculty Committees:

At the September 25 Faculty Senate meeting, 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.

Lillian Payn indicated that members of the Distance Education & Academic Technology Committee discussed this request at their September 28 meeting and Payn shared the outcome of that discussion. The following recommendation was made (approved by unanimous vote) to the Faculty Senate:

- 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.
- e. A term limit was not specified.

Senate members discussed the recommendation, and though many agreed that a formal inclusion in the membership may provide an opportunity for improved communication, others wondered if it is necessary to change the committee structure to include members who will be non-voting members. Meetings of the DE&AT committee are open meetings and all faculty and staff are welcome to attend. It was also noted that this is a Faculty Senate committee, whose structure is outlined in our current Constitution to assure that it is faculty driven. If an issue is on the Agenda that is of interest to any faculty, staff, or administrator, they are welcome to attend any meeting as a guest. There was agreement that there is a need for improved communication on campus, but Senators opinions varied on whether changing committee structures was an appropriate step to take in that process.

This item will be brought back for Faculty Senate Action at next week's meeting.

Course Audits: Seth San Juan stated that members of the Instructional Planning Council discussed audits at their last meeting. Dean Sivert indicated that there needs to be discussion on whether the college is largely denying audits, and whether we should have verbiage in the catalog and in our policies and procedures stating whether auditing is allowed and the guidelines for approving audit requests. This will provide a consistency across all divisions for all

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

Starfish Presentation: Cynthia Anfinson and Nancy Moreno provided information on the Starfish Early Alert System, a new program being piloted by the Math department that facilitates two-way communication and offers easy ability to connect students to campus resources such as financial aid, counseling, behavioral health, tutoring, and others. Guided by SB539, Guided Pathways, the goal is to connect students to expanded campus resources to aid in their success.

Anfinson shared examples on the overhead of a customized site that faculty can create for their students. What has yet to be determined is how a timeline will be distributed to service areas and who will oversee the work involved in the process as a whole. A brief question and answer period followed.

Election for Open Part-Time Senator Seat: Travis Ritt informed Senators that there is currently an opening for a part-time Senator on the Faculty Senate due to a recent Senator resignation. He asked for input on whether a call should go out now to fill the position or wait until next semester. Senate members agreed that the call should be sent to part-time faculty to fill the position immediately.

Committee Appointments: There were no committee appointments.

Curriculum: Copies of the following Curriculum Committee items were distributed to Senators electronically:

Palomar College Curriculum Committee Actions
Wednesday, October 4, 2017

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

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

1. Course Number and Title: CINE 123 Queer Cinema (*AMBCS*)
Discipline: Cinema (CINE)
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C2: Humanities
IGETC Area 3: Arts and Humanities - 3B: Humanities
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Online
Updated textbooks, critical thinking and required writing, added online.
Lisa Cecere

B. **Distance Learning**

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

<u>Catalog/Subject Number</u>	<u>Learning Offerings</u>
CINE 123	Online

II. **ACTION – SECOND READING** – The following curriculum changes, pending appropriate approvals, will be effective **Fall 2018**:

A. **Credit Course Changes**

1. Course Number and Title: ASL 205 American Sign Language III* (*LL*)
Discipline: American Sign Language (ASL)
Prerequisites: ASL 101
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, outline, textbooks, required reading, suggested reading, outside assignments, critical thinking and required writing, removed distance ed. (online, television, computer assisted and two-way video), adding area 3B (IGETC).
Kevin F. McLellan

2. Course Number and Title: CINE 125 / DBA 125 Beginning Single Camera Film and Video Production (*AMBCS*)

Short Title: BEGIN FILM/VIDEO PRODUCTION

Discipline: Cinema (CINE) / Digital Broadcast Arts (DBA)

Recommended Prep: CINE 100, or DBA 100L

Course Included in the following programs:

- a. Cinema, A.A. Degree/Cert. of Achieve.
- b. Digital Media. Cert. of Proficiency
- c. Film, Television, and Electronic Media, AS-T Transfer Major (18 units or more)
- d. Radio and Television, A.A. Degree/Cert. of Achieve.

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Online

Updated title, description, objectives, methods of instruction, outline, textbooks, required reading, suggested reading, outside assignments, critical thinking, required writing and methods of assessment, added online.

Lisa Cecere

3. Course Number and Title: CINE 225 / DBA 225 Intermediate Single Camera Film and Video Production (*AMBCS*)

Short Title: Interm Film/Video Production

Discipline: Cinema (CINE) / Digital Broadcast Arts (DBA)

Prerequisites: CINE 125 / DBA 125

Course Included in the following programs:

- a. Cinema, A.A. Degree/Cert. of Achieve.
- b. Film, Television, and Electronic Media, AS-T Transfer Major (18 units or more)
- c. Radio and Television, A.A. Degree/Cert. of Achieve.
- d. University Studies: Emphasis in Media and Communication, A.S. Degree

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Online

Updated title, description, objectives, outline, textbooks, required reading, suggested reading, outside assignments, critical thinking, required writing.

Lisa Cecere

~~4. Course Number and Title: TA 150 Dramatic Literature and Script Analysis*~~

~~Short Title: Dramatic Literature (*AMBCS*)~~

~~Discipline: Theatre Arts (TA)~~

~~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): Video Two Way, Video One Way, Telecourse, Online~~

~~Updated description, methods of instruction, outline, textbooks, outside assignments, critical thinking, required writing, methods of assessment, added two-way video conferencing and oneway video conferencing.~~

~~*Chris Sinnott*~~

B. Credit Course Reactivations

1. Course Number and Title: ACR 101 Air Conditioning, Heating, and Refrigeration: Mechanical*(*CTEE*)

Short Title: A/C HEAT/REFRIG: MECHANICAL

Discipline: Air Conditioning/Heating/Refrigeration (ACR)

Transfer Acceptability: CSU

Grading Basis: Grade Only

Justification: Bringing back ACR Change number to ACR-101

Dennis C. Lutz

2. Course Number and Title: ACR 102 Air Conditioning, Heating, and Refrigeration: Electrical* (*CTEE*)
Short Title: A/C, HEAT, REFRIG: ELECTRICAL
Discipline: Air Conditioning/Heating/Refrigeration (ACR)
Transfer Acceptability: CSU
Grading Basis: Grade Only
Justification: Bringing back ACR Change number to ACR-102
Dennis C. Lutz

C. Credit Course Deactivations

1. Course Number and Title: COUN 45 Basic Study Skills*(*COUN*)
Discipline: Counseling (COUN)
Grading Basis: Pass/No Pass Only
Not offered since Spring 2014
Patrick J O'Brien

2. Course Number and Title: COUN 48 Overcoming Test Anxiety* (*COUN*)
Discipline: Counseling (COUN)
Grading Basis: Pass/No Pass Only
Not offered since Fall 2014
Patrick J O'Brien

3. Course Number and Title: COUN 49 Introduction to Financial and Academic Resources* (*COUN*)
Short Title: Financial/Academic Resources
Discipline: Counseling (COUN)
Grading Basis: Pass/No Pass Only
Not offered since Spring 2005. No longer necessary
Patrick J O'Brien

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 205	Prerequisite	ASL 101	Change
CINE/DBA 125	Recomm.	Prep. CINE 100, or DBA 100L	Change
CINE/DBA 225	Prerequisite	CINE/DBA 125	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 205	Online, television, computer assisted two-way video
CINE/DBA 125	Online
CINE/DBA 225	Online
TA 150	Video Two-Way, Video One-Way, Telecourse, Online

- III. ACTION – Governance Structure
- IV. ACTION – Cross-Listing Policy Form (Draft)/Nelson

*denotes course being processed through old approval process

These items will be brought back for Faculty Senate ratification at next week's meeting.

Wendy Nelson reported that at their October 4 meeting, members of the Curriculum Committee did approve the addition of 1 voting and 1 non-voting member to their structure. The Associate Dean of Workforce and Community Development will be a voting member; and the Director of Credit/Non-Credit Programs will be a non-voting member.

Motion 2 MSC Nelson, Hiro: Faculty Senate support of the change to the Curriculum Committee governance structure to add the Associate Dean of Workforce and Community Development as a voting member, and the addition of the Director of Credit/Non-Credit Programs as a non-voting member. The motion carried.

Faculty Senate
President Report: Travis Ritt informed Senators that he and Candace Rose will be attending the Academic Senate Area D meeting on Saturday, October 14 in Fullerton. He asked Senate members to review the Resolutions recently sent to them via email and provide input and/or comments prior to the meeting.

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

Respectfully submitted,

Jenny Fererro, Secretary