



Minutes of the  
MEETING OF THE FACULTY SENATE  
October 16, 2017

APPROVED

PRESENT: Melinda Carrillo, April Cunningham, William Dalrymple, Kelly Falcone, Jenny Fererro, 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, Ellen Weller

ABSENT: Joel Glassman, Lori Waite

GUESTS: Tera Lisicky, Nayeli Vasquez (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.

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

Approval of Minutes:

Motion 1 MSC Laughlin, Weller: Faculty Senate approval of the minutes of October 2, 2017, as presented. The motion carried. Abstention: Dalrymple

Public Comments: There were no public comments.

Announcements: Lillian Payn introduced Senators to Tera Lisicky, Instructional Design Coordinator, Academic Technology. Lisicky is available to assist faculty with any technology-related questions or issues, and can be contacted at [tlisicky@palomar.edu](mailto:tlisicky@palomar.edu).

Travis Ritt announced that Political Economy Days will be held on Wednesday, October 25, and Thursday, October 26, 2017. Teresa Laughlin noted the performance by Ian Ruskin performing his one man show: "From Wharf Rats to Lords of the Docks" at 12:45 p.m. on Wednesday in the Brubeck Theatre.

Kelly Falcone announced that she and April Cunningham worked with the bookstore and the Instruction office to create a textbook adoption form that can be utilized by connecting information in the class schedule to the bookstore, indicating to students where low-cost or no-cost books can be found. More information can be found on this at the CALM website: <https://www2.palomar.edu/pages/calm/>.

Agenda Changes: Travis Ritt noted that Information items A & B, Faculty Service Areas, and Integration Draft for Review, will be postponed until next week.

Faculty Service Areas: This item will be discussed at the October 23, 2017 meeting.

Integration Draft  
For Review:

This item has been postponed until October 23, 2017.

Course Audits:

Last week, Seth San Juan shared discussion held at the Instructional Planning Council regarding audits and whether there should be 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 consistency across all divisions for all students.

At today's meeting, Senate members talked about Palomar's history with the auditing process and the need for faculty oversight in creating and overseeing a campus-wide policy. There was agreement that because each situation is unique, it should be up to the discretion of the instructor to determine the best course of action in each case. There was also agreement that audits should be approved only in situations where students can't enroll in the course for credit. Senators also noted that there should also be a change in procedure that the audit forms be changed to require only a faculty member or faculty member and chair signature.

Policies & Procedures:

The next meeting of the Policies & Procedures Committee is on Friday, October 20.

Committee  
Appointments:

There were no committee appointments.

Kelly Falcone announced that a Senator is needed to serve on the Student Services Planning Council. The council meets the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month from 9:30 a.m. – 11:00 a.m. Senators were asked to check their schedules for availability.

Senator Vacancy:

Travis Ritt announced that a call for nominations for a part-time Senator was distributed to all part-time faculty members last week. The deadline for accepting nominations is 5:00 p.m. today.

Service Learning  
Coordinator  
Announcement:

Travis Ritt stated that a call to fill the position of Service Learning Coordinator was distributed on October 3. The position provides 20% assigned time for the 2017/18 academic year. The closing date for applicants is Wednesday, October 18.

Curriculum:

Senators were provided with electronic copies of the Curriculum Committee items last week.

Motion 2

MSC Nelson, Laughlin: Faculty Senate ratification of the Palomar College Curriculum Committee Actions dated October 4, 2017. The motion carried.

Governance Structure  
Group Request:  
Equivalency  
Committee:

Senators were provided with copies of the Governance Structure Group Request for the Equivalency. Fari Towfiq noted the change of the form to expand the committee structure to include one faculty member from each Instructional Division and one faculty member from Student Services.

Motion 3

MSC Towfiq, Laughlin: Faculty Senate approval of the Governance Structure Group Request: Equivalency Committee. The motion carried.

DE&AT Committee  
Recommendation to  
Invite Non-Faculty  
Members to join  
Committee:

Last week, Senators discussed the addition of non-faculty members to the Distance Education and Academic Technology (DE&AT) Committee as non-voting members. Examples could include staff, directors, deans, or administrators. There was lengthy discussion on 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.

At today's meeting, there was again discussion on the proposal, and there was overall agreement that the committee should have a voice in their membership structure. It was noted though, that the Faculty Senate should not appoint non-faculty members to committees. Senators questioned how the process of appointing non-faculty would occur, and suggested specificity on what those non-faculty positions would be. Some Senate members felt that if the committee feels strongly about the input or suggestions that could be made by these non-voting members, they should be part of the formal structure. Because these are open meetings, anyone can attend and provide input as guests, and Senators still questioned the inclusion of non-voting members.

Motion 4

MSF Payn, Towfiq: Faculty Senate approval of the following change to the structure of the Distance Education and Academic Technology Committee:

- a. No more than two Non-Faculty members be invited to join the committee, excluding deans.
- 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 of two years ~~was not specified.~~

The motion failed. Nay: Carrillo, Cunningham, Dalrymple, Falcone, Ferrero, Hiro, Laughlin, Lovelace, Martin, Miller, Mudgett, Nelson, Roach, Rose, San Juan, Thompson, Towfiq, Weller

Lillian Payn requested that those Senators who are interested in working on an amended committee structure for the DE&AT and other similar committees create a recommendation to be brought to those groups for consideration.

Senate President  
Report:

Travis Ritt reported that he and Candace Rose attended the Area D meeting at Fullerton College on Saturday, October 14. The Resolutions were distributed and discussed by the group of approximately 40 representatives from various colleges in the area. They will be voted on at the upcoming Statewide Academic Senate meeting early in November. He noted that next Fall Palomar will host the Area D meeting.

Travis Ritt indicated to Senators that he read the resolution recently passed by the Faculty Senate on October 2 to Governing Board members at their meeting last week. He stated that he will follow-up by offering to share with the Board a presentation on Palomar College's adoption of the 10+1+1, which is the primary reliance on the advice and judgment of the Faculty Senate on Academic and Professional Matters. Ritt indicated that his scheduled meetings with President Blake and Vice President Kahn continue. A lot of those discussions have centered on the North and South Centers, and more information should be distributed campus-wide on that very soon.

Work continues on the Strategic Enrollment Management Plan and the full document should be available for review by the campus community by the end of the semester.

A lot of legislation has recently been signed by the Governor, including AB 705, which will require colleges to fast-track Basic Skills courses and require their completion in one year. AB 19, Free Community College for California residents for their first year was also signed into law.

Strategic Planning  
Council:

Members of the Strategic Planning Council will meet on Tuesday, October 17. It is expected that discussions will continue on Aramark services.

Instructional Planning  
Council:

Seth San Juan stated that the Instructional Planning Council are currently discussing Program Review and Planning and Meta-Majors.

Kelly Falcone added that a small workgroup has been formed to discuss waitlists. Faculty who have input should contact her to relay that information. After brief discussion, Senate members asked that this item be put on next week's Agenda.

Human Resources  
Planning Council:

A Senator is needed to serve on the Human Resources Planning Council. Travis Ritt noted that our new Vice President of Human Resources is Dr. Lisa Norman.

Palomar Faculty  
Federation:

Teresa Laughlin reported that members of the Palomar Faculty Federation (PFF) met on Thursday, October 12. The group is currently reviewing feedback received from Focus Groups. One of the issues raised by faculty was their preference for PFF meetings to be held on campus rather than off-campus. It was determined that one meeting will be held on campus on the 4<sup>th</sup> Thursday of each month and one will be held at the off-campus PFF office on the 2<sup>nd</sup> Thursday of each month. Some faculty have indicated their preference of the off-campus site due to the informal and comfortable setting.

She noted that the next EBoard meeting will be held on October 26 in room AA-140 from 4:00 – 6:00 p.m.

Campus Equity Week will be held October 30 – November 3. A different activity has been scheduled for each day of the event, which will focus on the importance of equity for our part-time faculty members. Laughlin noted the outstanding artwork contributed by faculty member Jay Schultz. More information will be distributed to all faculty on this soon.

Student Success &  
Equity Council:

Members of the Student Success & Equity Council continue to discuss the Basic Skills SSSP Student Equity Integration Plan.

ASG:

There was no ASG report.

Strong Workforce: Jackie Martin asked to be placed on the Senate Agenda next week to provide an update on the Strong Workforce.

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

- 12 total faculty members have been trained in Canvas to date this semester
- 152 total faculty members have been trained since the launch of POET in January, 2012.

Learning Outcomes Council: Wendy Nelson reported that members of the Learning Outcomes Council (LOC) have voted to make LOC a sub-committee of the Curriculum Committee.

Articulation: Ben Mudgett indicated that he will be missing the next two Faculty Senate meetings due to his attendance at Guided Pathways and Articulation Council meetings. He will bring information back from those meetings to the Senate when he returns.

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

Respectfully submitted,

Jenny Ferrero, Secretary