



Minutes of the
MEETING OF THE FACULTY SENATE
October 23, 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, Ben Mudgett, Wendy Nelson, Lillian Payn, Tara Roach, Candace Rose, Seth San Juan, Craig Thompson, Lori Waite, Ellen Weller, Anastasia Zavodny

ABSENT: Travis Ritt, Fari Towfiq

GUESTS: Olga Diaz, Dung Pham

CALL TO ORDER: The meeting was called to order by the Vice President, Candace Rose, at 2:37 p.m. in Room SU-30.

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

Approval of Minutes:

Motion 1 MSC Laughlin, Nelson: Faculty Senate approval of the minutes of October 16, 2017, as amended. The motion carried. Abstention: Glassman, Waite

Public Comments: There were no public comments.

Announcements: Joel Glassman welcomed new Senator and part-time faculty member Anastasia Zavodny to the Faculty Senate.

Sierra Lovelace announced that on Saturday, October 22, Palomar's first cohort of approximately 30 [Puente](#) students had an opportunity to meet their Puente mentors.

Ben Mudgett announced that a California Community College and LGBTQ Summit will be held on November 11 from 9:00 a.m. – 6:00 p.m. at UC Riverside. Several workshops and caucuses will be held to improve support for lesbian, bisexual, gay, transgender and queer people at California Community Colleges. The event is being sponsored by Assemblyman José Medina in sponsorship with UCR.

Teresa Laughlin reminded everyone that Political Economy Days will be held on Wednesday, October 25 and Thursday, October 26. Susan Miller encouraged all to attend "1500 Stories: Giving Voice to Economic Inequality" with Ronald Bee, Managing Director, Hansen Institute on Leadership & International Cooperation, University of San Diego: "Until Death Do US Part: The New Geopolitics of Nuclear Weapons" on Thursday, October 26 from 9:35 a.m. – 11:00 a.m. in the governing board room.

Laughlin added that Ian Ruskin will also perform his one man show: "From Wharf Rats to Lords of the Docks" at 12:45 pm. On Wednesday in the Brubeck Theatre.

Faculty Service Areas: Senate members were provided with copies of the Faculty Service (FSA) form for Emergency Medical Education. The document included the proposed changes to the FSA but did not include language for the current FSA. Senators asked that this item be brought back with that information included. This item will remain on the Agenda for discussion next week.

Integration Draft: Olga Diaz shared with Senators the 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program document.

Senate members reviewed the document and Diaz noted several areas of interest, including:

- The integration of four categorical plans:
 - Non-Credit Student Success & Support Plan (NCSSSP)
 - Credit Student Success & Support Plan (SSSP)
 - Student Equity Plan
 - Basic Skills Initiative
- Student Orientation and the integration of an online orientation
- Updating and improving the Student Information System
- Assisting disproportionately Impacted Students and the development of programs to assist them in completion of degrees
- Budget data and goals.

A question and answer period followed, with discussion on issues such as faculty advising, the implementation of Starfish, and the inclusion of Professional Development in the process.

Wait Lists: At last week's meeting, Kelly Falcone reported that a small workgroup has been formed to discuss waitlists, and Senate members expressed the need for expanded discussion on this topic.

At today's meeting, Senate members talked about the background of the waitlist process and the district's procedure, which many consider outdated as it relates to updating and communicating with students. Falcone shared information on the district's current process of running daily batch lists of wait-list students, and those who are eligible to be moved into a class roster being moved onto those rosters. The issue is that the process of running those daily batch lists ceases five days prior to the start of the semester. It is a historical process likely in place due to faculty receiving paper copies of their rosters many years ago. It can be resolved by making changes to the program to run three times per day right up until the start of the semester. Falcone added that she is talking with Connie Moise of Information Services on updating and improving the current software. Discussion followed on improving student notification, and a process that is consistent for all faculty and departments.

Falcone noted that faculty can provide input and receive additional information at: <https://palomar.csod.com/samldefault.aspx?returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253d33>.

Strong Workforce: Jackie Martin reminded Senators of the need to appoint a Palomar College Regional CTE Liaison for the current academic year. The duties of this position include attendance at regional ROC meetings monthly as well as email communications. Though there was discussion about a 20% release time for a full time faculty member who would accept this position, or a .20% stipend for a part-time faculty member, Vice President of Instruction

Kahn and Career and Technical Education Dean Fritch felt that this position would fulfill the five hours of Institutional Service for a full time faculty member, or the Professional Development hours for a part-time faculty member.

Jenny Ferrero noted that any release time or stipends need to be negotiated with Palomar Faculty Federation (PFF) representatives and a Memorandum of Understanding (MOU) can be brought to the PFF by the District to begin that process.

General Policies &
Procedures:

Members of the Policies & Procedures Committee met on Friday, October 20. Discussion and review is ongoing of several existing Governing Board policies and procedures.

Committee
Appointments:

There were no committee appointments.

Service Learning
Coordinator:

Senate members reviewed a letter of interest submitted for the position of Service Learning Coordinator.

Motion 2

MSC Miller, Laughlin: Faculty Senate approval of the appointment of Jose Briceno to the position of Service Learning Coordinator beginning in the Spring 2018 semester and finishing at the end of the Spring 2019 semester. The motion carried.

Curriculum:

Senators received electronic copies of the following Curriculum items:

Palomar College Curriculum Committee Actions
Wednesday, October 18, 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 105 Film Subjects (*AMBA*)

Discipline: Cinema (CINE)

Transfer Acceptability: CSU

Distance Learning Offering(s): Online

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

Candace Rose

2. Course Number and Title: DNCE 100 Survey of Dance (*AMBA*)

Discipline: Dance (DNCE)

Associate Degree General Education - C: Humanities

CSU GE Area C: Arts and Humanities – C1: Arts

IGETC Area 3: Arts – 3A: Arts

Transfer Acceptability: UC, CSU

Distance Learning Offering(s): Online

Updated methods of instruction, textbooks, required reading, critical thinking, required writing and methods of assessment, added online.

Margaret M. Faulkner

3. Course Number and Title: HIST 108 World History Since 1650 (*SBS*)

Discipline: History (HIST)

Associate Degree General Education – D: Social and Behavioral Sciences

CSU GE Area D: Social Sciences – D6: History

IGETC Area 4: Social and Behavioral Sciences – 4F: History

Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Online
Updated suggested reading and methods of assessment, added online.
Travis Ritt

B. 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
CINE 105	Online
DNCE 100	Online
HIST 108	Online

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

A. New Credit Programs

1. Program Title: Theatre Arts (*AMBA*)

Discipline: Theatre Arts (TA)

Award Type: A.A. Degree Major or Certificate of Achievement

Total Units: 24.00 - 25.00

Justification: This new, compact yet comprehensive, program will replace all other Theatre Arts programs and certificates, excepting the Theatre AAT-Transfer Degree. At only 25 units, students will have a clear pathway towards graduation, while retaining the freedom to gain some extra experience in either acting or technical theatre, after completing the program's common core classes.

Chris Sinnott

B. Credit Program Deactivations

1. Program Title: Web Developer with Emphasis in Java/Open Source (*MNHCS*)

Discipline: Computer Science and Information Technology - Web Technology (CSWB)

Award Type: Certificate of Proficiency

Total Units: 15

Justification: Program replaced with 18 unit Web Development C.A.

Stephen R. Perry

2. Program Title: Web Developer with Emphasis in Windows (*MNHCS*)

Discipline: Computer Science and Information Technology - Web Technology (CSWB)

Award Type: Certificate of Proficiency

Total Units: 12

Justification: Program replaced with 18 unit Web Development C.A.

Stephen R. Perry

C. New Credit Courses

1. Course Number and Title: BUS 129 Principles of Logistics (*AMBA*)

Discipline: Business Education (BUS)

Course Included in the following programs:

a. International Business, Certificate of Achievement

Transfer Acceptability: CSU

Distance Learning Offering(s): Online

Grading Basis: Grade Only

Justification: This new course is part of a pathway that will create a Certificate of Achievement that will lead to an A.S. in either International Business or the Business General degree.

Jackie Martin

D. Credit Course Changes

1. Course Number and Title: AB 50 Auto Body Repair I (*CTEE*)

Discipline: Auto Body (AB)

Updated methods of instruction, textbooks and methods of assessment, updated CB05 to nontransferable and CB11 to Credit Course.

David Wright

2. Course Number and Title: ASL 100L American Sign Language I (Lab) (LL)
Discipline: American Sign Language (ASL)
IGETC Area 6: Language other than English (101 level only) - 6A: Language other than English
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Computer Assisted, Telecourse, Online
Grading Basis: Grade/Pass/No Pass Only
Added online.
Melissa Smith
3. Course Number and Title: ASL 101L American Sign Language II (Lab) (LL)
Short Title: American Sign Language II Lab
Discipline: American Sign Language (ASL)
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Computer Assisted, Television
Grading Basis: Grade/Pass/No Pass Only
Recommend transfer to UC.
Melissa Smith
4. Course Number and Title: ASL 205L American Sign Language III (Lab) (LL)
Short Title: American Sign Language III Lab
Discipline: American Sign Language (ASL)
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Computer Assisted, Television
Grading Basis: Grade/Pass/No Pass Only
Recommend transfer to UC.
Melissa Smith
5. Course Number and Title: ASL 206L American Sign Language IV (Lab) (LL)
Short Title: American Sign Language IV Lab
Discipline: American Sign Language (ASL)
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Computer Assisted, Telecourse, Online
Grading Basis: Grade/Pass/No Pass
Updated methods of instruction, textbooks and methods of assessment, added online, recommendation for addition of UC transfer status (FA 19).
Melissa B. Smith
6. Course Number and Title: COUN 165 Career Search (COUN)
Discipline: Counseling (COUN)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Grading Basis: Pass/No Pass Only
Updated objectives, methods of instruction, outline, textbooks, required reading, suggested reading, outside assignments, required writing, removed open entry/open exit option.
Patrick Obrien
7. Course Number and Title: COUN 170 Major Search (COUN)
Discipline: Counseling (COUN)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Grading Basis: Pass/No Pass Only
Minor update to objectives and textbooks, removed open entry/open exit option and CB11 code.
Patrick Obrien
8. Course Number and Title: DBA 110 Broadcast and Media Writing (AMBA)
Discipline: Digital Broadcast Arts (DBA)
Course Included in the following programs:
 - a. Cinema, A.A. Degree/Cert. of Achieve.
 - b. Digital Video, A.S. Degree/Cert. of Achieve.
 - c. Film, Television, and Electronic Media, AS-T Transfer Major (18 units or more)
 - d. University Studies: Emphasis in Media and Communication, A.S. DegreeTransfer Acceptability: CSU
Distance Learning Offering(s): Online
Grading Basis: Grade Only
Updated title, description, objectives, methods of instruction, outline, textbooks, suggested reading, critical thinking, required writing and methods of assessment, added online.

Lisa Carmichael

9. Course Number and Title: DBA 120 / ENTT 120 Digital Television Studio Production (*AMBA*)

Short Title: Digital TV Studio Production

Discipline: Digital Broadcast Arts (DBA) / Entertainment Technology (ENTT)

Course Included in the following programs:

- a. Digital Video, A.S. Degree/Cert. of Achieve.
- b. Entertainment technology, Cert. of Achieve.
- c. Film, Television, and Electronic Media, AS-T Transfer Major (18 units or more)
- d. Public Relations, Certificate of Proficiency
- e. Radio and Television, A.A. Degree/Cert. of Achieve.

Transfer Acceptability: CSU

Grading Basis: Grade Only

Updated title, description, objectives, methods of instruction, outline, textbooks, outside assignments, required writing, required writing and methods of assessment.

Lisa Carmichael

10. Course Number and Title: TA 100 Introduction to the Theatre (*AMBA*)

Discipline: Theatre Arts (TA)

Course Included in the following programs:

- a. Film, Television, and Electronic Media, AS-T Transfer Major (18 units or more)

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

Updated description, objectives, methods of instruction, outline, textbooks, required reading, outside assignments, critical thinking and required writing, added multicultural requirement.

Michael Mufson

11. Course Number and Title: TA 150 Dramatic Literature and Script Analysis*(*AMBA*)

Short Title: Dramatic Literature (*AMBA*)

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 reading and writing, methods of assessment, added two-way video conferencing and one-way video conferencing.

Chris Simott

E. Credit Course Deactivations

1. Course Number and Title: CSCI 220 C Programming (*MNHCS*)

Discipline: Computer Science and Information Technology - Computer Science (CSCI)

Distance Learning Offering(s): Computer Assisted, Telecourse, Online

Justification: No longer needed for program.

Richard Stegman

2. Course Number and Title: CSCI 272 Objective-C for Mac and iOS (*MNHCS*)

Discipline: Computer Science and Information Technology - Computer Science (CSCI)

Prerequisites: CSCI 114

Transfer Acceptability: CSU

Distance Learning Offering(s): Online

Justification: No longer needed.

Richard Stegman

3. Course Number and Title: CSWB 210 Active Server Pages (*MNHCS*)

Discipline: Computer Science and Information Technology - Web Technology (CSWB)

Prerequisites: CSWB 110, and CSIT 170

Transfer Acceptability: CSU

Distance Learning Offering(s): Computer Assisted, Telecourse, Online

Justification: Course is not getting enough enrollment

Stephen R. Perry

4. Course Number and Title: INS 100 Introduction to Insurance (AMBA)
Discipline: Insurance (INS)
Transfer Acceptability: CSU
Distance Learning Offering(s): Video Two Way, Telecourse, Online
Justification: Low student interest in these courses
Jackie Martin

5. Course Number and Title: INS 110 Principles of Property and Liability Insurance (AMBA)
Short Title: Prin of Property/Liability Ins
Discipline: Insurance (INS)
Prerequisites: A minimum grade of C in INS 100
Transfer Acceptability: CSU
Distance Learning Offering(s): Video Two Way, Telecourse, Online
Justification: Low interest in the course
Jackie Martin

6. Course Number and Title: INS 115 Personal Insurance (AMBA)
Discipline: Insurance (INS)
Prerequisites: A minimum grade of C in INS 100
Transfer Acceptability: CSU
Distance Learning Offering(s): Video Two Way, Telecourse, Online
Justification: Low student interest.
Jackie Martin

7. Course Number and Title: INS 120 Commercial Insurance (AMBA)
Discipline: Insurance (INS)
Prerequisites: A minimum grade of C in INS 100
Transfer Acceptability: CSU
Distance Learning Offering(s): Video Two Way, Telecourse, Online
Justification: Low student interest.
Jackie Martin

8. Course Number and Title: INS 125 Insurance Code and Ethics (AMBA)
Discipline: Insurance (INS)
Prerequisites: A minimum grade of C in INS 100
Transfer Acceptability: CSU
Distance Learning Offering(s): Video Two Way, Telecourse, Online
Justification: Low student interest.
Jackie Martin

F. 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
BUS 129	Online
ASL 100L	Computer Assisted, Telecourse, <u>Online</u>
ASL 101	Computer Assisted, Television
ASL 205L	Computer Assisted, Television
ASL 206L	Computer Assisted, Telecourse, Online
COUN 165	Online
COUN 170	Online
RS 103	Online

III. INFORMATION

A. Course Outline Reviews

The following courses have completed the course outline review process between September 30, 2017 and October 13, 2017 and are effective Fall 2017.

DR	15	English Essentials for Students with Disabilities
DR	45L	Adapted Computer Laboratory
ESL	13	ESL Grammar Skills II
RS	102	Religion in American History

B. 2017-2018 Curriculum Activity Summary

Proposal Type	Current Agenda	(Actions) 2017-2018 Cumulative
New Credit Courses	1	3
New Noncredit Courses	0	0
Credit Course Changes	9	20
Noncredit Course Changes	0	0
Credit Course Reactivations	0	2
Noncredit Reactivations	0	0
Credit Course Deactivations	8	8
Noncredit Deactivations	0	0
Course Reviews		
9/30/2017 – 10/13/2017)	4	13
Course Reviews/Added DE	3	6
New Credit Programs	1	5
New Noncredit Programs	0	0
Credit Program Changes	0	10
Program Deactivations	2	2
Total Activity	28	69

These items will be brought back for Faculty Senate ratification at the October 30 meeting.

Wendy Nelson noted that members of the Curriculum Committee approved their 2017/18 Goals at their last meeting.

Strategic Planning Council:

Kelly Falcone reported that members of the Strategic Planning Council met on Tuesday, October 17. The Strategic Enrollment Management Plan was reviewed and the group discussed the potential alignment and overlap of goals with the Strategic Plan. There was also discussion on the services being provided by food services company *Aramark*. Representatives from *Aramark* have met with Dr. Blake and expressed their willingness to make improvements to their service, including a remodel of the food services area and Snack Shack, and a review of their current price structure.

Brief discussion followed on the services provided by *Aramark*, particularly the high cost of food and catering services; and Senators expressed their disappointment with the potential of continuing the partnership with this vendor. It is hoped that more input will be sought from others on campus before a final decision is made because for many the largest issue is not the need to remodel, but the high cost of their products and services.

Student Services Planning Council:

A Senator is still needed to serve on the Student Services Planning Council.

Palomar Faculty Federation (PFF):

Teresa Laughlin reported that 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 expressed her gratitude to the members of the Performing Arts department for assisting with the project.

In an effort to be available to all faculty members, the EBoard meeting will be held on campus this Thursday in room AA140.

Jenny Ferrero added that a Negotiations Update was distributed to all faculty members earlier in the day. She noted that the district's attorney will no longer attend negotiations sessions. Dr. Lisa Norman, the new Vice President of Human Resources, will now be the lead negotiator.

- Budget Committee:** Joel Glassman reported that the next meeting of the Budget Committee will be held on October 24.
- ASG:** Dung Pham indicated that the members of the ASG attended the California Community College Student Affairs Association (CCCSAA) Conference in San Jose on October 13. Their goal is advocating and advancing Student Affairs professionals and student leadership in California Community Colleges.
- Distance Education & Academic Technology:** Members of the Distance Education & Academic Technology (DE&AT) Committee will meet on Thursday, October 26. Lillian Payn reminded faculty that Incompletes can be rolled into a Canvas Shell, which will make it easier grade, keep track of, and report back to students. More information is available by contacting the Academic Technology Resources Center.
- Basic Skills:** Lori Waite stated that members of the Basic Skills Committee continues their work on the district's Integration Draft.
- Articulation:** Ben Mudgett provided the following report on Articulation:
- Mudgett recently attended a CSU Counselors Conference and learned that CSU has eliminated the English and Math Placement tests, as well as remedial course work. All will now be Baccalaureate level Students who when in need of additional support will be able to obtain embedded support, or Stretch, with English and Math stretched over one year with the embedded support built into the curriculum.
 - AB705, Student Success, has been approved. This will provide colleges opportunities to partner with CSUs.
 - UC is interested in partnering with two transfer degrees: Physics and Chemistry, and are in the vetting process. If it goes through, there will be transfer degrees for both the UC and CSU systems.
 - ASSIST and CID continue to be a struggle for many districts working to provide students, faculty, and counselor's access to public information. Mudgett did address this issue at his recent attendance at the Southern California Intersegmental Articulation Conference and the negative impact on the 10+1 as it relates to Curriculum and establishing prerequisites, degree and certificate requirements, and standards of policies regarding student preparation and success.
 - The Chancellor's Office has signed a Memorandum of Understanding (MOU) on behalf of 114 community colleges with Western Governors University (WGU). WGU is an originally accredited online university. The MOU was signed without faculty representation or discussion or input from faculty members. Mudgett noted the Academic Senate Rostrum and the resolution process which allows faculty expertise to contribute to discussions before final decisions are made.
- Approximately two days after the MOU was signed it was learned that WGU is under investigation by the Federal Government for insufficient student-to-faculty support. This was not disclosed during the process.
- Accreditation:** Lori Waite reported that members of the Accreditation Task Force are completing their work on the Substantive Change Report for the South Center. The template will be a replicate model for the North Center.

AB705: Candace Rose indicated that the Senate will bring an Agenda item forward on AB705 at the October 30 or November 6 meeting. Faculty from the English and Math departments will be invited to provide additional information.

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

Respectfully submitted,

Jenny Fererro, Secretary