THE FACULTY SENATE

PALOMAR COLLEGE

Minutes of the
MEETING OF THE FACULTY SENATE
November 6, 2017

APPROVED

PRESENT:	Melinda Carrillo, April Cunningham, William Dalrymple, Kelly Falcone, Jenny Fererro, Joel Glassman, Erin Hiro, Sierra Lovelace, Jackie Martin, Susan Miller, Ben Mudgett, Wendy Nelson, Lillian Payn, Travis Ritt, Tara Roach, Candace Rose, Seth San Juan, Craig Thompson, Fari Towfiq, Lori Waite, Ellen Weller, Anastasia Zavodny
ABSENT:	Teresa Laughlin
GUESTS:	Patriceann Mead, Dung Pham (ASG)
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 Hiro, Thompson: Faculty Senate approval of the minutes of October 30, 2017, as amended. The motion carried. Abstentions: Lovelace, Mudgett, Nelson, San Juan

Public Comments: There were no public comments.

Announcements: There were no announcements.

Agenda Changes: Travis Ritt indicated that Information Item A will be postponed until next week's meeting.

Process for New
Curriculum: Last week, Senators talked about discussion that occurred at the recent Curriculum Committee meeting regarding the Curriculum Committee's role in approving curriculum, particularly as it relates to new course and program development. Senate members felt that those discussions should occur on a department level utilizing the Program Review & Planning (PRP) process.

Today, Wendy Nelson stated that at Curriculum Committee's October 18 meeting members talked about the Curriculum process for course offerings as well as the timeline for the approval process. It is beneficial for departments to have conversations regarding their course offerings and the need for review, or oversight, of those offerings as discipline experts. It was also suggested that tying it to the Program Review and Planning process could help encourage discussions that could occur before faculty invest time in developing curriculum.

Lengthy discussion followed on Palomar's current process of course development through departmental discussions involving faculty and deans in those areas who first have those conversations of which current and new courses will benefit students' educational goals. Senators also talked about the need for long term planning as well as a process to prevent overlap of courses. It was suggested that the Senate could also make a recommendation that the Curriculum Committee amend the current process and adopt a procedure that states that before a new course or program is approved, it be vetted through the Program Review & Planning process. A procedure will also have to be created through the Senate or Curriculum to create a sub-group to review current course offerings.

Travis Ritt noted that a tool has been created in order to improve data on FTE allocation. That information will be reviewed by the Scheduling Team and forwarded on to department chairs for consultation with discipline experts before any scheduling decisions are made, however this was not how the process worked for scheduling for Summer '18. Moving forward the deans have been directed to receive that input from the department chairs before any final decisions are made. This new tool begins in Finance & Administrative Services by reviewing the district's base budget and determining the number of sections that will be offered. This is a reverse model of what has been used in the past to determine scheduling.

This item will remain on the Agenda for continued discussion.

Policies & Procedures: Jenny Fererro indicated that members of the Policies & Procedures Committee offered no proposed changes to the majority of Academic Procedures and General Policies regarding Governing Board policies and procedures. A review of Chapter 7 is upcoming, which includes many policies and procedures relating to mandatory subjects of bargaining. She noted that the Palomar Faculty Federation and Senate may want to review several of the items before they are moved through the process.

She shared copies of AP 4105, Distance Education, and AP 4222, Remedial Coursework, on the overhead. She noted the minor changes to the documents. Senators will receive electronic copies of the documents and are asked to contact Fererro with any recommendations prior to the next meeting scheduled for Friday, December 1, 2017.

ASCCC Fall Plenary Resolutions: Travis Ritt and Candace Rose attended the Statewide Academic Senate Fall Session November 2 – 4. Ritt and Rose shared information on several of the Resolutions, and Ritt noted the number of resolutions focused on Guided Pathways, adding that the Faculty Senate will discuss a self-assessment on this over the next few weeks. Ritt and Rose noted Resolutions on DACA, Low Cost Textbooks, and Veterans Resource Services. Ritt also noted Governor Brown's request that a plan be created to develop a 115th college to solely offer entirely online degrees. Chancellor Oakley contracted with National Center for Higher Education Management Systems (NCHEMS) to constitute the Flex Learning Options for Workers (FLOW) workgroup to provide three to five options to Governor Brown.

Committee Appointments:

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

Basic Skills Committee
Stacey Trujillo (FT), English

Curriculum:

Senators were provided with electronic copies of the following Curriculum items:

Palomar College Curriculum Committee Actions
Wednesday, November 1, 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: HIST 130 Women in United States History
Discipline: History (HIST)
Associate Degree General Education – D: Social and Behavioral Sciences
CSU GE Area D: Social Sciences – D4: Gender Studies; D6: History
IGETC Area 4: Social and Behavioral Sciences – 4D Gender Studies; 4F: History
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Online, Television, Computer Assisted
Updated suggested reading, outside assignments, critical thinking and methods of assessment, added online, television and computer assisted.
Catherine Gwin

2. **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
HIST 130	Online, television, computer assisted

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

A. **New Credit Programs**

1. Program Title: Drone Technology
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 21.00 - 31.00
Justification: To help students gain employment as UAS operators or UAS technicians in fields that deploy UAS.
Mark J. Bealo

2. Program Title: Film, Television, and Electronic Media
Discipline: Cinema (CINE)
Award Type: AS-T Transfer Major (18 units or more)
Total Units: 18.00 - 21.00
Justification: Transfer degree to facilitate transfer to CSUs and comply with ADT requirements.
Candace Rose

3. Program Title: History
Discipline: History (HIST)
Award Type: AA-T Transfer Major (18 units or more)
Total Units: 18.00

Program Justification: To prepare students for transfer into a History program at a CSU. This program fulfills the state requirements for the History Associate Degree for Transfer.
Travis Ritt

B. **New Credit Courses**

1. Course Number and Title: GEOG 158 / GCIP 158 / GEOL 158 Small Unmanned Aircraft Systems Procedures and Regulations *(MNHCS)*
Short Title: sUAS Remote Pilot Regulations
Discipline: Geography (GEOG)/Graphic Communications-Imaging and Publishing (GCIP)/Geology (GEOL)
Course Included in the following programs:
    a. Drone Technology, A.S. Degree Major/Cert. Achievement 18 units/more
    b. Unmanned Aircraft System (UAS), Certificate of Achievement
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Justification: This is a required course for the proposed Drone Technology CA/AS program. I have already received permission to cross list this course with GEOL (Sean Figg) and GCIP (Mark Bealo).
Wing H. Cheung

C. **Credit Course Changes**

1. Course Number and Title: RS 101 World Religions
Discipline: Religious Studies (RS)
Associate Degree General Education - C: Humanities
Associate Degree Multicultural Requirement - Yes
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 objectives, content, textbooks, suggested reading, outside assignments, critical thinking and required writing, added approval for Multicultural Requirement.
Craig A. Forney

D. **Credit Course Reactivations**

1. Course Number and Title: RS 103 Religion and American Political Institutions
Short Title: Rel and Amer Pol Institutions
Discipline: Religious Studies (RS)
Associate Degree General Education - D: Social and Behavioral Sciences
American History & Institutions - Sequence - RS 102
American History & Institutions - Combination - RS 102
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
Justification: Reactivation of the course to pair with RS 102 and meet the U.S. History, Institutions, and Ideals Requirement. Also, the course topic is of growing importance.
Craig A. Forney

E. **Credit Course Deactivations**

1. Course Number and Title: DR 18 Phonics for Students with Disabilities
Short Title: Phonics for Students
Discipline: Disability Resource (DR)
Reason for Deactivation: Course is no longer taught.
Sherry Goldsmith

2. Course Number and Title: DR 26 Composition Skills and Strategies for the Intermediate Writer (COUN)
Short Title: Skills/Strategy/Interm Writer
Discipline: Disability Resource (DR)
Recommended Prep: ENG 10, or eligibility for ENG 50
Reason for Deactivation: This course is no longer offered. Students are encouraged to seek support in the English Writing Center, Tutoring and the TLC.
Sherry Goldsmith

3. Course Number and Title: SPAN 102A Spanish IIA
Discipline: Spanish (SPAN)
Prerequisites: SPAN 101, or SPAN 101B, or two years of high school Spanish
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C2: Humanities
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Computer Assisted, Video Two Way, Video One Way, Telecourse, Online
Reason for Deactivation: The department no longer offers the split course Span 102A and 102B.
The department will offer Span 102.
Kathleen M. Sheahan

4. Course Number and Title: SPAN 102B Spanish IIB
Discipline: Spanish (SPAN)
Prerequisites: SPAN 102A, or two years of high school Spanish
Associate Degree General Education - C: Humanities
CSU GE Area C: Arts and Humanities - C2: Humanities
Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Computer Assisted, Video Two Way, Video One Way, Telecourse, Online
Reason for Deactivation: The department no longer offers the split course Span 102A and 102B.
The department will offer Span 102.
Kathleen M. Sheahan

5. Course Number and Title: SPAN 201A Spanish IIIA
Discipline: Spanish (SPAN)
Prerequisites: SPAN 102, or SPAN 102B, or three years of high school Spanish
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
Distance Learning Offering(s): Computer Assisted, Video Two Way, Video One Way, Telecourse, Online
Reason for Deactivation: The department no longer offers the split course Span 201A and 201B.
The department will offer Span 201.
Kathleen M. Sheahan

6. Course Number and Title: SPAN 201B Spanish IIIB
Discipline: Spanish (SPAN)
Prerequisites: SPAN 201A
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
Distance Learning Offering(s): Computer Assisted, Video Two Way, Video One Way, Telecourse, Online
Reason for Deactivation: The department no longer offers the split course Span 201A and 201B.
The department will offer Span 201.
Kathleen M. Sheahan

F. **New Noncredit Courses**

1. Course Number and Title: N PHOT 920 Getting to Know Lightroom for Older Adults
Discipline: Noncredit Photography (N PHOT)
Justification: This class is an investigation into the technology and aesthetics of digital photography, with instruction in digital image processing using Adobe Lightroom.
Amy Caterina

2. Course Number and Title: N PHOT 950 Getting to Know your Digital Camera for Older Adults
Discipline: Noncredit Photography (N PHOT)
Justification: This will be part of the new 50 Plus Community Ed program. This course is similar to our Intro to Digital Camera, Photo 50. We believe it will be a perfect class to try as a Community Ed non-credit class.
Donna Cosentino

G. **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
GEOG/GCIP/GEOL 158	Online
SOC 175	Online
GC 115	Video Two Way, Online
RS 101	Online, ~~television~~
RS 103	Online

III. **INFORMATION**

A. **Course Outline Reviews**

The following courses have completed the course outline review process between October 14, 2017 and October 27, 2017 and are effective Fall 2017.

PSYC	197	Special Topics in Contemporary Psychology
PSYC	296	Special Problems in Psychology

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

Proposal Type	Current Agenda (Actions)	2017-2018 Cumulative
New Credit Courses	2	5
New Noncredit Courses	2	2
Credit Course Changes	1	21
Noncredit Course Changes	0	0
Credit Course Reactivations	1	3
Noncredit Reactivations	0	0
Credit Course Deactivations	6	14
Noncredit Deactivations	0	0
Course Reviews 10/14/2017 – 10/27/2017)	2	15
Course Reviews/Added DE	1	7
New Credit Programs	3	8
New Noncredit Programs	0	0
Credit Program Changes	0	10
Program Deactivations	0	2
Total Activity	**18**	**87**

These items will be brought for Faculty Senate ratification on November 13, 2017.

Senate President Report:

Travis Ritt noted a breakout session from the recent Statewide Academic Senate meeting that focused on part-time faculty and the need to compensate part-time faculty for their work on committees, as well as to reach the 75/25 ratio. System-wide approximately 50% of course offerings taught at community colleges are taught by part-time faculty members. There has been some movement by the Academic State to find a State Representative to sponsor a bill in support of this as well as the FON (Faculty Obligation Number) apportionment. He noted the last time it was benchmarked was in 1988.

Candace Rose added a brief report on some information sessions she attended, including a UC pilot program (beginning with Chemistry and Physics) providing guaranteed acceptance to students; however it was stalled waiting for system offices to construct an MOU that works for everyone, but the state faculty senate is still optimistic and continuing to work on this. She also shared information on a program titled, *MyPath* which is similar to Starfish and assists colleges with guided pathways.

Ritt added that he and Rose will be meeting with President Blake on Tuesday, November 7, and will direct the discussion towards faculty hiring.

Strategic Planning Council:

The next meeting of the Strategic Planning Council is on November 7, 2017.

Instructional Planning Council:	Seth San Juan reported that members of the Instructional Planning Council will meet on Wednesday, November 8. He noted there was previous discussion on Audits and that he shared the Senate's recommendation that decisions remain the discretion of the faculty member.
	Travis Ritt added that Auditing Fee is included in Title 5 at the state level. The Statewide Academic Senate will work with the legislature in an attempt to obtain local control.
Human Resources Planning Council:	Travis Ritt indicated that he and Candace Rose will be meeting with new Vice President of Human Resources, Dr. Lisa Norman, later this week.
Palomar Faculty Federation:	Jenny Fererro reported that negotiations with the district continue on Wednesday, November 8. The Palomar Faculty Federation (PFF) still awaits the districts response to multiple outstanding proposals and counterproposals.
	Joel Glassman added that the PFF will meet on Thursday, November 9 at 4:30, immediately following the COPE meeting at 4:00 p.m. at the Mulberry Street location.
Student Success & Equity Council:	Travis Ritt indicated that legislation recently passed which allows for the inclusion of LGBTQI students in Equity Plans.
ASG:	Dung Pham stated that members of the ASG will celebrate Diversity Day on Tuesday, November 14 from 10:00 a.m. – 1:00 p.m. in the Student Union area.
	Members of the ASG voted in support of cameras in the SU building, but voted against financially supporting the project.
Strong Workforce:	Jackie Martin reported that members of the Strong Workforce are still in search of a CTE Representative.
Academic Technology & Distance Education:	Lillian Payn indicated reminded all of the "Celebrate Campus" event scheduled for December 6, from 9:00 a.m. 11:00 a.m. and repeated December 7, from 12:00 – 2:00 p.m. Formal invitations will be distributed soon.
	The ADA Compliance Workgroup has created a pilot which was presented and approved by the members of the Academic Technology & Distance Education Committee. An announcement asking for faculty participation in the pilot will be distributed soon.
	Regarding Online Orientation, it was determined earlier in the day that the two pilots already conducted have generated sufficient data to create a Spring Online Orientation that's institutionalized with Canvas to assist faculty.
	Payn added that Proctoring Solution OEI has come to terms with Proctor U for an OEI Agreement.

Tutoring Committee: Reporting on the Tutoring Committee, Joel Glassman stated that currently Palomar's Online Tutoring Service is only being offered to fully online classes and off-site students. There are many students taking courses at night who have no access to face-to-face tutoring services and are being excluded from online tutoring. The committee will continue to work on this issue and will be contacting the administration once the committee decides on what course of action to take.

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

Respectfully submitted,

Jenny Fererro, Secretary