



Minutes of the  
MEETING OF THE FACULTY SENATE  
January 29, 2018

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, Lillian Payn, Travis Ritt, Tara Roach, Candace Rose, Seth San Juan, Craig Thompson, Fari Towfiq, Lori Waite, Ellen Weller, Anastasia Zavodny

**ABSENT:** Wendy Nelson

**GUESTS:** Luis Guerrero, Linus Smith (Telescope)

**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 Zavodny, Towfiq: Faculty Senate approval of the minutes of December 11, 2017, as amended. The motion carried. Abstention: Rose

**Public Comments:** There were no public comments.

**Announcements:** Ellen Weller announced that auditions for the Applied Music courses are being accepted for students interested in participating in music ensembles.

Candace Rose announced that nominations for this year's Distinguished Faculty Award will be accepted through Friday, February 2, 2018.

Teresa Laughlin invited all faculty to attend the Palomar Faculty Federation celebration on Friday February 2 from 4-7pm at the Mulberry Avenue location.

**Agenda Changes:** Senate members agreed to amend the agenda to move Item VIII, Reports, as the first item of business.

**Senate President Report:** Travis Ritt announced that he, Melinda Carrillo, April Cunningham, Kelly Falcone, and Wendy Nelson met several times over the break to complete their work on the Guided Pathways Plan. Senators will receive a copy of the document at the end of the week and it will be placed on next week's Agenda for discussion.

Palomar Faculty  
Federation:

Jenny Fererro provided the following report on the Palomar Faculty Federation (PFF):

- Contract negotiations are complete for the 2017/18 year. Fererro and Teresa Laughlin expressed gratitude to Dr. Lisa Norman for working with the PFF to complete the

process for this year. A detailed negotiations update will be distributed later in the week.

- There will be a continuation of district-paid benefits as well as a Cost of Living Adjustment (COLA) of 1.56% retroactive to July 1, 2017.
- There were also several gains made for part-time faculty colleagues, including an increase in steps for part-timers. Currently there is a four-step plan; which will now be increased to ten. This will become effective in the fall 2018 semester due to the time needed for the calculation process.
- Non-credit instructors will now be paid for office hours.
- There will be an increase in pay for part-time office hours, from \$45 to \$55 per hour.
- Part-time faculty members whose classes are canceled two weeks before to one week after the start of classes will be given compensation for one week of instruction and Professional Development, if applicable.
- Part-time faculty members will be compensated for shared governance participation if they serve on one of 10 major shared governance committees/councils.
- A part-time prioritization process has been created and will take effect for 2019/20 scheduling.
- Changes were made to the Professional Development system, including an increase in release time for the Professional Development Coordinator.
- The Tenure & Evaluations Review Board Coordinator will now receive a summer stipend.
- Release time has been negotiated for the Pride Center Director and the Phi Theta Kappa advisor.
- Protection of faculty-led evaluations was obtained.
- The 8 department chairs that received 20% release time are now at 40% release time.

Negotiations for the 2018-19 contract will begin in March. Please let Fererro know if there are areas that you would like to see addressed in that contract. Information on nominations for open PFF positions was recently distributed to all faculty members.

Senators expressed their gratitude to Fererro, Teresa Laughlin, and all members of the PFF eBoard for all of their diligence and hard work on behalf of all faculty.

Student Success & Equity:

Travis Ritt reported that members of the Student Success & Equity Council approved the Student Equity Plan at their recent meeting. It will be forwarded on to the State on Wednesday, February 1.

Accreditation:

Lori Waite announced that work is beginning on the Accreditation Mid-Term Report.

Distance Education & Academic Technology:

Lillian Payn shared the following Canvas statistics:  
POET fast facts:

162 faculty trained to teach online since Jan, 2012

22 trained this academic year, 2017-18

This includes one new certificate issued today, the first day of the Spring Semester.

Blackboard is no longer available for current class use, but the archive is still available to faculty only as a reference. The latest LMS Statistics (mid-day 1/29):

874 courses are published in Canvas today.  
496 instructors  
16,379 students  
54,926 files  
1,048 media recordings

Payn also distributed a copy of the Academic Technology Training Schedule for Spring 2019 (<https://www2.palomar.edu/pages/atrc/events/>).

4CSD Award  
Nominations:

Kelly Falcone indicated that the California Community College Council for Staff and Organizational Development is providing awards for Outstanding President/Chancellor, Leadership, Outstanding Program, and the Innovative Activity Award. Nominations are due on February 20, 2018. This item will be brought back to next week's meeting for further discussion.

ASCCC Resources:

Travis Ritt shared information on statewide resources available to not only Senate members but all faculty members. The Academic Senate for California Community Colleges (<https://asccc.org/>) website is available for all faculty and provides information on a number of issues, including Faculty Development, Equity & Diversity, Guided Pathways, opportunities to serve on State-Level Committees, as well as ways to become involved in discussions and decisions that affect both faculty and students. There is also access to several publications available on a variety of issues as well as listservs that faculty can join.

Discussion occurred on potential funding opportunities for faculty participation in statewide committees, including whether departments have those resources or exploring the possibility of applying through the Palomar College Foundation for a pool of funds to support faculty.

Ritt also shared other areas of the site, including the yearly awards and the process for application/nomination. Senators noted that it would be beneficial to create a more structured way for the Senate to consider and review the award process more efficiently in hopes of increasing participation.

Palomar College will be hosting the Area D meeting in late October of this year and it is hoped that many Palomar College faculty will attend the event.

Kelly Falcone added that beginning January 30, the Professional Development Portal Pilot Program will begin. Palomar, along with 10 other colleges, will allow faculty to connect with their colleagues at other institutions and share information and resources on a secure site.

Update on Faculty  
Senate Goals:

Senate members discussed the 2017-18 [Faculty Senate Goals](#) and the progress made to-date. Travis Ritt indicated that one of the listed goals will be placed on the Agenda every week for discussion to assure there is adequate discussion and action taken on each item. Upcoming meetings will include review of the current list of operational committees and their structure and whether any changes need to be made. The Senate will discuss Service

Points at next week's meeting and how the of process and utilization of collection and tracking information needs to be updated.

Relating to Accreditation Standards, work will continue to identify Accreditation Standards in the Faculty Senate minutes where applicable.

Senate members will hold their Orientation meeting each Fall semester. To be determined is whether it will be held in lieu of the first meeting in the Fall, or whether it will be a held as a retreat-style meeting.

Members of the Faculty Council will soon begin discussions on polling the faculty to determine what faculty needs from the Senate.

Progress has been made on reviewing the Faculty Hiring Procedure and now progression needs to occur to tie-in Palomar's practices with that language. (I.B.5)

Policies & Procedures: The next meeting of the Policies & Procedures Committee will be held on February 2, 2016.

Committee  
Appointments:

Motion 2 MSC Miller, Laughlin: Faculty Senate approval of the following committee appointments:

Distance Education Academic Technology Committee

Michael Gilkey (FT), Arts, Media, and Business Administration (17-19)

Student Success & Equity Council

Nimoli Madan (FT), ESL, Languages & Literature (16-18)

Curriculum Committee

Luis Guerrero (FT), Mathematics and the Natural and Health Sciences (15-18)

The motion carried.

Curriculum: The first meeting of the Curriculum Committee in the spring semester will be held on February 7, 2018.

ADJOURNMENT: The meeting was adjourned at 3:44 p.m.

Respectfully submitted,

Jenny Fererro, Secretary