



Minutes of the
MEETING OF THE FACULTY SENATE
February 26, 2018

APPROVED

PRESENT: Melinda Carrillo, April Cunningham, William Dalrymple, Kelly Falcone, Jenny Fererro, Joel Glassman, Erin Hiro, Teresa Laughlin, Sierra Lovelace, 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: Jackie Martin

GUESTS: Cynthia Anfinson, Elena Chirkova, Cynthia Cordova, Justin Enriquez (Telescope), Seji Gaerland (Telescope), Andrew Meer (Telescope), Rachel Miller, Karmi Minor-Flores, Patrick O'Brien, Xiomara Peredia (ASG), Steve Perry, Brooke Reotutar (Telescope), Hossna Sadat, Rachel Sites (Telescope), 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, Weller: Faculty Senate approval of the minutes of February 12, 2018, as amended. The motion carried.

Public Comments: There were no public comments.

Announcements: Patrick O'Brien introduced new full-time Counselors Cynthia Cordova, Karmi Minor-Flores, and Hossna Sadat.

Rachel Miller of Institutional Research and Planning encouraged campus-wide participation in the Community College Survey of Student Engagement and the Community College Faculty Survey of Student Engagement. The two surveys include an online version as well as an onsite version, where classrooms are visited and surveyed. Approximately 80 classes were selected and contacted for participation.

Ellen Weller invited all to attend Academic Pathways in Performing Arts on Saturday, March 3 for Instrumental Music students, and Saturday, March 10 for Dance, Vocal Music and Theatre students. Both events will be held from 12:00 – 4:00 p.m. This is an opportunity to explore college majors, career paths, and classes in Dance, Theatre, and Music.

Susan Miller invited all to attend the presentation by Bryan Stevenson, New York Times bestseller of *Just Mercy*, as part of the Student Equity Speaker Series. The event is scheduled for Wednesday March 7, 2018, from 5:00 – 6:30 p.m. at the California Center for the Arts Escondido. Faculty are encouraged to share this information with their

students as it provides an opportunity to as we continue to be engaged in issues of social justice and equity. More information is available at www.palomar.edu/bryanstevenson. Online registration is required prior to the event.

William Dalrymple noted that free Audible downloads are available for a series titled, *In Conversation*, which offers an interview with Bryan Stevenson and provides an insight on his career and accomplishments.

Craig Thompson announced that on Thursday, March 1, faculty member Dr. Adam Meechan will offer a talk on author Ken Kesey's *One Flew Over the Cuckoo's Nest* as part of the English department's Great Book Seminar. The event will be held from 4:00 – 5:30 p.m. in room H-318.

Thompson also announced that there was an informative editorial in the Saturday, February 24 edition of the *New York Times* by Molly Workthen on the Misguided Drive to Measure Learning Outcomes.

Agenda Changes: Travis Ritt indicated that changes would be made to the Agenda to accommodate guests.

Committee
Appointments:

Motion 2 MSC Miller, Fererro: Faculty Senate approval of the following committee appointment:

Strategic Enrollment Committee
Diane Studinka (FT), SBS (17-19)

The motion carried.

Motion 3 MSC Miller, Laughlin: Faculty Senate acceptance of the results of the ballot for the following committee appointment:

Student Success & Equity Council
John McMurria, (PT), AMBA (at-large position)
Scott Kardel (FT), MNHS (Math open position)

The motion carried.

Curriculum: Copies of the Palomar College Curriculum Committee Actions were provided at the February 12 Senate meeting.

Motion 4 MSC Nelson, Zavodny: Faculty Senate ratification of the Curriculum Committee Actions dated February 7, 2018. The motion carried.

Senate members were also provided with electronic copies of the following Curriculum Committee items:

Palomar College Curriculum Actions
Wednesday, February 21, 2018

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

A. Program Changes

1. Program Title: Fashion Design
Discipline: Fashion (FASH)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 30
Removed FASH 90, FASH 137, FASH 149, FASH 195 and CE 150, updated total units.
Rita Campo Griggs

2. Program Title: Fashion Merchandising
Discipline: Fashion (FASH)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Total Units: 30
Removed FASH 119, FASH 155, FASH 195 and CE 150, updated total units.
Rita Campo Griggs

3. Program Title: Interior Design
Discipline: Interior Design (ID)
Award Type: A.S. Degree Major
Total Units: 24
Removed ID 105 and ID 115 from first semester, ID 125, ID 135 and ID/ARCH 150 from second semester, ID 170 and CE 150 from third semester, and fourth semester, added ID/ARCH 150 to first semester, added ID 105 and ID 115 to second semester, ID 151 to third semester, updated total units.
Dennis C. Lutz

4. Program Title: Interior Design
Discipline: Interior Design (ID)
Award Type: Certificate of Achievement
Total Units: 18
Removed ID 105, BUS 125 from first semester, ID 110, 135 and CE 150 from second semester, added ID/ARCH 150, ARCH 105 to first semester, added ID105, ID 115 to second semester, updated unit total.
Dennis C. Lutz

B. New Credit Course

1. Course Number and Title: EME 221 Paramedic Refresher B
Discipline: Emergency Medical Education (EME)
Transfer Acceptability: UC, CSU
Rationale: Provide consistency to students who are required to enroll as a result of failing EME 208/208L, EME 209/209L, EME 210 and/or EME 215 or who are challenging the paramedic program.
Sarah DeSimone

C. Credit Courses - Deactivations

1. Course Number and Title: ARCH 144 Architectural Drawing and Color
Short Title: Architectural Drawing/Color
Discipline: Architecture (ARCH)
Course Included in the following programs:
 i. Architectural Drafting, A.S. Degree Major/Cert. Achieve.
 ii. Architecture, A.S. Degree Major/Cert. Achieve.
Transfer Acceptability: UC, CSU
Justification: Course content duplicated in another course.
Anita Talone

2. Course Number and Title: ID 125 Presentation Methods in Interior Design I
Short Title: Presentation Methods/Int Dsg I
Discipline: Interior Design (ID)
Course Included in the following programs:
 i. University Studies: Emphasis in Fine and performing Arts, A.A. Degree Major
 ii. Interior Design, A.S. Degree Major
Transfer Acceptability: CSU
Justification: Course curriculum integrated into existing Interior Design classes.
Dennis C. Lutz

3. Course Number and Title: ID 135 Fabrics for Designers
Discipline: Interior Design (ID)
Course Included in the following programs:

- i. Interior Design, Certificate of Achievement
- ii. Interior Design, A.S. Degree Major

Transfer Acceptability: CSU

Justification: Course material added to ID 105.

Dennis C. Lutz

4. Course Number and Title: ID 140 Residential Interior Design

Discipline: Interior Design (ID)

Prerequisites: ID 100,

Recommended Prep: ID 125

Course Included in the following programs:

- i. Interior Design, A.S. Degree Major

Transfer Acceptability: CSU

Justification: Course curriculum integrated into existing Interior Design classes.

Dennis C. Lutz

5. Course Number and Title: ID 160 Interior Illustration

Discipline: Interior Design (ID)

Recommended Prep: ID 100

Transfer Acceptability: CSU

Justification: Course curriculum integrated into existing Interior Design classes.

Dennis C. Lutz

6. Course Number and Title: ID 165 Interior Design Laboratory

Discipline: Interior Design (ID)

Transfer Acceptability: CSU

Grading Basis: Pass/No Pass Only

Justification: No longer required for certificate.

Dennis C. Lutz

7. Course Number and Title: ID 195 Field Studies in Design

Discipline: Interior Design (ID)

Transfer Acceptability: CSU

Justification: No longer required for certificate.

Dennis C. Lutz

8. Course Number and Title: ID 198 Skills in Quick Sketch

Discipline: Interior Design (ID)

Course Included in the following programs:

- i. Interior Design, Certificate of Achievement

Transfer Acceptability: CSU

Justification: Software incorporated in all other laboratory Interior Design Classes.

Dennis C. Lutz

9. Course Number and Title: ID 295 Directed Study in Interior Design

Short Title: DIRECTED STUDY/INTERIOR DESIGN

Discipline: Interior Design (ID)

Prerequisites: Approval of project or research by department chairperson/director

Transfer Acceptability: CSU

Justification: No longer required for certificate.

Dennis C. Lutz

10. Course Number and Title: KINE 230 Lifeguarding and Emergency Response

Short Title: Lifeguarding/Emergency Response

Discipline: Kinesiology (KINE)

Prerequisites: Ability to swim 500 yards continuously

Course Included in the following programs:

- i. Outdoor Leadership, A.A. Degree Major/Cert. of Achieve.

- ii. Recreation Agency leader, A.A. Degree Major/Cert. of Achievement

Transfer Acceptability: UC, CSU

Justification: Deactivated due to low enrollment.

Lacey Craft

11. Course Number and Title: KINE 231 Water Safety Instruction

Discipline: Kinesiology (KINE)

Course Included in the following programs:

- i. Adult Fitness and Health, Certificate of Achievement
 - ii. Kinesiology, A.A. Degree Major/Certificate of Achievement
- Transfer Acceptability: UC, CSU
Justification: Deactivated due to low enrollment.
Lacey Craft

D. Non Credit Course - New

1. Course Number and Title: N SOC 900 Brain Fitness for Older Adults
Discipline: Noncredit Sociology (N SOC)
Distance Learning Offering(s): Computer Assisted, Online
Justification: Community is requesting that we establish a brain fitness course for adults age 50+.
Susan A. Miller

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**
N SOC 900 Online, Computer Assisted

II. **ACTION** – To accept the following noncredit numbering changes in order to align with current noncredit numbering policies:

SUBJ	CRSE	NEW	TITLE	STATUS	START	(LAST)
	NMBR	CRSE			YEAR	ORIGINATOR
		NBR				
N ABED	201	901	Literacy/Adult Basic Education I	Active	2013	Marty Furch
N ABED	202	902	Literacy/Adult Basic Education II	Active	2013	Marty Furch
N BASC	200	900	Literacy/Adult Basic Education	Active	2013	Mollie R. Smith
N BASC	201	901	Algebra Review	Active	2015	Wendy R. Metzger
N BASC	202	902	Supervised Tutoring	Active	2013	Mollie R. Smith
N BASC	204	904	Supervised Tutoring for Math	Pre Launched	2017	Wendy R. Metzger
N BASC	206	903	Supervised Tutoring for Access Technology	Pre Launched	2018	Sherry Goldsmith
N CTED	605	905	Basic Tutoring Training	Active	2013	Mollie R. Smith
N CTZN	400	900	Citizenship	Active	2013	Marty Furch
N DSAB	43	943	Access Technology for Vision Loss	Pre Launched	2810	Sherry Goldsmith
N DSAB	501	901	Independent Living Skills	Active	2013	Mollie R. Smith
N ESL	9	909	English Pronunciation I	Launched	2018	Gary Sosa
N ESL	10	910	English Pronunciation II	Launched	2018	Gary Sosa
N ESL	12	912	ESL Grammar Skills I	Launched	2018	Gary Sosa
N ESL	13	913	ESL Grammar Skills II	Launched	2018	Gary Sosa
N ESL	14	914	ESL Grammar Skills III	Launched	2018	Gary Sosa
N ESL	45	945	Reading and Writing Essentials I	Launched	2018	Gary Sosa
N ESL	55	955	Reading and Writing Essentials II	Launched	2018	Gary Sosa
N ESL	300	900	Basic ESL	Active	2013	Nimoli Madan
N ESL	301	901	Beginning ESL I	Active	2016	Tracy Fung
N ESL	302	902	Beginning ESL II	Active	2016	Gary Sosa
N ESL	303	903	Beginning ESL III	Active	2013	Larry Lawson
N ESL	304	904	Intermediate ESL I	Active	2013	Larry Lawson
N ESL	305	905	Intermediate ESL II	Launched	2018	Gary Sosa
N ESL	306	906	Intermediate ESL III	Launched	2018	Gary Sosa
N ESL	322	922	Beginning Conversation	Active	2013	Nimoli Madan
N ESL	361	961	Beginning Level Listening and Speaking I	Active	2013	Nimoli Madan
N ESL	362	962	Beginning Level Listening and Speaking II	Active	2013	Nimoli Madan
N ESL	363	963	Beginning Level Listening and Speaking III	Active	2013	Nimoli Madan
N ESL	364	964	Intermediate Level Listening and Speaking	Active	2013	Nimoli Madan
N ESL	372	972	Basic ESL Skills	Active	2013	Carolyn A Lowther
N ESL	383	983	Computer Literacy for ESL	Active	2013	Lihe Chen
N ESL	394	994	Career Track ESL	Active	2013	Marty Furch

N KINE	700	900	Adult Active Fitness	Pre Launched 2017	Lacey Craft
N KINE	706	906	Hatha Yoga for Older Adults	Pre Launched 2017	Lacey Craft
N KINE	713	913	Beginning Tai Chi Kung for Older Adults	Pre Launched 2017	Lacey Craft
N KINE	721	921	A Matter of Balance: Managing Concerns About Falls of Older Adults	Pre Launched 2017	Lacey Craft

III. INFORMATION

A. 2017-2018 Curriculum Activity Summary

Proposal Type	Current Agenda (Actions)	2017-18 Cumulative
New Credit Courses	1	18
New Noncredit Courses	1	30
Credit Course Changes	0	80
Noncredit Course Changes	0	5
Credit Course Reactivations	0	11
Noncredit Reactivations	0	0
Credit Course Deactivations	11	58
Noncredit Deactivations	0	2
Course Reviews 2/2/2018 – 2/13/2018)	0	15
Course Reviews/Added DE	0	10
New Credit Programs	0	26
New Noncredit Programs	0	3
Credit Program Changes	4	21
Program Deactivations	0	3
Noncredit Course Deactivations	0	2
Total Activity	17	284

These items will be brought back for Faculty Senate ratification on March 5, 2018.

Guided Pathways Plan:

Over the past few weeks, Faculty Senate members have had several discussions regarding the Guided Pathways Plan, whose framework creates a highly structured approach to student success. It also provides students with a set of clear course-taking patterns and wrap-around student services. (I.B.4)

Motion 5

MSC Rose, Falcone: Faculty Senate acceptance of the Palomar College Guided Pathways Plan. The motion carried. Nay: Miller, San Juan, Thompson

Senate Resolution on Textbook Affordability:

Kelly Falcone informed Senate members of AB 798, the College Textbook Affordability Act; a grant which would provide resources for colleges to promote the consideration of Open Educational Resources by faculty. A provision in the grant requires local academic senate approval for any program established through these funds, and each college will set their own benchmarks to account for use of the funds.

After brief discussion, Senators will review the Resolution passed by the Statewide Academic Senate and this will be brought back for Action at next week's meeting.

Title V STEM

Steering Committee: Cynthia Anfinson shared information on the overhead on a Title V STEM Grant, a 5-year grant shared with Cal State San Marcos that began in October of 2016 and will expire in September 2021.

She shared information on the goals, activities, and what has been accomplished to date. The grant requires a Title V STEM Steering Committee, which will fall under the Faculty Senate in the governance structure. A proposed membership structure was shared with Senators for information.

Anfinson also noted that the grant provides two non-institutionalized positions:
Title V Grant Project Supervisor
Title V Administrative Specialist II.

There are also faculty release time positions available:
Student Pathways Coordinator (60% release time)
STEM CORE & Guided Pathways Facilitator (40% release time)
Program and Curriculum Coordinator (to include math acceleration) (40% release time)
ESL Acceleration Lead (20% release time)

A brief question and answer period followed.

This item will be brought back for Faculty Senate Action on March 5.

Scheduling: Face to
Face vs. Distance Ed:

Senators discussed the increase in distance education courses and how some departments on campus are being affected. Because the needs of students vary, it is important to offer appropriate courses to those students who may need face-to-face interaction to be successful. One Senator noted wording in the district's mission, "To provide an engaging teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals."

Senators felt that some mixed messages were being received from administrators on faculty's role in the process of selecting the modality of their courses. Faculty, as discipline experts, can make the best determination of how a class should be offered to provide the best, most positive experience for their students. Comments were made about the impact to veterans, who can lose partial funding if all of their courses are scheduled online, as well as students with special needs who benefit from a classroom experience.

Lengthy discussion followed on several issues, and while Senators acknowledge there is a demand and need for online courses, there should be a give and take of information and ideas from departments, deans, and administrators as efforts are made to meet the needs of Palomar's diverse body of students. There is also consensus that there is a need for clarification on the amount of faculty autonomy and a need for more discussion on the impacts of faculty online load.

This item will be brought back for further discussion at next week's meeting.

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

Faculty Senate
President Report:

Travis Ritt reported that he continues to meet with Dr. Blake for their bi-monthly meetings. They will discuss the Nationwide Walkout scheduled for March 14 in support of gun control. Though some faculty members have indicated that they will step out of their classes for 5-10 minutes, no formal action is planned. It is hoped that the district will release some form of institutional statement on this issue.

He indicated that he also has his scheduled meeting with Vice President Kahn on Tuesday, February 27. He will share the Senate's discussion on Distance Education from this meeting and hopefully receive some feedback.

Governing Board:

The Governing Board will hold their next meeting on Tuesday, February 27.

Strategic Planning
Council:

Members of the Strategic Planning Council recently passed motions in support of Guided Pathways and discussed the Staffing Plan.

Student Services
Planning Council:

Barb Kelber submitted the following written report of the February 14 Strategic Planning Council meeting:

AB 19 – this legislation will provide free first-year tuition at community colleges throughout the state to eligible applicants. Palomar plans to continue the local Promise Program in conjunction with AB 19.

Window for input regarding Guided Pathways plan is closing soon. Goes to the Board at a special meeting, Feb. 27.

Review of funding requests from SS Division PRPs. VP Gonzales says there'll no new money, but there might be a bit left in SPFF funds from last year.

Notable requests: Police are asking for rifle-rated ballistic vests and shields in case of an active shooter scenario. Also, they would like crowd-control protective shields.

Police cars are needed for the North and South Centers.

VP Gonzales noted that the number of police officers should be around 15. We currently have 9. Also seeking funding to outfit two police cars with digital license-plate readers and would like to move to online parking permits.

The state has approved an increase in the cost of parking permits under the BOG program.

New discipline software in Student Affairs called "Maxient." Tracking and communication.

Enrollment services is on track to adopt a CRM (Customer Relations Management) System. Also for communication, marketing, etc.

Question from counseling: should we/can we do career-aptitude tests at the same time students are placed in English and Math?

Considering mandatory orientation for students.

Shauna Moriarty wrote a grant for funding for Mental Health projects. \$250,000 over 28 months. A Coordinator will be hired. Long term, the Health Fee will be used to maintain the position.

Kendyl Magnuson asks that the calendar work/negotiation be completed as soon as possible in order to move forward with Registration planning.

Push students toward scholarship because there are MANY available. Direct students to financial aid or e-services to apply.

A business-process analyst will come in as a consultant (probably from “Strata”) to examine hiring processes.

Plans for “The Hub” in the old Veteran’s Center are underway through Student Affairs. Sounds cool. A resource-based center helping students with Cal-Fresh, clothing needs, etc. Attention to homeless students through the Alliance for Regional Solutions.

Deadline for applications for the Promise Program is March 2.

Finance & Administrative
Service Planning
Committee:

Members of the Finance & Administrative Service Planning Committee are currently discussing a revision of the Facilities Master Plan, as well as how the proposed budget allocation will proceed.

Palomar Faculty
Federation (PFF):

Teresa Laughlin invited all to attend the PFF meetings on the 2nd & 4th Tuesdays of each month from 4:00 – 6:00 p.m. The first Tuesday the meetings are held at the off-campus location; and the fourth meeting of the month is held here at the main campus. Faculty are encouraged to keep up-to-date on the PFF by visiting their website at: <https://www.palomarfacfed.org/>.

Budget Committee:

Teresa Laughlin reported that the sub-group of the Budget Committee was scheduled to meet on the second Tuesday of the month but that meeting was cancelled.

Student Success &
Equity Committee:

Travis Ritt indicated that members of the Student Success & Equity Group discussed workgroup formations and task forces and the need for follow-through of assigned tasks relating to the plan and move it toward completion. The creation of ad-hoc groups was discussed to assist the committee in this process.

Distance Education &
Academic Technology

Lillian Payn submitted the following written report from DEATC:

1. Dean Ly attended the Feb. 22 meeting to meet the members, become acquainted with our role, tasks, and goals, and explore how she can facilitate our goals.
2. Dr. Manea discussed the Single Sign-On (SSO) transition. He reported that the college is making good progress in a short time since about 50% of the students and faculty using Canvas have already set up their new ID. The roll out to SSO includes e-mail announcements, college website announcements, and special sessions to help target audiences on campus.
3. The Accessibility Pilot, which will determine the best process for ensuring that our faculty online classes comply with ADA and Section 508, has 16 faculty participants. Tera Lisicky, our Instructional Designer, has been tasked to lead the pilot. Tera recommended some options to collect data and document students using the sites in the pilot. There are several options for filming students as they navigate the sites. Sherry Goldsmith offered valuable input as to what would be useful as well as realistic.

Sherry said that, while eServices is compliant with Section 508. Registration in general needs to be redesigned since it is challenging for all students, not only those using assistive devices. It is not an accessibility issue, but a human factors/usability issue. Another issue that students are facing is Palomar e-mail. As a Web-based system, it doesn't work with screen readers or Jaws. The application Outlook 365 is functional. Students who need to use Palomar e-mail on the Web cannot access it, thus missing all communications from instructors that are sent via e-mail. What can be done to remedy this?

Also, Sherry recommends that we have a policy across campus about the use of Publisher's content, since some content is compliant, others are not, even within the same publishing company. We discussed this issue with Dean Ly, who agreed that the Deans could be instrumental in communication the need and reasons to comply to the faculty in their divisions. Dean Ly pointed out that the OER materials that are already available from Open Stax, for example, are accessible. This is another reason to encourage faculty to adopt OER content. Sherry also recommended looking at companies that participate in "Voluntary Technology Standards."

4. POET status: 26 certificates so far this academic year, with 166 certificates total since POET was launched in January, 2012.

5. Canvas status: Over ½ of the scheduled courses are published in Canvas. This is less than the over 60% level of LMS usage as when we were using both BB and Canvas.

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

Respectfully submitted,

Jenny Fererro, Secretary