



Minutes of the
MEETING OF THE FACULTY SENATE
March 19, 2018

APPROVED

PRESENT: April Cunningham, William Dalrymple, Kelly Falcone, Jenny Fererro, Erin Hiro, Teresa Laughlin, Sierra Lovelace, Jackie Martin, Susan Miller, Ben Mudgett, Lillian Payn, Travis Ritt, Tara Roach, Candace Rose, Craig Thompson, Fari Towfiq, Lori Waite, Ellen Weller, Anastasia Zavodny

ABSENT: Melinda Carrillo, Joel Glassman, Wendy Nelson, Seth San Juan

GUESTS: Kelly Helming, Chris Norcross, Steve Perry

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

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

Motion 1 MSC Thompson, Miller: Faculty Senate approval of the minutes of March 12, 2018, as presented. The motion carried. Abstentions: Lovelace, Rose

Public Comments: There were no public comments.

Announcements: Craig Thompson invited all to attend the upcoming the Palomar College Great Book Seminar on April 5, from 4:00 – 5:30 p.m. The novel, *White Noise*, by Don DeLillo will be discussed.

Susan Miller reminded Senators of upcoming events celebrating Women’s History Month. This week there is a student-led discussion on Tuesday March 20 from 3:45 – 5:00 p.m. in MD-206. On Thursday, March 22 Hillary Whittington will present *A Mother and Transgender Ally*, from 1:30 – 2:30 p.m. in the Governing Board room, and a theatrical reading about the foster care system titled, *Sisters in the System*, will be held from 3:30 – 5:00 p.m. in MD-147.

Committee
Appointments:

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

Distance Education & Academic Technology Committee
Emad Aloka (PT), Counseling

The motion carried.

Faculty Senate Award
For Scholarly and
Professional

Achievement: Travis Ritt asked for Senator volunteers to review submissions for this year's Faculty Senate Award for Scholarly and Professional Achievement. Susan Miller, Craig Thompson, and Tara Roach volunteered.

Curriculum: Senators were provided with the Curriculum Committee Action items last week.

Motion 3 MSC Zavodny, Towfiq: Faculty Senate ratification of the Curriculum Committee Actions dated March 7, 2018. The motion carried.

Institutional Set Goals
And Stretch Goals:

At last week's meeting, Michelle Barton provided information on Institutional Set Standards as part of the district's annual Accreditation Report. Data was provided for 2014-17 on Student Course Completion data, number of degrees awarded, number of Certificates awarded, number of transfers to a 4-year college/university, and number of CTE certificates/degrees for which the institution has a set standard for licensure pass rates.

Senators also discussed the need for students to be notified that they need to apply for a certificate/degree upon completion of those courses. Many students have indicated that they thought the certificates/degrees would automatically be sent to them and submission of paperwork was limited to those who were interested in walking at graduation. Getting that information out to students would likely increase those numbers substantially. Travis Ritt indicated that he would make that recommendation to Enrollment Services Director Kendyl Magnuson.

Motion 4 MSC Towfiq, Zavodny: Faculty Senate support of the Palomar College Institutional Set Goals and Stretch Goals. The motion carried.

Palomar Faculty
Federation:

Jenny Fererro informed Senators that negotiations on the 2018-19 academic calendar continue. There is agreement to acknowledge Cesar Chavez Day campus-wide, but not close the campus for that holiday during the 2018-19 year. There have been some challenges for the Fall 2018 semester due to the number of instructional Mondays. There is a need to provide an additional teaching Monday somewhere in the semester and options being discussed include having the Thanksgiving week Monday as a teaching day (which would avoid having two Mondays in a row off), or adding a Monday instructional day in December. After some discussion, there was general consensus that offering the Monday of Thanksgiving as an instructional day would work best for both faculty and students. The Negotiations team will take this feedback to the District.

Website Design: Chris Norcross and Kelly Helming shared a presentation on the revamped Palomar College website. In late 2016, President Blake requested a redesign of the district's website to provide an updated look. Norcross and Fleming shared examples of the new site, the goals of the Web Advisory Group for redesign, as well as the timeline for deployment, which is anticipated sometime around Summer of 2018. Senators asked questions and provided input regarding the need for accessibility for Palomar's diverse population, mobile design, and the benefit of ongoing analysis and improvement to stay in-line with evolving technology and the needs of our students.

Department Policies for
Distance Education
Scheduling:

Over the past several weeks, Senate members have discussed Distance Education and the need for continuity across campus. Some departments have policies on DE and other do not. Travis Ritt indicated that he reached out to Department Chairs on this issue and is still receiving responses. This issue will remain on the Agenda for further discussion on April 2. (111.A.1)

Statewide Academic
Senate Resolutions:

Travis Ritt reminded Senators that he will be attending the Area D meeting on Saturday, March 24 prior to attending the Statewide Academic Senate meeting in April. He encouraged everyone to review the Resolutions and provide input as soon as possible: <https://asccc.org/file/resolutions-packet-s18-area-meetings-final-312docx>.

He added that there are several State Committees in need of faculty representation.

Policies & Procedures:

Jenny Fererro reported that the next Policies & Procedures Committee meeting will be held on April 6. Because she and April Cunningham have scheduling conflicts for that meeting, she asked for a Senate volunteer to attend along with Sierra Lovelace (the standing Senate alternate) to ensure that total faculty representation is provided. After brief discussion, Ellen Weller agreed to attend.

Jenny Fererro added that at the April 2 Senate meeting, AP 4105, Distance Education, will be brought for discussion. Teresa Laughlin indicated that there may be an amendment needed to the language in the document to represent faculty members who have created their own online format for teaching and do not fall under the umbrella of those who need additional training to teach online courses. Lillian Payn stated that the Senate has discussed in the past options offered by Academic Technology where faculty could become certified by taking POET training, have a Technical Education degree from a University or other Accredited Institution, or to have those courses reviewed by their department chair or the TERB chair. There was brief discussion on the need for the policy to accurately state the guidelines and policies currently in place. (111.A.12)

Governing Board:

Travis Ritt stated that at the March 13 Governing Board meeting, the tenure of the fourth-year probationary faculty was approved. Senators expressed their congratulations to those faculty members.

Distance Education &
Academic Technology:

Lillian Payn provided the following written report of the Distance Education and Academic Technology Committee:

POET STATUS

This week's Certificate count is 29 for this academic year to date, which brings the grand total since January, 2012 to 169.

SSO

Please remind your colleagues to announce to the students in Canvas courses to heed the notice and instructions on the Palomar College home page for establishing their new SSO logon. Please make note that after 6 pm Monday, April 2 their current logon will no longer work.

It would be worthwhile to notify students in your Fast Track 2 Late Start Canvas courses also, since that is the first day of their 8-week session.

Since it is the first day back from our Spring break, postponing/rescheduling tests or major assignment submissions that evening may also be wise.

If you have any questions about the SSO, please contact Palomar College Information Services Help Desk at 760-744-1150 ext. 2140 or helpdesk@palomar.edu.

ADJOURNMENT: The meeting was adjourned at 3:52 p.m.

Respectfully submitted,

Jenny Fererro, Secretary