



Minutes of the  
MEETING OF THE FACULTY SENATE  
April 16, 2018

APPROVED

- PRESENT:** Melinda Carrillo, April Cunningham, William Dalrymple, Kelly Falcone, Joel Glassman, Erin Hiro, Jackie Martin, Susan Miller, Ben Mudgett, Wendy Nelson, Lillian Payn, Travis Ritt, Candace Rose, Seth San Juan, Craig Thompson, Fari Towfiq, Lori Waite, Ellen Weller, Anastasia Zavodny
- ABSENT:** Jenny Fererro, Teresa Laughlin, Sierra Lovelace, Tara Roach
- GUESTS:** Cynthia Anfinson, Michelle Barton, Stephanie Droker (ACCJC), Barb Kelber, Nancy Moreno, Marti Snyder
- 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, Zavodny: Faculty Senate approval of the minutes of April 9, 2018, as presented. The motion carried. Abstention: Glassman
- Public Comments:** There were no public comments.
- Announcements:** Senate members wished Ellen Weller and Travis Ritt Happy Birthday.
- Agenda Changes:** Travis Ritt indicated that changes may be made due to guests being present to report on Agenda items.
- Committee Appointments:**
- Motion 2** MSC Miller, Zavodny: Faculty Senate approval of the following committee appointments:
- Title V/STEM Steering Committee  
Mark Clark (FT), Mathematics  
Molly Faulkner (FT), Performing Arts  
Matthew O'Brien (FT), Behavioral Sciences
- The motion carried.
- Curriculum:** Senators received copies of the Curriculum Committee actions last week.
- Motion 3** MSC Mudgett, Rose: Faculty Senate ratification of the Palomar College Curriculum Committee Action items dated April 4, 2018. The motion carried.

Changes to Learning  
Outcomes Council

Structure:

At last week's meeting, Senators discussed a proposed Governance Structure Group Request for the Learning Outcomes Council (LOC) and the recommendation that the council be made into a subgroup of the Curriculum Committee.

Motion 4

MSC Zavodny, Hiro: Faculty Senate acceptance of the proposed Governance Structure Group Request for the Learning Outcomes Council. The motion carried.

ACCJC Visit:

Michelle Barton introduced Dr. Stephanie Droker, one of three Vice Presidents of the Accrediting Commission. Dr. Droker discussed her professional history as well as her role at the ACCJC and her goal of an improved advocacy between community colleges and the Commission. She noted the current topics being discussed and addressed, and noted the common connection relating to budget issues due to so many colleges dealing with declining enrollment and budget deficits.

Senate members heard and discussed information on several issues, including:

- The need for faculty to serve on Accreditation Teams. A wide range of faculty provides consistency for all institutions.
- Improvements in the process for reviewing Distance Education courses to assure regular and effective interaction, comparable student services, and student authentication. (I.C.12)

Faculty Job  
Announcement  
Clarification:

Travis Ritt shared with the Senate a conversation he had with a faculty member in the Earth Sciences department last week. Members of the department reviewed a packet of applications for an open position in the department. Upon review, one of the applications was sent back because it did not meet minimum qualifications for the position because the individual being considered had the educational requirements needed but had not yet received the actual degree. The application was then sent on to the Equivalency Committee, who determined that minimum qualifications were not met. The expectation is that the individual interviewing for a position has the minimum qualifications and degree in hand, though for recent graduates that may not be the case.

Currently, if the college wishes to consider an applicant who has met those educational qualifications but have not yet received their degree, a policy would need to be created solely for that individual and could be seen as discriminatory.

Ritt noted that in reviewing Palomar's job announcement for faculty positions, there is no statement included that allows a soon-to-be graduate to note that distinction on the application. The following language is included on faculty job announcements at Mira Costa College:

"If your qualifying degree is in progress but will be conferred before the position begins in August (of whatever year), then you must also include a written statement from your advisor indicating the anticipated degree conferral date."

After brief discussion, Senate members agreed that it would be beneficial to include a similar statement to Palomar's job announcements to increase applicant pools and provide opportunities for those in their last semester of receiving their degree to be considered. Senators discussed the options and the potential timeframe necessary for utilizing a similar

policy here. Ritt added that it would have to go through the negotiations process as well. This item will be brought back for Faculty Senate Action at next week's meeting.

Statewide Academic  
Senate Spring Session:

Travis Ritt reminded Senators that he attended the Spring Session of the Statewide Academic Senate over the weekend. He provided a brief report on several of the Resolutions discussed, including the possibility of creating a Best Practices document for online speech courses and science lab courses. An emergency Resolution on AP placement was also passed in support of students. Ben Mudgett added that a CSU memo was recently sent out that students with an AP will continue to receive GE credit for the stated number of units in the appropriate GE Area, but units toward admission will now be subject to each individual CSU campus policy. Previously, there was the ability to add up units for admission; and add up units for GE. This could cause many students to fall short of the transfer requirements.

There was also discussion on how to increase participatory governance for colleges at satellite campuses, as well as the possibility of developing pathways for students wishing to transfer to UC schools. There were many contested elections for State offices and elections for those positions ran late into the afternoon; and a new full slate of officers was elected at the State level.

The Final Resolutions can be found at:

<https://asccc.org/sites/default/files/Resolutions%20Packet%20S18%20for%20Friday%204-13-2018%20Final.pdf>.

Starfish Early Alert  
Pilot Update:

Cynthia Anfinson and Nancy Moreno provided an update on the Starfish Early Alert Pilot Program, a student success "early alert" initiative designed to support students throughout their Palomar experience.

The MNHS division is piloting the use of the program during this semester, and for the pilot, faculty will be able to initiate the following:

- Refer students to tutoring (in the STEM Center, Math Center, RLC Escondido, or STAR Tutoring).
- Send students kudos (positive recognition of student performance or improvement in class)
- Notify students of attendance concerns (attendance reminder)
- Communicate with students regarding incomplete/missing work or low scores (class progress notice).

A task force has been proposed to oversee the implementation and training of the program, which will be available for all faculty starting next fall. Kelly Falcone added that faculty can access a video which will take you through the process through the Professional Development Portal. A question and answer period followed.

Anfinson noted that 562 classes are participating in the pilot. MNHS faculty will be requested to fill out a progress survey on their classes. This progress survey is a way to assess your students' progress in class and issue alerts for those who need it. (I.C.1)

Distance Education &  
Academic Technology:

Lillian Payn provided the following written report from the Distance Education & Academic Technology Committee:

**April 16, 2018 Faculty Senate Report  
DE & Academic Technology Committee**

1. The Committee members discussed the 115<sup>th</sup> fully online college, which has been proposed by the Governor and is in planning stages. While the committee members felt it was premature to discuss it at this time, they did emphasize that if all our bricks and mortar colleges could be more flexible, innovative, and responsive to our student needs, we would not need to address the needs of “stranded workers” and others. For example, local students who are unable to attend a 16-week semester in order to earn a certificate or license go to private colleges, which have short and/or intensive programs. One faculty member said, “We need to be more efficient with flexible timing for terms and courses, so we can certify our students faster.”
2. **POET certificates:** 34 this 2017-18 academic year, with 174 total since Jan. 2012. (Note that last year there were only 26 total.)
3. **Canvas statistics April 3:** over 66% of our courses are published in Canvas (record high as compared to combined Canvas and BB in the past), 751 instructors and 19478 students. }
4. **SLOs in Canvas:** ATRC has been able to connect SLO’s within Canvas so instructors will be able to pull the data easier. Next, ATRC staff will meet with Katy Farrell to polish the process and a training workshop/tutorials need to be developed for faculty, such as for Fall Plenary.
5. **Proctoring:** Issues have been identified that need to be resolved, such as students who do not have computers or computers with webcams at home. The library lab does not have
  - 1) webcams on computers
  - 2) a quiet, low traffic area for test taking. The 3<sup>rd</sup> floor of the library is quiet but there are not computers there.There are no labs on campus equipped with webcams anymore, apparently. Until we can resolve this, instructors should be advised to place notes in the schedule stating that proctored exams will require webcams and supplied by the student.
6. **Online Tutoring:** This is going well. An instructor reported recently that it made a difference for his students and would like to see the program expanded.
7. **WOW Web Project:** On schedule, and recently shot 9 hours of videos on campus. Wrapping up templates and other final tasks.

ADJOURNMENT: The meeting was adjourned at 3:55 p.m.

Respectfully Submitted,

Candace Rose, Acting Secretary