



Minutes of the
MEETING OF THE FACULTY SENATE
April 23, 2018

APPROVED

PRESENT: Melinda Carrillo, April Cunningham, William Dalrymple, Kelly Falcone, Jenny Fererro, Joel Glassman, Erin Hiro, Teresa Laughlin, Jackie Martin, Susan Miller, Lillian Payn, Travis Ritt, Tara Roach, Candace Rose, Craig Thompson, Fari Towfiq, Ellen Weller, Anastasia Zavodny

ABSENT: Ben Mudgett, Wendy Nelson, Seth San Juan, Lori Waite

GUESTS: Mariella Alvarez (High Tech High School), Steve Perry, Nayeli Vasquez (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 Thompson, Zavodny: Faculty Senate approval of the minutes of April 16, 2018, as presented. The motion carried. Abstention: Fererro, Laughlin, Lovelace, Roach

Public Comments: There were no public comments.

Announcements: Senators welcomed Mariella Alvarez, a student at High Tech High School.

Jenny Fererro reminded all that the Faculty Achievement Celebration of Excellence (FACE) will be celebrated on Friday, May 18, from 5:00 – 7:00 p.m. at the Blackbox Theatre. Several events are planned, including recognition of many Palomar faculty colleagues, a silent auction, and more. It is being hosted by the Palomar College Foundation.

Travis Ritt announced that new Senators will be officially seated at the May 7 Senate meeting. Nominations and elections will also be held for Faculty Senate Vice President and Secretary at that meeting. At the May 14 meeting, the election will be held for the Faculty Senate President.

Agenda Changes: There were no agenda changes.

The Faculty Senate
Award for Scholarly
& Professional
Achievement:

Susan Miller stated that the members of the Faculty Senate Sub Group reviewed the submission for the Faculty Senate Award for Scholarly & Professional Achievement and are recommending that Steve Perry be honored as this year's recipient.

Motion 2 MSC Miller, Towfiq: Faculty Senate support of the recommendation to award Steve Perry the 2017-18 Faculty Senate Award for Scholarly and Professional Achievement. The motion carried.

Committee
Appointments:

Motion 3 MSC Miller, Laughlin: Faculty Senate approval of the following committee appointments:

Title V/STEM Steering Committee

Glyn Bongolan (FT), Counseling (18-20)

Karan Huskey (FT), Counseling (18-20)

Natalie Lopez (FT), Library (18-20)

Krystal Rypien (FT), Life Sciences (18-20)

The motion carried.

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

Palomar College Curriculum Committee Actions

Wednesday, April 18, 2018

I. ACTION – Remove 50% ‘In Residence’ Requirement for Certificates of Achievement Certificate of Achievement (CA) Requirements

Students who wish to use coursework from other institutions towards the certificate or wish to pursue additional Palomar degrees should submit official transcripts to the Records Office. Students will be eligible to receive a Certificate of Achievement if they complete the specific course requirements as listed under the majors in the next section of the catalog. In addition to the course requirements, students should be aware of the following guidelines.

A. Fifty percent (50%) of a certificate program must be taken in residence at Palomar College. The remaining courses may be completed at other accredited institutions. Substitutions or waivers must be approved by the appropriate Department Chair/Director.

B. A grade of ‘C’ or higher must be achieved in all certificate courses except where other grade requirements are specified by law. A Department Chair/Director may waive one (1) ‘D’ grade with written justification.

C. Equivalent courses from other institutions may be determined by the Evaluations Office with the exception of Water/Wastewater Technology Education. Certificate credits or courses may be substituted or further equivalencies determined with written justification and approval of the Department Chair/Director.

D. Continuous enrollment is defined as attendance in one semester or two quarters (excluding summer) within a calendar year (January through December) in the CSU, UC, or California Community Colleges system following initial enrollment at Palomar. If a student does not maintain continuous enrollment, the evaluation will be based on the requirements in effect at the time of return to Palomar College, or the date the degree is awarded.

E. It is the responsibility of the student to ensure satisfactory completion of the certificate requirements. When all requirements are completed or in-progress, students should submit a Petition for Graduation to the Evaluations Office in the Student Services Center, room SSC-40. Petitions are available in the Counseling or Transfer Centers, the Evaluations Office, or online. Deadlines are strictly adhered to; petitions must be submitted no later than the dates listed below:

Spring graduation – February 28th

Summer graduation – June 30th

Fall graduation – September 30th

II. INFORMATION

A. The following courses have completed the course outline review process between March 30, 2018 and April 13, 2018 and are effective Fall 2018.

CHDV 102 Working with Parents and Families

CHDV 120 Health, Safety, And Families

CHDV 145 Understanding Child Abuse and Family Violence

CHDV 195 Adult Supervision/Mentor Teacher Preparation

PSYC 100 Introduction to Psychology

B. 2017-2018 Curriculum Activity Summary

| Proposal Type | Current Agenda (Actions) | 2017-2018 Cumulative |
|---|---------------------------------|-----------------------------|
| Course Reviews (3/30/2018 – 4/13/2018) | 6 | 25 |
| Course Reviews/Added DE | 0 | 10 |
| Credit Course Changes | 0 | 81 |
| Credit Course Deactivations | 0 | 211 |
| Credit Course Reactivations | 0 | 11 |
| Credit Program Changes | 0 | 21 |
| New Credit Courses | 0 | 19 |
| New Credit Programs | 0 | 26 |
| New Noncredit Courses | 0 | 35 |
| New Noncredit Programs | 0 | 4 |
| Noncredit Course Changes | 0 | 5 |
| Noncredit Course Deactivations | 0 | 2 |
| Noncredit Deactivations | 0 | 2 |
| Noncredit Reactivations | 0 | 0 |
| Program Deactivations | 0 | 3 |
| Total Activity | 6 | 455 |

These items will be brought back for ratification at next week’s meeting. (II.A.11)

Faculty Job Announcement

Clarification:

At last week’s meeting, Senate members discussed submission of applications for open FT faculty positions where the applicant is in the process of earning the degree needed to meet minimum qualifications, and while they are in progress at the time of application, their degree would be conferred before the position starts. Faculty members in Earth Sciences faced this issue recently while filling a faculty position in their department. Currently, if the college wishes to consider an applicant who has not yet received their degree, a policy would need to be created solely for that individual and could be seen as discriminatory.

Senators agreed that the addition of language to the faculty job announcements indicating acceptance of applications when the degree is in progress but will be conferred before the position begins will be beneficial in increasing applicant pools and provide opportunities for applicants who are finishing their degrees.

Motion 4

MSC Zavodny, Towfiq: Faculty Senate support of the addition of wording to faculty job announcements to state that if your qualifying degree is in progress but will be conferred before the position begins, then you must also include a written statement from your advisor indicating the anticipated degree conferral date. The motion carried.

Travis Ritt indicated that he would meet with Human Resources to discuss some recommendations, as well as review the language used by other institutions on their job announcements and bring that information back to the Senate soon. (III.A.12)

**Redesigning America’s
 Community Colleges –
 Chapters 3 & 4:**

Senate members talked about Chapters 3 & 4 of Redesigning America’s Community Colleges, with a focus on the following areas:

- Library Technology and all of the databases available for research.
- The creation of Thursday “Think Tank” sessions where faculty can get together outside of structured meetings to talk about various issues and share ideas.

- Part-time faculty involvement campus-wide and the need for opportunities for part-timers to connect to not only their departments, but the entire campus and the many resources available.
- Departmental orientations are beneficial for full and part-time faculty members and can create unification and a positive working environment for full and part-time faculty members.
- The distribution of Newsletters with departmental and campus links help both full and part-time faculty members to be aware of what is going on campus-wide.
- Creating a mentorship program providing part-time faculty members opportunities to shadow a fulltime faculty member with a program similar to the SDICCCA Internship Program.

Travis Ritt indicated that Chapter 5 will be discussed at next week's meeting.

Senate Leadership Roles & Release Time:

Travis Ritt informed Senators that members of the Faculty Council have been discussing the current distribution of release time for Council members and the possibility of making some changes. One possibility is the combining of the Faculty Senate Secretary and Committee on Committees Chair positions to provide some continuity; particularly with the Committee on Committees, which has had three chairs over the past year. The main goal is to have some flexibility with the release times as the duties and responsibilities of each position can change from year to year. Discussion followed.

This item will be brought back for Faculty Senate Action at next week's meeting.

Title V Changes to Distance Education:

Travis Ritt stated that at last week's Strategic Planning Council meeting he asked for the postponement of approval of AP 4105, Distance Education, due to potential upcoming changes in Title V that could impact our current policy. At the recent Statewide Academic Senate meeting, it was reported that there was support for a Resolution that would result in a change to Title V which relates to Distance Education. It is important that Palomar's policy captures those changes, which relate to regular and effective contact. It provides clarification in language that now states "Substantive Interaction between instructors and students and among students." They also added a section to be added to the Course Outline of Record to add wording on how the course would meet that standard.

Ritt indicated that he would bring the change in the language to the Senate soon for discussion. Upon approval it will be brought to the Strategic Planning Council meeting for consideration. (II.C.1)

Senate Presence on Satellite Campuses:

Travis Ritt opened discussion on how we can incorporate faculty who teach at the satellite campuses into the shared governance process. This provides an assurance that their voice is heard and that they have an opportunity to participate in discussions and provide input. Suggestions have been made to hold meetings at the satellite campuses once or twice per semester, but there is a need for faculty who teach at other centers to be aware that they have a voice in matters that impact them and their students.

Senators discussed ways to improve communication and participation, including the possibility of integrating technology into meetings, which is something that should be discussed on a campus-wide level as we strive to not only improve communication and participation, but to expand our use of technology by integration within our meeting

structures. Also discussed was whether it would be beneficial to expand the Senate to include a member, or members from satellite campuses and whether there would be an interest from those faculty members in serving. There was a recommendation of having a member of the Faculty Council be appointed as a liaison who can visit the three main centers once per month to hear reports, receive information, as well as provide information. Teresa Laughlin added that the PFF is working on negotiating increased release time from the District to allow for more PFF representation to work with faculty members at the satellite campuses. Senate members discussed the potential of merging the positions together to have one Faculty Liaison position who can share and provide information from both the PFF and the Faculty Senate.

This item will be brought back for further discussion at an upcoming meeting.

Policies & Procedures: There was no report.

Distance Education & Academic Technology: Lillian Payn provided the following report on the Distance Education & Academic Technology committee:

A summary of Distance Education data from 2019-2017 was presented, which can be accessed from:

<https://goo.gl/urb7a7>

The summary includes the data for:

- 1) DE sections
- 2) One DE class vs. only DE classes
- 3) DE FTES & % of total enrollment
- 4) Success and retention

ADJOURNMENT: The meeting was adjourned at 3:53 p.m.

Respectfully submitted,

Jenny Fererro, Secretary