



Minutes of the
MEETING OF THE FACULTY SENATE
May 21, 2018

APPROVED

PRESENT: Melinda Carrillo, April Cunningham, Kelly Falcone, Jenny Fererro, Joel Glassman, Erin Hiro, Teresa Laughlin, Sierra Lovelace, Jackie Martin, Ben Mudgett, Wendy Nelson, Lillian Payn, Steve Perry, Travis Ritt, Seth San Juan, Tara Roach, Candace Rose, Craig Thompson, Fari Towfiq, Lori Waite, Ellen Weller, Anastasia Zavodny

ABSENT: William Dalrymple

GUESTS: Susan Miller, Patrick O'Brien, Linus Smith (Telescope)

CALL TO ORDER: The meeting was called to order by the Vice President Candace Rose 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 May 14, 2018, as presented. The motion carried.

Public Comments: There were no public comments.

Announcements: Ellen Weller announced that on Saturday, May 26, the Palomar College Pacific Coast Concert Band will host a performance in the Howard Brubeck Theatre at 7:00 p.m.

Travis Ritt noted the success of the Faculty Achievement Celebration of Excellence held on Friday, May 18. The event raised almost twice the amount of money from the silent auction this year than last year for the Palomar College Food and Nutrition Center. Special thanks were given to Jenny Fererro and Kelly Falcone for their work on the event.

Agenda Changes: Travis Ritt proposed some amendments to the Agenda to act on filling the Faculty Resources Coordinator position and to accommodate guests. There were no objections made to the change.

Committee
Appointments:

Motion 2 MSC Hiro, Martin: Faculty Senate approval of the following committee appointments:

DRC Advisory Committee

Michael Dudley, (FT) Faculty at-large (18-20)

Evaluations and Appeals Committee

Maryellen Ross, (FT), MNHS (18-19)

Safety and Security Committee

David Miller, (FT) (18-20)

Workforce and Community Development

David Miller, (FT) Faculty at-large (18-20)

Curriculum Committee

John McMurria, (PT) AMBCS (18-21)

Student Success & Equity Committee

Cindy Anfinson, (FT) Mathematics

Food Services Committee

Michael Lundell, (FT) Faculty at-large (16-18)

Comet Affordable Learning Materials

Sara Krause, (FT) MNHS (18-20)

Scholarship Committee

Michael Dudley, (FT) Faculty at-large

Vickie Mellos, (FT)

The motion carried.

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

Palomar College Curriculum Committee Actions

Wednesday, May 16, 2018

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

A. New Credit Courses

1. Course Number and Title: AODS 299L/PSYC 299L/SOC 299L Directed Field Experience II Lab

Short Title: Directed Field Experience I Lab

Discipline: Alcohol and Other Drug Studies (AODS) / Psychology (PSYC) / Sociology (SOC)

Justification: This cooperative work experience is required in conjunction with AODS 299 lecture as outlined by the State accrediting/certifying agency.

James Fent

2. Course Number and Title: PSYC 140L Introduction to Psychological and Social Services Lab

Short Title: Intro to Psych and Soc Lab

Discipline: Psychology (PSYC)/Sociology (SOC)/Alcohol and Other Drug Studies (AODS)

Recommended Prep: AODS/PSYC/SOC 255

Justification: To be in compliance with State regulations this cooperative work experience course needs to be added to the concurrent lecture component.

James Fent

B. Credit Course Changes

1. Course Number and Title: DBA 298 Broadcast Internship

Discipline: Digital Broadcast Arts (DBA)

Transfer Acceptability: CSU

Grading Basis: Grade Only

Changed course number 298A to 298, added 1 and 2 variable unit, decreased lab hours from 9 to 4-13, updated description, objectives, methods of instruction, content outline, required reading, suggested reading, outside assignments, critical thinking, required writing and methods of assessment.

Lisa Carmichael

2. Course Number and Title: ENG 100 English Composition
 Discipline: English (ENG)
 Prerequisites: ENG 50, ENG 50A, or eligibility for ENG 100, as determined through the English placement process.
 Associate Degree General Education - A1: English Composition
 CSU GE Area A: English Language Communication and Critical Thinking - A2: Written Communication
 IGETC Area 1: English Communication - 1A: English Composition
 Transfer Acceptability: UC, CSU
 Distance Learning Offering(s): Online
 Grading Basis: Grade Only
 Added ENG 50A as prerequisite, updated objectives, textbooks, required reading, outside assignments and required writing.
Adam Meehan

3. Course Number and Title: PSYC 140/SOC 140/AODS 140 Introduction to Psychological and Social Services
 Short Title: Intro Psyc and Social Services
 Discipline: Psychology (PSYC)/Sociology (SOC)/Alcohol and Other Drug Studies (AODS)
 Co-requisites: PSYC 140L
 Transfer Acceptability: CSU
 Decreased units from 4 to 3, removed lab hours, added PSYC 140L corequisite, updated description, objectives, methods of instruction and methods of assessment.
James Fent

4. Course Number and Title: PSYC 299/AODS 299/SOC 299 Directed Field Experience II
 Discipline: Psychology (PSYC) / Alcohol and Other Drug Studies (AODS) / Sociology (SOC)
 Prerequisites: AODS 140/SOC 140/PSYC 140, or AODS 298/SOC 298/PSYC 298, and AODS 250/SOC 250/PSYC 250, and AODS 255/SOC 255/PSYC 255,
 Co-requisites: AODS 299L/PSYC 299L/SOC 299L
 Transfer Acceptability: CSU
 Decreased units from 6 to 3, removed lab hours, added AODS 299L corequisite, updated description, methods of instruction and textbooks.
James Fent

C. Requisites and Advisories

The establishment of the following advisories meets Title 5 Regulations 55003, effective Fall 2018.

Catalog Number	Type	Description	Proposal Type
PSYC 140L	Recomm. Prep.	<u>AODS/PSYC/SOC 255</u>	New
ENG 100	Prerequisite	ENG 50, ENG 50A, or eligibility for ENG 100, as determined through the English placement process	Change
PSYC/SOC/AODS 140	Corequisite	<u>PSYC 140L</u>	Change
PSYC/AODS/SOC 299	Prerequisite Corequisite	AODS 140/SOC 140/PSYC 140, or AODS 298/SOC 298/PSYC 298, and AODS 250/SOC 250/PSYC 250, and AODS 255/SOC 255/PSYC 255, <u>AODS 299L/PSYC 299L/SOC 299L</u>	Change

D. 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
ENG 100	Online

E. Credit Course Package – Deactivations

Package Title: Program Deactivation Campaign May 16 Meeting
 Discipline: *ASTR CHEM, GCMW, GCIP, CSWB*
 Description: Programs with low completion rates. Deactivating at the request of departments.
Package Submitted by Instructional Services (see courses for faculty)

1. Credit Program Deactivations

a. Item Removed

b. Program Title: Digital Animation, Compositing, and Music
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: Certificate of Proficiency
Total Units: 13.00 - 15.00
Justification: Deactivated due to low completion rates at the request of departments.
Ken Dodson

c. Program Title: Digital Prepress Operator
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: Certificate of Proficiency
Total Units: 6
Justification: Deactivated due to low completion rates at the request of departments.
Ken Dodson

d. Program Title: E-Commerce Design
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: Certificate of Proficiency
Total Units: 13
Justification: Deactivated due to low completion rates at the request of departments.
Ken Dodson

e. Program Title: Electronic Publisher
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: Certificate of Proficiency
Total Units: 12
Justification: Deactivated due to low completion rates at the request of departments.
Ken Dodson

f. Program Title: Fine Art Traditional Photography
Discipline: Photography (PHOT) (PHOT)
Award Type: Certificate of Proficiency
Total Units: 15
Justification: Deactivated due to low completion rates at the request of departments.
Wendy Nelson

g. Program Title: Web Data Base Design
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: Certificate of Proficiency
Total Units: 12.00
Justification: Deactivated due to low completion rates at the request of departments.
Ken Dodson

h. Program Title: Web Developer with Emphasis in Windows
Discipline: Computer Science and Information Technology - Web Technology (CSWB)
Award Type: Certificate of Proficiency
Total Units: 12
Justification: Deactivated due to low completion rates at the request of departments.
Terrie Canon

2. Credit Program Changes (Deactivations)

a. Program Title: Graphic Communications: Emphasis in Management
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: A.S. Degree Major
Total Units: 28
Justification: Deactivated CA due to low completion rates at the request of departments.
Ken Dodson

b. Program Title: Graphic Communications: Emphasis in Production
Discipline: Graphic Communications - Imaging and Publishing (GCIP)
Award Type: A.S. Degree Major
Total Units: 28

Justification: Deactivated CA due to low completion rates at the request of departments.
Ken Dodson

c. Program Title: Interactive Web Multimedia and Audio
Discipline: Graphic Communications - Multimedia and Web (GCMW)
Award Type: A.S. Degree Major
Total Units: 30
Justification: Deactivated CA due to low completion rates at the request of departments.
Ken Dodson

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

A. New Credit Courses

1. Course Number and Title: CHDV 201A Supervised Field Experience in Early Childhood Education
Short Title: Supervised Field Exp in ECE
Discipline: Child Development (CHDV)
Prerequisites: Bachelor's degree (in any field), and CHDV 100, and CHDV 115, and any 6 additional units of ECE/CHDV coursework.
Transfer Acceptability: CSU
Justification: Increased industry need for supervised field experience placement under Option 2 of the Child Development Permit matrix issued by the State Commission on Teacher Credentialing.
Jenny Fererro

B. Credit Course Changes

1. Course Number and Title: ANTH 298 Internship in Archaeology
Discipline: Anthropology (ANTH)
Transfer Acceptability: CSU
Changed lab hours from 3-9 to 3.75-12.5 for compliance, updated methods of instruction
James D. Eighmey

III. ACTION – 2018-2019 Curriculum Timeline

IV. ACTION – New Program Approval Process

V. INFORMATION

A. 2017-2018 Curriculum Activity Summary

Proposal Type	Current Agenda (Actions)	2017-2018 Cumulative
Course Reviews		
(4/27/2018 – 5/11/2018)	0	25
Course Reviews/Added DE	0	10
Credit Course Changes	4	89
Credit Course Deactivations	0	211
Credit Course Reactivations	0	11
Credit Program Changes	3	24
New Credit Courses	2	21
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	8	11
Total Activity	17	476

Motion 3

MSC Nelson, Fererro: Faculty Senate ratification of the Curriculum Committee Actions dated May 16, 2018. The motion carried.

Faculty Emeritus:

Motion 4 MSC Thompson, Towfiq: The Faculty Senate grants Emeritus Status to the following Palomar College faculty members:

Deborah Paes De Barros, Professor, English Department, effective May 26, 2018. She has served Palomar College for 24 years from August 19, 1994 to May 26, 2018.

Renee C. Roth, Counselor/Professor, Counseling Department, effective June 30, 2018. She has served Palomar College for 24 years from July 27, 1994 to June 30, 2018.

Takashi Nakajima, Professor, Physics and Engineering, effective May 26, 2018. He has served Palomar College for 28 years from February 6, 1986 to May 26, 2018.

Mark E. Walker, Professor, Mathematics Department, effective May 26, 2018. He has served Palomar College for 33 years from February 3, 1985 to May 26, 2018.

The motion carried.

Senators discussed the Faculty Constitution and the requirements for granting Emeritus Status. Because of policy in the Constitution, two additional faculty members with less than 15 years of full time service to the college were not eligible.

Faculty Resources
Coordinator:

A letter of interest was distributed for the position of Faculty Resources Coordinator.

Motion 5

MSC Laughlin, Fererro: Faculty Senate approval of the appointment of Lori Waite to the position of Faculty Resource Coordinator beginning August 20, 2018 and ending May, 2020. The motion carried.

STEM Transfer Core
And Guided Pathways
Facilitator:

A letter of interest was distributed for the position of STEM Transfer Core and Guided Pathways Facilitator:

Motion 6

MSC Thompson, Towfiq: Faculty Senate approval of the appointment of Lorena Lomeli-Hixon to the position of STEM Transfer Core and Guided Pathways Facilitator. The motion carried.

Student Services
Leadership Concerns:

Over the past two weeks, Senate members have discussed action that was taken at the March 13, 2018 Governing Board meeting where a motion was made and passed to modify the contract end dates for the Dean of Counseling Services and the Vice President of Student Services changing them from two years to one year, with no previous notification to either administrator.

The following Resolution was presented, discussed, and amended. Senators debated whether to argue for the specific employees or the administrator evaluation process in more general terms.

Motion 7

MSC Towfiq, Zavodny: The Faculty Senate supports **Resolution to promote Mutual Respect and Trust through Transparency and Open Communications**

To be submitted to the Palomar College Governing Board at the June 12, 2018 meeting.

WHEREAS: The Faculty Senate supports the values of Palomar College's 2019 Strategic Plan that promotes integrity as the foundation for all we do; and mutual respect and trust through transparency, civility, and open communications; and

WHEREAS: The Faculty Senate supports the goals of the Strategic Plan to strengthen efforts to improve outreach, persistence, and student success; and strengthen, help, and support the college's diverse workforce through strategies focused on recruitment, hiring, and retention; and

WHEREAS: The Faculty Senate supports the objective of the Strategic Plan to identify and address areas with critical staffing needs in relation to achieving enrollment growth strategies; and

WHEREAS: The Faculty Senate believes the working relationship between faculty and the District has been more productive over the last few years with the current Vice Presidents and Deans; and

WHEREAS: Vacant leadership positions at the College erode campus morale; and

WHEREAS: At the March 13, 2018 meeting the Governing Board unexpectedly modified the recommendations of the Superintendent/President, amending and approving the employment contract end dates for the Dean of Counseling Services, Vice President of Student Services and Director, Communications, Marketing and Public Affairs from June 30, 2020, to June 30, 2019; therefore

LET IT BE RESOLVED THAT: The Faculty Senate of Palomar College wishes to express their continued support of the 2019 Strategic Plan; and

LET IT BE FURTHER RESOLVED THAT: The Faculty Senate of Palomar College is concerned with the way the above decisions were administered by the Governing Board, which sent a chilling message to Deans, Directors, and VPs that all administrative jobs are insecure, thus impacting campus morale and stability; and

LET IT BE FINALLY RESOLVED THAT: The Faculty Senate of Palomar College urges the Governing Board to maintain mutual respect and trust between the District and the Faculty through the use of open communications, transparency, and guidance for improvement.

Respectfully submitted by Travis Ritt, President of Faculty Senate on behalf of Palomar College's Faculty Senate.

The motion carried. Nays: Falcone, Fererro, Hiro, Nelson, Martin, Perry, Roach, Rose.
Abstention: Mudgett

Process for Approving
New Programs:

Wendy Nelson provided copies of a New Instructional Program Proposal recently approved by members of the Curriculum Committee. The updated form provides a thorough process for discussion prior to submission.

Senators discussed the updated document, and some amendments were recommended to the document as well as the submission process.

There was agreement that the proposal should go back to the Curriculum Committee with these suggestions and discussed again by the Senate in the fall semester.

Summer Availability:

Senators were informed that they will be contacted to provide information on their summer availability in the event the Senate needs to meet.

Distance Education &
Academic Technology:

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

May 21, 2018
Faculty Senate Committee Report
DE & AT Committee

1. POET: 46 instructors validated to teach online 2017-18 academic year/ 185 total since Jan. 2012. (FYI: Only 26 last year)

2. Faculty Senate request 1): Best Practices Checklist (Validation of Preparedness to Teach Online) needs to be taken to the next level.
(After conducting 3 focus groups, the workgroup is adding a modified set of OEI Rubric Categories to our approved Best Practices Checklist to submit to the Faculty Senate.)

3. Faculty Senate request: The College needs to develop a formal DE policy.
(The DE & AT Committee survey results indicate that the right to set DE policy, select DE faculty and select DE courses should remain at the Department level.)
The DE & AT Committee recommends using a template to establish and post a Dept./Discipline DE policy, so all departments address all of the issues in a standardized, formalized manner. A sample template was proposed:

TEMPLATE FOR DE POLICY for departments:

Department/Discipline:

Minutes indicating approval attached: [date, link to, or copy of, minutes]

Policy Statement:

- 1) Faculty for DE courses selected by:
- 2) Courses selected to be delivered by DE by:
- 3) Qualifications/Training is / is not required to deliver DE courses (explain what training):
- 3) DE Load maximum:
- 4) Online office hours, how many allowed:
- 5) Expectation/requirements: f2f presence for office hours, shared governance requirements
- 6) Other considerations

4. SDICCCA - DE continues to refine the CA Title 5 Distance Education wording to align with the Federal Title 5 wording. They have made numerous changes and edits, and have adopted some, not all of the Federal language. If the Faculty Senate would like to have copies of the draft that has been sent to the Chancellor's Office from SDICCCA - DE, please let me know.

5. State Authorization: The faculty at DE & AT Committee and Faculty Senate were polled regarding opinions about out-of-state DE students. Responses indicated that most faculty would

like to offer classes to out-of-state students, but they realize that it is not cost-effective or staff work-load feasible currently. As time permits, faculty responding recommend that free-filing states be allowed to enter into an agreement with Palomar, and eventually perhaps also fee-filing States as funds and time permit.

We must be in compliance on July 1, and there is a shift in an expectation by the State that each college be in compliance. The Chancellor's Office is leaving this process to each individual college. We currently have 36 students in DE classes who have registered with out-of-state addresses, from 26 different states. This does not include military or their dependents. A number challenges were identified by the State Authorization Work Group, such as at the moment, out-of-state students have already registered for summer school. Shall we pull them out of their classes to be in compliance? Apparently there is the possibility of penalties if we are audited and found to be non-compliant.

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

Respectfully submitted,

Erin Hiro, Secretary