



Minutes of the
MEETING OF THE FACULTY SENATE
September 10, 2018

APPROVED

PRESENT: Melinda Carrillo, William Dalrymple, Kelly Falcone, Jenny Fererro, 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: April Cunningham

GUESTS: Barb Kelber, Kian Nourollahi (ASG), Susan Snow, Justin Enriquez (Telescope)

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 August 27, 2018, as presented. The motion carried.

Public Comment: There were no public comments.

Announcements: Jenny Fererro reminded all that open enrollment for district health plans continues until Friday, September 14, 2018.

Wendy Nelson announced that a mini Curriculum Institute will be held on Friday, September 21 from 9:00 a.m. – 2:00 p.m. Lunch will be served.

Travis Ritt reminded all that Starfish is now available. Several Professional Development tutorial sessions are being offered through the PD portal. He indicated that Cynthia Anfinson will be attending the October 1 Senate meeting to provide a report on the program's progress.

Ellen Weller announced that Concert Hour will be held on Thursday, September 13 from 1:00 – 2:00 p.m. in the Howard Brubeck Theatre. The West Coast Chamber Jazz Trio will be performing, with composer/percussionist Andrea Centazzo, with Ellen Burr (flutes) and Jeff Schwartz (double bass) performing.

Committee
Appointments:

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

Learning Outcomes Committee Subcommittee
Faculty at-large (18-20)

Jason Jarvinen, (FT) (CTE)

The motion carried.

Motion 3

MSC Fererro, Laughlin: Faculty Senate approval of the following committee confirmations and acceptance of the results of the ballot for the following committee appointments:

Learning Outcomes Council Subcommittee

Mary "Liz" Mendoza (FT), Faculty-at-large (18-20)

Dean of Counseling Hiring Committee

Nguyen Trong (FT), Student Services

Lori Meyers (FT), Student Services

Counselor for Vice President of Student Services Hiring Committee

Veronica Aguilera (FT) Student Services

Dean of Counseling Hiring Committee

Glyn Bongolan (FT), Student Services

Sierra Lovelace (FT), Student Services

The motion carried.

Travis Ritt informed Senate members that a Senator is needed to chair the Personnel Standards & Practices Committee.

Curriculum:

Copies of the following Curriculum Committee Actions were forwarded to Senate members electronically:

Palomar College Curriculum Committee Actions

Wednesday, September 5, 2018

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

A. New Noncredit Courses

1. Course Number and Title: N ART 956 Advanced Foundry Techniques in Sculpture for Older Adults

Discipline: Noncredit Art (N ART)

Justification: Foundry provides adult students a mix of artistic expression and engineering that enhances mental acuity, and creative thinking. While tool and material handling exercise fine motor skills.

Ingram Ober

II. ACTION -Technical Correction-The following program, pending appropriate approvals, will be effective **Fall 2018:**

A. Program Title: Drone Technology

Discipline: Graphic Communications - Imaging and Publishing (GCIP)

Award Type: A.S. Degree Major/Cert. Achievement 18 units/more

Total Units: 21.00 - 31.00

Justification: To help students gain employment as UAS operators or UAS technicians in fields that deploy UAS.
Mark J. Bealo

This program is an A.S. Degree only.

III. ACTION – Technical Review Role

IV. INFORMATION

A. Transfer Articulation MOU for New School of Architecture and Design

B. The following courses have completed the course outline review process between April 27, 2018 and August 31, 2018 and are effective Fall 2018.

CHDV 202 Advanced Practicum in Early Childhood Education: Preschool
CHDV 203 Advanced Practicum in Early Childhood Education: Infant/Toddler
CHDV 204 Advanced Practicum in Early Childhood Education: Inclusive Setting
CHEM 221 Organic Chemistry
HIST 121 History of California
ID 110 Professional Practices in Interior Design
PHSC 100L Introduction to Physical Science Laboratory

This information will be brought back for Faculty Senate ratification at next week's meeting.

Excused Withdrawal
Grade:

At last week's meeting, Anastasia Zavodny informed Senate members of a new, non-evaluative grade of EW (Excused Withdrawal), which provides an option to students who withdraw from a course due to extenuating circumstances, the opportunity to repeat the course without it counting as an attempt. It can also be used at any time during the semester. The process for utilizing the W, the LW, and the EW will all utilize a similar system with the instructor making the final determination.

Motion 4

MSC Zavodny, Thompson: Faculty Senate acceptance of the addition of the EW (Excused Withdrawal) grade. The motion carried.

Distance Education &
Academic Technology
Governance Structure:

Copies of a revised Governance Structure Group Request for the Distance Education and Academic Technology was distributed for discussion.

Steve Perry noted the proposed changes, including a shorter name of Distance Education Committee, as well as the meeting schedule. The proposal is to also reduce the size of the committee from 21 to 12 or 13. Discussion occurred on the committee's current size, and the need for consistency in representation across divisions. Senators accepted the proposal for a reduction in size, and Perry indicated that he would continue to keep the Senate informed if there were any other changes proposed by the committee.

Motion 5

MSC Hiro, Falcone: Faculty Senate acceptance of the Governance Structure Group request for the Distance Education and Academic Technology Committee, as amended. The motion carried.

Ad hoc Committee for
Emeritus Status:

Travis Ritt indicated that an Ad hoc committee is being created to review and possibly recommend Emeritus Status to a faculty member who recently retired from the ECE Lab School with 19 years of service. Faculty can be granted emeritus status after 15 years with a nomination by 5 faculty members and a review by an ad hoc committee of the Faculty Senate.

Ritt, Jenny Fererro, Diane Studinka, Laurel Anderson, and Bob Sasse are making the recommendation. Ritt shared the written recommendation with the Senate.

Senators Teresa Laughlin, Wendy Nelson, and Craig Thompson will represent the Senate. This will be brought back for Faculty Senate Action at next week's meeting.

One Senator asked that the Faculty Senate By-Laws be reviewed and possibly updated on the process of granting Emeritus Status, particularly to those faculty members who have served the district for many years as part-time faculty before being hired full-time. Many have not qualified even after as much as 20 or 30 years of part-time service because they didn't work enough years as full-time faculty members. A small group of Senators will meet and begin that review process.

General Information
E-Mails:

Ellen Weller opened discussion on the new process being utilized to distribute general information emails. With this process, one email is distributed providing links to announcements, events, etc. through the portal. There is some concern that there is information not being seen because of the process required to get to it. There is a link, then a log-in required before it can be viewed.

Lengthy discussion followed on current and previous communication methods, as well as the need to efficiently disseminate information without overloading faculty and staff inboxes. Though there is no specified internal communications liaison on campus, there is a campus calendar available through ATRC where information can be posted.

There was agreement that a survey be distributed to faculty to receive their input and ideas on this issue and what, if any, changes should be made to current communications methods.

Educational Master
Plan:

Travis Ritt indicated that Ron Perez and Michelle Barton will be present at next week's information to provide information on the Educational and Facilities Master Plan. The document can be viewed at:

<https://www2.palomar.edu/pages/strategicplanning/master-plan-2022-update>

Wait Lists:

Last year, Kelly Falcone and Barb Kelber were tasked through the Instructional Planning Council to review the Wait List policy. Information was gathered from faculty on campus, as well a review of policies at MiraCosta and CSUSM.

Discussion occurred on Palomar's current process, including the following:

- A batch process is run twice per day up until two days prior to the start of the semester. Though PeopleSoft does have a function that can be configured to automatically roll students to the roster from the waitlist, there are some concerns about the district's software program and its capabilities.

- Students cannot be on more than one wait list at a time because it creates a conflict in the system. Students are supposed to be contacted with this information but many do not utilize their Palomar email.
- Students on waiting lists are being moved into newly opened sections but are not being notified.
- Should there be consistency across campus on wait lists? Some departments do not utilize them, others allow up to 50 or 60 students. This can be confusing for students.

Barb Kelber and Kelly Falcone will take all of the input received and share it with Kendyl Magnuson and the Instructional Planning Council to work toward drafting a policy.

Distance Education &
Academic Technology:

Steve Perry provided the following written report on the Distance Education & Academic Technology committee:

DE & ATC Faculty Senate Report (9/10/20188)

1. There were 2 faculty members who completed the POET training in the past two weeks.
2. The Accessibility work group, led by Jack Kahn, met and discussed a timeline for planning and implementing a program to inform and support faculty in meeting the requirements of the applicable accessibility laws and new Title V requirements.
3. I attended the first meeting of the SDICCCA DE group on Friday, Sept 7th
4. I met with Wendy Nelson on Tuesday, 8/28, to discuss updates to Meta curriculum system so that courses offered through Distance Education will indicate that the key design components and practices will be following for DE training. There will be additional components for Web accessibility and Title V compliance.
5. I met with Lillian Payn, on Thursday, Sept 6th to discuss how to do DE approvals in Meta and what changes need to be implemented in the system for accessibility and Title V compliance.
6. I will be attending a meeting, called by Dean Pearl Ly, on Wed, 9/12 to begin the development of a Web Accessibility primer for faculty.
7. Canvas Usage Statistics as of Sept 8, 2018:

Published Courses: 1,414
Total Courses: 2,316

Publish Rate: 61.1%

Teachers: 745
Students: 20,299
Assignments: 31,487
Discussion Topics: 7,612
Files Uploaded 80,025

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

Respectfully submitted,

Erin Hiro, Secretary