THE FACULTY SENATE
PALOMAR COLLEGE

Minutes of the
MEETING OF THE FACULTY SENATE
September 24, 2018

APPROVED

PRESENT: Melinda Carrillo, April Cunningham, William Dalrymple, Kelly Falcone, Jenny Fererro, Erin Hiro, Teresa Laughlin, Jackie Martin, Ben Mudgett, Wendy Nelson, Lillian Payn, Steve Perry, Travis Ritt, Tara Roach, Candace Rose, Craig Thompson, Lori Waite, Ellen Weller, Anastasia Zavodny

ABSENT: Sierra Lovelace, Seth San Juan, Fari Towfiq

GUESTS: Joi Lin Blake, Susan Snow, Linus Smith and 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 September 17, 2018, as presented. The motion carried.

Public Comment: There were no public comments.

Announcements: Jenny Fererro announced that on Friday, October 26, the North County Higher Education Alliance (NCHEA) will be hosting an event on Best Practices for Supporting Pregnant and Lactating Students. With the growing number of student parents on college campuses, the implementation of the Affordable Care Act, and upcoming new CA state legislation AB 2785, faculty and administrators can benefit from learning best practices for supporting students who are pregnant and nursing. Information will be provided to inform your policies, practices, and interactions with students, including syllabus language, legal responsibilities, and best practices for the classroom and administration. Colleagues from CSU San Marcos and MiraCosta College will be in attendance for this workshop aimed at faculty, staff, and administrators, as all colleges work together to improve their lactation support for students and employees. Lunch will be provided at 11:30 a.m. and the event will be held from 12:00 – 2:00 p.m. in MD-157. Those interested in attending can register in the Professional Development Portal.

Jenny Fererro announced that the Palomar Faculty Federation (PFF) will hold its first Negotiations Listening Session on October 4 for part-time faculty, and on October 10 for full-time faculty. Other sessions for both full and part-time faculty will be held in November and January. Faculty are invited to attend to share their concerns and priorities and/or other matters they'd like to see the union address.

Steve Perry announced that on Friday, October 26 from 8:00 a.m. – 4:00 p.m., faculty are invited to attend a free online conference for Canvas users. The event, hosted by At One, is titled, *Can Innovate*, from the Online Education Initiative. It will be held at the Rancho Bernardo Center.

Ellen Weller invited all to attend several Performing Arts events:
- Concert Hour is at 1:00 p.m. each Thursday in the Howard Brubeck Theatre.
- A performance of O Beautiful will be held in the theatre on Friday, October 5 at 7:00 p.m.
- The Palomar College Pacific Coast Concert Band will perform on Saturday, October 6.
- On Friday, October 12, Professor Emeritus Dr. Peter Gach will perform Listz's Piano Concerto No. 1 in Eb Major. Dr. John Russell and Dr. Ellen Weller will perform at 7:30 p.m. in the theatre.

More information on current and upcoming performances can be found on the Performing Arts website: http://www.palomarperforms.com/events/category/performances/.

Agenda Changes:	There were no Agenda Changes.

Other: Travis Ritt provided clarification on an announcement he made at last week's meeting regarding the approval of hiring 9 new faculty members. The memorandum distributed from the district indicated 8 new hires. He noted that in his announcement he was including the Nursing department hire, which is already in process. The timeline for the hiring has been moved up and it is anticipated that the positions will be in filled by the spring semester.

Senate members discussed their concerns with the amended timeline for the 8 hires, which shortens the time frame and process to fill these vacancies. Several part-time faculty members who have been hired to teach classes will be negatively impacted by losing those classes. There will also be an impact on those new faculty due to the lack of available support and resources in the spring semester versus fall. It also creates challenges with the tenure and evaluation review process in terms of the evaluation cycle.

Travis Ritt will share the Senate's concerns with Jack Kahn to address divisional impact, and Lisa Norman to discuss the HR impact. Discussion and preparations will also be needed with the TERB and PD Coordinators.

Committee Appointments:

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

<u>Student Success & Equity Council</u>
Barbara Kelber (FT), English & Humanities

The motion carried.

Curriculum: Senate members received electronic copies of the following Curriculum Committee Action items dated September 19, 2018:

Palomar College Curriculum Committee Actions
Wednesday, September 19, 2018

ACTION - SECOND READING – The following curriculum changes, pending appropriate approvals, will be effective **FALL 2019:**

A. New Credit Programs

1. Program Title: Cybersecurity
Discipline: Computer Science and Information Technology - Networking (CSNT)
Award Type: A.S. Degree Major
Total Units: 28
Justification: New degree program for cybersecurity to meet increasing demand for skilled cybersecurity professionals.
David Meske

B. Credit Program Changes

1. Program Title: Biology
Discipline: Biology (BIOL)
Award Type: AS-T Transfer Major (18 units or more)
Total Units: 33.00 - 35.00
Adding the option of taking Physics 200 and 201 because many Biology majors need the calculus based physics to transfer.
Elizabeth A. Pearson

2. Program Title: Basic Music Skills
Discipline: Music (MUS)
Award Type: Certificate of Proficiency
Total Units: 18.5
Removed MUS 134, MUS 143, MUS 147, MUS 162, added MUS 169, units remain the same.
Ellen Weller

C. New Credit Course

1. Course Number and Title: CSNT 255 Ethical Hacking Principles
Short Title: Ethical Hacking Principles
Discipline: Computer Science and Information Technology - Networking (CSNT)
Recommended Preparation: CSNT 181 Hacker Prevention/Security
Course included in the following programs:
        a. Cybersecurity - A.S. Degree Major (Pre-Launched)
Distance Learning Offering(s): Online Course (Internet) (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
Grading Basis: Grade/Pass/No Pass
Justification: New course for A.S. Cybersecurity degree program
David Meske

D. New Noncredit Courses
1. *Item pulled*

E. Credit Course Changes

1. Course Number and Title: CHDV 180 School-Age Development
Discipline: Child Development (CHDV)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Updated description, objectives, content, textbooks, outside assignments, required writing and methods of assessment.
Jenny Fererro

2. Course Number and Title: CHDV 190 Curriculum for the School-Aged Child
Short Title: Curriculum/School-Aged Child
Discipline: Child Development (CHDV)
Transfer Acceptability: CSU
Distance Learning Offering(s): Online
Updated description, objectives, content, textbooks, outside assignments, required writing and methods of assessment.
Jenny Fererro

2. *Item pulled*

3. *Item pulled*

5. Course Number and Title: ENG 50 Introductory Composition
Short Title: Introductory Composition
Distance Learning Offering(s): Computer Assisted
Grading Basis: Grade/Pass/No Pass
This is a proposed multicultural course: No
Removed ENG 10 prerequisite, updated methods of instruction, updated outcomes, methods of assessment, textbooks, SLOs, CB05 and CB11
Barbara Kelber

6. Course Number and Title: ESL 20 Academic Speaking and Listening
Short Title: Academic Speaking/Listening
Discipline: English as a Second Language (ESL)
Removed N ESL 903 or eligibility determined through the English as a Second Language placement process, updated objectives, content, textbooks, required writing and methods of assessment.
Tracy Fung

7. Course Number and Title: ESL 55 Reading and Writing Essentials II
Short Title: Reading/Writing Essentials II
Discipline: English as a Second Language (ESL)
Prerequisites: Eligibility determined through the English as a Second Language placement process, or ESL 45
Removed ESL 35 prerequisite option, updated objectives, content, textbooks, critical thinking, required writing and methods of assessment.
Tracy Fung

8. *Item pulled*

9. Course Number and Title: MATH 245 Discrete Mathematics
Discipline: Mathematics (MATH)
Prerequisites: MATH 130, or MATH 140, and CSCI 112
Associate Degree General Education - A2: Communication and Analytical Thinking
CSU GE Area B: Scientific Inquiry and Quantitative Reasoning - B4: Mathematics/Quantitative Reasoning
IGETC Area 2: Mathematical Concepts and Quantitative Reasoning - 2A: Mathematical Concepts and Quantitative Reasoning
Transfer Acceptability: UC, CSU
Added CSCI 112 as prerequisite option, updated objectives, objectives, textbook, required reading and suggested reading.
Jay R. Wiestling

10. *Item pulled*

F. **Credit Course Deactivations**

1. Course Number and Title: CHEM 210 Analytical Chemistry
Short Title: Analytical Chemistry
Discipline: Chemistry (CHEM)
Prerequisite: CHEM 115 General Chemistry, CHEM 115L General Chemistry Laboratory
Transfer Acceptability: UC/CSU Transfer Course
Grading Basis: Grade/Pass/No Pass
Justification: Deactivated due to low enrollment or no immediate future plans to offer.
Jennifer Zabzdyr

2. Course Number and Title: ESL 40 Introduction to Academic Reading and Writing
Short Title: Intro Academic Reading/ Writing
Discipline: English as a Second Language (ESL)
Grading Basis: Grade/Pass/No Pass
Justification: Deactivated due to low enrollment or no immediate future plans to offer.
Gary Sosa

3. Course Number and Title: FCS 101 Life Management
Short Title: Life Management
Discipline: Family and Consumer Sciences (FCS)
Transfer Acceptability: CSU Transfer Course

Distance Learning Offering(s): Online Course (Internet) (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
Grading Basis: Grade/Pass/No Pass
Justification: Deactivated due to low enrollment or no immediate future plans to offer.
Dennis Lutz

4. Course Number and Title: FCS 105 Family Dynamics
Short Title: Family Dynamics
Discipline: Family and Consumer Sciences (FCS)
Transfer Acceptability: CSU Transfer Course
Distance Learning Offering(s): Online Course (Internet) (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
Grading Basis: Grade/Pass/No Pass
Justification: Deactivated due to low enrollment or no immediate future plans to offer.
Dennis Lutz

5. Course Number and Title: GEOG 141 Transportation Systems Analysis
Short Title: Transportation Sys Analysis
Discipline: Geography (GEOG)
Prerequisite: GEOG 120 Digital Earth: Introduction to Geographic Information Systems
Transfer Acceptability: CSU Transfer Course
Grading Basis: Grade/Pass/No Pass
Justification: Deactivated due to low enrollment or no immediate future plans to offer.
Wing H. Cheung

6. Course Number and Title: ID 120 History of Decorative Arts II
Short Title: History of Decorative Arts II
Discipline: Interior Design (ID)
Course included in the following programs:
        a. Interior Design - Certificate of Achievement (Active)
        b. Interior Design - A.S. Degree Major (Active)
        c. General Studies: Emphasis in Arts and Humanities - A.A. Degree Major (Active)
Transfer Acceptability: CSU Transfer Course
Distance Learning Offering(s): Online Course (Internet) (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
Grading Basis: Grade/Pass/No Pass
Justification: Deactivated due to low enrollment or no immediate future plans to offer.
Dennis C. Lutz

7. Course Number and Title: MATH 52A Explorations in Algebra
Short Title: Explorations in Algebra
Discipline: Mathematics (MATH)
Prerequisite: MATH 15 Prealgebra
Grading Basis: Grade/Pass/No Pass
Justification: Deactivated due to low enrollment or no immediate future plans to offer.
Jay R. Wiestling

8. Course Number and Title: WELD 165 Visual Inspection Level I
Short Title: Visual Inspection Level I
Discipline: Welding (WELD)
Transfer Acceptability: CSU Transfer Course
Grading Basis: Grade/Pass/No Pass
Justification: Deactivated due to low enrollment or no immediate future plans to offer.
Kevin Powers

G. New Noncredit Courses
1. *Item pulled*

H. Requisites and Advisories

The establishment of the following advisories meets Title 5 Regulations 55003, effective **Fall 2019**.

Catalog Number	Type	Description	Proposal Type
CSNT 255	Recomm. Prep.	CSNT 181	New
ESL 20	Prerequisites	~~Eligibility determined through the English as a Second Language placement process,~~	

		or ESL 45	Change
ESL 55	Prerequisite	ESL 35; Eligibility determined through the English as a Second Language placement process, or ESL 45	Change
MATH 245	Prerequisite	MATH 130, or MATH 140, and <u>CSCI 112</u>	Change

I. Distance Learning
The following courses may be offered as distance learning and meet Title 5 Regulations 55200-55210, effective **Fall 2019**.

Catalog/Subject Number	Learning Offerings
CSNT 255	<u>Online</u>
CHDV 180	<u>Online</u>
CHDV 190	<u>Online</u>

II. INFORMATION
A. The following courses have completed the course outline review process between September 1, 2018 and September 14, 2018 and are effective Fall 2018.

CHDV 204	Advanced Practicum in Early Childhood Education: Inclusive Setting
CHEM 110	General Chemistry
ID 100	Interior Design
PHYS 101	Introduction to Physics
PHYS 102	Introduction to Physics (Lecture)

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

Wendy Nelson expressed her thanks to those who attended the recent Curriculum Institute on Friday, September 21. An email will be distributed later in the day with more information on the Curriculum Drop-In workshops, which will be held each week until the first week of November.

San Diego & Imperial County Articulation Counsel Response to new ASSIST Updates:

The ASSIST database is the foundation of the statewide transfer and articulation system for California's Community Colleges, California State Universities and the University of California systems. It is the only official repository for course articulation agreements between the two segments. The ASSIST database was developed in the mid 1980's to display transferability and articulation information accessed by students, counselors, instructional faculty and articulation officers. Eventual capacity limitations of the Legacy Assist system led to a plan to develop a new, modernized system designed to display articulation information beginning in the 2017-18 academic year.

Ben Mudgett shared information on the migration to the new system, including ongoing challenges with the process. He shared data on the impact to students and those who serve them; Counselors, Transfer Center Directors, Articulation Officers, and Instructional Faculty:

- Inability to clarify a transfer path for students
- Impacts to curriculum and program development that supports students' ability to enter and stay on a path toward an Associate's Degree and transfer to a four-year university.
- Impacts to satisfying requirements of California Community College (CCC) initiatives and the recently-adopted funding formula.

A Resolution will be created to present at the upcoming Area D meeting with the following recommendations:

- In coordination with the California Intersegmental Articulation Council, the Academic Senate shall appoint one Articulation Officer and one Transfer Center Director to serve on EMOC by December, 2018. The California State University (CSU) and University of California (UC) may also designate at least one university Articulation Officer to serve on EMOC.
- EMOC shall allocate all the required resources for the completion and release of new ASSIST by the specific date in Summer 2019 as community colleges begin peak student advising periods for their upcoming summer and fall sessions.
- EMOC shall identify a specific date in Summer 2019 on which the new ASSIST will be available for public use.
- EMOC shall provide segmental reports on a monthly basis indicating progress toward completion.
- In the event that ASSIST is delayed beyond Summer 2019, a coherent intersegmental contingency plan shall be agreed upon by Articulation Officer and Transfer Center Director EMOC representation for Fall 2019 implementation.

A brief question and answer period followed. This item will be brought for Faculty Senate Action at next week's meeting.

Visit with Dr. Blake: Superintendent/President Blake was asked to provide her input and opinion on the current campus climate. She indicated that she was aware of faculty concerns with course cancellations as attempts are being made to streamline the schedule. Vice President Kahn is working with department chairs, directors, and deans to create a collaborative process.

Some have also commented on the increased pace of how changes are being made. Blake indicated that because the district has had several years of fiscal instability, there was a need to restore funding to balance the district's budget and remedy a $5 - $6 million deficit while maintaining a commitment to no layoffs. In response to comments about part-time faculty members, Blake stated that the first priority is to students; and the second is to full-time contract employees. In order to reach fiscal stability, tough decisions must be made to keep departments and programs intact.

One Senate member noted that over 50% of courses are taught by part-time faculty. The hiring process is being expedited due to the Faculty Obligation Number (FON) requirement and many part-time faculty members will be released from those scheduled classes due to scheduling changes. Hiring more than one or two faculty over that FON number would eliminate the need for these expedited hires.

Dr. Blake indicated that the district received the FON numbers late in the year from the state, and will have to begin the hiring process early to meet those obligations. Utilizing a trend analysis, the district attempts to make calculations for future needs, including anticipating retirees.

A Senate member added that if the trend in mid-year hiring is expected to continue, preparations need to be made to accommodate those new faculty with adequate preparation and training opportunities.

Dr. Blake indicated that now there is a balanced budget, it is hoped that further fiscal stability can be achieved with the continuation of budget review. With the possibility of increasing the district's ending fund balance, there is also the opportunity to increase the number of faculty hired over the FON. She also shared some examples of how the district is attempting to improve efficiency.

It was also recommended by a Senate member that a committee, or group, needs to be created with representation from all areas on campus to review and possibly improve the district's marketing strategy. Dr. Blake indicated that there is currently a Business Process Analysis being conducted by a consulting company. The group is completing an assessment in some areas to see how and if improvements can be made. With retirements that have occurred over the past few years, some reevaluations were needed as department needs change.

There was also a question as to the current hiring process for interim or acting administrative positions and whether any changes are being proposed. Dr. Blake indicated that a recent dean hire was unique in that because there was no formal resignation date decisions were made to forgo the process and quickly fill obligations in that area.

Faculty Senate Goals: Senate members discussed potential goals for the academic year, including:
- The need to come to a consensus regarding interim positions in the Hiring Process, and in-line with Board Policy 7120, those in interim positions should not be eligible to apply for the permanent position.
  Though the Senate does not have purview over non-faculty hires, a statement can be issued reiterating the need to follow current policy.
- The need to communicate departmental changes to the entire campus.

Written Reports: The following written reports were received:

Distance Education: **Distance Education Faculty Senate Report (9/24/20188)**

1. I am revising the first draft of the Accessibility Primer and will be meeting with Dean Ly on Tuesday, 9/25 to discuss the revisions.

2. I received very little feedback from the faulty senate members on how understandable the Accessibility Checklist is in its current state. The feedback I did receive indicates that it is likely that this checklist will need to be explained in more detail and training will need to be provided.

Unfortunately, our instructional designer, Tera, has resigned as of the end of September. This will mean that the other members of the ATRC and I will need to develop and deliver this training to faculty. It is our intention to have this available in a lecture and online format and that individual assistance be provided to faculty that need it.

3. The Distance Education Committee met on Wed afternoon, 9/19, and discussed the Web Accessibility roll out planning, the Accessibility Checklist (on the Palomar website) and the updating the POET system. I asked the attendees to review the Accessibility Checklist and make any corrections and/or suggestions for changes before the next meeting on 10/3.

Kelly Falcone pointed out that the online "search for classes" page no longer provides a user-friendly way to search for online classes. It has been replaced with an outdated list of choices (e.g. Dist Ed – 2/Way Audio). We recommend that a discussion take place with Enrollment Services before student interfaces are changed and rolled out to the public.

We discussed my first draft of the proposed changes to the Distance Education Curriculum page on Meta and it was suggested that an indication of FERPA compliance not be included on that page

4. I attended my first CCC DE Coordinators Monthly Meeting (online) on Friday, 9/21. I learned that many colleges are using the OEI Rubric as an informal guide to evaluate the quality of their online offerings. Additionally, Southwest College has some excellent material that they have developed to help faculty learn how to do online training that they are willing to share.

5. I registered to attend the Directors of Education Technology - California Higher Education conference to be held in Monterey on Nov. 27-30

6. This Wednesday, I will be attending the Can-Innovate: Regional Hub Meeting (online) to further prepare for our "On-Campus Viewing Room" event at Ranch Bernardo on Friday, Oct 26th.

Proposed Faculty Senate Agenda Items:

1. Recommend further discussion on whether the items put out in the "General Information" are the same kind of things that would should be posted to the official Calendar and, if so, how we might go about linking the systems electronically.

2. Recommend further discussion on better communication and coordination with Enrollment Services on their "change process". Perhaps a "review and comment" by the DE committee and Faculty Senate could be required before changes are made on the public pages that student's use to search for classes, etc.

Respectfully Submitted,
Steve

Student Services Planning Council:

Barb Neault Kelber
Faculty Senate Report

**Student Services Planning Council
September 12, 2018**

Aiden Ely, Interim VP Student Services, was introduced to the Council.

Changes to Behavioral Health and Wellness Committee Membership:
Add Student Affairs Supervisor (vacant)
Add Behavioral Health Manager (vacant)
Remove part-time Behavioral Health Counselor (reconfiguring for more counseling to be provided).

Assessment/English Placement
In response to the requirements of AB 705, the English Department and the Assessment Center are now working together to provide a writing opportunity as an additional measure to assist with guided self-placement. The Writing Sample addresses unintended bias by offering the student three prompting options, none of which require prior or specific cultural knowledge, as they ask students to reflect on their own experience.

Student Health Centers
Family PACT Program will begin in October – the Health Centers will provide regular services previously offered only when Planned Parenthood is on campus. These services include a variety of birth control options and STD testing.
Flu vaccines are available for students
Health Director Judy Harris explained that the Centers are still awaiting the Mental Health Grant money awarded recently.

CCC Apply went live on Tuesday, Sept. 11, and the appropriate groups are working to refine it.

Educational Master Plan – Council members expressed serious concerns about the timeline.

ADJOURNMENT: The meeting was adjourned at 3:58 p.m.

Respectfully submitted,

Erin Hiro, Secretary