



Minutes of the  
MEETING OF THE FACULTY SENATE  
October 8, 2018

APPROVED

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

ABSENT:

GUESTS: Cynthia Anfinson, Kian Nourollahi (ASG), Linus Smith (Telescope), Susan Smith, Justin Enriquez (Telescope) Trevor Wilcox

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 October 1, 2018, as amended. The motion carried. Abstentions: Roach, Waite

Public Comment: There were no public comments.

Announcements: Wendy Nelson announced that the Curriculum Committee is hosting META drop-ins on Wednesday, October 10 from 2:30 – 4:00 p.m. in H-105.

Sierra Lovelace announced that the Palomar Transfer Center will be holding their College Fair on October 16, from 10:00 a.m. – 1:00 p.m. 50+ colleges and university representatives will be in attendance providing panel discussions and workshops. One-on-one representative appointments are also available. More information is available in the Transfer Center.

Travis Ritt announced that following up on a request by a Senator regarding the current process of distributing general emails, a survey was recently distributed to faculty to receive input and suggestions on the current process. He will share those results with the Senate when they are made available.

Agenda Changes: There were no agenda changes.

Committee Appointments: There were no committee appointments.

Curriculum: Electronic copies of the following Curriculum Committee items were provided (II.A.1):

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

**A. Credit Course Reactivations**

1. Course Number and Title: READ 50 Reading Improvement  
Short Title: Reading Improvement  
Discipline: Reading (READ)  
Distance Learning Offering(s): Computer Assisted Instruction  
Grading Basis: Grade/Pass/No Pass  
Justification: This course will be reinstated to take the place of Read 49 and Read 51, thereby bringing the reading sequence of classes into compliance with AB 705.  
*Melinda D. Carrillo*

**B. Distance Learning**

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

<b>Catalog/Subject Number</b>	<b>Learning Offerings</b>
READ 50	Online

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

**A. New Credit Programs**

1. Program Title: Drone Operations  
Discipline: Geography (GEOG)  
Award Type: Certificate of Achievement  
Updated SLOs, mission and curriculum and vocational information, replaced GEOG 158 with cross listed GEOG 158/GCIP 158/GEOL 158  
*Wing Cheung*

**B. Credit Course Changes**

1. Course Number and Title: CI 130 CalGreen Codes  
Short Title: CalGreen Codes  
Discipline: Construction Inspection (CI)  
Transfer Acceptability: CSU Transfer Course  
Distance Learning Offering(s): Computer Assisted Instruction, Online Course  
Grading Basis: Grade/Pass/No Pass  
Added DE (Computer Assisted Instruction and Online).  
*Dennis C. Lutz*

2. Course Number and Title: DNCE 161 Teaching Methods in Dance  
Discipline: Dance (DNCE)  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Online  
Updated methods of instruction, content and methods of assessment, added distance education.  
*Margaret M. Faulkner*

3. Course Number and Title: ESL 55 Reading and Writing Essentials II  
Short Title: Reading/Writing Essentials II  
Discipline: English as a Second Language (ESL)  
Prerequisite: ESL 35 Intermediate ESL II, ESL 45 Reading and Writing Essentials I  
Grading Basis: Grade/Pass/No Pass  
Updated CB 11 and validation information, SLOs, content, methods of assessment, textbooks, added CB03, CB04, CB05, CB08, CB09, CB10, CB11, CB13, CB21, CB22, CB23, CB24, SA01 and XB09.  
*Tracy Fung*

4. Course Number and Title: FASH 100 Fashion Industry  
Discipline: Fashion (FASH)  
Transfer Acceptability: CSU  
Distance Learning Offering(s): Computer Assisted, Telecourse, Online  
Updated description, objectives, methods of instruction, content, textbooks, required reading, suggested reading, outside assignments, critical thinking, required writing and methods of assessment.

*Rita Campo Griggs*

5. Course Number and Title: ID 141 Commercial Interior Design  
Short Title: Commercial Interior Design  
Discipline: Interior Design (ID)  
Transfer Acceptability: CSU Transfer Course  
Distance Learning Offering(s): Online  
Grading Basis: Grade/Pass/No Pass  
Added LAB component, updated CB11, added prerequisites, changed LEC hours from 3 to 2 (2 units), added 3 hours lab (1 unit), updated methods of instruction, SLOs, and methods of assessment.  
*Dennis C. Lutz*

6. Course Number and Title: ID 145 Kitchen Design  
Short Title: Kitchen Design  
Discipline: Interior Design (ID)  
Transfer Acceptability: CSU Transfer Course  
Grading Basis: Grade/Pass/No Pass  
Added LAB component, updated CB11, changed LEC hours from 3 to 2 (2 units), added 3 hours lab (1 unit), updated methods of instruction, SLOs, content, required reading, critical thinking, methods of assessment, textbooks, added CB03, CB04, CB05, CB08, CB09, CB10, CB11, CB13, CB21, CB22, CB23, CB24, SA01 and XB09.  
*Dennis C. Lutz*

7. Course Number and Title: ID 170 Space Planning  
Short Title: Space Planning  
Discipline: Interior Design (ID)  
Prerequisite: ID 100  
Course included in the following programs:  
Transfer Acceptability: CSU Transfer Course  
Grading Basis: Grade/Pass/No Pass  
Added LAB component, updated CB11, added ID 100 prerequisite, changed LEC hours from 3 to 2 (2 units), added 3 hours lab (1 unit), updated methods of instruction, outcomes, required reading, methods of assessment and textbook.  
*Dennis C. Lutz*

8. Course Number and Title: MATH 120 Elementary Statistics  
Short Title: Elementary Statistics  
Discipline: Mathematics (MATH)  
Prerequisite: MATH 56 Beginning/Intermediate Algebra, MATH 60 Intermediate Algebra, MATH 54  
Transfer Acceptability: UC/CSU Transfer Course  
Distance Learning Offering(s): Computer Assisted Instruction, Online Course  
Grading Basis: Grade/Pass/No Pass  
Updated CB11, added MATH 54 as prerequisite, updated requisite validation and distance education.  
*Cynthia M. Torgison*

9. Course Number and Title: PHSC 101L Principles of Physical Science Laboratory  
Short Title: PRINCIPLES OF PHYS SCIENCE LAB  
Discipline: Physical Science (PHSC)  
Co-requisites: PHSC 101  
CSU GE Area B: Scientific Inquiry and Quantitative Reasoning - B3: Laboratory Activity  
Transfer Acceptability: CSU  
Added PHSC 101 corequisite, removed PHSC 101 prerequisite/concurrent enrollment, updated textbook.  
*Hector Garcia Villa*

10. Course Number and Title: TA 192B Technical Theatre Practicum II  
Short Title: Technical Theatre Practicum II  
Discipline: Theatre Arts (TA)  
Prerequisite: TA 192A Technical Theatre Practicum I  
Transfer Acceptability: UC/CSU Transfer Course  
Grading Basis: Grade/Pass/No Pass  
Changed units from 1 to 1-2 variable units, updated lab hours from 3 to 3-6 variable hours, updated CB11, validation information and textbooks.  
*Chris Sinnott*

11. Course Number and Title: TA 192C Technical Theatre Practicum III  
Short Title: Tech Theatre Practicum III

Discipline: Theatre Arts (TA)  
Prerequisite: TA 192B Technical Theatre Practicum II  
Transfer Acceptability: UC/CSU Transfer Course  
Grading Basis: Grade/Pass/No Pass  
Changed units from 1 to 1-2 variable units, updated lab hours from 3 to 3-6 variable hours, CB11 and, validation information and textbooks.  
*Chris Sinnott*

12. Course Number and Title: TA 192D Technical Theatre Practicum IV  
Short Title: Technical Theatre Practicum IV  
Discipline: Theatre Arts (TA)  
Transfer Acceptability: UC/CSU Transfer Course  
Grading Basis: Grade/Pass/No Pass  
Changed units from 1 to 1-2 variable units, updated lab hours from 3 to 3-6 variable hours, CB11 and, validation information and textbooks.  
*Chris Sinnott*

**C. Credit Course Deactivations**

1. Course Number and Title: CSIT 140 Online Social Networks  
Short Title: Online Social Networks  
Discipline: Computer Science and Information Technology - Information Technology (CSIT)  
Distance Learning Offering(s): Online Course  
Grading Basis: Grade/Pass/No Pass  
Justification: Course no longer added.  
*Ronald Burgher*

2. Course Number and Title: FCS 197 Family and Consumer Sciences Workshop  
Short Title: Family/Consumer Sciences Wkshp  
Discipline: Family and Consumer Sciences (FCS)  
Transfer Acceptability: CSU Transfer Course  
Grading Basis: Grade/Pass/No Pass  
Justification: Course no longer required.  
*Dennis C. Lutz*

**D. 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	<del>Eligibility determined through the English as a Second Language placement process, or ESL 45</del>	Change
ESL 55	Prerequisite	<del>ESL 35</del> ; Eligibility determined through the English as a Second Language placement process, or ESL 45	Change
ID 170	Prerequisite	<del>ID 100</del>	Change
MATH 120	Prerequisite	MATH 56 Beginning/Intermediate Algebra, MATH 60 Intermediate Algebra, <del>MATH 54</del>	Change
MATH 245	Prerequisite	MATH 130, or MATH 140, and <del>CSCI 112</del>	Change
PHSC 101L	Co-requisite	<del>PHSC 101</del>	Change
	Prerequisite/Concurrent	<del>PHSC 101</del>	
TA 192B	Prerequisite	TA 192A	Change
TA 192C	Prerequisite	TA 192B	Change

**E. 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
CHDV 180	<u>Online</u>
CHDV 190	<u>Online</u>
CI 130	<u>Online, Computer Assisted</u>
CSNT 255	<u>Online</u>
DNCE 161	<u>Online</u>
FASH 100	Computer Assisted, Telecourse, Online

ID 141  
MATH 120

Online  
Computer Assisted, Online

#### Motion 2

MSC Nelson, Laughlin: Faculty Senate ratification of the Curriculum Committee Actions dated October 3, 2018. The motion carried.

Wendy Nelson indicated that there have been some challenges with META following the soft launch. Those issues are being resolved as the process moves forward. Faculty with questions should contact Nelson or Cheryl Kears in the Curriculum office.

#### Report on Starfish Early Alert:

Cynthia Anfinson provided an update on the Starfish Fall 2018 Campus-wide Early Alert Pilot:

- All classes participated in the pilot
- 6 PD workshops were held to train faculty
- Training materials were sent out via email
- Questions answered via email/phone/in person
- Online training video is available in the 3PD Portal.

Anfinson shared information on faculty feedback and issues raised by the Fall pilot, as well as faculty suggestions received thus far. The Fall 2018 Student Dashboard Pilot is also underway, with three students participating. All are current or former student workers. Student access has been an issue due to those with a role as both a student and staff, and work continues to resolve that issue.

A brief question and answer period followed. More information is available for review at the Starfish Early Alert Website: <https://www2.palomar.edu/pages/starfish/>.

#### Faculty Senate Goals:

At last week's meeting, Senate members discussed their progress on the 2017-18 Goals, as well as how to move forward for this academic year. At today's meeting, Senators met in small groups to review and discuss recommendations based on comments received from the recent survey and last week's meeting.

Discussion occurred on the following:

- The need to add wording to reiterate the Senate's dedication to Diversity in hiring to the Faculty Hiring Procedure.
- Ensure that faculty voices are heard during the process of hiring new faculty members.
- The need for a faculty/administrative balance on all levels of hiring committees.
- The need for a mechanism to follow-up on issues brought to the Senate.
- The current process for voting for committee appointments. This could fall under the goal of updating the Committee on Committee guidelines.
- Provide a clear understanding of Service Points and institutional responsibility.
- Should the Senate investigate a different location to hold the Faculty Senate meetings?
- Invite a Statewide Academic Senate representative to come to campus to share with faculty and administration the role of the Senate on campus.
- Make an effort to build a relationship with the Governing Board by inviting them to a Senate meeting once per semester. Teresa Laughlin indicated that the union will work with the Senate on this. A joint meeting with the PFF and Senate is currently scheduled for November.
- The need for Senate involvement in Guided Pathways.
- A place and time for faculty to get together outside meetings and the classroom.
- Senate involvement in advocating for students by identifying barriers that impede student success.

Senate members will meet in groups to prioritize and discuss how to move forward. This item will remain on the Agenda for further discussion next week.

**Policies & Procedures:** Reporting on Policies & Procedures, Jenny Fererro indicated that AP 4105, Distance Education, was tabled last Spring at the Senate's request due to anticipated Title 5 updates. Those updates occurred but no feedback was received. Senate members will receive an electronic copy to review to take another look at it.

AP and BP 4070, Course Auditing and Course Auditing Fees will be presented at the next Policies & Procedures Committee for second review. Senators will receive an electronic copy of this as well to provide input and recommendations.

**Faculty Senate President Report:**

Travis Ritt reported that he met with Vice Presidents Kahn and Norman, and Tenure & Evaluations Review Board (TERB) Coordinator Lawrence Lawson last week to discuss the upcoming faculty hires and how members of TERB will receive support with the increased workload. Some hourly funds have been allocated to TERB to extend the current Administrative Specialist's hours. There is also the possibility of adding an hourly position as well.

Ritt also indicated that there was discussion on the truncated nature of the recent position announcements. Of the eight positions being filled, no departments elected to defer the process and will be brought to the Governing Board at the October 9 meeting. The closing date for applications will be October 29. Committees will receive applications the week of November 12, and will begin interviews the week of November 26.

**Palomar Faculty Federation (PFF)**

Teresa Laughlin reported that this week's regular PFF meeting will be held at Cocina del Charro in Restaurant Row, San Marcos. The patio is reserved from 3:30-6:30 p.m., with the meeting beginning at 4:00 p.m. Appetizers and beverages will be served, and all PFF members are welcome.

A negotiations Listening Session will be held on Wednesday, October 10, from 4:00 – 5:00 p.m. in MD157 for all full-time faculty.

**Written Reports:**

The following written reports were received:

**Facilities Review Committee:**

Candace Rose provided the following report of the Facilities Review Committee (FRC):

- Rancho Bernardo solar panels are in, which will eventually cover about 70% of the power down there.
- SDG&E are close to putting in electric car charging stations at the San Marcos, Escondido and Rancho Bernardo campuses. They are holding off on Fallbrook until the permanent buildings go in.
  - These stations do not cost the college anything. The ones on the main campus will be in front of the police station. People with electric cars set up an account with SDG&E directly, and the electricity usage is charged/accounted for before the campus is metered/charged for its usage - so no double charge.
- The library faculty/staff are meeting this week to discuss their move to the new LRC.

- In November, M&O and the Police will be testing every alarm system on campus to make sure the alarms are “talking to” the main switchboard systems in both locations. We will get notice of this in advance.
- The Police will be moving into their new building by the end of October, except for dispatch - they will be the last to move in.
- After the Alarm system check, M&O will starting moving into their building in Nov/Dec.
- Food Pantry grand opening on Oct 29th
- Prop M
  - T building storage (3 buildings) are out to bid. About 20 contractors showed up to bid - great turnout.
  - Arboretum - phase 1 starting with the ADA path - hopefully break ground in January
- If your department has some general notes for the Master Facilities Plan - send these to Dennis.
- For suggestions on the usage of the old library building, send suggestions to your Dean to discuss with the Executive team.
- FRC is updating their committee organization structure. The Chair is now the Manager, Construction & Facilities Planning (Dennis Astl) and the Director of Facilities (Chris Miller) is now a member.
- The role of the FRC Governance Structure was also updated to better reflect the task of the committee.

Distance Education  
Committee:

**Distance Education Faculty Senate Report (10/8/2018)**

1. Met with Dean Ly, and continued development of an Accessibility Primer and Getting Started guide.
2. Met with Dean Ly’s “Online Student Success” group and discussed ways to ensure that students are prepared to succeed with online training. A key finding was that most of the information related to Distance Education is scattered in many places on Palomar College’s web site and that we should create a Distance Education Portal that can be a “one-stop shop” for all things related to DE.  
  
I have begun working with Kelly Helming, in the ATRC, to develop this portal and we will be asking permission to include the “Distance Education” link with the other links at the top of Palomar College’s Home page.
3. The Distance Education Committee met on Wed afternoon, 10/3, and discussed more about the Web Accessibility roll-out planning and the Accessibility Checklist (on the Palomar website). It is likely that the big push for promoting accessibility training and compliance will begin with the start of the Spring semester. A key finding was that it would be a good idea promote a “preview of coming attractions” in early December to give faculty a chance to begin to think about what they may need to handle regarding accessibility issues before the Spring roll-out.
4. I will meet with Kendyl Magnuson and Richard Loucks to discuss how to set-up a better communication process with us before making changes to the Online Class Search site. Additionally, we will discuss how the FERPA requirements should be addressed when conducting our online classes.
5. The curriculum committee had to discussion of first draft of the proposed changes to the Distance Education Curriculum page until their next meeting.

6. I will be attending another a Can-Innovate session (online) on Wed, 10/16 with other regional hubs to discuss the plans for the upcoming on-campus “viewing session” conference. Palomar College will hold an all-day session “viewing session” at the Rancho Bernardo campus on 9/26

Najib and I are going to the South Center to check out the facilities for the conference.

7. Continuing to work through the problems with the Meta system concerning the DE approvals Lillian and I need to do. The system... shows that courses are not-pending, when they are (on the main Approvals page), both Lillian and I must approval each DE course (instead of just one of us), all courses show up for our approval (on the DE subcommittee) even if they are not DE courses... we have to go in and “approve” them with a comment that they are not really a DE course we just need to push them through the system.

Waiting for Cheryl Kearsse to give alternate access to approving some DE courses that will not display the DE page properly in Meta.

8. I attended the monthly SDICCCA meeting Friday, 10/5 and discussed the Can Innovate efforts that they were undertaking. Palomar College is doing facilitating all three sessions in separate rooms, but most other colleges are one facilitating one of the three sessions.

I have been asked to write a @One blog post about the SDICCCA group and asked for suggestions from the other long-term members about what to include.

Palomar College seems to be ahead of most other colleges in terms of acting on promoting the Accessibility requirements to faculty. Southwestern college is just beginning to start this process as well.

Respectfully Submitted,  
Steve Perry, DE Chair

ADJOURNMENT: The meeting was adjourned at 3:52 p.m.

Respectfully submitted,

Erin Hiro, Secretary