



Minutes of the  
MEETING OF THE FACULTY SENATE  
October 22, 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, Lawrence Lawson, Kian Nourollahi (ASG), Susan Snow, Pat Hartley (Telescope)

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, Nelson: Faculty Senate approval of the minutes of October 15, 2018, as amended. The motion carried.

Public Comment: There were no public comments.

Announcements: Teresa Laughlin announced that Political Economy Days will be held Wednesday, October 24, and Thursday, October 25.

Steve Perry announced that the IT Advisory Group has indicated an update to the Microsoft Update Policy. Notifications from Microsoft will be sent to all users over the next couple of months with direction on how to complete the update.

Craig Thompson announced that Dr. Leanne Maunu will be leading a discussion on *Jane Eyre* on Thursday, October 25 at 5:30 p.m. on the 3<sup>rd</sup> floor of the H building.

Wendy Nelson announced that the Media Studies department will be hosting an Open House on Thursday, October 25 from 12:30 – 2:00 p.m. Tours of the TV and radio stations will be available.

Travis Ritt announced that the grand opening of the Anita & Stan Maag Food & Nutrition Center will be held next Monday at 3:00 p.m. After brief discussion, there was agreement that the Senate will adjourn early to attend the event.

Agenda Changes: Travis Ritt stated that Information Item C, Campus Survey Data Memo, will be replaced with discussion on the Basic Skills Committee.

Committee Appointments:

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

Student Learning Outcomes Committee

Alan Leschusza Aquallo (FT), American Indian Studies

Instructional Planning Council

Jenny Ferrero (FT), Child Development

Distance Education Committee

Kelly Falcone (FT), Kinesiology

The motion carried.

Curriculum: Senators were provided with electronic copies of the following Curriculum Committee Actions (II.A.1):

**Palomar College Curriculum Committee Actions**

Wednesday, October 17, 2018

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

**A. New Credit Courses**

1. Course Number and Title: CSNT 250 Cyber Defense and Analysis

Short Title: Cyber Defense and Analysis

Discipline: Computer Science and Information Technology – Networking (CSNT)

Recommended Prep: CSNT 181

Transfer Acceptability: (TBA)

Distance Learning Offering(s): Online Course

Grading Basis: Grade/Pass/No Pass

Justification: New course creation for A.S. Cybersecurity degree

*David Meske*

2. Course Number and Title: CSNT 255 Ethical Hacking Principles

Short Title: Ethical Hacking Principles

Discipline: Computer Science and Information Technology – Networking (CSNT)

Recommended Prep: CSNT 181

Transfer Acceptability: (TBA)

Distance Learning Offering(s): Online Course

Grading Basis: Grade/Pass/No Pass

Justification: New course creation for A.S. Cybersecurity degree

*David Meske*

3. Course Number and Title: ID 121 History of Decorative Arts

Short Title: History of Decorative Arts

Discipline: History of Decorative Arts (ID)

Transfer Acceptability: (TBA)

Grading Basis: Grade/Pass/No Pass

Justification: Combine ID-115 and 120 (History I and II) material into this class to match CSU Long Beach and Northridge requirements.

*Dennis C. Lutz*

**B. Credit Course Changes**

1. Course Number and Title: HIST 106 History of Western Civilization Since the Reformation

Short Title: WESTERN CIV SINCE REFORMATION

Discipline: History (HIST)

CSU GE Area C: Arts and Humanities – C2: Humanities

IGETC Area 3: Arts and Humanities – 3B: Humanities

Transfer Acceptability: UC/CSU Transfer Course

Distance Learning Offering(s): Online Course  
Grading Basis: Grade/Pass/No Pass  
Updated CB11 added online distance education and content outline  
*Travis Ritt*

2. Course Number and Title: ID 100 Interior Design  
Short Title: Interior Design  
Discipline: Interior Design (ID)  
Transfer Acceptability: CSU Transfer Course  
Grading Basis: Grade/Pass/No Pass  
Updated description, CB11, decreased lecture hours from 3 to 2, added 3 lab hours, updated methods of instruction, removed distance education, updated objectives, content outline, required reading and suggested reading, methods of assessment and textbooks.  
*Dennis C. Lutz*

3. Course Number and Title: ID 130 Light and Color  
Short Title: Light and Color  
Discipline: Interior Design (ID)  
Transfer Acceptability: CSU Transfer Course  
Grading Basis: Grade/Pass/No Pass  
Updated CB11, decreased lecture hours from 3 to 2, added 3 lab hours, updated methods of instruction, objectives, content outline, required reading, methods of assessment and textbook.  
*Dennis C. Lutz*

4. Course Number and Title: ID 151 Advanced Computer Aided Drafting for Designers  
Short Title: Adv Comp Aided Draft/Designers  
Discipline: Interior Design (ID)  
Prerequisite: ID 150  
Transfer Acceptability: CSU Transfer Course  
Grading Basis: Grade/Pass/No Pass  
Updated description, updated CB11, decreased unit value from 4 to 3, changed lecture hours from 3 to 1.5 and lab hours from 3 to 4.5, updated methods of instruction, minor update to content, updated methods of assessment, textbooks and software.  
*Dennis C. Lutz*

5. Course Number and Title: POSC 110 Introduction to World Politics  
Short Title: Introduction to World Politics  
Discipline: Political Science (POSC)  
CSU GE Area D: Social Sciences – D8: Political Science, Government, and Legal Institutions  
IGETC Area 4: Social and Behavioral Sciences – 4H: Political Science, Government and Legal Institutions  
Transfer Acceptability: UC/CSU Transfer Course  
Grading Basis: Grade/Pass/No Pass  
Updated CB11, updated content outline, methods of instruction, methods of assessment, updated required reading, textbooks, methods of assessment, textbooks and software.  
*Peter Bowman*

### C. Credit Course Deactivations

1. Course Number and Title: ID 110 Professional Practices in Interior Design  
Short Title: Prof Practices/Interior Design  
Discipline: Interior Design (ID)  
Transfer Acceptability: CSU Transfer Course  
Distance Learning Offering(s): Online Course  
Grading Basis: Grade/Pass/No Pass  
This is a proposed multicultural course: No  
Justification: Course curriculum integrated in to existing Interior Design classes.  
*Dennis C. Lutz*

2. Course Number and Title: ID 140 Residential Interior Design  
Short Title: Residential Interior Design  
Discipline: Interior Design (ID)  
Prerequisite: ID 100 Interior Design  
Recommended Preparation: ID 125 Presentation Methods in Interior Design I  
Transfer Acceptability: CSU Transfer Course  
Grading Basis: Grade/Pass/No Pass  
This is a proposed multicultural course: No

Justification: Course curriculum integrated in to existing Interior Design classes.  
*Dennis C. Lutz*

3. Course Number and Title: ID 165 Interior Design Laboratory  
Short Title: Interior Design Laboratory  
Discipline: Interior Design (ID)  
Transfer Acceptability: CSU Transfer Course  
Grading Basis: Pass/No Pass Only  
This is a proposed multicultural course: No  
Justification: No longer required for certificate  
*Dennis C. Lutz*

**D. Requisites and Advisories**

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

<b>Catalog Number</b>	<b>Type</b>	<b>Description</b>	<b>Proposal Type</b>
CSNT 250	Recomm. Prep.	<u>CSNT 181</u>	New
CSNT 255	Recomm. Prep.	CSNT 181	New
ID 151	Prerequisite	ID 150	Change
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**.

<b>Catalog/Subject Number</b>	<b>Learning Offerings</b>
CSNT 250	<u>Online</u>
CSNT 255	<u>Online</u>
HIST 106	<u>Online</u>
ID 100	<u>Online</u>

Motion 3

MSC Nelson, Fererro: Faculty Senate ratification of the Curriculum Committee Actions dated October 17, 2018. The motion carried.

Wendy Nelson reminded all that META drop-ins are scheduled for Wednesday, October 24 from 2:30 – 4:00 p.m. and Tuesday, October 30 from 2:30 – 4:00 p.m. in H105. The deadline of November 6 is quickly approaching.

Ben Mudgett added that Suzanne Sebring will attend an upcoming Senate meeting to provide information on the proposed change to the High School Articulation/Credit By Exam Policy. Several years ago the Chancellor’s Office changed the requirements for High School Articulation that previously fell under CTE transitions type programs to now be following the Credit By Exam policies. Also being looked at is moving from a “pass” grade to a letter grade.

Resolution on AP 7120:

Motion 4

MSC Laughlin, Thompson: **WHEREAS:** The hiring of full-time faculty, staff, and administrators is one of the critical tasks carried out by Palomar Community College District; and

**WHEREAS:** The District, through thoughtful discussion and collaborative work using the shared governance system, has developed and refined AP 7120 “Recruitment and Hiring” and the addendum “Faculty Hiring Procedure,” which is housed in the Faculty Senate, as a means of addressing the hiring needs of the District; and

**WHEREAS:** AP 7120 states that a minimum two-week advertising period is required for all interim appointments, and that the hiring process for both interim and permanent positions must be conducted through committees with specified compositions; and

**WHEREAS:** There is no legal difference between “acting” and “interim” positions;

**BE IT RESOLVED THAT:** The Faculty Senate reaffirms the hiring practices and policies in AP 7120 as they currently stand; and

**BE IT FURTHER RESOLVED THAT:** The Faculty Senate requests that both the administration and the Governing Board adhere to AP 7120 as written until such a time as the practices and policies are modified through the process of shared governance.

The motion carried.

Travis Ritt indicated that he would read the Resolution at the next Governing Board meeting. (III.A.1), (III.A.7)

TERB Forms:

Lawrence Lawson shared on the overhead some amendments to the following Tenure & Evaluations Review Board (TERB) forms:

- 208-19 Early Childhood Education Lab School (ECELS)
- Probationary Teachers Evaluation Calendar
- Improvement Plan for Part-time Faculty
- Review Report Guidelines
- Professor Evaluations Review Committee Checklist for Evaluation Packet

Lawson provided information and answered questions on each form, particularly the Improvement Plan for Part-time Faculty and the limited timeline being proposed and whether part-timers are being provided with an adequate amount of time.

There was also brief discussion on the process for approval; which is first approval by TERB, then presentation to the PFF for contractual discussions, and finally to the Faculty Senate for information.

Website Privacy  
Notice:

Senate members were provided with copies of the [Palomar College Website Privacy document](#). It was brought to the Strategic Planning Council meeting last week by Information Services Director Connie Moise. It provides updated language for those visiting and utilizing the district’s website.

Basic Skills Committee:

Lori Waite stated that effective July 1, 2019, the Student Success & Equity Council (SSEC) will be changed to the Student Equity & Achievement (SEA) as part of changes being made at the state level and in-line with Guided Pathways. There will also be changes at the state level in the group’s structure and funding distribution. At a district course and program level, there are some concerns with the loss of faculty input and how the reporting relationship process will occur with this change.

Proposals are currently being discussed for the structure of SEA and how the framework for the Basic Skills Committee and the SSEC could come together cohesively and effectively.

Faculty Senate Goals: Senate members met in small groups to discuss the goal(s) and tasks identified by their group. These will all be brought to the Senate body soon and incorporated into the final list of Faculty Senate goals for 2018-19.

#### Written Reports:

Senate President/  
Vice President Report:

Report from Travis Ritt and Candace Rose's meeting with Dr. Blake on Tuesday, 10/16/18

#### Hiring:

- We discussed looking to the future for hiring procedures and faculty working through IFP to come up with a mid-year hiring process
- VP Jack Kahn will keep the Chairs updated on the exact number of new hires for this coming year
- All departments are encouraged to apply for new positions.

#### Marketing

- Intesa Communications is an outside organization that has been hired with salary savings funds to do a business process analysis and focus groups on Palomar's marketing/PR strategies
- Intesa also works with San Diego State University
- Goal is to have them help us develop new communications/marketing structure and strategies to meet the current and future needs of our college
- If faculty want to be a part of the focus groups, let Travis know.

#### Fallbrook Campus

- Designs for permanent structures are coming along and will soon be shared with SPC and Senate
- The next step will be discussions with user groups for programming.

#### Concurrent Enrollment Counseling courses

- Acting VP Aiden Ely is working on getting "concurrent" classes into SMHS, Escondido and Poway high schools
- To date we have 3 high schools prepared to begin
- The goal is to have classes begin spring 2019.

#### Aviation Program

- Looking into bringing back the Aviation program and partnering with Pendleton and Miramar Naval Air Station.

#### Re-purposing the old Library

- Faculty can give suggestions to their Deans and VPs to take to the Executive Team
- There will be additional opportunities to share ideas at the Town Hall meetings.

#### Campus Climate Assessment

- USC, Race and Equity Center, the group that did the survey for Southwestern will conduct our survey
- The survey will be conducted in three parts- faculty, staff and students.

#### Visiting Scholars program

- VP Jack Kahn is working on setting up a visiting scholars program with follow-up visits
- Dr. Rob Johnstone from National Center on Inquiry and Improvement, is on board - just need to confirm the dates
- Part of the Guided Pathways budget.

Distance Education:       **Distance Education Faculty Senate Report (10/22/2018) revised- Steve Perry**

1. Attended the IT Advisory workgroup meeting and will be making an announcement about a new “Microsoft Update” policy that will be going to effect.
2. Continuing to work with Kelly Helming, in the ATRC, to develop a DE portal.
3. The Distance Education Committee met on Wed afternoon, 10/17. We considered recommending to the senate that the OEI DE class rubric be used as a standard at Palomar and will vote on this at our next meeting on 11/7.
4. Met with Dean Pearl Ly’s workgroup on Online Student Success. Discussed making revisions to AP 4105 on Distance Education that involve how we will ensure that instructors are properly “Validated for Preparedness” (an ACCJC term) before being allowed to teach online classes.
5. I attended the curriculum committee meeting last Wednesday for their discussion of first draft of the proposed changes to the Distance Education Curriculum page.
6. I attended the last 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 10/26.
7. Continuing to do DE approvals through the Meta system.
8. Began online Accessibility course in Canvas
9. Two faculty members have started the POET training this week.

Respectfully Submitted,  
Steve

Travis Ritt reminded Senators and faculty who are on committees to provide written reports to the Faculty Senate as often as possible as efforts continue to keep all faculty informed of issues being discussed by committees and groups on campus.

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

Respectfully submitted,

Erin Hiro, Secretary