



Minutes of the  
MEETING OF THE FACULTY SENATE  
October 29, 2018

APPROVED

PRESENT: Melinda Carrillo, April Cunningham, William Dalrymple, Kelly Falcone, Jenny Fererro, Michael Hernandez, 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: Calvin McCallum (Phi Theta Kappa), Kian Nourollahi (ASG), Susan Snow

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 22, 2018, as presented. The motion carried.

Public Comment: There were no public comments.

Announcements: Calvin McCallum, President of Palomar's Phi Theta Kappa, announced that the group is sponsoring a fundraiser for student scholarships. Through December 15, 2018, faculty, staff, and students are encouraged to donate their gently used shoes. Locations are in the following areas on campus:

Veterans Office  
Library 2<sup>nd</sup> floor  
STAR Tutoring Center  
Reading Center  
ASG office  
Financial Aid office  
Bill Bedford Faculty Senate office.

More information is available at <https://funds2orgs.com/>.

Teresa Laughlin announced that the Student Loan Forgiveness program will be hosting two workshops on Tuesday, October 30.

Agenda Changes: Travis Ritt announced a change to the Agenda to provide a Senate President Report.

Welcome: New Senator Michael Hernandez was welcomed to the Faculty Senate.

Faculty Senate President  
Report:

Travis Ritt reported that he and Senate Vice President Candace Rose met with President Blake and Vice President Kahn earlier in the day. The Instructional Planning Council Subcommittee for Faculty Prioritization met last week. The following prioritization list was approved by the subcommittee and President Blake:

**Spring Hires**

1. Art History
2. Broadcast Technology
3. Chicano Studies
4. Computer Science
5. Emergency Medical Technologies
6. ESL
7. Film Studies
8. Photographic Technology/Commercial Photography

**Fall Hires (Rolled over from last year)**

1. Accounting
2. Anthropology
3. ASL/Deaf Studies
4. Business (Entrepreneurship)
5. Business (General Business/Business Management)
6. Chemistry
7. English 1
8. French/Spanish
9. Interior Design
10. Kinesiology/Health Assistant Professor (75%) Head Women's Basketball Coach (25%)
11. Mathematics 1
12. Mathematics 2
13. Psych 1
14. Psych 2
15. Sociology
16. Speech Communication/Forensics

**Fall Hires (New Prioritization List from 10/24/18)**

1. HVAC
2. Physics
3. English 2
4. Engineering
5. WTE/WWT
6. Spanish
7. English 3
8. Biology
9. History
10. ESL 2
11. IT
12. Chemistry
13. Child Development

Total of 37 new faculty.

Committee Appointments:

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

Committee on Service Learning (17-19)  
Marina Parenti (PT), Economics, History, Political Science

The motion carried.

Curriculum: The next meeting of the Curriculum Committee will be held on October 31, 2018.

Wendy Nelson indicated that difficulties with META are ongoing. The conversion from Curricunet to META has created some difficulties for many users. Those needing assistance should contact Nelson, Candace Rose, or Cheryl Kearse.

Adding Observers to  
Canvas:

Senators discussed the challenges with the current process for faculty observation of online courses. In the past when the system was utilizing Blackboard it was not as user-friendly and faculty have used a lengthy process to both add and remove observers. Kelly Falcone noted that she has spoken with those in Academic Technology and the implementation of Canvas should make the process much easier for faculty. (Academic Standard I.B.2, II.A.1-3)

It was also noted that it would be beneficial if TERB could provide direction for faculty on the process on their website.

Travis Ritt also asked Steve Perry to work with members of the Distance Education Committee to create some guidelines of the process as well. (Academic Standard II.A.1, II.A.1-3)

Motion 3 MSC Fererro, Laughlin: To move discussion of Adding Observers to Canvas to Action. The motion carried.

Motion 4 MSC Laughlin, Fererro: The Faculty Senate supports an updated process of the Academic Technology Resources Center for Canvas to give the functionality to professors to allow and input the information for observers into their classrooms. The motion carried.

Memo on Campus  
Survey:

Members of the Faculty Council shared a memo for distribution to all faculty members providing an outline of data on the comments received from the recent Campus Survey. There was also information outlined in the document on the Faculty Senate workgroups created to discuss various areas as the Senate works to create and meet their goals for 2018-19. (Academic Standard I.B.6-8)

This item will be brought for Faculty Senate Action at next week's meeting.

Written Reports:

Distance Education  
Committee:

**Distance Education Faculty Senate Report (10/29/2018) - Steve Perry**

1. On Friday, 10/26, the ATRC hosted all day “viewing sessions” of the online streaming workshops held at the South Center in Rancho Bernardo for the OEI Can-Innovate conference for online training. Najib Manea, Chris Norcroft, and I facilitated the various workshops throughout the day.

2. The Distance Education Committee will be meeting again on 11/7 and discuss and take a vote on using the new OEI Rubric as a standard for ensuring quality in our online classes.

We will also be discussing proposed changes to AP 4105 concerning Distance Education policy and how Palomar College will meet the accreditation requirements that instructors are “Validated for Preparedness” (an ACCJC term) before being allowed to teach online classes.

3. Continuing to work with Kelly Helming, in the ATRC, to develop a DE portal.

4. Working with the ATRC to develop training materials for helping faculty ensure that all electronic documents are in compliance with Accessibility laws.

5. Continuing to do DE approvals through the Meta system.

6. Proceeding through online Accessibility course in Canvas

Respectfully Submitted,  
Steve

ADJOURNMENT:

The meeting was adjourned at 3:02 p.m. so that Senators could attend the Grand Opening of the Anita and Stan Maag Food & Nutrition Center.

Respectfully submitted,

Erin Hiro, Secretary