



Minutes of the
MEETING OF THE FACULTY SENATE
December 3, 2018

APPROVED

PRESENT: Melinda Carrillo, April Cunningham, William Dalrymple, Jenny Fererro, Michael Hernandez, Erin Hiro, Teresa Laughlin, Sierra Lovelace, Jackie Martin, Benjamin Mudgett, Lillian Payn, Steve Perry, Travis Ritt, Tara Roach, Seth San Juan, Craig Thompson, Fari Towfiq, Lori Waite, Anastasia Zavodny

ABSENT: Kelly Falcone, Wendy Nelson, Candace Rose

GUESTS: Joi Blake, Barb Kelber, Lawrence Lawson, 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 November 26, 2018, as amended. The motion carried.

Public Comment: There were no public comments.

Announcements: Steve Perry announced that at next week's meeting he will be bringing information on the Online Education Initiative (OEI). The goal of the initiative is to ensure that significantly more students are able to complete their educational goals by increasing both access to and success in high-quality online courses.

Sierra Lovelace announced that the deadline for CSU transfer applications has been extended until December 15, 2018. Some UC campuses near the areas affected by the recent wildfires have also extended the deadline into January, 2018.

Committee
Appointments:

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

Bookstore Committee
Catherine Gwin (FT), Faculty at-large (18-20)

Equal Employment Opportunity Committee
Peter Ovwiovwio (PT), AMBA Faculty, Part-time (18-20)

Curriculum: The next meeting of the Curriculum Committee will be held on December 5, 2018.

Travis Ritt indicated that members of the Curriculum Committee have agreed to conduct an electronic vote if any items are brought forward after their December 7 meeting. Senate members also agreed to electronically ratify any items should they come in after the Faculty Senate's final meeting of the semester. 11.A.I.

Motion 3 MSC Thompson, Fererro: Faculty Senate approval of ratification of the Curriculum Committee Consent Calendar via electronic vote. The motion carried.

Faculty Hiring Procedure: Teresa Laughlin indicated that the Faculty Hiring Procedure will be brought for Faculty Senate Action at next week's meeting.

GE Survey Results: Travis Ritt stated that copies of the results of the General Information Survey Poll was distributed to Senators last week. He asked that Senators review those results for further discussion at an upcoming meeting.

TERB Forms: Lawrence Lawson shared copies of the following Tenure & Evaluations Review Board forms:

- Part-time Evaluation Calendar for Spring, 2019
- Checklist for Probationary Faculty

Lawson noted the change on each of the documents and brief discussion followed.

AP 4105, Distance Education: At last week's meeting, Senate members discussed AP 4105, Distance Education, and the need for clarity in the procedure for the review process of online courses.

Today, Jenny Fererro shared the AP on the overhead and Senate members provided comments and recommendations for changes, particularly as it relates to wording relating to course preparation and delivery and whether it falls under the umbrella of faculty evaluations. Additional discussion followed. This item will be brought back for further discussion at next week's meeting.

Faculty Hiring: President Blake addressed the Senate on Faculty Hiring, the current timeline used for faculty recruitment, and meeting the 75/25 institutional goal.

Senate members asked for the district's commitment to the role of faculty in the hiring process. Dr. Blake acknowledged that there has been some angst in the way the process has moved forward in some cases with it being viewed from both the faculty perspective and from an institutional point of view. She noted the increased efforts to create diversified pools of candidates and the challenges of that for certain areas.

Senators said some faculty are concerned that the shorter recruitment period could hinder the ability to get the best and most diverse pools of candidates. Secondly, a high number of new faculty will substantially increase the workload over the next four years so college-wide support will be needed during new faculty's probationary periods.

It was noted that since the Supplemental Early Retirement Plan (SERP) was offered, many faculty and staff members have acquired an increased workload that still exists. On this campus both administrators and faculty maintain faculty primacy in faculty policies and protocols around faculty hiring. Faculty have conceded in many areas and it is hoped that the role of faculty and their discipline expertise will be honored during the hiring process.

Dr. Blake commented on the current committee structure at the first level and hoped that faculty would consider having an administrator sit on that level.

Dr. Blake also stated that she supports hiring additional Deans, in part, to address what she sees as a lack of adequate supervision on campus. 111.A.7.

Written Reports:

Distance Education
Report:

Distance Education Faculty Senate Report (12/03/2018) - Steve Perry

1. The Distance Education Committee met on 11/7 and voted to accept the Chancellor's office recommendation that we use the OEI Rubric as a standard for ensuring quality in our online classes.

We discussed the 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 and will continue the discussion at our next meeting on Dec. 5th.

2. Met with the ATRC group to decide which people will be taking the lead in developing the training materials for helping faculty ensure that all electronic documents are in compliance with various accessibility laws. In addition to a general workshop on accessibility, there will be separate workshops in how to remediate MS Office type documents, Canvas documents, and video files.

3. I am working on the announcement that will be sent to all faculty next week to give them a "preview of coming attractions" on what will need to be done next semester to make all electronic documents accessible. Also working on an Accessibility Primer that will be sent out with the announcement.

4. Attended the 4-day Directors of Educational Technology/California Higher Education (DETCHE) conference in Monterey this past week.

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

6. Completed the online Accessibility course in Canvas and am now using the material from that course, to develop a quicker, more direct course/manual for faculty to use in remediating current electronic documents for accessibility.

7. VP Kahn called a meeting of the Accessibility Workgroup for this Friday and I am working with Najib to finalize the project plan that we will propose for tasking, scheduling promotion activities, and training of accessibility compliance for all faculty.

8. Preparing an outline for Kelly Helming for the web pages current used on Palomar's web site to organize them into an "Online Education Portal" to make finding Distance Education information easier. I will work with the DE Committee to develop an outline of what should go into an Online Education Manual that instructor could use to help in developing their online classes.

9. Begun analyzing the code for the current "Meetings and Agenda" app used in WordPress, so that I can rewrite it to make it accessible and allow for the posting of more file types (other than just PDFs.)

ADJOURNMENT:

The meeting was adjourned at 3:53 p.m.

Respectfully submitted,

Erin Hiro, Secretary