



Minutes of the
MEETING OF THE FACULTY SENATE
December 10, 2018

APPROVED

PRESENT: Melinda Carrillo, April Cunningham, William Dalrymple, Kelly Falcone, Jenny Fererro, Erin Hiro, Teresa Laughlin, Jackie Martin, Benjamin Mudgett, Lillian Payn, Steve Perry, Travis Ritt, Seth San Juan, Craig Thompson, Fari Towfiq,

ABSENT: Michael Hernandez, Sierra Lovelace, Wendy Nelson, Tara Roach, Candace Rose, Lori Waite, Anastasia Zavodny

GUESTS: Tracy Johnston, Justin Enriquez (Telescope) 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, Perry: Faculty Senate approval of the minutes of December 3, 2018, as amended. The motion carried.

Public Comment: There were no public comments.

Announcements: There were no announcements.

Committee
Appointments:

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

Work-Based Learning (WBL) Coordinators

Rita Campo Griggs (FT), Fashion Merchandising and Design
Chris Sinnott (FT), Performing Arts

The motion carried. Nays: Falcone, Fererro. Abstention: Perry

Travis Ritt noted that up to three faculty members were sought to fill the position as Co- Coordinators. The distribution of the release time will be determined by these two faculty members and their schedules and availability.

Curriculum: Copies of the following Curriculum Committee items were distributed electronically:

Palomar College Curriculum Committee Actions
Wednesday, December 5, 2018

ACTION – SECOND READING – The following Curriculum changes, pending appropriate approvals, will be Effective **Spring 2019**:

Credit Course Changes

Course Number and Title: HIST 105 History of Western Civilization Through the Reformation
Short Title: WESTERN CIV THRU REFORMATION
Discipline: History (HIST)
Transfer Acceptability: UC/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
Added distance education (online), updated CB11
Travis Ritt

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

<u>Catalog/Subject Number</u>	<u>Learning Offerings</u>
HIST 105	Online

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

Credit Course Packages
Package Title: Fire Officer Curriculum
Discipline: Fire Technology (FIRE)
Description: CSFM curriculum for Fire Officer Certification
Ed Sprague

Course Changes

Course Number and Title: FIRE 171E Company Officer 2E/Wildland Incident Operations
Short Title: Company Officer 2E/Wildland
Discipline: Fire Technology (FIRE)
Prerequisite: S-290 Intermediate Fire Behavior (Classroom Delivery Only)
Distance Learning Offering(s): Online, Other (hybrid)
Grading Basis: Grade/Pass/No Pass
Changed number from 176 to 171E, changed title, updated description, CB11, added requisite, added hybrid, updated SLOS, objectives, content outline, required reading, required writing, critical thinking, methods of assessment and textbooks.
Ed Sprague

Course Number and Title: FIRE 171A Company Officer 2A/Human Resource Management for Company Officers
Short Title: Company Officer 2A/Management
Discipline: Fire Technology (FIRE)
Prerequisite: Meet the educational requirements for Fire Fighter II or experience as a career or volunteer firefighter.
Transfer Acceptability: CSU Transfer Course
Distance Learning Offering(s): Online, Other (hybrid)
Grading Basis: Grade/Pass/No Pass
Changed number from 185 to 171A, changed title, updated description, CB11, added requisite, added hybrid, updated SLOs, objectives, content outline, required reading, suggested reading, critical thinking, outside assignments, methods of assessment and textbooks.
Ed Sprague

Course Number and Title: FIRE 171C Company Officer 2C/Fire Inspections and Investigations for Company Officers

Short Title: Company Officer 2C/Inspections
Discipline: Fire Technology (FIRE)
Prerequisite: Completion of a CA Regionally accredited Fire Academy or a signed statement by the agency's Fire Chief or designee stating the sponsored student has completed all SFT training requirements and skills sheets for Firefighter 1 or equivalent.
Transfer Acceptability: CSU Transfer Course
Distance Learning Offering(s): Online, Other (hybrid)
Grading Basis: Grade/Pass/No Pass

Changed number from 190 to 171C, changed title, updated description, CB09, CB11, added prerequisite, added hybrid, updated methods of instruction, SLOs, content outline, required reading, required reading, methods of assessment and textbooks.
Ed Sprague

Course Number and Title: FIRE 172A Instructor 1/Instructional Methodology
Short Title: Instructor 1
Discipline: Fire Technology (FIRE)
Recommended Preparation: Introduction to the Incident Command System (IS-100.B) or National Incident Management System (IS-700.A).
Transfer Acceptability: CSU Transfer Course
Distance Learning Offering(s): Online, Other (hybrid)
Grading Basis: Grade/Pass/No Pass
Changed number from 193 to 172A, changed title, updated description, CB11, added requisite, hybrid, updated SLOs, objectives, content outline, required reading, required writing, critical thinking, outside assignments and textbooks.
Ed Sprague

Course Number and Title: FIRE 171D Company Officer 2D/All Risk
Short Title: Company Officer 2D/All Risk
Discipline: Fire Technology (FIRE)
Prerequisite: Completion of the following: ICS-200.B.: Incident Command System for Single Resources and Initial Action Incidents Hazardous Material Incident Commander (as offered by the California Specialized Training Institute)
Transfer Acceptability: CSU Transfer Course
Distance Learning Offering(s): Online, Other (hybrid)
Grading Basis: Grade/Pass/No Pass
Changed number from 175 to 171D, changed title, updated description, CB11, added requisite, updated methods of instruction, added hybrid, updated SLOs, objectives, content outline, required reading, required writing, critical thinking, outside assignments and textbooks.
Ed Sprague

Credit Course New

Course Number and Title: FIRE 171B Company Officer 2B/General Administrative Functions for Company Officers
Short Title: Company Officer 2B
Discipline: Fire Technology (FIRE)
Prerequisite: Meet the educational requirements for Fire Fighter 11 or equivalent.
Distance Learning Offering(s): Online, Other (hybrid)
Grading Basis: Grade Only
Justification: This is one of seven courses required for California State Fire Marshal certification as a Company Officer.
Ed Sprague

New Credit Courses

Course Number and Title: MATH 126 STEM Precalculus 1 – College Algebra
Short Title: STEM Precalculus 1
Discipline: Mathematics (MATH)
Prerequisite: MATH 60, MATH 56 or eligibility determined through the math placement process
Grading Basis: Grade/Pass/No Pass
Justification: First semester course in two-semester pathway to calculus for STEM majors
Wendy Metzger

Course Number and Title: MATH 127 STEM Precalculus 11 – Trigonometry and Analytic Geometry
Short Title: STEM Precalculus 11

Discipline: Mathematics (MATH)
Prerequisite: MATH 126, MATH 110 or eligibility determined through the math placement process
Grading Basis: Grade/Pass/No Pass
Justification: 2nd semester of STEM calculus pathway.
Wendy Metzger

New Noncredit Courses

Course Number and Title: N ART 971 Advanced Jewelry and Metal Smithing for Older Adults
Discipline: Noncredit Art (N ART)
Justification: Course will provide older adult students with the opportunity to develop and refine advanced techniques in jewelry and metal smithing practices.
Ingram Ober
Course Number and Title: N ESL 920 Academic Speaking and Listening
Short Title: Academic Speaking/Listening
Discipline: English as a Second Language (N ESL)
Grading Basis: No Grade
Justification: Due to repeatability and a focus on skills attainment, NESL 20 will increase the access and success of non-native adult speakers in developing stronger speaking skills in English for career purposes.
Gary Sosa (Tracy Fung)

Course Number and Title: N READ 949 Introduction to College Reading Skills
Short Title: Intro to College Reading
Discipline: Noncredit Reading (N READ)
Grading Basis: No Grade
Justification: This course replaces READ 49, which is a credit class, and satisfies the requirements of AB 705
Melinda Carrillo

Credit Course Deactivations

Course Number and Title: GCI 140A Digital Imaging/Photoshop 1A
Short Title: Digital Imaging/Photoshop 1A
Discipline: Graphic Communications – Imaging and Publishing (GCIO)
Transfer Acceptability: UC/CSU Transfer Course
Distance Learning Offering(s): Television Course, Online
Grading Basis: Grade/Pass/No Pass
Reason for Deactivation: No longer offered.
Lillian S. Payn

Course Number and Title: GCMW 296 Special Projects
Short Title: Special Projects
Discipline: Graphic Communications – Multimedia and Web (GCMW)
Transfer Acceptability: CSU Transfer Course
Grading Basis: Grade/Pass/No Pass
Reason for Deactivation: No longer offered.
Lillian S. Payn

New Credit Programs

Program Title: Chemistry
Discipline: Chemistry (CHEM)
Award Type: A.S. Degree Major/Cert. Achievement 18 units/more
Prerequisites: CHEM 100 or equivalent college course in introductory Chemistry
Justification: The new program would include the required curricula associated with the UC Pathway in Chemistry. The UC Pathways offers a set of courses students complete in a specific major that will transfer to any of the UC's nine campuses. Moreover, the CCC and the UC signed an MOU guaranteeing admission to a UC campus following a UC Pathway major for Fall 2019 matriculated students and beyond (pending PA criteria).

Credit Program Changes

Program Title: Architecture
Discipline: Architecture (ARCH)
Award type: A.S. Degree Major/Cert. Achievement 18 units/more
Updated CIP Code and outcomes, added ARCH 122, ARCH 217, ARCH 218, removed ARCH 144
Joseph Lucido

Program Title: Drone Applications and Technologies
Discipline: Graphic Communications – Imagine and Publishing (GCIP)
Award Type: A.S. Degree Major
 Changed title, updated TOP, SOC, and CIP codes, equipment plans, PLOs, description, goals and objectives, semester sequence, added, GEOG 140, CE 150, GEOG 132, GEOG 197, BUS 152.
Mark Bealo

Program Title: Music

Discipline: Music (MUS)
Award Type: A.A. Degree Major
 Removed MUS 143 and MUS 147, MUS 162, MUS 227, DNCE 173/TA 173/MUS 173, MUS 169
Ellen Weller

Credit Program Deactivations

Program Title: Alternative Process Photography
Discipline: Photography (PHOT)
Award Type: Certificate of Proficiency
Amy Caterina

Requisite and Advisories

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

<u>Catalog Number</u>	<u>Type</u>	<u>Description</u>	<u>Proposal Type</u>
FIRE 171E	Prerequisite	<u>S-290 Intermediate Fire Behavior (Classroom Delivery Only)</u>	Change
FIRE 171A	Prerequisite	<u>Meet the educational requirements for Fire Fighter 11 or experience as a career Or volunteer Firefighter.</u>	Change
FIRE 171C	Prerequisite	<u>Completion of a CA Regionally accredited Fire Academy or a signed statement by the Agency’s Fire Chief or designee stating the Sponsored student has completed all SFT Training requirements and skills sheets for Firefighter 1 or equivalent.</u>	Change
FIRE 172A	Recomm. Prep	<u>Introduction to the Incident Command Sys. (IS-100.B) or National Incident Management System (IS-700.A).</u>	Change
FIRE 171D	Prerequisite	<u>Completion of the following: ICS-200 B; Incident Command System for Single Resources and Initial Action Incidents Hazardous Material Incident Commander (As offered by the California Specialized Training Institute)</u>	Change
Fire 171B	Prerequisite	<u>Meet the educational requirements for Fire Fighter 11 or equivalent.</u>	New
MATH 126	Prerequisite	<u>MATH 60, MATH 56, or eligibility Determined through the math placement Process.</u>	New
MATH 127	Prerequisite	<u>MATH 126, MATH 110 or eligibility Determined through the math placement Process.</u>	New

Distance Learning

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

<u>Catalog/Subject Number</u>	<u>Learning Offerings</u>
FIRE 171E	<u>Online</u>
FIRE 171A	<u>Online</u>
FIRE 171C	<u>Online</u>
FIRE 172A	<u>Online</u>
FIRE 171D	<u>Online</u>
FIRE 171B	<u>Online</u>

ACTION – General Education Institutional Learning Outcome (GE ILO) Assessment/Farrell

INFORMATION

The following courses have completed the course outline review process between November 3, 2018 and November 30, 2018 and are effective Spring 2018:

CHDV	105	Observation and Assessment
CHDV	120	Health, Safety, and Nutrition
CHDV	120	Health, Safety, and Nutrition
CHDV	152D	Environmental Rating Scale for School Age Care
CHDV	174	Policies, Politics, and Ethics in Child Development
CSCI	210	Data Structures
DA	57	Dental Sciences and Anatomy
DA	82	Preventive Dentistry I
EME	207	Paramedic Medical Training (Lecture)
EME	207L	Paramedic Medical Skills (Laboratory)
EME	208	Paramedic Trauma Training (Lecture)
EME	209	Paramedic Obstetrical and Pediatric Training (Lecture)
GC	101	History of Graphic Communications
GC	102	History of the Book and Publishing: Papyrus to Pixels
GCIP	105	Design for Print Production
GCIP	168	Digital Imaging with Drones
GEOL	100	Physical Geology
HE	100	Health Education and Fitness Dynamics
JOUR	105	Multimedia News Writing and Production
N PHOT	916	Alternative Photographic Processes for Older Adults
SPCH	131	Intercultural Communication

Motion 3

MSC Mudgett, Falcone: Faculty Senate ratification of the Curriculum Committee Actions dated December 5, 2018. The motion carried.

Faculty Hiring
Procedure:

Teresa Laughlin provided copies of the current and proposed Faculty Hiring Procedure. She noted the changes in the document with several areas being reorganized and clarified. Brief discussion occurred on the document, particularly as it relates to departmental autonomy and discipline expertise leading the process at the first level. In response to a question from a Senator on hiring committees who may make the decision to blend the joint selection with the Superintendent/President's committee, Laughlin indicated that it is against policy and dilutes the faculty voice. Another Senator noted the importance of utilizing the process as written because those committee levels each offer their own value. There was one minor amendment that will be made to the document for clarity. 111.A.7.

Motion 4

MSC Laughlin, Fererro: Faculty Senate approval of the [Faculty Hiring Procedures](#), as amended. The motion carried.

OEI Rubric for
Online Teaching:

The Online Education Initiative (OEI) is a collaborative effort among California Community Colleges 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. The OEI is supported through a \$56.9 give-year grant disbursed by the California Community College Chancellor's Office. It represents a comprehensive and collaborative program that leverages best practices and technology to significantly increase the opportunity for higher education degree attainment in California. Useful links for faculty are available at:

<http://ccconlineed.org/about-the-oei/>

<http://cvc.edu/wp-content/uploads/2018/10/CVC-OEI-Course-Design-Rubric-rev.10.2018.pdf>

<https://www2.palomar.edu/poet/BestPracticesChecklist-Jan-2014.pdf>.

Senate members were provided with copies of the Course Design Rubric and an Online Course Best Practices Checklist. Steve Perry informed Senators that the Academic Senate of California Community Colleges recently passed a Resolution recommending that local Senates work to develop a plan to identify resources so that faculty who wish to participate in local peer online course review may do so.

Steve Perry noted that the Senate is supporting the adoption of the document as a guideline for faculty. The process of moving forward procedurally will occur separately and as progress is made to Academic Procedure 4105. Members of the Tenure & Evaluations Review Board (TERB) will also likely review the Evaluation Checklist for Online Observation to assure it corresponds with the checklist. Discussion occurred on the importance of training for faculty and keeping the information up-to-date.

Motion 5

MSC Falcone, Perry: The Faculty Senate supports following the Distance Education Committee's recommendation to adopt the Online Education Initiative Rubric for Online Teaching as a standard at Palomar College. The motion carried. Abstention: San Juan.

GI/ILO Assessment
Plan for 2018-19:

April Cunningham shared the GE/ILO Assessment Plan Descriptions & Rubrics for 2018-19. ACCJC requires that the district's Institutional Learning Outcomes are assessed, which will occur in the Spring 2019 semester. Faculty volunteers are being sought who have projects and/or assignments in their courses that address this outcome. Canvas makes it possible for faculty to create their own rubrics or utilize a shared rubric that is used across multiple sections. The results of that rubric are compiled together for those sections and data is created and shared.

In the Spring, Ethical Awareness and Civic Knowledge and Engagement will be explored. Five rubrics have been created and can be uploaded. Because this is a compound outcome, it is hoped that faculty will participate even if they do not have an assignment that matches all of those rubrics at once. It is also hoped that students can participate in a Civic Engagement Survey.

AP 4105 – Distance
Education:

Over the past few weeks, Senate members have been discussing AP 4105, Distance Education, and the need for clarity in the procedure for the review process of online instructors.

Today, Senate members provided feedback on the recommendations made to date. Teresa Laughlin noted wording relating to course selection falls under the umbrella of the faculty contract rather than an AP so the DE's recommendations cannot be made.

Senate member Erin Hiro, who serves on the DE Committee, expressed frustration that the union contract restricts the DE committee's ability to prepare online instructors for Distance Education courses. She shared with the Faculty Senate that DEC members feel strongly that the content in the procedure supports both students and faculty and should be included. Laughlin acknowledged the frustration of the committee; however, the document needs to be circulated through the proper channels. Travis Ritt added that after those sections are negotiated by the PFF it can be brought back to the Senate for support and then be added to the policy.

After further discussion, this item will be brought back for further discussion at the first meeting of the Spring semester.

Other: Travis Ritt reminded Senators that at last week's meeting, there was support of Faculty Senate approval of ratification of any Curriculum Committee Consent Calendar items via electronic vote over the winter break if it becomes necessary.

Workgroups: Travis Ritt asked Senators who are workgroup leads to send in a report of their progress as the Senate continues to work toward achieving their 2018-19 goals.

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

Respectfully submitted,

Erin Hiro, Secretary