



Minutes of the
MEETING OF THE FACULTY SENATE
February 4, 2019

APPROVED

PRESENT: Melinda Carrillo, April Cunningham, William Dalrymple, Kelly Falcone, Jenny Fererro, Michael Hernandez, Erin Hiro, Teresa Laughlin, Sierra Lovelace, Wendy Nelson, Lillian Payn, Steve Perry, Travis Ritt, Candace Rose, Craig Thompson, Fari Towfiq, Lori Waite, Anastasia Zavodny

ABSENT: Jackie Martin, Benjamin Mudgett, Seth San Juan

GUESTS: Kena Haun (Telescope) Barb Neault Kelber, Lawrence Lawson, Justin Smiley, Linus Smith (Telescope), Susan Snow

CALL TO ORDER: The meeting was called to order by the President, Travis Ritt, at 2:30 p.m. in the Library Conference Room (LL116).

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 January 28, 2019, as amended. The motion carried. Abstentions: Cunningham, Falcone, Hernandez, Lovelace, Waite

Public Comment: There were no public comments.

Announcements: There were no announcements.

Committee Appointments:

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

Academic Review Committee
Library/Instructional
PJ DeMaris (FT), Counseling

Basic Skills
Faculty at-large (17-20)
Barb Kelber (FT), English & Humanities

Tutoring Committee
ESL Tutoring Coordinator
Nimoli Madan (FT) ESL

Professional Procedures Committee
Faculty at-large (18-20)
Mona Ellis (FT), Mathematics

The motion carried.

Motion 3 MSC Laughlin, Nelson: Faculty Senate acceptance of the results of the ballot for the following appointment:

Faculty Senator (through May, 2020)
Lawrence Lawson

The motion carried.

Senate members discussed the Senate membership structure, particularly as it relates to faculty service based on Constitutional limitations of no more than two per department based upon varying factors, as well as release time limitations. There was agreement that a Constitutional review would be useful to clarify and/or propose changes to some of those requirements. This will be brought back next week for further discussion.

Erin Hiro announced that a Faculty Senator chair is needed to serve as chair of the Faculty Service Area Committee.

Motion 4 MSC Laughlin, Towfiq: Faculty Senate approval of the following committee appointment:

Committee Chair, Faculty Service Area
Erin Hiro, Faculty Senator

The motion carried.

Curriculum: There were no Curriculum items.

New PRP Forms: At last week's meeting, Senators heard an overview of the revised Program Review & Planning (PRP) process.

At today's meeting, Dean Smiley shared the document on the overhead and noted some of the changes to make the process more user-friendly and efficient, particularly as Research & Planning has been useful in gearing questions specific to the user's program or area. It is hoped that the forms will be available for all faculty to submit by the end of the semester.

Motion 5 MSC Falcone, Nelson: Faculty Senate acceptance of the revised Program Review & Planning (PRP) document. The motion carried.

GE/ILO Assessment Plan: This will be addressed at the February 25, 2019 meeting.

Publicizing Faculty Hiring Rights: Senate members discussed sending out an email to all faculty on the hiring process and the intent of the Senate to inform faculty of process. There were varying opinions on whether the document was put on the agenda sufficiently for all faculty to view it and participate in discussion before its distribution.

Craig Thompson noted the need for faculty to be aware of their role in hiring and the importance of consistency across the campus in the utilization of what has been agreed upon in AP 7120. There was discussion and agreement that district policy needs to be followed at every level to maintain consistency.

Senators also discussed at length how to address diversity in hiring, including areas such as expanded recruitment, compensation at the first level, among others that they said need to be addressed. Research needs to be done on the varying potentials of expanding the hiring pools for faculty.

The following email will be forwarded to all faculty members, along with a link to the Faculty Hiring Procedure:

Dear Colleagues,

As most of you know, the district will hire an extraordinary number of faculty this semester, and many of you will be asked to serve on a hiring committee. The Faculty Senate urges members of these committees to be mindful both of the rights which the faculty possesses in the hiring process and of the responsibility it has to preserve those rights. The faculty's role in hiring is assured by Palomar College's "10+1+1" and by the California Education Code. The "10+1+1" recognizes that the Governing Board "elects to rely primarily on the advice and judgment of the Faculty Senate on faculty hiring policy, faculty hiring criteria, and faculty hiring procedures." Perhaps more importantly, the California Education Code states, "hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate" (Section 87360 (b)). Both of these documents were central to the development of the Faculty Senate Hiring Procedures (FSHP), which were adopted after protracted and at times contentious negotiations. The FSHP outlines a protocol characterized by consensus in which neither the faculty nor the administration has a right to act unilaterally in any phase of the hiring process, including determining committee composition or choosing which candidates to hire. Please familiarize yourself with the FSHP and insist that all participants adhere to the agreed upon procedures; the FSHP can be found on the Senate's webpage under "Faculty Hiring Procedure." If you are on a committee and feel that established protocol has not been adhered to, please contact the Faculty Senate.

Motion 6 MSC Thompson, Laughlin: Faculty Senate support of the distribution of a memorandum on the faculty's role in hiring with a link to the Faculty Senate's [Faculty Hiring Procedure](#). The motion carried. Nay: Falcone, Rose

New TERB Forms: Lawrence Lawson shared the Peer Evaluation Review Report on the overhead and indicated the changes being made in the order of some items, as well as an amendment in the signature portion of the document that will simplify the process.

After brief discussion, Senate members expressed their support of the updates.

Athletics Faculty Concerns: This item has been removed from the Agenda.

AP 4105 – Distance Education: This item will be discussed at next week's meeting.

Governing Board Item To Create an Ad Hoc Committee addressing BP 2510: At last week's meeting, Senators discussed whether there was an intent by the administration to review and potentially amend BP 2510 prior to the next hiring cycle. The

Governing Board has purview over Policies & Procedures, though the current Policy on Faculty Hiring refers to following the Faculty Hiring Procedure.

Senate member April Cunningham read the following statement to the Senate:

Even though we disagree on what to do, I see the pressure that Dr. Blake is putting on our hiring process as a challenge to full time faculty to do what's best for students. In particular I'm interested in changes to our hiring practices that will show how dedicated we are to ensuring that our students will see their experiences and backgrounds reflected in the experiences and backgrounds of their professors because we all agree, this improves learning. What we disagree about is how we as faculty will be able to show that we did what it took to achieve our goals and how we are going to fulfill our responsibility to answer our students' and community's questions about the diversity of our faculty. If we do believe it's this important, why would we not find a way to take this opportunity to change our hiring processes that will show how seriously we take our responsibility to build a diverse community of faculty for our students? If the Senate treats what Dr. Blake is doing as a nuisance rather than a chance to re-establish what we know is right, we will have wasted an opportunity to incorporate new methods that challenge old assumptions. If we put the burden of proof on Dr. Blake to show where we have not fulfilled our responsibilities to hire with our students in mind, then she's the one who will define what it takes to increase the diversity of our faculty.

Cunningham added that in relation to increasing the diversity of our hiring, there are innovations that have yet to be discussed. It is hoped that the Senate will work with the administration and the Governing Board to do things in new ways.

There was discussion on the Senate's participation of an ad hoc committee and who will be included in the membership. There is a need for an expanded discussion to share actual data as well as perceptions on what is lacking and how improvements can be made to the process. 111.A.7 & 111.A.12

Written Reports:

Distance Education & Academic Technology:

Distance Education Faculty Senate Report (02/04/2019) - Steve Perry

1. The DE committee will meet on Feb 6th to discuss proposed language to be added to the PFF contract to allow for the inclusion of two provisions that were removed from the latest proposed revision of the AP 4105 Distance Education procedure.
2. Move the current POET information into the standard "pages" system that the ATRC provides into our standard WordPress format. Added links for the current OEI Course Rubric and the updated list of Trained Instructor for Online Teaching.
3. Emailed an announcement to all faculty to give them a "preview of coming attractions" on what will need to be done next semester to make all electronic documents accessible.
4. Continuing to do DE approvals through the Meta system. The Meta still has numerous bugs that were identified last August that cause this task to take much longer than necessary.
5. Continuing to develop 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.
6. Completed a program that will provide the framework for a new "Meetings and Agenda" app used in WordPress that will allow several different file types to be uploaded instead of just PDF

files. Working with Chris Norcross and Kelly Helming to integrate the program into the WordPress framework.

7. Working with Najib and the ATRC group to schedule Accessibility workshops for the major promotion that will be in early March. Additionally, we will be developing online courses on Accessibility topics for those who cannot attend the workshops

8. Attended the SIDDICA meeting on Friday, Feb 1st.

9. Gave the following workshops during the Plenary: POET and Introduction to Accessibility.

10. Completed the move into a new office in the LRC.

ADJOURNMENT

The meeting was adjourned at 3:54 p.m.

Respectfully submitted,

Erin Hiro, Secretary