



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

APPROVED

PRESENT: Melinda Carrillo, April Cunningham, William Dalrymple, Kelly Falcone, Jenny Ferrero, Michael Hernandez, Erin Hiro, Teresa Laughlin, Lawrence Lawson, Sierra Lovelace, Jackie Martin, Benjamin Mudgett, Wendy Nelson, Lillian Payn, Steve Perry, Candace Rose, Seth San Juan, Craig Thompson, Fari Towfiq, Lori Waite, Anastasia Zavodny

ABSENT: Travis Ritt

GUESTS: Katie Farrell, Hossna Sadat, Susan Snow

CALL TO ORDER: The meeting was called to order by the Vice President, Candace Rose, 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 February 25, 2019, as amended. The motion carried. Abstention: Falcone, Hernandez, Mudgett

Public Comment: One Senator commented on discussion held at last week's meeting regarding the Senate meetings being held in LL116 due to insufficient space in SU-30. She reiterated that the Senate conference room was renamed the Bill Bedford Faculty Senate Room several years ago honoring that faculty colleague who oversaw the creation of the Faculty Senate and the Faculty Constitution. The Senate conference room houses all of the faculty recognition plaques and other significant historical items. It is important that wherever the Senate meets, these items are on display as part of the Faculty Senate's history.

Senate members also discussed the section in the minutes that provides written reports. It is helpful to have those reports submitted, but because there is often so many other items on the Agenda, there is rarely sufficient time to discuss them. A format should be created to provide the Senate an opportunity to discuss information shared in those reports. In the past, the Senate altered the Agenda to hear Reports before action and information items. That is an option that can be tried again. Also, if written reports are received prior to the Monday meeting, they will be forwarded to Senators to provide an opportunity for review. I.A.1, I.A.2

Palomar's Distinguished Faculty Award Committee is proud to announce the winners and finalists of the 2019/20 Distinguished Faculty Award. Please be sure to congratulate each of these amazing faculty when you see them this week - they are truly awesome!

Leanne Maunu (English) - FT Faculty Winner

Soumaeil Azab (World Languages) - PT Faculty Winner

Finalists

Sarah Beck (Earth Sciences)
Jasibe Carslake (World Languages)
Amy Caterina (Photography)
Andrew Cooper (Biology)
Sean Figg (Earth Sciences)
J Martin Leyva (Behavioral Sciences)
Scott Nelson (World Languages)
Matt O'Brien (Behavioral Sciences)
Lakshmi Paranthaman (Business)
Barbara Springer-Hammons (Child Development)

Announcements: Jenny Fererro announced that terms for several Senators are expiring in May. A call for nominations to fill those positions will be distributed soon.

Committee
Appointments:

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

Transfer Center Advisory Committee (Math faculty)

John Harland (FT), MNHS

Transfer Center Advisory Committee (English faculty)

Pam McDonough (FT), English

Sabbatical Leave Committee (L&L)

Beatrice Manneh (FT), L&L

Sabbatical Leave Committee (Tenured faculty, AMBA) (17-20)

Molly Faulkner (FT), Performing Arts

The motion carried.

Motion 3 MSC Hiro, Zavodny: Faculty Senate acceptance of the results of the ballot for the following committee appointment:

Transfer Center Advisory Committee (faculty at-large)

Kathy Young (FT), SBS

The motion carried.

Senators discussed the make-up, structure, and membership of the Transfer Advisory Committee. After brief discussion, there was agreement that it would be beneficial to invite P.J. DeMaris to an upcoming Senate meeting to learn more about this committee.

Curriculum: The next meeting of the Curriculum Committee will be held on March 6, 2019.

Black Lives Matter
Workshop Series

Outcomes:

Hossna Sadat shared information with Senators on the professional development workshop series cohort of Black Minds Matter held in the fall of 2018. The series was a success with a total of 20-25 people from various institutions who attended, and 12 who completed the Black Minds Matter certification. As a result, a recommendations packet has been established and is being presented to all of Palomar College through various committees, training, future professional development, and college leadership.

Sadat also shared highlights from the series, which was hosted by various constituents in education and other fields, and a question and answer period followed. She added that it is anticipated that another Black Minds Matter series will be offered in fall of 2019, and in the meantime a research team has been created to do an Images Study of the ecological environment spaces and how images impact student experience. To participate in the study, students must be 18 years or older, identify as either African American or Black, a part-time or full-time student (6 units or more) at Palomar College. Participation will include a 1.5 hour-interview at Palomar College. Those who participate will receive a \$25 gift certificate to the campus bookstore or a Visa card. More information is available by emailing sdsuphotostudy@gmail.com. III.A.7

CALM Governance
Structure Group

Request:

Anastasia Zavodny shared a copy of the CALM Governance Structure Group Request. She noted that upon approval the group will evolve from a task force to a committee. There was lengthy discussion on the proposed membership structure, reporting relationship, and the importance of a direct line of communication between Student Equity and CALM committees. This item will be brought back for Faculty Senate Action at next week's meeting.

Tutoring Committee
Membership Changes:

Katy Farrell provided copies of the Tutoring Committee current and proposed membership. There was brief discussion on the structure as it relates to voting and advisory members, particularly as it relates to how those advisory selections, or appointments, are made. This item will be brought back for Faculty Senate Action at next week's meeting.

Constitutional Committee
Check-in:

Anastasia Zavodny shared on the overhead a Google doc from members of the work group assigned to review the Faculty Constitution. She noted the proposed changes in some areas, particularly the Senate composition. One area being discussed is composition, which indicates no more than three members devoting less than three-fifths of their regular contract assignment to classroom instruction or providing direct assistance to students shall serve on the Senate at one time, excluding assigned time negotiated by the bargaining unit and distributed by the Faculty Senate. The group is also discussing other items such as methods of election, absences, and Faculty Council membership structure and meeting time. Senators were encouraged to take another look at the constitution before the April 1 meeting, and bring their comments and recommendations. This item will also remain on the Agenda for further discussion at next week's meeting.

Policies & Procedures:

Jenny Fererro indicated that members of the Policies & Procedures Committee met on Friday, March 1. No action items were presented. The amendments recommended to the Distance Education policy by the Senate were brought forward and there was some pushback by the administration. Those suggestions will be brought to the Senate soon.

Written Reports: The following written reports were submitted for information and not discussed at today's meeting:

Distance Education &
Academic Technology:

Distance Education Faculty Senate Report (03/04/2019) - Steve Perry

1. Preparing training schedules with the ATRC for the Accessibility compliance promotion. The current plan is to offer an entire day of training (a mini-boot camp) that will offer workshops in key areas that instructors will/may need to address.

The following courses will be offered: Intro to Accessibility compliance, Canvas Accessibility, MS Word and PDF Accessibility, MS Excel/PowerPoint Accessibility, and Video/Audio file Accessibility.

There will be six separate days this mini-boot camp will be offered and lunch will be provided. The six workshops will be offered in April starting on April 8th.

The first day of boot camp courses will be recorded and edited for later use by those who could not make on campus training.

2. Creating a short survey that will be sent to all faculty to identify how many of what types of documents instructors are using to distribute training materials to students.
3. Developing an Accessibility website that will contain (or point to) all relevant information that an instructor will need to know/use regarding making electronic documents accessible.
4. Developing a Web-based form that is based on the Accessibility section of the OEI Course Design Rubric (2018) to better allow instructors work through what needs to be done to make their electronic documents compliant with the minimum set of accessibility law and regulations.
5. Developing a template spreadsheet for instructors to use to track what electronic documents they will need to remediate for accessibility.
6. Attended the SDICCCA meeting in San Diego on March 1st. The committee has gathered data that shows the ever increasing sections of DE offerings and the narrowing gap between retention and success between online classes and F2F classes. A presentation will be made to the SDICCCA executive committee on March 4th.
7. The DE Committee will meet on March 6th to discuss using a couple of @ONE courses as a base for a new version of our Palomar Online Education Training series. We will also review the current plans and timing of Accessibility promotional rollout.
8. Continuing to do DE approvals through the Meta system.

Respectfully Submitted,
Steve

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

Respectfully submitted,

Erin Hiro, Secretary