



Minutes of the
MEETING OF THE FACULTY SENATE
March 11, 2019

APPROVED

PRESENT: April Cunningham, William Dalrymple, Kelly Falcone, Jenny Fererro, Erin Hiro, Teresa Laughlin, Lawrence Lawson, Jackie Martin, Benjamin Mudgett, Wendy Nelson, Lillian Payn, Steve Perry, Travis Ritt, Candace Rose, Seth San Juan, Craig Thompson, Fari Towfiq, Anastasia Zavodny

ABSENT: Melinda Carrillo, Michael Hernandez, Sierra Lovelace, Lori Waite

GUESTS: Katie Farrell, Rita CampoGriggs, Catherine Jain, Patrick O'Brien, Susan Snow

CALL TO ORDER: The meeting was called to order by the President, Travis Ritt, at 2:34 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 March 4, 2019, as presented. The motion carried.

Public Comment: There were no public comments.

Announcements: Jenny Fererro encouraged faculty to attend the musical performance of "Legally Blonde," hosted by the Performing Arts department. Showings this week are on Thursday, Friday, Saturday, and Sunday.

Lawrence Lawson congratulated the probationary faculty who are on the Governing Board Agenda to be granted tenure. Senators commented that in the future it would be appropriate for a campus-wide announcement after that Board approval as some of those faculty on the agenda had no idea the item was being brought forward.

Agenda Changes: There were no agenda changes.

Senate President
Report:

Senate members discussed the inclusion of written reports in the minutes and how to best provide discussion time for them. Travis Ritt indicated that he is doing some research on other colleges in the area in hopes of getting some ideas of how to possibly format the agenda more efficiently. Next week's agenda will be slightly modified in an attempt to provide a time for discussion of reports submitted prior to the meeting.

Senators also discussed the Senate President's report submitted by Ritt at the February 25 meeting indicating the addition of two deans to Student Services and one to Instruction. Ritt stated that the dean positions are as follows; one for Counseling and one overseeing Outreach and Categorical programs. The Instructional dean position came from a request

from Vice President Kahn for assistance in specific projects, including those from the Chancellor's Office. The position announcement is currently in Human Resources and it not expected to be distributed for several months. Senate members asked if these positions would be circulated through the governance process to allow for discussion and input. More information will be brought forward next week.

Susan Snow noted the recent distribution of a Campus Climate Survey. To date, the survey has only been distributed to students and there has been questions raised as to when it will be sent out to faculty and staff. Travis Ritt indicated that he would follow up on this.

Committee
Appointments:

There were no committee appointments.

Curriculum:

Senate members received electronic copies of the following Curriculum Committee actions from their March 6, 2019, meeting:

- I. **SECOND READING** – The following curriculum changes, pending appropriate approvals, will be effective **SPRING 2019**:

A. **Courses Reviewed/Added Distance Education**

1. Course Number and Title: POSC 100
Introduction to Political Science Discipline:
History (POSC)
Associate Degree General Education – D: Social and Behavioral Sciences
CSU GE Area D: Social Sciences – D8: Political Science, Government, and Legal Institutions
IGETC Area 4: Social and Behavioral Sciences – 4H Political Science, Government and Legal Institutions Transfer Acceptability: UC, CSU
Distance Learning Offering(s): Online, Video Two-Way, Video One-Way, Computer Assisted
Updated textbooks and required reading, added online, video one-way, video two-way and computer assisted.
Peter Bowman

B. **Distance Learning**

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

Catalog/Subject Number

POSC 100

Learning Offerings

Online, video one-way, video two-way, computer assisted

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

A. **Credit Programs – New**

1. Program Title: Advertising and Marketing
Discipline: Business Education (BUS) Award Type: Certificate of Achievement
Justification: Parts of this content overlaps with E-Marketing. However, this is a smaller certificate that is designed to be "stackable". In other words, students can quickly pick up the skills needed for a job in Advertising, Marketing, and Media and it leads to an AA Degree in Business Administration with an emphasis in Advertising, Marketing, and Media.
Mary Cassoni
2. Program Title: Business Management
Discipline: Business Management (BMGT) Award Type: Certificate of Achievement

Justification: This is a CTE certificate as part of the Business Administration degree redesign. This sequence of courses is also an emphasis area of Business Management in the General Business A.S. degree.

Mary Cassoni

3. Program Title: International Business

Discipline: International Business (IBUS) Award Type: Certificate of Achievement

Justification: This is the first certificate in the series of two stack-able degrees related to Entrepreneurship. The first is a Certificate of Achievement in International Business - this certificate. It is a four course certificate that will prepare students to work within a global economy and be prepared to work in the fields of Import/Export and Logistics and Supply Chain. All four courses in the C of Proficiency stack up to this certificate.

L. Jackie Martin

4. Program Title: Musical Theatre Preparation

Discipline: Dance (DNCE)

Award Type: Certificate of Achievement

Justification: Our students are very interested in Musical Theatre which is a combination of Music, Dance, and Theatre. We are aligning ourselves with the H.S. programs in our district. Through our outreach endeavors we have recognized a need for this certificate. Most H.S. have some sort of Musical Theatre program. It will address the continuing education needed for the audition process and performance of musicals.

Margaret M. Faulkner

5. Program Title: Online Journalism

Discipline: Journalism (JOUR)

Award Type: Certificate of Achievement

Justification: This certificate should address the demand from community members who ask about learning to become a blogger as a hobby or career change. We will market to the community but also make it available to current students interested in blogging as a career.

Erin Hiro

6. Program Title: Small Business Entrepreneurship

Discipline: Business Education (BUS)

Award Type: Cert. of Achieve. 8-15 units

Justification: This emerging field is represented by the Doing What Matters in the Gig Economy Initiative.

L. Jackie Martin

B. **Credit Programs - Changes**

1. Program Title: Alcohol and Other Drug Studies

Discipline: Alcohol and Other Drug Studies (AODS)

Award Type: A.S. Degree Major/Cert. Achievement 18 units/more

Updated CIP and SOC codes and learning outcomes, added AODS 299L to program requirements, PSYC 140L and PSYC 298L to Group Two electives.

James Fent

2. Program Title: Psychology

Discipline: Psychology (PSYC)

Award Type: AA-T Transfer Major (18 units or more)

Updated CIP Code and four-semester curriculum sequence, removed PSYC 225 from List B, added PSYC 211 to List B, added PSYC 225 to List C

Matthew O'Brien

3. Program Title: Computer Science

Discipline: Computer Science and Information Technology -

Computer Science (CSCI) Award Type: A.S. Degree

Major/Cert. Achievement 18 units/more

Updated CIP Code, program planning, removed vocational program status, added CSCI 250 to elective category, updated total units from 26 to 26-27

Richard Stegman

C. **Credit Courses - New**

1. Course Number and Title: DNCE 284 Musical Theatre Scenes IV
Short Title: Musical Theatre Scenes IV
Discipline: Dance (DNCE) Prerequisite: DNCE 283
Justification: Palomar Performing Arts is making the commitment to perform more musicals which necessitates training the students in Musical Theatre.
Margaret M. Faulkner
2. Course Number and Title: GCMW 215 Web Page Layout/WordPress II
Short Title: Web Page Layout/WordPress II
Discipline: Graphic Communications - Multimedia and Web (GCMW) Prerequisite: GCMW 115, GCMW 102
Transfer
Acceptability: CSU
Transfer Course - Yes
Distance Learning
Offering(s): Online
Course Grading Basis:
Grade/Pass/No Pass
Justification: This popular software application for Web Page Development is increasingly more complex and powerful. As it becomes an industry standard, we need to train students in the advanced features.
Lillian S. Payn
3. Course Number and Title: MUS 284 Musical Theatre Scenes IV
Short Title: Musical Theatre Scenes IV
Discipline: Music (MUS) Prerequisite: MUS 283
Transfer Acceptability: CSU Transfer Course – Yes
Justification: Palomar Performing Arts is making the commitment to perform more musicals which necessitates training the students in Musical Theatre.
Margaret M. Faulkner
4. Course Number and Title: TA 284 Musical Theatre Scenes IV
Short Title: Musical Theatre Scenes IV
Discipline: Theatre Arts (TA) Prerequisite: TA 283
Transfer Acceptability: CSU Transfer Course – Yes
Justification: Palomar Performing Arts is making the commitment to perform more musicals which necessitates training the students in Musical Theatre.
Margaret M. Faulkner

D. **Credit Courses – Changes**

1. Course Number and Title: ASL 105 Fingerspelling
Short Title: Fingerspelling
Discipline: American Sign Language (ASL) Prerequisite: ASL 101
Transfer Acceptability: CSU Transfer Course - Yes
Distance Learning Offering(s): Computer Assisted, Two-Way Video, Television Course, Online Course
Grading Basis: Grade/Pass/No Pass Repeatability: May be taken 2 Times
Updated CB11, removed ASL 100 as a prerequisite, added ASL 101 as prerequisite, updated methods of instruction, updated textbooks
Mary Mendoza
2. Course Number and Title: CSIT 145 Introduction to Programming using Java
Short Title: Fund of Appl Dev/Programming

Discipline: Computer Science and Information Technology - Information Technology (CSIT) Transfer Acceptability: CSU Transfer Course
Distance Learning Offering(s): Online Course Grading Basis: Grade/Pass/No Pass
Updated distance education validation information, learning outcomes, objectives, content

Terrie Lynn Canon

3. Course Number and Title: DNCE 102 The Hollywood Musical: Dance on Film
Short Title: The Hollywood Musical
Discipline: Dance (DNCE)
Course included in the following programs:
 - a. Dance: Emphasis in Euro-Western Dance - A.A. Degree Major or Certificate of Achievement
 - b. Dance: Emphasis in General Dance - A.A. Degree Major or Certificate of Achievement
 - c. Dance: Emphasis in World Dance - A.A. Degree Major or Certificate of
 - d. General Studies: Emphasis in Arts and Humanities - A.A. Degree Major Transfer Acceptability: UC/CSU Transfer Course
Distance Learning Offering(s): Online
Course Grading Basis: Grade/Pass/No Pass
This is a proposed multicultural course: Yes
Changed title, updated description, learning outcomes

Margaret M. Faulkner

4. Course Number and Title: FIRE 51 Fire Academy Preparation
Short Title: Fire Academy Preparation
Discipline: Fire Technology (FIRE) Grading Basis: Grade/Pass/No Pass
Updated CB08 and CB11, increased units from 2 to 3, updated methods of instruction, learning outcomes, objectives, content, required reading, suggested reading, required writing, critical thinking, outside assignments, textbook
David Miller

E. Noncredit Courses – New

1. Course Number and Title: N CFT 900 Woodworking fundamentals for Adults
Short Title: Woodworking fund. for Adults
Discipline: Noncredit Cabinet and Furniture Technology (N CFT) Grading Basis: Pass/No Pass Only
Repeatable
Justification: Will be offered as a non-credit course and serve to supplement topics in CFT100 for Adult learners
Jon K. Stone

F. Noncredit Course – Changes

1. Course Number and Title: N DSAB 943 Access Technology for Vision Loss
Short Title: Technology for Vision Loss
Discipline: Disability Education (N DSAB) Grading Basis: Pass/No Pass Only
Repeatable
Updated grade options, open entry/open exit (not), added Learning Outcome, methods of assessment, textbook, updated software resources
Sherry Goldsmith

G. Deactivations – Credit Courses

1. *Item Removed.*
2. Course Number and Title: ACCT 120 Analysis Of Financial Statements

Short Title: Analysis/Financial Statements
Discipline: Accounting (ACCT) Prerequisite: ACCT 201
Course included in the following programs:
Transfer Acceptability: CSU Transfer Course - Yes Grading Basis: Grade/Pass/No Pass
Deactivating at the request of the department due to age of last offering.

Instructional Services at the Request of Department

3. Course Number and Title: AIS 120 Indians of the Americas Short Title: Indians of the Americas
Discipline: American Indian Studies (AIS) Course included in the following programs:
 - a. American Indian Studies - Certificate of Achievement
 - b. General Studies: Emphasis in Social and Behavioral Sciences - A.A. Degree Major
 - c. University Studies: Emphasis in Culture and Society - A.A. Degree MajorTransfer Acceptability: UC/CSU Transfer Course - Yes
Distance Learning Offering(s): Television Course, Online Course
Grading Basis: Grade/Pass/No Pass
This is a proposed multicultural course: Yes
Deactivating at the request of the department due to age of last offering.

Instructional Services at the Request of Department

4. Course Number and Title: AIS 152 Elementary Cupeno IB
Short Title: Elementary Cupeno IB
Discipline: American Indian Studies (AIS) Course included in the following programs:
 - a. American Indian Studies - Certificate of AchievementTransfer Acceptability: CSU Transfer Course - Yes
Distance Learning Offering(s): Television Course, Online Course
Grading Basis: Grade/Pass/No Pass
Deactivating at the request of the department due to age of last offering.

Instructional Services at the Request of Department

5. Course Number and Title: AIS 153 Elementary Cupeno IIA
Short Title: Elementary Cupeno IIA
Discipline: American Indian Studies (AIS) Course included in the following programs:
 - a. American Indian Studies - Certificate of Achievement
 - b. General Studies: Emphasis in Arts and Humanities - A.A. Degree MajorTransfer Acceptability: CSU Transfer Course - Yes
Distance Learning Offering(s): Television Course, Online Course
Grading Basis: Grade/Pass/No Pass
Deactivating at the request of the department due to age of last offering.

Instructional Services at the Request of Department

6. Course Number and Title: AIS 154 Elementary Cupeno IIB
Short Title: Elementary Cupeno IIB
Discipline: American Indian Studies (AIS) Course included in the following programs:
 - a. American Indian Studies - Certificate of Achievement
 - b. General Studies: Emphasis in Arts and Humanities - A.A. Degree MajorTransfer Acceptability: CSU Transfer Course - Yes

Distance Learning Offering(s):
Television Course, Online Course
Grading Basis: Grade/Pass/No Pass
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department

7. Course Number and Title: AIS 155 American Indian
Community Development Short Title: American
Indian Community Dev
Discipline: American Indian Studies (AIS) Course included in the following programs:
 - a. American Indian Studies - Certificate of AchievementDistance Learning Offering(s): Television
Course, Online Course Grading Basis:
Grade/Pass/No Pass
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department
8. Course Number and Title: AIS 175 American Indian
Science and Technology Short Title: American
Indian Science/Tech
Discipline: American Indian Studies (AIS) Course included in the following programs:
 - a. American Indian Studies -
Certificate of Achievement Transfer
Acceptability: UC/CSU Transfer
Course - YesDistance Learning Offering(s): Television
Course, Online Course Grading Basis:
Grade/Pass/No Pass
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department
9. Course Number and Title: AJ 90 Basic Police Academy I Short Title: Basic Police
Academy I
Discipline: Administration of Justice (AJ) Grading Basis: Graded
Only
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department
10. Course Number and Title: AJ
91 Basic Police Academy II
Short Title: Basic Police
Academy II
Discipline:
Administration of
Justice (AJ)
Prerequisite: AJ 90
Grading Basis: Graded Only
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department
11. Course Number and Title: AMS
121/AIS 121 Pacific Islanders Short
Title: Pacific Islanders
Discipline: American Studies (AMS)
Transfer Acceptability: UC/CSU Transfer Course - Yes
Distance Learning Offering(s): Two-Way Video
conferencing, Online Course Grading Basis:
Grade/Pass/No Pass
This is a proposed multicultural course: Yes
Justification: Deactivating at the request of the department due to age of last offering.

Instructional Services at the Request of Department

12. Course Number and Title: ART 137 Pottery Production Short Title: Pottery Production
Discipline: Art (ART)
Grading Basis: Grade/Pass/No Pass
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department
13. Course Number and Title: BUS 140 Selling for Business
Short Title: Selling for Business
Discipline: Business Education (BUS) Course included in the following programs:
 - a. Advertising, Marketing, and Merchandising - A.S. Degree Major/Cert. Achievement 18 units/more
 - b. Interior Design - A.S. Degree Major
 - c. Business Management - A.S. Degree Major/Cert. Achievement 18 units/moreGrading Basis: Grade/Pass/No Pass
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department
14. Course Number and Title:
CS 105 Chicano Literature
Short Title: Chicano Literature
Discipline: Chicano Studies (CS)
Course included in the following programs:
 - a. General Studies: Emphasis in Arts and Humanities - A.A. Degree Major
 - b. University Studies: Emphasis in Culture and Society - A.A. Degree Major
 - c. University Studies: Emphasis in Humanities - A.A. Degree Major TransferAcceptability: UC/CSU Transfer Course - Yes
Distance Learning Offering(s): Television Course, Grading Basis: Grade/Pass/No Pass
This is a proposed multicultural course: Yes
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department
15. Course Number and Title: CSCI 261
Video Game Programming II Short
Title: Video Game Programming II
Discipline: Computer Science and Information Technology - Computer Science (CSCI) Prerequisite: CSCI 222 C++ and Object-Oriented Programming
Course included in the following programs:
 - a. Video Game Developer - Certificate of ProficiencyTransfer Acceptability: CSU
Transfer Course - Yes
Distance Learning Offering(s): Online Course Grading Basis: Grade/Pass/No Pass
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department
16. Course Number and Title: GCIP 140A Digital Imaging/Photoshop IA
Short Title: Digital Imaging/Photoshop IA
Discipline: Graphic Communications - Imaging and Publishing (GCIP) Transfer
Acceptability: UC/CSU
Transfer Course - Yes
Distance Learning Offering(s): Television Course, Online Course Grading Basis: Grade/Pass/No Pass
Deactivating at the request of the department due to age of last offering.

Instructional Services at the Request of Department

17. Course Number and Title: GCIP 140B Digital Imaging/Photoshop IB
Short Title: Digital Imaging/Photoshop IB
Discipline: Graphic Communications -
Imaging and Publishing (GCIP) Transfer
Acceptability: UC/CSU
Transfer Course - Yes
Distance Learning Offering(s): Television
Course, Online Course Grading Basis:
Grade/Pass/No Pass

Deactivating at the request of the department due to age of last offering.

Instructional Services at the Request of Department

18. Course Number and Title: KINE 183 Adaptive Skiing
Short Title: Adaptive Skiing
Discipline: Kinesiology (KINE)
Transfer Acceptability: UC/CSU
Transfer Course - Yes Grading Basis: Grade/Pass/No Pass
Deactivating at the request of the department due to age of last offering.

Instructional Services at the Request of Department

19. Course Number and Title: MCS 124/RS 124 Islamic Cultures and Traditions
Short Title: Islamic Cultures & Traditions
Discipline: Multicultural Studies (MCS) Course included in the following programs:
a. General Studies: Emphasis in Arts and Humanities - A.A. Degree Major
(Active)
b. University Studies: Emphasis in Culture and Society -
A.A. Degree Major (Active) Transfer Acceptability: UC/CSU
Transfer Course - Yes
Distance Learning Offering(s): Computer Assisted Instruction, Television Course,
Online Course Grading Basis: Grade/Pass/No Pass
This is a proposed multicultural course: Yes

Deactivating at the request of the department due to age of last offering.

Instructional Services at the Request of Department

20. Course Number and Title: MCS 165 Intro Asian American Studies
Short Title: Intro Asian American Studies
Discipline: Multicultural Studies (MCS) Course included in the following programs:
a. General Studies: Emphasis in Social and Behavioral Science - A.A. Degree
Major
b. University Studies: Emphasis in Culture and
Society - A.A. Degree Major Transfer Acceptability:
UC/CSU Transfer Course - Yes
Distance Learning Offering(s): Computer Assisted Instruction, Television Course,
Online Course, Two- Way Video
Grading Basis: Grade/Pass/No Pass
This is a proposed multicultural course: Yes

Deactivating at the request of the department due to age of last offering.

Instructional Services at the Request of Department

21. Course Number and Title: RE 130 Real Estate Economics
Short Title: Real Estate Economics
Discipline: Real Estate (RE) Recommended Preparation: RE 100
Course included in the following programs:
a. Real Estate Salesperson License Preparation - Certificate of Proficiency
b. Real Estate Broker License Preparation - A.S. Degree Major/Cert.
Achievement 18 units/more Distance Learning Offering(s): Television Course,
Online Course
Grading Basis: Grade/Pass/No Pass

- Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department
22. Course Number and Title: REC 115 Recreational Leadership
Short Title: Recreational Leadership
Discipline: Recreation (REC)
Transfer Acceptability: CSU
Transfer Course - Yes Grading Basis: Grade/Pass/No Pass
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department
23. Course Number and Title: REC 120 Recreational Team Sports Short Title: Recreational Team Sports
Discipline: Recreation (REC)
Transfer Acceptability: CSU Transfer Course - Yes Grading Basis: Grade/Pass/No Pass
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department
24. Course Number and Title: UP 85 Basic Upholstery
Short Title: Basic Upholstery Discipline: Upholstery (UP)
Grading Basis: Grade/Pass/No Pass
Repeatability: May be taken 4 Times
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department
25. Course Number and Title: UP 88 Antique Furniture Restoration
Short Title: Antique Furniture Restoration
Discipline: Upholstery (UP) Recommended Preparation: UP 85 Grading Basis: Grade/Pass/No Pass Repeatability: May be taken 2 Times
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department
26. Course Number and Title: UP 95 Window Treatments Short Title: Window Treatments
Discipline: Upholstery (UP) Grading Basis: Grade/Pass/No Pass
Repeatability: May be taken 2 Times
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department
27. Course Number and Title: WELD 165 Visual Inspection Level I Short Title: Visual Inspection Level I
Discipline: Welding (WELD)
Transfer Acceptability: CSU Transfer Course - Yes Grading Basis: Grade/Pass/No Pass
Deactivating at the request of the department due to age of last offering.
Instructional Services at the Request of Department

Requisites 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</u>
GCMW 215	Prerequisite	<u>GCMW 115, GCMW 102</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>
GCMW 215	<u>Online</u>

INFORMATION

The following courses have completed the course outline review process between December 12, 2018 and February 13, 2019 and are effective Fall 2019:

DBA 115 Creative Writing for Television and Cinema

Motion 2 MSC Nelson, Fererro: Faculty Senate ratification of the Palomar College Curriculum Committee Actions dated March 6, 2019. The motion carried.

CALM Governance Structure Group Request:

Copies of the CALM Governance Structure Group Request were shared on the overhead. Anastasia Zavodny noted the minor changes made as a result of discussion at last week's Senate meeting. A recommendation was made to add representational coverage from each division.

Motion 3 MSC Perry, Zavodny: Faculty Senate acceptance of the CALM Governance Structure Group Request, as amended. The motion carried.

Tutoring Committee Governance Structure Group Request:

Copies of the Tutoring Committee Governance Structure Group Request were distributed. Discussion occurred on the voting and advisory members and their respective roles. Some minor changes will be made to provide clarity.

Motion 4 MSC Towfiq, Hiro: Faculty Senate acceptance of the Tutoring Committee Governance Structure Group Request, as amended. The motion carried. Nay: Falcone, Lawson

ADJOURNMENT: The meeting was adjourned at 3:03 p.m. to allow for a scheduled Meta Majors Workshop.

Respectfully submitted,

Erin Hiro, Secretary