



Minutes of the
MEETING OF THE FACULTY SENATE
March 18, 2019

APPROVED

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

ABSENT: Kelly Falcone, Candace Rose, Seth San Juan

GUESTS: Kena Haun (ASG), Barb Kelber, 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 Perry, Zavodny: Faculty Senate approval of the minutes of March 11, 2019, as amended. The motion carried.

Public Comment: There were no public comments.

Announcements: Wendy Nelson reminded all of the various activities being offered this week as part of Women's History Month.

Steve Perry announced that several announcements have been distributed offering training for website accessibility. He stated that ATRC staff are available to assist with one-on-one training as well.

Teresa Laughlin announced that Political Economy Days will be held on April 17 and 18. A schedule of events will be distributed soon.

Agenda Changes: Travis Ritt indicated that Information Item F, Online Tutoring for Hybrid and Evening Courses, will be postponed until next week.

Committee
Appointments:

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

Director – Human Resources Services Hiring Committee
Jenny Fererro (FT), SBS/Child Development

Transfer Advisory Committee
Katie Morris (FT), Student Services

The motion carried.

Jenny Fererro noted that the hiring committee for the Director of Human Resources Services will not begin meeting until the fall semester.

Curriculum: Wendy Nelson stated that an email was distributed to department chairs with a list of courses that should be reviewed. The lists are META generated and may contain some errors. Those with questions should contact Nelson for clarification. I.B.4

Confirmation of faculty
Composition on
Governing Board
Ad hoc committee:

Senators discussed the composition of the committee that will discuss and review the district's hiring processes. There was agreement in the need for a diverse composition structure. Travis Ritt indicated that he would reach out to all faculty members who can then submit their names for inclusion. He will also obtain clarification from Mark Elvilsizer and Lisa Norman on the proposed meeting dates and times. This will be brought back for further discussion at the April 1 meeting.

Motion 3 MS Laughlin, Towfiq: Faculty Senate support of the development of a Governing Board ad hoc committee to review faculty hiring procedures. The motion was postponed.

Motion 4 MSC Lawson, Dalrymple: To postpone Motion 3. The motion carried.

Senate President
Report:

Travis Ritt indicated that the call for nominations for Faculty Senate vacancies was distributed last week.

Ritt stated that he spoke with Jack Kahn about the Dean of Instruction position recently announced. Kahn indicated that prior to the distribution of a position announcement, he would bring it to the Senate for information. It is anticipated that this will be a 12-18 month project.

Ritt announced that the Campus Climate Survey has been distributed. It is being overseen by USC and the district is still waiting for a response from them on expanding it for faculty and staff participation.

Strategic Planning
Council (SPC):

The next meeting of the Strategic Planning Council will be held on March 19.

Instructional
Planning Council (IPC):

Jenny Fererro reported that PRPs are due on April 8 with the exception of multi-disciplinary departments. There was some discussion on the new wait-list system and in order for a successful implementation, every course would have to be included. More information on that will be forthcoming. I.B.1,

Fererro added that at the recent IPC meeting, Jack Kahn acknowledged that initiatives and projects have overwhelmed many faculty members. Unfortunately most are being directed by the Chancellor's Office though efforts are ongoing to ease the burden on everyone. Teresa Laughlin acknowledged Kahn's willingness to have these open discussions and work toward compromise. III.A.1, III.A.2

Student Services
Planning Council
(SEA):

Barb Kelber noted the change in Basic Skills becoming AB705 and SPC becoming Student Equity & Achievement Council (SEA). There is work to dovetail the goals of the Strategic Plan with the goals of the Equity Plan. A work session was held on Friday, March 15 with Michelle Barton on reviewing those goals and bringing in the Accreditation conversation so that all being accomplished now can be tracked to Accreditation and student equity.I.B.2

Human Resources Services
Planning Council
(HRSPC):

Teresa Laughlin stated that members of the HRPC are currently discussing the Staffing Plan and AB7120. Every employee group will be asked to look at their section of the plan and provide input.

Palomar Faculty
Federation (PFF):

Teresa Laughlin invited all to the Meet & Greet with Governing Board members on Thursday, March 21 from 5:30 – 7:00 p.m. at San Marcos Brewery.

Laughlin also added that a joint membership meeting with the CCE/AFT and PFF will be held soon.

Jenny Ferrero added that negotiations are beginning for a three-year contract and proposals are being discussed and reviewed by the PFF and the district. She added that meetings continue twice a month to discuss class caps.

ASG:

ASG representative Kena Haun shared the following report with Senators:

March 18, 2019
Assembled Faculty,

Basic Needs Insecurity has been identified as a major issue affecting community college students throughout the state. The pursuit of further resources to address this issue is ongoing throughout the district, however, resources do currently exist for students. Inclusion of language within your syllabi directing students to these resources is strongly urged in order to mitigate some of the factors that will inevitably affect students facing insecurity.

The statement in your syllabus concerning resources available from the Office of Student Affairs could look something like this:

[The Office of Student Affairs](#) serves as the HUB in connecting you to resources providing food, housing, and more. Visit the [website for a list of community resources](#). Furthermore, please notify the instructor if you are comfortable doing so. They may be able to assist you with the resources available to them.

Join the Office of Student Affairs at their free food events in front of the [Anita & Stan Maag Nutrition Center](#). Check the website for more information, including when CalFresh representatives will be present. Call extension 2594 if you have any questions.

We would also like to draw attention to the mental health support we have on campus here for students in something such as this:

[Palomar College, Mental Health, Stress Management and Wellness Services Syllabus Statement](#)

As a student, you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down or depressed, experience difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Palomar College services are available to assist you with addressing these and other concerns that you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus via the Behavioral Health Counseling Services website at <https://www2.palomar.edu/pages/bhcs/>

Thank you for your consideration,
The Associated Student Government

Haun added that at the ASG is hoping that instructors will allow them a few moments during class time to announce upcoming vacancies and how to participate in student elections. The link to the ASG election packet can be found at: <https://www2.palomar.edu/asg/wp-content/uploads/2019/03/Election-Packet-2019-Google-Docs.pdf>

The group is currently placing a major focus on housing insecurities for students and are hoping for support on a campus-wide and state level.

Haun shared with the Senate that a presentation made by a Palomar student at the last ASG meeting described a negative experience in the classroom setting during their gender transition. IV.A.2, I.A.2

Travis Ritt added that the Senate will discuss supporting the inclusion of a syllabus statement on Mental Health, Stress Management, and Wellness, at the April 1 meeting. I.A.1, I.A.2, I.A.2

Discussion on Reports:

Written Reports:

The following written report was submitted and discussed at today's meeting:

Distance Education & Academic Technology:

Distance Education Faculty Senate Report (03/13/2019) - Steve Perry

1. The on-campus workshop schedules with the ATRC for the Accessibility compliance promotion have been set. There will be "boot camps" on six separate days in April (8, 9, 15, 16, 29, and 30) Interested faculty will sign up for one of those days. 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.

2. I sent out a short survey all faculty to identify how many of what types of documents instructors are using to distribute training materials to students. I received approximately 150 replies.

Overall, most instructors reported that used Canvas and Microsoft Office programs the most. However, there were a higher number of external documents being used than expected. Since handling external documents for accessibility is a more varied and a potentially difficult task, it was decided to break this training effort into two phases, the first focusing on faculty-created documents and the second focusing on external documents. This has the added advantage of faculty more familiar with what makes a document accessible and that will be helpful training when it comes to working with external documents in the second phase.

3. Creating an “Accessibility Overview” workshop for the boot camp sessions and creating a version of the workshop that can be taken entirely online.
4. Continuing to develop 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.
5. Continuing to develop 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.
6. Sent an email to all Deans and VP Kahn to inform them of the current progress and plans for rolling out information to faculty about accessibility compliance.
7. Sent an email to all Faculty to inform them of how we will proceed getting them the training and support for accessibility compliance.
8. The DE Committee met on March 6th but did not have a quorum. The attendees discussed some ideas for the POET system replacement.
9. Continuing to do DE approvals through the Meta system.

I.A.2

Respectfully Submitted,
Steve

Formation of an ad hoc
Committee for granting
Emeritus Status:

Travis Ritt reminded Senators that we are approaching the time of year when retirements are submitted. He asked for volunteers for the formation of an ad hoc committee to discuss those special cases for granting Emeritus status that don't always qualify for automatic status. After brief discussion, Senators Laughlin, Lovelace, and Thompson volunteered to serve. III.A.1, III.A.2

ASCCC Spring Plenary
Resolutions:

Travis Ritt asked Senate members to review the ASCCC Spring Plenary Resolutions at: <https://asccc.org/events/2019-04-11-150000-2019-04-13-230000/2019-spring-plenary-session>. He noted that he would be attending the Area D meeting on Saturday, March 23.

Credit for Prior
Learning:

Ben Mudgett presented on the Credit for Prior Learning Initiative Report.

The advisory group has been meeting since June with constituent groups from the CCC/ Success Center for CCC, UC, CSU, ASCCC, Student Senate, California Competes, Council for Adult and Experiential learning (CAEL) and industry partners to examine current Credit for Prior Learning (CPL) policy and identify future CPL opportunities for students. CPL may benefit up to 4 million adult (age 25-64) workers with some college/no degree in California, 1.7 million Veterans in California, and current and returning students with prior learning experience.

Mudgett provided data on the framework and potential pilot disciplines that may be asked to participate. He added that Palomar is a potential candidate for a mini-grant of up to \$100,000 to be a model for the State.

Recent legislation has passed concerning CPL:

SB1071

This bill would require, by September 1, 2019, the office of the chancellor, in collaboration with the Academic Senate for the California Community Colleges, to develop a consistent policy to award military personnel and veterans who have an official Joint Services Transcript course credit for California Intersegmental General Education Transfer Curriculum, California State University General Education Breadth, or local community college general education requirements, as specified. The bill would also require the office of the chancellor and the academic senate to review and adjust this uniform policy to align it with policies of other public postsecondary education institutions.

AB1786

This bill would instead require the chancellor to establish, by March 31, 2019, an initiative to expand the use of course credit at the California Community Colleges for students with prior learning. The bill would require the chancellor to submit, by January 1, 2020, a report on the initiative to the Legislature.

A brief question and answer period followed.

Intellectual Property: Jenny Fererro shared the current Article 25, Intellectual Property. She indicated that a proposal from the district has been received that would significantly alter faculty ownership over and rights to their intellectual property. After discussion, Senate members did not support proposed changes to the Article.

Policies & Procedures: Jenny Fererro indicated that representatives from the Senate will be needed to serve on the Policies & Procedures committee beginning next spring 2020. After brief discussion, Jackie Martin expressed her willingness to serve.

Constitutional
Committee Review
Group:

Anastasia Zavodny shared a revised version of changes being proposed to the Constitution by the Constitutional Committee Review Group. She outlined the changes being proposed to release time, the Senate membership structure, special election provisions, current and proposed structure for officer positions, and proposed language for the President Elect position.

Discussion followed on the proposed changes and clarification was made in several sections. This item will be brought back for further discussion at the April 1 meeting.

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

Respectfully submitted,

Erin Hiro, Secretary