



Minutes of the
MEETING OF THE FACULTY SENATE
September 16, 2019

APPROVED

PRESENT: Richard Albistegui-Dubois, José Briceño, Melinda Carrillo, William Dalrymple, Alexandra Doyle Bauer, Jenny Ferrero, Erin Hiro, Teresa Laughlin, Lawrence Lawson, Jackie Martin, Adam Meehan, Wendy Nelson, Patrick O'Brien, Lillian Payn, Steve Perry, Travis Ritt, Chris Sinnott, Craig Thompson, Fari Towfiq, Rocco Versaci, Lori Waite, Anastasia Zavodny

ABSENT: Julia Robinson

GUESTS: Remy Arnold (ASG), Linus Smith (ASG) Justin Enriquez (Telescope) Carmelino Cruz (Faculty)

- I. CALL TO ORDER: The meeting was called to order by Senate President Craig Thompson, at 2:30 p.m. in room SU-30.

Please note: All votes are presumed unanimous unless indicated otherwise.

- II. APPROVAL OF MINUTES:

Motion 1 MSC Lawson/Towfiq: Faculty Senate approval of minutes of September 9, 2019, as amended. The motion carried. Abstentions: Richard Albistegui-Dubois, Chris Sinnott

- III. PUBLIC COMMENT: None

- IV. ANNOUNCEMENTS:

- Senator Teresa Laughlin reminded faculty to attend PFF's meet-n-greet with Governing Board trustees tomorrow evening from 5 to 7 PM at San Marcos Brewery. Students are also welcomed to attend. She currently has RSVPs from two Governing Board members.
- Senator Travis Ritt announced that in honor of Chicano Heritage Month, the Chicano Studies Department is hosting a talk and short film about the life of a Chicano leader. The event is scheduled for Wednesday from 6 to 9 pm in the Howard Brubeck Theatre.
- Senator Chris Sinnott added that on Friday, September 20, there will be a Regional Work-Based-Learning Summit at San Diego Miramar College from 8 to 3 PM. The event is sponsored by the Strong Workforce Program. He will be leading one of the workshops. Professors and instructors from K through 14 will be there.
- Senator Anastasia Zavodny announced that MATCH with National Numeracy Network Conference is set for this Friday and Saturday, September 20 and 21.

- V. AGENDA CHANGES: None

VI. ACTION

A. Committee Appointments/Elections:

a. Confirmations:

Motion 2 MSC Zavodny/Nelson: Faculty Senate approval of committee appointments. The motion carried.

AB705 Support Committee – Alan Lechusza Aquallo (Faculty, SBS or At-Large)
AB705 Support Subcommittee – Sherry Goldsmith (Faculty, DRC)
Committee on Service Learning – Lisa Carmichael (Faculty, CTE, 19-21)
Equivalency Committee – Sergio Hernandez (Faculty, CTE, 18-20)
FSA Committee – Nicholas Thomas (Faculty, CTE, 19-21)
Professional Development – Michelle Armstrong (Faculty, SBS, 18-20)
Professional Procedures Committee – Juliane Van Houten (Faculty, At-Large, 19-21)
Strategic Planning Committee – Donna Potratz (Faculty, At-Large, 18-21)
Student Success & Equity Council – Seth San Juan (Faculty, Instruction, 18-20)
Student Success & Equity Council - Katrina Tamura (Faculty, ESL, 19-21)

Motion 4 MSC Versaci/Fererro: Faculty Senate approval of committee appointment. The motion carried.

Chair, Professional Procedures Committee – Adam Meehan

Motion 5 MSC Thompson/Nelson: Faculty Senate approval of committee appointment. The motion carried.

Instructional Planning Council – Travis Ritt (Faculty Senate)

The senators discussed how to handle the counseling faculty representative for the VPHRS hiring committee. It was noted that several emails were sent to elicit a counselor to serve on the committee but no one volunteered by the time the other faculty representatives were approved by the senate. At this point, it is unclear whether a counseling representative can still be added to the committee or has time to complete the HR training. Lastly, senators debated whether the Faculty Senate has the right to nominate a faculty member at-large to take this seat. Citing AP7120, some questioned whether this hiring committee can move forward without all representation in place. Senator Patrick O'Brien, who is from the counseling department, said it is difficult for counseling faculty to participate in hiring committees because their counseling hours are set well in advance and difficult to change. Senator Anastasia Zavodny, who reached out to counselors to serve on the hiring committee, said she recently received emails from two faculty volunteers for the hiring committee but she did not pursue either because she was waiting on confirmation as to whether the senate missed the deadline to fill the seat. The two volunteers were identified as Elizabeth Stephens (Counseling) and Sarah De Simone from EME. The senators first voted to place one at-large faculty member from the senate on the hiring committee but once the Faculty Senate realized that one of the two volunteers was from counseling, the motion was voted down and a new motion was approved.

Motion 6 MSC Laughlin/Towfiq: Faculty Senate approval of committee appointment. The motion carried.

Nays: Ritt, Abstentions: Zavodny

VPHRS Hiring Committee – Jenny Fererro (Faculty, At-Large)

VPHRS Hiring Committee – Lawrence Lawson (Faculty, At-Large) Alternate

Motion 7 MSC Lawson/Towfiq: Faculty Senate approval to reconsider Motion 6. The motion carried.

Motion 8 MSC Laughlin/Fererro: Faculty Senate approval of committee appointment. The motion carried.

VPHRS Hiring Committee – Elizabeth Stephens (Faculty, Counseling)
VPHRS Hiring Committee – Lawrence Lawson (Faculty, At-Large) Alternate

Motion 9 MSC Towfiq/Hiro: Faculty Senate approval of committee appointment. The motion carried.

Academic Standards & Practices – Patrick O’Brien, Chair

Motion 10 MSC Towfiq/Laughlin: Faculty Senate approval of committee appointment. The motion carried.

Accreditation Steering Committee - Chris Sinnott, Faculty Senator

Motion 11 MSC Fererro/Laughlin: Faculty Senate approval of committee appointment. The motion carried.

Student Services Planning Council – Barbara Kelber, Faculty

Motion 12 MSC Fererro/Laughlin: Faculty Senate approval of committee appointment. The motion carried.

Student Services Planning Council – Chris Sinnott, Faculty Senator

Motion 13 MSC O’Brien/Fererro: Faculty Senate approval of committee appointment. The motion carried.

Student Success & Equity – Patrick O’Brien, Faculty Senator

b. Elections:

Motion 3 MSC Zavodny/Hiro: Faculty Senate approval to accept the results of the ballot for committee elections. The motion carried. Results of elections are as follows:

Distinguished Faculty Award Committee – Rebecca Mattson (Faculty, Full-Time, 18-20)

(I.B.6, I.B.7, I.B.8, I.B.9)

B. Curriculum: Senator Wendy Nelson reminded Senators about the Curriculum drop-in meeting this Thursday from 2 to 4 PM. She will continue to email curriculum actions directly to Faculty Senators once they are approved.

VII. INFORMATION ITEMS:

- A. Equivalency: Senator Fari Towfiq provided an overview and handouts (Exhibit I) regarding recent procedural improvements.
- B. Constitutional Review Committee: Senate President Craig Thompson ran the discussion with updates to Section 6: Officers. The Senate will continue working in this section at the next meeting on September 23.
- C. Committees: Tabled.
- D. Out-of-State Fees – Senator Lawrence Lawson and Guest Carmelino Cruz, ESL Matriculation Coordinator, provided a Power Point presentation titled *Supporting Undocumented Students at Palomar College*. The information is intended to help educators and allies increase access for nonresident students, including undocumented students who do not meet the eligibility for AB 540/SB 68, through reduced tuition following California Ed. Code 76140-76143, Article 9.
- E. DEC: Senator Steve Perry reported there is a motion to add a permanent Library position to the DE committee’s membership. The Library did have a permanent position before the DE committee

membership structure was reduced last year. Librarian Marlene Forney has requested that a permanent position be re-established and the DE committee voted to accept this request. Perry requested that this item get moved to Action at the Faculty Senate meeting on 9/23.

- F. Policies and Procedures: Tabled.
- G. Webpage Workgroup: Tabled.

VIII. REPORTS:

- A. Senate President: Tabled
- B. Planning Council Reports: Tabled
- C. Palomar Faculty Federation: Tabled
- D. ASG: ASG President Linus Smith thanked the Faculty Senate for its support of ASG at the last Governing Board meeting. He also reminded senators that he would gladly accept the invitation to come to their classes to recruit new students to ASG.
- E. Guided Pathways: Tabled.
- F. Accreditation: Tabled.
- G. Senate Committee Reports: Tabled.
- H. Other Reports: Senator Teresa Laughlin thanked all who attended that last Governing Board meeting. She said 87 faculty and 50+ classified staff were in attendance to demonstrate their commitment to the college.

IX. ADJOURNMENT: The meeting was adjourned at 3:58.

Respectfully submitted,



Erin Hiro, Secretary

1. HR and Equivalency Committee came up with better procedures for contacting and informing Department Chairs about the equivalency status of an applicant. In addition, HR (Tania) will e-mail the Equivalency Department Chairs Form to the respective Chair when she is informing them that an applicant needs Equivalency. Doing this allows the Department Chair the opportunity to give his/her input into the process.

2. Setting up Equivalency Professional Development Workshops for Faculty, Staff and especially for Department Chairs. Please see the title, description, date and time below
"The Equivalency Process: What You Need to Know"
What is the process of Equivalency for Minimum Qualification at Palomar College?
How can the Equivalency Forms be completed for faster and more efficient processing?

<i>Friday, September 6</i>	<i>2:45 pm – 3:45pm</i>	<i>Location: Math Center (MC-1)</i>
<i>Friday, October 4</i>	<i>12:00 noon – 1:00 p.m.</i>	<i>Location: TBD</i>

3. Creating a list of degrees for each discipline that is approved by Equivalency Committee for HR. Currently, HR (Monique) has this list for some disciplines. Both HR and the Equivalency Committee want this list to be expanded to include all disciplines. To this end, HR has created a form that Department Chairs and Discipline Specialists can use to request a degree be added to the list. This form has been approved by the Equivalency Committee. Now, it needs to be approved by the Faculty Senate.

4. Creating of a web page for the Equivalency Committee under the Faculty Senate's web page. On it the forms, applications, a link to the MQ Handbook, and a Power Point Presentation on *"The Equivalency Process"* would be added.

5. Encouraging our faculty and discipline specialist to improve the MQ Handbook. Below is the link to the web page for ASCCC (Academic Senate for California Community Colleges). <https://www.asccc.org/disciplines-list>

Palomar College – Part-time Faculty Equivalency
(This form is to be completed by the Department Chair.)

Applicant Name: _____ Proposed start date: _____

Department: _____ Discipline: _____

Please list courses that you propose the applicant teach:

Course Number	Course Title

Are these courses for credit or non-credit? Credit Non-credit

Please state the reasons you (the department chair) believe the candidate meets the minimum qualifications required to teach courses in this discipline.

Please list the names of all discipline experts (department faculty) consulted in the completion of this form:

Name of Department Chair: _____

Signature of Department Chair: _____ Date: _____



Faculty Senate Equivalency Committee
**Justification Form To Request A Major Be Added As
An Acceptable Subject for Minimum Qualifications**

Department: _____ Date: _____

Discipline as Stated by the Chancellor's Office: _____

Department Chair: _____ Discipline Expert: _____

Major(s) Requesting To Add As an Acceptable Subject for Minimum Qualifications: _____

Justification: _____

For Equivalency Committee Use Only:

Approved Disapproved Notes: _____

Equivalency Chair Signature: _____ Date: _____