



Minutes of the  
MEETING OF THE FACULTY SENATE  
April 6, 2020

APPROVED

PRESENT: Richard Albistegui-Dubois, Jose Briceno, Melinda Carrillo, William Dalrymple, Alexandra Doyle Bauer, Erin Hiro, Teresa Laughlin, Lawrence Lawson, Jackie Martin, Adam Meehan, Wendy Nelson, Patrick O'Brien, Lillian Payn, Travis Ritt, Craig Thompson, Fari Towfiq, Rocco Versaci, Anastasia Zavodny

ABSENT: Julia Robinson, Chris Sinnott, Lori Waite

GUESTS: Lisa Cecere (Faculty), Kendyl Magnuson (Director of Enrollment), Susan Miller (Faculty), Jon Walker (ASG)

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

**CALL TO ORDER:** The video conference meeting was called to order by Senate President Craig Thompson at 2:30 pm.

**PUBLIC COMMENT:** None.

**ANNOUNCEMENTS:** Senator Anastasia Zavodny shared a message she received from fellow Senator Chris Sinnott who is not present today and in isolation for possible COVID-19 exposure. Sinnott's message is related to the constitution and he is quoted, "In all matters that would restrict rights of adjunct faculty, I would vote no. I firmly believe that we should not treat adjunct faculty as instructors who are 'other' or 'less than' as they are fellow colleagues who work harder and often with less support."

**AGENDA CHANGES:** Information Items will be moved up before Action items.

**APPROVAL OF MINUTES:**

**Motion 1 MSC** Nelson/Laughlin: Faculty Senate approval of minutes of March 30, 2020 as amended (Exhibit I).

The motion carried.

**INFORMATION ITEMS:**

- A. **Grading Policy:** Kendyl Magnuson, Senior Director of Enrollment, stated that based on guidance from the chancellor's office, there is an auto petition process that allows students to withdraw with an EW at any time in the semester with an expectation that the withdrawal was based upon implied COVID-19 circumstances. To preserve the integrity of the course and grade, Magnuson states that he didn't feel this broad scope appropriate for withdrawals in February especially since it wasn't until the week of March 9th, when many high schools began to close down. Magnuson recommends narrowing the timeframe by using the dates of March 9 through May 1 as the timeframe to accept any and all student drops as "auto appeals" and students would be given an EW grade regardless of the reason for the drop. Due to system programming concerns, the system will issue the grade that it would have, a W if prior to the 50% point or an FW after the 50% point. Administratively, that grade will be turned

into an EW. Magnuson recommends that students requesting a drop May 2 or after, should still be processed through the normal channels in Student Services. If it is determined that the drop is a COVID-19 situation, the student can receive the EW. If the drop is outside of COVID-19, the request will be forwarded to faculty for adjudication. In response to a question by President Thompson as to why faculty are not adjudicating all withdrawals after May 1, Magnuson stated that to follow the guidance issued by the chancellor, and to process the anticipated number of withdrawals that may occur after May 1, Student Services can efficiently manage the load coming through and also ensure consistency in determining what is a COVID-19 justification. This will be on the agenda under "action" next week. Magnuson also addressed the error message students are currently receiving when trying to drop a class through MyPalomar E-Services. Because of programming issues, students will continue to receive an error message but the message will now provide a link as well as clear instructions of how to properly drop the class. Students should be directed to and continue to use MyPalomar E-Services for this purpose.

Regarding the issue with a W or FW grade, Magnuson stated that generally the FW grade means that the student stopped attending class significantly enough that it is not reasonable for faculty to give a final grade of the student's performance. Magnuson said this typically does not include a student who just missed the final exam. As far as academic purposes, W and FW are exactly the same grade. The difference is solely an administrative distinction. Once a student reaches the 50% deadline, students are no longer able to drop themselves from the class. Faculty can drop a student at any time. The primary reason we have an FW grade is because the federal government, around financial aid and veteran's services, wants to know a last date of attendance. Using veteran's services as an example, Palomar is an agent for the federal government for administrating veteran benefits. We are telling the VA that we are following their regulations. If a veteran stops attending a class, they are no longer eligible for the benefits of attending that class. Senator Teresa Laughlin requested that Magnuson send an email to faculty with a clear explanation of the difference between W and FW grades. Magnuson stated he would draft something up and work with Craig Thompson to get clear and concise language to explain this to faculty.

I.A.1, I.A.2, I.B.1, I.B.2

- B. **New Governance Structure:** Senator Lawrence Lawson reported that a governance sub workgroup met on March 13 to review all feedback and to present their findings to the large group before it goes to SPC. Some issues arose and Lawson made a request to Superintendent/President Jack Kahn to delay the governance task force restructure from fall 2020, as originally proposed, to a future date. Kahn approved the request. A controversial issue arose during the March 13 meeting regarding equal faculty appointments from Faculty Senate and PFF. It was pointed out that Item 6 of the 10+1+1 reads that District and college governance structures as related to faculty roles. The discussion was whether Faculty Senate should be in charge of appointing faculty to committees. The subsequent discussion in that same meeting ended with the expectation that PFF should have a role in appointing faculty but not equal to Faculty Senate. Instead of having equal representation on most of the councils, all roles should be appointed by Faculty Senate except for one. In Education, Equity and Student Success, two roles should go to PFF. PFF would provide 25% of faculty representation on councils and Faculty Senate would have 75%. As a member of this task force, Senator Teresa Laughlin stated in the initial discussions of the group, members agreed to equal representation on all councils. In the past, PFF has been marginalized, Laughlin said, and communication was difficult during those times. Since PFF has had more representation in the discussions, PFF has not been marginalized and has improved the negotiations process. She believes all workgroup discussions were based on equal representation. If this 3 to 1 ratio for representation was known, she believes the feedback would have produced different results and comments. Laughlin does support a more nuanced approach to assigning roles where unequal but appropriate representation can be accepted. Lawson added that from this sub workgroup meeting, it was suggested that Faculty Senate and PFF meet to discuss a nuanced approach to assigned roles. A straw vote was taken and Faculty Senate supports approaching this issue directly with PFF to further refine future representation on the councils under the new proposed governance structure. Senator Lawson will make this presentation at the PFF meeting on Thursday, April 9th.

I.A.1, I.A.2, I.B.1, I.B.2

- C. **Committees via Zoom:** Senator Anastasia Zavodny, Chair for Committee on Committees, shared a presentation (EXHIBIT II) about guidelines and structure of committees. In addition, she is currently listing all shared governance committee meeting ZOOM locations on the Faculty Senate's webpage, and providing additional tips for conducting

those meetings. Zavodny was asked to prepare a draft of her proposed revisions to these guidelines and to bring them back to Faculty Senate to review. In addition, Zavodny asked Faculty Senate to assist with identifying which committees are actually Faculty Senate committees or joint committees. She asked that once this work is complete, all changes to Faculty Senate committees should be formally documented and recorded. Zavodny will also recommend a method and mechanism for all Faculty Senate committee reporting.

**Motion 2 MSC Ritt/Zavodny:** Faculty Senate approval to extend the meeting by five (5) minutes.

Nays: Erin Hiro

The motion carried.

**ACTION:**

A. Committee Appointments/Elections: No action required.

B. Distance Education Coordinator:

**Motion 3** MSC Towfiq/Laughlin: Faculty Senate approval to accept result of vote for Distance Education Coordinator (EXHIBIT III).

Distance Education Coordinator – Erin Hiro

The motion carried.

I.A.1, I.A.2

C. Curriculum:

**Motion 4** MSC O’Brien/Towfiq: Faculty Senate approval to accept actions taken by Curriculum dated April 1, 2020 (EXHIBIT IV).

The motion carried.

I.A.1, I.A.2, I.B.1, I.B.2

**REPORTS:**

A. Senate President: Tabled.

B. Planning Council Reports: Tabled.

C. Palomar Faculty Federation: Tabled.

D. ASG: Tabled.

E. Guided Pathways: Tabled.

F. Policies and Procedures: Tabled.

G. Budget Committee: Tabled.

H. Senate Committee Reports: Tabled.

I. Other Reports: Tabled.

**ADJOURNMENT:**

The meeting was adjourned at 3:52 PM.

Respectfully submitted,

*Erin M. Hiro*

---

