



Minutes of the  
MEETING OF THE FACULTY SENATE  
August 31, 2020

APPROVED

**PRESENT:** Eduardo Aguilar, Lacey Craft, William Dalrymple, Alexandra Doyle Bauer, Kelly Falcone, Katy Farrell, Molly Faulkner, Jenny Fererro, Erin Hiro, Jason Jarvinen, Teresa Laughlin, Lawrence Lawson, Beatrice Manneh, Jackie Martin, Adam Meehan, Ben Mudgett, Scott Nelson, Wendy Nelson, Patrick O'Brien, Candace Rose, Elizabeth Stephens, Craig Thompson, Fari Towfiq, Rocco Versaci, Ellen Weller, Anastasia Zavodny

**ABSENT:** Susan Miller

**GUESTS:** Vikash Lakhani, Kendyl Magnuson, Jon Walker, Lexus Criswell, Patriceann Mead

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

**CALL TO ORDER:** The video conference meeting was called to order by Senate President Rocco Versaci, at 2:30 PM.

**PUBLIC COMMENT:**

**ANNOUNCEMENTS:** Regarding the Emergency Operations Committee (EOC) that was formed over the summer, Senator Teresa Laughlin stated the need for a faculty member to serve on this committee since this committee is making decisions that really impact working conditions and the ability of faculty to do their work. President Versaci will bring up this issue during his next meeting with Dr. Kahn.

Senator Jenny Fererro reminded Senators to complete their benefits open enrollment using the portal on the HR website. The deadline was August 31, 2020.

Senator Lawrence Lawson announced that the White Allies for Anti-Racism at Palomar College recently met. The group focused the conversation on the words of Dr. Betina Love and the difference between what an ally is and what a co-conspirator is. Then we talked about how we could take that understanding into action in our spheres of influence. And we also did a needs assessment for the group. If you're interested, there should be an email going out to the campus with information. The next meeting is planned for September 11.

Senate President Rocco Versaci announced that the Equity Diversity & Inclusion webpage is now live and encouraged Senators to check it out.

Versaci announced that Jose Briceno has resigned from Senate due to class conflicts. This results in an opening for a full time Senator. An additional seat for a part time Senator is open as well.

Senator Lawson announced that the Governance Task Force should be completing their work this semester. Over the summer, Lawson resigned as chair and Dr. Mireya Gutierrez-Aguero has taken the lead along with Dr. Kahn.

Senator and Distance Education Coordinator Erin Hiro announced that faculty can get extra help with their online classes by attending any special Zoom session until the end of September. The sessions are Mondays 1 to 2 PM,

Tuesdays from 8 to 9 AM, Wednesdays 4:30 to 5:30 PM, Thursdays 1 to 2 PM as well as the Friday morning session. Email Hiro if you need more information.

**AGENDA CHANGES:** Action items B and C will be switched. Action items E and F will be switched.

## **APPROVAL OF MINUTES**

**Motion 1** MSC: Thompson/Towfiq Faculty Senate approval of minutes dated August 24, 2020 as amended (see Exhibit 1).

Abstentions: Adam Meehan, Elizabeth Stephens

The motion carried.

## **ACTION**

A. **Curriculum – No action required.** Senator Wendy Nelson stated that the Curriculum agenda for the September 2 meeting went out last week and includes all DE addendums approved up until now. If your class is not on the list, it just means your department chair or dean hasn't approved it yet or it might be sitting on the tech review list. If you were asked to make changes, please take care of this as soon as possible so the classes can all get approved and become active. Nelson will report Curriculum actions next Faculty Senate meeting.

1.A.1., 1.B.1., 1.B.8., 2.A.1,2,3.5.13.

B. **EW & P/NP Deadlines for Fall '20**

**Motion 2** MSC: Laughlin/Mudgett Faculty Senate approval to accept the current EW and Pass/No Pass proposal to extend the deadline to 50% for Fall 2020 (see Exhibit 2).

When reviewing possible options, Kendyl Magnuson stated that some of the factors considered when creating this proposal was an option that created the least additional programming and the least additional confusion as to aligning it with other existing processes. In spring 2020, there was a lot of extra work and a lot of confusion in explaining to students exactly how it worked. Second, students have registered for fall knowing that classes are online. So part of the thinking was that to draw back on the flexibility to a more moderate level. Then also the chancellor's office has kept in effect there memos asking us to have some flexibility through the fall term. The chancellor's office didn't say you had to do X or Y. This proposal allows students to have a normal withdrawal with a W at the 50% point. And students can withdraw and not have it count against them for probation, GPA and an attempt. Because federal regulations are in flux, it won't count against them for their financial aid as well. We still would be maintaining basically a high level of flexibility for students, but maintaining that the grade is now kind of back to where it was. It's back in the purview of the instructor because once we get past the 50% point, the expectation is that an evaluative grade is given to the student and those students that don't complete that typically can be an FW. The EW is currently by standard petition only and allows for up to three years.

The Pass/No Pass deadline is currently at the 30% point in the semester and this proposal would extend it to 50% as well. The withdrawal deadline is currently at 50% with a W but with Faculty Senate approval, we can shift automatically to an EW at the 50% point. Magnuson explained that it's really important to attach this deadline to existing timelines and processes so that it is clear and easy to explain to students so they understand. It is already difficult to communicate with students remotely. Extending a new deadline date would be very problematic for all the reasons already mentioned. Without knowing the exact number of students who took advantage of the extended deadlines for spring and summer, Magnuson stated that it was almost an overwhelming and significant number to deal with. In a scenario

where a student stops attending classes due to Covid, it is still the responsibility of the student to apply for the EW grade regardless of a change to the application deadline. In a scenario where a student can't personally apply for an EW, giving this authority to faculty presents other problems and he is not in favor of faculty acting on behalf of a student. The student will always have the ability to petition for an EW up to three years.

The motion was amended (see Motion 3)  
1.B.3. 1.B.8., 1.C.1., 1.C.2.

**Motion 3** MSC: Towfiq/Zavodny Faculty Senate approval to amend Motion 2.

Nays: Lawrence Lawson  
Abstentions: Eduardo Aguilar, Ellen Weller

The motion carried.

**Motion 4** MSC: Laughlin/Mudgett Faculty Senate approval to extend the EW and Pass/No Pass deadline to December 19, 2020 for fall 2020.

Nays: Candace Rose, Ellen Weller, Jason Jarvinen, Lawrence Lawson, Scott Nelson

The motion carried.  
1.B.3. 1.B.8., 1.C.1., 1.C.2.

### **C. Committee Appointments**

**Motion 5** MSC: Zavodny/Towfiq Faculty Senate approval to confirm the following committee appointments (see Exhibit 3).

Abstentions: Beatrice Manneh

AB705 Support Sub-Committee – Leigh Ann Van Dyke – Student Services, Faculty, DRC  
Academic Review Committee – Marie Tempio-Capule – SBS, Faculty, Instruction/Library (20-22)  
Curriculum Committee – Clare Rolens – L&L, Faculty, L&L (19-22)  
Student Services Planning Council – Christine Dawber – Student Services, EOPS Faculty Representative  
Student Success and Equity Council – Eli Ziadé – MSE, Faculty, Math (20-22)  
Tutoring Committee – Beatrice Manneh – L&L, Representative, World Languages

The motion carried.

**Motion 6** MSC: Zavodny/Mudgett Faculty Senate approval to accept the results of the ballot for committee elections (see Exhibit 4).

Facilities Review Committee – Barry Valentine – CTE, Faculty, different divisions (20-22)  
Personnel Standards & Practices Committee – Adam Navarro – L&L, Faculty, at-large (20-22)  
Personnel Standards & Practices Committee – Cory Lindsay – MSE, Faculty, at-large (20-22)  
Professional Procedures Committee – Eli Ziadé – MSE, Faculty, at-large (20-22)  
Sabbatical Leave Committee – Claire Rolens – L&L, Faculty, tenured (20-23)  
Transfer Advisory Committee – Lisette Lasater – L&L, Faculty, English

Senator Zavodny reported there is a need for a Senator in the committees listed here. President Versaci encouraged Senators to volunteer.

- Instructional Planning Council (IPC). Meets every 2nd and 4th Wednesday, 2:30 - 4:30pm
- Student Success and Planning Council (SSPC). Meets every 2nd and 4th Wednesday, 9:30 - 11:00am.
- Student Success and Equity Council (SSEC) x2. Meets every 2nd and 4th Friday, 9:00 - 11:00am.

The motion carried.  
IV.A.2.5.6.7.

#### **D. Credit for Prior Learning Coordinator Position**

**Motion 7** MSC: Rose/Nelson, W. Faculty Senate approval to reassign the 20% NCHEA release time to the Credit for Prior Learning Coordinator position for the next four years Beginning Fall 2020 through Spring 2024 (see Exhibit 5).

The motion carried.

#### **E. Committee on Committees Policies & Procedures**

IV.A.2.5.6.7.

**Motion 8** MSC: Zavodny/Laughlin Faculty Senate approval to accept the newly revised Committee on Committees Policies & Procedures (see Exhibit 6).

Nays: Craig Thompson, Fari Towfiq, Jackie Martin

Senator Anastasia Zavodny presented the draft of revised Committee on Committees Policies & Procedures. This accurate and up to date document will facilitate placing faculty on committees. Fielding questions and identifying responsibilities should become easier. We have certain committees that adjunct faculty can serve on and get paid for their service. Zavodny has found that there are chairs who don't necessarily know that or know the procedures, among other things. Zavodny expects that this document will be reviewed and revised once a committee is formed but considers this document a good starting place for those committee discussions.

The motion carried.  
1.A.1., 1.B.1., 1.B.8., 2.A.1,2,3.5.13., IV.A.2.5.6.7.

**Motion 9** MSC: Lawson/Zavodny Faculty Senate approval to extend the meeting.

The motion carried.  
IV.A.2.5.6.7.

**Motion 10** MSC: Thompson/Towfiq Faculty Senate approval to refer the newly revised Committee on Committees Policies & Procedures to the committee once it's formed.

Senator Craig Thompson shared his concern primarily about item 7.2 in the document dealing mostly with a more transparent "live" voting procedure. Thompson believes that how we vote for committees is in violation of the Brown Act. Senator Anastasia Zavodny stated she believes it's important to follow the Brown Act in all instances and questions whether what we've conducted recently when voting is not transparent. She further states that she doesn't see this necessarily a stumbling block for the proposed policy and procedure updates.

The motion failed.

## F. Committee on Committees

**Motion 11** MSC: Laughlin/Towfiq

Faculty Senate approval to add five Senate committee members to the already established Committee on Committees (see Exhibit 7).

Abstention: Anastasia Zavodny

Kelly Falcone  
Ellen Weller  
Jackie Martin  
Alex Doyle Bauer  
Jenny Fererro

The motion carried.  
IV.A.2.5.6.7.

## G. Canvas Access Issue

**Motion 12** MSC: Lawson/Laughlin

Faculty Senate approval in response to ATRC's reliance on Faculty Senate policy on this issue, the Faculty Senate asks ATRC to modify the Canvas environment so that faculty themselves may add and remove observers to/from their own Canvas shells. This will allow more efficient evaluations for observation purposes.

The motion passed.

## INFORMATION ITEMS

**A. Starfish/Canvas Integration (see Exhibit 8)**– Senate President Rocco Versaci stated that Vikash Lakhani was present earlier in this meeting to answer questions regarding the Starfish/Canvas Integration proposal. Vikash will be taking the point with us regarding this matter. He is preparing a presentation for Faculty Senate that should clarify issues. Senator Kelly Falcone added that we should know how early alert is currently being used and who the retention team is. Until they figure out what the flags are actually going to do to intentionally provide the intervention that our students need. We shouldn't even be having the conversation about Starfish/Canvas integration.

1.A.1., 1.B.1., 1.B.8., 2.A.1,2,3.5.13., III.C. 1-5.

**B. Faculty Appointments to Grant-Funded Assignments** – Tabled.

## REPORTS

**A. Senate President** – Senate President Rocco Versaci reported the following:

- Governing Board had a special meeting on Tuesday, August 25, where the main order of business was to discuss their self-evaluation study. At the beginning of this meeting, Trustee John Halcon responded to something a faculty member had said at an earlier Board meeting about his (Halcon's) insensitive comments regarding diversity and older faculty. His response prompted Board President Hensch to halt his speech because he had gone over the time limit and she deemed his words abusive and unproductive. This action by President Hensch was supported by Trustees Deerfield and Miyamoto. The next regular meeting will be on Tuesday, September 8.
- Versaci attended IPC, Budget, and a meeting of the SSEC Tri-Chairs (see reports below). Vice President Jenny Fererro and Versaci will be meeting with President Kahn this Wednesday.
- Senators Jackie Martin, Wendy Nelson, Craig Thomp[son, and Versaci will be meeting with VP Sivert this Wednesday as well to continue (and hopefully finish) discussing a draft of BP/AP 4021, which addresses program review, revitalization, and discontinuance. Once the draft is finished, it will make its way through shared governance, and this will include Curriculum and Senate.

- Versaci put out a call to all faculty, asking them to share readings, assignments, and/or activities that they use in class that address issues of social, economic, and environmental equity. Versaci has received several responses and will continue to solicit this in an effort to promote what we do, share best antiracist pedagogical practices, and contribute to the ongoing conversation about what we can do better.

#### **B. Planning Council Reports (SSEC, SPC, IPC, SSPC, HRPC, FASPC)**

- **SSEC** - SSEC was supposed to meet on Friday, August 28. That meeting was cancelled so that the Tri-Chairs (me, Vikash Lakhani, and Shayla Sivert) could talk to plan out the semester/set the agenda. The next scheduled meeting will be Friday, September 11.
- **SPC** - SPC meets next on Tuesday, September 1
- **IPC** - IPC met for the first time this semester on Wednesday, August 26.
  - VPI Sivert announced that Student Services is looking into the problem of students being dropped for nonpayment. Apparently the problems are numerous, including things like poor communication with the students and drops happening in error.
  - PRPs will be rolling out beginning on September 1.
  - The Multicultural Studies Department will be changing its name to the Ethnic Studies Department. Chair Rodolfo Jacobo discussed the possibility of requiring an Ethnic Studies class for graduation.
  - FTES for fall is currently down 13.06%, but students are still adding Fast Track 2 classes. There are indicators that not students who are enrolling are enrolling in fewer classes. Enrollment seems down areawide, though the lowered enrollment rates vary by college.
- **SSPC** – There is currently a vacancy for a Faculty Senate member on this council.
- **HRPC** – No report.
- **FASPC** – There are two Senate-appointed faculty vacancies on this council.

#### **C. Palomar Faculty Federation (Teresa Laughlin) –** As we embark on a new semester starting during a global pandemic, things can't get any stranger. This is a difficult time for our students, colleagues, and community members.

In the time since the last eboard meeting I have been representing PFF at various Zoom meetings including:

- **Governing Board Meetings:** I attended regularly scheduled and special Board Meetings in July and August. Some of the Board Meetings have been surreal. I encourage you to attend them and/or view the recordings in Board Docs.
- **Statewide Meetings:** I attended many CFT zoom conferences related to State updates regarding COVID 19
- **Campus shared governance meetings:** I attended the various Budget meetings, the weekly update on the COVID19 situation, Faculty Senate, and Human Resource Planning Council.
- **Negotiations:** We finally completed Health Care negotiations. The sticking point was the cap on Part-time benefits. The District was paying only \$200,000 for all of our Part-time Instructors health care. The cap had not been increased in nearly a decade and only afforded 32 part-time faculty members coverage. The PFF was concerned that our Part-time faculty could be kicked off of their coverage during a global pandemic. It was something we couldn't stomach. Given the big changes in health care that the Faculty and Staff agreed to, we asked to increase the cap. Finally the District agreed to raise the cap to \$230,000. This is a tiny amount given the big changes in Health care for full-time employees that generate ongoing savings of \$1.8 million.
- **Interaction with members:** I have had with several meetings with members regarding various concerns about hiring practices, working conditions, and contract interpretation.
- **Interaction with our CCE colleagues:** We stay in close communication with our brothers and sisters in the CCE. We stand shoulder to shoulder.
- **Meetings with Administration:** In order to keep the lines of communication open, I have met with various administrators on various topics, mostly COVID related.

- Food Distribution: Palomar Faculty Federation in association with Council of Classified Educators, North County Labor Alliance, San Diego and Imperial Counties Labor Council, and Feeding San Diego are doing our part to help our community by distributing food every other Saturday. The food distributions follow strict COVID 19 guidelines and are contact-free. We have had four food distributions so far where we distributed food to nearly 2,000 families. In addition we have given out over 2500 children's books donated by the San Diego Council on Literacy.
- AS 101: Dr. Rafiki Jenkins and Dr. Martin Japtok are co-teaching an Africana Studies 101 class reserved for Faculty and Staff. PFF is providing the textbook for our members who take the class. This class is the highlight of my fall semester!

This semester is going to be a challenge for all of us. We have to remember this too will pass and we are in this together. Please reach out if the PFF leadership can help.

**D. Distance Education Committee (Erin Hiro) –**

- Instructor Certification – Since POET was revamped in late April, we have trained and certified 435 instructors through this course. POET is self-paced and still available to train professors this fall. You can join through the PD Portal. Overall, we have 599 professors on the Palomar College List of Certified Online Instructors. Beyond the POET training, we have two professors who were certified through the CVC-OEI Rubric process, 31 others who joined the list through their outside degrees and training, and 67 who joined the list by taking the old POET course. We have another 26 instructors who are on the list but whose certification is unknown. We encourage all faculty to contact the DE Coordinator to update that information. Please remember that ALL professors (part and full-time) need to be on this list to teach online this spring. Department chairs will be checking when they schedule for spring.
- Goals – The DE Committee will meet Sept. 2 and create goals for the academic year. We want to know how we can help you improve your online teaching. Please feel free to email Distance Education Coordinator Erin Hiro with your concerns, questions or training needs.
- Attending DE Committee meetings: If you would like to attend the DE Committee meeting, we meet next on Sept. 2, 2020 at 2:30 p.m. The Zoom Meeting ID is 961 1370 6468, and the password is 950357.

**E. Guided Pathways – No report.**

**F. Policies and Procedures – P&P meets next on Friday, September 4**

**G. Budget Committee (Rocco Versaci) – The Budget Committee met for the first time this semester on Thursday, August 27 (it would have already happened by the time you're reading this but has yet to occur at the time I'm writing this).**

**H. TERB (Lawrence Lawson) – For Fall 2020, evaluations activity (student evaluations, class observations, reports, etc.) will resume. Any evals that were pushed from Spring 20 will take place this semester—in addition to any evals normally scheduled for Fall 20 per the three-year cycle. Some full-time faculty will have projects as part of their load due to the lack of feasibility for online classes to replace face-to-face classes for some disciplines, and TERB will co-create fair matrices to evaluate project work for use in lieu of student evaluations. Last, TERB is revisiting the “collegiality” item on one version of the probationary faculty form to create, if possible, an unambiguous understanding of what is meant by the term.**

**I. Professional Development (Kelly Falcone) - I want to thank everyone who attended plenary, those who led workshops at plenary, and of course those who shared their stories at our Antiracism session. Overall plenary went well and the feedback has been really good. I'd like to share one faculty members comment she sent to me: “I wanted to congratulate you on the first Online Plenary. For me,**

it was the best Plenary ever. Although we didn't get to see our colleagues, much less hug them as we often do, it was GREAT! I appreciated that everything was on time, relevant, energetic and very special this year. It was a huge bonus that we didn't have to walk all over campus in 95 degree weather all day long. Plenary was exciting, not exhausting!" In a future report I will provide data on overall participation, at this time we are still very busy marking attendance.

Other than plenary, it was a very busy summer planning for plenary, responding to the training recommendation for FCMAT (developing training for fiscal and GB members), helping with POET, working on many learning opportunities under our Antiracism framework, building [online training playlists of courses](#), and training our new Staff PD Coordinator, Matt Grills.

For Faculty PD, I will be putting a call out for faculty to lead PD workshops for their colleagues focused on best-practices for online teaching. We have so much to learn from each other. If you have identified specific training/learning needs that we should offer this Fall, please reach out to me.

- J. **Senate Committees** – No reports.
- K. **ASG (Remy Arnold)** – The ASG hosted our first meeting of the semester last Friday where we discussed current on-campus debates and decisions such as Proposition M and Student Discount cards that can be used remotely. We welcomed several new members and have begun filling the Vice President positions; as well as, starting up our committees. Coming up we have our ASG Retreat in late September and many projects in the works that we are excited to share with the college soon.
- L. **Other Reports** – No reports.

**ADJOURNMENT:**

The meeting was adjourned at 4:06 PM.

Respectfully submitted,

*Margaret Faulkner*

Molly Faulkner, Secretary