



Minutes of the  
MEETING OF THE FACULTY SENATE  
April 26, 2021

APPROVED

**PRESENT:** Eduardo Aguilar, Lacey Craft, Will Dalrymple, Alexandra Doyle Bauer, Kelly Falcone, Katy Farrell, Molly Faulkner, Jenny Ferrero, Erin Hiro, Jason Jarvinen, Teresa Laughlin, Lawrence Lawson, Beatrice Manneh, Leigh Marshall, Jackie Martin, Adam Meehan, Susan Miller, Kateri Mouawad (ASG), Ben Mudgett, Scott Nelson, Wendy Nelson, Candace Rose, Sabrina Santiago, Elizabeth Stephens, Fari Towfiq, Rocco Versaci, Reza Wrathall, Anastasia Zavodny

**ABSENT:** Natalie Lopez

**GUESTS:** Jennifer Finn, John Lewis, Kendyl Magnuson, Tina Parker, Jon Walker

**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 COMMENTS** – None

**ANNOUNCEMENTS**

Senator and Elections Chair Alexandra Doyle Bauer announced applications for new Senator positions has been extended to May 9. Faculty voting will take place May 10 to 16 and new Senators will be announced May 17 at Faculty Senate.

Senator and TERB Coordinator Lawrence Lawson announced a feedback form regarding student evaluations every semester went to faculty last week. Feedback will be accepted throughout this week so if faculty hasn't completed it yet, please do so this week.

Senator and DE Coordinator Erin Hiro announced she received approval from VP Sivert to test up to five classes for a HyFlex course model in Fall 2021. This course model is a hybrid flexible model that allows students to choose between coming to campus for face-to-face instruction or to view the class live online. She asked faculty to contact her if they have a course that might benefit from using this model. This course model has shown great success over the last ten years at several CSU campuses.

Senator and PFF Co-President Teresa Laughlin announced Political Economy Days are happening today through Wednesday.

**AGENDA CHANGES** - None

## APPROVAL OF MINUTES

**Motion 1** MSC: Laughlin/Fererro

Faculty Senate approval of meeting minutes dated April 19, 2021 as amended (see Exhibit 1).

Abstention: Kateri Mouawad

The motion carried.

## ACTION

### **A. Curriculum**

**Motion 2** MSC: W. Nelson/Faulkner

Faculty Senate approval of Curriculum actions taken April 21, 2021 (see Exhibit 2).

The motion carried.

Senator and Curriculum Co-Chair Wendy Nelson stated the Curriculum GE work group has recently been discussing how the Ethnic Studies requirement will affect the multicultural requirement. The group is getting very close to creating options that Palomar can go with and hopes that CSU will approve the proposed Ethnic Studies courses.

Nelson added that another Curriculum work group's goal this year was to perform a curriculum cultural audit. The plan is to schedule a summer workshop for faculty where the work group will look at strong workforce data in classes. More information will be shared once plans are set.

### **B. Committee Appointments**

**Motion 3** MSC: Zavodny/Towfiq

Faculty Senate approval of the library's selection of Marie Templo-Capule as the library representative, advisory vote, on the Equity, Education and Student Success Council.

Equity, Education and Student Success Council – **Marie Templo-Capule**, Library Faculty, Advisory Vote

The motion carried.

**Motion 4** MSC: Zavodny/Towfiq

Faculty Senate approval of UMOJA's selection of Mercedes Tiggs as the UMOJA representative on the Equity, Education and Student Success Council.

Equity, Education and Student Success Council – **Mercedes Tiggs**, UMOJA Faculty

The motion carried.

## INFORMATION ITEMS

### **A. New permission Code/Waitlist Process**

Senior Director of Enrollment Kendyl Magnuson and John Lewis, Business Systems Analyst provided a demonstration of how the online waitlist and permission code processes will work symbiotically together on the Faculty eServices page. Magnuson also reviewed enrollment controls built into the system as well as the effects of the census date on those

processes. The new system is currently being piloted for World Languages and for some summer enrollments. The system will roll out in full for fall 2021 enrollment.

Magnuson said use guides were provided to the faculty involved in the test and those faculty are providing feedback so the final training guides will be more comprehensive for faculty. Senators Scott Nelson and Beatrice Manneh, both World Languages instructors said the new system is straight-forward and works well.

Magnuson went on to say that students are not dropped from classes once classes begin. However, if a student doesn't pay, a Hold is placed on their account which keeps that student from registering for classes in the future. Magnuson added that its very important for faculty to tell students to complete a FAFSA form, and if eligible, the fees will be waived through the California Colleges Promise Grant.

John Lewis shared the updated waitlist system that will be used in summer. The system now has the ability to give the student reasons why they are not enrolled in the class through the wait list system. He added that approximately 30% of waitlisted students have some type of Hold on their account and there are a variety of reasons why a Hold is in place. Ongoing messages will go out giving the student several opportunities to fix the error before being removed from the waitlist which would result in opening a spot to another student. Lewis said the waitlist error message will go to the student's Palomar Outlook email account. ASG President Kateri Mouawad mentioned that many students do not check their Palomar Outlook email accounts frequently for important Palomar communications and suggested that these messages get communicated using the text messaging system currently used by Student Services. Magnuson responded saying this is a possibility for the future but didn't want to make any premature promises of when this can happen.

#### **A. College & Career Access Pathways (CCAP) Agreements & Textbook Costs**

Glyn Bongolan provided an update regarding the dual enrollment team beginning to formalize the textbook selection process for dual enrollment courses in the CCAP Agreement. Under the CCAP Agreement, dual enrollment courses are a no-cost course for the student. In Palomar's CCAP Agreements, the high school pays for the textbooks and Palomar pays for the instructor. The dual enrollment team wants to ensure that the instructors maintain the same textbook for the duration of the agreement (usually three years).

Jennifer Finn from Enrollment Services, the new lead for the Dual Enrollment Program explained that high schools are experiencing difficulties in getting textbooks on time for their dual enrollment students. For budgeting reasons, high schools can't normally purchase textbooks for fall until after July 1. Often, those textbooks won't arrive in time for the beginning of the class. Instructors select the textbooks for these classes and a problem arises when an instructor either changes the textbook from one year to the next or the instruction assignment is changed and the new instructor selects an entirely different textbook. This textbook issue is partly responsible for the decline in dual enrollment classes.

Senator Zavodny, chair of the CALM Committee asked what the consideration would be of trying to convert these courses to OER or ZTC. CALM is pushing and trying to help faculty develop these materials that are more appropriate and to find materials that already exist and pull them together. Bongolan replied saying this may be a partial solution. She went on to say though that department chairs who do these class assignments have a tough time finding a faculty member who is willing to make the drive to high school campuses to conduct face-to-face classes or who do simply not want to teach the class. The instructors may change every year and sometimes those assignments take place just weeks prior to the start of the semester. Bongolan also indicated a lot of dual enrolment instructors are part-time faculty.

Senator Jackie Martin, current chair of the business department said the conversation should start directly with the faculty members who are teaching these classes and asking them to be flexible. Most faculty teaching these classes

enjoy working with the high school students. There may be issues with Third Party Software but this can be resolved by reaching out to the company who will usually negotiate a significant discount.

Senator Falcone stated this is yet another reason why we should be moving towards the increased use of OER textbooks and free textbooks for students. This is another scenario that Palomar really needs to keep in mind especially working towards equity and ensuring that all of the students can participate in classes equally, fairly, and to have the books ahead of time and not burdened by the cost. Falcone went on to say that every time she looks at what the ASCCC is doing, there's always a strong element of support for open educational resources. She would like to see Palomar invest more in the CALM program...having the CALM chair actually be afforded with the opportunity of "time" to invest in leading the program. It's technical work and there is a lot to learn in order to be able to teach people how to use creative commons licenses and how to find and adapt open educational resources. Palomar should be working towards eliminating the challenge that textbooks place on all of the students.

Senate VP Jenny Fererro suggested that a survey go out to faculty and department chairs involved in dual enrollment classes asking for feedback regarding these textbook issues. The work group can get a better idea of the scope of this problem.

Senator Zavodny, in reference to Bongolan's earlier comment regarding a lot of dual enrolled faculty being part-time faculty, questioned whether that practice was placing an undue equity on our part-timer faculty. She would like to see this issue of faculty assignments and part-time faculty equity brought back to Senate for further discussion.

#### **B. Faculty Senate Scholarly & Professional Achievement Award**

Senator and DEqCC Co-Chair Eduardo Aguilar announced the recipient of this year's award. Hossna Sadat-Ahadi was unanimously selected by the committee members. Senator Dr. Susan Miller who sat on the committee added that all of the candidates were excellent candidates and she was pleased to read about all of the scholarly work being done here on the Palomar campus by very dedicated faculty.

#### **C. Curriculum Co-Chair & SLOAC Coordinator Announcements (see Exhibits 3 and 4)**

Senate President Rocco Versaci announced that two positions, Curriculum Co-Chair and SLOAC Coordinator are coming to an end this spring semester. Versaci shared the announcements and asked for feedback from Senators. The announcements will go out campus wide on Tuesday, April 27 with an application deadline of May 14. Senators will select the positions at Faculty Senate on May 17.

#### **D. ASCCC Spring Plenary 2021 Update (see Exhibit 5)**

Versaci asked Senators if they had questions regarding the exhibit and announced that ASCCC Plenary for fall 2021 will be virtual.

### **REPORTS**

#### **ASG (Mouawad)**

1. ASG approved \$10,000 to be allocated to office and student retention center designs.
2. We approved our first readings our budget for 2021-2022 academic year, approving for the first time a budget that includes intentional deficit spending.

3. President Mouawad met with the DE committee to discuss next actionable steps for student success and course packets. Mouawad and Erin Hiro will meet to work on different solutions to aid students with this issue.
4. On our regular Monday meeting, we confirmed ASG members are to participate in the summer equity retreat on July 14, and student participation for the Fallbrook 40 User groups.
5. The Communications Committee has started on posting for Sexual Harassment Awareness Month, Autism Acceptance Month, and Arab History Month. They are working on a promotional video to engage international students and will move forward with the podcast project—the first episode will be ready to for release soon.
6. We swore in another student—Mussawer Jamili as senator—ASG is now at nearly 20 members!

### **President (Versaci)**

Several faculty members—Will Dalrymple, Jenny Ferrero, Hossna Sadat Ahadi, Elizabeth Stephens, Anastasia Zavodny, and I—attended the ASCCC Spring Plenary. Notes from Jenny and me on the sessions we attended are included in this week’s exhibits, and an update appears as an information item on this week’s agenda.

I also sent to all faculty a link to an article from *EdSource* regarding the enrollment crisis faced by California community colleges. That article can be found here: (<https://edsources.org/2021/californias-community-colleges-at-critical-crossroads-as-more-students-opt-not-to-attend/652637>).

### **SSEC/SEA (Versaci)**

SSEC/SEA met on Friday, April 23. On the agenda was the following:

- Consider two funding requests from the Math Department (Luis Guerrero & Shelbi Mayo)
- Get information about “Hollaback!” bystander intervention training (Cindy Anfinson)
- Get an update on enrollment efforts (VP Vikash Lakhani)
- Get an update on the Undocumented Student Support Group (Dean Leslie Salas)

### **SPC (Versaci)**

SPC met on Tuesday, April 20. Highlights:

- Michelle Barton gave an update on the Mission/Vision/Values statements for the college.
- Michael Day reviewed a proposal to use Cares Act funding to equip some rooms with cameras and microphones to facilitate hyflex instruction. He said that they were ready to expand beyond the initial group of rooms to about 100 rooms across campus for a total cost of \$275,000. Some discussion followed. I voiced concern about spending so much money outfitting the campus for a limited mode of teaching, especially since we are not a primarily online institution.
- VP Ambur Borth went over the budget assumptions being used for budget planning.

**IPC Report (Versaci)** - IPC and the Prioritization Subcommittee next meet on Wednesday, April 28.

**SSPC** - No report.

**HRPC** – No report.

**FASPC (Antonecchia)** – No report.

### **PFF (Laughlin)**

I have been actively involved in the shared governance and union meetings including:

- Special Governing Board Meeting 4/20/21:
  - The main order of business was two workshops, presented by Michelle Barton, regarding Board goals and the College Demographics.
- Campus shared governance meetings:
  - Faculty Senate
  - SPC
  - TERB
  - Budget
- Negotiations are up and running.
- Interaction with members: I have had with several meetings with members regarding various concerns about hiring practices, working conditions, and contract interpretation. I attended a department meeting to help mediate.
- 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 Board members: We have regularly scheduled meetings with Governing Board members monthly.
- What was supposed to be the last Food Distribution on April 17<sup>th</sup> was so successful that the San Diego and Imperial County Labor Council committed to more! We will be distributing food on the SECOND Saturday of the month through July (5/8, 6/12, and 7/10)
- Don't forget Political Economy Days next week, April 26<sup>th</sup>-28<sup>th</sup>.

If you have concerns about these or any other issues, please email me at [tlainelaughlin@gmail.com](mailto:tlainelaughlin@gmail.com).

### **DEqCC – Diversity, Equity, and Cultural Competence (Aguilar/Sadat Ahadi)**

We will be meeting on Friday, April 23, to discuss the process of Student and Employee Complaints about Racism on Campus. A group of DEqCC members convened on April 16 to discuss funding requests for the subcommittee and the group will come up with a proposal. Anastasia Zavodny will be visiting the DEqCC meeting on April 23 and will provide the subcommittee an update regarding the DEI questions in the committee volunteer form.

**Accreditation (Meehan)** The Accreditation Steering Committee met on Friday, April 23.

### **Distance Education (Hiro)**

The Distance Education Coordinator has asked to test and develop training of hyflex classes. The plan is being developed but will include a few faculty who will help develop and create training for classes called hyflex in which students can decide for each class meeting whether they participate on Zoom or in the classroom. This type of class has been done in other schools for years and has been found to help with enrollment and equity.

The ASG presented concerns to the DE Committee about course packs creating problems for students. DE members felt that part of the problem was a lack of communication and that faculty may need to be reminded about Title 5 obligation of consistent communication in all courses. But the DE Committee will also

look into recommendations to make it easier for students to provide feedback to the school about problematic faculty members as well as provide a student Bill of Rights so that students know about laws such as Title 5. The DE Committee will bring any decision to the Senate.

DE Coordinator Erin Hiro gave a summary of goals in Enrollment Management. She is tasked with creating a plan to check in with faculty who have taught online and might want to continue to do so after COVID. She is also going to offer trainings and information about how to create online-only certificates and programs for interested faculty.

DE Coordinator Erin Hiro reported that Guided Pathways gave the Distance Education Committee \$5,000, with a promise of \$15,000 more should it be needed, to pay the registration fee of any @One courses that faculty wish to take this summer and next year. Hiro is currently testing a sign-up system and will send an email out to faculty as soon as the payment process is finalized.

### **Guided Pathways (Nelson)**

#### Pillar 1

- Meta Majors descriptions – we have a new onboarding/meta major advisory group finalizing the meta major descriptions for the mapper.
- Videos – we are using the Pathway Navigation grant to create videos for each of the Palomar Pathway.
- Student Success teams – we met with faculty from Reedley College and reviewed its use of Canvas for success team implementation and will be working on this over the next few months.

#### Pillar 2

- Career Continuum meetings – The Career Continuum team invited Mira Costa College, Mesa College to look at their internal structure, processes, resources, and partnership within their constituents to help Palomar College make a better decision of its own Career Continuum Program.
- AB705 group – The subcommittee and workgroup came up with Palomar College definition of “gateway” course. The definition also includes “bottleneck” course and “critical” course.
- GP Ambassador development program – Guided Pathways is currently developing and implementing an Ambassador Program to help and follow through with multiple activities supporting the goals and objectives of Guided Pathways. Announcement was sent out to invite students to apply for the 5 positions. Interviews will be held in May and training will occur this summer. Ultimately, the Ambassadors will start in Fall 2021.

#### Pillar 3

- Examining software options for degree planning such as HighPoint.
- Completed intrusive call campaigns for underserved students and for students on probation level 2.
- Engagement calls to African American/Black students
- Success calls to students on probation.
- Collecting more videos for navigating resources online.  
<https://www2.palomar.edu/pages/counseling/videos/>
- Counseling has a New Student Education Planning page which includes helping students go through the process of selecting courses, registering, declaring a major, and following up with a one-on-one counseling appointment in the fall.

#### Pillar 4

- Palomar Excellence in Teaching and Learning (PETAL) - we are working on an online course that will address several Pillar 4 outcomes and will align with the book, "The Missing Course." We are hoping to launch this over the summer and pay faculty to complete the course.
- Career Development training for faculty & students is being explored.

#### Student Engagement Innovation Grant

Student Engagement Innovation Grant – Student focus/survey groups are currently in the works to receive student input related to Guided Pathways work. Questions are being developed (or already developed) to provide structure and information needed related to the purpose of the student groups. The groups are:

- EOPS Focus Group
- AB705
- Pathway Navigation
- Meta Majors/mapper
- Website

**Policies and Procedures (Lawson)** – No report.

**Budget (Ferrerro)** - No report.

**TERB (Lawson)** – No report.

#### **Professional Development (Falcone)**

- Please remind your colleagues about the PD due date!
  - FT Faculty Completed PD Hours are Due by May 15<sup>th</sup>
    - As of April 21<sup>st</sup>, 111 of our FT Faculty have completed their required PD Hours.
  - PT Faculty Completed PD Hours are due by May 1<sup>st</sup>
    - As of April 21<sup>st</sup>, 206 PT Faculty have completed their PD hours.
- Reminder: The All-College Employee Recognition Celebration has been scheduled for Friday May 21<sup>st</sup> from 3-4:30pm.
  - The celebration will be similar to the 2020 celebration, a virtual event celebrating all employees.
  - Matt Grills is taking the lead on planning and is working with a team from the Professional Development Committee- please contact Matt if you have questions regarding the celebration, [mgrills@palomar.edu](mailto:mgrills@palomar.edu)
  - If you are being acknowledged for years of service or constituent awards, you will be asked to send a picture to the PD Office to be included in the presentation.
- The PD Coordinator call has been sent out and ends April 30<sup>th</sup>. If anyone is interested in the position and has some questions, please reach out to Kelly, [kfalcone@palomar.edu](mailto:kfalcone@palomar.edu)
- Our annual PD survey will be sent out soon. We value your feedback every year and use it to make improvements to the PD program and ensure we are offering the learning opportunities you need for your job. Please complete the survey when you receive it.

**AB705 Subcommittee (Anfinson)**The AB705 Subcommittee next meets on Thursday, May 13 from 2 - 3:30.

**Sabbatical Leave (Lawson)** – No report.



**Equivalency (Towfiq)** - No report.

**Faculty Service Areas (Mudgett)** – No report.

**Credit for Prior Learning (Rose)** - No report.

**ADJOURNMENT:** The meeting was adjourned at 3:46 PM.

Respectfully submitted,

*Molly Faulkner*

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Molly Faulkner, Secretary