



Minutes of the  
MEETING OF THE FACULTY SENATE  
September 27, 2021

APPROVED

**PRESENT:** Eduardo Aguilar, Lacey Craft, Will Dalrymple, Alexandra Doyle Bauer, Molly Faulkner, Jenny Fererro, Sergio Hernandez, Erin Hiro, Jason Jarvinen, Teresa Laughlin, Lawrence Lawson, Beatrice Manneh, Leigh Marshall, Adam Meehan, Susan Miller, Ben Mudgett, Scott Nelson, Wendy Nelson, Tina-Marie Parker, Candace Rose, Elizabeth Stephens, Fari Towfiq, Rocco Versaci, Reza Wrathall, Roxanna Vega (ASG), Anastasia Zavodny

**ABSENT:**

**GUESTS:** Cindy Anfinson, Nancy Browne, Lisa Cecere, Kelly Falcone, Kineta Rios

**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**

Comment made by Senator Susan Miller:

“The Sociology discipline of Palomar College stands in solidarity with our Black students and colleagues. Sociology offers a critical lens through which we analyze and shine a light on forms of inequality and oppression within the Black community and all communities of color widely. We see our role as professors as providing an opportunity to engage students in an understanding of social forces that create and reproduce inequality, discrimination, and marginalization.

As part of our commitment to teaching, learning and advocacy about dismantling racism, we strive to support programming for black students and faculty. We urge the college to honor its commitment to the Black Student Union and Palomar Black Faculty and Staff Association. Statements of support from the college are not enough; real change comes from action.”

Best,

Palomar Sociology

Kalyna Lesyna, Susan Miller, Kathleen Grove, Devon Smith, Jose Briceno, Amber Colbert

Senate Secretary Molly Faulkner announced that Neil Simon’s *Fool, A Comic Fable* starts on October 7, live and in person on campus in the courtyard. Tickets can be purchased here [www.palomarperforms.com](http://www.palomarperforms.com)

Senator Sergio Hernandez announced the Good Guys Car Show takes place this coming weekend at the Del Mar Fairgrounds. It's a fun and different kind of event!

## **ANNOUNCEMENTS**

Senator Ben Mudgett shared the LGBTQ Regional Group has now become San Diego-Imperial Queer Alliance. The group meets monthly and has a meeting this Friday, October 1. The group will begin discussing its aspirational statement and will continue its work on vision, visibility, advocacy, research, social networking and making more connections within higher education. Everyone is welcomed to attend. The meeting is from 12 to 1 pm and the ZOOM ID # is 96867684226.

**AGENDA CHANGES** – No agenda changes.

## **APPROVAL OF MINUTES**

**Motion 1** MSC: Faulkner/Towfiq

Faculty Senate approval of meeting minutes dated September 20, 2021 (see Exhibit 1).

The motion carried.

## **ACTION**

### **A. Curriculum**

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

Faculty Senate approval of Curriculum items: 2021 Advanced Placement (AP) Guide, 2021 College Level Examination Program (CLEP) Guide and the 2021 International Baccalaureate (IB) Guide (see Exhibit 2).

Articulation Officer and Senator Ben Mudgett shared that no changes were made to these guidelines. This is just a periodic confirmation of our GE approvals with CSU and UC system.

The motion carried.

Senator and Curriculum Co-Chair Wendy Nelson announced a curriculum drop-in is coming up and she'll send out a ZOOM link to faculty later today. Faculty can attend these drop-ins for PD credit but can also attend to get questions answered. She also said that although the deadline is October 1, there may be a slight glitch or delay due to the new shared governance change for the IPC new program group. Also, if for some reason, a new program is not launched by October 1, there is still a chance that it will be approved by December 15 but there will be no guarantee. Regarding program reviews, those can be approved year round but if the program hasn't been reviewed in four years or more, they should really be submitted by October 1 as well.

### **B. Committee Appointments**

**Motion 3** MSC: Zavodny/Towfiq

Faculty Senate approval of the following committee appointments for the Academic Grade Review Panel (see Exhibit 3):

The motion carried.

**Betsi Little – At-Large**

**Ben Mudgett** – At-Large

**Lesley Blankenship-Williams** – Faculty, Biology

**Bill Jahnel** – Alternate

**Motion 4** MSC: Zavodny/Faulkner

Faculty Senate approval of the following committee appointments (see Exhibit 3):

The motion carried.

Behavioral Health & Campus Wellness Committee - **James Fent** – Faculty, Instructional (21-23)

Committee on Service Learning - **Rosie Antonecchia** – Faculty, Student Services (21-23)

Distance Education Committee - **Seth San Juan** – Faculty, At-large (20-22)

Sabbatical Leave - **Jeff Epstein** – Faculty, tenured, L&L (20-23)

**Motion 5** MSC: Zavodny/Towfiq

Faculty Senate approval of the following committee appointment:

The motion carried.

Evaluations Appeals Committee – **Rocco Versaci**, Alternate

### **C. Updates for Faculty Hiring Procedures**

**Motion 6** MSC: Faulkner/W. Nelson

Faculty Senate approval of the final updates to the Faculty Hiring Procedures to mirror changes approved to AP 7120 (see Exhibit 4).

The motion carried.

Senate President Rocco Versaci explained that Faculty Senate approved the latest revisions during the August 30 meeting. During a conversation with Dr. Rivera-Lacey regarding the three-level interview process, it was agreed that a two-level process would suffice if the College President was a member of the second level committee. There would not be a separate interview. This change was made on AP 7120. Unfortunately, those changes were not reflected on the Faculty Hiring Procedures document.

Versaci added that he forwarded both documents to Dr. Rivera-Lacey and to her executive cabinet right after the August 30 meeting. At this time, due to loose language in AP 7120, it's still not clear where the final authority lies in deciding which faculty are to be hired. Versaci and VP Fererro will be meeting with the President and VP Kahn and VP Montoya tomorrow to discuss the matter with the hopes to persuade them to allow a consensus of the second level interview committee to make the final recommendation. Palomar had past Presidents who interpreted the AP language by making all final faculty recommendations to the board. President Versaci will report back to Senate next week.

## **INFORMATION ITEMS**

### **A. Academic Due Process**

Senate President Versaci said Palomar technically still has an academic due process on the books (sits on the Senate website) that was created to settle disputes in a time before Palomar had unions contracts. VP Montoya has confirmed that there are mechanisms in place in HR that address conflicts between people within the same or cross employee groups that don't fall under the same contract so this academic due process clause or statement is out of date and can be removed from the Senate website. For matters that do not fall under the current and preset systems for settling conflict among employees, VP Montoya said the District is looking at how other colleges settle these matters. Versaci will be removing this from the Senate web site.

### **B. Presentation on Comet/Connect Starfish (see Exhibit 5)**

Cindy Anfinson began the Starfish presentation reviewing the initial slides. Starfish Early Alert was paused at Palomar in spring 2021 so a work group could reassess how Student Services and Instruction can work better together to make it a more effective tool. Rebranding the program resulted in name changes using more descriptive words. Starfish is now Comet Connect. Early Alert is called the Early Success Initiative and Program Surveys are now called Check-Ins. The Early Success Initiative plan is being shared now with all constituent groups and will go live in spring 2022.

Anfinson continued sharing the new high-touch student support updates to improve the program. Kineta Rios and Nancy Browne shared additional features. Students will be contacted through email from Comet Connect and then counseling will give them a phone call. In the future, the College's texting software may be added as another potential touch point in addition to the phone calls. Several Senators shared their concerns that students often don't check their Palomar email accounts for important information or even set up their student profiles to access Palomar email.

Faculty were advised of where feedback can be shared with the work group. Early Success Initiative training including video trainings will begin for both faculty and students in early spring 2022. The plan includes marketing those videos to students as well.

### **C. Vacant Part-Time Faculty Senate Seat**

President Versaci shared that Sabrina Santiago is no longer on Faculty Senate. Senators overwhelmingly suggested moving forward now for another part-time faculty to fill her seat. Senator and Elections Chair Beatrice Manneh will get the call out right away.

### **D. Senate Feedback on BP 7250 (Educational Administrators) (See Exhibit 6)**

Senate VP Jenny Ferrero shared the Employees, Community & Communication Council (ECCC) as well as all the other councils are currently reviewing APs and BPs. She displayed the exhibit with revisions to BP 7250. She believes these are all Community College League of California (CCLC) recommendations which we are not required to adopt but there is a tendency or habit of just accepting them. Ferrero pointed out that in the section regarding an educational administrator who has not previously acquired tenure as a faculty member in the district, this would be somebody hired externally (not currently at Palomar) who got hired as a dean, director or VP. This person will have the right to become a first year probationary faculty member once their administrative assignment expires or is terminated if certain criteria were met. Criteria does not include any mention of conversations with the department or faculty members. The faculty and the departments in question might never have had any input into hiring that person. If a department has a current vacancy for faculty, and this educational administrator's assignment expires, this person could automatically fill that faculty vacancy. In addition, educational administrators are hired under a very different hiring process than full time faculty. This person may have never done a teaching demo or would never have to answer questions related to their role as an educator.

Senators provided feedback by sharing that departments need to make sure that their FSAs have recency in terms of teaching. Senator Zavodny cautioned some administrators can teach at one college while administrating at another. If this educational administrator doesn't meet those qualifications, they will not retreat into the department. Senators suggested adding language that somehow allows for department veto power that exists for lateral transfers. In addition, eliminating "interim" administrators may have value.

Versaci added that CCLC is only an advisory group comprised primarily of former and current college presidents. They are more of an advocacy group for administrative interests and have done a remarkable job of colonizing California community colleges by providing policy language which we are not required to use. Senator Mudgett added his concerns of using boiler templates that often don't come from a place of critical analysis and equity and offered that this may be a good opportunity to add language about education administrators 360 evaluations.

VP Fererro will bring up these issues with ECC Council and report back to Senate.

#### **E. Enrollment Barriers for Our Students (see Exhibit 7)**

President Versaci thanked VP Fererro for her extensive notes taken regarding enrollment barriers and asked Senators for next step actions.

Senators discussed options for moving forward while highlighting the purpose of the discussion. It is not necessarily to point fingers or to blame or say, this should have been done. As Senators, there is a responsibility to help move this forward, but Senators do not have the authority or the responsibility to fix much of these issues. The focus should be solutions with a commitment from administration.

Another consideration is hiring an outside project manager to oversee fixes. Stimulus funds may be appropriate and available to fund this project manager or consultant. Very transparent goals and outcomes need to be established for the work that is needed and this may be drafted initially by Faculty Senate. Additionally, Senators asked that once a plan is in place, regular updates need to be shared with Faculty Senate.

Senator consensus was to share the documents as they are with the President and her Executive Cabinet and went on to say that it is management's job to respond to faculty with a timeline and plan in play.

#### **REPORTS:**

**ASG (Mouawad)** – No report.

#### **President (Versaci)**

The Faculty Listening Session with Dr. Star Rivera-Lacey was a success. She listened to various concerns from faculty, many of whom commented in both the chat and to me personally that they felt "heard" for the first time in a long time. We discussed the possibility of holding sessions like this monthly, and she was very amenable to that.

I have been corresponding with Star and her Executive Cabinet about hiring matters, first informing them that Senate has completed its updates to the Faculty Hiring Procedures and that we will be posting them on our website and disseminating them to all Department Chairs. Star has requested that Senate VP Jenny Fererro and I meet to discuss the issue of where the final decision lies in hiring—with the President or with the 2<sup>nd</sup> Level Committee. We will explain our position that the new wording is meant to clarify the process when it's working at its best: when the final decision is made via consensus by the 2<sup>nd</sup> Level Committee. I also sent our supplemental list of recommendations and requests regarding items not under Senate purview. Star replied that the document was "extremely helpful" and that she would be conferring with her cabinet about how to best pursue/implement them.

I met with Dr. Kahn, Kendyl Magnuson, Adrienne Lee, Luis Guerrero, and Wendy Nelson to discuss an idea of Jack's to create "micro training" videos of 1-2 minutes for faculty on a variety of suitable topics, such as the difference between the F and FW, the importance of/how to complete a census roster, etc.

Jenny and I continue to amass copious feedback on enrollment barriers, and she has prepared that sizeable document into a more manageable form so that the Senate can review and discuss next steps.

Finally, the main order of business at the Special Governing Board meeting on Tuesday, September 21, was to interview candidates interested in filling the Trustee position vacated by Brian Olson and to select one of the applicants. There was a total of four applicants—Joan Thompson, Kartik Raju, Lee Dulgeroff, and John Santhoff. After extensive discussion, the Trustees selected Kartik Raju to fill the seat, and his term will be up for re-election in 2022.

**College Council (Versaci)** - No report. The College Council next meets on Friday, October 8.

**Equity, Education, & Student Success (EESS) Council (Versaci)**

The EESSC met on Friday, September 17. We continued a community agreements activity that was facilitated by Cynthia Cordova. The result of the activity was a list of agreements generated by smaller groups. She and I plan to go through this list, edit for redundancies, and bring back to the next meeting for further discussion and approval (on 10/1). We also approved various changes to Governance Structure forms—mainly updating to whom various committees report (i.e., replacing IPC, SSPC, or SSEC with EESSC). We did not get into a discussion regarding membership changes, though there was some discussion at this meeting and the last one about the unsustainably high number of members on most committees.

**Institutional Effectiveness (IE) Council (Bongolan)** - No report.

**Employees, Community, & Communications (ECC) Council (Ferreiro)**

ECC Council met on 9/17 and did first readings of several BP/AP up for review and revision.

**Infrastructure & Sustainability (IS) Council (Lucindo)** – No report.

**PFF (Laughlin)**

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

- Special Governing Board Meeting 9/21/21:
  - The main order of business was the appointment of our new Governing Board Trustee, Mr. Kartik Raju.
- Campus shared governance meetings:
  - Faculty Senate
  - College Council
  - TERB
  - Budget
- Negotiations are always ongoing.
- Interaction with members: I have had with several meetings with members regarding various concerns about hiring practices, working conditions, vaccine requirements, 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 Board members: We will reach out to Mr. Kartik Raju to set up a meeting to explain the PFF's priorities. We meet monthly with each Trustee to keep the lines of communication open.

We had a very productive listening session with Dr. Star Rivera-Lacy last week. The link to the recording of the listening session is: <https://palomar-edu.zoom.us/rec/share/A0xRJyoCa47e5L1x269tzqE9jA7GINq1-ivRA8qp6uzNnJLZyvO27veq2mAola.0fkGQCuaOacdPQze?startTime=1631830104000>  
Passcode: 86\*&G.P5

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

### **EEDCC – Educators for Equity, Diversity, and Cultural Consciousness (Aguilar/Sadat Ahadi)**

The Educators for Equity, Diversity, and Cultural Consciousness Subcommittee (Formerly known as DEqCC) is planning a Social Justice Convening (virtually) on Friday January 28, 2022. The proposal forms to present will be available towards the end of October, and we will be sharing this campus wide. We are dedicating this semester to plan for the Social Justice Convening.

### **These are our fall 2021 Zoom meetings dates:**

9/17 3:00-5:00 p.m.  
10/8 12:30-2:00 p.m.  
10/15 12:00-2:00 p.m.  
11/12 12:30-2:00 p.m.  
12/10 12:30-2:00 p.m.

### **Accreditation (Meehan)**

The Institutional Self-Evaluation Report (ISER) is essentially complete, with only final proofreading and formatting changes being made. It's currently circulating through the various shared governance bodies for approval.

Although the accreditation leadership and writing teams do the bulk of the work on the document, please keep in mind that the report is meant to be a collective institutional effort. So it can be a lot to take in, but if/when it comes through a council that you're on please do your best to look at it carefully and offer any feedback and/or voice concerns. At this stage the most important thing is ensuring accuracy. Please also keep in mind that when the site team visits in spring 2022 they'll be speaking with people across the College, so having some understanding of what's in the ISER is useful for that reason as well.

The leadership team would like to thank everyone who's been involved in the process in any way, as every contribution helps with this heavy lift.

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

The next DE Meeting is Oct. 6 at 2:30 p.m.

Zoom Meeting:

Meeting ID: 919 9930 3997

Passcode: 974173

- If you are using a plagiarism checker in Canvas, here are a few things you need to know:
  - The current checker you are using, Unicheck, will end at the end of the Fall semester. That means you should gradually start to shift from Unicheck during this semester.
  - We suggest changing to our new checker Copyleaks on any assignments that students have not begun this semester.
  - If you need training on switching to Copyleaks, check "[Faculty Need to Change Plagiarism Checker in Canvas ASAP](#)" for lots of tips and tricks.
  - We have encountered one unexpected issue with Copyleaks: Students can sign up for a free and limited account to check their own papers. If they submit their paper through their own account and to your
  -

- assignment, it will flag it as plagiarized. Encourage them not to use their own account but to submit through your Canvas assignment.
- If you are struggling with the report results you may find useful the 7-minute video "[How to Interpret the Copyleaks Similarity Report](#)" produced by Copyleaks.
- Other important issues to be aware of:
  - All videos in your courses must have Closed Captioning. There are a lot of ways to get your videos closed captioned if they aren't already. If you aren't already familiar with how to caption your videos, [make an appointment](#) (use the Canvas support) with one of the ATRC staff. They can walk you step-by-step through the process of captioning your videos.
  - Palomar employees are recording a lot of Zoom meetings and we are at our maximum in storing them. Nothing will be erased right now, but we do need to talk about a policy on how long we should keep all recorded Zoom meetings. For the faculty's part of this, the DE Committee is welcoming feedback into how long you think you need to keep your recorded Zoom meetings for classes and committees. Some schools are giving faculty a semester or a year to download the Zoom recordings they want to keep. Send any feedback on this issue to [ehiro@palomar.edu](mailto:ehiro@palomar.edu).
  - Faculty are encouraged to learn more about Canvas at the free, online conference called InstructureCon. It is set for Oct. 7. Register online at "[InstructureCon Online 2021](#)".
  - Canvas Discussions is getting a redesign to be better for students. We plan to enable the Discussions Redesign system-wide for the Spring 2022 semester. Review "[How do I use Discussions Redesign as an Instructor?](#)" for details on using the new design, and instructions on how to opt in to using the new design this semester. Watch the 3PD system for 1-hour sessions of "[Canvas Discussions Redesign](#)" coming soon.
  - Canvas is phasing out the Classic Quiz format in Canvas for the New Quizzes format. The ATRC is warning us we may have no choice but to change our quizzes to the new format by next summer. For details, and to keep informed about any changes in the timeline, please check "[Classic Quiz Sunset Timeline](#)" on the Canvas Community site.

**Guided Pathways (Nelson)** - No report.

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

**TERB (Lawson)** – No report.

**Professional Development (Guerrero)** - No report. The next meeting of Professional Development is Tuesday, September 28.

**AB705 Subcommittee (Anfinson)** - No report. Next meeting date for the AB705 SSC is October 14, 2021.

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

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

### **Faculty Service Areas (Mudgett)**

The FSA committee has met to discuss goals for the upcoming year. There are 45 disciplines undergoing review for the 22/23 cycle and 30 disciplines undergoing review for the 23/24 cycle. Messaging will be sent to Chairs to review respective discipline FSAs to affirm or make changes. The deadline dates are being discussed to ensure compliance with Education Code. The FSA committee also discussed FSA drop ins for full-time faculty to receive discipline FSA and personal FSA assistance.

### **Credit for Prior Learning (Rose)**

The [Credit for Prior Learning Faculty Resource webpage](#) has been updated and is a great resource for faculty.

You can find information such as:

What is CPL?

How do I set up my courses for CPL?

How do I assess CPL?

How do I use the new CPL Petition eForm?

**ADJOURNMENT**: The meeting was adjourned at 3:50 PM.

Respectfully submitted,

  
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Molly Faulkner, Secretary