



Minutes of the  
MEETING OF THE FACULTY SENATE  
October 11, 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:** Glyn Bongolan, Kelly Falcone, David Gray, Barbara Hammons, Kendyl Magnuson, Tanessa Sanchez, Netta Schroer, Alyssa Vafaei

**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** - No public comments.

**ANNOUNCEMENTS**

Senate President Rocco Versaci said the Governing Board passed the resolution last week affirming that it continues to be unsafe for Palomar legislative bodies to meet in person and affirmed that this resolution applies to Faculty Senate. This resolution is in effect for 30 days. Subsequent and similar resolutions may be passed for the near future.

Senate Secretary Molly Faulkner thanked faculty who attended the first live, on campus, face-to-face theater performance over the last weekend. The performance was a huge success.

**AGENDA CHANGES** – No agenda changes.

**APPROVAL OF MINUTES**

**Motion 1** MSC: Towfiq/Fererro

Faculty Senate approval of meeting minutes dated October 4, 2021 (see Exhibit 1).

The motion carried.

**ACTION**

**A. Curriculum**

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

Faculty Senate approval of curriculum actions taken October 6, 2021 (see Exhibit 2).

The motion carried.

**Motion 3** MSC: W. Nelson/Towfiq

Faculty Senate approval of the general education proposal (see Exhibit 3).

Senator and Curriculum Co-Chair Wendy Nelson led the discussion saying these changes are to clarify the GE path for students. Senator Ben Mudgett added this change would allow students to choose the best general education package that best serves their goals. The biggest changes are to options B and C and option E is new.

The motion carried.

**Motion 4** MSC: W. Nelson/Towfiq

Faculty Senate approval of changes to the Curriculum Committee governance structure (see Exhibit 4).

Senator Nelson said VP Kahn reached out to ask that a student services representative be added to the committee to help facilitate better communication with that division. The Curriculum Committee also approved and made changes for some non-voting roles to voting roles within the existing committee. Senator Anastasia Zavodny questioned language under Members, bullet one that reads “Part-time faculty representatives will be limited to no more than one per instructional division.” Zavodny said this language is not existent in the most recent (2019) governance structure form for this committee. VP Fererro said that while she was involved with this committee in the past, part-time faculty roles were limited due to the nature of developing curriculum over the years and to warrant against potential part-time faculty turnover within a division or that part-time faculty may not always teach every semester. Consistent membership is important for this committee. Senator Zavodny acknowledged these points but added this goes against the spirit of supporting inclusion for part-time faculty. Senator Will Dalrymple added if a part-time faculty member was interested in joining the committee, more than likely this part-time faculty is well established, with seniority and will be here at Palomar for a while. Also, this may be a good opportunity to start testing out what some part-timers might be able to contribute to Palomar.

The consensus among the Senators was to vote on the motion as presented and the document as exhibited. Senator Nelson stated she will bring this part-time faculty limitation issue back to Curriculum for discussion at their next regular meeting and will report back to Senate.

Abstentions: Senator Will Dalrymple, Senator Susan Miller, and Senator Anastasia Zavodny

The motion carried.

**B. Committee Appointments**

**Motion 5** MSC: Zavodny/Towfiq

Faculty Senate approval of the following committee confirmations (see Exhibit 5):

AB 705 – **Susan Miller**, Faculty, SBS

Workforce & Community Development Advisory Group – **Ashley Wolters**, Faculty, At-large

The motion carried.

**Motion 6** MSC: Zavodny/Manneh

Faculty Senate approval to accept the results of the ballot for an AB 705 committee member (see Exhibit 5).

The motion carried.

Senator and Committee on Committees Chair Anastasia Zavodny emailed the ballot to Senators.

### **C. Election of Part-Time Senate Seat**

**Motion 7** MSC: Laughlin/Towfiq

Faculty Senate approval to accept the results of the ballot for a Part-Time Faculty Senator (see Exhibit 6).

**Tanessa Sanchez**

The motion carried.

Senator and Elections Chair Beatrice Manneh emailed the ballot to Senators.

### **D. Senate Goals '21-'22**

**Motion 8** MSC: Faulkner/Lawson

Faculty Senate approval of Senate goals for '21-'22 (see Exhibit 7).

Senate President Versaci reviewed the exhibit and explained the goals are listed in order of urgency and then asked Senators for comments. Senator Lawrence Lawson suggested inviting Governing Board Members to Senate meetings sooner rather than later. Senator Erin Hiro acknowledged that Faculty Senate does not have purview over the NOHE process but suggested that Senate become advocates for fixing that process and others like it that are broken and affect faculty. Senator and PFF Co-President Teresa Laughlin said PFF may be able to work side by side with Faculty Senate to influence improvements to the NOHE process.

The motion carried.

Versaci said Council will begin to map out the action plan for these goals and report back to Senate

## **INFORMATION ITEMS**

### **A. Proctoring Software/In-Person Proctoring (see Exhibit 8)**

Senator and DE Committee Chair Erin Hiro said the DE Committee is in the process of making some important decisions regarding proctoring and has done a significant amount of research to get to this point. Senator Hiro presented her exhibit and reviewed important points made. Next, she provided potential options for improving proctoring and pointed out that Mira Costa uses option 3 – Zoom Proctoring by Palomar staff or faculty. Hiro said she is currently using Option 4 in her classes and finds that it is successful and acceptable to the students.

Hiro reminded that faculty can't require students to come on campus to take a test if the course is an online synchronous or an online asynchronous course. But we can provide an opportunity to students to take a proctored test on campus if that works better for them. It must be optional only. Versaci shared that the District is willing to create live proctoring on campus and Hiro encouraged Versaci to push for in person proctoring on campus and said maybe the Star program can expand its hours to accommodate this.

VP Fererro said the more options faculty and students have available, the better it will be because it's difficult to find a one size fits all approach, considering the different needs of different disciplines.

Versaci closed the discussion by saying he will bring the DE Committee proctoring options to Action at the Senate meeting next week.

## **B. Zoom Recording Deletion Policy**

Senator Hiro reported ATRC notified her that Palomar faculty and other employees are recording ZOOM meetings and class lectures and then leaving them on ZOOM. The “Cloud” is getting saturated with recordings and Palomar has exceeded the capacity. A policy needs to be created letting ATRC know how long instructional recordings can stay on ZOOM before they conduct a mass delete of recordings.

Hiro said faculty can easily download recordings to a computer and then upload to YouTube or Vimeo or something similar. She is willing to offer training for faculty if needed. She also said that lectures should be recorded using Canvas Studio instead of ZOOM. Recording a lecture and then uploading it to a public website presents privacy issues for the students in that class as well.

The DE Committee is considering a policy that allows faculty to maintain recordings on ZOOM for an entire semester but must be removed within two weeks of the start of the next semester. David Gray emphasized the scope of the issue and shared his concern that even a six- or seven-month storage policy may still exceed the CC Tech Connect allotment and Palomar may incur additional fees because of this.

Some discussion occurred about how long a legislative body (Faculty Senate) that follows the Brown Act needs to keep meeting recordings. It was noted that 30 days meets the Brown Act requirement.

President Versaci said he would be bringing this item to Action at the next Faculty Senate meeting.

## **C. Logistics Related to F2F Classes and Vaccine Mandate (see Exhibit 9)**

VP Fererro summarized the agreement that was reached with the District last week. There is faculty teaching face to face who undoubtedly will end up with students in classes who are not vaccinated and are not exempt and do not get vaccinated. Faculty have the option to accommodate those students online, but it is a choice and certain criteria have to be met. 1) The faculty member needs to be certified to teach via distance education 2) The Department has approval for that class to be taught via distance education and 3) the Department has determined that it's pedagogically sound to teach only a portion of the students online. It's possible to have a class where one student is online and the rest are face to face. Faculty could have one or 20 students online and three are face to face. If a faculty member did choose to accommodate a student who isn't vaccinated, by switching modality of the class for that student, the face to face class would still be going on, faculty will be paid \$2,000 per class where they have a modality change for face to face students who are not compliant with the vaccine requirement. There is going to be situations where that can't be accommodated and so those faculty need to meet with their department chair and Dean by the 19th to figure out what's going to happen. The District does not want to drop students unless that's absolutely the last resort.

This option is only for the fall 2021 semester. For winter intersession and spring 2022, students who are not vaccinated will not be able to enroll in classes that are face to face.

Fererro continued explaining how faculty are going to understand which students in their face to face classes are vaccinated or are cleared to be on campus. When faculty log into E-Services and go to the roster, you'll likely see a big row of “x”s next to much of the students which indicates they are not cleared to attend face to face classes that day. Don't be alarmed, the system is updated every 15 minutes. It is based on if a student is going to come to campus, they need to complete the questionnaire that is now on the Cleared4Work website. Palomar is no longer using the self-serve symptom checklist on the My Palomar APP. Students complete the questionnaire and then, if they have submitted their paperwork and are cleared either with an exemption and testing or with vaccine proved to be on campus, they'll get the

green checkmark. If they are not cleared to be on campus then they'll get the red X. If they have an exemption but have not been tested they'll have a yellow sun symbol of some sort and so that's the way it's working today.

The key is to be reminding students that they need to now switch from using the My Palomar APP to using the Cleared4Work website.

Fererro said faculty have the authority to verify the check marks for their students to ensure they are cleared to attend class that day, to require that masks are being worn appropriately and the authority to ask students to leave the class if they are not abiding by those requirements. Faculty cannot actively be working against the policies of the district. Faculty can't tell students "I don't really care if you're vaccinated, just come to class" or "we don't have to wear masks in my classroom." If faculty are doing this, then they are subject to discipline. Student Services is supposed to be following up with all face to face students who are not compliant.

If any faculty has questions, contact Jenny Fererro or Teresa Laughlin

#### **D. Review of AP 5010 (Admissions and Concurrent Enrollment) – Tabled.**

### **REPORTS:**

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

The Associated Student Government will be hosting our annual Fall Retreat this week. September was a slow start in getting our new members ready for their roles, but now that almost all of our positions have been filled, and we will be starting our Internal Committees following the retreat. We look forward to working with you all throughout this semester. ASG will do our best to help assist you all to the best of our ability in any way we can.

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

On Monday, October 4, I attended the Policies and Procedures ad hoc Tech Review Committee meeting, where we took a look at several BPs/APs that are under review. There were two in particular of concern. One was AP 3725 (Accessibility of Electronic and Information Technology & Acceptable Use). Teresa Laughlin called attention to the proposed language that said syllabi must contain a specific statement about an alternate form of said syllabi being available upon request at the DRC. She pointed out that requiring specific language on a syllabus infringed on academic freedom, and also that there was no communication out to faculty about this proposed change. The group agreed to delete "syllabi" from the list of "district publications." The second controversy involved BP 3950 (News Media). The suggested wording changes on this one indicated that "members of the college community are required" to go through the Public Information Officer (PIO) Officer for press releases and media inquiries. Both I and Teresa raised several problems with this, including the infringement upon free speech. The group agreed to send it back to its originating council to address the use of the wording changes to "required" and "must." Although this particular wording change originated internally in HR, the wording for AP 3725 came from the Community College League of California (CCLC), and this led to a larger discussion about how the CCLC is NOT a governing body, but instead a group of current and former executive-level administrators who, as part of their "services" to colleges, provide policy language. I pointed out that there have historically been two central problems with this: First, that the policy language they provided is from an administrative perspective and is often blind (if not anathema) to faculty concerns (the "retreat rights" language that Senate pushed back on being a clear example of the latter); and second, that most people on councils and committees are unaware of this group's status and makeup. I asked that more context be presented when council and committee members are presented with CCLC-provided language, and President Rivera-Lacey agreed that we could start that conversation at College Council.

On Tuesday, October 5, I attended the Governing Board meeting. The highlights:

- Several people spoke about the growing vacancies among classified staff and how the District's failure to fill these positions has created a crisis at the college. Board members seemed very responsive to this news.
- It was the first meeting of newly-appointed Trustee Kartik Raju, and he was welcomed by all members of the Palomar community.

- There was a presentation from a political strategist about the steps necessary before going out for another bond (and even before making the decision to go out for another bond). The first step would be to conduct polling of the voting district; since 55% is required to pass a bond, the strategist said that he would be looking for polling results upward of 60% as promising. The last poll, taken in 2019, was somewhere around 52-53%, though the exact number was not on hand. There was general agreement among the board to go ahead with a new poll, if for no other reason than to develop a meaningful comparison between 2019 and now.
- Dennis Astl gave updates on the two major construction projects—the fieldhouse for the new football stadium, and the “Fallbrook 40,” which is the planned 40,000 square foot building at the Fallbrook Center.
- In my report, I informed the Trustees about our enrollment barriers document and offered to share it with them if they were interested. Trustees Miyamoto and Raju both asked for copies during their reports, and I sent it to them.
- The Governing Board also approved the resolution to continue remote meetings for the next 30 days, and it was clarified that this resolution covered all legislative bodies of the District, which includes the Faculty Senate.

**College Council (Versaci)** – No report.

The College Council met on Friday, October 8 (before our Senate meeting but after reports were due).

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

The EESSC met on Friday, October 1. The highlights:

- We completed our “community agreements” activity, which was facilitated by Cynthia Cordova, and the approved agreements will appear on the EESSC agendas going forward. We also agreed to “check in” every few months to see how we’re enacting those agreements.
- We discussed some of our planned operational subcommittees and reflected on the current membership of those. There was general consensus that the Faculty Prioritization Subcommittee should remain the same. Items requiring further consideration were the AB705 groups (the AB 705 Subcommittee, which was originally the Senate’s Basic Skills Subcommittee, and the PRP Review Committee).
- VP Lakhani expressed the need to update the process by which we determine the hiring of librarians and counselors, and there were several volunteers to form a work group to review the existing process and recommend updates to the larger council.
- We reviewed several BPs/APs that are also wending their way through other councils.

**Institutional Effectiveness (IE) Council (Bongolan)**

The Institutional Effectiveness, Planning and Fiscal Stewardship Council met September 17 and October 1, 2021. Here are a few bullet points from the meeting:

- Approved Accreditation Standards II and III, and Quality Focus Essay, and Improvement Plan to move forward. No major changes.
- Approved membership of Program Review and Resource Allocation Committee. This group is the resources allocation shepherds and looks at integration of resource allocation, timelines, and forms. Membership includes the following: Facilities Director and/or Construction Director, Technology Representative, Senior Director Fiscal Services (or designee), Senior Director Research and Planning (or designee), Accreditation Coordinator, Curriculum Co-Chair (or designee), Counseling Chair (or designee), Manager of Student Services Communication, Technology & Systems
- (September 17) Discussed the creation of the Fiscal Benchmark Task Force to review the 8 FCMAT recommendations. Taskforce will report to Budget committee which will report to Council.

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

The ECC met on Friday, October 1 and spent considerable time making some changes to BP/AP before sending them to College Council. Of particular note for Faculty Senate was our Council's discussion on BP 7250. The ECC Council accepted Faculty Senate's suggestions and added language to BP 7250 that requires that the admin in question must meet min quals AND the discipline's FSA, and added a bullet that mirrors 20.2.1.2, which requires a majority of the tenured/tenure-track faculty in the department must approve of the move into the department.

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

**PFF (Laughlin)** – No report.

**EEDCC – Educators for Equity, Diversity, and Cultural Consciousness (Aguilar/Sadat Ahadi)** – No report.

**Accreditation (Meehan)** - No report.

**Distance Education (Hiro)**

- Here is what happened at the Distance Education Committee meeting Oct. 6
  - We saw a fantastic video introducing HyFlex. Take a look at the [Hyflex video](#).
  - We have an online training at 11 a.m. on Nov. 3 on Canvas Discussions Redesign. Go to the PD Portal to sign up.
  - The DE Committee asked the ATRC to work with the library on creating a role in Canvas that allows faculty to easily add librarians and tutoring personnel to help with course content. This issue will come back to the committee for further review.
  - The committee spent a lot of time discussing proctoring and developed the following recommendation that will go to the Senate on Monday.
    - The unanimous motion was to eliminate third-party online proctoring systems, promote alternatives and Palomar-based proctoring solutions.
  - The DE Committee is also looking at ways to update and streamline TERB forms to work for all formats of classes. The committee discussed options but will bring back this issue at its Oct. 20 at 2:30 p.m.
  - Palomar has too many Zoom recordings and needs the DE Committee to recommend a deletion policy.
    - The DE Committee made the recommendation to send out frequent reminders and training throughout the semester and create a policy where faculty course Zoom sessions will be erased two weeks after the following semester begins.

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

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

**TERB (Lawson)** – No report.

**Professional Development (Guerrero)** – No report.

**AB705 Subcommittee (Anfinson)** - No report. The AB705 Subcommittee next meets on Thursday, October 14.

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

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

**Student Learning Outcomes (Bealo/Tavakkoly)** – No report.

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

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

**ADJOURNMENT:** The meeting was adjourned at 3:58 PM.

Respectfully submitted,

*Molly Faulkner*

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