



Minutes of the
MEETING OF THE FACULTY SENATE
October 18, 2021

APPROVED

PRESENT: Eduardo Aguilar, Lacey Craft, Will Dalrymple, Alexandra Doyle Bauer, Molly Faulkner, Jenny Ferrero, 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, Tanessa Sanchez, Elizabeth Stephens, Fari Towfiq, Rocco Versaci, Reza Wrathall, Roxanna Vega (ASG), Anastasia Zavodny

ABSENT:

GUESTS: Lois Aaron, Glyn Bongolan, Kelly Falcone, David Gray, Billieanne McLellan, Patriceann Mead, Coty Toscano, Hossna Sadat-Ahadi, Gary Sosa, Alyssa Vafaei, 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

Gary Sosa made the following comment:

The Undocumented Student Support group, comprised of staff, faculty and administrators, would like faculty to be aware that today begins the Undocumented Student Week of Action. There will be a series of events held both locally and in the state for undocumented students and their allies in community colleges, including Palomar. The events can be shared with all of our students so that those who are undocumented in our classes can learn more about the assistance that is now available to help them succeed in college. Our “documented” students can also learn about ways they can support their undocumented classmates, family members and friends.

President Star-Rivera sent out an email on Sunday encouraging us all to engage in action to support undocumented students. Please refer to her email for a list of events. You can also go to the ALASS (Association of Latinos and Allies for Student Success) web site for the same information and for additional resources for undocumented students. On a side note: if you find the ALASS web site and Palomar’s range of activities for undocumented students and Latino students (not one in the same, though many of our undocumented students are Latinx) a bit lacking, it is a symptom of the college’s long neglect of the large Latinx student population – a population that has made Palomar an HSI, a Hispanic-serving institution. But as those of you who are in the *Becoming Hispanic Institutions* book club know, one of the themes emanating from the discussions is that Palomar often seems to be more of a Hispanic-enrolling institution than an institution that goes out of its way to serve Hispanic students.

As a parting note, for those of you who are interested in exploring this topic more this week, you might consider the following questions:

- Have students ever told you they were undocumented? Did they seek your assistance? How did you respond? Do you know where to send students who seek assistance with attending college as an undocumented student?
- Do you know of any stories of successful or unsuccessful Palomar students who were undocumented?

If you would like to engage your student this week on this topic, you might pose the following or similar questions:

- What does “undocumented” mean?
- What are some reasons why undocumented people enter the US? What are some reasons why they sometimes remain undocumented for many years?
- What are the options for undocumented people who want to attend college in California?

If you have any questions about this message, please email me: gsosa@palomar.edu

Kelly Falcone made the following comment:

AP 5520 allows a faculty member to remove a student from your class for two class sessions, if you need to base on student conduct. Unfortunately, I’ve had a challenging student in my asynchronous class and I’ve been back and forth with the Office of Student Life & Leadership about it. They suggested that I implement AP 5520 to remove the student from a class and then another class session. Apparently I am the very first faculty member to ever have to do this. One question was what does two class sessions actually mean when you teach an asynchronous course? What is that course length? I also discovered that there isn’t a process for this for an online course. It took over a week to come up with a solution. I just want to make sure Senate is aware of it. Hopefully we can advocate for a revision to AP 5520 that takes into consideration asynchronous courses. If there is an issue with a student in a face to face class, faculty can remove that student right then in there. In an asynchronous class, whatever the procedure is, it needs to be something that's timely that a faculty member can initiate as quickly as needed. I wasn't able to do that, immediately or in any sort of a timely fashion. I wanted you to know about this issue and decide whether this should go to policies and procedures or reviewed at Senate.

VP Jenny Ferrero commented that this issue should go before the Student Services Council (EESS) now and then on to College Council.

Senator and Co-Chair of Educators for Equity, Diversity and Cultural Consciousness (EEDCC) Eduardo Aguilar and Co-Chair Hossna Sadat-Ahadi together announced that the first Palomar College Social Justice Convening event will take place on January 28, 2022. All students, faculty and staff are invited to attend this virtual event. If anyone is interested in submitting a proposal, please do so as soon as possible. Social Justice Convening Workshop Proposal link: https://docs.google.com/forms/d/e/1FAIpQLScLFA6m7vfQ7PNp_Rrscm0-YcsQX4quPwweqLVTHYOIQ49mA/viewform

ANNOUNCEMENTS

Senator and CALM Chair Anastasia announced that the committee has distributed a survey to all faculty and ADAs asking for feedback on their experiences working with the bookstore. She encouraged faculty to participate.

AGENDA CHANGES – No agenda changes.

APPROVAL OF MINUTES

Motion 1 MSC: Laughlin/Towfiq

Faculty Senate approval of meeting minutes dated October 11, 2021 (see Exhibit 1).

Abstention: Tanessa Sanchez

The motion carried.

ACTION

A. Curriculum

Senator and Curriculum Co-Chair Wendy Nelson stated that no action was necessary this day but reminded Senators to keep a close eye on emails that may come through regarding proposed curriculum changes. Nelson added that if a course is deactivated, be sure to follow through and remove that course from various programs that are affected by it.

B. Committee Appointments

Motion 2 MSC: Zavodny/Towfiq

Faculty Senate approval of the following committee confirmation (see Exhibit 2):

Registration Committee – **Trong Nguyen**, Faculty, At-large (20-22)

The motion carried.

Senator Zavodny announced that some of Senate's committee structures will be changing in accordance with the change in the council structure for our shared governance. The different councils have been moving through and changing the reporting structure for the committees. In some instances, those changes may get kicked back to those councils and they may make suggestions afterwards as to the composition. It's possible to see some deactivations of some committees so just be on the lookout for those announcements.

Zavodny went on to say that there are workgroups in place who are sorting through the committees...both council's committees and Faculty Senate's committees to clear up any purview issues. Another issue is clearing up the communication structure, the reporting structure and centralization of all of the information.

C. Proctoring Software Proposal

Motion 3 MSC: Lawson/Fererro

Faculty Senate approval of the DE Committee's Proctoring Policy which will phase out the use of third party proctoring software with a sunset date at the end of spring 2022. Beginning now, the DE Committee will promote alternative pedagogical options for online assessment and expand in person proctoring on campus as well as incorporate a ZOOM proctoring program staffed by Palomar employees (see Exhibit 3).

Senator and DE Committee Chair Erin Hiro reviewed the exhibit. The current Proctorio contract expires December 2021 which means preparing for ZOOM proctoring conducted by Palomar staff would have to begin almost immediately to ensure it is up and running for the spring 2022 semester. Additional face to face proctoring can be conducted in the Star Center but this may mean additional staffing as well as extended hours, including weekend hours. Hiro also

explained the need to develop and implement pedagogical strategies to assess students online without the need for proctoring all together. She has been successful employing these changes in her own online classes this semester.

Senators shared many but very similar concerns. Those concerns included keeping “student equity” center and most important. Another concern regarded funding for ZOOM proctoring and the cost of adding more face-to-face proctoring in the STAR Center. Hiro said ATRC paid \$16,000 a year for Proctorio and no additional funds are allocated for this use. There will be a need to expand the hours at the STAR Center to accommodate more students who take face-to-face tests during the week and over the weekend. Funding is needed to pay proctors who conduct the ZOOM proctoring service as well. It was noted that many faculty provide a “window of time” for students to take a test so having proctoring available the entire window of time is necessary.

Senator Hiro and Senator Zavodny recommended employing part-time faculty for ZOOM proctoring. To cover the costs for the ZOOM proctoring, Senate President Rocco Versaci suggested looking into the \$24 million CARES Act funding that Palomar currently has available and must spend or allocate by August. ATRC does not have funding available for any future proctoring expense beyond the annual amount of \$16,000 currently being used for Proctorio. Senator Hiro and Versaci will put a plan together to make a best estimate of what the cost will be for hiring part-time faculty to provide ZOOM proctoring.

Later during the discussion, it was noted and a consensus was met to maintain Proctorio through spring 2022 while this new proctoring policy is implemented and tested. This consensus slightly changed the motion as originally made. Senator Zavodny pushed for piloting ZOOM proctoring now to give students and faculty an opportunity to use it now which might allow all faculty to hammer out issues even before the Spring 2022 semester begins. VP Fererro reminded Senators that the Senate needs to keep in mind that not all disciplines are equal and have different needs so Senate doesn’t want to make proctoring changes that would inadvertently hurt colleagues, students and even disciplines.

David Gray noted that although Proctorio cost Palomar \$16,000 per year, that was based on signing a two-year contract. The regular cost for an annual Proctorio subscription is over \$50,000. Both Gray and Hiro are not sure what the negotiable cost will look like if Palomar is asking for a short 6-month contract for the spring 2022 semester only.

The motion carried.

D. Zoom Recording Deletion Policy

Motion 4 MSC: Towfiq/Faulkner

Faculty Senate approval of the DE Committee’s ZOOM Recording Deletion Policy (see Exhibit 4).

Senator Hiro shared the exhibit.

The motion carried.

INFORMATION ITEMS

A. Faculty Representation for HighPoint Technology Review (see Exhibit 5)

Senate President Versaci explained that VP Lakhani contacted him to explain that a new planned enrollment software platform called HighPoint Technology is being tested out for use at Palomar. Dean Leslie Salas provided the exhibit explaining the need for faculty volunteers. Senator Wendy Nelson said this software “sits on top of PeopleSoft” and fixes the issues Palomar is currently experiencing with PeopleSoft. Nelson further said that Guided Pathways is funding this software purchase. Senator Hiro suggested that specific faculty with expertise in the specific targeted areas should be the representatives. Senator Lawrence Lawson questioned if this software deals with both application and

enrollment issues/barriers that students are faced with. Senator Nelson said it wasn't clear this software would address the student application process.

Senator and Articulation Officer Ben Mudgett questioned whether an RFP was generated for this since typically projects like this do require an RFP. Mudgett asked if an RFP group had been formed to review eligible vendor proposals to ensure that the product works best for the institution. Nelson explained that she wasn't sure an RFP went out. But in this instance, not many options are available to resolve PeopleSoft issues.

Senator Zavodny asked whether a student should be included in the workgroup and suggested that a call go out to all faculty to obtain the optimal expertise to fill these positions.

Kelly Falcone said that typically when searching for these types of services, we should start with what the needs are and then put out an RFP so that companies can say yes, we can actually do what you need this to do. Then the work groups get together and compare the different products. At Palomar, for example Starfish, we spent hundreds and hundreds of thousands of dollars on it and then afterwards, we asked what else was there available that meets our needs. We may need to put a pause on this, come together as a group to define our needs first. These types of companies are really expensive. At least give this group the opportunity to compare a couple different companies at the same time.

Versaci agreed with comments made by Senators and guests and suggested these points be brought up in those workgroup meetings where they may be the most effective. He asked Senators to either volunteer to fill the positions or recommend (with their permission) other faculty who will serve the position well and notify Senator Zavodny. Zavodny will compile a list.

B. Review of AP 5010 - Admissions and Concurrent Enrollment (see Exhibit 6)

Senator Zavodny shared the exhibit and explained that this AP is up for review. Senator Zavodny brought attention to the sentence that reads:

"The final decision as to whether a minor under the age of sixteen (16) may be enrolled in a class rests with the instructor. (California Education Code Sections 76000-76002)."

Zavodny said that this position is somewhat unique to Palomar. Other area colleges do not have the instructor weigh in as the final decision. Senate Secretary Molly Faulkner does believe that an instructor should have some say in who is allowed in the class. Senator Laughlin believes the process is cumbersome but the discussion today is exclusively for weighing in on the issue of whether, because of the class mature content, an instructor should have a say in who is allowed in the class based on age. Both Laughlin and Versaci agreed that some content may not be appropriate for a child under 16 years of age. Zavodny questioned whether faculty have the expertise to make that determination exclusively because of the age of a student. Zavodny said that a student trying to progress through programs with just one particular course that is needed and available, that faculty member can deny the student access to the class. She went on to say that the minor students could be notified ahead of time or should already realize that class content is designed for older college students. The student has the option to take the class or not. Zavodny advocates for moving this decision to the district level.

Glyn Bongolan said that the K-12 form does include content explaining that controversial topics and sensitive materials may be included in the college courses. Bongolan added that it can be cumbersome for younger students involved in the dual or concurrent enrollment programs because sometimes there is competition for the last remaining seats in the class and an instructor won't reply with an answer of whether that student can be enrolled and the minor misses out on the opportunity to take the class. Also, some departments prefer only 11th and 12th graders in their courses. Senator Wendy Nelson agreed with Bongolan's comments and said that this issue is a barrier for some younger students taking Palomar classes.

Senator Scott Nelson shared his concern that many high school students want to enroll in summer Spanish classes. Some Spanish teaching faculty are concerned that too many high school students fill up the seats and the dynamic of the class turns from a college course to more of a high school course. Also, those seats can take away opportunities from our current Palomar students. Zavodny replied by saying that the enrollment process does allow current Palomar college students to register first for those summer classes.

Senator Laughlin added that she's had instances in the past where a minor child and their parent have approached her about mature content shared during class. This is the reality of providing college courses to minors. Faculty should have the final say and the ability to say this class has mature or adult themes or content that is not appropriate for a minor child. Laughlin strongly objects to the erosion of faculty autonomy in Palomar classes.

President Versaci asked that this item come back to Senate next week for further discussion in the hopes that some wider input from other departments can be considered.

C. Senate Involvement with PRP Process – Tabled until October 25.

D. Develop Schedule for Trustees to Attend Senate – Tabled until October 25.

E. Area D Meeting Update (see Exhibit 7 and 8)

President Versaci asked Senators to review the new exhibits provided for the Area D meeting.

REPORTS:

ASG (Mouawad)

The Associated Student Government met on Monday, October 11th . We held discussions on BP 5420, addressing what language needs to be used for compensating Executive members on the ASG council. The following lines were motioned, seconded, and voted on to be added to the policy:

The following lines added to the BP "Eligible members of the ASG approved for Fund 72 Compensation, will be compensated as per ASG By-Laws accountability measures", *with edits

ASG Vice-President of Inter-Club Council hosted the Club rush for the Palomar clubs this past Wednesday and Thursday and intends to invite the clubs for a Halloween event later this month.

President (Versaci)

I had two requests From VP Lakhani this week. The first was to find out which faculty have taught or are teaching Dual Enrollment classes and see which—if any—of those individuals would be interested in helping to put together for future faculty teaching in this program a “help” packet that contains logistical information about interacting with the various high schools. I had a large response to my email and forwarded the names to Vikash. He also told me that the District is considering a move to Highpoint enrollment software, and Dean Salas sent me a list of the workgroups they are forming with specific requests for faculty participation. This is coming before the Senate as Information Item A this week, and we will discuss how best to fill these spots.

Senate VP Ferrero and I met with Dr. Rivera-Lacey on Monday, October 11. We asked for some follow up on two looming issues—faculty hiring and enrollment. For the former, she said that she would get in touch with VP Montoya to schedule a follow up visit with me, Jenny, Star, David, and VP Kahn to discuss amendments to parts of the procedures. As for the latter, Star and Executive Cabinet are still going through the document Senate created. She is in the process of putting together a presentation for the Trustees at their next meeting, and she wants to make sure to incorporate points that appear in that document. Other topics included:

- Increased presence (esp. administrators and staff) on campus. She said that they are phasing in more presence, and the spring may be as high as 50%.

- The Umoja Program. She would like to relaunch in Fall of '22 and is trying to get things aligned for that. Jack, Vikash, and Dean Salas are working to make that happen. We asked that Senate be kept in the loop, due to our current role in the process (putting out a call for Co-Coordinators and providing an advisory vote for those individuals).
- In-person tutoring. Star suggested that I discuss the specifics of that with Jack, whom I will contact this week.

College Council (Versaci)

The College Council met on Friday, October 8. Most of the time was taken up by looking at the Governance Structure Request forms that have come up from various councils. A number of these were sent back to the councils—especially those forwarded by the EESSC—because they contained only changes to the reporting relationships (i.e., substituting the new council names for old ones) and not the actual committee membership, which all agreed need to be addressed, since there are many committees that have too many members on them.

Equity, Education, & Student Success (EES) Council (Versaci)

The EESSC met on Friday, October 15 (before Senate but after reports were due).

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

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

ECC Council- The EEC Council will next meet on Friday, October 15.

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

PFF (Laughlin)

The past few weeks have been a whirlwind of activity. The PFF has negotiated compensation for faculty who choose to accommodate their unvaccinated students. We appreciate those of you who are willing to accommodate our students. Thank you. In addition, we are working on several other COVID related MOUs. I have been actively involved in the shared governance and union meetings including:

- Governing Board Meeting 10/5/21:
 - Welcome to our new Governing Board Trustee, Mr. Kartik Raju!
- Campus shared governance meetings:
 - Faculty Senate
 - College Council
 - Institutional Effectiveness, Planning, and Fiscal Stewardship Council (alternate)
 - TERB
 - Budget
 - Benefits
- Negotiations are always ongoing and extensive.
- Interaction with members: I have had with several meetings with members regarding various concerns about hiring practices, working conditions, vaccine requirements, evaluations, 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.

If you have concerns about these or any other issues, please email me at tlainelaughlin@gmail.com.

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

Our update for EEDCC for this week is the following:

- We are finalizing logistics for the virtual Social Justice Convening for Friday, January 28th, 2022.

- We have only a couple of meetings left for the Fall 2021 semester and dedicating our meetings to prepare for the Social Justice Convening.
- This week Dr. Jack Kahn will be attending our meeting to discuss the importance of DEI in SLOs.

Accreditation (Meehan) - No report.

Distance Education (Hiro) - No report.

Guided Pathways (Nelson) - No report.

Budget (Ferrerro)

Budget Committee- The estimated COLA for 22/23 is 2.48% which would translate into an estimated \$2.6million in salaries and benefits. The Committee also received updates on OPEB (retiree benefits) liabilities. Our unfunded liability as of June 2020 was \$82million. VP Borth feels that needs to be addressed to help maintain fiscal health of the District.

TERB (Lawson) – No report.

Professional Development (Guerrero) – No report.

AB705 Subcommittee (Anfinson) – No report.

The AB705 Subcommittee met Thursday, October 14 (before Senate but after reports were due). I will have a report for 10/25.

Sabbatical Leave (Lawson) – No report.

Equivalency (Towfiq)

The Equivalency Committee was reviewing applications in past three weeks.

Student Learning Outcomes (Bealo/Tavakkoly)

Mark and Aundrea continue to work with faculty to update program SLOs, and approve course and program SLOs. We are also part of a committee that will work to determine the best software for curriculum and tracking of SLOs – we (and many faculty we have spoken with) feel that the combination of META and Nuventive is clunky, and we can't easily get the reports that we need. Moreover, since they "don't talk," SLOs are often inaccurate in one of the databases. That committee will begin meeting next Tuesday.

Faculty Service Areas (Mudgett) - No report.

Credit for Prior Learning (Rose)

All 218 Credit for Prior Learning courses are now updated in META, and verify the following information:

- The course is CPL eligible
- The course has already been approved for CPL, which means faculty have met with the CPL Coordinator and completed the CPL Course Eligibility Approval Form
- Methods of CPL assessment are selected
- The CPL Course Eligibility Approval Form has been uploaded into META

When faculty review, change or create courses, they will also be reviewing credit for prior learning to ensure that the methods of assessment are current.

For more information about how to make your courses CPL eligible, contact Candace Rose at cpl@palomar.edu and visit our website at: <https://www2.palomar.edu/pages/cpl/>

Palomar College is now part of a SDICCCA regional Taskforce for CPL. This group consists of CPL representatives from various colleges in the region, who are working together over this next year to create a “Train the Trainer CPL Series” for faculty, staff and administrators to offer Credit for Prior Learning to our students.

ADJOURNMENT: The meeting was adjourned at 3:52 PM.

Respectfully submitted,

Molly Faulkner

Molly Faulkner, Secretary