



Minutes of the
MEETING OF THE FACULTY SENATE
April 18, 2022

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, Tanessa Sanchez, Fari Towfiq, Alyssa Vafaei, Rocco Versaci, David Williams (ASG), Reza Wrathall, Anastasia Zavodny

ABSENT:

GUESTS: Leah Brown, Richard Carr, Bill Carrasco, Amber Colbert, Cynthia Cordova, Mike Day, Marlene Forney, David Gray, Adriana Guillen, Barbara Hammons, Kelly Helming, Vikash Lakhani, Julie Lanthier Bandy, Billieanne McLellan, Chris Norcross, Leslie Salas, Mercedes Tiggs, 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 – No public comments.

ANNOUNCEMENTS

Senator and Curriculum Co-Chair Wendy Nelson announced that Media Days starts April 25 and runs through the 28th. The event entirely is virtual this year. Blake Morrison, investigative project editor at *Reuters News Service* will be one of the keynote speakers. He also teaches at Columbia Journalism School. Morrison will provide an interactive session asking attendees to participate in solving a mystery related to plagiarism. More information about Media Days can be found here: <https://www.palomar.edu/mediastudies/>

Senate Secretary Molly Faulkner reminded everyone about the concert hour on Thursday, April 21 featuring Carol Seefeldt and Chris Kim. On April 22, *Latin Nights* takes place and will feature a salsa band, dancing and Cuban food and refreshments. This happens in the Performing Arts Center Courtyard. More information about this event can be found here: <https://www.palomar.edu/palomarperforms/event/latin-night-spring-2019/>

Senate VP Jenny Fererro reminded Senators about Tarde de Familia happening on Friday, April 29. For additional information, click here: [Upcoming Events – A.L.A.S.S. \(palomar.edu\)](#)

AGENDA CHANGES – No agenda changes.

APPROVAL OF MINUTES

Motion 1 MSC: Laughlin/Towfiq

Faculty Senate approval of meeting minutes dated April 11, 2022 (see Exhibit 1).

Abstention: Eduardo Aguilar
The motion carried.

ACTION

- A. Curriculum** – No curriculum actions to approve.
- B. Committee Appointments**

Motion 2 MSC: Zavodny/Towfiq

Faculty Senate approval of committee confirmations for the following faculty positions (see Exhibit 2):

The motion passed.

Faculty Position Priority Committee - **Patricia Boyle**, Faculty at-large

Faculty Position Priority Committee – **Marie Templo-Capule**, Faculty Library

Senator and Committee on Committees Chair, Anastasia Zavodny explained that a faculty position previously approved by Senate on the Hiring Committee for the VP of Finance & Administrative Services has become vacant and needs to be filled immediately. VP Fererro recommended getting a targeted call out right away seeking faculty to fill two positions on that committee...one from instruction and the other from student services. Senator Zavodny will get the call out right away and added that this work done over the summer is compensated for both full-time and part-time faculty. The hiring committee will determine whether the interviews will be conducted face-to-face or virtually.

Senator Zavodny then introduced and summarized the edits on a Governance Structure Request Change form for the Tutoring Committee.

Motion 3 MSC: Zavodny/Towfiq

Faculty Senate approval of the proposed changes on the Governance Structure Change Form for the Tutoring Committee, as amended to add a student (ASG) representative (see Exhibit 3).

The motion passed.

INFORMATION ITEMS

A. Cybersecurity & Canvas

Senate President Versaci began the discussion saying he updated both Mike Day and David Gray regarding the “security breach” discussed at Faculty Senate on April 11 and invited them to the meeting today to further discuss issues.

Versaci asked when a student enrolls in an online class, can an agreement “pop up” be added to Canvas that the student must agree with, in order to proceed with the class. Senator Alyssa Vafaei said students may not even be aware that when watching a class online or even in a classroom, they are not permitted to share their course content with anyone outside of the classroom.

David Gray said ATRC uses a tool called Evaluation Kit that does, under certain circumstances, do a pop up so he said it is at least possible. Gray added he didn’t know if ATRC can find a tool independent of that, that would have the same effect but he is willing to look for one. The pop up could come when the student gets into their dashboard for the first time and the pop up needs language that all faculty are comfortable with. Another option would be to include a statement when the course is first published in Canvas for students to see.

Versaci said the language could mirror the language already in the Student Code of Conduct and understands this isn’t airtight security but would be an agreement that the student would at least be made aware of in a more direct way.

Senator Alex Doyle Bauer suggested this statement could come up when a student is enrolling in classes as well. Senator Wendy Nelson said students need to be reminded about this over and over again and suggested this statement could be added to class syllabi. Senator Zavodny suggested designing and adding a short course (module) that is required to be completed in order for a student to be eligible to take an online class. Senator and DE Coordinator Erin Hiro said the DE Committee could produce language for course comments that faculty could use to remind students they are not allowed to share course contents. VP Fererro said there was a committee formed some time ago that was tasked with developing Palomar dashboard courses included mini trainings students were required to complete. There was APA/MLA style trainings and one on plagiarism. This could be used for this current issue. Senator Eduardo Aguilar suggested adding a brief video or “micro training” for students to view when they first sign into their Canvas account. Students can be reminded about sharing course materials and this could be used to share other important information. Senate Doyle Bauer said the Library maintains the dashboard and it could be enhanced to add this information. Senator and EEDCC Co-Chair Eduardo Aguilar asked if something similar could be done to share Palomar’s DEI and antiracism values with students.

President Versaci asked Senator Hiro to bring this information to the DE Committee and then work with Mike Day and David Gray to determine the best route to take considering all the suggestions just shared. Senator Hiro will report back to Senate with recommendations for moving forward. Senators Lawrence Lawson, Wendy Nelson, Jenny Fererro and Will Dalrymple will work together to create a statement that can be used on a course syllabus.

B. “Student First” Website

Julie Lanthier Bandy provided an introduction while scrolling through the presentation. Kelly Helming began the tour of the new website by explaining that discourse provided by Civilian Agency after they performed a gap study on the information architecture of our existing website concluded that the information architecture was more “employee first” and not so “student first.” Civilian provided recommendations that were incorporated in developing the new design. Kelly Helming shared the new website (not live) both as seen on desktop and a mobile device while explaining the improvements made making it more focused on student navigation. The website is scheduled to be launched in the middle of June. Along with this project, a parallel project is under way to create an “employee first” intranet that will launch soon after.

Chris Norcross said when this new WordPress theme is launched, content that is managed by departments or others will not change. Leading up to the launch, Norcross suggested that sites get cleaned up by removing out-of-date content and update any content that stays. Site administrators will be contacted to assist with updating information for this intranet. Norcross said work is being done to improve search engine results. The multiple ways this work is being done is by asking departments and site administrators to cleanup content and remove links that are no longer current. He also said that Palomar’s search results can be customized or tweaked by ATRC to produce better results. Splitting off the intranet content from the student facing internet will improve searches as well. Additional information can be found here: <https://www.palomar.edu/webredesign>

C. Update on/Plan for the Umoja Program

President Versaci said Dean Leslie Salas reached out to him regarding the Umoja Coordinator positions and Versaci explained the joint agreement in place and the process involved. Versaci asked Dean Salas and VP Lakhani to come to Senate to talk about the program moving forward and to make sure past issues have been addressed and won’t be repeated.

Dean Salas said she’s been developing a program structure for the incoming coordinators which talks about responsibilities and roles. In addition to that, the document outlines an Umoja Advisory Board that would be set up. The intent of the advisory would be to provide support to the coordinators and to everyone involved with the program. One of the prior concerns was not having access to data and Salas said she is now able to get those reports in a timely manner and can share it with the team on a site developed specifically for the work. For the incoming coordinators, training will be provided because it was unrealistic to assume that someone can walk into this position and take it on from the onset. Salas said Kyle Owens and Richard Carr have been helping with some of the coordination components

this past semester. They suggested they remain in place in support roles through the summer and into the fall while the new coordinators can attend the SLI training and get them assimilated to what is done in the program with the assumption that it really will take them about a good semester or longer to learn the program.

President Versaci asked Dean Salas if a decision has been made about selecting two co-coordinators: one co-coordinator from Instruction and one co-coordinator from Student Services since this arrangement presented problems for the Counseling Department in the past. Salas said this hasn't been determined and Senate needs to decide how to move forward because the release time in the MOU allows for .50 release time for this position(s). If Senate wants a .25 split among two co-coordinators, that would be okay. Versaci reminded Senators that the agreement with the District states that Senate President and two Senators would join the relevant administrators to draft the job announcement.

VP Fererro said referencing the MOUs, Umoja is like Puente in that there are affiliated faculty positions that are not the coordinators that are teaching the classes that go along with the Umoja program. Fererro asked if there is a set amount of release time that those faculty get as well. For Umoja, Salas said the English faculty in the program get 10 hours, ancillary duties to support the program.

Senator Lawrence Lawson said that recent co-coordinators Amber Colbert and Mercedes Tiggs came to Faculty Senate last semester with a letter that had some very specific concerns about systemic barriers to data, access to data and issues with compensation. The compensation issue was eventually resolved. They also explained the resistance to change in the program and about widespread cultural change that seeks to dismantle performative allyship and seeks to take accountability for racial insensitivity and address exclusion that is necessary in order to have a successful Umoja program. Lawson asked Salas if any of these issues have been addressed in the restructuring of the program. Salas said definitely yes and that's why, in collaboration with the Umoja community regional representative, Salas asked for advice and guidance on these matters. The advice was to create an Advisory Board who could provide the needed support not just for the co-coordinators but for everyone involved in the program. Salas said that she, along with VP Lakhani both understand they need to be more involved in the program so these problems don't occur in the future. Senator Lawrence asked if Colbert and Tiggs were included in any conversations currently going on for plans for moving forward and Salas said no she hasn't reached out to them.

President Versaci asked Salas how the Advisory Board will be assembled. Salas said this Advisory Board has not been identified yet. She has a draft and it includes outside community members who can be allies of the Umoja program as well as members from the campus who support the program. Senator Susan Miller suggested that Salas consult with the Palomar Black Faculty & Staff Association and the Black Advisory Council who can provide invaluable input.

Senator Eduardo Aguilar suggested that if any discussions occur about the Puente Program, the Puente coordinators need to be included in the discussion.

Versaci asked Salas what the timeline is for creating the Umoja Advisory Board, before or after the co-coordinators are selected. Salas answered that it should be done after the coordinators are in place so they can participate in that selection process. Richard Carr responded and stated that he thought the Advisory Board would be in place and participate in the co-coordinator selection process. He also said that Senate needs to decide which model to go with and to finalize how much resources will be available. Carr said he currently does not have access to the data and that data access is crucial for coordinators. Coordinators must have full access to the data at all times in order to be successful in those positions.

Senator Lawrence Lawson said that Mercedes Tiggs wrote in the CHAT that no one has come to either her or Amber Colbert since they resigned last year for any consultation. Tiggs said she and Colbert have attended several meetings and the narrative has shifted to it being a personality thing. Tiggs said when she and Colbert resigned, they were very clear with their boundaries and not wanting to have anything to do with Umoja and thinks this may have been why no one has come to either of them. Again, in several meetings, Tiggs said the narrative was, it was a personality thing which she feels dismissed their entire resignation letter. Tiggs said they had concerns about particular individuals and

things and those individuals are now being consulted with to work with the program. No replies were ever received by Tiggs and Colbert explaining how issues were going to be resolved moving forward.

President Versaci asked Dean Salas if she previously said that she included Tiggs and Colbert in the new planning discussions. Dean Salas responded that she never said that. Salas said she was told to never contact them or reach out to them and she didn't want to cause any more harm and that's how she interpreted the comment in the resignation letter as well.

President Versaci said there are some unaddressed issues that need to be resolved before moving forward with a call for coordinators. Versaci said Dean Salas to have a discussion with the Palomar Black Faculty & Staff Association and it sounds like both Colbert and Tiggs would be willing to share input. Senators were in support of Versaci's recommendation to Dean Salas to come back to Senate before the end of the semester.

D. CALM Update (see Exhibit 4)

Senator and CALM Co-Chair Anastasia Zavodny began the presentation with summarizing the exhibit with Co-Chair Bill Carrasco following up.

Senator Scott Nelson acknowledged that precise award amounts aren't available yet due to the delay in sorting out how those awards affect benefits, he asked if there were "ranges" of how much money is considered. Senator Zavodny said that there isn't a system in place yet because the committee is waiting on feedback from the District regarding how these grant awards would affect faculty's benefits. Zavodny said the committee would like to adequately compensate projects but have yet allocated dollars.

Bill Carrasco shared the CALM application for one type of project and explained the award levels noted on the application for that particular project. The top end of a proposed award for this particular type of project was \$5,000. Versaci asked what the top proposed award was for larger projects, and the amount mentioned was \$30,000.

VP Fererro asked if people on the committee were ineligible to apply for project funds, and Zavodny said no, but they were excluded from the conversation about their own projects. Wendy Nelson asked if CALM was a Senate Committee, and Zavodny confirmed that it was.

VP Fererro asked Zavodny and Carrasco to come back to Senate once they have received clarification from the District so the committee can share final award numbers.

Senator Lawson asked Senator Zavodny who is able to either accept or decline a grant awarded to faculty for a CALM project. Zavodny said it is entirely up to that faculty to either accept or decline the award. She said grant calls have been going out now for years. Traditionally, the program was supported through the Foundation. Zavodny doesn't believe Senate ever requested that the chairs come forward to give presentations as such on any of the previous grants. Zavodny has asked if CALM should be regularly included in any kind of updates. Faculty information goes out to the Faculty body as a whole and faculty choose whether they'd like to submit interest or submit application to grants. CALM committee then reviews every application based on its merits and student impact and overall cost savings. Then, the committee accepts the Faculty into the program or doesn't. The faculty member is the one that's always been included in that decision as to whether they do want to go through with the amount of work or not. Traditionally, some faculty start the grants but not finish. All grants have been paid out upon completion.

Senator Beatrice Manneh asked Zavodny who does the evaluations. With the help of Articulation, the committee works to make sure that participating faculty understand how to build textbooks that match the listed textbooks on the CORs for their courses and to ensure that they are of the appropriate level. Some of this is built out in the ZTC training course that all faculty part of the grant will be funneling through to really get an idea of what the expectations are. The committee will be working with the faculty throughout the entire process to link them to any statewide initiative work so that there can be peer reviews within their fields. For the faculty that have peers within the CALM committee, the

committee will be working as peer reviewers. There is still a few open seat on the CALM Committee. CALM is a Senate Committee and reports to Faculty Senate.

REPORTS

ASG (Mouawad) – No report.

President (Versaci)

On Thursday, April 14, Senate Vice President Jenny Fererro and I met with Dr. Star Rivera-Lacey, VPHR David Montoya, and a member of the District's legal counsel to discuss how best to proceed with codifying the recently-ratified Faculty Hiring Procedures in relation to AP 7120.

College Council (Versaci)

College Council met on Friday, April. One of the information items was the statement by EEDCC, which was read in Senate on April 4, at the Governing Board meeting on April 5, and sent out to campus on April 6. There was a lot of discussion about how to address the seven requests that concluded the statement.

Equity, Education, & Student Success (EES) Council (Versaci) - The EESSC next meets on Friday, April 15 (before Senate but after reports were due)..

Institutional Effectiveness, Planning, and Fiscal Stewardship (IEPFS) Council (Bongolan) - No report.

Employees, Community, & Communications (ECC) Council (Ferro) – No report.

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

PFF (Laughlin) – No report.

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

- We discussed the creation of DEI accessibility and antiracism course 101 and this work will be a collaboration between EEDCC and PD Taskforce. More information is forthcoming.
- We discussed the upcoming election for EEDCC subcommittee members and currently working on the questions for prospective faculty to complete as part of their application interest. EEDCC will finalize questions by 4/22/22 and share with Anastasia Zavodny to bring to Academic Senate.
- We are discussing faculty disability accommodations needs and researching exemplary models across CCC.

Accreditation (Meehan) - No report.

Distance Education (Hiro) – No report. Our next meeting is set for Aug. 20 at 2:30 p.m. on Zoom.

Meeting ID: 919 9930 3997

Passcode: 974173

All are welcome to attend.

Here is some other DE information for faculty.

Home College status will help students

Palomar College has officially received "Home College" Status as of last week.

What this means is that a Palomar student can log on to the state's [database](#) of all community colleges' online classes and search for courses they need to graduate. For example: If my journalism course is full but a student needs it to

graduate, they can search this database and find one that equates. What's more, the student can register through the database and the other college's course will show up on the Palomar College dashboard. This will remove barriers for our students to graduate.

The next step is for Palomar to become a "Teaching College" where students outside of Palomar can easily register for our courses through the state's database. This will help us with enrollment.

Protecting faculty Canvas content

Part-time faculty members came to the Faculty Senate with a problem. They said they create content in a Canvas shell but often lose it when a class is suddenly cancelled or transferred to another faculty member.

The solution: We encourage ALL FACULTY to change where they build course content. Instead of building it in the official course shell, which is connected to students and can be cancelled, the ATRC has added a new button to the lower right-hand side of your dashboard that says "Start a New Course."

The Senate recommends that you create your own courses and build content in there at the beginning of every semester. Those courses will remain on your dashboard and will not be erased. Then, use [Course Copy](#) to move that content into the official course.

Accessibility

Even I, as the Distance Education Coordinator, forget where to find the accessibility tools. I have created this [website](#) to help. It contains instructions and screenshots. I recommend using the four accessibility tools to check your course.

Guided Pathways (W. Nelson) – No report.

Budget (Ferrerro) – No report.

TERB (Lawson)

We've continued to revise and approve improvement plan for tenured and probationary faculty. Evaluations are a formative process, and the goal of any program of improvement is to support faculty with the resources and experience they need to maintain a standard of excellence. As well, TERB wants to ensure the process is followed and with that formative nature at the forefront of any improvement plan activities.

As a result, as mentioned earlier to Faculty Senate, TERB developed a new position for evaluation committees working under an improvement plan. The Negotiations Team brought the concept to the District, and an MOU was signed. The MOU reads as such:

The parties agree to the following addition to Article 17, to be incorporated in the 2022-2025 contract when opened for negotiations but effective immediately:

A TERB-appointed "evaluations observer" will be added as a monitor to all peer and probationary evaluation committees where the evaluatee is under an improvement plan following the TERB established guidelines. The "evaluations observer" shall be a tenured faculty member who is familiar with evaluation processes. The "evaluations observer" will be invited to and should attend any meeting where the TEC/PRC is convened. The "evaluations observer" shall serve as a liaison between TECs/PRCs and TERB so that TERB can keep track of progress.

The intention is to observe the process to ensure it is fair and follows process and to have a knowledgeable faculty member on hand to answer evaluations process questions for the evaluators and the evaluatee. The "evaluations

observer” would not be an existing member of the TEC/PRC. They would be a new addition to the TEC to serve as an on-hand resource for the TEC/PRC and evaluatees.

In reference to the “TERB-established guidelines,” the committee is currently drafting those, and these *draft ideas* are shared here for feedback from Faculty Senate:

Evaluations Observer

Purpose: *The evaluations observer is a TERB-appointed, tenured faculty member added to all tenured (peer) and probationary evaluation committees where the evaluatee is under an improvement plan. Their purpose is to monitor the process and answer process questions for evaluation team members and the evaluatee to help ensure the process is followed and is fair.*

Selection Criteria:

Evaluations observer selection, a process completed by TERB, is guided by these criteria:

- *Be approved by TERB*
- *Be a tenured faculty member*
- *Be knowledgeable of evaluation processes germane to the committee in question*
- *Be able to maintain confidentiality*
- *Be able to maintain impartiality with respect to the details of an evaluation (the evaluation observer’s role is to provide guidance on/understanding of process and not guidance on how to interpret evaluation data vis-à-vis the evaluation report)*
- *Not be a member of the evaluatee’s evaluation committee*
- *Not be a member of the evaluatee’s department*

Responsibilities:

- *Maintain confidentiality and impartiality*
- *Answer evaluation process questions that evaluation committees or evaluatees may have*
- *Share any process answers with both the evaluation team and the evaluatee*
- *Provide updates to and ask questions of the TERB Coordinator and/or TERB*
- *Should keep documentation related to their own participation in evaluation meetings*
- *In collaboration with TERB, keep the evaluation process on track if required*

TERB’s goal is to get these guidelines in place for implementation for the first time in Fall 2022. This means that TECs/PRCs and evaluatees that are working with an improvement plan in Fall 2022 will have an Evaluations Observer as a resource.

Professional Development (Guerrero)

The district has finally gotten its allocation of the following funds for PD that are focused on Culturally Competent Professional Development. We ask the senate and any faculty member to share insights and ideas to the PD committee on what type of trainings or events to advocate for. Feel free to just send us an email at the PD office or join us for any of the PD committee meetings (4th Tuesday 2:30-4pm <https://palomar-edu.zoom.us/j/2668158789>).

AB705 Subcommittee (Anfinson) - No report.

Sabbatical Leave (Lawson) - No report. We meet on the 14th of April to review Fall 21 Sabbatical Reports.

Equivalency (Towfiq)

The Equivalency Committee is reviewing Equivalency Applications.

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 4:11 PM.

Respectfully submitted,

Molly Faulkner

Molly Faulkner, Secretary