



Minutes of the  
MEETING OF THE FACULTY SENATE  
September 12, 2022

APPROVED

**PRESENT:** Lacey Craft, Will Dalrymple, Kelly Falcone, Molly Faulkner, Jenny Ferrero, Shelbi Hathaway, Erin Hiro, Jason Jarvinen, Lawrence Lawson, Leigh Marshall, Leanne Maunu, Ben Mudgett, Scott Nelson, Wendy Nelson, Alyssa Vafaei, Elena Villa Fernández de Castro, Anastasia Zavodny

**ABSENT:** Alexandra Doyle Bauer, Sergio Hernandez

**GUESTS:** Joseph Allen, Melissa Bagaglio, Hilda Colondres, Bob Fulmer, Barbara Hammons, Billieanne McLellan, Nicole Siminski, Denise Vanderstoel, Kathleen Young

**Please note: All votes are presumed unanimous unless indicated otherwise.**

**CALL TO ORDER** The meeting was called to order by Faculty Senate President Wendy Nelson in LRC-116 at 2:30 PM. The meeting was also streamed live on ZOOM.

**PUBLIC COMMENTS** – No public comments.

**ANNOUNCEMENTS**

Senate Secretary Molly Faulkner announced that a free concert hour series takes place every Thursday beginning at 1 PM. The concert takes place face-to-face in the theater or in D-10. The concert will also be live streamed.

Senator and PFF Co-President Lawrence Lawson announced that PFF was having a listening session that day and another one coming up on Thursday, September 15 at 1 to 2 PM on ZOOM. Emails went out to faculty.

**AGENDA CHANGES** – No agenda changes.

**APPROVAL OF MINUTES**

**Motion 1 MSC:** Faulkner/Hathaway Faculty Senate approval of meeting minutes dated August 29, 2022 (Exhibit 1).

The motion carried.

**ACTION**

**A. Curriculum**

**Motion 2 MSC:** Mudgett/Faulkner Faculty Senate approval of Curriculum Committee actions dated September 7, 2022 (Exhibit 2).

The motion carried.

## **B. Committee Appointments**

### **Motion 3 MSC:** Zavodny/Vafaei

Faculty Senate approval of the following faculty committee confirmations (Exhibit 3):

The motion carried.

AB705 Support Subcommittee – **Jennifer Backman**, Faculty, English (22-23)  
Career Education Committee (formerly Perkins Planning & Advisory) – **Wade Rollins**, Faculty, CTE (22-24)  
Comets Affordable Learning Materials Committee (CALM) – **Nicole Siminski**, Faculty, MSE (22-24)  
Committee on Committees – **Patrick O'Brien**, Faculty  
Distance Education Committee (DE) – **Elizabeth Salinas**, Faculty, Part-time (21-23)  
Distance Education Committee (DE) – **Duy Nguyen**, Faculty, MSE (22-24)  
Elections Committee – **Mark Lane**, Faculty (22-24)  
Equal Opportunity Employment Committee – **Karen Donovan**, Faculty (22-24)  
North County Higher Education Alliance (NCHEA) – **Christina Dawber**, Faculty, Counseling (21-23)  
Technology Master Plan Committee – **Duy Nguyen**, Faculty, Divisional Representation  
Technology Master Plan Committee – **Lisa Cecere**, Faculty, Divisional Representation  
Tutoring Committee – **Leigh Ann Van Dyke**, Faculty, DRC (22-24)  
Tutoring Committee – **Melissa Allen** – Faculty, AMBA (22-24)

### **Motion 4 MSC:** Zavodny/Mudgett

Faculty Senate approval of the following faculty committee confirmations all for Educational and Facilities Vision Plan Task Force (Exhibit 4):

The motion carried.

**P.J. DeMaris**, Faculty, General Counseling  
**Jessica Newman**, Faculty, CTE  
**Katy Farrell**, Faculty, Librarian  
**Cindy Anfinson**, Faculty, MSE  
**Anastasia Zavodny**, Faculty, Part-time  
**Kelly Falcone**, Faculty, SBS  
**Daniel Straub**, Faculty, DRC Counselor

### **Motion 5 MSC:** Zavodny/Marshall

Faculty Senate approval to accept the results of the ballot for the following (Exhibit 3, 4):

The motion carried.

Technology Master Plan Committee – **Lisa Cecere**, Faculty, Divisional Representation  
Technology Master Plan Committee – **Duy Nguyen**, Faculty, Divisional Representation  
Educational and Facilities Vision Plan Task Force – **Scott Richison**, Faculty, AMBA  
Educational and Facilities Vision Plan Task Force – **Erin Hiro**, Faculty, AMBA  
Educational and Facilities Vision Plan Task Force – **Lea Hoover**, Faculty, AMBA

Senator and Chair of Committee on Committees Anastasia Zavodny explained the digital rank choice voting ballot to Senators and then it was emailed.

## **INFORMATION ITEMS**

### **A. Educational & Facilities Long Range Plan Listening Sessions – W. Nelson**

Senate President Wendy Nelson encouraged Senators to sign up for the Instructional Listening Sessions that are all scheduled for this week. She attended the initial planning meetings last week and while there, she encouraged the consultants to add a hybrid option to the meetings (not just face-to-face) meetings. Faculty are frustrated because their teaching schedules won't allow them to attend either one of the two listening sessions for their respective areas. President Nelson said they agreed to add an additional session at the end that won't be as focused on a specific pathway as these others. A survey will be going out as well to the entire campus community to capture more feedback.

Several Senators shared their frustrations that these sessions were scheduled without sufficient notice (four days) and faculty have very tight and set teaching and meeting schedules. Because of this, there may not be robust feedback from faculty and only because they couldn't attend the listening sessions. President Nelson said this issue was raised during the planning meeting. The committee decided that at the end of the week, if attendance numbers are low, something will have to be done. Nelson said she expected the 50 sessions would be scheduled over an entire semester, not just one week. This would have given faculty an opportunity to plan better and attend.

Senate VP Jenny Ferrero said it should be shared that Senate, as a whole and on behalf of all faculty, these listening sessions were not designed to get optimal participation and input from faculty. None of the sessions are in the evenings and all are scheduled during prime teaching hours. Several Senators supported this statement as they too discovered they are teaching a class during their listening sessions and can't attend.

President Nelson said she would share these concerns after Faculty Senate.

<https://www.palomar.edu/irp/education-and-facilities-plan-2035/>

## **B. HighPoint update concerns – Joseph Allen, Manager, Student Services Communications, Systems, and Technology**

Joseph Allen introduced himself and said he is in his second month here at Palomar. He shared the new launch pad or dashboard students will see and use once HighPoint goes online for Phase I in October. Allen navigated through the steps that a student might take to research classes, register, apply for financial aid, etc. Throughout the presentation, Senators were extremely pleased that the HighPoint overlay will eliminate some of the obstacles both students and faculty are faced with while maneuvering through PeopleSoft. Throughout the presentation, Allen noted comments and suggestions made by faculty to enhance the improvements that are already being made or some obstacles he was not aware of. Faculty asked about additional features that could be integrated and Allen said he would research and help to resolve.

Senators thanked Allen for the progress he and his team are making with this much needed "student-centered" change. Allen inquired about hosting information sessions for faculty in the evenings and Friday afternoons from 2 to 4 PM and said the faculty launch pad or dashboard will navigate much the same way the student's dashboard navigates.

## **C. Update on enrollment concerns - Joseph Allen, Manager, Student Services Communications, Systems, and Technology**

Joseph Allen reported he is meeting with VP Lakhani weekly to address concerns and said progress is being made. He will continue to report out to Faculty Senate as resolutions are implemented.

Steps to enroll are being improved and updated. Allen shared Palomar's current landing page for student registration and highlighted changes showing that some immediate changes were already implemented. CCCApply is being examined as well. Steps and methods for students to select and change majors is being evaluated now and ways for faculty to follow up with students in certain majors will also be explored. One suggestion was to add "Undecided" to the top of the dropdown menu but without interfering with any financial aid. President Nelson said the team is exploring the option of listing "pathways" instead of majors. Pathways will then be further delineated with specific majors.

Faculty shared issues with students applying for graduation and asked for a better system so students are more aware of the requirements, forms and deadlines. Issues around earning certificates was also mentioned. Currently, students

must “opt in” to earn a certificate instead of the it being automatically awarded when students complete their coursework.

Better communication with students is being addressed. Currently, student contact data (cellphone, email, address, etc.) is collected in a variety of places and one consolidated system for all student communication is being considered.

**D. Articulation Officer PRC chair designation – Falcone, TERB Coordinator**

TERB Coordinator Senator Kelly Falcone said the Articulation Officer, Senator Ben Mudgett is up for peer evaluation this year. The Contract designates Faculty Senate as the appointee to select the chair for PRC.

**Motion 6 MSC:** Fererro/Lawson Faculty Senate approval to move back into Action.

The motion carried.

**Motion 7 MSC:** Faulkner/Maunu Faculty Senate approval to appoint Senate President Wendy Nelson as the chair of the PRC for the Articulation Officer.

The motion carried.

**E. Review of Senate subcommittees (Exhibit 5) – Zavodny**

Senator and Chair of Committee on Committees Anastasia Zavodny explained the exhibit reflects committees that fall under the purview of Faculty Senate only. Senator Zavodny said most committees are active and some are preparing to update their documents. Senator Zavodny asked for feedback from Senators. Some of the comments included identifying committees who do not have active chairs, committees who no longer operate with faculty oversight, committees who no longer meet regularly and whether some of these committees are really an ad hoc group that would go away once the work was completed. Additional clarification is needed to determine if a standing committee is required to meet on a regular basis when no work is required. The discussion led to whether these subcommittees need to follow the Brown Act. ASCCC has clearly stated that these subcommittees that meet regularly should follow Brown Act rules while Palomar’s legal guidance does not recognize these subcommittees as bodies that need to meet in person so therefore do not fall under the umbrella of the Brown Act. President Nelson said she mentioned this contradiction to President Rivera-Lacey and the President requested that Senate follows the legal guidance. Nelson also brought up the point that if these subcommittees do need minutes, notices posted and so on, there isn’t any support person from the College to get these tasks accomplished. Some Senators pointed out that important work is being done in some of these subcommittees and taxpayers should be provided with this information.

President Nelson will check back in with President Rivera-Lacey and report back to Senate.

**F. Part time eligibility/parity on committees – Tabled.**

**G. Discuss/evaluate current Senate reporting process – Tabled.**

**H. Retreat & meeting snacks**

President Nelson announced that the retreat is scheduled for October 3 at 2:30 in LRC116. It will take the place of a regular Senate meeting and may last longer. She will provide more information shortly.

## **REPORTS**

**ASG (Garcia Mendez)** – No report.

### **President (Nelson)**

In the last two weeks I attended the Budget Review Committee, the Pre-Governing Board Agenda meeting, Governing Board Meeting, one-on-one meeting with VPI Studinka, the DEI Curriculum Framework workgroup meeting, Constitution Workgroup, and the Educational & Facilities Long Range Plan meeting. Here are some highlights:

1. Governing Board:
  - Presentation on the 2022-2023 Emergency Conditions Allowance Application and Plan for the Palomar Community College District.
  - Presentation of Summer of Safety Overview
  - Palomar Budget 2022-2023 budget was approved
2. Budget Meeting - I had the opportunity to attend my first Budget Committee meeting last week. During the meeting the committee received an overview of the enacted 2022/23 state budget and the adopted budget for 2022/23.
3. Educational & Facilities Long Range Plan Coordinators meeting – We discussed the listening sessions planned for the week of Sept. 12 and the agenda for the Taskforce meeting on Sept. 15.
4. Constitution Workgroup – Senate President – Wendy Nelson, VP – Jenny Ferrero, Senator, Will Dalrymple. We discussed next steps for creating bylaws.
5. DEIAA Curriculum Framework workgroup – Senate agreed to participate in this
  1. Curriculum Co-Chair
    - Curriculum Co-Chair
    - Curriculum Committee member - John McMurria
  2. Faculty Senate - 2 members
    - Scott Nelson
    - Wendy Nelson
  3. PD - Matt Grills, Luis Guerrero
  4. EEDCC - one member- to be determined
  5. Carmilino Cruz, Acting Chief Diversity Officer
  6. Meeting Tasks -
    - Discuss leadership/oversight
    - Review & adjust the Rubric
    - Determine responsibility for each area
    - How to move to action

**AB705 Subcommittee (Feld)** – No report.

### **Accreditation (Versaci)**

The Accreditation Writing Team will meet for the first time this semester on Tuesday, September 13.

**Budget (Ferrerro)** – No report.

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

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

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

The Distance Education Committee had its first meeting on Sept. 7. We began reviewing our goals and will continue to refine and finalize them later this month. We will report the goals once they are set.

The Distance Education Coordinator meet with Instruction about proctoring. We are still working on the details but this is the status as of Thursday evening:

1. The STAR Center is willing to continue to offer Palomar Online Proctoring during its current hours, which are Monday - Thursdays 8 a.m. to 6 p.m. and Fridays 10 a.m. to 2 p.m.
2. Interim VPI Diane Studinka is supportive of funding for expanding the online proctoring hours two nights a week and four hours during the weekend.
3. The plan is to offer the same hours for the entire year, with a re-evaluation period in January (e.g. how many faculty are using the services, during what times students are needing services, and do we need more hours or staff to meet excessive needs).
4. Intersession hours would revert to STAR operating hours.

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

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

**Equity, Education, & Student Success (EESS) Council (Nelson)** – No report.

**Equivalency (Klinger)** – No report.

#### **Faculty Service Areas (Jarvinen)**

The Faculty Service Area Committee met on September 6<sup>th</sup>, 2022. The Committee discussed progress on 2021/2022 goals:

- Clarify the personal FSA application for applicants to demonstrate how each competency is met through attached documentation.
  - The committee made progress on this objective. Additional work needs to be done to clarify the process by which qualifications are verified on individual FSA applications.
- Communication with full-time faculty on applying for personal FSAs
  - The committee needs to complete additional work on this objective in the upcoming academic year.
- Communication to chairs on upcoming discipline FSA renewal cycle
  - The committee met this objective. The process went smoothly during the spring. It will continue for the next round of FSA review due in 2024.
- Open lab for personal and/or discipline FSA application questions
  - The committee felt we should set this goal aside pending clarification of the process by which qualifications are verified on individual FSA applications
- Review and update BP and AP 7211
  - The committee discussed how substantial progress had been made on this goal last year. The committee wanted confirmation from Human Resources that BP and AP 7211 were up to date.

The committee identified the following goals for 2022/2023:

- Make the FSA website easier to find and improve the site navigation.
- Clarify the process for verifying qualifications on the personal FSA application.
- Communication to full-time faculty on applying for personal FSAs.
- Communication to chairs on the upcoming discipline FSA renewal cycle (due in 2024)

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

Putting proposal together to transition from GP 2017-2022 to GP 2022–2026. Guided Pathways leads are working with VPI and VPSS on plan and will present to the Faculty Senate in the next few weeks.

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

### **Institutional Effectiveness, Planning, and Fiscal Stewardship (IEPFS) Council (Bongolan)**

On September 8, the Council reviewed where it was last spring and held a discussion about reporting committees and goals for this year. Meetings will continue to be held via Zoom. No meeting on September 16.

### **PFF (Lawson)**

The semester has started off so, so positively for faculty. As reported over the summer, the Negotiations Team had an impactful summer and negotiated a range of gains for all full-time and part-time faculty and closed out the 21-22 negotiations window in a strong position. Many thanks to all our faculty who suggested ideas and members who helped maintain focus and unity. Thanks, as always, to our professional, intrepid, and tenacious Negotiations Team—Jenny Ferrero, Barbara Baer, Will Dalrymple, and Lawrence Hamilton Lawson.

At our first official PFF meeting of the semester, we approved a safety statement, which reads as follows:

*The Palomar Faculty Federation reaffirms its commitment to a safe environment for all members of the Palomar College Community. PFF Executive Board and Staff hold themselves to the highest standards of professionalism, and they expect the same of all of its members. Our professionalism includes, but is not limited to, the responsibility to advise the District immediately of any condition which a reasonable person would consider unsafe (Article 13.4 in the CBA), adherence to equal employment and equal educational opportunity laws and regulations (Article 24.1), fidelity to and defense of the contract, academic excellence (Article 24.5), academic freedom (Article 3), and respect for students (Article 24.4). The safety of our students, faculty, and staff is the highest priority for the Palomar Faculty Federation, and we are, and always will be, able partners seeking solutions when the safety of anyone in our Palomar community is at risk. Faculty members may contact PFF with any questions or for assistance.*

Our meetings will be on Zoom the 2<sup>nd</sup> Thursday of each month and face-to-face on the 4<sup>th</sup> Thursday of each month, starting at 4pm.

Keep your ears open for opportunities to participate in listening sessions regarding the upcoming 3-year contract—September 12<sup>th</sup> at 5:30pm on Zoom and September 15<sup>th</sup> at 1pm on Zoom. Watch for an invitation!

As well, please join PFF and CCE in MD-157 on September 6<sup>th</sup> at 1pm for CFT's Back-to-School Tour event. CFT President Jeff Freitas, Secretary Treasurer Luukia Smith, and Senior Vice President Lacy Barnes will visit AFT local unions and schools up and down California as the new academic year begins to talk to faculty and learn how CFT can best support Unions and members.

Follow us on social media for updates!

Insta: <https://www.instagram.com/palomarfaced/>

Twitter: <https://twitter.com/Palomarfaced>

FB: <https://www.facebook.com/PalomarFacultyFederation>

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

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

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

**TERB (Falcone)** – No report.

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

Respectfully submitted,

  
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Molly Faulkner, Secretary