



Minutes of the  
MEETING OF THE FACULTY SENATE  
September 26, 2022

APPROVED

**PRESENT:** Melissa Bagaglio, Lacey Craft, Will Dalrymple, Alexandra Doyle Bauer, Erik Duarte (ASG), Kelly Falcone, Molly Faulkner, Jenny Ferrero, Shelbi Hathaway, Erin Hiro, Jason Jarvinen, Lawrence Lawson, Leigh Marshall, Leanne Maunu, Ben Mudgett, Michael Mufson, Scott Nelson, Wendy Nelson, Beth Pearson, Nicole Siminski, Alyssa Vafaei, Anastasia Zavodny

**ABSENT:** Elena Villa Fernández de Castro, Edwina Williams

**GUESTS:** Hilda Colondres, Billieanne McLellan

**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**

Senators Molly Faulkner and Michael Mufson announced that *Welcome to the Red Planet* starts on September 30. After the October 2 performance, there will be a panel on resilience and representation in the LGBTQ community. More information can be found at [www.palomarperforms.com](http://www.palomarperforms.com)

Senator Alexandra Doyle Bauer announced that the Library presentation for the LGBTQ History Month is October 17 from 10-11am in LRC-116. The title is *LGBTQ & YOU: Book banning in America, Palomar Library supports you and what do YOU want from your library?*

Senator Lawrence Lawson announced that PFF and CCE are joint hosting a governing board candidate meet and greet event on October 6 from 4 to 7 pm at Cocina Del Charro, Restaurant Row San Marcos for Palomar College employees only. Appetizers and non-alcoholic drinks will be hosted.

President Wendy Nelson reminded Senators about the upcoming Faculty Senate Retreat on October 3<sup>rd</sup>. The retreat is from 2:30 to 5 pm in LRC-116.

**AGENDA CHANGES** – No agenda changes.

**APPROVAL OF MINUTES**

**Motion 1 MSC:** Faulkner/Doyle Bauer

Faculty Senate approval of meeting minutes dated September 19, 2022 (Exhibit 1).

**Abstention:** Lawson

The motion carried.

## **ACTION**

### **A. Curriculum**

**Motion 2 MSC:** Mudgett/Faulkner

Faculty Senate approval of curriculum actions taken on September 21, 2022 (Exhibit 2).

The motion carried.

### **B. Committee Appointments**

Senator and Chair of Committee on Committees Anastasia Zavodny said there were no committee appointments to approve at this time. She said the Curriculum Committee does have vacant seats and she encouraged Senators to volunteer and to spread the word that faculty are needed to fill the committee. Zavodny said there are no faculty representing SBS and CTE and LL has one opening as well. If these seats are not filled by the respective divisions quickly, the seats become open to all faculty. Senator and Co-Chair of Curriculum Ben Mudgett reminded Senators that not filling up the vacancies, faculty are giving up their voice. Curriculum is under the purview of faculty and Senator Mudgett encouraged Senators to volunteer to serve saying it is vital that Curriculum functions at its full capacity.

Senator Zavodny said there is a Senator designated seat to fill on the Sabbatical Leave Committee and asked for volunteers.

Senator and EEDCC Co-Chair Michael Mufson said there are still openings on that committee as well and asked for volunteers.

## **INFORMATION ITEMS**

### **A. Occupational Pathways (Child Development, Communication Technician) (Exhibit 3)– Nichol Roe, Associate Dean Workforce Development and Extended Studies**

Associate Dean Nichol Roe summarized her presentation regarding opportunities in place for new and innovative apprenticeships at Palomar College. Palomar currently has the fourth largest apprenticeship program in the California Community College system. Dean Roe said that four years ago, Governor Newsom set a goal to train approximately 500,000 people in an “earn and learn apprenticeship program” in California by the year 2029. Currently, the program has trained 90,000. A Five-Point Action plan was developed recently to assist in meeting that goal. Recently, a new funding source has been created.

Dean Roe spotlighted the communications technician program for the City of San Diego and the associate teacher program designed for MAAC/Head Start which both represent innovative and collaborative apprentice approaches at Palomar College. This meant developing a program sequence for employees of specific employers to attend classes that are already being offered. In addition, these are new programs for Palomar but not new curriculum.

In order to inform the campus community about this opportunity, and after course reviews with faculty, Dean Roe plans to approach Curriculum Tech Review to add a page in META indicating a program is a registered apprentice program for Palomar College. Regarding cancellations of courses that are not filled, Dean Roe said if Palomar makes the commitment to the employer that the class will be offered, regardless of enrollment numbers, that class can't be cancelled due to low enrollment.

Dean Roe said if faculty have relationships with employers through advisory boards or in some other capacity that hire Palomar College students, ask these employers if they would be interested in participating in a formalized program.

## **B. Articulation Officer Release Time – Mudgett**

Senator, Articulation Officer and Curriculum co-chair Ben Mudgett described the Curriculum co-chair position being a 60% release position. Senator Mudgett explained his current Articulation role is 100% and the maximum he can take for the Curriculum co-chair position this fall is 40% in addition to his 100% Articulation. He reminded Senate that last Spring, Senate agreed to revisit this issue. Currently, Wendy Nelson is taking the other 20% for Curriculum co-chair. He explained that he is seeking input from the Senate on a call out to link a 20% Articulation release position for Spring 2023 to a 100% Articulation release position Spring 2024 while he is on sabbatical. This would allow Ben to serve the full 60% Curriculum co-chair assignment in Spring 2023 while another faculty member is serving 20% Articulation in preparation for 100% Articulation in spring 2024. A call will go out Spring 2023 for a Curriculum co-chair to begin in Fall 2023.

Options for these positions were discussed with the primary concern being this new person would not be involved at all with Articulation in Fall 2023 and that may serve as a disadvantage. As the release time falls within these positions involved, there wouldn't be any available release time for this person in Fall 2023. To make this call more attractive, an option may be to use some of Faculty Senate's release time pot for 20% for Fall 2023 so the call could go out 20% in Spring 2023, 20% in Fall 2023 and 100% in Spring 2024 for Articulation. And there is always an option to provide the new Articulation director with 20% release time in Fall 2023 and Mudgett could teach a class that semester. If an arrangement like this couldn't happen, Mudgett recommended an MOU be in play for additional training for this person in Fall 2023.

In addition, Senator Mudgett recommends that this appointment be ushered in using the Joint Appointment Process.

President Nelson will reach out to HR this week and follow up on available release time and report back to Senate. Senator Mudgett will begin preparing the call to go out once information is received from HR and hopes the call will go out within the next few weeks.

## **C. Part-time Parity (Exhibit 4) – Hathaway**

Senator Shelbi Hathaway began her presentation with her exhibit showing there is a considerable amount of part-time faculty working at Palomar College in the Fall of 2021 who had class assignments so these parity issues effect many faculty at Palomar College. For Fall 2022, there are actually over 1,200 part-time faculty hired at Palomar College.

Senator Hathaway displayed a page from the online catalog showing Faculty and Educational Administration. The first paragraph does acknowledge part-time faculty but doesn't tell the readers that Palomar values part-time faculty. Senator Hathaway wants to see part-time faculty added to this online catalog.

Various comments made by Senators included:

- The catalog entries are done manually since a database doesn't currently exist that could easily and efficiently be transferred into this catalog without adding tons of extra work by classified employees. Is this the best use of their time?
- Adding the extra work to get a result that may not do anything and really has no impact since no one reads that part in the catalog.
- The present format could be altered by eliminating some information which would make the process easier when adding part-time faculty (removing degrees).
- Better use of resources may be to create an online directory that includes all faculty and staff.
- META is now being used to create the catalog so a traditional catalog is no longer printed or created.
- Departments could be asked to keep a current directory of all faculty and staff with contact information on their webpage. This may also make it easier for students to contact their instructors.
- It was suggested to do away with these pages in the catalog all together and use those resources to create a campus wide directory which Palomar desperately needs.
- Change the page to remove all full-time faculty and add links of where students can find general and contact information about all their instructors.

- Figure out a way for students to find all faculty on these pages or for parity's sake, remove the pages from the online catalog all together.
- Many departments don't keep their webpages up-to-date, and sometimes those webpages are maintained by others who are not compensated for the work so this may not be a solution.
- When creating parity for part-time faculty, it may not be the best optics to remove this recognition for fulltime faculty.
- There may be some regulatory standards for the catalog and if so, that should be considered first before making any changes.
- The additional cost for printing more pages would be minimal.

President Nelson thanked Senators for the options that can be researched and that could possibly provide more recognition for part-time faculty in the catalog.

#### **D. Constitution and Bylaws Discussion (Exhibits 5 and 6) - Dalrymple, W. Nelson, Fererro**

President Nelson reminded Senators the idea of adding bylaws was presented to Senate last year and a workgroup was established. The format of Palomar's Faculty Constitution is very outdated as 95% of all community colleges incorporate bylaws. ASCCC provides key guidance in terms of how a constitution should be put together and they recommend bylaws. Bylaws provides the ability to act on important and timely faculty purview issues with nimbleness and is considered best practices.

Senator Dalrymple explained that a constitution proper is the document about the nature, the power and the authority of faculty and where that comes from. Bylaws are about process, procedure, membership and the day-to-day functions. The primary difference is that the constitution is a document that can only be changed by conducting a vote of the fulltime faculty body. Bylaws on the other hand can be changed by conducting a vote within the Faculty Senate. The nimbleness is very clear.

President Nelson said she would add these items for discussion and vote to the October 10 meeting agenda. Once Faculty Senate approves the updates, the document will go out to all FT and probationary faculty for approval.

**E. Educational & Facilities Vision Plan – Tabled.**

**F. Student Integrity Taskforce – Tabled.**

### **REPORTS**

#### **President (Nelson)**

During the last week, I attended the following meetings: Committee on Committees, Curriculum Committee, faculty lead meeting with President Rivera-Lacey, AP 5055, Academic Review Committee / Petition Processing.

AP 5055 – we made progress in including disproportionately impacted student groups to be included in priority registration.

Meeting with President Rivera-Lacey – we discussed the Brown Act and Senate subcommittees and we shared our feedback regarding VP resignations.

Committee on Committees – we discussed options for committee participation for part time faculty without classes and discussed the senate subcommittees.

Academic Review Committee / Petition Processing – faculty members from EESSC, Adrian Lee and Kendyl Magnuson discussed issues and solutions regarding the EW petition process. I invited Lee and Magnuson to a future Faculty Senate meeting to share their concerns.

I also attended a VPFAS hiring committee meeting, the Strong Workforce Institute and the GE subcommittee meeting. Equity, Education, and Student Success Council: The Council reviewed the Governance Survey Report 2022. The survey provided information on attendance, clarity of purpose, meeting reliability, agendas and minutes, whether council members were given enough information and if members were supported and encouraged to be active in the council discussions. Overall, the results of the survey were positive. We also discussed the purpose of the council and agreed that the council should set goals for 2022-2023. Reports were shared. Kendyl Magnuson shared a report from the

Academic Review Committee and asked for a small group to meet to discuss some issues with student petitioning process. I volunteered to participate in the discussion. We also discussed possible changes to the “New Program” approval process.

### **Budget (Ferro)**

Budget Committee will next meet on 9/27.

### **Educators for Equity, Diversity, and Cultural Consciousness (EEDCC) (Mufson)**

Senator Michael Mufson was approved by Faculty Senate as co-chair of EEDCC on Monday, September 19, 2022. Reports will be forthcoming.

### **Employees, Community, & Communications (ECC) Council (Ferro)**

ECC Council's 9/16 meeting was canceled. We are next scheduled to meet on 10/7.

### **Equivalency (Klinger)**

The Equivalency Committee is currently reviewing one application.

### **Sabbatical Leave (Epstein)**

9/15 Meeting Materials and Action

1. Interim VPI Diane Studinka is the new Co-Chair.
2. Jeff Epstein was re-elected as faculty Co-Chair for 2022-2023.
3. Patrick O'Brien left the committee, and Mark Clark replaced him.
4. The Committee is working with ATRC and the Library to begin the process of storing final reports digitally and how reports will be accessed.
5. PP slides for Sabbatical Training and sample projects available on the instruction website will be updated to highlight projects that work on DEIAA areas of research, creative work, and instruction.
6. Salary credits approved.
7. Approval of Spring 2022 final sabbatical reports was begun and will be finished at next meeting.

### **Student Learning Outcomes (Bealo/Tavakkoly)**

LOSC met Tuesday, September 20, 2022. We are developing a rubric for the Visual Communication ILO that will be assessed next semester. This semester we are refining the Teamwork ILO rubric and will be assessing that as well as the Critical Thinking ILO.

The SLO Co-coordinators will be setting up meetings with SLO Facilitators in the next few weeks.

### **TERB (Falcone)**

- Working on updating the TERB website, please email Kelly if you have further suggestions on opportunities to make the TERB information more clear, or if you see any issues: <https://www.palomar.edu/tenureandevaluations/>
- Rather than set office hours where people have to wait their turn in a waiting room, you can schedule a 30-minute appointment for TERB help that works with your schedule: [Book an appointment with Kelly](#)
- TERB Goals:
  - Thorough review of Article 17 to suggest revisions to the PFF for upcoming negotiations and development of the 2022-2025 contract.
    - Please email Kelly to provide any feedback about Article 17. What has caused you confusion? What is not clear?
  - Redesign TERB Forms
    - We started a review of all of the TERB forms for teaching faculty (non-instructional forms will be reviewed upon completion of the review and revision of the teaching forms).
    - Consistency: Focusing on how we can make the forms more consistent between faculty (PT, Peer, Prob) and all modalities (forms that are not modality specific). Focusing on building equity/parity in the evaluation process for all faculty and ensuring we are using equitable evaluation forms that

are not dependent upon a specific modality (this will also allow for the forms to be flexible to any future additional modalities that we offer).

- Alignment: Focusing on how all of the materials for evaluation align. For example, how the student evaluation questions, self-reflection, and observation align to the final evaluation report. Goal is to organize each piece of “evidence” to the questions in the evaluation report. Once aligned, the Evaluators will be better able to find the supporting materials needed to fully respond to each question on the report, and the Evaluatees will be able to clearly see how the supporting documents align to the final report.
- Accessibility: Ensure all TERB forms are accessible.
- DEIA: Identify opportunities to infuse DEIA into faculty evaluations
  - [ASCCC DEIA Competencies and Criteria: Defining Equity-Focused Practitioners in the California Community Colleges](#)
  - [CCCCO Diversity, Equity and Inclusion Competencies and Criteria Recommendations](#)
- Email Kelly with any suggestions for how the TERB forms could be revised to improve the evaluation process. Also, helpful to hear from faculty who have recently participated in all three types of evaluations, PT, Peer, and Prob and how they experienced each process (strengths? Challenges?).
- Student evaluations in all courses
  - A couple years ago, TERB started discussing the possibility of having student evaluations in all courses every semester. This would allow for a consistent process for students, allowing students to always have the opportunity to provide feedback and for faculty to continually get feedback from students. TERB sent out a survey to faculty and there were 145 responses: 81 selected “it is a good idea”, 29 selected “I’m open to the idea, but I have reservations”, and 35 selected “I don’t think it is a good idea.”
  - The current way our evaluation system is integrated to Canvas prevents us from the possibility of launching evals in all courses. Kelly is working with David Gray on a solution. The solution is needed regardless of the ultimate decision on student evals, but without the solution makes student evals in all courses impossible.
- Student Evaluations
  - As of March 2020, we no longer have an evaluation system that supports paper-based or scantron-based evaluations. All evaluations, for all modalities of instruction or workplace evaluations (such as counseling), are now completed using the same online system. The program is called Watermark Course Evaluations and Surveys (formerly called EvaluationKit).
  - Evaluations are launched between about 40-80% of the course length. Due to the difficulty in getting course evaluation information at the start of the semester, TERB is discussing whether the range could begin later in the semester to give additional time for chairs to identify courses for evaluation, for example 60-80% of the course.
  - FACULTY: Please encourage your students to complete their evaluations! Both the students and the faculty receive an email when the surveys are launched, this informs faculty of the launch and the students get an email with the link to complete the survey. Students also receive a notification in Canvas. New this year, faculty will be able to see the response rate in their evaluation reminder email so they will know how many students have responded.
  - Review the student evaluations webpage for further details:  
<https://www.palomar.edu/tenureandevaluations/forms/student-evaluation-forms/>
  - POSSIBLE NEW ADDITION: Faculty self-service website to access their own student evaluations.
    - Our evaluations system is integrated into Canvas and we have the ability to turn on a dashboard that would allow our faculty to be able to access their own student evaluations. We will be testing out this function this semester for possible launch in the future. When turned on, it would add a link under your Canvas account profile that says “evaluations” and when you select it, the system will use your canvas authentication to allow you to view your own page in Watermark with your evaluations. If this works as we hope, you will no longer have to ask TERB for copies of your evaluations.

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

Respectfully submitted,

*Molly Faulkner*

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Molly Faulkner, Secretary