



Minutes of the
MEETING OF THE FACULTY SENATE
October 24, 2022

APPROVED

PRESENT: Melissa Bagaglio, Lacey Craft, Will Dalrymple, Alexandra Doyle Bauer, Erik Duarte (ASG), Kelly Falcone, Shelbi Hathaway, Erin Hiro, Jason Jarvinen (ZOOM), Lawrence Lawson, Leigh Marshall (ZOOM), Leanne Maunu, Ben Mudgett, Michael Mufson, Scott Nelson, Wendy Nelson, Beth Pearson, Nicole Siminski, Elena Villa Fernández de Castro, Anastasia Zavodny

ABSENT: Molly Faulkner, Jenny Ferrero, Alyssa Vafaei, Edwina Williams

GUESTS: Gina Hungerford, Adrienne Lee, Kendyl Magnuson, 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 – No announcements.

AGENDA CHANGES – No agenda changes.

APPROVAL OF MINUTES

Motion 1: MSC Zavodny/Doyle Bauer Faculty Senate approval of Faculty Senate meeting minutes dated October 17, 2022 (Exhibit 1).

The motion carried.

ACTION

A. Curriculum – Mudgett

Motion 2: MSC Mudgett/Zavodny Faculty Senate approval of Curriculum Actions dated October 19, 2022 (Exhibit 2).

The motion carried.

Senator and Curriculum Co-Chair Ben Mudgett reported that the Curriculum Committee approved its goals and also began working to create a taskforce or subgroup of Curriculum for two projects...AB 928 and AB 1111. A new prefix for Asian American Studies has been approved.

Senate President Wendy Nelson reminded faculty that they can go into META to check on or get the status of any curriculum updates submitted this Fall. Senator Mudgett said he will be sending reminders out to faculty since there are several steps in the approval process which could hold up moving the curriculum forward if not addressed in a timely manner.

B. Committee on Committees – Zavodny

Motion 3: MSC Zavodny/Hathaway Faculty Senate approval to confirm the following committee position (Exhibit 3):

Elections Committee – **Karen Mifflin**, Faculty (22-24)

The motion carried.

During the discussion of Motion 3, Senator Anastasia Zavodny reported that the Evaluations Appeals Committee (EAC) positions were initially filled by the contractual deadline of September 30, but said the original appointees had to leave the positions. The most recent call for these open positions, resulted in two faculty (Van Houten and Lindgren) volunteering to serve on this committee and were included on Exhibit 3. More discussion ensued and it was noted that one additional fulltime faculty member needed to be seated on this committee. Senator Leanne Maunu volunteered to serve. Because there were now three candidates vying for two regular committee positions and one alternate position, Zavodny created a ballot that she emailed to Senators. Ranked-choice voting would identify the two regular positions and the alternate position.

Motion 4: MSC Zavodny/Hathaway Faculty Senate approval to accept the results of the ballot for the faculty position on the hiring Committee for the Chief Diversity Officer (Exhibit 4).

Hiring Committee for Chief Diversity Officer - **Hossna Sadat Ahadi**

The motion carried.

Motion 5: MSC Zavodny/Hathaway Faculty Senate approval to accept the results of the ballot for the two regular positions and one alternate position on the Evaluations Appeals Committee (EAC).

The motion carried.

After more discussion, Senator Zavodny reminded Senators that Ranked-choice voting would occur and the lowest vote would fill the alternate position. The ballot was emailed to Senators.

Evaluations Appeals Committee – **Leanne Maunu**, Faculty
Evaluations Appeals Committee – **Elise Lindgren**, Faculty
Evaluations Appeals Committee – **Juliane Van Houten**, Faculty, Alternate

INFORMATION ITEMS

A. ASG Report – Erik Duarte

ASG Senator Erik Duarte reported that ASG is meeting every Friday. ASG is continuing to participate in trainings to better serve the students at Palomar. Comet Hours take place on Thursdays when food is distributed and coffee is served. There will be a Halloween event on October 31 from 10 am to 1 pm. Students, faculty and staff are encouraged to dress up and to decorate their workspace as well.

B. Census, EWs, FWs, Financial Aid, Veterans – Adrienne Lee and Kendyl Magnuson

Kendyl Magnuson, Senior Director of Enrollment Services greeted Senators. He came to discuss excused withdrawals and some of the impacts associated with EWs that can make the process difficult for students who are already experiencing difficult life experiences.

Magnuson read and explained Title 5, Section 55024 which outlines the excused withdrawal policy. At Palomar College, the Records Office collects the petitions and sends them out to faculty. On occasion, faculty reply with a different answer or position on the same petition. Magnuson said he reads the replies and the reasons why faculty deny the petition. In order to better protect the students, Magnuson proposed having a subgroup of the Academic Review Committee, a subcommittee of EESSC review the requests instead of the petitions going out to each individual faculty member. Magnuson proposed that a group of “reviewers” can review petitions to look for consistency, clarity and for better understanding of the rules and regulations. He said that many faculty are not aware of the rules, yet they are being asked to make an important decision. This seems unfair both to faculty and to the student. Magnuson asked Senators to consider the privacy issue for the student as well. Magnuson also said that the process would consult with faculty as part of its decision.

Magnuson went on to say there is an additional equity issue that must be addressed. Employees of the District have protections in place that students are not afforded. For example, employees at Palomar are required to provide a doctor’s note or some other “official documentation” to Human Resources to request extended leave. That request goes to HR, not their supervisor. In fact, that supervisor does not have a legal right to know why. Under the current policy, students must share their personal information with each instructor, not just Enrollment Services.

Comments from various Senators included the following:

- Its not appropriate that students are required to provide direct information to each faculty and prefers that an independent body read the petitions and make recommendations to faculty instead.
- Most faculty don’t know the rules so they can’t make sound decisions.
- Some Senators said if a student meets the EW criteria, their petition should be granted without faculty being the final authority.
- There may be some consideration that the student’s identity remains anonymous during the process.
- The “committee” would need to know how active the student was in the class throughout the semester.
- The “committee” gives faculty an opportunity to reply to an inquiry regarding the petition but wouldn’t necessarily have to provide any feedback.
- The nature of an excused withdrawal is an event that occurs outside the control of the student. Whether the student participated in the class successfully or not should have no bearing on a decision. An excused withdrawal is a very special circumstance and not a basic withdrawal and should be evaluated that way.
- A withdrawal is not an evaluated grade so it doesn’t fall under the 10+1+1.
- An education campaign may be valuable so faculty and students better understand the use of withdrawals.
- Personal bias of faculty does happen and should not be allowed.

- An option may be to let faculty know the petition meets the requirements or “validate” for an excused withdrawal and only ask if faculty objects to the approval.
- The Ed Code may not allow a “committee” to make the final determination.
- In most excused withdrawal situations, the student wouldn’t be going through the current process if they weren’t already suffering so for Palomar to add a bureaucracy issue that creates an additional burden for the student to have to approach each individual faculty member is not good.

President Nelson said this item will come back to Senate for further discussion.

C. PRP Review Committee (Exhibit 5) - W. Nelson

President Nelson, a Tri-Chair for EESSC said she recently learned that EESSC was assigned and scheduled to review the PRPs in October. In November 2021, the Instructional Program Review and Planning Committee was created to do the review work. The faculty who volunteered last year are no longer available to complete the reviews. on that particular committee are not available this year. Nelson suggested that members of EESSC can review the PRPs similar to when IPC reviewed the PRPs. EESSC members will work together to provide feedback for the instructional PRPs.

Nelson recommended that the Instructional Program Review and Planning Committee be dissolved and replaced with EESSC until we can determine whether this feedback is valuable to faculty.

Motion 6: MSC Mufson/Hathaway

Faculty Senate approval to dissolve the Instructional Program Review and Planning Committee.

The motion carried.

D. Constitution and Bylaws (Exhibit 6 and 7) – Dalrymple and W. Nelson

President Nelson and Senator Dalrymple presented and explained the updated documents for Senators. It was mentioned that Senate’s Constitution Subcommittee only meets when its necessary every other year to review and recommend updates. Nelson said she would like Senators to vote on these documents at the meeting on October 31. Once the documents are approved, they will go out to all fulltime faculty for a vote.

E. Academic Integrity Taskforce – W. Nelson

President Nelson said the Governance Structure Form for this committee needs to be updated. She added some new recommendations from Jeff Epstein to the document. Nelson will email the document to Senators before the Senate meeting on October 31.

F. ASCCC Plenary Meetings – Tabled.

G. Educational & Facilities Vision Plan – Tabled.

REPORTS

President (Nelson)

Over the last week, I attended the Education and Facilities Vision Plan 2035 planning meeting, College Council (report below), EESSC planning meeting, PRP meeting, Area D Plenary and Faculty Senate Council meeting. I also participated in the VPFAS first level interviews.

Highlights from those meetings:

- Discussed changes to the PRP review process and Senate’s subcommittee assignment to review instructional PRPs. There was confusion around the committee membership and the current timeline. In the meeting we discussed having deans and this “committee” review the PRPs at the same time which will allow us to determine the best way to get the review process completed.
- Area D Plenary meeting – this was an eye-opening experience. The meeting included hearing the ASCCC President’s report, the Foundation President’s report and discussion and voting on the resolutions that will go to the Statewide Plenary in November.
- Education and Facilities Vision Plan 2035 planning meeting – The focus of the meeting was to set the agenda for the taskforce meeting on 10/20. However, we spent a lot of time talking about the big picture and how we should communicate the direction and goals of the vision plan.

College Council (Nelson)

From College Council Meeting on 10-14

- Highpoint Update – the launch is delayed.
- Student Equity Plan presented
- Discussed AP 2510 PARTICIPATION IN LOCAL DECISION-MAKING
- Approved the following College Council goal:
 1. Implement an action plan to address the opportunities in the formative evaluation of the governance structure and process.
 2. Identify and implement strategies to improve communication between governance groups, their members, and the campus community.
 3. Monitor and promote the development of the Educational and Facilities Vision Plan 2035.
 4. Incorporate campus well-being initiatives including DEIAA and safety into college plans and operations.

Distance Education (Hiro)

Proctoring:

Here is the latest from Instruction about Palomar Online Proctoring. They are still working on funding for more hours, and we are encouraging faculty to give students up to a week to take an online, proctored test.

Update from [Dr. Fabienne-Sophie Chauderlot](#)

I am happy to report that we had our first requests for proctoring and are starting to see what needs to be ironed out.

On our side, we are in dire need of staff. Ruth is contacting everyone she knows, and I am working with HR in every way I can to get short term employees in, which is proving difficult across my division as a whole, and I believe the campus. So far we only have a tutor who is serving as proctor also, and our Manager has to be the one to let students in etc. which cannot last. I will be looking for a replacement of our proctor who was reclassified into another position and hope to get support to do that soon because I expect an increase in demand as we get closer to the end of the term.

On the student side, we are realizing that some students have never used Zoom. Would you be able to send an announcement to the faculty so they prepare their students to learn Zoom? We are also happy to have our tutors train students on Zoom at the STAR center or online, so faculty could make sure to tell students they need to get a tutoring session first and send them to us.

Finally, some students are taking their tests off their phones. This is less than ideal. Another recommendation faculty could do is for them to come to our library – or go to any library – or an open computer lab and use a computer that has a camera etc. It is difficult for proctors to watch students on their phones.

All for now, I will keep you posted of other ways we can jointly improve the process and the user friendliness for our students.

Cordially, Fabienne

The Distance Education Community also approved its goals for the year.

Group Goals

- Data Driven Planning: Using a data driven approach to determining what the future of DE/course format looks like at Palomar
- Certification: Create certification documentation for Accessibility and HyFlex and market to faculty. Also consider creating five-year recertification requirements.
- Canvas Tools: Work with ATRC on exploring and advocating for annual funding for tools that help Distance Education.
- Peralta Equity Rubric: Consider how we could use this at Palomar. <https://www.peralta.edu/distance-education/online-equity-rubric>
- Training refresh: Create an updated mini-POET for faculty or create a playlist from @One

DE Coordinator Ongoing Goals:

- Peer Online Course Review: Institutionalize POER including funding source
- HyFlex: Institutionalize format and standardize training.
- CVC Teaching College: Help administration complete Teaching College by Spring 2023
- Online Proctoring: Help administration institutionalize POPS including funding source

Faculty Service Areas (Jarvinen)

The committee discussed the new Minimum Qualifications for Faculty and Administrators in California Community Colleges, 17th Edition. The newest edition was issued by the Chancellor's Office in June. The update contains new Native American/American Indian Studies, Asian American studies, and Nanotechnology discipline FSAs. Committee members will reach out to American Indian Studies and Ethnic Studies about making updates to discipline FSAs. The committee will also reach out to STEM disciplines to see if there are plans for courses in the nanotechnology area.

The committee also discussed the goal of communicating to faculty about personal FSAs. There was a discussion of the optimal time to reach out to new full-time faculty, with tentative agreement to plan a short workshop for spring plenary and develop a short video as well. There was discussion and some confusion about the role of personal FSAs in lateral transfers and reduction-in-force situations. This issue that needs to be clarified in communication with faculty. The committee discussed important DEIAA considerations on this point. While FSAs need to be sufficiently rigorous to ensure that highly qualified instructors are hired, they should not become exclusionary. There is a need to find the right balance, and the committee has an important role to play when reviewing FSAs.

ADJOURNMENT The meeting was adjourned at 3:50 PM.

Respectfully submitted,

Molly Faulkner

Molly Faulkner, Secretary