



Minutes of the
MEETING OF THE FACULTY SENATE
May 1, 2023

UNAPPROVED

PRESENT: Melissa Bagaglio, Kimberly De La Cruz (ASG), Alexandra Doyle Bauer, Kelly Falcone, Molly Faulkner, Jenny Fererro, Shelbi Hathaway, Erin Hiro, Jason Jarvinen, Lawrence Lawson, Leanne Maunu, Ben Mudgett, Scott Nelson, Wendy Nelson, Beth Pearson, Nicole Siminski, Alyssa Vafaei, Elena Villa Fernández de Castro, Anastasia Zavodny

ABSENT: Lacey Craft, Will Dalrymple, Leigh Marshall (ZOOM-A), Michael Mufson (ZOOM-A)

GUESTS: Joseph Allen, Jennifer Backman, Leah Brown, Jeff Epstein, Rebecca Wilson

Notes: Senators participating in a meeting via ZOOM, and asserting an AP 2449 allowance, are considered present and attendance is recorded ZOOM-EC "emergency circumstances" or ZOOM-JC "just cause." Senators observing the meeting via ZOOM without asserting an AP 2449 allowance are considered absent and attendance is recorded ZOOM-A.

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

Jennifer Backman read the following statement:

I'm speaking here today in my capacity as the Writing Center Director and English AB705 Coordinator and on behalf of the department to register our concerns about the plan for tutoring presented by Diane Studinka last week.

*To clarify a few points — faculty from Reading and English were *presented* this plan that the Writing Center would be moved to the LRC; we did not help to shape the plan and we don't support the vision for the future of tutoring as it is currently structured. Neither I nor Erin Feld, who is faculty lead for Reading, were included in any of the "decision-making process" and instead were simply informed of it the Friday before everything was brought to Senate.*

Indeed, what was presented here and to us is not a plan per se but a general vision. Funding is unclear, staff roles are unclear, and the reasoning behind the project itself is unclear (the equity plan cited in the rationale for these moves does not actually call for one single tutoring location).

Instead of rushing forward with this expensive, labor intensive, and incomplete idea for what tutoring could be, we are asking that the plan developed by faculty and staff involved in writing support and endorsed by ASG and the exec board in 2021 be honored — where Reading and Writing support would stay in the H-building.

This would allow for Math tutoring, which has demonstrated both the need for more space and the desire to move into the LRC, to join general tutoring on the third floor. Writing and Reading centers would then be able to serve students from our central location with high foot-traffic and proximity to classroom instruction (which does meet the recommendations outlined in the equity plan).

Finally, the last line of section E of the minutes from last week's meeting states: "Studinka said these tutoring conversations will continue before any action is taken." While I do think that was the impression that Senate was left with, it does not accurately reflect the conversations happening in meetings outside of Senate.

*Studinka told representatives from the tutoring committee that this plan "is happening" and that any concerns will be addressed at some unspecified later date. In fact, there's a meeting scheduled this week to tour the library spaces and to make choices about furniture and technology needs. Action *is* being taken and it is being taken without the support of the discipline experts in writing and reading.*

ANNOUNCEMENTS

Senator and PFF Co-President Lawrence Lawson said PFF is soliciting nominations for two awards given out annually to one union supporter and one community champion. PFF e-Board members are not eligible. Nominations are due by Friday, May 5.

Senator Lawson said that part-time faculty who are not teaching this summer or who have a reduced schedule are eligible for unemployment insurance over the summer. PFF is hosting a workshop on the application process and PFF members are eligible to attend. The workshop is in ZOOM, Thursday, May 18 from 4 to 5 PM. To register for the workshop, go here www.tinyurl.com/pffworkshop

Senate Secretary Molly Faulkner announced that *Defying Gravity* starts Friday, May 5. More information regarding Palomar Performing Arts events can be found at www.palomarperforms.com

Senate President Wendy Nelson said a call for Senators recently went out. To fill the remaining vacancies, Senate still needs eight additional full-time faculty and two part-time faculty. She encouraged Senators to nominate interested faculty.

Senator Nicole Siminski said PFF has tickets for members to attend *Defying Gravity*. Follow PFF on social media and message saying you want tickets!

AGENDA CHANGES – There were no agenda changes.

APPROVAL OF MINUTES

Motion 1: MSC Faulkner/Hathaway

Faculty Senate approval of Faculty Senate meeting minutes dated April 24, 2023 as amended (Exhibit 1).

Abstention: Ben Mudgett

The motion carried.

ACTION

A. **Curriculum Committee** – No Curriculum Committee actions needed to be approved.

B. Committee on Committees

Senator and Committee on Committees Chair Anastasia Zavodny said she received a request from DRC to fill a math faculty seat on the AP 5140 Committee. Prior to the meeting, Senator Shelbi Hathaway volunteered to fill this position.

Motion 2: MSC Zavodny/Bagaglio

Faculty Senate approval to confirm the following committee appointment:

The motion carried.

AP 5140 Committee – **Shelbi Hathaway**, Faculty, Math

Motion 3: MSC Fererro/Faulkner

Faculty Senate approval to revise the governance form merging Senate committees (1) Elections (2) Personnel Standards & Practices and (3) Professional Procedures into one committee called Elections, Petitions, and Ethics Committee (Exhibit 2).

The motion carried.

Based on recommendations from last month for Academic Standards and Practices Committee, Senator Zavodny said this committee will annually review academic standards and practices in relation to scholarship, standards for probation, retention, disqualification, reinstatement and academic freedom, and recommend changes in existing policies and standards to the Senate. It was mentioned that some of the roles of the Academic Integrity Taskforce may roll in or join this new committee at a future date.

Motion 4: MSC Fererro/Faulkner

Faculty Senate approval to revive the Academic Standards and Practices Committee and to approve the governance form (Exhibit 3).

The motion carried.

INFORMATION

A. ASG Report

Kimberly De La Cruz reported that Congressman Scott Peters is coming to campus tomorrow at 11 AM in the Student Union. Also, today is the first voting day for ASG Elections. A Spring Music Festival takes place at the clock tower on May 4th from 1 to 6 PM. De La Cruz asked faculty to support ASG on social at @PalomarCollege.ASG

B. Leadership Reports

Sabbatical Leave

Jeff Epstein, Chair for the Sabbatical Leave Committee reported there were no issues or problems occurring this academic year. In Fall 2022, the committee approved nine sabbatical reports from Spring 22 or for the full year of 2021-2022. An additional six more were approved and submitted for Fall 2022. Those are still in revision but are mostly done. There were great projects in archaeology, math and geography and many with lots of work in the DEIAA areas. Epstein said the committee has approved nineteen sabbatical leaves for the next academic year.

Epstein said the committee is putting together an overview of the process that will be available for potential applicants before they even apply with helpful hints of how to avoid common mistakes and problems in the process. New committee members will also have more information available to them at the beginning of their term to also avoid mistakes. The committee has created new “mini” PD trainings for department chairs who are required to sign off on the

applications and the final projects. This should provide a better understanding of what the Sabbatical Committee is looking for. There will also be some live training sessions available for chairs coming in Fall 2023.

Epstein said the salary credit application was updated and will be available in the next week or two. An addition was to identify DEIAA courses that meet the Standards and Institutional Goals so faculty could easily check the box on the form. Also new is the requirement that final projects be submitted digitally or electronically. Epstein said the library is going to be responsible for developing the repository for e-storage reports going forward. They will be part of the library catalog and database system. Hard copies will no longer be available. Applicants will receive training on what the layout requirements will be so all reports will be well-stored and accessible to anyone. It is the goal of the committee to have all prior reports downloaded onto the database as well but that will take some time.

Epstein said Mark Clark will be co-chairing the committee next year along with either Diane Studinka or VPI Recalde.

There are some final reports from sabbaticals that haven't been signed off on yet that occurred during the initial COVID semesters. Epstein said they haven't forgotten them and the committee will eventually get to those.

Credit for Prior Learning (Exhibit 4)

Candace Rose, coordinator for Credit for Prior Learning started her report sharing the Credit for Prior Learning Website <https://www.palomar.edu/cpl/> The website now features student testimonial videos. New deadlines have been established to assist students with staying on track. A CPL faculty resource page is also now available.

Rose shared her exhibit showing numbers from Fall 2022 and Spring 2023. The military leadership program is growing with approximately one hundred students petitioning who have had some prior professional training while in the Marine Corp. During this timeframe, CPL had fifty-three courses petitioned for a total of 454 courses. The exhibit also shared disciplines that students petitioned for. More CPL courses are being added each new semester. There are no fees now for credit by exam and other methods of CPL cannot charge fees. This is great for students by removing barriers. The CPL student petition form, version 2.0 rolled out last Fall. The form has a section for faculty to input the grade that a student earns from credit by exam or portfolio.

The students can accept or deny their CPL grade on the form which is a requirement of Title 5. If a student does not want to accept that CPL grade, they can deny it and actually take the class. The goal with CPL is that with credit by exam and portfolio, the student speaks to the faculty prior to petitioning or prior to finishing the petition process to make sure that they are a good candidate, that they are going to succeed and that they have met the learning outcomes for their course from their prior training in the workforce or while in the military. As of today, all students have accepted their grades.

Rose said CPL has now been provided with support staff through Career, Technical Education and that she will continue coordinating CPL through Fall 2023 but will be taking a sabbatical in Spring 2024.

C. HighPoint Update

Joseph Allen said the PeopleSoft student information system goes through regular updates and revisions which requires constant testing of everything that has already been done. HighPoint was originally built in the play environment (there are five environments in the PeopleSoft system). Allen said he doesn't have a launch date timeline but will continue to provide transparency and visibility on the project. He shared the task management system the team is using to work through the project and said that every Tuesday and Thursday, he along with Mike Day and all of his IS staff and others are working on the tasks associated with this project. Whenever there is a PeopleSoft Pom update, most tasks that are ready for demo and because they were done in the "play" environment, they all go back to starting from scratch which requires testing again. Allen said that in his first 10 months, they identified many customizations that Palomar College has identified, documented, and continually assessed to revise and make sure they're working.

Allen continued explaining the various progress that has been made to the system showing improved navigation and user functionality. Allen said that when he is asked when HighPoint will go live, he said he would be happy to have that conversation, but he will also require all of the stakeholders to be in the room for that conversation as well. He said he is doing his best to be transparent and upfront, highlighting all the accomplishments as well as being realistic with the things that still need to be achieved. He said that he started off 10 months ago with leadership and expectations, getting ahead of the curve by promoting and selling the product, but unable to drive the institutional changes and requirements with all the customizations that we have with situational prioritization of the stakeholders necessary to move this forward. He said they are positively moving forward, learning internally and progressing consistently.

DE Coordinator Erin Hiro asked about class formats, how HighPoint can define class formats in a way that students can register for and know what they're registering for. Right now, the class modality definitions do not match the State's nor do they match My Class Finder. Ultimately a student should be able to go in and search what synchronous online courses are being offered, or what Hyflex courses are being offered. This is a goal that Distance Education has for HighPoint. Allen said this issue is being addressed and showed what that course modality identification now looks like in HighPoint. It was noted that while scrolling down to course attributes, this is where it gets very confusing for students. Allen said that if it can be updated and corrected in PeopleSoft first, HighPoint can provide clearer class modality options for students. It was noted that Title 5 now requires that any class meeting days must be included in class notes for all online courses.

Allen said some of the HighPoint delay is attributed to the lack of depth of institutional knowledge of what we've customized in PeopleSoft and is an institutional gap. Proper documentation of what has been done by who, when, and where is extremely helpful because it's not easy to lay over top of the existing system. He said that moving forward, this proper documentation is now being done.

Allen said that he believes the rollout of HighPoint would have been easier if Palomar would have been consistent in the implementation of PeopleSoft. PeopleSoft has been deviated and customized time after time but Allen said we are now moving in the right direction with internal operations and persistent solutions and documentation.

Senators noted concerns about how the system will be affected by or will accommodate the pathway directive of AB 1705.

It was noted that students who currently search for classes through PeopleSoft are getting different class notes than if they used My Class Finder. Once HighPoint is launched, My Class Finder will end.

Allen finished said that Student Services has standardized event calendars and office hours on websites. Preparations have begun for a text campaign prior to registration. We've been able to get a push out for ASG voting as well. There are lots of things we have standardized including an outreach calendar.

D. AP 4105 (Exhibit 5)

Senator and DE Coordinator Erin Hiro shared AP 4105 which was recently updated by Instruction. This needs to be reviewed by Curriculum on Wednesday, EESSC on Friday, College Council the following Friday and then on to the Governing Board. The text highlighted in teal is broiler plate language from CCC related to language recommendations used for APs and BPs. Language recommendations from ACCJC were also incorporated into this document. The language was revised where she felt it read better and was more helpful to faculty.

Senator and incoming DE Coordinator Kelly Falcone said that language about correspondence education was added because it's in Title 5 now much more than it used to be. She thinks the reason being is that the Distance Education (DE) definition changed. The DE definition now includes substantive interaction as a definition. Correspondence is included because it's trying to be extremely clear that any DE course that does not have substantive and regular interaction is

considered a correspondence course. We need to make sure here that if a course doesn't meet those interaction requirements, it will be considered a correspondence course. Now, every DE course has to be doing at least two of the examples of what substantive interaction means. Senator and Curriculum Co-Chair Ben Mudgett said there is a separate regulation for correspondence education and Curriculum will review it.

Senator Hiro said Title 5 makes it a requirement to have clear class modality and course meeting requirements front and center for students before they register. Hiro then explained the rationale for the text used to explain class modality descriptions used in the AP. It was noted that the HyFlex option was not noted and should be included in the document because it is desirable and offers the student choices of how to attend the class. Hiro said HyFlex classes are coded as face-to-face and said the way they're coded is still causing funding issues for veterans and international students who aren't funded for online courses.

Hiro reviewed the remaining revisions that were made.

E. Student Success Teams Pilot – Tabled.

F. DEI Curriculum Framework – Tabled.

REPORTS

President (Nelson)

I attended the following meetings during the week of April 24: 1:1 with President Rivera-Lacey, 1:1 with VPI Recalde, Budget Subcommittee, Faculty Senate Council meeting, instructional designer discussion with VPI Recalde.

Highlights:

1:1 with President Rivera-Lacey – we discussed the dean of instruction and potential changes to administrative positions in instruction and student services. We also discussed the President's evaluations. An evaluation feedback document will be sent to faculty/staff May 9. Finally, we briefly discussed cameras in the Student Center.

1:1 with VPI Recalde – we discussed the need for the creation of the faculty priority hiring list before the end of the semester. VPI Recalde shared that MiraCosta reached out to her to discuss a "Classified to Faculty Pathway." This will be discussed at a future Senate meeting.

Accreditation (Versaci)

The Accreditation Writing Leadership Team (AWLT) met on Tuesday, April 25 to discuss the progress of the follow-up report and to review the agenda for the Accreditation Steering Committee meeting on Friday, April 28.

Budget (Ferrerro)

The Budget Committee subgroup on 85% met on 4/25/23 to discuss and collaborate on metrics and narratives around Palomar's salary and benefits costs. Data points: salaries/benefits are currently 84.6% of Palomar's total expenditures. The average among the Gooder colleges is 86.09%, the state average is 82% (Palomar is 24/72), and the Region 10 average is 85.5% (Palomar is 3/6). There is general agreement that the oft-mentioned 85% metric is an invented number without much use, and that Palomar is fiscally healthy. We continue to collaborate on unified messaging so that everyone at Palomar is using the same metrics and narratives to discuss the budget.

Equivalency (Klinger)

Equivalency is currently reviewing applicants.

ADJOURNMENT The meeting was adjourned at 3:54

Respectfully submitted,

Molly Faulkner

Molly Faulkner, Secretary