



Minutes of the  
MEETING OF THE FACULTY SENATE  
May 8, 2023

APPROVED

**PRESENT:** Melissa Bagaglio, Will Dalrymple, 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, Michael Mufson, Scott Nelson, Wendy Nelson, Beth Pearson, Nicole Siminski, Alyssa Vafaei, Elena Villa Fernández de Castro, Anastasia Zavodny

**ABSENT:** Lacey Craft, Leigh Marshall

**GUESTS:** Leah Brown, Bill Carrasco, Elaine Wilson, 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**

## **ANNOUNCEMENTS**

Senate Vice President Jenny Fererro said the Faculty Prioritization Subcommittee has started meeting and should have everything prioritized by the end of the semester. Some of the requests that came in last Fall may not be accurate anymore because some of those hires are already currently being hired. There are some current failed searches occurring now for start dates in Fall 2023 that will go immediately back out.

Senate Secretary Molly Faulkner announced that *Defying Gravity* is again this coming weekend. More information regarding all Palomar Performing Arts events can be found at [www.palomarperforms.com](http://www.palomarperforms.com)

Senator and PFF Co-President Lawrence Lawson said a PFF academic scholarship is available to members’ dependents or others in their household. For more information, members can go to <https://www.palomarfacfed.org/benefits> The deadline to apply is May 12.

Senate President Wendy Nelson said she received one response from faculty to fill Senate seats. Another call will go out in Fall. She asked Senators to reach out to faculty to get the positions filled. President Nelson said she has heard from many faculty who can’t commit to Senate meetings every week. Senate may want to consider reducing the number of meetings each month.

President Nelson also said the response to Senator Zavodny's committee calls is not going well. There are over 20 positions still available. She encouraged Senators to recruit for those positions as well.

President Nelson said the Hiring Committee for VP of Student Services is moving forward and a campus forum will be scheduled soon as well as second round interviews.

President Nelson announced that the 2023 recipient for the Faculty Service Award is going to the Part-time Parity Project Group; Nicole Siminski, Shelbi Hathaway and Anastasia Zavodny.

President Nelson announced that this year's Gift of Time Award is going to Michael Mufson.

Senate Secretary Molly Faulkner announced that Wing Cheung is the recipient of the Scholarly and Professional Achievement Award.

President Nelson said that Palomar's Clothes Closet will be taking over the old Faculty Senate space. Faculty Senate's wall plaques will be displayed in the Library at some point.

**AGENDA CHANGES** – There were no agenda changes.

## **APPROVAL OF MINUTES**

### **Motion 1: MSC Faulkner/Pearson**

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

The motion carried.

## **ACTION**

### **A. Curriculum Committee**

No Curriculum Committee actions needed to be approved. Co-Chair Ben Mudgett said the Curriculum Committee just approved the DE policy. Senator Mudgett added that earlier in the year, a workgroup was formed to talk about splitting certificates of achievements that are tied to associate degrees and are currently causing issues in META. The two will be split in META moving forward in the near future. Faculty will soon be asked to think about what it means to have both a certificate of achievement and an associate degree that has the exact same courses.

### **B. Committee on Committees**

No Committee of Committees actions needed to be approved.

## **INFORMATION**

### **A. ASG Report**

Kimberly De La Cruz reported that Congressman Scott Peter's visit to campus was a successful event. Comet Hours is scheduled for May 10 and pizza will be served during the PRIDE event beginning at 11 am. De La Cruz thanked Senators for staying connected to ASG this year. Recent ASG elections resulted in Christopher Garcia Mendez remaining as President for another year. Grant Wass was elected as the Student Trustee. De La Cruz said centralizing the tutoring on the second floor may not have been a good idea. Stem students want to be tutored in the NS Building, math students in the Math area and so on.

## **B. Update on New Instruction and Dean Positions**

Senate President Wendy Nelson said because of FON, Palomar needed to hire more faculty positions. Five counseling positions were identified as well as two new instructional designer/teaching positions. Senate will have an opportunity to look at the job descriptions before they go out for searches.

Senate VP Jenny Fererro said that all faculty should have a specific home department assignment. PFF does not support having faculty positions without a department assignment. A structure of support (a department) needs to be available to faculty and a precedent set for faculty reporting directly to a VP is not advisable. The tenure and evaluations process for faculty relies heavily on a department chair as well. The current Articulation Officer position is a separate issue and that position is well established.

Nelson said the District wants to eliminate the Director of Student Affairs position and replace it with a position titled Dean of Student Life and Leadership. This position is most commonly a dean position with that salary grade as well. This change can also hopefully improve or change the infrastructure in that area such as housing the new Director of Basic Needs and other positions. This may also improve the reporting structure.

Senator Kelly Falcone said there was at one time a position called Dean of Student Services and another position called Dean of Counseling. The Dean of Student Services position vanished and that could possibly be why Sherry Titus' department is so overwhelmed. There may be value in looking at the history of these positions.

## **C. Leadership Reports**

### **CALM Committee (Exhibit 2)**

CALM CO-Chair and Senator Anastasia Zavodny shared the exhibit. Initially, CALM was funded through a grant by the Palomar College Foundation. When Herff funds became available, those became their largest allocation. Senator Zavodny shared some of the successes the programs had so far. Additional grants have been obtained by the California Community College Chancellor's Office (CCCCO). Those grants will facilitate the creation of ZTC degree and certificate pathways. Phase II of the funding will look at the ongoing sustainability, maintenance and feasibility of the program. She said it's important for institutionalizing the process to ensure that funds are available to continue the support.

It was noted that a platform should be created for faculty to use for their course materials. Zavodny said solving this platform issue is something the committee is already looking into. Unfortunately, many of the platforms require annual maintenance fees which need to come from somewhere that guarantees funding year after year. It was also mentioned that there are a lot of homegrown lab manuals that need to be updated or refreshed to a more current year and maybe this could be done too.

### **Equity in SLO Taskforce (Exhibit 3)**

Senator Michael Mufson said former VPI Jack Kahn created this taskforce to work with Faculty Senate to help develop a guide for incorporating equity in SLOs at Palomar College. The group was tasked with developing an equity-based philosophy and approach for the writing, collection, assessment, analysis, and action-plan for Student Learning Outcomes.

Mufson said Dr. Kahn thought that there was skepticism about student learning outcomes and the value of certain learning outcomes assessment, writing an assessment cycle on our campus and that by authentically connecting into equity, that we could generate more support and more interest and assert the legitimacy of student learning, outcome, writing, and assessment, if it really has the strong connection to equity. The committee approach was to test this hunch and see what we could understand about the value of integrating equity with a student learning outcome, writing and assessment cycle process.

The committee engaged in both internal and external research to get a better understanding from faculty of where they were with both of these processes on our campus and how they're connected. The second type of research was external research, like a survey of the literature and research that's out in the world at the moment. For internal research, the taskforce wanted to initially try to find faculty who were engaged in this kind of process, integrating equity into their learning outcomes, to share their thoughts and experiences and value. They conducted a survey and the last question was would they be willing to participate in a 20 minute interview to go more in depth. Two people responded yes, so that idea was scraped.

Senator Mufson continued to summarize the survey explaining their thought process of how the questions were stated and what type of information they were hoping to gain. About 68 faculty responded making it hard to say that any hard conclusions were drawn but there was anecdotal evidence that there is a lot of interest in equity. There's also skepticism about SLOs and the potential value of bringing the two together.

Senator Mufson encouraged Senators to read through both of the exhibits he provided. One of the key points he found was that a vast majority of equity of faculty identified themselves as having moderate to strong knowledge of equity practices. In the interim report, one of the strong conclusions is that the writing and assessing of SLOs with an equity lens can't be divorced from the creation of the curriculum itself. If the curriculum isn't already being created with an equity mindset, then using SLOs in the assessments is less significant and less effective and that it needs to be integrated, and ultimately that there is an entire cultural shift that needs to happen on campuses. All the campuses that are addressing these issues are ultimately addressing a cultural shift so that equity mindedness is just an inherent aspect of what we do as educators.

Mufson said the committee composition included some people with a very strong equity focus that are really steeped in equity, the language and terminology of equity, and some who acted more as facilitators coming from the SLO background. There was considerable tension and often a clash between these two backgrounds and perspectives in crafting this final statement.

Mufson read this statement from the final report:

*As educators, we are obligated to care about each of our students and create the conditions for their achievement in our classes. Student learning outcomes assessment is a key tool for objectively determining the effectiveness of our teaching methods. However, if SLO writing and Assessment is not implemented with awareness of our students cultural, socio-economic and ability contexts and critical self-awareness of the implicit and explicit biases in ourselves and our systems, we deprive ourselves of the critical information we need to improve teaching and learning for many of our students who fall through the cracks.*

Mufson also reviewed the final recommendations made by the taskforce and asked Senators to email any further questions they may have. The work that needs to continue on this important issue may be assigned to other workgroups and/or committees.

**SLOAC – Tabled.**

#### **D. Student Success Teams Pilot Update (Exhibit 4)**

President Nelson shared the exhibit explaining some of the new wrap-around services that will be available to students in Fall. She reviewed the timeline outlined in the exhibit. The goal is to soft launch a Student Success Plan focusing on the cohort identified in the Student Equity Plan which are Palomar's black and African American students. She presented data which provided evidence for the need for change and for addressing the real persisting equity gaps.

President Nelson presented an example of what a student success team could look like and how it will help the student get here, help figure out where they are going and help the student create a plan. The plan includes incorporating

student success coaches who aren't necessarily counselors but someone that a student would be assigned to. Nelson said they are looking at three different models and explained what those models would look like. She also reviewed the goals of the student success team. An operational committee was created who identified personnel who are already in positions doing some of the work. Nelson explained the roles of the operational committee.

One of the barriers that Nelson said they are bumping into is compensation. It's easier to pay faculty but other staff are needed to do this work as well. It was suggested that maybe "coaches" could be included as part of institutional service.

#### **E. DEI Curriculum Framework – Tabled.**

#### **F. Notice of Hourly Employment Update**

Diane Studinka addressed Senators about the NOHE process. She said that when she stepped into the Acting VPI role, she noticed right away that there were inefficiencies with NOHEs. She reinitiated an existing workgroup that was a "back of the house" group who could possibly make changes in the process. After a couple of meetings, the work stalled. Everyone is very aware of and agrees that the NOHE process is not the most efficient process. One of the major barriers is PeopleSoft Campus Solutions. The software was changed, fixed, updated and patched and no longer efficiently ties in or communicates with other Palomar software programs used in other processes. There is a PeopleSoft Time and Labor module available and its cost is \$250,000 plus implementation expense because Palomar is not using PeopleSoft's cloud based system. The estimated cost to upgrade to the PeopleSoft Cloud system would cost the District somewhere in the \$4 million range and up to \$6 million to get it implemented.

Studinka said there are Gideon Taylor (GT) eforms available for PeopleSoft which could possibly be used for NOHEs. The estimated cost for this would be \$20,000 and would take some time to create and implement. Creating the forms is not something that can be done in house. Richard Loucks has been working to create other GT forms and the cost associated is about \$5,000 per form. Studinka recognized that this won't be a perfect solution but one that should be considered. A Microsoft Office form may be an option and is probably the least expensive and can be implemented sooner. Unfortunately, this would not resolve the integration issues in PeopleSoft between Payroll and HR. She said it would also be helpful to have some sort of spreadsheet available that identifies what account strings are tied to the NOHEs.

Senators expressed their concerns that paystubs do not outline or define what wages are being paid. It requires faculty to spend countless hours trying to figure out what they are being paid for. This problem also affects pay that is tied into CalSTRS. Senators asked that faculty be included in the workgroup because they are the "users" and their concerns need to be resolved as well. Studinka agreed but said additional information needs to be gathered before the workgroup reconvenes. Studinka said that this process really should be housed in HR and not Instruction.

Due to time restraints, the meeting ended but Studinka said she would be glad to come back to further discuss issues and potential solutions to improve the NOHE process.

## **REPORTS**

### **President (Nelson)**

I attended the following meetings this week: College Council, Accreditation Steering Committee, Pre-Governing Board Meeting, Palomar College Community Showcase, and the New Program Process.

- Palomar College Community Showcase – This is the third time that I have had the opportunity to attend this Foundation event. I encourage faculty to attend next year. The showcase included a welcome from President Star Rivera-Lacey, an inspiring Comet award recipient, Klaus Kirchhoff, presentation and an overview of our Rising Scholars Program.
- New Program Process – We continued to discuss changes to AP 4021 PROGRAM DEVELOPMENT, REVITALIZATION, AND/OR DISCONTINUANCE. EESSC, Curriculum Committee, and the Faculty Senate will have an opportunity to provide input in the Fall.

College Council (see below)

### **Academic Integrity Taskforce (Hiro)**

The Academic Integrity Taskforce met last week to discuss its Senate goal of reviewing AP 5500 and AP 5520. Sherry Titus told the taskforce that we needed to make minor changes to AP 5500 and 5520 that relate to Academic Integrity but that those policies were already under review. She asked the Taskforce to reach out to administration for a status report on current revisions to AP 5500 and 5520.

The main priority for the Taskforce is to create a new policy. She asked that we spend the next academic year creating AP 5505, which will focus on academic integrity and provide details on the following elements:

- Intellectual property
- Cheating (including plagiarism, artificial intelligence tools)
- Testing and proctoring
- Student rights
- Faculty rights
- Discipline process and policy
- DEIAA elements

Once approved, AP 5505 will be referenced in AP 5500 and 5520.

### **College Council (Nelson)**

- We approved a new Policies and Procedures Committee. The Committee reviews and recommends approval of proposed changes and updates to Governing Board Policies and Administrative Procedures.
- We were provided updates on the following: ACCJC report, PRP allocations prioritization, Academic and Facilities Vision Plan and Accreditation.
- We discussed making changes to the format of future College Council meetings. We discussed the challenge of running out of time and not getting to reports. We are considering putting reports at the beginning of one meeting per month and using a consistent format.
- We discussed the Chancellor's Office recent announcement that the Student Health Fee will be increasing during the 2023-24 academic year to \$26 per semester (up from \$23) and \$22 for summer session (up from \$20). At our last meeting there were concerns that increasing the fee would put a burden on some of our students. Director Savaiano informed the council that the student health fee is the primary source of revenue for our medical, mental health, and health education and promotion services for students.

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

The Distance Education Committee met May 3 and discussed the following:

1. Data-driving scheduling. The DE Committee is working with Michelle Barton to look at course success rates by course format in hopes of using that data for effective scheduling. This will be returned to the committee for future discussion.
2. The Distance Education Committee has been discussing a recommendation for retraining faculty for online education. Committee member Russell Backman brought forward a simplified proposal that the committee discussed. Members said they liked it because it matched the evaluation cycle and allowed for easier tracking since it would be contained within the PD Portal. The recommendation was approved and will be sent to the Faculty Senate and PFF for discussion and consideration.
3. Retraining recommendation from the DE Committee:
  - a. To maintain DE certification, a faculty member must complete one of the following every three years:
    - i. POET (updated by the DE Committee)
    - ii. 20 hours of DE-approved PD from a list maintained by the DE Committee)

### **Equivalency (Klinger)**

Equivalency is currently reviewing candidates.

**ADJOURNMENT** The meeting was adjourned at 4:03.

Respectfully submitted,

*Molly Faulkner*

---

Molly Faulkner, Secretary