

**FACULTY SENATE MINUTES
OCTOBER 6, 2020**

Nicole DeRose	President	2020-2021	P
Robin Witt	Vice President	2020-2021	P
Mark Gutierrez	Secretary/Treasurer	2020-2021	P
Angela Burk – Herrick	Curriculum Chair	2019-2021	A
Tracy Kocher	Business & Applied Technology	2020-2022	P
Karin Nelson	Business & Applied Technology	2020-2021	P
Daniel Bentum	Chino/Fontana	2020-2022	P
Manar Hijaz	Chino/Fontana	2019-2021	A
Lisa Doget	Health Sciences	2020-2022	P
Jayne Clark	Health Sciences	2019-2021	A
Christina Holdiness	Instructional Support	2020-2022	P
Mary Jane Ross	Instructional Support	2019-2021	P
Jeff Harlow	Kinesiology, Nutrition & Athletics	2020-2022	P
Vacant	Kinesiology, Nutrition & Athletics	2019-2021	
Elizabeth Encarnacion	Language Arts	2020-2022	P
Steve Shelton	Language Arts	2019-2021	P
Mark Gutierrez	Mathematics & Science	2020-2022	P
Nicole DeRose	Mathematics & Science	2019-2021	P
Dan Kern	Social & Behavioral Sciences	2020-2022	A
Angela Sadowski	Social & Behavioral Sciences	2019-2021	A
Jackie Boboye	Student Services	2020-2022	P
Jean Oh	Student Services	2019-2021	Off Contract
Vacant	Visual & Performing Arts	2020-2022	
Patrick Aranda	Visual & Performing Arts	2019-2021	A
Tamari Jenkins	Senator-At-Large	2020-2023	P
Robin Witt	Senator-At-Large	2019-2022	P
Garrett Kenehan	Senator-At-Large	2018-2021	P
Luke Gunderson	Adjunct Senator-At-Large	2020-2022	P
Gail Keith-Gibson	Adjunct Senator-At-Large	2019-2021	P

Alternates

David Karp	Business & Applied Technology	2020-2021	P
Robert “Ian“ Jones	Chino/Fontana	2019-2021	P
Shelley Eckvahl	Health Sciences	2019-2021	A
Shelley Marcus	Instructional Support	2019-2021	P
Vacant	Kinesiology, Nutrition, & Athletics	2019-2021	
Leona Fisher	Language Arts	2020-2022	A
Diana Cosand	Mathematics & Science	2019-2021	A
Sergio Gomez	Social & Behavioral Sciences	2020-2022	A
Donna Colondres	Student Services	2019-2021	P
Stan Hunter	Visual & Performing Arts	2019-2021	P
Stephen Villasenor	Adjunct Alternate Senator	2020-2021	A

Guests:

Tara Johnson, Fashion Merchandising
Lissa Napoli, Administrative Assistant, Faculty Senate

1. P.E. (12:30 P.M.)**2. CALL TO ORDER (12:38 P.M.)****2.1 Remote Attendee Identification****3. PUBLIC COMMENT (Reserved for Guests only and limited to two minutes.) - None.****4. APPROVAL OF AGENDA****4.1 October 6, 2020**

- **Motion for Approval** - Senator Witt moved to approve the Agenda. Senator Boboye seconded the motion. The motion was approved. 10.6.20, 20/0.

5. APPROVAL OF MINUTES**5.1 September 29, 2020**

- **Motion for Approval** - Senator Witt moved to approve the 9.29.20 Minutes. Senator Gutierrez seconded the motion. The motion was approved. 10.6.20, 18/0/2.

6. CONSENT AGENDA - None.**7. GUEST(S)/PRESENTATION(S) - None.****8. UNFINISHED BUSINESS****8.1 Sabbatical Leave Subcommittee Reports Update:**

- **Carol Dickerson:** Senators Holdiness, Kocher, and Nelson recommends approval of Carol Dickerson's sabbatical report. While minor changes were made by Dickerson per the request of the subcommittee, the subcommittee reports that Dickerson's report was done well.
- **Motion for Approval** - Senator Ross moved to recommend approval of Carol Dickerson's sabbatical report. Senator Boboye seconded the motion. The motion was approved. 10.6.20, 20/0.

- **MaryJane Ross:** Senators Boboye, Gunderson, and Sadowski are in favor of recommending Ross' sabbatical report for approval. Ross' sabbatical report was very powerful as she made huge contributions to the academic field, specifically in the field of teaching ESL, constructing an extensive bibliography, and authoring a zero cost textbook for students.
- **Motion for Approval** - Senator Witt moved to recommend approval of Mary Jane Ross' sabbatical report. Senator Gunderson seconded the motion. The motion was approved. 10.6.20, 20/0.
 - Senate would like to offer sincere congratulations to all four sabbatical returnees on the approval of their sabbatical reports.
 - These faculty members will be scheduled to provide a brief presentation (limited to 5 minutes) to the Governing Board at the November 18 Board Meeting.
 - Senate would like to review and possibly clarify the procedures for subcommittees when reviewing sabbatical reports.

8.2 Career Education Advisory Committee, Tri-chair Selection - (In order of expressed interest)

Sheila Malone, Theatre, VPA
Shelley Eckvahl, Vocational Nursing, HS
Tracy Kocher, Computer Science, CIS
Sheela Stark, Pre Law, Adjunct Professor

- After a Senate vote, Sheila Malone (11), Tracy Kocher (4), Shelley Eckvahl (3), Abstention (2), **Sheila Malone** was elected for the Tri-chair faculty representative on the CEAC committee.
 - Senate expressed gratitude to Shelley Eckvahl, Tracy Kocher and Sheela Stark for their willingness to serve.

8.3 BP and AP Faculty Senate Review - Selection of Senators to review BPs and APs that are up for consideration. Senators volunteering to review the following BPs and APs should be prepared to report back to the Senate on either October 6 or 13. The results are due to Jim Fillpot by October 16.

<https://www.chaffey.edu/policiesandprocedures/under-review.php>

Chapter 3 - General

Institution

BP/AP 3430 Prohibition of Harassment - Senator Kocher

BP/AP 3440 Service Animals and Other Animals on District Property - Senator Encarnacion

BP/AP 3500 Campus Safety - Senator Ross

- While the AP says the campus safety plan shall be made available on the campus police website, the BP says it will be posted or otherwise made available to students. This seems contradictory, as one (AP) is very specific and the other (BP) is vague about being generally available to students. Ross shared that

that in the board policy, it speaks about posting the safety plan on campus with names and contact information readily available to students. But it also describes the campus safety plan as including actions taken in the previous 18 months to increase safety and any changes in precautions to be taken in the next 24 months. It doesn't make sense that they would post that publicly along with who to call in an emergency. Ross suggests they consider whether they in fact want all of that in the post together.

BP/AP 3501 Campus Security and Access - Senator Ross

- Campus Security and Access: States campus is open 7am - 10pm. Then specifies nobody can enter the campus between 11pm and 6am. These intervals of times should be clarified. If the campus closes at 10, but is off limits starting at 11pm, it seems like those hours should line up. Also, the language says Dr. Shannon can close a District facility any time there is apparent danger and for any cause that would *provide for* the safety of the campus. Ross believes it is a grammatical mix up. Dr. Shannon would not want to close the campus for something that *provides* safety. Ross believes it should say if a situation arises that could *affect or negatively impact* the safety.

BP/AP 3505 Emergency Operations Plan - Senator Oh

BP/AP 3510 Workplace Violence - Senator Gutierrez

BP/AP 3515 Reporting of Crimes - Senator Nelson

BP/AP 3516 Registered Sex Offender Information - Senator Sadowski

BP/AP 3518 Child Abuse Reporting - Senator Hunter

- In the AP, there is a lack of clarity regarding campus police not being an official body to whom we report child abuse. Later in the document, it says you should contact the police and file a report within 36 hours of the incident of abuse. The campus police's role could be clarified, in one place, to avoid confusion.
- It also says the district shall provide papers which the mandated reporter needs to sign and return to the district within 36 hours of the incident but fails to identify whose responsibility this is. Who is the District? Dr. Shannon's office? The order of the steps to follow should be put into a bullet point list of easy to follow steps.

BP/AP 3520 Local Law Enforcement - Senator Jenkins

BP/AP 3530 Weapons on Campus - Senator Shelton

- No changes to the BP. The AP provided clarifications regarding loaded and unloaded weapons. pointed out in one of the statements to add the phrase, "the prohibition of firearms on any district owned property facility includes both loaded and unloaded firearms and applies to persons with valid license to carry a concealed firearm".

BP/AP 3540 Sexual and Other Assaults on Campus - Senator Doget

- BP/AP 3540 Well written and go into detail about the different activities that can qualify and it's written broadly to encompass a variety of behaviors. Very clear and concise, no contradictions with each other. No recommendations suggested.

Chapter 5 - Student Services

BP/AP 5510 Off-Campus Student Organizations - Senator Doget

- BP/AP 5510 Both the BP and the AP were in conflict with each other regarding how the college conducts investigations. The BP says Campus Police will be working with law enforcement to investigate crimes if it's done with an off campus organization that the College supports. The AP says the complete opposite. The language in the BP needs to be changed because we don't have jurisdiction in the matters not on campus. We need some clarification on what the language means.
- More reporting on BP/AP will occur during our next scheduled meeting on Tuesday, October 13, 2020.

9. NEW BUSINESS

9.1 Action Item: Calendar Committee, Faculty Senate Representative to replace former Senator Doug Duno

- Senate would like to put a call out to faculty for this committee.
- President DeRose will reach out to Associate Superintendent Laura Hope to inquire about the participation of adjunct faculty on this committee.

9.2 Action Item: Senate Engagement on Bookstore Issue - seeking representatives to serve on subcommittee.

- President DeRose and Senator Encarnacion volunteered for this committee.
- Senate would also like to put a call out to faculty for this subcommittee.
- President DeRose will reach out to Associate Superintendent Laura Hope to inquire about the participation of adjunct faculty on this committee.

9.3 Discussion Item: Meritorious Service Award Nominations - nomination and award reception timeline.

- Call for nominations February - March 2021
- Review nominations and select March 2021
- Award Reception for 19-20 & 20-21 recipients TBD
- Senator Shelton recommended using the words, "once we return to operations" instead of "a specific date (Fall 20-21)"
- **Motion for Approval** - Senator Burk-Herrick moved to recommend approval of the Meritorious timeline, Senator Shelton seconded the motion. The motion was approved. 10.6.20, 20/0.

9.4 Action Item: Faculty Senate Representative for Classified Senate meetings

- Faculty Senate will give more time to consider this request. Discussion will continue during the next meeting scheduled for October 13.

10. REPORTS

10.1 President - No report.

10.2 Vice President

10.2.1 Election Update - Nominations for Faculty Senate President will close on Monday. Vice President Witt will announce the candidates at the next scheduled meeting on October 13.

10.3 Secretary/Treasurer

10.3.1 Budget Report

10.4 Curriculum

10.4.1 Degree and Certificate Updates Edition: Curriculum Chair Burk-Herrick wanted to share the attached flyer, Faculty is being asked for regular program updates. There will be a training specific to CTE on October 8, 2020. Training for non-CTE programs will be held on October 15, 2020. Please visit the Curriculum website for additional information.

10.5 Committees

10.5.1 Constitution Workgroup: Vice President Witt shared that the workgroup is finalizing the survey as it is almost complete. This workgroup will report further at our next scheduled meeting on Tuesday, October 13, 2020.

10.5.2 College Planning Council: Garrett Kenehan & David Karp: Midterm report due to ACCJC by October 30, 2020. Please use the link to view this report and make comments by October 13, 2020 for review. Use the link provided on the attached CPC report.

10.5.3 Finals Week Best Practices Workgroup

- This workgroup will report at our next scheduled meeting on Tuesday, October 13, 2020.

10.6 Other

11. ANNOUNCEMENTS

11.1 Other

11.1.1 Faculty Senate Needs Your Help! - Please consider making a monthly contribution to our accounts by clicking on this link: <https://chaffey.kindful.com/>

- **Faculty Senate Membership Dues** which supports activities such as Faculty Lecturer of the Year, New Hire & Tenure Receptions, Service Recognition Awards, Congratulatory and Sympathy cards, and the Meritorious Service Awards.
- **Faculty Senate Scholarship** Account which provides funds for the Faculty Senate Student Scholarships

Contributions are tax deductible!!

11.1.2 Call for Representation: Are you interested in committee work? Faculty Senate is seeking representatives to serve on campus committees. We are calling upon you to volunteer or identify a faculty member who would be willing to participate on committees. Most committees meet

monthly, however, others may meet weekly, or bi-weekly for an hour to an hour and a half. Please be on the lookout for emails from the Faculty Senate regarding participation on committees.

12. FLOOR ITEMS

13. ADJOURNMENT (1:55 P.M.)

The next Faculty Senate meeting is scheduled for Tuesday, October 13, 2020.

Lissa A. Napoli, Recording Secretary

Mark Gutierrez, Secretary - Treasurer

9/30/20

Dear Faculty Senate,

I would like to serve as a tri-chair on the Career Education Advisory Committee for a number of reasons that are specific to the area in which I teach, as well as specific to and focused on the careers of all our students in CTE programs at Chaffey. I draw from my own experience, training, and background working for an array of institutions from education to non-profit, and, even from my free-lance work for “for-profit” sectors in the arts and in technology.

I have spearheaded the Technical Theatre program at Chaffey College for the last five years and in that time my students have completed certificates, transferred to 4-year institutions, and entered the job market. I am in close contact with my students along their pathway and as a mentor I’ve helped them through the process of completing at Chaffey as well advising them on their next steps. As part of my responsibilities at Chaffey and within the Theatre Department, I write the department’s PSR, Perkins Grant, and Strong Work Force funding application. My goal is to develop even stronger relationships with area employers as our program crystallizes.

I have created connections (that have translated to actual jobs for students) at area Performing Arts Centers, small theatres, and even opportunities at LA county venues. We live and work in a unique geographic and economic region that crosses counties with a plethora of opportunity for our students. As a member of the committee, I would like to identify and develop these opportunities locally and even in the LA greater region. Students need opportunities to research careers, jobs, employers through campus sponsored events, job announcements circulation, meet-ups (virtually) or in person with potential employers, and through other Career developing means.

My hope is that by serving on this committee, I may support, and expand this work that Chaffey College has created through its CTE programs, funding streams, and area connections with employers. The expansion and development of high-tech training for students across all the areas of Career Education translates to funding and developing more robust and relevant programs. This interconnectedness between curriculum, pathways, guidance, funding, training, and employer/community relationships is paramount to all of our CTE programs’ success, and I would like to be a part of making Chaffey College an even more fruitful training ground for students at our institution.

And finally, I believe my work on equity with the CCFA union(LGBTQ+ rep), as a member of the LGBTQ+ Advisory Committee, and within my department in terms of programming, situates me to advocate for underrepresented groups in CTE programs while serving all students to better their training and foster success.

Thank you for your time in reading/listening to my statement.

Sincerely,
Sheila A. Malone, PhD

Hello Faculty Colleagues,

To those of you who do not know me, my name is Shelley Eckvahl and I teach in the nursing program. I am currently the director of the VN program, a position that I have held in the past from 2005 until 2014, as well. During that time I was, and continue to be, very involved in grant writing and grant management due to the large number of grants that CTE programs, and nursing programs in particular, utilize to meet program needs. Because of this, I am very familiar with grant writing, managing and reporting, particularly with regard to outcomes and budget tracking.

Faculty representation on committees, particularly those that involve funding that is integral to the success of programs all across campus, is vitally important. I would like to represent faculty as tri-chair on this committee in order to contribute to a college-wide, transparent, and easily understood process for accessing and managing grants obtained via funding sources, such as Strong Workforce and Perkins, for career education programs. Thank you for your consideration.

From: Tracy Kocher <Tracy.Kocher@chaffey.edu>
Sent: Wednesday, September 30, 2020 2:49 PM
To: Nicole L. DeRose <nicole.derose@chaffey.edu>
Subject: Re: CEAC Faculty Tri-chair position

Hi Nicole!

Here's my statement.

As a professor of Computer Science and Computer Information Systems, I am very familiar with career education. Our department and faculty have to integrate with the industry and constantly shift focus to keep up or we will be left behind. As a programmer, I am continuously updating my skills and courses to ensure that students are learning what is relevant and what will get them jobs and that the companies in and around the Inland Empire can hire people with skills that they need. I have twenty years of experience working with Advisory groups, Community businesses, and Perkins funded projects because it is the very nature of what we do in CIS. I am currently working on a Virtual Reality project using perkins and strong workforce funding to not only educate students in VR, but also to help faculty develop virtual content for their courses. I think I would bring value to this committee with my insight and ideas.

Have a good day!

Tracy C. Kocher Woolls, PhD
Computer Information Systems
Computer Science
(909) 652-6845

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DEGREE & CERTIFICATE UPDATING EDITION

WHY ?

CCCCO requires regular program updates to ensure that we are providing up-to-date, relevant curriculum that will help students achieve their educational goals and financial security!



START:

STUDENT GOAL?

Transfer to Career

Direct to Career

ASK:

Is it an AS-T, AA-T, or UCTP?

Is it still valuable for students to earn?

See CCCC TMC

See LMI data & O*net for job/\$\$ outlook

IN

no

yes

yes

no

META:

Update/Validate Use UC Transfer Pathways & 4-yr Programs

Update/Validate

Update/Validate Use Advisory Committee input

Deactivate



OFFICE HOURS

- 15-minute blocks
W & F, 11-12 pm

Reserve time HERE.

SEE WEBSITE FOR MORE RESOURCES.

META TRAINING: PROGRAM UPDATES

CTE

- October 8th
12:30-2:00 pm

Bring: recent LMI reports & Advisory Committee minutes

NON-CTE

- October 15th
12:30-2:00 pm

AS-Ts, AA-Ts, & UCTPs: Bring CCCC TMC Template

College Planning Council (CPC) Meeting – 9.25.20

Topics:

Strategic Plans – CPC started defining what Strategic Plans would be needed to support the goals of the Educational Master Plan. Ideas so far are “Student Support,” “Instruction,” “Professional Development,” “Distance Education,” and one for each of the physical campuses. This list was the result of the brainstorming that happened at a previous meeting. Discussion ensued about how the plans will help us be more proactive and less reactive to initiatives and budgeting. In prior meetings last year, CPC developed an updated and more appropriate strategic planning model that provides for periodic review of plans to evaluate the College’s effectiveness in achieving its strategic objectives.

Definition of Terms Workgroup – Alongside the Educational Master Plan lives a document that defines all entities and processes on campus. There was a renewed call during the meeting to establish that group and help make progress on that document.

Accreditation – A draft of the ACCJC Mid-term Report was distributed to CPC members in order to elicit feedback via OneDrive. Chaffey’s mid-term report is due on Oct. 30. [Use this link](#) to view and comment on the draft report by October 13, 2020 to enable consideration and potential inclusion of your comments.

Evaluation of Committee Effectiveness – A group was tasked in creating a process to evaluate how committees set goals, define resources, and evaluate their progress. This new process will help us in our iterative feedback loops to better understand and analyze effectiveness.

Senators		Present	Approval of Agenda 10.6.20	Approval of 9.29.20 Minutes	Sabbatical Carol Dickerson	Sabbatical Mary Jane Ross	CEAC Tri Chair confirmation	Meritorious Service Award Timeline			
Representation	Name										
	<i>doi al di sr a one5 et arrel A</i>										
President	Nicole DeRose	Y									
Vice President	Robin Witt	Y	Y	Y	Y	Y	Shiela Malone	Y			
Secretary/Treasurer	Mark Gutierrez	Y	Y	Y	Y	Y	Shiela Malone	Y			
Curriculum Chair	Angela Burk-Herrick	Y	Y	A	Y	Y	Shiela Malone	Y			
Business & Applied Technology	Tracy Kocher	Y	Y	Y	Y	Y	Tracy Kocher	Y			
Business & Applied Technology	Karin Nelson	Y	Y	Y	Y	Y	Tracy Kocher	Y			
<i>*Business & Applied Technology Alternate</i>	<i>David Karp</i>	Y									
Chino/Fontana	Daniel Bentum	Y	Y	Y	Y	Y	Shiela Malone	Y			
Chino/Fontana	Manar Hijaz										
<i>*Chino/Fontana Alternate</i>	<i>Robert "Ian" Jones</i>	Y	Y	Y	Y	Y	A	Y			
Health Sciences	Lisa Doget	Y	Y	Y	Y	Y	Shiela Malone	Y			
Health Sciences	Jayne Clark										
<i>*Health Sciences Alternate</i>	<i>Shelley Eckvahl</i>										
Instructional Support	Christina Holdiness	Y	Y	Y	Y	Y	Shelley Eckvahl	Y			
Instructional Support	Mary Jane Ross	Y	Y	Y	Y	Y	Tracy Kocher	Y			
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	Y									
Kinesiology, Nutrition, & Athletics	Jeff Harlow	Y	Y	Y	Y	Y	Shelley Eckvahl	Y			
Kinesiology, Nutrition, & Athletics	Vacant										
<i>Kinesiology, Nutrition, & Athletics Alternate</i>	<i>Vacant</i>										
Language Arts	Elizabeth Encarnacion	Y	Y	Y	Y	Y	Shiela Malone	Y			
Language Arts	Steve Shelton	Y	Y	Y	Y	Y	Shiela Malone	Y			
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>										
Mathematics & Science	Mark Gutierrez										
Mathematics & Science	Nicole DeRose										
<i>Mathematics & Science Alternate</i>	<i>Diana Cosand</i>										
Social & Behavioral Sciences	Dan Kern										
Social & Behavioral Sciences	Angela Sadowski										
<i>*Social & Behavioral Sciences Alternate</i>	<i>Sergio Gomez</i>										
Student Services	Jackie Boboye	Y	Y	Y	Y	Y	Shiela Malone	Y			
Student Services	Jean Oh										
<i>* Student Services Alternate</i>	<i>Donna Colondres</i>	Y	Y	Y	Y	Y	A	Y			
Visual and Performing Arts	Vacant										
Visual and Performing Arts	Patrick Aranda										
<i>*Visual and Performing Arts Alternate</i>	<i>Stan Hunter</i>	Y	Y	Y	Y	Y	Shiela Malone	Y			
Senator-At-Large	Tamari Jenkins	Y	Y	Y	Y	Y	Shiela Malone	Y			
Senator-At-Large	Robin Witt										
Senator-At-Large	Garrett Kenehan	Y	Y	Y	Y	Y	Shiela Malone	Y			
Adjunct Senator-at-Large	Luke Gunderson	Y	Y	A	Y	Y	Shelley Eckvahl	Y			
Adjunct Senator-at-Large	Gail Keith-Gibson	Y	Y	Y	Y	Y	Tracy Kocher	Y			
<i>*Adjunct Alternate Senator</i>	<i>Stephen Villasenor</i>										
RED indicates reported absence											
Total Yes Votes		23	20	18	20	20	0	20	0	0	
Total No Votes			0	0	0	0	0	0	0	0	
Total Abstentions			0	2	0	0	2	0	0	0	
- = Not available during meeting to vote											
34 members total - up to 25 voting at any given time. The President is a non-voting member. Curriculum Chair now votes per 8.25.20 meeting.											
President ONLY votes to break a tie.											
A quorum shall consist of two-thirds of the voting members of the Faculty Senate											
17 members are needed for QUORUM											
25 Present at this meeting = 23 members, 2 visitors											
10.6.20 Faculty Senate Meeting											