

**FACULTY SENATE MINUTES
DECEMBER 8, 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	P
Tracy Kocher	Business & Applied Technology	2020-2022	A
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	L
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	P
Angela Sadowski	Social & Behavioral Sciences	2019-2021	P
Jackie Boboye	Student Services	2020-2022	P
Jean Oh	Student Services	2019-2021	P
Vacant	Visual & Performing Arts	2020-2022	
Patrick Aranda	Visual & Performing Arts	2019-2021	P
Tamari Jenkins	Senator-At-Large	2020-2023	P
Robin Witt	Senator-At-Large	2019-2022	P
Vacant	Senator-At-Large	2018-2021	
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	A
Robert “Ian“ Jones	Chino/Fontana	2019-2021	P
Shelley Eckvahl	Health Sciences	2019-2021	A
Shelley Marcus	Instructional Support	2019-2021	A
Vacant	Kinesiology, Nutrition, & Athletics	2019-2021	
Leona Fisher	Language Arts	2020-2022	P
Diana Cosand	Mathematics & Science	2019-2021	P
Sergio Gomez	Social & Behavioral Sciences	2020-2022	A
Donna Colondres	Student Services	2019-2021	A
Stan Hunter	Visual & Performing Arts	2019-2021	P
Stephen Villasenor	Adjunct Alternate Senator	2020-2021	A

Guests:

Jonathan Ausubel, President, CCFA
 Sarah Cotton, Biology
 Jin Liu, LA, Chinese Studies
 Lissa Napoli, Administrative Assistant, Faculty Senate
 Neil Watkins, President Elect, 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.)

- Jin Liu expressed gratitude to Senate for supporting her sabbatical request. Jin Liu also thanked her sabbatical subcommittee that included Senators Ross, Harlow, and Boboye.

4. APPROVAL OF AGENDA

4.1 December 8, 2020

- **Motion for Approval** - Senator Boboye moved to approve the Agenda. Senator Gunderson seconded the motion. The motion was approved. 12.8.20, 20/0.

5. APPROVAL OF MINUTES

5.1 December 1, 2020

- **Motion for Approval** - Senator Shelton moved to approve the 12.1.20 Minutes. Senator Witt the motion. The motion was approved. 12.8.20, 22/0.

6. CONSENT AGENDA

6.1 Curriculum is asking that the Faculty Senate endorse the course modifications that Curriculum presented below:

Distance Education Approvals for CCCCCO DE Emergency Addendum

COURSE	HYBRID	FULLY ONLINE AND HYBRID	FULLY ONLINE EMERGENCY ONLY
AMT-26			X
AMT-35			X
BIOL-23L	X		
BIOL-424L	X		

BUS-61		X	
BUSL-10		X	
BUSL-28B		X	
BUSL-400		X	
BUSMGT-45		X	
BUSMGT-470		X	
CISNTWK-12		X	
COMPSCI-3		X	
DENTAL-465		X	
DRAFT-20			X
DRAFT-21			X
DRAFT-41	X		X
DRAFT-50			X
DRAFT-51			X
EGTECH-10			X
EGTECH-30	X		
EMT-11	X		
ENGIN-11			X
ENGIN-26			X
ENGIN-50			X
FASHD-40		X	X
FASHD-428		X	
FASHD-45		X	
FASHD-65		X	
FASHM-10		X	
FASHM-11		X	
FASHM-60		X	
GUID-507		X	
HIST-21	X	X	X

HIST-40			X
HIST-9			X
HOTFS-482		X	
ID-482ABCD		X	
PHYS-20A			X
PHYS-30A			X
PHYS-45	X		
PHYS-46	X		
PHYS-47			X
SOC-26		X	
SOC-30		X	

Correspondence Course Approvals:

- | | | |
|----------------|---------------|--------------|
| 1. ACCTGFS-465 | 9. BUSMKT-40 | 17. ESC-1 |
| 2. ACCTGFS-30 | 10. BUSMKT-55 | 18. ESC-1L |
| 3. BUS-10 | 11. COMSTD-2 | 19. GEOG-6 |
| 4. BUS-60 | 12. COMSTD-4 | 20. GUID-3 |
| 5. BUS-88 | 13. ENGL-1A | 21. PHOTO-1 |
| 6. BUSMGT-40 | 14. ENGL-1B | 22. PSYCH-1 |
| 7. BUSMGT-45 | 15. ENGL-1C | 23. PSYCH-65 |
| 8. BUSMKT-13 | 16. ENGL-7E | 24. SOC-16 |

Curriculum Proposals:

Course Modifications w/ DE:

ACCTGFS-30	Personal Finance
BIOL-40	Introduction to Cell and Molecular Biology
CDE-24	Introduction to Curriculum Theory
CDE-25	Advanced Curriculum Theory
CHEM-9	Health Science Chemistry
CUL-445	Cake Decorating and Pastry Art
DENTAL-435L	Infection Control in Dentistry Lab
DENTAL-455	Dental Office Procedures
DENTAL-455L	Dental Office Procedures Lab
DENTAL-475	Dental Specialty Skills
DENTAL-480	Dental Chairside Skills II
DENTAL-490	Advanced Clinical Procedures
FASHD-470	Apparel Production

FASHD-471	Advanced Patternmaking
FASHM-482	Industry Internships: Fashion Merchandising
GERO-22	Dying and Death
GERO-400	Principles of Caregiving: Older Adults and Their Care
GERO-455	Resources and Services for Older Adults
GERO-463	Social Work Designee/Assistant Training
GERO-600	Principles of Caregiving: Older Adults and Their Care
GERO-655	Resources and Services for Older Adults
GERO-663	Social Work Designee/Assistant Training
GERO-98ABC	Independent Study: Gerontology
GERO-497ABCD	Gerontology Career Experience Internship
HVACR-600	Introduction to Heating, Ventilation, and Air Conditioning
HVACR-601	HVACR Piping Practices, Brazing, and HVACR tools
HVACR-602	HVAC Electrical Systems
HVACR-603	Environmental Protection Agency Certification
HVACR-604	Refrigerants, Recovery, Vacuum, and Charging
HVACR-605	HVAC Heat Pumps and Basic Troubleshooting
HVACR-606	HVAC Air Distribution, Installation, Flues and Ducts
HVACR-607	HVAC Gas Heat
HVACR-608	HVAC Electric heat, Oil heat, and Hydronic heating.
HVACR-609	Advanced Commercial HVAC Systems and Solar
HVACR-610	HVAC DDC, Pneumatic, and Building Automation Controls
HVACR-611	HVAC Management Topics
ID-10	Introduction to Interior Design
ID-16	Quick Sketching for Interior Designers
ID-21	Space Planning
ID-30	Interior Design Studio
NURADN-6	Clinical Nursing Skills
NURVN-414	Acute Care Nursing Assistant: Vocational Nursing Foundation
PH-10	Personal Health and Wellness
PH-20	Introduction to Public Health
PH-30	Health and Social Justice
PH-40	Drugs, Health, and Society
PHYS-20B	Algebra/Trigonometry College Physics II
PHYS-30B	Physics for the Medical and Life Sciences II
PHYS-44	Introduction to Motion
PHYS-5	The Ideas of Physics
PHYS-6	The Ideas of Physics Laboratory
THEATRE-18	Acting for the Camera

Course Modifications:

DENTAL-415L	Dental Chairside Skills I Lab
DENTAL-425L	Dental Materials Lab
DENTAL-445L	Oral Radiology Lab
DENTAL-460	Clinical Experience I
DENTAL-465L	Clinical Experience II Lab
DENTAL-475L	Dental Specialty Skills Lab
DENTAL-480L	Dental Chairside Skills II Lab
DENTAL-490L	Advanced Clinical Procedures Lab

GERONTOLOGY PACKAGE

Course Deactivations: Final Reading

GERO-462	Activity Coordinator Training
GERO-662	Activity Coordinator Training

HVACR PACKAGE

New Courses w/ DE:

HVACR-612	Intermediate Refrigeration
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Program Modifications:

Heating, Ventilation, Air Conditioning and Refrigeration Level 1	Certificate of Competency
Heating, Ventilation, Air Conditioning and Refrigeration Level 2	Certificate of Competency

- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the 12.8.20 Consent Agenda and endorse the Curriculum. Senator Shelton seconded the motion. The motion was approved. 12.8.20, 22/0.
- Senator Shelton expressed gratitude to Curriculum Chair Burk-Herrick for her work in making the CIW and CIM courses correspondence courses.

7. **GUEST(S)/PRESENTATION(S)** - None.

8. REPORTS

8.1 President

- Coronavirus COVID-19 Response – Update
Susan Hardie sent out an email today at 10:21 am. Beginning Thursday December 10, anyone arriving at the campus must go through a temperature screening procedure.

Once screening is complete, a wrist band will be issued. This change requires a redirect of traffic and parking to the Physical Sciences lot.

We still need to notify campus police and our first level managers of our presence on campus.

The managers will submit reports regarding all employee visits to the campus.

Bottom line: prepare for temperature screening and notification to your manager regarding your visit to the campus. Let Campus Police know you will be on the campus. Allow for time delays with students.

Governing Board Vacancy

At the special meeting on November 25, the Governing Board selected Deana Olivares Lambert for District 2 to fulfill previous Board member Katie Roberts term.

Measure P Update

Chino Instructional building is on track.

The new Fontana campus kickoff meeting was on 11/6 and went well. The existing structures are scheduled for demolition. Temporary fencing will go up once demolition is complete. The college is working with the City of Fontana to combine the five parcels into one parcel. Reminder to participate in the District Wide survey – sent by Melanie Siddiqi on Monday December 7 at 1:58 pm. The survey is due Friday December 11 at 11:59 pm.

Library Learning Commons kickoff meeting was on 11/17. This project will be moving forward in the spring term.

MACC building first floor renovation to expand the kitchen and dining areas to the west. A work group will be formed.

A letter of intent was submitted for a 19 acre property located in the Ontario Ranch area.

Portal/Single Sign-on & Security

Reminder to set up new authentication with Portal Guard between now and December 20. Beginning on December 21st, anyone attempting to log into the Portal will be redirected to set up new authentication. The Portal vendor remains the same and will not be changed. Only the single sign-on authentication will change.

Be mindful of suspicious emails. No employee at Chaffey College will be asking for anyone to purchase gift cards, donate money, etc. Refer all suspicious emails to the Help Desk.

Enrollment

Laura Hope shared similar information that was shared with Faculty Senate at the December 1st meeting.

A new plan has been prepared and an email will be sent out by Dr. Shannon with an overview of the strategies.

Looking to recapture enrollment

Scheduling and the efforts the deans and coordinators have made – around the addition of sections that will start in March. Looking at what we offer.

Looking at the tendency of students wanting to take shorter bursts of education. We are going to do more in 14 week and fast track II.

Subgroup of the deans to work on packaging the courses to market a variety of variations to appeal to students to get through GE faster.

Implementing incentives for students to take classes. In the past this practice was used to encourage previous growth.

A message will go out today to urge students to enroll for spring.

Will work on the simplification of course navigation and a communication plan with the departments to promote retention and engagement.

CCSJ is looking at student populations that have not enrolled at Chaffey and will develop strategies to connect directly with the students to uncover reasons why they have not enrolled and how to offer support.

Commencement 2020

About 200 graduates had intended to participate. The commencement cancellation was sent out via email, the marquee, Facebook, and social media.

The students that had signed up to participate in commencement will receive their programs and ceremony swag in the mail. For those that purchased regalia for this event, their money will be refunded.

8.2 Vice President - Election Results

Vice-President Witt announced that the Faculty Senate election has concluded. Sarah Cotton has been elected as Senator-at-Large. Ryan Falcioni has been chosen for Virtual Faculty Lecturer of the Year.

There will be two FLEX Townhalls to answer questions about constitutional amendments, one on Thursday, January 7, 2021, from 6-7pm and the other on Friday, January 8, 2021, from 10-11am.

Timeline to bring articles I, II, and III to Faculty Senate to review is the scheduled Senate meeting on January 19, 2021.

- **Motion for Approval** - Vice President Witt moved to ratify the election results for Senator-at-Large and Virtual Faculty Lecturer of the Year. Senator Boboye seconded the motion. The motion was approved. 12.8.20, 22/0.

8.3 Secretary/Treasurer - No report.

8.4 Curriculum - No report.

8.5 Committees

8.6 Other

9. UNFINISHED BUSINESS

10. NEW BUSINESS

10.1 Action Item: Review of AP/BP 4235

- Senate concerns included which courses would be affected by Credit for Prior Learning. It was made clear that only those courses with the “CX” demarcation could be impacted by AP/BP 4235.
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve AP/BP 4235. Senator Holdiness seconded the motion. The motion was approved. 12.8.20, 22/0.

10.2 Action Item: Review of AP/BP 5020

- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve AP/BP 5020. Senator Boboye seconded the motion. The motion was approved. 12.8.20, 22/0.

10.3 Discussion Item: Enrollment Challenges and Solutions

- After the CIO visited the Senate on Tuesday, December 1, 2020, the following recommendations were developed by Senate.

10.3.1 Faculty Senate facilitation of school meetings

Senators will prepare to facilitate their respective school meeting and discuss a communication plan, protocols for academic integrity, and efforts to increase retention.

10.3.2 Identification of Senators charged with identifying confusing language in the class schedule

Senate will continue to explore this item further in spring 2021.

10.3.3 Identification of Senators charged with developing social media communications

Senate will continue to explore this item further in spring 2021.

11. ANNOUNCEMENTS

12. FLOOR ITEMS

13. ADJOURNMENT (1:50 P.M.)

The next Faculty Senate meeting is scheduled for Tuesday, January 19, 2021.

Lissa A. Napoli, Recording Secretary

Mark Gutierrez, Secretary - Treasurer

Dec 4, 2020

Chaffey College Faculty Senate
5885 Haven Ave
Rancho Cucamonga, CA
91737 United States

To Whom It May Concern:

The following election results are certified by Simply Voting to have been securely processed and accurately tabulated by our independently managed service.

Respectfully yours,



Brian Lack
President
Simply Voting Inc.

Results - Faculty Senate Election Fall 2020 Part 2

Start: 2020-11-30 10:00:00 America/Los_Angeles

End: 2020-12-04 16:30:00 America/Los_Angeles

Turnout: 189 (79.1%) of 239 electors voted in this ballot.

Virtual Faculty Lecture of the Year

Option	Votes
Ryan Falcioni (SBS)	72 (39.6%)
Sheila Malone (VPA)	63 (34.6%)
Kevin Cameron (SBS)	31 (17.0%)
Christine Lively (LA)	16 (8.8%)

VOTER SUMMARY

Total	189
Abstain	7 (3.7%)

Senator-at-Large

Option

Sarah Cotton (M&S)

Michael Fong (SBS)

Votes

96 (51.6%)

90 (48.4%)

VOTER SUMMARY

Total

189

Abstain

3 (1.6%)





BP 4235 Credit for Prior Learning by Examination

Credit for prior learning may be earned for eligible courses approved by the District ~~by~~ for students who satisfactorily pass an authorized ~~examinations~~ assessment. The Superintendent/President shall consult with the Faculty Senate and rely primarily on the recommendations of the Faculty Senate to establish administrative procedures to implement this policy.

Reference: Title 5 Section 55050

Policy
Category: Executive Expectations

Adopted: 6/28/12
(Replaces former Board Policy 4.6.7)

Revised: [date of Board meeting]

NOTE: *The **red ink** signifies language recommended by the Community College League of California (CCLC) Policy & Procedure Subscription Service. This document reflects any legally required or legally recommended updates provided in CCLC Legal Update Releases 21 thru 37.*

*The **blue ink** represents language recommended by Chaffey College administrators, faculty, and/or staff.*



AP 4235 Credit by Examination for Prior Learning

Registered students who have substantial prior experience in the content of college-level courses and who can present evidence may petition to receive credit for courses listed in the college catalog which are approved for credit for prior learning by examination. Any course listed in the course description section of the college catalog bearing the designation [Cx] after the course title may be challenged for credit for prior learning by examination with the consent of the instructor in the appropriate administrative unit and after admissions eligibility criteria are met.

A department (discipline area) may establish a limit on the number of courses that may be challenged for credit for prior learning by examination. This information will be housed in the Dean's office.

Determination of Eligibility for Credit for Prior Learning

Credit for prior learning will only be granted to students who:

- Are registered in the Chaffey Community College District
- Are in good academic standing in the District (cumulative GPA of 2.0 or higher)
- Have previously earned credit or noncredit from the District
- If currently enrolled, have an education plan on file
- Are not currently enrolled in the course to be challenged
- Credit by Examination: The student is registered in the District and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)

The course being challenged must be listed in the current Chaffey College Catalog

~~The District will grant credit to any student who satisfactorily passes an examination in accordance with the credit for prior learning by examination policy and procedure listed in the college catalog.~~

~~Such credit will be granted only to a student who:~~

- ~~• has earned at least 12 units of credit from Chaffey College (waived for high school students enrolled in articulated tech prep courses)~~
- ~~• has met all course prerequisites~~
- ~~• has not previously received a grade for the course~~



AP 4235 Credit by Examination for Prior Learning

~~Such credit will be granted for a course listed in the college catalog that specifically may be challenged through the credit for prior learning by examination policy.~~

Units earned through credit for prior learning by examination shall not be counted toward the 12-unit residency requirement for an Associate degree. Credits acquired for prior learning by examination are not applicable to meeting unit load requirements for Selective Service deferment, Veterans or Social Security benefits. In all cases, the student's academic record is clearly annotated to indicate any credit granted for prior learning as Credit by Examination.

~~There will be a fee for credit acquired by assessment examination testing.~~

~~There are three options for credit by assessment examination:~~

- ~~1. College Entrance Examination Board (CEEB) Advanced Placement (AP) Tests~~
 - ~~• Achievement of a score of 3 or higher on tests administered by the CEEB will be considered for credit.~~
 - ~~• A Student Petition must be submitted to request the evaluation of official scores for CEEB credit.~~
 - ~~• Maximum credit issued for CEEB examinations: no maximum.~~
- ~~2. College Level Examination Program (CLEP)~~
 - ~~• Chaffey College recognizes the College Level Examination Board Test in General Examinations (except for English Composition) and most Subject Examinations.~~
 - ~~• A score of 50 or higher is required for consideration for credit under CLEP General Examinations.~~
 - ~~• Evaluations for Subject Examinations are done by the Counseling Department and minimum scores and credit awarded vary by discipline.~~
 - ~~• Official test results must be submitted with a Student Petition in order to have an evaluation done for CLEP credit. The Counseling Department evaluates and makes recommendations for credit, and the Office of Admissions and Records grants the credit based on those recommendations.~~
 - ~~• Maximum credit issued for General Examinations are as follows:~~
 - ~~○ Humanities = 6 units~~



AP 4235 Credit by Examination for Prior Learning

- ~~○ Mathematics = 6 units~~
- ~~○ Natural Sciences = 6 units~~
- ~~○ Social Sciences = 6 units~~
- ~~● Maximum credit issued for Subject Examinations: no maximum.~~

~~3. English Equivalency Examination of the California State University~~

- ~~● Students may receive credit for English 1A and English 1C through the successful (pass) completion of this examination. Official results of the examination must be sent to both the Chaffey College English Department and the Office of Admissions and Records and is handled under a Student Petition process.~~
- ~~● Maximum credit issued: 6 semester units.~~

Transcription of Credit for Prior Learning

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

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Methods for Awarding Credit for Prior Learning

Students may demonstrate proficiency in a course eligible for credit for prior learning and receive college credit through the approved alternative methods for awarding credit listed below:

- [Achievement of a satisfactory score on an Advanced Placement \(AP\) examination](#)
- [Achievement of a satisfactory score on a high level International Baccalaureate \(IB\) examination](#)
- [Achievement of a satisfactory score on the College Level Examination Program \(CLEP\)](#)
- [Evaluation of Joint Service Transcripts \(JST\)](#)
- [Achievement of an examination administered by other agencies approved by the District](#)
- [Evaluation of industry recognized credential documentation](#)
- [Evaluation of student-created portfolios](#)



AP 4235 Credit by Examination for Prior Learning

- [Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog](#)

Advanced Placement

[See Administrative Procedure 4236 Advanced Placement Credit](#)

International Baccalaureate

[Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a District approved high-level International Baccalaureate \(IB\) examination under the following circumstances:](#)

- [Official IB transcripts must be on file in the Records Office](#)
- [The student achieved a minimum acceptable score on the IB examination as recommended by the District's IB equivalency guide](#)

College Level Examination Program

[Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a District-approved College Level Examination Program \(CLEP\) under the following circumstances:](#)

- [Official CLEP transcripts must be on file in the Records Office](#)
- [The student achieved a minimum acceptable score on the CLEP examination as recommended by the District's CLEP Equivalency Guide](#)

Credit for Military Service/Training

[Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education \(ACE\) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:](#)

- [The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records Office](#)
- [Official transcripts must be on file in the Records Office. These may include Joint Services Transcript \(JST\), Sailor/Marine American Council on Education](#)



AP 4235 Credit by Examination for Prior Learning

Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.

- Credit course equivalency shall be determined by the faculty of the appropriate discipline

Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate department ~~chair~~ or faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records office
- Enrollment services shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
 - The student meets with the department ~~chair~~ coordinator or faculty designee to receive further instructions for industry recognized credential(s) assessment
 - The student submits all industry recognized credential documents to the department ~~chair~~ coordinator or faculty designee for assessment of prior learning
 - If the department ~~chair~~ coordinator or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Records Office to be kept on file and recorded on the student transcript

Student-Created Portfolio Assessment



AP 4235 Credit by Examination for Prior Learning

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department ~~chair~~ coordinator or faculty designee under the following circumstances:

- ~~A department approved portfolio assessment rubric for the course is on file~~
- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records Office
- The student meets with the department ~~chair~~ coordinator or faculty designee to receive further instructions for student-created portfolio assessment
- The student submits all portfolio documents to the department ~~chair~~ coordinator or faculty designee for assessment of prior learning
- If the department ~~chair~~ coordinator or faculty designee determine the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Records Office to be kept on file and recorded on the student transcript

Credit by Examination from Within the District

The Department ~~chair~~ coordinator or faculty designee shall determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work and/or experience.

Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the department ~~chair~~ coordinator or faculty designee and instructor prior to initiating the formal process. All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

The District will award college course credit for successful completion of a District examination administered by the appropriate departmental faculty under the following circumstances:

- Achievement of a grade that qualifies for Credit by Examination through the Career and Technical Education (CTE) Transitions program



AP 4235 Credit by Examination for Prior Learning

- [Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the Chaffey College Catalog](#)

The District Credit by Examination Process:

[In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.](#)

[Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:](#)

The Credit by Examination Procedures

- [Student shall complete the Credit for Prior Learning assessment petition available in the Admissions and Records Office](#)
- [Student meets with the department ~~chair~~-coordinator or faculty designee further instructions for Credit by Examination](#)
- [If the department ~~chair~~-coordinator or faculty designee determine the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the Records office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years](#)

Prior Learning Assessment Grading Policy

- [Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 \(Grading and Academic Record Symbols\)](#)
- [Students shall be offered a "Pass/No Pass" option, in accordance with Administrative Procedure 4232 \(Pass/No Pass\), if that option is ordinarily available for the course](#)



AP 4235 Credit by Examination for Prior Learning

- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to Administrative Procedure 4230 (Grading and Academic Record Symbols) and Administrative Procedure 4231 (Grade Changes)

References: Education Code Section 79500;
Title 5 Sections 55050 and 55052

Approved: 4/17/12
(Replaces former Administrative Procedure 4.6.7)

Revised: [date of Cabinet meeting]

NOTE: The **red ink** signifies language recommended by the Community College League of California (CCLC) Policy & Procedure Subscription Service. This document reflects any legally required or legally recommended updates provided in CCLC Legal Update Releases 21 thru 37.

The **blue ink** represents language recommended by Chaffey College administrators, faculty, and/or staff.



BP 5020 Nonresident Tuition

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than ~~February~~ March 1 of each year, the Superintendent/President shall bring to the Governing Board for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Superintendent/President shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

The Superintendent/President is authorized to implement a fee to be charged only to persons who are both citizens and residents of foreign countries on a Governing Board Agenda. The Governing Board finds and declares that this fee does not exceed the amount expended by the District for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States.

Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance. Exemptions may be made on an individual basis, and not more than 10 percent of the nonresident foreign students attending the District may be so exempted through this provision.

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Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in



BP 5020 Nonresident Tuition

California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.

References: Education Code Sections ~~68050, 68051, 68130,~~ 68075.65, 68130.5, and 76140~~4~~ et seq.;
Title 5 Section 54045.5

Policy

Category: Executive Expectations

Adopted: 08/28/14
(Replaces former Board Policy 5.1.2)

NOTE: The **red ink** signifies language recommended by the Community College League of California (CCLC) Policy & Procedure Subscription Service. This document reflects any legally required or legally recommended updates provided in CCLC Legal Update Releases 24 thru 37.

The **blue ink** represents language recommended by Chaffey College administrators, faculty, and/or staff.



AP 5020 Nonresident Tuition

Non-resident tuition will be charged to students who have not established residency in the State of California for a period of one year prior to the day before classes begin. The nonresident enrollment fee (U.S. Citizen and Non-U.S. Citizen) is published in the catalog and schedule of classes [that is posted on the district website](#). Calculation of such tuition shall be done in compliance with applicable law and regulation to reflect the current expense of education and that of the preceding fiscal year, and it shall reflect fees in contiguous districts.

Nonresident Tuition Exemption Request:

A student who qualifies for the Nonresident Tuition Exemption Request will be exempt from paying the out-of-state tuition fee and will pay an in-state enrollment fee. The qualifications for the waiver are stated below.

Nonresident Tuition Exemption (AB 540)

Students, other than a non-immigrant alien within the meaning of paragraph (15) of subsection (a) of Section 1101 of Title 8 of the United States Code, who meets all of the following requirements shall be exempt from paying nonresident tuition at Chaffey College:

- [Either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools Graduation from a California high school or attainment of the equivalent thereof \(equivalent considered GED or high school proficiency test\) must be obtained in the state of California.](#)
- registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
- completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption, [which can be found at: https://www.cccco.edu/-/media/CCCCO-Website/Office-of-General-Counsel/AB-540-Nonresident-Tuition-Exemptions-Affidavit-20200226.pdf?la=en&hash=30E16A71111935DB3851283F7CBAB0547273ACB](https://www.cccco.edu/-/media/CCCCO-Website/Office-of-General-Counsel/AB-540-Nonresident-Tuition-Exemptions-Affidavit-20200226.pdf?la=en&hash=30E16A71111935DB3851283F7CBAB0547273ACB); and
- In the case of a person without lawful immigration status, the filing of an affidavit (available in the Admissions and Records Office) stating that the student has filed an application to legalize his or her immigration status, or will file an application as soon as he/she is eligible to do so.

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AP 5020 Nonresident Tuition

The student must file an exemption request including a signed affidavit with the college that indicates the student has met all applicable conditions described above. The exemption request and affidavit can be downloaded from the District website or can be obtained from the Admissions and Records Office. Student information obtained in this process is strictly confidential unless disclosure is required by law.

Education Code Section 76140 Financial Hardship

Students who are citizens and residents of a foreign country, or who are legally precluded from establishing residency in California, may be entitled to exemption from nonresident fees on the basis of individual financial need in accordance with financial need requirements set by the District each year. Such individual exemptions shall not be granted in excess of ten percent (10%) of the District's students who are both citizens and residents of a foreign country in the applicable term.

Students seeking this exemption must complete a Nonresident Tuition Fee Waiver Application, which can be found at [\(link to application will be posted after approval by Forms Committee\)](#). If you meet the eligibility requirements on the Nonresident Tuition Fee Waiver Application, you may be eligible to receive a nonresident tuition exemption.

Additional Nonresident Exemption

The District shall exempt from nonresident tuition a student who is a U.S. citizen and who resides in a foreign country if that student meets all of the following requirements:

- demonstrates financial need;
- has a parent who has been deported or was permitted to depart voluntarily;
- moved abroad as a result of that deportation or voluntary departure;
- lived in California immediately before moving abroad;
- attended a public or private secondary school in the state for three or more years; and
- Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.

Any nonimmigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)(U)(i) or (ii), respectively, who meet the following requirements:

- high school attendance in California for three or more years;

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Commented [RLC1]: Is there a form for this?

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AP 5020 Nonresident Tuition

- ~~graduation from a California high school or attainment of the equivalent thereof;~~
- ~~registration or enrollment in a course offered for any term or commencing on or after January 1, 2002; and~~
- ~~completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.~~

Commented [RLC2]: Isn't this a repeat of the one on page 1?

Special Part-time Student

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~~A special part-time student, other than a nonimmigrant alien under 8 U.S. Code Section 1101(15)(a), participating in a College and Career Access Pathways (CCAP) partnership program and enrolled in no more than 15 units per term.~~

Commented [RLC3]: This seems to be an incomplete sentence. I am not sure what it is saying.

A student who meets the qualifications for the Nonresident Tuition Exemption Request is not a resident of the state of California until he/she meets physical presence and intent requirements. Therefore, students may not be eligible for any federal supported financial aid.

There are two types of non-resident students: a non-resident U.S. citizen and a nonresident alien (or non-citizen). Nonresident U.S. citizens may not be eligible for state supported financial aid. A nonresident alien may not be eligible for either state or federal financial aid.

Not later than ~~February~~ **March** 1 of each year, the Superintendent/President shall bring to the Board of Trustees for approval, an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

Nonresident students who are both citizens and residents of a foreign country will be charged a Nonresident Capital Outlay Fee, in addition to the Nonresident Tuition and the California Community College Enrollment Fee. The Governing Board finds and declares that this fee does not exceed the amount expended by the District for capital outlay in the preceding year divided by the total FTES in the preceding year. The fee will be reviewed annually.

References: Education Code Sections ~~68050, 68051, 68130,~~ **68075.65,** 68130.5, and 76140 et seq.;
Title 5 Section 54045.5
8 United States Code Section 1101(a)(15)



AP 5020 Nonresident Tuition

Approved: 06/12/14

Revised:

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*The **blue ink** represents language recommended by Chaffey College administrators, faculty, and/or staff.*

Senators		Present	Approval of Agenda 12.8.20	Approval of 12.1.20 Minutes	Approval of Consent Agenda 12.8.20	Ratification of election results for Senator-at-Large and Virtual FLY	Approval of revisions for AP/BP 4235
Representation	Name						
<i>Alternate Senators Italicized</i>							
President	Nicole DeRose	Y					
Vice President	Robin Witt	Y	Y	Y	Y	Y	Y
Secretary/Treasurer	Mark Gutierrez	Y	Y	Y	Y	Y	Y
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y	Y	Y	Y
Business & Applied Technology	Tracy Kocher						
Business & Applied Technology	Karin Nelson	Y	Y	Y	Y	Y	Y
<i>*Business & Applied Technology Alternate</i>	<i>David Karp</i>						
Chino/Fontana	Daniel Bentum	Y	Y	Y	Y	Y	Y
Chino/Fontana	Manar Hijaz						
<i>*Chino/Fontana Alternate</i>	<i>Robert "Ian" Jones</i>	Y	Y	Y	Y	Y	Y
Health Sciences	Lisa Doget	Y	Y	Y	Y	Y	Y
Health Sciences	Jayne Clark						
<i>*Health Sciences Alternate</i>	<i>Shelley Eckvahl</i>						
Instructional Support	Christina Holdiness	Y	Y	Y	Y	Y	Y
Instructional Support	Mary Jane Ross	Y	Y	Y	Y	Y	Y
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>						
Kinesiology, Nutrition, & Athletics	Jeff Harlow	Y	-	Y	Y	Y	Y
Kinesiology, Nutrition, & Athletics	Vacant						
<i>Kinesiology, Nutrition, & Athletics Alternate</i>	<i>Vacant</i>						
Language Arts	Elizabeth Encarnacion						
Language Arts	Steve Shelton	Y	Y	Y	Y	Y	Y
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>	Y	Y	Y	Y	Y	Y
Mathematics & Science	Mark Gutierrez						
Mathematics & Science	Nicole DeRose						
<i>Mathematics & Science Alternate</i>	<i>Diana Cosand</i>	Y	Y	Y	Y	Y	Y
Social & Behavioral Sciences	Dan Kern	Y	Y	Y	Y	Y	Y
Social & Behavioral Sciences	Angela Sadowski	Y	Y	Y	Y	Y	Y
<i>*Social & Behavioral Sciences Alternate</i>	<i>Sergio Gomez</i>						
Student Services	Jackie Boboye	Y	Y	Y	Y	Y	Y
Student Services	Jean Oh	Y	Y	Y	Y	Y	Y
<i>* Student Services Alternate</i>	<i>Donna Colondres</i>						
Visual and Performing Arts	Vacant						
Visual and Performing Arts	Patrick Aranda	Y	Y	Y	Y	Y	Y
<i>*Visual and Performing Arts Alternate</i>	<i>Stan Hunter</i>	Y	-	Y	Y	Y	Y
Senator-At-Large	Tamari Jenkins	Y	Y	Y	Y	Y	Y
Senator-At-Large	Robin Witt						
Senator-At-Large	Vacant						
Adjunct Senator-at-Large	Luke Gunderson	Y	Y	Y	Y	Y	Y
Adjunct Senator-at-Large	Gail Keith-Gibson	Y	Y	Y	Y	Y	Y
<i>*Adjunct Alternate Senator</i>	<i>Stephen Villasenor</i>						
RED indicates reported absence							
Total Yes Votes		23	20	22	22	22	22
Total No Votes			0	0	0	0	0
Total Abstentions			0	0	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

28 Present at this meeting = 23 members, 5 visitors

12.8.20 Faculty Senate Meeting

Approval of revisions for AP/BP 5020			
Y			
Y			
Y			
Y			
Y			
Y			
Y			
Y			
Y			
Y			
Y			
Y			
Y			
Y			
Y			
Y			
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22	0	0	
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eting.			