

**ACADEMIC SENATE MINUTES  
 NOVEMBER 16, 2021**

Neil Watkins	President	2021-2023	P
Sarah Cotton	Vice President	2021-2022	P
Elizabeth “Liz” Encarnacion	Secretary/Treasurer	2021-2022	P
Angela Burk – Herrick	Curriculum Chair	2021-2023	P
Tracy Kocher	Business & Applied Technology	2020-2022	P
Bruce Osburn	Business & Applied Technology	2021-2023	P
Daniel Bentum	Chino/Fontana	2020-2022	P
Tara Johnson	Chino/Fontana	2021-2023	P
Lisa Doget	Health Sciences	2020-2022	A
Jayne Clark-Frize	Health Sciences	2021-2023	A
Christina Holdiness	Instructional Support	2020-2022	P
Mary Jane Ross	Instructional Support	2021-2023	A
Jeff Harlow	Kinesiology, Nutrition & Athletics	2020-2022	P
Elaine Martinez	Kinesiology, Nutrition & Athletics	2021-2023	P
Elizabeth “Liz” Encarnacion	Language Arts	2020-2022	P
Steve Shelton	Language Arts	2021-2023	P
Mark Gutierrez	Mathematics & Science	2020-2022	P
Elizabeth Cannis	Mathematics & Science	2021-2023	A
Dan Kern	Social & Behavioral Sciences	2020-2022	P
Pak Tang	Social & Behavioral Sciences	2021-2023	P
Jackie Boboye	Student Services	2020-2022	P
Michelle Martinez	Student Services	2021-2023	P
Erik Jacobson	Visual & Performing Arts	2021-2022	P
Patrick Aranda	Visual & Performing Arts	2021-2023	A
Robin Witt	Senator-At-Large	2019-2022	P
Tamari Jenkins	Senator-At-Large	2020-2023	P
Sarah Cotton	Senator-At-Large	2021-2024	P
Patty Peoples	Adjunct Senator-At-Large	2020-2022	P
John Glass	Adjunct Senator-At-Large	2021-2023	P
Alternates			
William O’Neil	Business & Applied Technology	2021-2023	A
Manar Hijaz	Chino/Fontana	2021-2023	P
Jordan Hung	Health Sciences	2021-2023	A
Shelley Marcus	Instructional Support	2021-2023	P
Candice Hines-Tinsley	Kinesiology, Nutrition, & Athletics	2021-2023	P
Leona Fisher	Language Arts	2020-2022	A
Diana Cosand	Mathematics & Science	2021-2023	P
Sergio Gomez	Social & Behavioral Sciences	2020-2022	A
Myra Andrade	Student Services	2021-2023	A
Leta Ming	Visual & Performing Arts	2021-2023	A
Vacant	Adjunct Alternate Senator	2021-2023	
Hope Ell	Classified Senate Liaison	2021-2023	A

**Guests:**

Rosemary Barnes, Gerontology, HS

Christine Cabrera, student/CCSG, Co-chair, Director of Activities

Sandra Collins, Biology, M&S

Claudia Dumais, Child Development & Education, SBS

Laura Hope, Associate Superintendent, Instruction and Institutional Effectiveness

Eric Houck, Executive Director, Information Technology

Lissa Napoli, Administrative Assistant, Academic Senate

Johnny Polidano, Automotive Technology, BAT

Sarah Schmidt, President, Classified Senate

Jackson Tropp, Communication Studies, LA

Angela Ybarra, President, Multicultural Club

**1. P.E. (12:30 P.M.)****2. CALL TO ORDER (12:35 P.M.)****2.1 Remote Attendee Identification****3. PUBLIC COMMENT (Reserved for Guests only and limited to two minutes.)****4. APPROVAL OF AGENDA**

- November 16, 2021
- **Motion for Approval** - Senator Boboye moved to approve the 11.16.21 agenda. Curriculum Chair Burk-Herrick seconded the motion. The motion was approved. 11.16.21, 23Y/0N/0A.

**5. APPROVAL OF MINUTES**

- November 9, 2021
- **Motion for Approval** - Senator Boboye moved to approve the 11.9.21 minutes with amendments. Curriculum Chair Burk-Herrick seconded the motion. The motion was approved. 11.16.21, 20Y/0N/3A.

**6. CONSENT AGENDA - None.****7. REPORTS****7.1 President**

- As of yesterday at 5pm according to Susan Hardie, 95% of FT faculty had submitted their vaccination status. 82.5% of PT faculty had submitted their vaccination status.
- Spring 2022 enrollment is currently happening
- Nov. 30 agenda will include the updated Syllabus Checklist and a resource created from Tara Johnson on the resources offered on campus. Please review the document to provide edits on the Nov. 30 meeting.

## 7.2 Vice President

- No report

## 7.3 Secretary/Treasurer - Budget Report (see attachment)

## 7.4 Curriculum

- No report

## 7.5 Classified Senate Liaison, Sarah Schmidt

- Meeting this Friday and will report out at the next Academic Senate meeting

## 7.6 Committees

## 8. GUEST(S)/PRESENTATION(S) - None.

## 9. UNFINISHED BUSINESS

**9.1 Action Item:** Sabbatical Leave Applications/Subcommittee: Readers are required to immediately contact the writer, coordinate discussion amongst themselves, and bring recommendations, concerns, etc. to Academic Senate NO LATER than Tuesday, November 30. The final draft of the reports are prepared for the Office of Instruction by Friday, December 7.

- **Michelle Dowd**, English, LA - Spring 2023: Senators Fisher, Kern, and Ming
- Senator Kern explained Michelle's sabbatical proposal on a book that they have written and published, and are working on the public outreach to promote the book, as well as taking these items into consideration for their journalism courses.
- **Melissa DiLorenzo**, Psychology, SBS - Fall 2022 - Spring 2023: Vice President Cotton, Senators Boboye and Tang
- Senator Cotton explained Melissa's sabbatical proposal regarding the research of equity concerns that exist in Distance Education (DE). Working with IR to understand Chaffey specific climate needs and working towards making recommendations for the college in terms of equity within DE.
- **Motion for Approval** - Senator Cotton moved to approve the Fall 2022 - Spring 2023 Sabbatical leave applications for Michelle Dowd and Melissa DiLorenzo. Senator Tang seconded the motion. The motion was approved. 11.16.21, 23Y/0N/0A.

## 10. NEW BUSINESS

**10.1 Action item:** Using Canvas in FTF courses

- Senator Johnson shared the document created by Angela Cardinale's team in DE (see attachment). Senator Johnson explained the document's use of varied levels to use Canvas within a face-to-face classroom that are explained in the recommendations document.
- Senator Kern and Senator Osburn stated that the document uses words such as "essential" within the description of the document and asked if these word choices would mean that Canvas use is

required from faculty. Senator Johnson explained that no, the use of Canvas is not within the current contract and the requirement of Canvas use is not the directive of DE, but administration.

- Senator Osburn expressed having a common student support services page, similar to the Syllabus Checklist, that was the same across faculty where faculty could also add resources to. Senator Johnson explained that the Student Support Hub has been created with this idea in mind, exists outside of the Canvas course shell of the instructor, and does not require a login to access. Senator Peoples asked for clarification in regards to instructors required use of this template, which was reiterated by Senator Johnson that this is not a current plan of DE.
- Senator Jenkins expressed that the use of Canvas might be used in an evaluation given that students are used to using Canvas at the moment. Senator Johnson reiterated that the use of Canvas is not in the current iteration of the union contract and cannot be used as an evaluation requirement. Senator Witt expressed from their experience with their child in a K-12 classroom, that Canvas use is an expectation from the students.
- President Watkins expressed that this document does fall into the 10 + 2 list: #5 Standards or Policies regarding Student Preparation and Success. President Watkins
- Guest Polidano expressed that not every student is up to speed or used to Canvas at this time. Polidano wanted to acknowledge those students.
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to endorse the PDF created by the DE Team that provides guidance on how to use Canvas in your face-to-face courses at the instructor discretion. Senator Jacobson seconded the motion. The motion was approved. 11.16.21, 21Y/0N/2A.

## 10.2 Discussion Item: Attendance & Grading Policies for Hybrid Sections

- Hybrid “Best Practices” Workshops:
  - Leveraging Canvas for Face-to-Face Instruction, Tuesday, November 30, 11:00 a.m.
  - Hybrid Best Practices, Thursday, December 2, 12:30 p.m.
- Senator Cotton, Senator Johnson, Senator Peoples, and Guest Collins expressed the ratio for hybrid classes expressed in the contract and the contractual obligations need to be expressed to students more explicitly so they understand the obligations of a hybrid course.
- Senator Osburn answered the original question by explaining the assessment aspects that are required of in-person activity and content that encourage students to be present.
- Senator Holdiness asked for clarification if this request was for current experiences or for future semesters. Senator E. Martinez explained that the request is for both.
- Senator Jenkins, Encarnacion, and Harlow gave advice for handling participation suggesting a flipped classroom approach and a check-in assignment for students to meet with their instructor and assess their current standing in the class.

## 11. ANNOUNCEMENTS

### 11.1 Academic Senate for California Community Colleges (ASCCC) Information

- 11.1.1 **2021 Mentorship Handbook**: ASCCC recognizes that mentorship is a key component to the success of new faculty, both for those employed full-time or part-time, as well as for those seeking employment opportunities in the California community colleges. In response to two

resolutions from Spring 2016: Resolution Number 01.01 and Fall 2020: Resolution Number 01.02, this handbook was developed by the ASCCC Part-time Committee in 2021 to provide a written guide and repository of resources for the development of mentorship programs at California community colleges. While this handbook was initially developed in response to the aforementioned resolutions to provide mentor resources for part-time faculty, it became clear that these materials and practices could be used more broadly for all faculty seeking equity-minded professional growth and empowerment. The intent of this handbook is to provide tools and model practices for all faculty and local and district leaders in the creation of mentor programs as well as support to mentor and mentees in community college mentorship programs.

**11.1.2. [November 2021 Senate Rostrum](#)** is now available! Just click on the link. Articles include "What Is Hyflex, and Why Do I Keep Hearing About It?," "Getting to the Truth of It All: The Role and Impact of Critical Race Theory on Community Colleges," "She, They, He, Us: Transforming Campus Inclusivity Through the Use of Pronouns" and more! The November Rostrum articles are now available on the [ASCCC website](#). The Entire Publication can be viewed as a [PDF](#). Don't miss it!

**12. FLOOR ITEMS** (Reserved to raise concerns within the Academic Senate scope. Senate will hear your concerns/questions, but cannot respond. If requested, the concern can be included on a future agenda.)

- Senator Boboye shared the benefits of international education during “International Education Week” this week. Senator Boboye expressed the positive impact of being exposed to dynamic worldviews, ideas, and solutions that having multicultural experiences allow. The Multicultural Club will be hosting events throughout this week during Zoom events.

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

**The next Academic Senate meeting is scheduled for Tuesday, November 30, 2021.**

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**Lissa A. Napoli, Recording Secretary**

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**Elizabeth “Liz” Encarnacion, Secretary-Treasurer**



# 3 KEY WAYS TO LEVERAGE *Canvas* IN YOUR IN-PERSON INSTRUCTION

## 1 CENTRAL PLACE FOR BASIC COURSE INFORMATION

Students will continue to **expect** faculty to use Canvas for basic course information. Faculty are encouraged to create or import a welcoming home page with their contact information and to use Canvas for basic features.

*Advantage: Never a lost handout, lost assignment, or grade!*

Next Level



### ESSENTIAL CANVAS FEATURES TO USE:

Course Syllabus

Announcements

Course Resources/ Documents

Recording Grades/ Gradebook

[WATCH A VIDEO ON CANVAS ESSENTIALS](#)



Canvas **Discussions** can be ideal for certain students when it comes to difficult or provocative topics as it allows students time for thoughtful answers.

Ask students to use multimedia tools to view resources and complete and submit homework **prior to meeting in person**. This will assist students to prepare for deeper interaction with course content during your face-to-face meeting.



Attach Canvas **rubrics** to assignments or even award *digital badges*.

Experiment with a **flipped classroom** model! Engage with Canvas **integrations** that can help facilitate with different strategies.



## ASSESSMENT DESIGN AND SUPPORT

### 2



[LEVEL UP! WATCH A VIDEO ON CANVAS NEXT LEVEL](#)

Continue to consider ways in which to incorporate authentic assessment in your course(s) using Canvas.

### Essential

Consider saving in-person assessments for things that are sometimes more challenging to do online (i.e. presentations, skits).

Most of the same modifications to adapt for authenticity and academic integrity can be done via Canvas.



### Next Level

Alternative assessment can still be part of the course, and most can still be done digitally.

Continue to use Canvas rubrics to make feedback and expectations more transparent to students.



*Advantage: Students engage in meaningful activities to demonstrate their progress, skills, knowledge, and understanding.*

### 3

## DIRECT AND EMBEDDED STUDENT SUPPORTS

### STUDENT SUPPORTS

#### ESSENTIAL

#### Next Level

Student Support Hub via Canvas



Online Support Center via Web



Course Specific Tech Resources



Embedded Librarian



Metacognitive Activities



*Advantage: Students are empowered to access appropriate resources and services.*

Need assistance? Review our [Faculty Support Page](#) to know who is the ideal person to connect with!

Senators		Present	Approval of Agenda 11.16.21	Approval of 11.9.21 Minutes	Approval of Michelle Dowd's Sabbatical Leave Request	Approval of Melissa DiLorenzo's Sabbatical Leave Request	Endorsement of Canvas in FTF Courses as a best practice		
<i>Alternate Senators Italicized</i>									
<b>Representation</b>	<b>Name</b>								
President	Neil Watkins	y							
Vice President/President Elect	Sarah Cotton	y	y	y	y	y	y		
Secretary/Treasurer	Elizabeth "Liz" Encarnacion	y	y	y	y	y	y		
Curriculum Chair	Angela Burk-Herrick	y	y	y	y	y	y		
Business & Applied Technology	Tracy Kocher	y	y	a	y	y	y		
Business & Applied Technology	Bruce Osburn	y	y	y	y	y	y		
<i>*Business &amp; Applied Technology Alternate</i>	<i>William "Bill" O'Neil</i>								
Chino/Fontana	Daniel Bentum	y	y	y	y	y	y		
Chino/Fontana	Tara Johnson	y	y	y	y	y	y		
<i>*Chino/Fontana Alternate</i>	<i>Manar Hijaz</i>	y							
Health Sciences	Lisa Doget								
Health Sciences	Jayne Clark-Frize								
<i>*Health Sciences Alternate</i>	<i>Jordan Hung</i>								
Instructional Support	Christina Holdiness	y	y	y	y	y	y		
Instructional Support	Mary Jane Ross								
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	y	y	y	y	y	y		
Kinesiology, Nutrition, & Athletics	Jeff Harlow	y	y	y	y	y	y		
Kinesiology, Nutrition, & Athletics	Elaine Martinez	y	y	y	y	y	y		
<i>Kinesiology, Nutrition, &amp; Athletics Alternate</i>	<i>Candice Hines-Tinsley</i>	y							
Language Arts	Elizabeth "Liz" Encarnacion								
Language Arts	Steve Shelton	y	y	y	y	y	y		
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>								
Mathematics & Science	Mark Gutierrez	y	y	y	y	y	y		
Mathematics & Science	Elizabeth Cannis								
<i>Mathematics &amp; Science Alternate</i>	<i>Diana Cosand</i>	y	y	y	y	y	y		
Social & Behavioral Sciences	Dan Kern	y	y	y	y	y	a		
Social & Behavioral Sciences	Pak Tang	y	y	y	y	y	a		
<i>*Social &amp; Behavioral Sciences Alternate</i>	<i>Sergio Gomez</i>								
Student Services	Jackie Boboye	y	y	y	y	y	y		
Student Services	Michelle Martinez	y	y	a	y	y	y		
<i>*Student Services Alternate</i>	<i>Myra Andrade</i>								
Visual and Performing Arts	Erik Jacobson	y	y	y	y	y	y		
Visual and Performing Arts	Patrick Aranda								
<i>*Visual and Performing Arts Alternate</i>	<i>Leta Ming</i>								
Senator-At-Large	Robin Witt	y	y	y	y	y	y		
Senator-At-Large	Tamari Jenkins	y	y	a	y	y	y		
Senator-At-Large	Sarah Cotton								
Adjunct Senator-at-Large	Patty Peoples	y	y	y	y	y	y		
Adjunct Senator-at-Large	John Glass	y	y	y	y	y	y		
<i>*Adjunct Alternate Senator</i>	<i>Vacant</i>								
Classified Senate Liaison	Hope Eil								
RED indicates reported absence	PURPLE indicates reported tardy/leave early								
<b>Total Yes Votes</b>		<b>26</b>	<b>23</b>	<b>20</b>	<b>23</b>	<b>23</b>	<b>21</b>	<b>0</b>	<b>0</b>
<b>Total No Votes</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Abstentions</b>			<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>
- = Not available during meeting to vote									
<b>37 members total - up to 27 voting at any given time. The President is a non-voting member. Curriculum Chair now votes per 8.25.20 meeting.</b>									
President ONLY votes to break a tie.									
A quorum shall consist of two-thirds of the voting members of the Faculty Senate									
18 members are needed for QUORUM									
Present at this meeting = members, visitors									
<b>11.16.21 Academic Senate Meeting</b>									