

ACADEMIC SENATE MINUTES OCTOBER 18, 2022

Academic Senate Conference Room

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Rancho Campus, BEB Building, Room 204

Meeting ID: 917 2103 2344 Passcode: 2022

Neil Watkins	President	2021-2023	P
Nicole DeRose	Vice President/President-Elect	2022-2023	P
Elizabeth “Liz” Encarnacion	Secretary/Treasurer	2022-2023	A
Angela Burk – Herrick	Curriculum Chair	2021-2023	P
Bruce Osburn	Business & Applied Technology	2021-2023	P
Jay Scott	Business & Applied Technology	2022-2024	P
Tara Johnson	Chino/Fontana	2021-2023	P
Jinny Lee	Chino/Fontana	2022-2024	P
Jayne Clark-Frize	Health Sciences	2021-2023	P
Terzah DePonte	Health Sciences	2022-2024	A
Christina Holdiness	Instructional Support	2021-2023	P
Terezita Reyes Overduin	Instructional Support	2022-2024	P
Elaine Martinez	Kinesiology, Nutrition & Athletics	2021-2023	P
Candice Hines-Tinsley	Kinesiology, Nutrition & Athletics	2022-2024	P
Steve Shelton	Language Arts	2021-2023	P
Elizabeth “Liz” Encarnacion	Language Arts	2022-2024	A
Elizabeth Cannis	Mathematics & Science	2021-2023	P
Mark Gutierrez	Mathematics & Science	2022-2024	P
Pak Tang	Social & Behavioral Sciences	2021-2023	P
Dan Kern	Social & Behavioral Sciences	2022-2024	A
Michelle Martinez	Student Services	2021-2023	A
Jackie Boboye	Student Services	2022-2024	P
Leta Ming	Visual & Performing Arts	2021-2023	P
Sheila Malone	Visual & Performing Arts	2022-2024	P
Tamari Jenkins	Senator-At-Large	2020-2023	P
Sarah Chamberlain	Senator-At-Large	2021-2024	P
Norma Leon	Senator-At-Large	2022-2025	P
Shelly R. Jackson	Adjunct Senator-At-Large	2021-2023	P
Patty Peoples	Adjunct Senator-At-Large	2022-2024	A

Alternates

William “Bill” O’Neil	Business & Applied Technology	2021-2023	P
Manar Hijaz	Chino/Fontana	2021-2023	P
Jordan Hung	Health Sciences	2021-2023	A
Shelley Marcus	Instructional Support	2021-2023	P
Annette Henry	Kinesiology, Nutrition, & Athletics	2021-2023	P
Leona Fisher	Language Arts	2022-2024	A
Diana Cosand	Mathematics & Science	2021-2023	A
Hannah Lucas	Social & Behavioral Sciences	2022-2024	P
Myra Andrade	Student Services	2021-2023	A
Vacant	Student Services	2022-2024	
Nicole Farrand	Visual & Performing Arts	2021-2023	A
Vanessa Nunez	Adjunct Alternate Senator	2021-2023	P
Sarah Schmidt	Classified Senate Liaison	2021-2023	A

Guests:

Angela Cardinale, Coordinator, Distance Education
Hope Ell, Liaison, Classified Senate
Tina Kuo, Biology, M&S
Rhiannon Lares, Instructional Technologist
Lissa Napoli, Administrative Assistant, Academic Senate

1. P.E. (12:30 P.M.)**2. CALL TO ORDER (12:35 P.M.)****2.1 Land Acknowledgement**

With respect and honor for the lands where Chaffey College resides and the leaders who came before us, we would like to take a moment to acknowledge the Gabrieleño-Tongva (GABRIEL-EN-YO TONG-VAH) Peoples, the original stewards of these sacred and unceded homelands. The Tongva people's history, language(s), cultural traditions, and legacy continue to shape this region and we recognize their continuing presence in their homelands.

2.2 (Remote) Attendee Identification If on Zoom, please turn on the camera when voting.

3. PUBLIC COMMENT (Reserved for Guests only and limited to two minutes.)**4. APPROVAL OF AGENDA**

- October 18, 2022
- **Motion for Approval** - Senator Boboye moved to approve the 10.18.22 agenda. Senator Shelton seconded the motion. The motion was approved. 10.18.22, 24Y/0N/0A.

5. APPROVAL OF MINUTES

- October 11, 2022
- **Motion for Approval** - Senator Holdiness moved to approve the 10.11.22 minutes. Senator Jackson seconded the motion. The motion was approved. 10.18.22, 23Y/0N/1A.

6. CONSENT AGENDA**6.1 Faculty representatives that have been requested to serve on these selection/hiring committees:****6.1.1 (Classified), AAIL, Accounting, Fiscal and Auditing Services**

- Nicole DeRose, Biology, M&S

6.1.2 (Classified), Educational Services Generalist

- Myra Andrade, Counselor, EOPS, C&M

6.2 Faculty representatives that have been requested to serve on these campus committees:**6.2.1 LGBTQIA+ Advocates Committee**

- Sheila Malone, Theatre, VPA
- Louisa Villeneuve, Biology, M&S

- Jennifer Renteria, ADN, HS
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the Consent Agenda. Senator Jackson seconded the motion. The motion was approved. 10.18.22, 24Y/0N/0A.

7. REPORT

7.1 President

- [Black and Brown Minds & Mattering Conference](#) will be held on November 1, there are about 200 people registered for this event, if you haven't registered you can register using the [event page](#). This conference will also be available via Zoom. See email flyer for more information.
- No Senate meeting on November 1 so that Senators can attend the Black and Brown Minds & Mattering Conference
- CSU and UC apps due Nov. 30. Help students out by directing them to the Transfer Center, reviewing their personal insight questions, and helping students to get started early.
- Emoja has many great CSU and UC workshops for students, including today (10/18) at 3:00 PM.
- FAFSA and California Dream Act applications for 2023-2024 are open now. UC, Cal States, and private institutions are due (10/18) today.

7.2 Vice President/President-Elect

- Area D Meeting: This meeting was in preparation for the Plenary Session that will be held next month. The hybrid Fall Plenary will include all 9 general sessions, however, the break-out sessions are limited to in-person only.
- New name for the ZTC/ OER Task Force is now called the Burden Free Instructional Materials Taskforce.
- Chancellor Eloy Ortiz Oakley resigned in the Summer and so Daisy Gonzalez is serving as the interim Chancellor until a new search has been completed.
- Members of the Resolutions Committee said the resolutions packet will be out on Thursday, October 20. The new voting packet that will include all resolutions will be included in the Senate packet next week.
- If you have questions or concerns please contact Vice-President/Elect DeRose.

7.3 Secretary/Treasurer - Not in attendance

7.4 Curriculum - No report

7.5 Classified Senate Liaison, Hope Ell

- Holiday Luncheon canceled for this year.
- The See's Candy fundraiser will begin in November, you can order directly online.
- Other fundraising ideas include something on a smaller schedule to celebrate the holidays amongst classified employees. There will be an opportunity drawing.
- Some of the funding raised is used for events, students, and scholarships, including the backpack fundraiser, full of school supplies for students.
- Neil thanked the classified professionals for their daily work on campus prior to, during, and while the pandemic and asked Hope to share that information with Senate.

- Vice-President/President Elect DeRose suggested donating to the Chaffey College Classified Senate through a monthly payroll deduction for those who are interested in supporting the Classified Professional's efforts.

7.6 Committee Reports - None.

8. GUEST(S)/PRESENTATION(S) - Distance Education, Coordinator, Angela Cardinale and Instructional Technologist, Rhiannon Lares, will share information regarding changes in Canvas and the [Intelligent Learning Platform \(ILP\)](#). (1:00-1:30 PM)

- **Intelligent Learning Platform (ILP):** Synchronizes data between a student information system (SIS) and a learning management system (LMS) and how it will benefit faculty immediately in Canvas.
- **Enrollments:** With ILP, beginning Nov. 7, Faculty assignments are added two months before the beginning of the term. Students can not access course content until the faculty publishes the course.
- **Terms:** Currently terms are divided into tracks, however, now, the terms will no longer divide into different tracks. The term dates will reflect the term dates associated with the course. Ex: Spring 2023 will be shown as January 9 - May 18
- **Cross Listing:** is no longer available, violation of FERPA, and course grouping cross-listing.
- **Grading:** You will be submitting grades through Canvas. ILP allows for grades to be pushed from Canvas to Colleague immediately.
- Once grades are submitted, they are immediately available to students
- **Updates:**

Global Announcement in Canvas posted from Oct 4 to Oct 7

2nd Announcement: Upcoming! New Canvas integration for seamless course creation, enrollment, and grading.

Global Announcement in Canvas posted from Sep 20 to Sep 24

Upcoming! New Canvas integration for seamless course creation, enrollment, and grading.

- PowerPoint presentation will be included in the minutes. **

9. UNFINISHED BUSINESS

10. NEW BUSINESS

10.1 Action Item: Approval of Faculty Communication Guidelines

- The Senate discussed and agreed to add, "CraniumCafe" and the College's social media accounts, to the Faculty Communication Guidelines list.
- The revisions will be made to the document and brought back to the Senate at the next meeting scheduled for October 25 for approval.

Due to time constraints, the items listed below will be on the next agenda meeting scheduled for Tuesday, October 25, 2022.

10.2 Discussion Item: Tuition and Fee Waiver for all Gabrieleño-Tongva and American Indian students

11. ANNOUNCEMENTS

11.1 Chaffey College Academic Senate

11.1.1 Academic Senate - Hiring Committees - Interest List - 2022-2023- If you are possibly interested in serving on a hiring committee this year, please complete this brief survey:
[Academic Senate - Hiring Committees - Interest List - 2022-2023](#)

Completing this survey does not ensure that you will be selected to serve, nor does this list replace the usual selection of interested faculty by area deans.

11.2 Academic Senate for California Community Colleges (ASCCC) Information

11.2.1 Check out Academic Senate for California Community Colleges webpage for other great webinars/events at asccc.org

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

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

The next Academic Senate meeting is scheduled for Tuesday, October 25, 2022.

Lissa A. Napoli, Recording Secretary

Elizabeth “Liz” Encarnacion, Secretary

Overview of Important Changes

ILP and Canvas

What is ILP?

The Intelligent Learning Platform (ILP) synchronizes data between a student information system (SIS) and a learning management system (LMS).

What will Change

- Updates to Canvas enrollments and courses will happen within seconds rather than hours.
- Official grades will be submitted directly in Canvas

Enrollments

Current Practice

Student enrollments are added two weeks before the start of the term

Faculty assignments are added two months before the beginning of the term

With ILP

Course enrollments for faculty and students will begin with the start of registration. For example, Spring 2023 registration begins on November 7th.

What this means

Once faculty are assigned or removed from Colleague, they will immediately reflect in Canvas. Students can view their enrollment in Canvas once they register.

What does not change

Students can not access course content until the faculty publishes the course. The faculty maintains control in publishing the course based on terms dates.

Canvas Tips

[How do I change the start and end dates for a course?](#)

Terms

Current Practice

- Terms are divided into tracks
 - 2022 Fall
 - 2022 Fall Fast Track 1
 - 2022 Fall Fast Track 2
 - 2022 Fall 14 Week

With ILP

- The terms will no longer divide into different tracks
 - Spring 2023

What this means

- The term dates will reflect the term dates associated with the course.
 - Ex: Spring 2023
 - January 9 - May 18

What does not change

- Students only gain access to course content once the course is published
- Faculty remain in control of setting course dates

Canvas Tips

- Nickname a course to reflect the course term visually.
 - [Create Nickname](#)
- Faculty can update course term dates.
 - [How do I change the start and end dates for a course?](#)

Crosslisting

Current Practice

- The course grouping/cross-listing option is only available for sections that are the same course, have the same start/end dates, and are the same modality

With ILP

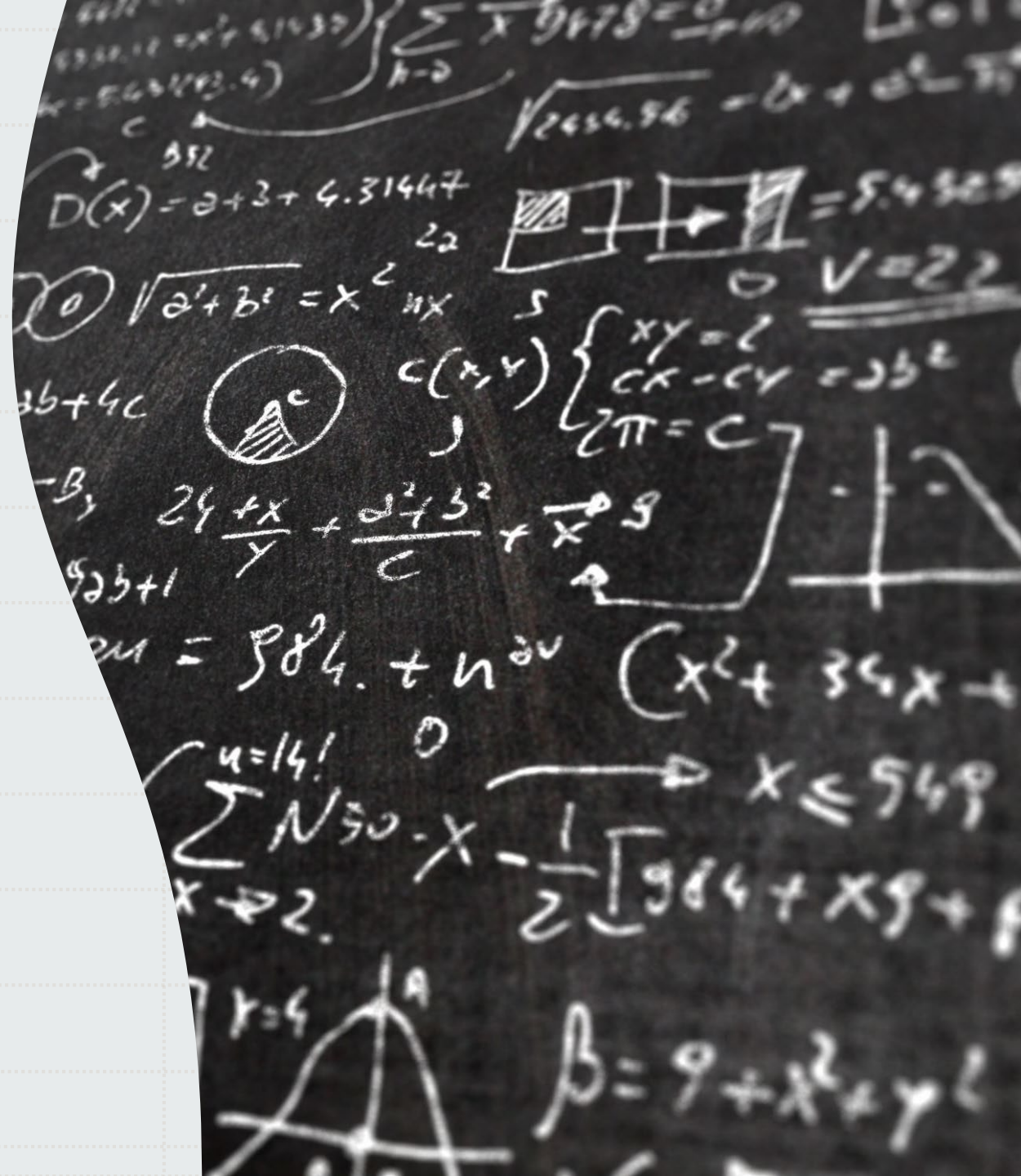
- ILP allows for cross-listing but only those courses marked as cross-listed in Colleague

What this means

- Course grouping/cross-listing is no longer available by request
- Those cross-listed in our informational system will be automatically cross-listed

What does not change

- This will not change most instructors' current view of their Canvas shells
- Those courses that are cross-listed will see the names of all their courses cross-listed courses in the title and course card. For example, the name of the cross-listed courses will show ART-18-27711.2022/FA, ART-35-27714.2022/FA



Grading

Current Practice

- Final grades are submitted in self-service.
- ITS runs a process overnight to post grades entered into the student's transcript

With ILP

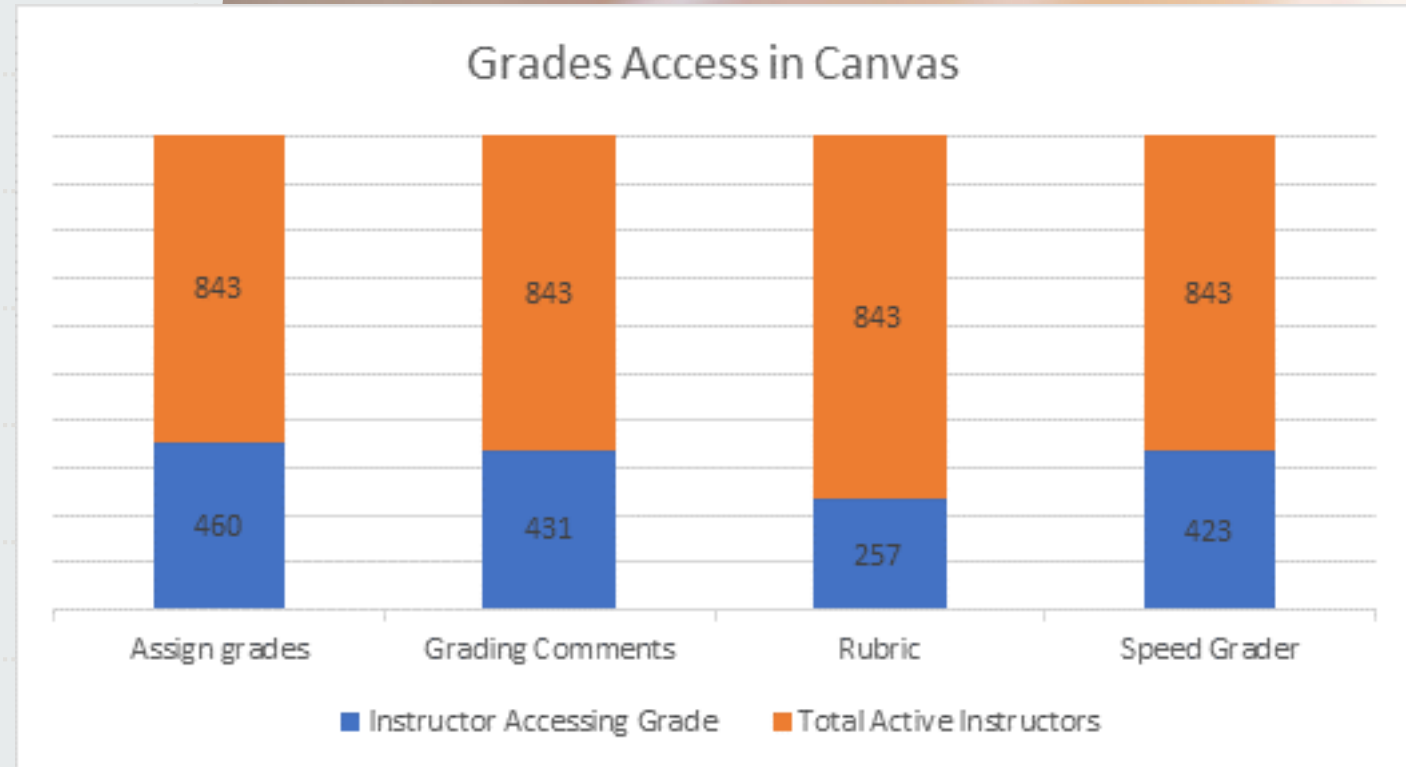
- ILP allows for grades to be pushed from Canvas to Colleague immediately

What this means

- Grades from the grade book are submitted by faculty without leaving Canvas
- Once grades are submitted, they are immediately available to students

Canvas Tips

- [How do I use the Gradebook in Canvas?](#)



Communication/Support

- Biweekly global announcements to faculty in Canvas
- Leveraging DE Coaches
- Grading workshops (see DE Calendar)
- Visits here and Academic Senate

Questions





Faculty Communication Guidelines

As we enter post-pandemic conditions and enter a new sense of normalcy within the Chaffey community, the Academic Senate would like to provide guidance for faculty regarding the district approved modes of communication.

During the pandemic, faculty shifted modes of communication to solely online options. Many faculty used any and all modes of communicating in an attempt to foster connection with students. Faculty may have implemented the use of their personal email, phone numbers, and social media in order to communicate with students. There have been instances where non-professional communication blurred the lines between student and faculty roles.

District approved modes of communication:

- Chaffey email
- Chaffey voicemail
- Canvas Inbox
- Canvas Extensions (e.g. Pronto, Chat, etc.)
- Chaffey Zoom account
- in-person communication

It is in each instructor's best interest to maintain a heightened level of awareness and professionalism when interacting with students. This will encourage a sense of personal security as well as developing student security. This also puts both the student and the faculty at reduced risk of possible misunderstandings leading to legal complications.

The Academic Senate encourages the use of Canvas extensions that can provide an interactive and collaborative environment for students to communicate and connect. Please reach out to the DE Coach in your area for more information.

		Present	Approval of Agenda 10.18.22	Approval of 10.11.22 Minutes	Approval of the Consent Agenda 10.18.22	Approval of Faculty Communication Guidelines				
<i>Alternate Senators Italicized</i>										
Representation	Name									
President	Neil Watkins	Y								
Vice President/President Elect	Nicole DeRose	Y	Y	Y	Y					
Secretary/Treasurer	Elizabeth "Liz" Encarnacion									
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y	Y					
Business & Applied Technology	Bruce Osburn	Y	-	-	-					
Business & Applied Technology	Jay Scott	Y	Y	Y	Y					
<i>*Business & Applied Technology Alternate</i>	<i>William "Bill" O'Neil</i>	Y	Y	Y	Y					
Chino/Fontana	Tara Johnson	Y	Y	Y	Y					
Chino/Fontana	Jinny Lee	Y	Y	Y	Y					
<i>*Chino/Fontana Alternate</i>	<i>Manar Hijaz</i>	Y								
Health Sciences	Jayne Clark-Frize	Y	Y	Y	Y					
Health Sciences	Terzah DePonte									
<i>*Health Sciences Alternate</i>	<i>Jordan Hung</i>									
Instructional Support	Christina Holdiness	Y	Y	Y	Y					
Instructional Support	Terezita Overduin	Y	Y	Y	Y					
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	Y								
Kinesiology, Nutrition, & Athletics	Elaine Martinez	Y	Y	Y	Y					
Kinesiology, Nutrition, & Athletics	Candice Hines-Tinsley	Y	Y	Y	Y					
<i>Kinesiology, Nutrition, & Athletics Alternate</i>	<i>Annette Henry</i>	Y								
Language Arts	Steve Shelton	Y	Y	Y	Y					
Language Arts	Elizabeth Encarnacion									
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>									
Mathematics & Science	Elizabeth Cannis	Y	Y	Y	Y					
Mathematics & Science	Mark Gutierrez	Y	Y	A	Y					
<i>Mathematics & Science Alternate</i>	<i>Diana Cosand</i>									
Social & Behavioral Sciences	Pak Tang	Y	Y	Y	Y					
Social & Behavioral Sciences	Dan Kern									
<i>*Social & Behavioral Sciences Alternate</i>	<i>Hannah Lucas</i>	Y	Y	Y	Y					
Student Services	Michelle Martinez									
Student Services	Jackie Boboye	Y	Y	Y	Y					
<i>* Student Services Alternate</i>	<i>Myra Andrade</i>									
<i>* Student Services Alternate</i>	<i>Vacant</i>									
Visual and Performing Arts	Leta Ming	Y	Y	Y	Y					
Visual and Performing Arts	Sheila Malone	Y	Y	Y	Y					
<i>*Visual and Performing Arts Alternate</i>	<i>Nicole Farrand</i>									
Senator-At-Large	Tamari Jenkins	Y	Y	Y	Y					
Senator-At-Large	Sarah Chamberlain	Y	Y	Y	Y					
Senator-At-Large	Norma Leon	Y	Y	Y	Y					
Adjunct Senator-at-Large	Shelly R. Jackson	Y	Y	Y	Y					
Adjunct Senator-at-Large	Patty Peoples									
<i>*Adjunct Alternate Senator</i>	<i>Vanessa Nunez</i>	Y	Y	Y	Y					
Classified Senate Liaison	Sarah Schmidt									
RED indicates reported absence	PURPLE indicates reported tardy/leave early									
Total Yes Votes		29	24	23	24	0	0	0	0	0
Total No Votes		0	0	0	0	0	0	0	0	0
Total Abstentions		0	1	0	0	0	0	0	0	0
- = Not available during meeting to vote										
38 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.										
President ONLY votes to break a tie.										
A quorum shall consist of two-thirds of the voting members of the Academic Senate										
18 members are needed for QUORUM										
34 Present at this meeting = 29 members, 5 visitors										
10.18.22 Academic Senate Meeting										