

ACADEMIC SENATE MINUTES

SEPTEMBER 5, 2023

Nicole DeRose	President	2023-2025	P
Elizabeth “Liz” Encarnacion	Vice President	2023-2024	P
Robin Witt	Secretary/Treasurer	2023-2024	P
Angela Burk – Herrick	Curriculum Chair	2023-2025	P
Bruce Osburn	Business & Applied Technology	2023-2025	A
Jay Scott	Business & Applied Technology	2022-2024	P
Robert Nazar	Chino Campus	2023-2025	P
Jinny Lee	Chino Campus	2022-2024	P
Anthony Guaracha	Fontana Campus	2023-2025	P
Vacant	Fontana Campus	2022-2024	
Omar Estrada	Health Sciences	2023-2025	P
Terzah DePonte	Health Sciences	2022-2024	A
Tara Johnson	HFIC	2023-2025	P
Vacant	HFIC	2023-2025	
Christina Holdiness	Instructional Support	2023-2025	P
Terezita Reyes Overduin	Instructional Support	2022-2024	P
Annette Henry	Kinesiology, Nutrition & Athletics	2023-2025	P
Candice Hines-Tinsley	Kinesiology, Nutrition & Athletics	2022-2024	A
Phatana Ith	Language Arts	2023-2025	P
Elizabeth “Liz” Encarnacion	Language Arts	2022-2024	P
Robin Witt	Mathematics & Science	2023-2025	P
Mark Gutierrez	Mathematics & Science	2022-2024	P
Patricia Gomez	Social & Behavioral Sciences	2023-2025	P
Vacant	Social & Behavioral Sciences	2022-2024	
Michelle Martinez	Student Services	2023-2025	A
Jackie Boboye	Student Services	2022-2024	A
Leta Ming	Visual & Performing Arts	2023-2025	P
Sheila Malone	Visual & Performing Arts	2022-2024	A
Tamari Jenkins	Senator-At-Large	2023-2026	P
Norma Leon	Senator-At-Large	2022-2025	A
Sarah Chamberlain	Senator-At-Large	2021-2024	P
Tina Kuo	Adjunct Senator-At-Large	2023-2025	P
Shelly R. Jackson	Adjunct Senator-At-Large	2022-2024	P
Alternates			
Vacant	Business & Applied Technology	2023-2025	
Manar Hijaz	Chino Campus	2023-2025	P
Greg Creel	Fontana Campus	2023-2025	A
Lisa Doget	Health Sciences	2023-2025	P
Vacant	HFIC	2022-2024	
Shelley Marcus	Instructional Support	2023-2025	P
Robert Hadaway	Kinesiology, Nutrition, & Athletics	2023-2025	A
Leona Fisher	Language Arts	2022-2024	P
Diana Cosand	Mathematics & Science	2023-2025	A
Vacant	Social & Behavioral Sciences	2022-2024	
Fabiola Espitia	Student Services	2023-2025	A
Susanna Galvez	Student Services	2022-2024	P
Vacant	Visual & Performing Arts	2023-2025	
Vacant	Adjunct Alternate Senator	2023-2025	
Sarah Schmidt	Classified Senate Liaison	2023-2025	A

Guests:

Misty Burruel - Interim Associate Superintendent of Instruction and Institutional Effectiveness
Alisha Rosas - Associate Superintendent, Student Services and Strategic Communications
Louisa Villeneuve - Biology, STEM ACC

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 Attendee Identification (Chino and Fontana Senators, cameras must be on and turn off all virtual backgrounds.)**3. PUBLIC COMMENT** (Reserved for Guests only and limited to two minutes.)**4. ADOPTION OF AGENDA**

- September 5, 2023
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to adopt the agenda for 9.5.23. Senator Gomez seconded the motion. The motion was approved. 9.5.23, 22Y/0N/0A.

5. APPROVAL OF MINUTES

- August 29, 2023
- **Motion for Approval** - Senator Holdiness moved to approve the 8.29.23 amended minutes. Senator Jackson seconded the motion. The motion was approved. 9.5.23, 20Y/0N/2A.

6. CONSENT AGENDA**6.1 Faculty representatives that have been requested to serve on these campus committees:****6.1.1 Evaluation Forms Committee**

Jackie Boboye, Counseling

Angela Cardinale, ACD

- **Motion for Approval** - Senator Holdiness moved to approve the 9.5.23. Senator Jenkins seconded the motion. The motion was approved. 9.5.23, 22Y/0N/0A

7. REPORT**7.1 President**

- The Accreditation Core Inquiries Report was successfully submitted on time (it was due August 30).
- The Accreditation Peer Review Team will visit on September 18-19.

7.2 Vice President

- Will be contacting senators who have missed Academic Senate meetings regarding attendance policy in Agenda item 10.2 below.

7.3 Secretary/Treasurer

- No Report

7.4 Curriculum

- No Report

7.5 Classified Senate Liaison, Sarah Schmidt

- The next Classified Senate meeting will be Friday, Sept. 8 at 9 am in BEB-204.

8. GUEST(S)/PRESENTATION(S) *15 minutes max - None.

9. UNFINISHED BUSINESS *10 minutes max - None.

10. NEW BUSINESS *10 minutes max per item

10.1 First Read/ Discussion Item: Senate Representation Structure: School, Units, ACCs - see attachment titled "Mgmt. Functions List Comparison"

Senator Encarnacion moved to discuss, Senator Holdiness seconded the motion.

Senator Doget mentioned that certain groups were moved during the transition to ACC's that have different needs but were combined under ACC's. Senator Doget stated that different representations of these groups should remain separate for groups such as Academic Senate and Curriculum. Curriculum Chair Burk-Herrick gave the example that math and science is similar to the example of Senator Doget's concerns and gave the idea of "coordinator clusters" as a way to organize the new representation.

Senator Johnson mentioned that HFIC is not on the chart created for Academic Senate but the departments are divided between BTH and ACD. Senator Henry mentioned the question on equitable representation for smaller programs in much larger schools and larger representation, specifically mentioning the aspect of voices being heard during voting procedures. Senator Henry also mentioned concerns about Athletics not being represented even though there are courses being offered in athletics and team classes.

Senator Chamberlain asked if the administration has communicated that the areas listed as "not an ACC" are going to be classified under the new ACC platform. Senator Chamberlain agrees with the idea for a representation model. Senator Encarnacion emphasized that "representation" should be based on the number of programs/departments within an ACC and not "getting into the weeds" of how many full-time and part-time faculty are within each area. Senator Doget seconded these statements and expressed concern for

representation in smaller departments.

Senator Holdiness suggested considering how many programs are under one senator's representation.

10.2 First Read/Discussion Item: Attendance/Membership see attachment titled "Representation"

Vice President Encarnacion moved to discuss. Senator Holdiness seconded the motion.

Vice President Encarnacion suggests checking in with senators who have not attended this semester. Senator Chamberlain suggested to remind absent senators of their professional courtesy to attend. President DeRose suggests that senators who have not attended this semester to "step up or step back." This contact is to remind absent senators of meeting times and if there is a conflict that they resign to allow another faculty to join Senate. Also, if you need to be absent, please reach out to your Alternate Senator.

10.3 Action Item: Sabbatical Leave Subcommittee Assignments. Call for senators to volunteer to read sabbatical reports. It is recommended that reader workgroups communicate with one another to assign a point person who will be contacting the individual being reviewed and gathering report materials to maintain consistency.

Readers are required to immediately contact the writer, coordinate discussion amongst themselves, and bring recommendations, concerns, etc. to the Academic Senate NO LATER than October 3. The final voting date is Tuesday, October 3, and the final draft of the reports is due to the Office of Instruction by Friday, October 6. Reports will be sent to readers by 9/12.

- Michelle Dowd, English, ACD: Senators Fisher, Ming, and Doget
- Melissa DiLorenzo, Psychology, PCS: Senators Jenkins, Chamberlain, and Holdiness
- **Motion for Approval** - Senator Doget moved to approve the sabbatical committees. Senator Jackson seconded the motion. The motion was approved. 9.5.23, 23Y/0N/0A.

10.4 First Read/Discussion Item: Development of Academic Senate Goals - Come prepared with ideas to introduce to discussion AND which of the 10+2 the idea aligns with.

Senator Holdiness moved to open discussion. Curriculum Chair Burk-Herrick seconded the motion.

Senator Overduin stated that generative AI tools such as ChatGPT are an essential topic for faculty and the educational landscape as a whole. It represents a transformative force that can both enhance and challenge traditional teaching methods. Engaging students in conversations about the use of AI, including ChatGPT, in education is crucial for success in their future academic and professional careers. Faculty are responsible for empowering students with a deeper understanding of the technology that will inevitably shape their academic experiences and future careers. Discussing AI fosters critical thinking, encouraging students to question the benefits, limitations, and ethical implications of AI in education. Ultimately, we are preparing students to responsibly navigate the AI-driven world they will encounter beyond academia. Senator Overduin proposes that the Academic Senate support faculty with resources to more thoroughly understand AI, respond to its impacts on their teaching, and engage with students on the best use of these tools in their disciplines.

Possible activities include:

- Encourage faculty to talk to their students about the use of AI
- Encourage faculty to learn about the impact of AI
- Create a best practices document for faculty on the uses of AI for their teaching
- Create a guide for students on the best use of AI
- Support the exploration of the impact of AI for individual disciplines/departments
- Support the creation of department standards for the best use of AI in their teaching/learning environments for both faculty and students

Aligns with 10+2 standards:

- (#4) Educational Program Development
- (#5) Standards or Policies regarding Student Preparation and Success
- (#8) Policies for faculty professional development activities

Senator Chamberlain suggested monitoring and working to prevent silos across the campus through open communication. Senator Galvez suggested a need for ways to collaborate and have effective dialogue to promote diversity and inclusion. Senator Chamberlain suggested a need for a feedback loop with committees that don't have direct connection with 10+2. For example the sign committee. How can we support them? President De Rose said the College Planning Council could be used in this way. It needs to be made clear college-wide since not all committees are reported to the Academic Senate. Curriculum Chair Burk-Herrick recommends a "clean-up" of 10+2 committees and a need for regular committee reports. Senator Henry remarked that the Measure P Committee seemed to have changed after the pandemic. It is not clear if faculty voices are still on this committee. Vice President Encarnacion remarked that it is not clear which committees are open to membership and which are closed to membership.

11. FLOOR ITEMS *10 minutes max (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.)

12. ANNOUNCEMENTS

12.1 Chaffey College Academic Senate

12.1.1 *New Hire Welcome Reception*, Wednesday, September 20, 2023, AD-151, in collaboration with Classified Senate, Academic Senate celebrates all new classified professionals, faculty, and managers. Stop by and meet all the new Chaffey employees.

12.2 Chaffey College Campus

12.2.1 [Start it Up](#), Calling all entrepreneurs: Are you looking to start or grow a business?

12.2.2 [Solve Community Challenges](#), Do you know of a problem worth solving in your community?

12.2.3 [Faculty Self-service](#) option to drop students you suspect are Fraudulent.

12.3 Academic Senate for California Community Colleges (ASCCC) Information

12.3.1 [2023 Fall Plenary Session](#), Thursday, November 16 through Saturday, November 18. Westin South Coast Plaza. The 2023 Fall Plenary will be a hybrid event with an in-person option (\$550) and a virtual-only option (\$385). Registration In-Person Deadline: November 3, 2023 at 10AM. Registration Virtual-Only Deadline: November 8, 2023 at 5:00 PM. Click on the link for more information.

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

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

The Next Academic Senate is Scheduled for Tuesday, September 12, 2023

Lissa A. Napoli, Recording Secretary

Robin Witt, Treasurer / Secretary

Academic Senate School/Unit (Current)	2022-2023 Management Functions List	ACC & Areas	2023-2024 Management Functions List
Schools	Disciplines/Programs/Certificates		Disciplines/Programs/Certificates
Business & Applied Technology (BAT)	<p>Accounting and Financial Services</p> <p>Automotive Technology</p> <p>Aviation Maintenance Technology</p> <p>Business</p> <p>Business Legal Studies</p> <p>Business Management</p> <p>Business Marketing</p> <p>Business and Office Technologies</p> <p>Computer Information Systems and Sub-Disciplines</p> <p>Computer Science</p> <p>Criminal Justice</p> <p>Emergency Medical Technician</p> <p>Facilities Management</p> <p>Fire Technology</p> <p>Heating, Ventilation, and Air Conditioning</p> <p>Industrial Electrical Technology</p> <p>Industrial Maintenance</p> <p>Legal Studies</p> <p>Logistics</p> <p>Real Estate</p> <p>Welding</p>	Business, Technology, and Hospitality (BTH)	<p>Accounting</p> <p>Accounting and Financial Planning</p> <p>Business</p> <p>Business Legal Studies</p> <p>Business Management</p> <p>Business Marketing</p> <p>Business Technologies</p> <p>Computer Information Systems and Sub-Disciplines</p> <p>Computer Science</p> <p>Drafting</p> <p>Real Estate</p> <p>Arts Management (?)</p>
		Manufacturing, Industrial Design, & Transportation (MIT)	<p>Engineering Technology</p> <p>Heating, Ventilation, and Air Conditioning</p> <p>Industrial Electrical Technology</p> <p>Industrial Electrical Technology:</p> <p>Electromechanical Technology</p> <p>Industrial Electrical Technology: Mechatronics</p> <p>Welding</p>
Health Sciences (HS)	<p>Dental Assisting</p> <p>Gerontology</p> <p>Nursing Assistant and Home Health Aide</p> <p>Nursing: Acute Care Technician</p> <p>Nursing: Associate Degree Nursing (ADN)</p> <p>Nursing: Vocational Nursing (VN)</p> <p>Physical Therapy Assistant</p> <p>Radiologic Technology</p>	Health & Wellness (HW)	<p>Computed Tomography</p> <p>Dental Assisting</p> <p>Gerontology</p> <p>Health Science</p> <p>Kinesiology</p> <p>Nursing Assistant and Home Health Aide</p> <p>Nursing: Associate Degree Nursing (ADN)</p> <p>Nursing: Vocational Nursing (VN)</p> <p>Nutrition and Food</p> <p>Physical Therapy Assistant</p> <p>Phlebotomy Technician</p> <p>Public Health</p> <p>Radiologic Technology</p>
Kinesiology, Nutrition & Athletics (KNA)	<p>Kinesiology</p> <p>Nutrition and Food</p> <p>Athletics</p>		

Language Arts (LA)	<p>American Sign Language Arabic Chinese Communication Studies English English-as-a-Second Language French Journalism/Student Newspaper Spanish</p>		Arts, Communication & Design (ACD)	<p>American Sign Language Arabic Art Art History Broadcasting Chinese Cinema Communication Studies</p>
Visual & Performing Arts (VPA)	<p>Art Art History Broadcasting Cinema Dance Music Photography Theatre Arts</p>			<p>Digital Media English English-as-a-Second Language French Journalism/Student Newspaper Music Photography Spanish Theatre Arts</p>
Mathematics & Science (M&S)	<p>Astronomy Biology Chemistry Drafting Earth Science Engineering Engineering Technology Geography Geology & Mathematics Physical Science Physics Statistics</p>		Science, Technology, Engineering, and Math (STEM)	<p>Astronomy Biology Chemistry Earth Science Engineering Geography Geology Mathematics Physical Science Physics Statistics</p>
Social & Behavioral Sciences (SBS)	<p>Anthropology Child Development and Education Child Development Center Economics Education History Homeland National Security Humanities Philosophy Political Science Psychology Social Science Sociology</p>		Public Service, Culture, and Safety (PCS)	<p>Anthropology Child Development and Education Criminal Justice Economics Education Emergency Medical Technician Ethnics Studies Fire Technology History Homeland National Security Humanities Philosophy Political Science Psychology Social Science Sociology</p>

Hospitality, Fashion, Interior Design, and Culinary (HFIC)	Culinary Arts Fashion Design and Merchandising Hospitality Management Interior Design		What is it? Not an ACC.	Culinary Arts Fashion Design and Merchandising Hospitality Management Interior Design
Student Services (SS)	General Counseling Guidance Guiding Panthers to Success (GPS) Centers Specialized Counseling Support		Academic and Career Counseling What is it? Not an ACC	Counseling General Counseling Guidance Guiding Panthers to Success (GPS) Centers Opening Doors to Excellence Student Success and Support Programs Specialized Counseling Support
			Student Services Director Timi Brown Not an ACC	Athletics
Instructional Support (IS)	Faculty Success Center Library/Cybraries Success Centers Supplemental Instruction/PALS		Instructional Support What is it? Not an ACC.	Faculty Success Center Library/Cybraries Success Centers Supplemental Instruction/PALS
Units			Unit/Campus	
Chino Campus			Chino	
Fontana Campus			Fontana	

Representation

Article IV

Section 1

The Academic Senate as authorized in Title 5, section 53201 and 53202*2 shall be composed of two elected representatives, each with staggered two-year terms, from each school and unit, three elected members-at-large for three-year terms, two members-at-large representing the adjunct faculty for two-year terms, the President for a two-year term plus one preceding year as President-Elect for a total of three years, and the Chair of the Curriculum Committee for a two-year term.

Attendance

Article IV

Section 5

- a. The Senate shall meet once a week during the academic year, or as needed. Meeting times are from 12:30 until 1:55 p.m. on Tuesdays. Senate members upon election should adjust their schedules in advance to meet these timelines.

Bylaws

Unit Senator

Duties and Responsibilities

1. Shall represent the interests and concerns of their unit through regular attendance and participation at the Academic Senate meetings.

		Present	Adoption of Agenda 9.5.23	Approval of 8.22.23 Minutes	Approval of Consent Agenda 9.5.23	Approve the sabbatical committees
<i>Alternate Senators Italicized</i>						
Representation	Name					
President	Nicole DeRose	Y				
Vice President	Elizabeth "Liz" Encarnacion	Y	Y	Y	Y	Y
Secretary/Treasurer	Robin Witt	Y	Y	Y	Y	Y
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y	Y	Y
Business & Applied Technology	Bruce Osburn					
Business & Applied Technology	Jay Scott	Y	Y	A	Y	Y
<i>Business & Applied Technology Alternate</i>	<i>Vacant</i>					
Chino Campus	Robert Nazar	Y	Y	Y	Y	Y
Chino Campus	Jinny Lee	Y	Y	Y	Y	Y
<i>Chino Campus Alternate</i>	<i>Manar Hijaz</i>	Y				
Fontana Campus	Anthony "Tony" Guaracha	Y	Y	Y	Y	Y
Fontana Campus	Vacant					
<i>Fontana Campus Alternate</i>	<i>Greg Creel</i>		Y	Y	Y	Y
Health Sciences	Omar Estrada	Y	Y	Y	Y	Y
Health Sciences	Terzah DePonte		Y	Y	Y	Y
<i>*Health Sciences Alternate</i>	<i>Lisa Doget</i>	Y				
HFIC	Tara Johnson	Y	Y	Y	Y	Y
HFIC	Vacant					
HFIC Alternate	Vacant					
Instructional Support	Christina Holdiness	Y	Y	Y	Y	Y
Instructional Support	Terezita Overduin	Y	Y	Y	Y	Y
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	Y				
Kinesiology, Nutrition, & Athletics	Annette Henry	Y	Y	Y	Y	Y
Kinesiology, Nutrition, & Athletics	Candice Hines-Tinsley					
<i>Kinesiology, Nutrition, & Athletics Alternate</i>	<i>Robert Hadaway</i>					
Language Arts	Phatana Ith					
Language Arts	Elizabeth Encarnacion					
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>	Y	Y	A	Y	Y
Mathematics & Science	Robin Witt					
Mathematics & Science	Mark Gutierrez	Y	Y	Y	Y	Y
<i>Mathematics & Science Alternate</i>	<i>Diana Cosand</i>					
Social & Behavioral Sciences	Patricia Gomez	Y	Y	Y	Y	Y
Social & Behavioral Sciences	Vacant					
<i>*Social & Behavioral Sciences Alternate</i>	<i>Vacant</i>					
Student Services	Michelle Martinez					
Student Services	Jackie Boboye					
<i>* Student Services Alternate</i>	<i>Fabiola Espitia</i>					
<i>* Student Services Alternate</i>	<i>Susanna Galvez</i>	Y	Y	Y	Y	Y
Visual and Performing Arts	Leta Ming	Y				Y
Visual and Performing Arts	Sheila Malone					
<i>*Visual and Performing Arts Alternate</i>	<i>Vacant</i>					
Senator-At-Large	Tamari Jenkins	Y	Y	Y	Y	Y
Senator-At-Large	Norma Leon					
Senator-At-Large	Sarah Chamberlain	Y	Y	Y	Y	Y
Adjunct Senator-at-Large	Tina Kuo	Y	Y	Y	Y	Y
Adjunct Senator-at-Large	Shelly R. Jackson	Y	Y	Y	Y	Y
<i>*Adjunct Alternate Senator</i>	<i>Vacant</i>					
Classified Senate Liaison	Sarah Schmidt	Y				
RED indicates reported absence		PURPLE indicates reported tardy/leave early				
Total Yes Votes		26	22	20	22	23
Total No Votes			0	0	0	0
Total Abstentions			0	2	0	0
- = Not available during meeting to vote						
37 members total - up to 29 voting at any given time. The President is a non-voting member, but counts as quorum. Curriculum Chair now votes						
President ONLY votes to break a tie.						
A quorum shall consist of two-thirds of the voting members of the Academic Senate						
19 members are needed for QUORUM						
Present at this meeting = members, visitors						
9.5.23 Academic Senate Meeting						