Chaffey College
Academic Senate

ACADEMIC SENATE MINUTES
FEBRUARY 7, 2023
RANCHO CAMPUS, ACADEMIC SENATE CONFERENCE ROOM, BEB-204
CHINO CAMPUS, CONFERENCE ROOM, CHMB 102
CHINO CAMPUS, OFFICE, CHMB 145A & 240D
CHINO INFORMATION TECHNOLOGY CENTER, CHTC 311
FONTANA CAMPUS, OFFICE, FNAC 100A & FNLC 126

Neil Watkins	President	2021-2023	P
Nicole DeRose	Vice President/President-Elect	2022-2023	P
Elizabeth "Liz" Encarnacion	Secretary/Treasurer	2022-2023	P
Angela Burk – Herrick	Curriculum Chair	2021-2023	P
Bruce Osburn	Business & Applied Technology	2021-2023	A
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	P
Christina Holdiness	Instructional Support	2021-2023	P
Terezita Reyes Overduin	Instructional Support	2022-2024	A
Elaine Martinez	Kinesiology, Nutrition & Athletics	2021-2023	A
Candice Hines-Tinsley	Kinesiology, Nutrition & Athletics	2022-2024	A
Steve Shelton	Language Arts	2021-2023	P
Elizabeth "Liz" Encarnacion	Language Arts	2022-2024	P
Elizabeth Cannis	Mathematics & Science	2021-2023	P
Mark Gutierrez	Mathematics & Science	2022-2024	P
Pak Tang	Social & Behavioral Sciences	2021-2023	P
Vacant	Social & Behavioral Sciences	2022-2024	
Michelle Martinez	Student Services	2021-2023	P
Jackie Boboye	Student Services	2022-2024	A
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	A
Norma Leon	Senator-At-Large	2022-2025	P
Shelly R. Jackson	Adjunct Senator-At-Large	2021-2023	P
Vacant	Adjunct Senator-At-Large	2022-2024	
Alternates			
William "Bill" O'Neil	Business & Applied Technology	2021-2023	A
Manar Hijaz	Chino/Fontana	2021-2023	A
Jordan Hung	Health Sciences	2021-2023	A
Shelley Marcus	Instructional Support	2021-2023	P
Annette Henry	Kinesiology, Nutrition, & Athletics	2021-2023	A
Leona Fisher	Language Arts	2022-2024	A
Diana Cosand	Mathematics & Science	2021-2023	A
Vacant	Social & Behavioral Sciences	2022-2024	
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	A
Sarah Schmidt	Classified Senate Liaison	2021-2023	A

Guests:
Tina Kuo, Biology, M&S
Lissa Napoli, Administrative Assistant, Academic Senate
Kirk Collins, Coordinator, Counseling, C&M

1. P.E. (12:30 P.M.)

2. CALL TO ORDER (12:37 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. APPROVAL OF AGENDA

- February 7, 2023
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the 2.7.23 agenda. Senator Leon seconded the motion. The motion was approved. 2.7.23, 17Y/0N/1A.

5. APPROVAL OF MINUTES

- January 31, 2022
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the 2.7.23 minutes. Senator Jackson seconded the motion. The motion was approved. 2.7.23, 18Y/0N/0A.

6. CONSENT AGENDA

6.1 Faculty representatives that have been requested to serve on these selection/hiring committees:

6.1.1 Culinary Arts (faculty), HOTFS
   Mark Forde, Culinary Arts, HFIC
   Manar Hijaz, Chino Success Center
   Jinny Lee, Earth Science/Geology, M&S
   Grace Wong, Culinary Arts, HFIC

6.1.2 Hospitality Management (Faculty), HOTFS
   Daniel Bentum, Hotel & Food Service, HFIC

Tara Johnson, Fashion, HFIC

Elizabeth Cannis, Math, M&S

Michelle Martinez, Counseling, GPS Center

    6.1.3 <u>Educational Program Assistant (classified), Economic Development/Partnerships</u>

        Sarah Davila, Public Health, HS

- **Motion for Approval** - Senator Shelton moved to postpone 6.1.1 and 6.1.2 to next week and approve 6.1.3. Senator Johnson seconded the motion. The motion was approved. 2.7.23, 16Y/3N/1A.
    - Senator Shelton asked if the full list of hiring committees would be made available. President Watkins stated that the process of sun shining the rest of the committee is under review with Human Resources. Senator Ming stated that while it is not necessary to have the full list it is helpful to understand the full composition of the committee for ratification.
    - Curriculum Burk-Herrick stated that the rationale of not providing the full list is important prior to voting.
    - Issues surrounding the process of shared governance and the timeline of events surrounding hiring committee processes were discussed amongst multiple senators.

7. REPORT

7.1 President

- Remember to complete Cyber Security Training before the end of February
    - Senator Tang requested reminders to be sent about the training. President Watkins stated that there will be multiple reminders sent.
    - Senator Ming asked if the training could count towards FLEX credit. President Watkins stated that it would not.
    - Senator Marcus asked where the completed training would be located. President Watkins stated it would show in the MyLearningHub completed training.
    - Senator Jackson asked if adjunct faculty were responsible for that training because they did not receive any email regarding the training. President Watkins stated he would follow up.

7.2 Vice President/President-Elect

- Correction on election email sent on Friday: Adjunct faculty can be emailed to request nominations of full time faculty but are not allocated to vote.

7.3 Secretary/Treasurer

- No Report

7.4 Curriculum

- No Report

7.5 Classified Senate Liaison, Sarah Schmidt

- Not Present

7.6 Committee

7.6.1 [Credit for Prior Learning](#)

- **Motion for Approval** - Senator Shelton moved to support the CPL processes. Senator Jackson seconded the motion. The motion was approved. 2.7.23, 19Y/0N/1A.

8. GUEST(S)/PRESENTATION(S) - Counseling Coordinator, Kirk Collins, ACC Success Teams

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. ANNOUNCEMENTS

11.1 Chaffey College Academic Senate

11.1.1 SAVE THE DATE, You are invited to attend the ***[2022-23 Faculty Lecturer of the Year](#)*** Address by ***Ava Nguyen***, Racial Triangulation: At the Intersection of Anti-Blackness and Asian Hate, Tuesday, April 18, 2023, 9:30 AM, Chaffey College Theatre

11.2 Chaffey College Campus

11.2.1 Faculty Success Center Presents: *Transforming Into Antiracist Educators Community of Practice,* Thursday, March 2, from 12:30pm - 2:00pm via Zoom. This is a recurring event that meets every first Thursday of each month. This event requires commitment to attend all sessions. For more information, please contact FSC Champion Mark Gutierrez at mark.gutierrez@chaffey.edu

11.2.2 Faculty Success Center Presents: *DPS Best Practices (UDL) Universal Design and Working With Students on the Spectrum,* Thursday, February 9th from 1 to 2:30pm, Offered ICON **style.** Jacob Peck and Jason Schneck (from DPS) will host a workshop on basic Universal Design for Learning (UDL) principles, as well as best practices for interacting and engaging with students on the Autism spectrum.

11.3 Academic Senate for California Community Colleges (ASCCC) Information

11.3.1 [2023 Spring Plenary Session](#), Thursday, April 20, 8am - Saturday, April 22, 5pm, Registration In-Person: $550; In Person Registration Deadline is Friday, April 12, 2023 - 5:00pm. Virtual Only Registration: $400; Virtual Registration Deadline is Monday, April 17, 2023 - 5:00pm. The Academic Senate invites you to attend, held at the **DoubleTree by Hilton Hotel Anaheim - Orange County**! Join us this April to attend impactful breakout sessions, discuss statewide matters, vote on important Resolutions, and to network and engage with faculty across our system. Registration Information Coming Soon!

11.3.2 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 (1:52 P.M.)

The next Academic Senate meeting is scheduled for Tuesday, February 14, 2023.

_____

Lissa A. Napoli, Recording Secretary

_____

Elizabeth "Liz" Encarnacion, Secretary

What is CPL?

- Credit for Prior Learning (CPL) replaces Credit by Exam and is intended to have broader applications for students.

- CPL is not awarded for knowledge and skills already assessed and awarded credit through formal education at regionally accredited in-state and out-of-state institutions.

What is CPL?

- CPL is defined as: as college credit awarded for validated college-level skills and knowledge gained outside of a college classroom.

- Procedures for students to attain credit for prior learning shall include, but not be limited to,
  - Credit by Examination
  - Standardized exams.
  - Evaluation of joint services transcripts (JSTs)
  - Evaluation of industry-recognized credential documentation
  - Evaluation of student-created portfolios

- **Whether or not to approve courses and types of CPL is the purview of discipline faculty in accordance with procedures approved by the Curriculum Committee**
  - Title 5 Section 55050 (a)(c)

What is CPL? continued....

- Credit may be awarded for CPL only
  - Courses matching the subject matter
  - For courses listed in the course catalog AND approved for CPL
- Colleges shall consider recommendations of the American Council on Education (ACE)
- Credit awards should be made (if possible) to
  - IGETC
  - CSU GE Breadth
  - Local GE requirements
  - Elective credits if students do not require additional GE or program credits
- CPL units cannot be awarded to meet the 12 semester units to meet the associate degree
- Title 5 Section 55050 (d)(h)

Prior to December 31, 2020:
Administrative Procedure 4235 Credit by Exam

- Credit could be applied to Cx designated courses in the catalog

- To be awarded credit students must have earned

  - 12 units from Chaffey

  - Met the course prerequisites

  - Had not previously earned a grade in the course

  - Units awarded would not count toward 12-unit residency

- Options for Credit by Exam

  - Internal exams

    - Administered by departments/disciplines

  - External exams

    - AP

    - CLEP

    - English Equivalency Exam for CSU

Current: Administrative Procedure 4235
Credit for Prior Learning

- Credit could be applied to CPL designated courses in the catalog

- To be awarded credit students must have earned

  - Had not previously earned a grade or credit for the course

  - Units awarded would not count toward 12-unit residency

- CPL Options

  - Internal exams

    - Administered by departments/disciplines

  - External exams

    - AP, IB, CLEP

  - Military Coursework

  - Industry Certifications

  - Student Portfolios

CPL in the Catalog

- Internal exams

- External exams
    - AP
    - IB
    - CLEP

- Credit for Transfer Work
    - Request for Transcript Evaluation Form
    - Military
    - Industry Certifications
    - Portfolio Assessments

Where are we right now?

- Processes currently exist for
  - Internal Exams
  - External Exams

- New processes in development for
  - Military course credit
  - Use of MAP, the Military Articulation Platform

- Processes are needed for
  - Industry Certifications
  - Student Portfolio Assessments

Military CPL Requests and MAP

- Students submit the [transcript evaluation request form](#)

- MAP uses ACE reviewed courses and recommendations to identify potential equivalencies with Chaffey courses

- MAP Workflow
  - Transcript evaluator uses MAP to locate potential equivalencies for Chaffey CPL approved courses with military courses

  - Discipline faculty review equivalency recommendations from the transcript evaluator

  - The Articulation Officer reviews

  - If approved, the equivalency is recorded as approved CPL

What does the MAP review look like?

Faculty Involvement Efforts

- Nicole DeRose
  - Connect faculty with CPL
  - Updates to the Academic Senate and Curriculum Committee
  - CPL and Accreditation
- Curriculum Committee
  - CPL course updates and changes
- Academic Senate
  - Knowledge of CPL and CPL efforts at Chaffey
  - Feedback
  - Endorsement

Questions?

ACC-STUDENT RESOURCE TEAMS

Myra Andrade, Jennika Celo, Donald Essex, Jacob Peck, Jeff
Moser, Brent McLaren, Michelle Newsome, Melissa Sakoonphong

ACC STUDENT RESOURCE TEAMS PURPOSE

- The Purpose behind the ACC Student resource teams is to provide individualized/specialized support for student in different Academic and Career Communities.
- The ACC Resource teams would be imbedded in the matriculation workflow for new students giving them direct points of contact here at the college.
- These Direct points of contact will include representatives from multiple areas of the college which represent consistent areas of support students need to be successful.
- The primary role of Counselors is to become more specialized on the coursework, educational pathways and career pathways associated with the pathway to assist in serving students in that ACC.

ACC RESOURCE TEAM MAKE-UP

- General Counselors
- EOPS Counselor
- DPS Counselor
- Community Advisors
- Admissions Rep
- Financial Aid Rep
- Success Guides (GPS Centers)
- Career, CalWORKs and other specialized areas can serve across all ACC's.

TEAM MEMBERS SCOPE

- Counselors-Perform counseling duties associated with their assigned areas and ACC's.
- Counselors will become more specialized in areas of their assigned ACC's to provide more comprehensive support to students.
- Cross training with other members of the team and more direct access to other departmental screens would be needed in order to provide more holistic support to students needs.
- Outlines of specific assigned duties would be needed so team members could transition students to other team members when appropriate.
- Reason codes would be utilized to filter students who have not applied and been accepted to categorical programs.

TEAM MEMBERS SCOPE CONTINUED..

- EOPS Counselor-Perform Counseling duties associated with EOPS. Consults with Success Team members on pertinent information associated with EOPS process and opportunities.
- DPS Counselor-Counselor-Perform Counseling duties associated with EOPS. Consults with Success Team members on pertinent information associated with EOPS process and opportunities.
- Community Advisors-The mission of Chaffey College's Community Advising Program is to train faculty to guide students in exploring opportunities related to their academic major, transfer, and career goals that align with the advisor's expertise.
- Admissions Rep-Perform Admissions and Records duties primarily focusing on their assigned ACC while cross training other members of the team on admissions processes and procedures
- Financial Aid Rep Rep-Financial aid duties while primarily focusing on their assigned ACC cross training other members of the team on admissions processes and procedures
- Success Guides (GPS Centers)-Assist students according to their Success guide duties while filtering students to appropriate ACC tram members.
- Career, CalWORKs and other specialized areas can serve across all ACC's and can assist different ACC teams about opportunities and processes.

OTHER COLLEGES USING TEAM MODEL

- Learning and Career Pathways | Bakersfield College
- **https://employees.crc.losrios.edu/guided-pathways/student-success-teams**

- Article discussing Team model:
- **http://www.continuous-learner.com/2018/12/operationalizing-guided-pathways.html**

Academic and Career Community	Number with Explorers	Percentage
Arts, Communication and Design	2,423	12.5%
Business, Technology, and Hospitality	3,885	20%
Health, Wellness, and Athletics	4,545	23.4%
Manufacturing, Industrial Design, and Transportation	694	3.5%
Public Service, Culture, and Society	3,535	18.2%
Science, Technology, Engineering, and Mathematics	2,983	15.4%
Other	1,299	6.7%
Total:	19,364	100%

TEAM LOCATIONS IN CONEXED

Team locations Already in Conexed by ACC. Currently being utilized by only CTE Counselors

FINANCIAL AID

Financial Aid already divided by ACC's But not listed on the Success Team pages

Michelle Escalante
Academic and Career Community: Manufacturing, Industrial Design, Transportation
Advisor- Serving students with last names beginning with A-C
michelle.escalante@chaffey.edu

Angela Arciniega
Academic and Career Community: Business, Technology, Hospitality
Advisor- Serving students with last names beginning with D-G
angela.arciniega@chaffey.edu

Aleha Davolos
Academic and Career Community: Arts, Communication, Design
Program Assistant- Serving students with last names beginning with H-L
aleha.davolos@chaffey.edu

Jacqueline Herrera

ACC-SUCCESS TEAM WEB PAGES

- An Automated email is sent to the student with the website link to the Resource Team associated with their ACC.
- [Success Team | Manufacturing, Industrial Design and Transportation | Chaffey College]
- **[Business, Technology and Hospitality Success Team]**
- **[Health, Wellness and Athletics Success Team]**
- **[Manufacturing, Industrial Design and Transportation Success Team]**
- **[Public Service, Culture and Society Success Team]**
- **[Science, Technology, Engineering and Mathematics Success Team]**

COUNSELOR INTEREST FORMSTACK

- [ACC-Resource Team Preference Form - Formstack]

Q+A

- Questions

CRM ADVISE

- https://chaffeycrm.elluciancrmadvise.com (Links to an external site.)

CONEXED MILESTONES

- Use Milestones to load in teams and set specific goals which the whole team and student can track. Case Management – The Student Experience -

Student Dashboard in ConexED

		Present	Approval of Agenda 2.7.23	Approval of 1.31.23 Minutes	Approval of the Consent Agenda to postpone 6.1.1 and 6.1.2 and approve 6.1.3 2.7.23
Alternate Senators Italicized					
Representation	**Name**				
President	Neil Watkins	Y	■	■	■
Vice President/President Elect	Nicole DeRose	Y	Y	Y	Y
Secretary/Treasurer	Elizabeth "Liz" Encarnacion	Y	Y	Y	Y
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y	Y
Business & Applied Technology	Bruce Osburn				
Business & Applied Technology	Jay Scott	Y	Y	Y	Y
Business & Applied Technology Alternate	*William "Bill" O'Neil*				
Chino/Fontana	Tara Johnson	Y	Y	Y	Y
Chino/Fontana	Jinny Lee	Y	Y	Y	Y
Chino/Fontana Alternate	*Manar Hijaz*				
Health Sciences	Jayne Clark-Frize	Y	Y	Y	N
Health Sciences	Terzah DePonte	Y	Y	Y	Y
Health Sciences Alternate	*Jordan Hung*				
Instructional Support	Christina Holdiness	Y	-	-	N
Instructional Support	Terezita Overduin				
Instructional Support Alternate	*Shelley Marcus*	Y	Y	Y	A
Kinesiology, Nutrition, & Athletics	Elaine Martinez				
Kinesiology, Nutrition, & Athletics	Candice Hines-Tinsley				
Kinesiology, Nutrition, & Athletics Alternate	Annette Henry				
Language Arts	Steve Shelton	Y	Y	Y	Y
Language Arts	Elizabeth Encarnacion	■	■	■	■
Language Arts Alternate	*Leona Fisher*				
Mathematics & Science	Elizabeth Cannis	Y	Y	Y	Y
Mathematics & Science	Mark Gutierrez	Y	Y	Y	Y
Mathematics & Science Alternate	*Diana Cosand*				
Social & Behavioral Sciences	Pak Tang	Y	-	-	Y
Social & Behavioral Sciences	Vacant	■	■	■	■
Social & Behavioral Sciences Alternate	*Vacant*	■	■	■	■
Student Services	Michelle Martinez	Y	Y	Y	Y
Student Services	Jackie Boboye				
* Student Services Alternate	*Myra Andrade*				
* Student Services Alternate	*Vacant*	■	■	■	■
Visual and Performing Arts	Leta Ming	Y	Y	Y	Y
Visual and Performing Arts	Sheila Malone	Y	Y	Y	N
Visual and Performing Arts Alternate	*Nicole Farrand*				
Senator-At-Large	Tamari Jenkins	Y	Y	Y	Y
Senator-At-Large	Sarah Chamberlain				
Senator-At-Large	Norma Leon	Y	Y	Y	Y
Adjunct Senator-at-Large	Shelly R. Jackson	Y	A	Y	Y
Adjunct Senator-at-Large	Vacant				
Adjunct Alternate Senator	*Vanessa Nunez*				
Classified Senate Liaison	Sarah Schmidt		■	■	■
RED indicates reported absence	PURPLE indicates reported tardy/leave early				
Total Yes Votes		**21**	**17**	**18**	**16**
Total No Votes			**0**	**0**	**3**
Total Abstentions			**1**	**0**	**1**

- = Not available during meeting to vote

36 members total - up to 26 voting at any given time. The President is a non-voting member. Curriculum Chair now votes per

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

24 Present at this meeting = 21 members, 3 visitor

2.7.23 Academic Senate Meeting

Academic Senate Endorsement of CPL Processes				
Y				
Y				
Y				
Y				
Y				
Y				
Y				
Y				
Y				
Y				
Y				
Y				
Y				
Y				
Y				
Y				
Y				
A				
Y				
Y				
19	0	0	0	0
0	0	0	0	0
1	0	0	0	0
8.25.20 meeting.				