

ACADEMIC SENATE MINUTES

May 2, 2023

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	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	A
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	P
Candice Hines-Tinsley	Kinesiology, Nutrition & Athletics	2022-2024	A
Steve Shelton	Language Arts	2021-2023	P
Elizabeth “Liz” Encarnacion	Language Arts	2022-2024	A
Elizabeth Cannis	Mathematics & Science	2021-2023	A
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	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	A
Sarah Chamberlain	Senator-At-Large	2021-2024	P
Norma Leon	Senator-At-Large	2022-2025	A
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	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
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
Hope Ell	Classified Senate Liaison	2021-2023	P

Guests:

Rousselle Douge, CCSG President

Tina Kou, Biology, School of Math & Science

Lissa Napoli, Administrative Assistant, Academic Senate

Robin Witt, Mathematics, School of Math & Science

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.)

- Guest Rousselle from Student Government reported that there was a student ad hoc committee that evaluated syllabi and developed recommendations for content to be included so students have a voice to succeed in class. These recommendations are coming in fall. Also, student representation is coming to the Academic Senate in fall.

4. APPROVAL OF AGENDA

- May 2, 2023
- **Motion for Approval** - Senator Boboye moved to approve the agenda for 4.25.23. Senator Jackson seconded the motion. The motion was approved. 5.2.23, 19Y/0N/0A.
- Senator Elaine Martinez requested to modify the agenda to include continuation of the discussion regarding communication and transparency to 10.2.

5. APPROVAL OF MINUTES

- April 25, 2023
- **Motion for Approval** - Senator Holdiness moved to approve the 4.25.23 amended minutes. Senator Boboye seconded the motion. The motion was approved. 5.2.23, 20Y/0N/0A.

6. CONSENT AGENDA

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

REAL ESTATE PROPERTY MANAGEMENT

New Courses:

RE-600	Leasing Basics I
RE-601	Leasing Basics II
RE-602	Intermediate Leasing and Property Management I
RE-603	Intermediate Leasing and Property Management II
RE-604	Advanced Leasing and Property Management I
RE-605	Advanced Leasing and Property Management II

New Programs:

Core Academy: Leasing Basics Level I	Certificate of Completion
Core Academy: Intermediate Leasing and Property Management Level II	Certificate of Completion
Core Academy: Advanced Leasing and Property Management (Level III)	Certificate of Completion

PHLEBOTOMY

New Courses w/ DE:

PHLEB-600	Phlebotomy Technician Theory
PHLEB-600L	Phlebotomy Technician Clinical
PHLEB-605	Phlebotomy Technician Skills Lab

New Programs:

Phlebotomy Technician	Certificate of Completion
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ACCOUNTING and FINANCIAL PLANNING

ACCTGFS-453	U.S. and California Income Tax Preparation
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COMMUNICATION STUDIES

Course Modifications w/ DE:

COMSTD-12	Mass Communication and Society
COMSTD-14	Oral Interpretation of Literature
COMSTD-2	Fundamentals of Effective Speaking
COMSTD-4	Fundamentals of Interpersonal Communication
COMSTD-6	Fundamentals of Small Group Communication
COMSTD-72	Logic and Argumentation
COMSTD-74	Intercultural Communication
COMSTD-76	Gender and Communication
COMSTD-78	Family Communication
COMSTD-8	Fundamentals of Speech Communication

Program Modifications:

Communication Studies	AA-T
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HOSPITALITY MANAGEMENT

Course Modifications w/ DE:

HOTFS-10	Introduction to Hospitality Management
HOTFS-14	Food and Beverage Management
HOTFS-21	Purchasing, Cost Controls, and Menu Planning
HOTFS-32	Hospitality Law
HOTFS-42	Hotel Operations
HOTFS-428	Human Resources Management in Hospitality

HOTFS-431 Hospitality Marketing Management
 HOTFS-450 Principles of Public Events and Convention Management
 HOTFS-451 Social Events and Private Event Management
 HOTFS-452 Event Sales, Marketing and Financial Management
 HOTFS-482 Industry Internship: Hospitality Management

Program Modifications:

Event Planning	Certificate of Achievement
Hospitality Management	AS-T
Hospitality Management: Food Service	A.S. Degree
Hospitality Management: Food Service	Certificate of Achievement
Hospitality Management: Hospitality Facilities Management	Certificate of Achievement
Hospitality Management: Hotel Management	A.S. Degree
Hospitality Management: Hotel Management	Certificate of Achievement

GENERAL EDUCATION PATTERNS

Program Modifications:

California State University - General Education	Certificate of Achievement
Chaffey College General Education Requirements for the Associate Degree	Local GE Pattern
Intersegmental General Education Transfer Curriculum: UC or CSU	Certificate of Achievement

ENGLISH AS A SECOND LANGUAGE

Course Modifications w/ DE:

ESL-475 Fundamentals of College Reading and Writing for ESL Students
 ESL-608 Pronunciation of American English
 ESL-612 English as a Second Language I
 ESL-622 English as a Second Language II
 ESL-632 English as a Second Language III
 ESL-642 English as a Second Language IV
 ESL-650 English and Citizenship
 ESL-652 English as a Second Language V

ARABIC AND FRENCH

Course Modifications w/ DE:

ARABIC-1 Elementary Modern Standard Arabic I
 ARABIC-2 Elementary Modern Standard Arabic II
 ARABIC-3 Intermediate Modern Standard Arabic I
 ARABIC-4 Intermediate Modern Standard Arabic II
 FR-1 Elementary French I
 FR-2 Elementary French II

6.2 Faculty representatives that have been requested to serve on these campus committees:

6.2.1 LGBTQIA+ Advocates Committee, Neil Watkins, English, LA

6.2.2 FSC Facilitator

Jackie Boboye, Counselor, C&M
 Christina Holdiness, Instructional Specialist, Math Success Center

6.2.3 Dean, Instructional Support

Christina Holdiness, Instructional Specialist, Math Success Center
Manar Hijaz, Instructional Specialist, Chino Success Center
Rose Ann Osmanian, Instructional Specialist, Language Success Center
Selene Pineda, Librarian, Library

6.2.4 Dean, Math & Science

Mark Padilla, Physics, M&S
Sonia Diaz, Biology, M&S
Maryline Chemama, Chemistry, M&S
Lisa Pitts, Geography, M&S
Robin Witt, Math, M&S

6.3 Faculty representatives that can no longer serve on these campus committees:

6.3.1 Budget Advisory Committee, Neil Watkins, English, LA

6.3.2 College Planning Council, Neil Watkins, English, LA

6.3.3 Commencement Committee, Neil Watkins, English, LA

6.3.4 Resource Allocation Committee, Neil Watkins, English, LA

- **Motion for Approval** - Curriculum Chair Burk Herrick moved to approve the Consent Agenda. Senator DePonte seconded the motion. The motion was approved. 4.25.23, 20Y/0N/0A.
- Question from Senator Marcus regarding library representation on the Dean, Instructional Support hiring committee. Can we add another faculty or a classified staff from the library? Classified Senate Liaison Schmit verified that there are no classified professionals from the library on that committee. Senator Johnson asked to table 6.2.3 and approve the rest to see if another faculty can be added. Curriculum Chair Burk Herrick suggested approving all and asking if one more librarian faculty or staff can be added. The Consent Agenda was approved unamended.

7. REPORT

7.1 President

- Remember that our last meeting is in MACC-208 from 12:30pm to 1:30 pm please arrive at 12:15pm. We will be acknowledging student scholarship winners, new senators, and those who will not be returning to the senate.

7.2 Vice President/President-Elect

- ASCCC Plenary session resolutions
- ByLaws, reached out to CCFA negotiators, reassigned time
- Thank you to Neil to gifts for incoming President

7.3 Secretary/Treasurer

- No report

7.4 Curriculum, Angela Burk-Herrick will share information on the following disciplines:

[Physical Therapist Assistant Program Presentation](#)
[Real Estate Property Management Presentation](#)
[Phlebotomy Presentation](#)
[Communication Studies Presentation](#)
[Hospitality Management Presentation](#)
[English as a Second Language Presentation](#)

- Math 45 has been approved for CSU GE and IGETC articulation! Math 45 is a quantitative reasoning course designed for students whose major does not require Math 65A - Calculus I.

7.5 Classified Senate Liaison, Sarah Schmidt

- AP 7120 draft was presented to the Classified Senate. The committee will re-address some areas and present them again.
- Caring Campus met with the Executive Team where they discussed changes like “feedback loops” where feedback is collected to close the loop and help guide practices.

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

9. UNFINISHED BUSINESS

10. NEW BUSINESS

10.1 Discussion Item: Summer workgroup Regarding Dual Enrollment

- **Motion for Approval** - Senator Holdiness moved to approve a summer work group regarding Dual Enrollment. Senator Boboye seconded the motion. The motion was approved. 5.2.23, 20Y/0N/0A.
- The Senate is seeking volunteers to work with CCFA over the summer regarding Dual Enrollment. Senators Johnson, Martinez, Tang, and future Senator Witt volunteered to serve. Senator Johnson agreed to serve as the organizer of this workgroup.

10.2 Discussion Item: Possible Agenda Items for 2023-2024

- Senator Johnson expressed that faculty are not informed until after decisions are made. Committees spend months working and then unilateral decisions are made without follow-ups as to why those decisions are made. Senator Malone shared that committee tri-chairs (faculty, classified, and administrative) can sometimes mitigate the situation when this happens. Senator Marcus reported that the library has experienced a lack of consultation in decision making as well which affected practices at the library. Senator Chamberlain added that announcements need to be made more timely, for example the Career Center closed but the Panther Times directed students to Career Center services. Communication matters because it creates a positive and supportive climate, which impacts students. President-Elect DeRose reminded senators that Title 5 empowers the Academic Senate as a

recommending body and encourages effective participation but faculty recommendations do not have to be accepted by the administration and the Governing Board. We should look at committee representation to keep effective communication open which will improve faculty and student voices. Senator Boboye advocated the need for solutions - create a workgroup with Classified staff and create t-shirts to show we are working together. Senator Martinez supports the need for a unified voice and to discuss next steps if recommendations are rejected. Chair Burk Herrick - suggested there is a unified voice in the Academic Senate but there is also power in individual voices in our participatory governance committee work. Senator Martinez cycle. Senator Shelton expressed that faculty need to care as much at the end of the semester and through the summer as any other time of year. Senator Martinez suggested a workgroup to work over the summer. CCSG President Douge shared student complaints about library hours of operation and that the Climate survey showed student interest to extend library and Child Development Center hours. Senator Henry would like to see a two-pronged approach: long and short-term approaches to improve communication facilitated by a workgroup. President-Elect DeRose requested to identify a specific goal with an end date and membership less than 50% of the senate body. Senators Martinez and Ming volunteered to serve on a subgroup and will report back to the Academic Senate.

11. ANNOUNCEMENTS

11.1 Chaffey College Academic Senate

11.2 Chaffey College Campus

11.2.1 Faculty Success Center Presents: *Transforming Into Antiracist Educators Community of Practice*, Thursday, May 4, 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.

11.3 Academic Senate for California Community Colleges (ASCCC) Information

11.3.1 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 (1:50 P.M.)

The next Academic Senate meeting is scheduled for Tuesday, May 9, 2023.

Lissa A. Napoli, Recording Secretary

Robin Witt, Interim Secretary

		Present	Approval of Agenda 5.2.23	Approval of 4.25. 23 Minutes	Approval of Consent Agenda and endorsement of the Curriculum modifications as presented 5.2.23
<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				
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
Health Sciences	Terzah DePonte	Y	Y	Y	Y
<i>*Health Sciences Alternate</i>	<i>Jordan Hung</i>				
Instructional Support	Christina Holdiness	Y	Y	Y	Y
Instructional Support	Terezita Overduin				
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	Y	Y	Y	Y
Kinesiology, Nutrition, & Athletics	Elaine Martinez	Y	Y	Y	Y
Kinesiology, Nutrition, & Athletics	Candice Hines-Tinsley				
<i>Kinesiology, Nutrition, & Athletics Alternate</i>	<i>Annette Henry</i>	Y	Y	Y	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	Y	Y
<i>Mathematics & Science Alternate</i>	<i>Diana Cosand</i>				
Social & Behavioral Sciences	Pak Tang	Y	-	-	-
Social & Behavioral Sciences	Vacant				
<i>*Social & Behavioral Sciences Alternate</i>	<i>Vacant</i>				
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				
Senator-At-Large	Sarah Chamberlain	Y	Y	Y	Y
Senator-At-Large	Norma Leon				
Adjunct Senator-at-Large	Shelly R. Jackson	Y	Y	Y	Y
Adjunct Senator-at-Large	Vacant				
<i>*Adjunct Alternate Senator</i>	<i>Vanessa Nunez</i>				
Classified Senate Liaison	Sarah Schmidt	Y			
RED indicates reported absence	PURPLE indicates reported tardy/leave early				
Total Yes Votes		24	19	20	20
Total No Votes			0	0	0
Total Abstentions			0	0	0

- = 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

28 Present at this meeting = 24 members, 4 visitor

5.2.23 Academic Senate Meeting

