

ACADEMIC SENATE MINUTES JANUARY 30, 2024

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
Vacant	Business & Applied Technology	2023-2025	
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	P
Tara Johnson	HFIC	2023-2025	A
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	P
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	P
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
Vacant	Senator-At-Large	2022-2025	
Sarah Chamberlain	Senator-At-Large	2021-2024	A
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	A
Vacant	HFIC	2022-2024	
Shelley Marcus	Instructional Support	2023-2025	A
Robert Hadaway	Kinesiology, Nutrition, & Athletics	2023-2025	A
Leona Fisher	Language Arts	2022-2024	A
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
Ryan Thomas	Chaffey College Student Liaison	2023-2024	A

Guest(s):

Lisa Bruchet, Accountant, Budgeting and Fiscal Services

Kim George, English Department, ACD

Andrew Long, Dean of Instructional Support

Lissa Napoli, Administrative Assistant, Academic Senate

Janeth Rodriguez, Executive Director, Enrollment Services and Student Support

Jonathan Polidano, Auto Tech, MIT

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 Andrew Long announced that the pink sheet (signatures sheet) has been submitted for Library Clerk position.
- Senator Gomez reminded everyone that tomorrow, in the quad, 11am to 2pm is the Unity in Community 'Welcome Back' Celebration on the Rancho Campus.

4. ADOPTION OF AGENDA

- January 30, 2024
- **Motion for Approval** - Senator Holdiness moved to adopt the agenda for 1.30.24. Senator Jackson seconded the motion. The motion was approved. 1.30.24, 19Y/0N/0A.

5. APPROVAL OF MINUTES

- January 23, 2023
- **Motion for Approval** - Senator Holdiness moved to approve the 1.23.24 amended minutes. Senator Jackson seconded the motion. The motion was approved. 1.30.24, 19Y/0N/0A.

6. CONSENT AGENDA**6.1 Ratification:** Jonathan Polidano to fill the Business & Applied Technology representation on the Academic Senate for the remainder of the 2023-2025 term. Jonathan Polidano will serve effective immediately until June 30, 2025.

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

6.2.1 Instructional Assistant III, Chemistry

Maryline Chemama, Chemistry, STEM

6.3 Curriculum is asking that the Academic Senate endorse the course modifications that are presented in the packet. See attachment titled "1-24-2023 Curriculum Endorsements"

- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the 1.30.24 Consent Agenda. Senator DePonte seconded the motion. The motion was approved. 1.30.24, 20Y/0N/0A.

7. REPORT

7.1 President

- Faculty Success Center (FSC) Selection Results: Tamari Jenkins has been selected as the new FSC Facilitator, effective immediately. Congratulations!
- Library Staffing Update: the college will recruit to hire a 1.0 FTE library clerk. The pink is currently moving through the signature process. The recruitment will begin with the current job description. Any revisions to the job description may happen concurrently as the college works with CSEA (Classified Union).
- [Library Learning Commons/Measure P Stakeholders List](#): this linked list contains all those involved with the Library Learning Commons to create criteria (second list) and to work with the Design Build Team (first list). See attachment titled "Library Learning Commons/Measure P Stakeholders List"

7.2 Vice President

- There was a hate crime incident last Thursday at the Language Arts building. The hate crime was targeted at the office doors of two faculty members as well as a classroom door. This is the second incident aimed at one of the faculty members. Cameras need to be installed in all breezeways/hallways. Jason Chevalier is the only administrator who has reached out to the faculty targeted by this hate crime to see how they are doing. Sensitivity training is needed for administration as well as faculty and staff. We are unsure how many students, faculty, and staff saw and were affected by these displays of hate. These concerns will be brought to the next Academic Issues Group meeting.
- As Senator Gomez mentioned, tomorrow is the Unity in Community event. Please stop by to show your support.

7.3 Secretary/Treasurer

- In the next Senator packet I will include a document titled "What is the Difference between the Senate and the Union?" It can be placed in the Academic Senate Canvas site.

7.4 Curriculum

- Last Friday, the Curriculum Office met with the Deans and Coordinators regarding the Mid-Cycle Review for MIT, HWA, and PCS. STEM is required to complete a Comprehensive Holistic Review. No updating required for ACD and BTH this term but your turn will come.

7.5 Classified Senate Liaison, President, Sarah Schmidt - no report

7.6 CCSG Liaison, Director of Finance, Ryan Thomas - no report

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

9. UNFINISHED BUSINESS *10 minutes max

9.1 Action Item: Selection of senators to serve on the Academic Senate representation workgroup.

- Volunteers are Senators Polidano, Henry, and Holdiness. Possibly Senator Doget as well.
- **Motion for Approval** - Vice President Encarnacion moved to approve the senators chosen to serve on the Academic Senate Representation Workgroup. Senator Holdiness seconded the motion. The motion was approved. 1.30.24, 21Y/0N/0A.

10. NEW BUSINESS *10 minutes max per item

10.1 First Read/Assignment: AP Sunshining [Items for Consideration AP 6620 Naming of Facilities](#).

Selection of a Senator to review and report to the Academic Senate by February 6, 2024.

- Senator Galvez volunteered to review.

10.2 Information Item: Enrollment recommendations, see attachment titled, “Online/On-Campus Scheduling Concerns and Ideas for Growth.”

- This document was created by faculty in the English Department. It can be modified to represent other departments or broadened to represent the college as a whole.
- Senator Martinez provided [feedback](#) on aspects of the list that involve counseling faculty.
- Vice President Encarnacion recommended putting this topic on a future agenda.
- Guest George added that some of these items were intended to highlight technology issues, not a counseling faculty issue.

10.3 Information Item: Academic Senate Student Scholarships Application and Timeline review

- Senator Overduin recommended rephrasing the part “...in order to show support for the barriers to higher education...” in the purpose section with “...in recognition of the barriers to higher education...”

10.4 Action Item: Select one (1) faculty member to serve on the Commencement Committee from the following volunteers: Jennifer Renteria (ADN) and Daniel Valdez (Math).

- **Motion for Approval** - Vice President Encarnacion moved to approve Jennifer Renteria to serve on the Commencement Committee. Senator Jenkins seconded the motion. The motion was approved. 1.30.24, 20Y/0N/0A.

10.5 Information Item: Instructional Services Agreement and Dual Enrollment Mentor Workgroup, [2023-20236 CBA](#) Article 18.11.3.2. Academic Senate seeks one additional faculty member to appoint to this workgroup which calls for the formation of an Instructional Services Agreement and Dual Enrollment Mentor workgroup. Academic Senate and CCFA have attempted to fill the remaining position. No replies have come forward.

- Senator Holdiness volunteered to serve.
- **Motion for Approval** - Senator Holdiness moved to approve Christina Holdiness to serve on the Instructional Services Agreement and Dual Enrollment Mentor Workgroup. Senator Jenkins seconded the motion. The motion was approved. 1.30.24, 20Y/0N/0A.

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.)

- Senator Hines-Tinsley provided an update from the Summer Workgroup Regarding Transparency & Campus Climate. The group met in November to discuss the goals and tasks for the group. She will reach out to Misty Burruel and Hope El about scheduling the next meeting.

12. ANNOUNCEMENTS

12.1 Chaffey College Academic Senate

12.2 Academic Senate for California Community Colleges (ASCCC) Information

12.2.1 ASCCC presents the [2024 Spring Plenary Session](#), Thursday, April 18, 8am, through Saturday, April 18, 2024, 5pm. This is a hybrid event taking place at the San Jose Marriott, 301 South Market Street, San Jose, California, USA, 95113. We hope that all local faculty leaders will plan to join us! Registration In-Person, \$575, Virtual Only Registration : \$425. Deadline to register in-person is April 5, 2024, 5pm and virtual registration ends April 10, 2024, 5pm. Click the link for more information.

12.2.2 [2024 Spring CTE Regional Consortium](#), Friday, February 9, 2024, 10am. In-person only. The Career and Technical Education Leadership Committee in collaboration with the Regional Consortia are pleased to announce focused mini conferences in each region. This workshop is intended to empower CTE faculty and other CTE professionals by providing participants with the knowledge, skills, and insights needed to be effective advocates and problem-solvers on issues impacting CTE students. The event is free and all are welcome. Deadline to register is Friday, February 2, 2024, 5pm.

12.2.3 [Spring Curriculum Regional Meeting - South](#), Saturday, February 24, 10am. We are encouraging teams/individuals including faculty, academic senate leaders, department/division chairs, curriculum chairs, local and district curriculum committees, articulation officers, curriculum specialists, and administrators to attend. The sessions will consist of information and updates on current hot topics such as: Title 5 revisions, Curriculum Nuts and Bolts, Ethnic Studies, Baccalaureate Degrees, Curriculum Committees and Upper Division Coursework, Dual Enrollment, Common Course Numbering, ADT Reform, Competency Based Education, Credit for Prior Learning, Distance Education, Hyflex, Correspondence Education, OERI, PCAH 8th Edition and Technical Manual; COCI, and more. Deadline to register is Friday, February 16, 2024, 5pm

12.2.4 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, February 6, 2024

BUSINESS PACKAGE

Business Department Program Presentation

Course Modifications w/ DE:

BUS-10	Introduction to Business
BUS-49	Business Decisions Using Basic Quantitative Tools
BUS-60	Business Ethics
BUS-61	Introduction to Global Business
BUS-88	Business Communication

Course Modifications:

BUS-496ABCD	Internships in Business
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Program Modifications:

Business Administration 2.0	AS-T
General Business	AS
General Business	Certificate of Achievement
Global Business (formerly International Business)	AS
Global Business (formerly International Business)	Certificate of Achievement
Small Business Entrepreneur	AS
Small Business Entrepreneur	Certificate of Achievement

BUSINESS LEGAL STUDIES PACKAGE

Course Modifications w/ DE:

BUSL-10	Introduction to Law and the Legal Process
BUSL-28A	Business Law I
BUSL-28B	Business Law II
BUSL-400	Introduction to Paralegal Studies
BUSL-401	Legal Research and Writing
BUSL-402	Civil Litigation
BUSL-403	Evidence
BUSL-405	Legal Document Preparation and Law Office Procedures
BUSL-406	Advanced Legal Research and Writing
BUSL-407	Criminal Law & Procedure
BUSL-408	Bankruptcy and Debtor/Creditor Relations
BUSL-409	Family Law
BUSL-410	International Business Law
BUSL-411	Estate Planning and Probate Law
BUSL-412	Immigration Law

BUSL-413	Workers' Compensation Law
BUSL-435	The Law of Marketing and Business Competition
BUSL-50	Legal Aspects of Real Estate

Course Modifications:

BUSL-496ABCD	Internships in Paralegal
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Program Modifications:

Law, Public Policy, and Society	AA-T
Paralegal Studies	AS
Paralegal Studies	Certificate of Achievement

BUSINESS MANAGEMENT PACKAGE

Course Modifications w/ DE:

BUSMGT-11	Retail Merchandising and Management
BUSMGT-13	Supply Chain Management
BUSMGT-14	Transportation Management
BUSMGT-40	Introduction to Management
BUSMGT-42	Human Resource Management
BUSMGT-430	Warehouse Management and Material Handling
BUSMGT-436	Introduction to Logistics Management
BUSMGT-44	Introduction to Human Relations
BUSMGT-441	Principles of Leadership
BUSMGT-45	Small Business Ownership and Management
BUSMGT-466	Introduction to Project Management
BUSMGT-470	Essentials of Facilities Management
BUSMGT-48	Quality Management Principles
BUSMGT-480	Principles of Supervision

Program Modifications:

Facilities Management	AS
Facilities Management	Certificate of Achievement
Management	AS
Management	Certificate of Achievement
Retail Management	AS
Retail Management	Certificate of Achievement
Supervision	AS
Supervision	Certificate of Career Preparation
Supply Chain Management	AS

Supply Chain Management	Certificate of Achievement
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BUSINESS MARKETING PACKAGE

Course Modifications w/ DE:

BUSMKT-13	Professional Selling
BUSMKT-40	Marketing Principles
BUSMKT-402	Introduction to Import/Export
BUSMKT-405	International Marketing
BUSMKT-410	Marketing Using Social Media
BUSMKT-420	Customer Service
BUSMKT-55	Advertising

Program Modifications:

Marketing	AS
Marketing	Certificate of Achievement

REAL ESTATE PACKAGE

Course Modifications w/ DE:

RE-410	Real Estate Principles
RE-415	Real Estate Practice
RE-460	Real Estate Finance
RE-470	Real Estate Appraisal
RE-472	Advanced Real Estate Appraisal
RE-475	Real Estate Escrow
RE-486	Real Estate Property Management

Program Modifications:

Real Estate	AS
Real Estate	Certificate of Achievement
Real Estate Property Management	AS
Real Estate Property Management	Certificate of Achievement
Real Estate Salesperson	Certificate of Achievement

**Rancho - Library Learning Commons
DesignBuild**

Last Name	First Name	Title	Area of Representation	Email	Workgroup
Ament	Troy	Interim Vice President	Administrative Services & Emergency Operations	troy.ament@chaffey.edu	Core
Arce	Adrianna	Distance Education Support Specialist	Distance Education (DE)	Adrianna.Arce@chaffey.edu	User
Arellano	Myriam	Manager, Accounting	Accounting Services	Myriam.Arellano@chaffey.edu	Core
Bailey	Lisa	Associate Superintendent	Business Services and Economic Development	lisa.bailey@chaffey.edu	Executive Team
Canas	Donna	Library Technician II	Library	Donna.Canas@chaffey.edu	User
Cardinale	Angela	Coordinator	Distance Education (DE)	Angela.Cardinale@chaffey.edu	User
Fink	Mike	Director, Technical Services	Information Technology Services	Michael.Fink@chaffey.edu	Core
Gaddie	Sam	Sustainability and Environmental Safety Officer	Maintenance & Operation	Sam.Gaddie@chaffey.edu	User
Hope	Laura	Associate Superintendent	Instruction & Institutional Effectiveness	Laura.Hope@chaffey.edu	Executive Team
Hope	Laura	Associate Superintendent	Instruction & Institutional Effectiveness	Laura.Hope@chaffey.edu	User
Hutte	Carol	Librarian	Library	carol.hutte@chaffey.edu	User
Jimenez	Diana	Library Clerk II	Library	Diana.Jimenez@chaffey.edu	User
Leman	Sabrina	Project Manager	LPA - Criteria Document	sleman@lpadesignstudios.com	Core - Consultant
Levine	Rich	Manager, Maintenance	Maintenance & Operation	Richard.Levine@chaffey.edu	User
Lopez	Sergio	Manager, Grounds	Maintenance & Operation	Sergio.Lopez@chaffey.edu	User
Murphy	Ashira	Executive Assistant I	Administrative Services	ashira.murphy@chaffey.edu	Core
Osmanian	RoseAnn	Instructional Specialist	Language Success Center	RoseAnn.Osmanian@chaffey.edu	User
Pineda	Selene	Faculty, Library	Library	selene.pineda@chaffey.edu	User
Riley	Sarah	Manager, Facilities Development	Maintenance & Operation	Sarah.Riley@chaffey.edu	Core
Rogers	Jim	Senior Construction Manager	Measure P Bond Program	James.Rogers@chaffey.edu	Core
Rosas	Alisha	Associate Superintendent	Student Services & Strategic Communications	alisha.rosas@chaffey.edu	Executive Team
Rundquist	Rob	Dean, Institutional Effectiveness & Intersegmental Partnerships	Instruction & Institutional Effectiveness	robert.rundquist@chaffey.edu	User
Serrano	Alisha	Interim Director	Research, Community and Distance Education	Alisha.Serrano@chaffey.edu	User
Shah	Samir	Senior Project Manager	Measure P Bond Program	Samir.Shah@chaffey.edu	Core
Shannon	Henry	Superintendent/President	Superintendent/President	henry.shannon@chaffey.edu	Executive Team
Trawick	Rebecca	Director	Wignall Museum	rebecca.trawick@chaffey.edu	User
Villegas	Mike	Bond Consultant (SafeWorks)	Measure P Bond Program	Mike.Villegas@chaffey.edu	Core
Walker	Cindy	Faculty Success Center Facilitator	Faculty Success Center	Cindy.Walker@chaffey.edu	User

**Rancho - Library Learning Commons
Criteria**

Last Name	First Name	Title	Area of Representation	Email	Workgroup
Ament	Troy	Interim Vice President	Administrative Services & Emergency Operations	troy.ament@chaffey.edu	Core
Arce	Adrianna	Distance Education Support Specialist	Distance Education (DE)	Adrianna.Arce@chaffey.edu	User
Arellano	Myriam	Manager, Accounting	Accounting Services	Myriam.Arellano@chaffey.edu	Core
Bailey	Lisa	Associate Superintendent	Business Services and Economic Development	lisa.bailey@chaffey.edu	Executive Team
Canas	Donna	Library Technician II	Library	Donna.Canas@chaffey.edu	User
Cardinale	Angela	Coordinator	Distance Education (DE)	Angela.Cardinale@chaffey.edu	User
Fink	Mike	Director, Technical Services	Information Technology Services	Michael.Fink@chaffey.edu	Core
Gaddie	Sam	Sustainability and Environmental Safety Officer	Maintenance & Operation	Sam.Gaddie@chaffey.edu	User
Hope	Laura	Associate Superintendent	Instruction & Institutional Effectiveness	Laura.Hope@chaffey.edu	User
Hutte	Carol	Librarian	Library	carol.hutte@chaffey.edu	User
Jimenez	Diana	Library Clerk II	Library	Diana.Jimenez@chaffey.edu	User
Keebler	Megan	Instructional Specialist	Supplemental Instruction	Megan.Keebler@chaffey.edu	User
Leman	Sabrina	Project Manager	LPA - Criteria Document	sleman@lpadesignstudios.com	Core - Consultant
Levine	Rich	Manager, Maintenance	Maintenance & Operation	Richard.Levine@chaffey.edu	User
Lopez	Sergio	Manager, Grounds	Maintenance & Operation	Sergio.Lopez@chaffey.edu	User
Murphy	Ashira	Executive Assistant I	Administrative Services	ashira.murphy@chaffey.edu	Core
Osmanian	RoseAnn	Instructional Specialist	Language Success Center	RoseAnn.Osmanian@chaffey.edu	User
Reeve	Mellanie	Librarian	Library	Mellanie.Reeve@chaffey.edu	User
Riley	Sarah	Manager, Facilities Development	Maintenance & Operation	Sarah.Riley@chaffey.edu	Core
Rogers	Jim	Senior Construction Manager	Measure P Bond Program	James.Rogers@chaffey.edu	Core
Rosas	Alisha	Associate Superintendent	Student Services & Strategic Communications	alisha.rosas@chaffey.edu	Executive Team
Rundquist	Rob	Dean, Institutional Effectiveness & Intersegmental Partnerships	Instruction & Institutional Effectiveness	robert.rundquist@chaffey.edu	User
Serrano	Alisha	Interim Director	Research, Community and Distance Education	Alisha.Serrano@chaffey.edu	User
Shah	Samir	Senior Project Manager	Measure P Bond Program	Samir.Shah@chaffey.edu	Core
Shannon	Henry	Superintendent/President	Superintendent/President	henry.shannon@chaffey.edu	Executive Team
Villegas	Mike	Bond Consultant (SafeWorks)	Measure P Bond Program	Mike.Villegas@chaffey.edu	Core
Walker	Cindy	Faculty Success Center Facilitator	Faculty Success Center	Cindy.Walker@chaffey.edu	User

CRITERIA FOR ACADEMIC SENATE SCHOLARSHIP 2023-2024

Purpose

The Academic Senate, as representatives of the Chaffey College Faculty, has a scholarship to be awarded to students in order to show support for the barriers to higher education and congratulate students on their academic achievement and service to the college community.

Award Amount

\$1000 (up to three awards may be given)

- One (1) award will be granted to a student showcasing service to the college community
- Up to two (2) awards will be granted to student(s) explaining significant hardship and how this award would benefit their academic goals.

Application Eligibility:

1. The applicant must be currently enrolled as a student at Chaffey College with a minimum of 12.0 units earned at Chaffey.
2. The application must have a minimum Chaffey GPA of 3.0.
3. The applicant must submit a complete application including all of the following elements:
 - a. Application form
 - b. Personal statement
 - c. One (1) copy of current Chaffey transcript (unofficial transcripts are acceptable).
 - d. Two (2) letters of recommendation from Chaffey faculty/staff members.

Personal Statement Requirements:

There are two options for applicants to be considered for this scholarship. Applicants should only choose one of the following to focus on for their personal statement:

1. Community Service Recognition:
The applicant must have a demonstrated record of service to the Chaffey College community through tutoring, student government, internships, club participation, etc. or the community at large (e.g., soccer coach, classroom volunteer, scout leader, service club, church choir, etc). The applicant's personal statement should reflect their service and exemplify how their contributions benefit the community and themselves.
2. Significant Hardship & Future Aspirations:
The applicant must demonstrate significant personal, family, or financial hardship they have endured while attending Chaffey College. The applicant's personal statement should reflect their academic goals and how this scholarship would help to support these aspirations.

Application Process:

1. Submit Application Form, personal statement, one (1) copy of your current Chaffey transcript (unofficial or official copies), and two (2) letters of recommendation from Chaffey faculty/staff members **via email (must be received by Friday, March 8, 2024)** to lissa.napoli@chaffey.edu
2. Winner(s) will be notified by Friday, April 12, 2024.
3. Winner(s) will be awarded the scholarship at the Academic Senate Year End Meeting on Tuesday, May 7, 2024, 12:30 - 1:50.

Note: Academic Senate encourages applicants to seek feedback regarding personal statements prior to submission. Applicants are encouraged to contact the Success Center, a Community Advisor, or a faculty member for feedback.

For Success Center assistance, connect to a Success Center online:

<https://canvas.chaffey.edu/courses/19600>

APPLICATION FORM
CHAFFEY COLLEGE ACADEMIC SENATE SCHOLARSHIP
2023-2024

Instructions:

1. Fill out the application form completely.
2. Attach a personal statement. Choose only one of the following to focus on for your personal statement:
 - Community Service Recognition
 - Significant Hardship & Future Aspirations:
3. Attach one (1) copy of your current Chaffey transcripts (unofficial transcripts are acceptable).
4. Attach two (2) letters of recommendation from Chaffey faculty/staff members.
5. Submit your completed application **via email (must be received by Friday, March 8, 2024)** to lissa.napoli@chaffey.edu
6. Winner(s) will be notified by Friday, April 12, 2024.
7. Winner(s) will be awarded the scholarship at the Academic Senate Year End Meeting on Tuesday, May 7, 2024, 12:30-1:50.

Please type or print clearly:

APPLICANT'S NAME: _____
Last First M.I.

STUDENT ID NUMBER: _____

CURRENT ADDRESS: _____
Street

_____ City State Zip

DAYTIME TELEPHONE: _____

EMAIL: _____

SIGNATURE: _____ DATE: _____

2023-2024 Scholarship Timeline

January

30 – Present Scholarship Application, Timeline, and list of previous Recipients for review

February

5 – Release of scholarship application via website, Instagram, and other Chaffey College social media platforms (5-week application period)

27 – Identify scholarship committee members

March

8 - Applications Due

11 – 15 Eligibility and Prep Period

19 – April 2 Scholarships to Senate for Review (2 weeks)

April

2 – Senate’s final decision on recipients

8-12 Confirm recipients, call and notify, confirm addresses and invite to May 7 meeting (one week)

16 – Scholarship requisitions to the Foundation Office

19 – Should receive checks from the Foundation Office

May

7 Student scholarship recipients to be presented in last AS meeting of the spring semester

(this timeline leaves one week for deadline extensions, absolute last day to request scholarship checks is Tuesday, April 30)

Online/On-Campus Scheduling Concerns and Ideas for Growth

(Co authored by a group of concerned English Faculty)

1. Sense of Belonging on Campus

- 1.1. The campuses aren't welcoming spaces to be and to hang out between classes due to lack of amenities
- 1.2. Spaces on campus feel inaccessible or closed off due to the amount of construction and lack of foot traffic.

1.3. *Action Items*

- 1.3.1. Improved signage for buildings, parking, and construction zones
- 1.3.2. More advertising for registration around campus
- 1.3.3. Continued free parking
- 1.3.4. Water fountains/ bottle filler stations across all campuses
- 1.3.5. A more robust selection of food, hangout spaces, and study spaces including Starbucks, more seating around campus, a staffed library.
- 1.3.6. Reduction of construction chaos
- 1.3.7. Computers access in classrooms and/or a laptop rental system for students.
- 1.3.8. Consistent Wi-Fi inside the classrooms and across campus and/or a hotspot checkout system for students.
- 1.3.9. Sending targeted emails/ messaging to students by major/ program, ACC or other groups to highlight issues of interest, including: open courses, in-person offerings and focused calendar of events

2. Registration Procedures:

- 2.1. Students are facing barriers with the portal, registration systems, and programs maps, leading to potential late registrations (after courses have been cut/ reformatted), classes being waitlisted, and/or some electives never filling. Some specific technological barriers to registration issues include:
 - 2.1.1. Many students don't realize these sections they have "scheduled" are not classes they are actually enrolled in. (Often, these students are surprised when classes start that they're not on rosters for classes they thought they were taking)
 - 2.1.2. When a "scheduled" section fills, students may not realize there are other open sections of that class.
 - 2.1.3. Students may not realize that it's possible to take (some) mapped classes in alternate sequence or that there are electives that can be substituted for impacted classes

- 2.1.4. Many in-person students are communicating preference for do prefer in-person schedules, but may feel pressure to enroll online if they see no alternatives
- 2.1.5. The “pay in three days or be dropped” bold, red message that appears in the portal may be keeping students from registering early. It can also scare students who get financial assistance because it doesn’t clarify that this doesn’t apply to them.
- 2.1.6. **Action Items**
 - 2.1.6.1. Pop up surveys/menus/ or other “how to guides” at the point of registration that help students find electives and determine the classes they need.
 - 2.1.6.2. Pop up surveys/menus/ or other “how to guides” at the point of registration highlighting Chino and Fontana classes as alternatives to online sections.
 - 2.1.6.3. Improved map design to include intuitive and embedded pop-up surveys/ menus/ or other “how to guides” to help students understand how to use program maps before and during the registration process.
 - 2.1.6.4. Conduct usability tests with new to Chaffey students in order to better assess how students are using these documents and where they are running into issues.
 - 2.1.6.5. Ensure students understand catalog rights if it pertains to their ed plan.
 - 2.1.6.6. Remove or adjust the “pay in three days" message. Clarify for students who receive financial disbursements.
- 2.2. Class cancellation timelines due to low enrollment and registration timelines may be presenting additional challenges:
 - 2.2.1. Many students don’t realize that if they wait to register, classes will be canceled (especially in-person sections).
 - 2.2.2. Long lists of open classes don’t communicate urgency.
 - 2.2.3. If students are dropped in January, there’s *very* limited time to re-enroll for spring.
 - 2.2.4. **Action Items:**
 - 2.2.4.1. Waiting until January to cancel any classes that have at least ten students enrolled.
 - 2.2.4.2. Emailing students from each major/ ACC an open course list during the registration windows, including language that helps students understand that electives can be fulfilled from a menu of courses and not just the ones on their ed plans, program maps, or current schedule draft.
- 2.3. At this point, we don’t understand the “why” behind online scheduling trends. Some questions include:

- 2.3.1. Do students understand the different modalities/ course lengths when they register? (Do students understand the unit to credit hour ratio, especially for online, hybrid, and accelerated courses?)
- 2.3.2. If online schedules are easier to build or in-person course times are limited, could this be creating the appearance of preference for online over in-person courses?
- 2.3.3. Are we losing students to campuses with more robust in-person course offerings?
- 2.3.4. **Action Items:**
 - 2.3.4.1. Surveying current and future students to learn their schedule interests for next semester, and why they have selected their current courses (especially as it pertains to modality, location, and course length).
 - 2.3.4.2. Pop up surveys/menus/ or other “how to guides” at the point of registration to help clarify the various modalities for students during the registration process, including start dates, locations, and online/f2f modalities.
 - 2.3.4.3. Pop up surveys/menus/ or other “how to guides” at the point of registration that help students understand the demands of each modality/ course format.
 - 2.3.4.4. Pop up surveys/menus/ or other “how to guides” at the point of registration that help students identify which course formats are the best fit for their learning/ life realities.

3. Marketing and Communication

- 3.1. Chaffey has widely promoted dual-enrollment as a means of re-capturing enrollment, but this has done little to increase enrollment for in-person courses.
- 3.2. Course offerings continue to be online heavy, and complex systems of displays on the website/ registration platform may sometimes hide in-person or Chino/ Fontana offerings. This can contribute to the sense that Chaffey is an “online only” college.
- 3.3. Current students need timely, periodic reminders or announcements about registration, new FAFSA / CA Dream Act, and other info.
- 3.4. **Action Items**
 - 3.4.1. Communicate widely and directly application periods, late enrollments, open classes, late-starts
 - 3.4.2. Program-specific marketing
 - 3.4.3. Better advertising on social media platforms
 - 3.4.4. Campus and/or community events to help promote Chaffey College

- 3.4.5. More outreach to feeder schools, dual enrollment students, industry partners, and the community to help promote campus life and the benefits of in-person instruction, in addition to online opportunities.
- 3.4.6. Surveys of feeder schools, industry partners, and/or the community to explore the needs/ desires of future students.
- 3.4.7. Investigate high impact methods of communicating with students.
- 3.4.8. Give faculty timely reminders about registration and deadlines. Faculty this semester have not yet received any reminders or communications about:
 - 3.4.8.1. Registration dates
 - 3.4.8.2. Free parking extension for spring
 - 3.4.8.3. End of semester (except from Angela Cardinale)
 - 3.4.8.4. Start of semester (except from Vicky Valle)
 - 3.4.8.5. New FAFSA / CA Dream Act deadlines
 - 3.4.8.6. How construction is impacting instruction
 - 3.4.8.7. Enrollment goals / scheduling goals

		Present	Adoption of Agenda 1.30.24	Approval of 1.23.24 Minutes	Approval of Consent Agenda 1.30.24	to approve the senators chosen to serve on the Academic Senate Representation Workgroup	Senator Boboye moved to approve the senator chosen to serve on the Commencement Committee:
<i>Alternate Senators Italicized</i>							
Representation	Name						
Fontana Campus	<i>Anthony "Tony" Guaracha</i>	Y				Y	Y
Fontana Campus	Vacant						
<i>Fontana Campus Alternate</i>	<i>Greg Creel</i>						
Health Sciences	Omar Estrada	Y	Y	Y	Y	Y	Y
Health Sciences	Terzah DePonte	Y	Y	Y	Y	Y	Y
<i>*Health Sciences Alternate</i>	<i>Lisa Doget</i>						
HFIC	Tara Johnson						
HFIC	Vacant						
<i>HFIC Alternate</i>	<i>Vacant</i>						
Instructional Support	Christina Holdiness	Y	Y	Y	Y	Y	Y
Instructional Support	Terezita Overduin	Y	Y	Y	Y	Y	Y
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>						
Kinesiology, Nutrition, & Athletics	Annette Henry	Y	Y	Y	Y	Y	Y
Kinesiology, Nutrition, & Athletics	Candice Hines-Tinsley	Y	Y	Y	Y	Y	Y
<i>Kinesiology, Nutrition, & Athletics Alternate</i>	<i>Robert Hadaway</i>						
Language Arts	<i>Phatana Ith</i>	Y	Y	Y	Y	Y	Y
Language Arts	Elizabeth Encarnacion						
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>						
Mathematics & Science	Robin Witt						
Mathematics & Science	Mark Gutierrez						
<i>Mathematics & Science Alternate</i>	<i>Diana Cosand</i>						
Social & Behavioral Sciences	Patricia Gomez	Y	Y	Y	Y	Y	Y
Social & Behavioral Sciences	Vacant						
<i>*Social & Behavioral Sciences Alternate</i>	<i>Vacant</i>						
Student Services	Michelle Martinez	Y	Y	Y	Y	Y	Y
Student Services	<i>Jackie Boboye</i>						
<i>* Student Services Alternate</i>	<i>Fabiola Espitia</i>						
<i>* Student Services Alternate</i>	<i>Susanna Galvez</i>	Y	Y	Y	Y	Y	Y
Visual and Performing Arts	Leta Ming	Y	Y	Y	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	Y
Senator-At-Large	Vacant						
Senator-At-Large	Sarah Chamberlain						
Adjunct Senator-at-Large	Tina Kuo	Y			Y	Y	Y
Adjunct Senator-at-Large	Shelly R. Jackson	Y	Y	Y	Y	Y	Y
<i>*Adjunct Alternate Senator</i>	<i>Vacant</i>						
Business & Applied Technology	Vacant						
Business & Applied Technology	Jay Scott	Y	Y	Y	Y	Y	Y
<i>Business & Applied Technology Alternate</i>	<i>Vacant</i>						
Chino Campus	Robert Nazar	Y	Y	Y	Y	Y	Y
Chino Campus	<i>Jinny Lee</i>	Y	Y	Y	Y	Y	Y
<i>Chino Campus Alternate</i>	<i>Minar Hijaz</i>	Y					
President	Nicole DeRose	Y					
Vice President	Elizabeth "Liz" Encarnacion	Y	Y	Y	Y	Y	Y
Secretary/Treasurer	Robin Witt	Y	Y	Y	Y	Y	Y
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y	Y	Y	Y
Classified Senate Liaison	Sarah Schmidt						
Chaffey College Student Government	Ryan Thomas	Y					
RED indicates reported absence	PURPLE indicates reported tardy/leave early						
Total Yes Votes		24	19	19	20	21	20
Total No Votes			0	0	0	0	0
Total Abstentions			0	0	0	0	0
- = Not available during meeting to vote							
37 members total - up to 27 voting at any given time. The President is a non-voting member, but counts as quorum. Curriculum Chair now votes per 8.2:							
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							
30 Present at this meeting = 24 members, 6 visitors							
1.30.24 Academic Senate Meeting							

