

## ACADEMIC SENATE MINUTES

### FEBRUARY 20, 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
Jonathan Polidano	Business & Applied Technology	2023-2025	P
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	A
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	A
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	P
Leta Ming	Visual & Performing Arts	2023-2025	P
Sheila Malone	Visual & Performing Arts	2022-2024	A
Tamari Jenkins	Senator-At-Large	2023-2026	A
Vacant	Senator-At-Large	2022-2025	
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
<b>Alternates</b>			
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	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	A
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	P

**GUEST(S):**

Angela Cardinale, Online Education Coordinator, English Professor

Andrew Long, Dean of Instructional Support

Lissa Napoli, Administrative Assistant, Academic Senate

**1. P.E. (12:30 P.M.)****2. CALL TO ORDER (12:42 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**

- February 20, 2024
- **Motion for Approval** - Senator Boboye moved to adopt the agenda for 2.20.24. Curriculum Chair Burk-Herrick seconded the motion. The motion was approved. 2.20.24,20Y/0N/0A.

**5. CONSENT AGENDA****5.1 February 13, 2024 Meeting Minutes****5.2 Faculty representatives that have been requested to serve on these selection/hiring committees:****5.2.1 Buyer, Purchasing**

Jonathan Polidano, Automotive Technology, BTH

**5.2.2 Athletic Eligibility Specialist,**

Cherlou Opulencia (in place of Robert Hadaway)

- **Motion for Approval** -Senator Holdiness moved to approve the 2.20.24 Consent Agenda. Senator Boboye seconded the motion. The motion was approved. 2.20.24, 22Y/0N/0A.

**6. REPORT****6.1 President**

- From President's Cabinet:

- Committees Update (Misty Burruel, Sarah Schmidt, Nicole DeRose) on the Classified Prioritization List – Positions were pulled from PSR and these will fill either brand new positions or 2<sup>nd</sup> or 3<sup>rd</sup> positions from positions submitted in PSR. Requested positions were validated prior to the prioritization process. It is unknown if these positions will be filled. The Executive Team will move forward with the budget review process to identify if and how many positions may be filled from this list.

#### Classified Staff Prioritization List Approved on February 20, 2024

1. Library Clerk II (Library/Cybrary) – 1.0
2. Classified Contract FMA (Operations) – 1.0
3. Program Assistant (High School Partnerships) – 1.0
4. Facilities Coordinator/Buyer (Purchasing) – 1.0
5. General Maintenance Mechanic (Facilities Maintenance.) – 1.0
6. Laboratory Specialist (Technician preferred) / Instructional Assistant IV (Chemistry) – 1.0
7. Grounds Maintenance Specialist (Grounds) – 1.0
8. Instructional Assistant III (Biology) – 1.0
9. Instructional Assistant III (Auto Tech) – 1.0
10. Classified Contract FMA (Operations) - .475
11. Instructional Assistant III (Biology) – (Second Position) – 1.0

- Commencement – RSVP’s have gone out to the students. Over 240 students already RSVP’d within the first 1.5 weeks. Student eligibility is posted on the commencement website. Class speaker audition applications are due this week. Auditions may take place via Zoom or in person but may not be pre-recorded. National Anthem singer auditions are this week. The Commencement Committee is closer to identifying the commencement speaker. An email will go out this week to all employees sharing these updates.
- Policies/Procedures – AP 6620 Naming of Facilities was approved with the addition of the timeline. Once proposals reach the Governing Board, the board will refer to the Naming Committee. The Facilities Naming Committee will make the recommendations within 60 calendar days. The current version is available on the [Items Under Consideration](#) webpage as a pdf. After approval, this AP may move into Chapter 6 BPs and APs on the [Board Policies webpage](#).
- Other:
  - Cybersecurity training is due this month.
  - CalGETC Taskforce will form and includes members Mike Wangler, Rob Rundquist, the Academic Senate President, and the Curriculum Chair.
- President DeRose also announced that she will not be running for re-election for the Academic Senate President position.

## 6.2 Vice President

- [Revitalization of Senate Committees](#). This form is a way for any committees that fall under the Academic Senate purview to report on updates, for information sharing, or to request support and/or guidance. Please share with your committees. Reports for committees outside of the Academic Senate will be accepted for a future agenda item on a case by case basis.
- Election Update: we received 2 nominations for Faculty Lecture of the Year. With only one nomination for President Elect and the recent announcement that President DeRose is not running, we will extend

the call for nominations for President Elect another week. For the two Senator At-Large seats we received one nomination for one of the seats so far and the other seat has one won by acclamation. No nominations for Adjunct Senator At-Large yet. School/Unit elections must be concluded 30 days before the end of the semester.

- We have coffee and snacks in the Senate Office!

### **6.3 Secretary/Treasurer - no report**

### **6.4 Curriculum- no report**

### **6.5 Classified Senate Liaison, President, Sarah Schmidt- no report**

### **6.6 CCSG Liaison, Director of Finance, Ryan Thomas**

- Student Government elections begin next week. Please encourage students in your classes to run for office in the Student Government.

## **7. GUEST(S)/PRESENTATION(S)\*15 minutes max -**

**7.1** Online Education Coordinator, Angela Cardinale, provided a Distance Education Department update. See attachment titled "Online Learning Benefits" and the [Needs Assessment Response draft](#). Also consider applying for [DEIA Grant](#). Deadline is February 23. We are looking for 100 faculty participants for this paid opportunity.

**7.2** OER Liaison, Elizabeth Encarnacion, provided a Chaffey ZTC/OER Committee Update: Important Information from OERI Collaboration Cohorts Webinar. See attachment titled "Chaffey ZTC/OER Committee Update"

## **8. UNFINISHED BUSINESS \*10 minutes max - None.**

## **9. NEW BUSINESS \*10 minutes max per item**

**9.1 Information Item:** Grand Marshall Nominees and Selection Process. Senators will vote via an online form. Look for an email with a link to the form coming soon.

**10. 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.)

## **11. ANNOUNCEMENTS**

### **11.1 Chaffey College Academic Senate**

### **11.2 Academic Senate for California Community Colleges (ASCCC) Information**

**11.2.1** 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.

**11.2.3** Check out Academic Senate for California Community Colleges webpage for other great webinars/events at [asccc.org](https://asccc.org)

## **12. ADJOURNMENT (1:49 P.M.)**

**The Next Academic Senate is Scheduled for Tuesday, February 27, 2024**

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**Lissa A. Napoli, Recording Secretary**

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**Robin Witt, Treasurer / Secretary**

# ONLINE LEARNING BENEFITS

Asked what is most beneficial about online learning, students shared the following:



## WORK LIFE BALANCE

"As a single mom I was able to go back to school. The flexibility to do coursework on my own schedule allowed me to balance family, work, and education."

## LEARNING PACE

"Ability to work at my own pace. I have health issues that affect how long and when I can focus on school work, so online learning has been a lifesaver."



## ACCESSIBILITY

"I am visually impaired so I can use my own software on my own terms. Online learning has provided me the accessibility I need to succeed academically."



## ACCESS

"I don't have access to a car...being able to continue my education without compromising my health or safety has been crucial."



## CAREER ADVANCEMENT

"[The] ability to work full-time and still obtain an education. Online learning has allowed me to advance my career without sacrificing my educational goals."



## ENGAGEMENT & RESOURCES

"Being able to have all the modules and lessons in one place, as well as still being able to maintain contact with the professors, has enhanced my learning experience."



## FLEXIBILITY

"As a non-traditional student, it has made my experience at Chaffey POSSIBLE! I work full time and manage a busy schedule - getting my degree was invaluable to me and I am so happy I could do it on my own schedule, as flexible as possible."

## EQUITY

"I am the first in my family to get a degree due to this availability of education. I could do schoolwork on the go and within my schedule. Thank you so much for offering my full degree online."



# ONLINE LEARNING CHALLENGES

Asked what is most challenging about online learning, students shared the following:

## DIGITAL DIVIDE

"[Online learning] depends heavily on having a reliable internet connection, which can be a significant barrier for some students."

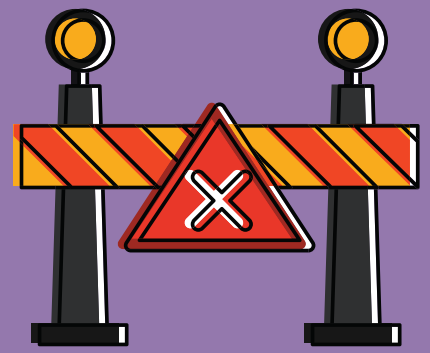


## ISOLATION

"Learning is very challenging this way. You teach yourself."

## ACCESSIBILITY & TECHNOLOGY

"I am visually impaired so I can use my own software on my own terms. While this is an advantage, it also highlights a challenge for those who may not have access to the necessary technology or accommodations."



## DISCIPLINE

"It's easy to procrastinate and fall behind without the structure of traditional class times. Online learning requires a higher level of self-discipline and time management."

## LACK OF COMMUNICATION

"The lack of face-to-face interaction makes it harder to seek help and clarification."



## HANDS-ON EXPERIENCE

"Online learning limits opportunities for hands-on experiences and labs, which are crucial for some fields of study."

## MENTAL HEALTH

"Staying motivated and dealing with the isolation of online learning can be tough on mental health, especially without the social interactions of campus life."



## LACK OF INTERACTION

"Online learning has been a struggle for me because I find it difficult to engage with the material and stay motivated without the in-person interaction with teachers and peers."



# Chaffey ZTC/OER Committee Update: Important Information from OERI Collaboration Cohorts Webinar



ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES

## Zero Textbook Cost Collaboration Cohorts

Revised February 1, 2024.

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Attribute this slide deck as: "[Zero Textbook Cost Collaboration Cohorts](#)" by [ASCCC OERI](#) is licensed under [CC BY 4.0](#).



# \$25,000 per pathway at P1

- What and when is “P1”?
- How will we know when we have received the funds?
- How will multi-college districts know how the funds are to be divided among the colleges?



Photo by [micheile henderson](#) on [Unsplash](#)

# How?

- A process document has been drafted – and will be shared shortly.
- Step 1 – Data collection to determine:
  - What courses in the various pathways are already ZTC?
  - How did they get to ZTC?
  - What courses does each college need to get to ZTC to establish their identified ZTC pathway?
  - How do colleges envision getting to specific courses to ZTC?
- Step 2 – Data Analysis and Cohort Action Plan Development

# Data analysis will result in:

1. A comprehensive list of the OER and other resources being used to achieve ZTC. (will require follow-up)
2. A summary of the courses and resources colleges have reported they need to establish a given ZTC pathway.
3. An analysis of where the planned work of the colleges in a cohort appears to be aligned and where it appears to diverge.
4. A proposed action plan for the cohort. The action plan would address all identified needs – noting where needs are unique to a college and where needs are shared.

# Steps 3 and 4

- Step 3 – Cohort Action Plan Review
  - The plan will be developed – based on the available data – and shared with the cohort.
- Step 4 – Cohort Action Plan Finalized
  - Cohort meetings, when warranted, would be scheduled to address elements of the action plan. The finalized Cohort Action Plan would consist of a timeline and schedule for all specified activities. In addition, anticipated deliverables and outcomes would be delineated.

# Anticipated Elements of the Cohort Action Plans

1. Meetings of the cohort.
2. Resource-specific meetings of interested cohort members.
3. Further division of the cohort.
4. Referral of college representative(s) to another cohort.
5. Suggested collaborations.
6. Webinars for resource-sharing.
7. Additional data collection.
8. Platform-specific training.
9. Inclusion, Diversity, Equity, and Anti-Racism training.

# When can we get more money?

- Most colleges that received \$25,000 for cohort participation had requested more than that to complete their pathway.
- Additional funds can be requested at the conclusion of the cohort process.
- Colleges have already submitted program plans in NOVA that provided an original estimate of work.
- The estimates were prior to the opportunity to collaborate or glean from other colleges in the cohorts.
- Request for additional funds will not be through NOVA.

# Key Takeaways

- Intention of the \$25K per pathway is to:
  - Support faculty planning time
  - Compensate people who are part of the cohort
  - Compensate the ZTC project coordinators.
- \$25k per pathway is to fund the Collaborative Cohorts. Colleges should pause moving forward on "making" things at the local level until action plans have been established in the Cohorts.
- ZTC Department Liaisons should be identified and compensated for their participation in the collaboration cohorts (via the \$25k)
- ZTC Collaboration Cohort Project Coordinators at each campus should be compensated for their participation in the planning process, meetings, and report creation (via the \$25k)
- The \$25k is "seed money" to start the process. It is designed to be "more than enough" to cover the planning process, but that is with the caveat that we don't yet know how many meetings (i.e. what the time commitment is) for each collaboration cohort.
- There will be another grant application opportunity at the conclusion of the collaboration cohorts to fund the actual "building" of the materials.

		Present	Adoption of Agenda 2.13.24	Approval of Consent Agenda 2.13.24			
<i>Alternate Senators Italicized</i>							
Representation	Name						
Instructional Support	Christina Holdiness	Y	Y	Y			
Instructional Support	<b>Terezita Overduin</b>						
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>						
Kinesiology, Nutrition, & Athletics	Annette Henry	Y	Y	Y			
Kinesiology, Nutrition, & Athletics	Candice Hines-Tinsley	Y	Y	Y			
<i>Kinesiology, Nutrition, &amp; Athletics Alternate</i>	<i>Robert Hadaway</i>						
Language Arts	<i>Phatana Ith</i>	Y	Y	Y			
Language Arts	Elizabeth Encarnacion						
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>						
Mathematics & Science	Robin Witt						
Mathematics & Science	<b>Mark Gutierrez</b>						
<i>Mathematics &amp; Science Alternate</i>	<i>Diana Cosand</i>						
Social & Behavioral Sciences	Patricia Gomez	Y		Y			
Social & Behavioral Sciences	Vacant						
<i>*Social &amp; Behavioral Sciences Alternate</i>	<i>Vacant</i>						
Student Services	Michelle Martinez	Y	Y	Y			
Student Services	Jackie Boboye	Y	Y	Y			
<i>* Student Services Alternate</i>	<i>Fabiola Espitia</i>						
<i>* Student Services Alternate</i>	<i>Susanna Galvez</i>						
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	<b>Tamari Jenkins</b>						
Senator-At-Large	Vacant						
Senator-At-Large	Sarah Chamberlain	Y	Y	Y			
Adjunct Senator-at-Large	Tina Kuo	Y	Y	Y			
Adjunct Senator-at-Large	Shelly R. Jackson	Y	Y	Y			
<i>*Adjunct Alternate Senator</i>	<i>Vacant</i>						
Business & Applied Technology	Jonathan Polidano	Y	Y	Y			
Business & Applied Technology	Jay Scott	Y	Y	Y			
<i>Business &amp; Applied Technology Alternate</i>	<i>Vacant</i>						
Chino Campus	Robert Nazar	Y	Y	Y			
Chino Campus	Jinny Lee	Y		Y			
<i>Chino Campus Alternate</i>	<i>Manar Hijaz</i>	Y	Y				
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			
Health Sciences	Terzah DePonte						
<i>*Health Sciences Alternate</i>	<i>Lisa Doget</i>	Y	Y	Y			
HFIC	Tara Johnson	Y	Y	Y			
HFIC	Vacant						
<i>HFIC Alternate</i>	<i>Vacant</i>						
President	Nicole DeRose	Y					
Vice President	Elizabeth "Liz" Encarnacion	Y	Y	Y			
Secretary/Treasurer	Robin Witt	Y	Y	Y			
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y			
Classified Senate Liaison	Sarah Schmidt						
Chaffey College Student Government	Ryan Thomas	Y					
<b>RED indicates reported absence</b>	<b>PURPLE indicates reported tardy/leave early</b>						
<b>Total Yes Votes</b>		<b>25</b>	<b>20</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total No Votes</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Abstentions</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
- = Not available during meeting to vote							
<b>38 members total - up to 28 voting at any given time. The President is a non-voting member, but counts as quorum. Curriculum Chair now votes per 8.2</b>							
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							
28 Present at this meeting = 25 members, 3 visitors							
<b>2.20.24 Academic Senate Meeting</b>							