

**ACADEMIC SENATE MINUTES
NOVEMBER 30, 2021**

Neil Watkins	President	2021-2023	P
Sarah Cotton	Vice President	2021-2022	P
Elizabeth “Liz” Encarnacion	Secretary/Treasurer	2021-2022	P
Angela Burk – Herrick	Curriculum Chair	2021-2023	P
Tracy Kocher	Business & Applied Technology	2020-2022	P
Bruce Osburn	Business & Applied Technology	2021-2023	P
Daniel Bentum	Chino/Fontana	2020-2022	P
Tara Johnson	Chino/Fontana	2021-2023	P
Lisa Doget	Health Sciences	2020-2022	A
Jayne Clark-Frize	Health Sciences	2021-2023	A
Christina Holdiness	Instructional Support	2020-2022	P
Mary Jane Ross	Instructional Support	2021-2023	A
Jeff Harlow	Kinesiology, Nutrition & Athletics	2020-2022	P
Elaine Martinez	Kinesiology, Nutrition & Athletics	2021-2023	A
Elizabeth “Liz” Encarnacion	Language Arts	2020-2022	P
Steve Shelton	Language Arts	2021-2023	P
Mark Gutierrez	Mathematics & Science	2020-2022	P
Elizabeth Cannis	Mathematics & Science	2021-2023	P
Dan Kern	Social & Behavioral Sciences	2020-2022	P
Pak Tang	Social & Behavioral Sciences	2021-2023	P
Jackie Boboye	Student Services	2020-2022	P
Michelle Martinez	Student Services	2021-2023	P
Erik Jacobson	Visual & Performing Arts	2021-2022	P
Patrick Aranda	Visual & Performing Arts	2021-2023	P
Robin Witt	Senator-At-Large	2019-2022	P
Tamari Jenkins	Senator-At-Large	2020-2023	P
Sarah Cotton	Senator-At-Large	2021-2024	P
Patty Peoples	Adjunct Senator-At-Large	2020-2022	P
John Glass	Adjunct Senator-At-Large	2021-2023	P
Alternates			
William 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
Candice Hines-Tinsley	Kinesiology, Nutrition, & Athletics	2021-2023	P
Leona Fisher	Language Arts	2020-2022	P
Diana Cosand	Mathematics & Science	2021-2023	A
Sergio Gomez	Social & Behavioral Sciences	2020-2022	A
Myra Andrade	Student Services	2021-2023	A
Leta Ming	Visual & Performing Arts	2021-2023	A
Vacant	Adjunct Alternate Senator	2021-2023	
Hope Ell	Classified Senate Liaison	2021-2023	A

Guests:

Nicole DeRose, (IPP) Faculty Senate, Accreditation Faculty Tri-Chair, Biology, M&S
Eric Houck, Executive Director, Information Technology
Tina Kuo, (Adjunct) Biology, M&S
Lissa Napoli, Administrative Assistant, Academic Senate
Lauren Sanders, (IPP) Student Government/Trustee
Sarah Schmidt, President, Classified Senate
Angela Ybarra, Student President, Multicultural Club

1. P.E. (12:30 P.M.)**2. CALL TO ORDER (12:35 P.M.)****2.1 Remote Attendee Identification****3. PUBLIC COMMENT (Reserved for Guests only and limited to two minutes.)****4. APPROVAL OF AGENDA**

- November 30, 2021
- **Motion for Approval** - Senator Jenkins moved to approve the 11.30.21 agenda. Senator Boboye seconded the motion. The motion was approved. 11.30.21, 22Y/0N/0A.

5. APPROVAL OF MINUTES

- November 16, 2021
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the 11.16.21 minutes with amendments. Senator Shelton seconded the motion. The motion was approved. 11.30.21, 21Y/0N/2A.

6. CONSENT AGENDA**6.1 Faculty representatives that have been requested to serve on these hiring committees:**

1. Grounds Maintenance Specialist, Grounds, Sarah Cotton, Biology, M&S
 2. Outreach Specialist, Brent McLaren, Counseling, C&M
- **Motion for Approval** - Senator Boboye moved to approve the 11.30.21 consent agenda. Curriculum Chair Burk-Herrick seconded the motion. The motion was approved. 11.30.21, 23Y/0N/0A.

7. REPORTS**7.1 President**

- Academic Issues Group on Nov. 15. Eric Houck emphasized that outage issues are not acceptable and IT is working with the Elucian service provider to mitigate these issues and negotiate more favorable contracts. Ethnic Studies was approved and is moving forward, and will “live” in the Social and Behavioral Sciences. Textbook Transformation Project update included working with OAC, DPS, and

DE. The Mackenzie Scott Gift is being divided into four major areas - equity, guided pathways/success guides, retention, and student success.

7.2 Vice President

- No Report

7.3 Secretary/Treasurer

- No Report

7.4 Curriculum

- No Report

7.5 Classified Senate Liaison, Sarah Schmidt

- No Report

7.6 (IPP) Faculty Senate, Nicole DeRose, ASCCC Fall Plenary

- AB 928 impacts Communication Studies directly. Senator Shelton emphasized that reaching out to our constituents and the President of ASCCC directly to inform them of the concerns. Senator Encarnacion asked clarifying questions regarding who needs to be contacted in order to express these concerns. IPP DeRose explained how to email ASCCC directly and have the message be sent to the appropriate individuals. President Watkins, Senator Shelton, IPP DeRose discussed having the Chaffey Academic Senate put forward a resolution regarding the overall concerns of AB 928 that impact all practical arts in the current IGETC pattern.
- Senator Gutierrez asked for clarification on item 20.01, IPP DeRose explained that amendments get voted on first and depending on those passed or failed amendment is going up for debate to be formally voted on. The motion was made to refer this resolution back to be researched by the ASCCC executive committee and will be readdressed at a future date.
- Senator Boboye recommended the Academic Senate's active participation to apply for the additional funds and support from AB 417 regarding the Rising Scholars Network. President Watkins stated that it would be added to a future agenda in order to create a workgroup. Senator M. Martinez emphasized the need for this support specifically impacting the Turning Point Program, currently and formerly incarcerated student populations.

7.6 Committees

7.6.1 Check-in/Updates

- Senator M. Martinez updated on Dual Enrollment, which meets regularly on the second Monday of the month from 2:30-3:30 pm. For more information see the attachment
- Senator Kern updated on College Planning Council, which meets regularly on the first Friday of each month from 10 am - 12 pm. For more information see attachment.
- Curriculum Chair Burk-Herrick updated on Guided Pathways Steering Committee, which meets regularly on the first Tuesday of every month from 3:30 - 4:30 pm. For more information see

attachment.

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

9. UNFINISHED BUSINESS

10. NEW BUSINESS

10.1 Action Item: Syllabus Checklist - Spring 2022

- **Motion for Approval** - Senator Shelton moved to approve the Syllabus Checklist - Spring 2022 with amendments. Senator Encarnacion seconded the motion. The motion was approved. 11.30.21, 25Y,0N,0A.
- Senator Holdiness suggested changing the phrase “academic dishonesty” to “academic integrity.”
- Senator Kern asked about the double “CLO” bullets that are confusing. Curriculum Chair Burk-Herrick clarified that they are meant to represent Course Learning Outcomes and Course Objectives.

10.2 Action Item: Best Practices for Office Hours - Spring 2022

- **Motion for Approval** - Senator Shelton moved to approve the Best Practices for Office Hours - Spring 2022 Senator Harlow seconded the motion. The motion was approved. 11.30.21, 25Y,0N,0A.

11. ANNOUNCEMENTS

11.1 Academic Senate for California Community Colleges (ASCCC) Information

11.1.1 [2021 Mentorship Handbook](#): ASCCC recognizes that mentorship is a key component to the success of new faculty, both for those employed full-time or part-time, as well as for those seeking employment opportunities in the California community colleges. In response to two resolutions from Spring 2016: Resolution Number 01.01 and Fall 2020: Resolution Number 01.02, this handbook was developed by the ASCCC Part-time Committee in 2021 to provide a written guide and repository of resources for the development of mentorship programs at California community colleges. While this handbook was initially developed in response to the aforementioned resolutions to provide mentor resources for part-time faculty, it became clear that these materials and practices could be used more broadly for all faculty seeking equity-minded professional growth and empowerment. The intent of this handbook is to provide tools and model practices for all faculty and local and district leaders in the creation of mentor programs as well as support to mentor and mentees in community college mentorship programs.

11.1.2. [November 2021 Senate Rostrum](#) is now available! Just click on the link. Articles include "What Is Hyflex, and Why Do I Keep Hearing About It?," "Getting to the Truth of It All: The Role and Impact of Critical Race Theory on Community Colleges," "She, They, He, Us: Transforming Campus Inclusivity Through the Use of Pronouns" and more! The November Rostrum articles are now available on the [ASCCC website](#). The Entire Publication can be viewed as a [PDF](#). Don't miss it!

12. FLOOR ITEMS (Reserved to raise concerns within the Academic Senate scope. Senate will hear your concerns/questions, but cannot respond. If requested, the concern can be included on a future agenda.)

13. ADJOURNMENT (1:55 P.M.)

The next Academic Senate meeting is scheduled for Tuesday, December 7, 2021.

Lissa A. Napoli, Recording Secretary

Elizabeth “Liz” Encarnacion, Secretary-Treasurer

CPC info for academic senate

1) name(s) of chair, co-chairs, or tri-chairs

- Olympia Olalauwoye (this may be pending in Classified Senate – I am not sure)
- David Karp
- Garrett Kenehan

(2) current roster

Alisha Rosas, Alisha Serrano, Amy Nevarez, Angela BurkHerrick, Angela Cardinale, Angela Ybarra (student member), Areli Rodriguez, Bruce Osburn, Cherlou Opulencia, Chris Brunelle, Cindy Walker, Cory Schwartz, David Karp, Eric Houck, Eva Ramirez, Garret Kenehan, Jason Chevalier, Jeffrey Laguna, Jim Fillpot, Joseph Cascio, Laura Hope, Lisa Bailey, Matthew Morin, Melissa Diaz, Melissa Sakoonphong, Michael Fink, Michael McClellan, Misty Burruel, Nicole L. DeRose, Raymond Cuellar, Robert M. Rundquist, Robin Witt, Shannon Jessen, Shelley Eckvahl, Stephanie Moya, Steve Siedschlag, Susan Hardie, Teresa Hull, Tim McClaury, Troy Ament, Valeen Gonzales, Vicky Valle, Yolanda Friday, Yubel Svensson; Olympia Olalauwoye

(3) meeting times, location, Zoom link, etc.

First Friday of each month (with occasional exceptions), 10:00 a.m. to 12:00 p.m.

(4) mission statement (CPC does not have a mission statement. It does have a “Statement of Purpose.”

Purpose: The College Planning Council ensures the following occurs:

- Review and evaluate college planning processes to ensure they are integrated and effective and recommend changes as appropriate
- Review shared governance processes for breakdowns/changes needed and develop new processes as needed
- Review current trends and labor market data
- Review results of planning Program and Services Review PSR, RAC, OAC, Prioritization Processes
- Recommend the development of new programs and/or deactivation of programs
- Evaluate and document institutional performance on strategic plans and scorecards
- Develop institutional set standards and metrics for accreditation and the Chancellor's Office
- Develop budgetary recommendations that support institutional planning
- All recommendations are to the Superintendent/President

(5) 2 or 3 recent highlights, accomplishments, projects in progress, etc.

- Creation *Vision 2030, the Chaffey College Educational Master Plan.*
- Creation of a Chaffey College strategic planning model and initial steps toward creating Chaffey College strategic plans to achieve the goals in *Vision 2030.*

- Review of the College's mission statement in conjunction with preparations for the next ACCJC accreditation institutional self-study.



Syllabus Checklist – Spring 2022

Remember to consider audience, purpose, and tone when writing your syllabus. Write to students in an appropriate and appealing manner while considering that other instructors, deans, or even staff at other colleges might read your syllabus at some point. Upload the syllabus as a PDF to Canvas and provide a paper copy in face-to-face or hybrid courses. You might consider creating a liquid syllabus using Google sites.

Please include this information in your syllabus in a logical order:

- ___ course name / your name / section # / Chaffey College / days, times, room (if applicable)
- ___ your Chaffey.edu email (not your personal one) / your voice mail / other contact information
- ___ office hours & location / Zoom meeting ID (if applicable)
- ___ course description from the course outline of record
- ___ applicability of the course (pre-requisite, degree applicable, transfer, CSU / UC general ed)
- ___ required textbooks, materials, e-book availability, access codes, OERs, etc.
- ___ mask policy
- ___ attendance policy
- ___ late-paper / missed-exam policy
- ___ academic dishonesty / cheating / plagiarism policy
- ___ CLOs (course level outcomes) must be included in exact wording from dept. documents
- ___ course learning objectives (from the course outline of record)
- ___ assignments & requirements
- ___ points possible / percentages / grading scale / overall course grading breakdown
- ___ weekly schedule for the semester (indicate that it may be subject to change)
 - check the academic calendar for important dates
 - consider how various religious holidays & observances might impact the schedule
- ___ any required field trips & information regarding those trips
- ___ final exam date & time
- ___ Chaffey College resources or provide the link to Canvas Student Support hub

The following are recommended but not required:

___ add / drop deadlines, UC / CSU application deadlines, & any other relevant dates

___ space for students to write contact information for other students

___ your pronouns

___ disclaimer regarding course content

___ disclaimer regarding use of student work for samples or examples in class

___ any other relevant or useful campus phone numbers or web addresses

___ Success Center requirements & deadlines (if applicable)

___ statements of allyship, for example:

“I am an UndocuAlly familiar with some of the challenges facing this community. I can provide resources both on and off campus to undocumented students or students of mixed status families seeking support. Feel free to talk with me about these resources.”

(source: Chancellor’s Office UndocuAlly training)

Chaffey Student Toolkit



Chaffey College

THE PURPOSE OF THE CHAFFEY STUDENT TOOLKIT IS TO PROVIDE NEW AND CONTINUING CHAFFEY COLLEGE STUDENTS A SIMPLE, EASY-TO-ACCESS ONLINE SPACE TO LEARN ABOUT:

- STUDENT CHECKLIST
- TECHNOLOGY ACCESS INFORMATION
- CHAFFEY COLLEGE RESOURCE GUIDE
- HOW-TO VIDEO TUTORIALS
- YOUR SUCCESS TEAM AT CHAFFEY

YOU CAN VIEW THESE RESOURCES VIA THE CANVAS PAGE:

[HTTPS://CHAFFEY.INSTRUCTURE.COM/COURSES/13035](https://chaffey.instructure.com/courses/13035)

OR CLICK THE LINKS BELOW TO GO TO A SPECIFIC RESOURCE



STUDENT CHECKLIST

We want all new and continuing students to be prepared and feel confident for their educational journey at the beginning each new semester!



TECHNOLOGY ACCESS

Prepare for classes by finding technology resources available to you such as laptop loaners, WiFi, and familiarizing yourself with online platforms you will use as a student.

[Click here to go to the Student Checklist](#)

[Click here for Technology Resources](#)



CHAFFEY RESOURCE GUIDE

This comprehensive guide will introduce you to the wide variety of Chaffey services and resources available to support your educational journey.



HOW-TO VIDEO TUTORIALS

Check out our library of how-to video tutorials on important Chaffey processes. From accessing Panther email to scheduling appointments, it's all here!

[Click here to go to the Chaffey Resource Guide](#)

[Click here to view how-to video tutorials on Chaffey processes and tasks](#)



CONNECT TO A SUCCESS COACH

Need some 1-1 Support?
Connect with a Success Coach for all your general Chaffey questions and support.



SUBMIT YOUR FEEDBACK

We value all feedback related to the improvement of the Chaffey Student Toolkit. Our goal is to be swiftly respond to suggestions.

[Click here to connect with a Success Coach](#)

[Click here to submit your feedback](#)



Chat With a Chaffey College Team Member!

AT CHAFFEY, YOU HAVE A TEAM COMPRISED OF MEMBERS OF OUR STUDENT SERVICE AREAS THAT WORK TOGETHER TO ANSWER YOUR QUESTIONS AND CONNECT YOU WITH THE RIGHT DEPARTMENTS.

[CLICK HERE TO CHAT WITH A CHAFFEY COLLEGE TEAM MEMBER NOW!](#)



Best Practices for Office Hours – Spring 2022

The Chaffey Community College & CCFA contract for 2020-2023 stipulates:

Each contract/regular teaching faculty member shall schedule, post, and maintain at least five (5) office hours per week, held on at least three (3) separate days at reasonable and appropriate times for the faculty member's schedule and during the assigned academic year for consulting with and assisting students. (18.3.5)

The following are guidelines recommended by the Senate:

- List your office hours in your syllabi and in Canvas.
- In your syllabus and in class, consider referring to your office hours as “advice hours,” “visiting hours,” “consultation hours,” “student hours,” or any other terminology that makes the concept of providing help more apparent and engaging to your students.
- Schedule your office hours on the hour or half hour (not at 10:50 a.m., for example). Before or after class are customary times for face-to-face and hybrid courses.
- Do not schedule office hours during College Hour (Monday & Wednesday, 12:30 - 2:00 p.m.). In extenuating circumstances, you may consult with your dean's office with any scheduling concerns.
- Keep your office hours on file with your dean's office.
- Attend your office hours as scheduled throughout the semester and encourage students to visit them.
- Inform your dean's office, your students, and, when possible, post a notice on your office door if you need to reschedule or cancel office hours. For your students' sakes, rescheduling or canceling of office hours should be kept to an absolute minimum.
- Please refer to the forthcoming Spring 2022 MOU (between the CCFA and the district) for the modality of office hours (Zoom vs. in-person vs. hybrid).

Senators		Present	Approval of Agenda 11.30.21	Approval of 11.16.21 Minutes	Approval of 11.30.21 Consent Agenda	Approval of Syllabus Checklist	Approval of Best Practices for Office Hours - Spring 2022		
<i>Alternate Senators Italicized</i>									
Representation	Name								
President	Neil Watkins	y							
Vice President/President Elect	Sarah Cotton	y	y	y	y	y	y		
Secretary/Treasurer	Elizabeth "Liz" Encarnacion	y	y	y	y	y	y		
Curriculum Chair	Angela Burk-Herrick	y	y	y	y	y	y		
Business & Applied Technology	Tracy Kocher	y	y	y	y	y	-		
Business & Applied Technology	Bruce Osburn	y	y	y	y	y	y		
<i>*Business & Applied Technology Alternate</i>	<i>William "Bill" O'Neil</i>								
Chino/Fontana	Daniel Bentum	y	y	y	y	y	y		
Chino/Fontana	Tara Johnson	y	y	y	y	y	y		
<i>*Chino/Fontana Alternate</i>	<i>Manar Hijaz</i>								
Health Sciences	Lisa Doget								
Health Sciences	Jayne Clark-Frize								
<i>*Health Sciences Alternate</i>	<i>Jordan Hung</i>								
Instructional Support	Christina Holdiness	y	y	y	y	y	y		
Instructional Support	Mary Jane Ross								
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	y	y	y	y	y	y		
Kinesiology, Nutrition, & Athletics	Jeff Harlow	y	y	y	y	y	y		
Kinesiology, Nutrition, & Athletics	Elaine Martinez								
<i>Kinesiology, Nutrition, & Athletics Alternate</i>	<i>Candice Hines-Tinsley</i>	y	y	y	y	y	y		
Language Arts	Elizabeth "Liz" Encarnacion								
Language Arts	Steve Shelton	y	y	y	y	y	y		
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>	y							
Mathematics & Science	Mark Gutierrez	y	y	y	y	y	y		
Mathematics & Science	Elizabeth Cannis	y	y	a	y	y	y		
<i>Mathematics & Science Alternate</i>	<i>Diana Cosand</i>								
Social & Behavioral Sciences	Dan Kern	y	y	y	y	y	y		
Social & Behavioral Sciences	Pak Tang	y	y	y	y	y	y		
<i>*Social & Behavioral Sciences Alternate</i>	<i>Sergio Gomez</i>								
Student Services	Jackie Boboye	y	y	y	y	y	y		
Student Services	Michelle Martinez	y	y	y	y	y	y		
<i>*Student Services Alternate</i>	<i>Myra Andrade</i>								
Visual and Performing Arts	Erik Jacobson	y	y	y	y	y	y		
Visual and Performing Arts	Patrick Aranda	y	y	a	y	y	y		
<i>*Visual and Performing Arts Alternate</i>	<i>Leta Ming</i>								
Senator-At-Large	Robin Witt	y	y	y	y	y	y		
Senator-At-Large	Tamari Jenkins	y	y	y	y	y	y		
Senator-At-Large	Sarah Cotton								
Adjunct Senator-at-Large	Patty Peoples	y	-	y	y	y	y		
Adjunct Senator-at-Large	John Glass	y	-	-	-	y	y		
<i>*Adjunct Alternate Senator</i>	<i>Vacant</i>								
Classified Senate Liaison	Sarah Schmidt	y							
RED indicates reported absence	PURPLE indicates reported tardy/leave early								
Total Yes Votes		26	22	21	23	24	23	0	0
Total No Votes			0	0	0	0	0	0	0
Total Abstentions			0	2	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. Curriculum Chair now votes per 8.25.20 meeting.									
President ONLY votes to break a tie.									
A quorum shall consist of two-thirds of the voting members of the Faculty Senate									
18 members are needed for QUORUM									
33 Present at this meeting = 26 members, 7 visitors									
11.30.21 Academic Senate Meeting									