

## ACADEMIC SENATE MINUTES

### AUGUST 22, 2023

Nicole DeRose	President	2023-2025	P
Elizabeth “Liz” Encarnacion	Vice President/President-Elect	2023-2024	P
Robin Witt	Secretary/Treasurer	2023-2024	P
Angela Burk – Herrick	Curriculum Chair	2023-2025	P
Bruce Osburn	Business & Applied Technology	2023-2025	A
Jay Scott	Business & Applied Technology	2022-2024	A
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	A
Terzah DePonte	Health Sciences	2022-2024	P
Tara Johnson	HFIC	2023-2025	P
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	A
Candice Hines-Tinsley	Kinesiology, Nutrition & Athletics	2022-2024	A
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	A
Jackie Boboye	Student Services	2022-2024	P
Leta Ming	Visual & Performing Arts	2023-2025	A
Sheila Malone	Visual & Performing Arts	2022-2024	A
Tamari Jenkins	Senator-At-Large	2023-2026	P
Norma Leon	Senator-At-Large	2022-2025	A
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	P
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	
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	P

**Guests:**

Elaine Martinez, KNA

Lissa Napoli, Administrative Assistant, Academic Senate

Markazan “Mary” Romero, Industrial Electrical Technology, CITC

Louisa Villeneuve, Biology, STEM ACC

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

**2. CALL TO ORDER (12:35 P.M.) 12:41 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**

- August 22, 2023
- **Motion for Approval** - Senator Boboye moved to adopt the agenda for 8.22.23. Senator Chamberlain seconded the motion. The motion was approved. 8.22.23, 21Y/0N/0A.

**5. APPROVAL OF MINUTES**

- August 15, 2023
- **Motion for Approval** - Senator Holdiness moved to approve the 8.15.23 amended minutes. Senator Jackson seconded the motion. The motion was approved. 8.22.23, 21Y/0N/0A.

**6. CONSENT AGENDA**

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

**6.1.1 Counselor, Puente Program (50% Puente Program/50% General Counseling)(1 year Temp.)**

Leona Fisher, English, ACD

Kirk Collins, Counselor

Monica Molina, Counselor

Brent McLaren, Counselor

Henry Leonor, English, ACD

6.1.2 **Buyer, Purchasing**

Tamari Jenkins, Spanish, ACD

6.1.3 **Administrative Assistant II, Health & Wellness**

Jeff Laguna, Gerontology, HW

6.1.4 **Dean, Chino Campus**

Mark Forde, Culinary Arts

Steve Shelton, Communication Studies, ACD

Manar Hijaz, Instructional Specialist

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

6.2.1 **College Planning Council**

Jinny Lee, Earth Science/Geology, STEM

Jin Liu, Chinese, ACD

Note for 6.1.1 there is an English class in the Puente Program so 50% participation goes to counseling and 50% for English. For 6.1.4. there was no call for all Chino faculty, it only went to HFIC in Chino, so can another faculty be added? AP 7120 says faculty and classified members are a courtesy.

- **Motion for Approval** - Senator Boboye moved to approve the Consent Agenda with 6.1.4 removed and be voted on separately. Senator Chamberlain seconded the motion. The motion was approved. 08.22.23, 21Y/0N/0A.
- **Motion for Postpone** 6.1.4 - Senator Holdiness moved to table the 6.1.4. Curriculum Chair Burk Herrick seconded the motion. The motion was approved. 08.22.23, 21Y/0N/0A.

**7. REPORT**

**7.1 President**

**7.2 Vice President** - no report

**7.3 Secretary/Treasurer** - no report

**7.4 Curriculum** - no report

**7.5 Classified Senate Liaison**, Sarah Schmidt - at their first meeting committees were discussed. Also, Caring Campus is coming back as well as fundraising for scholarships and Caring Campus.

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

**9. UNFINISHED BUSINESS \*10 minutes max** - None.

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

**10.1 First Read/ Discussion Item:** Summer Transparency Senate Workgroup (STSW) Statement

- **Motion for Discussion** - Senator Johnson moved to discuss the STSW. Senator Boboye seconded the motion. Time for discussion was extended 5 minutes.

Senator Johnson reviewed past issues brought up in this group. Senator Doget brought up questions that have arisen in regards to faculty senate representation, penalization of smaller programs when retirements occur, and workgroups in competition. Senator Chamberlain recommended framing in terms of student success. Discussion of mutual agreement and collegial consultation in AP/BP 2510. Senator Henry mentioned campus culture in terms of communication approaches from administration in order to grant respect to discipline experts to address major gaps. Senator Chamberlain asked which committees should be or have been involved in this type of discussion.

**10.2 First Read/Discussion Item:** Academic Senate seeks two faculty to appoint to the Evaluation Forms Committee. 50 word statements from the candidates will be reviewed by the Senate on 8/22 and voted on 8/29.

- **Motion for Discussion** - VP Encarnacion moved to discuss the candidates for the Evaluation Forms Committee. Senator Jenkins seconded the motion.

VP Encarnacion advocated for Sharon Alton due to her extensive DEIA experience. Senator Lee advocated for Angela Cardinale since DE plays a big role with so many online classes currently offered. Senator Marcus advocated for Jackie Boboye due to her being fair, reasonable, and uses good judgment. Senator Chamberlain also supports Sharon Alton due to DEIA experience which is included in the new contract. Senator Ith notices culturally sensitive gaps to which Sharon Alton can bring expertise. Senator Boboye expressed desire for counseling faculty to be part of this process and that she has DE work experience and prior experience in the Evaluation Forms Committee. Senator Holdiness advocates for STEM representation since both Angela and Sharon are from the English Department. Guest Lousia Villeneuve is interested in getting more involved and noticed DE assessment gaps in the evaluation form.

## 11. ANNOUNCEMENTS

### 11.1 Chaffey College Academic Senate

**11.1.1 *Sabbatical Orientation***, Friday, August 25, 2023, 10 - 11:30 AM, BEB-204, Join Academic Senate, CCFA, and faculty who have recently returned from sabbatical for this informative session. Learn about developing your sabbatical objective, activities, and submitting your sabbatical application. RSVP to [lissa.napoli@chaffey.edu](mailto:lissa.napoli@chaffey.edu)

**11.1.2 *New Hire Welcome Reception***, Wednesday, September 20, 2023, AD-151, in collaboration with Classified Senate, Academic Senate celebrates all new classified professionals, faculty, and managers. Stop by and meet all the new Chaffey employees.

### 11.2 Chaffey College Campus

### 11.3 Academic Senate for California Community Colleges (ASCCC) Information

**11.3.1 [2023 Fall Plenary Session](#)**, Thursday, November 16 through Saturday, November 18. Westin South Coast Plaza. The 2023 Fall Plenary will be a hybrid event with an in-person option (\$550)

and a virtual-only option (\$385). Registration In-Person Deadline: November 3, 2023 at 10AM. Registration Virtual-Only Deadline: November 8, 2023 at 5:00 PM. Click on the link for more information.

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

**12. 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 Kuo expressed that involvement in Dual Enrollment and mentorship between Chaffey faculty and high school teachers came up in the CCFA meeting. President DeRose said an Academic Senate workgroup has already been brought to CCFA.

Senator Lee asked about specific examples for Regular and Substantive Interaction (RSI). President DeRose explained email sources are being collected.

**13. ADJOURNMENT (1:50 P.M.)**

**The Next Academic Senate is Scheduled for Tuesday, August 29, 2023**

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**Lissa A. Napoli, Recording Secretary**

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**Robin Witt, Treasurer / Secretary**

## **Academic Senate President's Report Tuesday August 22, 2023**

- Robert's Rule's highlights to use during Academic Senate meetings. Note: these points are from ASCCC's Curriculum Institute Breakout Session Parliamentary Procedures presentation.
  - General Rules of Debate (partial)
    - Members may only speak if recognized by chair
    - All discussion must be relevant to motion/item
    - Members may speak up to twice on a motion/item
    - Each time, members may speak up to 10 minutes
    - Members that have yet to speak in a motion/item have preference
    - When possible, alternate between pro and con speakers
  - Basic Process for Motions
    - Member obtains recognition of the chair
    - Member makes a motion
    - Motion must be seconded by another member
    - Chair states the motion and opens debate
    - Maker of motion may speak first in debate
    - Debate ensues
    - Chair puts the question, aka facilitates the vote
    - Chair announces the results
    - Note: Brown Act requires all votes be listed in the minutes
  - Request for Information, Parliamentary Inquiry, and Point of Order
    - Request for Information
      - Inquiry as to the facts affecting the business at hand
    - Parliamentary Inquiry
      - Request for the Chair's opinion on a matter of parliamentary procedure as it relates to the business at hand (not a ruling)
    - Point of Order
      - May interrupt the current speaker if timely
      - Member calls attention to a violation of the rules of the assembly
      - Must be raised promptly at the time the breach occurs
- CCSG meeting
  - The next Chaffey College Student Government (CCSG) meeting will be held on Monday August 28 from 12:30 to 2 pm in MACC 208.
  - Asking for someone from Academic Senate to attend because I have a conflict that day.
- College Planning Council (CPC) Academic Senate Survey Responses, Spring 2023
  - Included in agenda packet.

# 2022-23 CPC COMMITTEE SELF-ASSESSMENT SURVEY

*Survey Results for: Academic Senate*

*Number of Survey Respondents: 19*

Self-Assessment Area/Item		This Committee		All Committees	
		Mean	Median	Mean	Median
<b>Equity-Minded Practices and Evidence-Based Decision-Making</b>					
Q8a	The committee engages in equity-minded practices	4.94	5.00	4.67	4.89
Q8b	The committee includes affected stakeholders in discussions	4.83	5.00	4.60	4.80
Q8c	The committee uses multiple forms of evidence to inform decisions	4.61	5.00	4.60	4.78
Q8d	The committee reviews disaggregated student data to identify the potential existence of disproportionate impact	4.11	4.50	4.13	4.25
Q8e	Committee decisions and actions consider the impact on historically underrepresented populations	4.78	5.00	4.40	4.67
<b>Committee Processes</b>					
Q12a	Meeting agendas and materials are sent out in advance of the meeting to allow for appropriate review and preparation	5.00	5.00	4.67	4.83
Q12b	Committee meeting length is appropriate and respectful of the agenda	4.89	5.00	4.83	4.90
Q12c	Meetings are held regularly and with appropriate frequency	4.89	5.00	4.51	4.86
Q12d	Follow-up on outstanding agenda items occurs prior to the next committee meeting	4.94	5.00	4.46	4.75
Q12e	The committee has a process in place to manage communications	4.89	5.00	4.54	4.71
Q12f	The committee has a process in place to assist new members in understanding the purpose/mission of the committee	3.89	4.00	4.12	4.20
Q12g	Committee member attendance is consistent	4.39	4.00	4.05	4.20
Q12h	Committee members arrive on time	4.11	4.00	4.42	4.56
Q12i	The committee has a process in place to check-in with absent members	3.28	3.00	3.58	3.60
<b>Committee Interaction and Collaboration</b>					
Q15a	Committee membership represents the perspectives and skills required to fulfill the purpose/mission of the committee	4.61	5.00	4.73	4.83
Q15b	The committee focuses on interactive topics/issues in meetings	4.67	5.00	4.68	4.83
Q15c	Committee meeting agendas include input from committee members	4.67	5.00	4.54	4.67
Q15d	All committee members have an opportunity to engage and contribute	4.83	5.00	4.82	5.00
Q15e	Committee members feel free to question decisions	4.56	5.00	4.74	4.89
Q15f	Committee members clearly understand their roles on the committee	4.17	5.00	4.28	4.50
Q15g	Committee members clearly understand the goals of the committee	4.28	5.00	4.46	4.80
<b>Committee Outcomes</b>					
Q18a	The committee's purpose/mission is reviewed on a regular basis for relevancy and accuracy	4.39	5.00	4.14	4.20
Q18b	The committee's purpose/mission aligns with the District's mission statement	4.76	5.00	4.86	5.00
Q18c	Throughout the academic year the committee regularly identifies and follows thru on action items relevant to its purpose/mission	4.61	5.00	4.51	4.80
Q18d	The committee's annual goals and objectives are clearly defined	4.28	5.00	4.24	4.60
Q18e	The committee has clearly defined annual measurable outcomes	3.89	4.00	3.98	4.00

To: 2023-2024 Academic Senate

The Summer Transparency Senate Workgroup (STSW) believes the recent leadership changes that have taken place at Chaffey College provide for an opportunity to renew the commitment of the Academic Senate, the Associate Superintendent, Student Services and Strategic Communications, and the Associate Superintendent of Instruction and Institutional Effectiveness to work together to actively participate in collegial consultation.

It is the recommendation of the STSW that the Academic Senate create a workgroup that will be tasked with establishing a collaborative best practices between the abovementioned groups. The STSW is confident that a prompt adoption of these best practices will allow these three bodies to more successfully represent their constituents, as well as improve the trust and morale throughout the campus community.

Respectfully,

The STSW



Academic Senate seeks two faculty to appoint to the Evaluation Forms Committee.

The description of this committee can be found in Article 20.4 of the 2023-2026 collective bargaining agreement and is also shown below:

"A standing evaluation forms committee shall consist of eight (8) persons: four (4) appointed by the District, two (2) appointed by the Academic Senate, and two (2) appointed by the Association.

Consistent with the provision of this section, the committee will review and recommend appropriate revision(s) to the forms and procedures for evaluations covered in this Article and Section 18.5.5. (1). Any revisions to the evaluation forms and recommended improvements to the evaluation procedures shall be subject to review and approval by the District and Faculty Negotiating Teams prior to their implementation."

- **Angela Cardinale:**

I want to contribute to the DE aspect of evaluations forms, particularly around RSI, accessibility, and equity. This is essential given the volume of DE course offerings and the new contract language. I have taught for 18 years in all modalities and am currently DE Coordinator. Also, I love forms!!!

- **Sharon Alton:**

I have been involved in groups to better support students/faculty. Because of my work on the DEIA Projects (Men of Color Task Force, SEPI, GP, PD-workshops, and the Contract DEIA workgroup), I feel my presence is needed on the evaluation-forms-committee to ensure that Chaffey is aligning to larger Equity goals.

- **Shannon Jessen:**

Dear Selection Committee:

My goals in serving on the Evaluation Forms Committee are to contribute my perspective as a department coordinator and CCFA representative to clarify the parameters and criteria on which faculty are evaluated, and to strengthen the evaluation process for the benefit of the students we serve.

- **Anjali Kuthoore:**

I have good ideas on improving/modernizing the evaluation process to make it a more fair/thorough experience for the evaluatee. At my previous college, I exclusively had helpful and positive evaluation experiences in which my committee really knew/appreciated my contributions. In contrast, I have experienced an unfair/unhelpful evaluation process here.

- **Jackie Boboye:**

Hello All

I would like the opportunity to collaborate with other faculty members on Evaluation forms, and representing Academic and Career Counseling is a great way for me to provide feedback to my constituents.

- **Louisa Villeneuve:**

I am relatively new full time at Chaffey (and getting evaluated regularly) and would like to get more involved in senate and cross-curricular committee work outside of STEM ACC. I have been serving on Guided Pathways Steering Committee and would like learn how the participatory governance side of things works.

		Present	Adoption of Agenda 8.22.23	Approval of 8.15.23 Minutes	Approval of Consent Agenda with removal of 6.1.4 and endorsement of the Curriculum modifications as presented 8.22.23	Postponement Consent Agenda Item 6.1.4
<i>Alternate Senators Italicized</i>						
<b>Representation</b>	<b>Name</b>					
President	Nicole DeRose	Y				
Vice President	Elizabeth "Liz" Encarnacion	Y	Y	Y	Y	Y
Secretary/Treasurer	Robin Witt	Y	Y	Y	Y	Y
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y	Y	Y
Business & Applied Technology	Bruce Osburn	N	Y	Y	Y	Y
Business & Applied Technology	Jay Scott	-	-	-	-	-
<i>Business &amp; Applied Technology Alternate</i>	<i>Vacant</i>					
Chino Campus	Robert Nazar	Y	Y	Y	Y	Y
Chino Campus	Jinny Lee	Y	Y	Y	Y	Y
<i>Chino Campus Alternate</i>	<i>Manar Hijaz</i>	Y				
Fontana Campus	Anthony "Tony" Guaracha	Y	Y	Y	Y	Y
Fontana Campus	Vacant					
<i>Fontana Campus Alternate</i>	<i>Greg Creel</i>	N	-	-	-	-
Health Sciences	Omar Estrada	N	-	-	-	-
Health Sciences	Terzah DePonte	Y	Y	Y	Y	Y
<i>*Health Sciences Alternate</i>	<i>Lisa Doget</i>	Y	Y	Y	Y	Y
HFIC	Tara Johnson	Y	Y	Y	Y	Y
HFIC	Vacant					
<i>HFIC Alternate</i>	<i>Vacant</i>					
Instructional Support	Christina Holdiness	Y	Y	Y	Y	Y
Instructional Support	Terezita Overduin	Y	Y	Y	Y	Y
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	Y				
Kinesiology, Nutrition, & Athletics	Annette Henry	Y	Y	Y	Y	Y
Kinesiology, Nutrition, & Athletics	Candice Hines-Tinsley	N	-	-	-	-
<i>Kinesiology, Nutrition, &amp; Athletics Alternate</i>	<i>Robert Hadaway</i>	N				
Language Arts	Phatana Ith	Y	Y	Y	Y	Y
Language Arts	Elizabeth Encarnacion					
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>	N				
Mathematics & Science	Robin Witt					
Mathematics & Science	Mark Gutierrez	Y	Y	Y	Y	Y
<i>Mathematics &amp; Science Alternate</i>	<i>Diana Cosand</i>	N				
Social & Behavioral Sciences	Patricia Gomez	Y	Y	Y	Y	Y
Social & Behavioral Sciences	Vacant					
<i>*Social &amp; Behavioral Sciences Alternate</i>	<i>Vacant</i>					
Student Services	Michelle Martinez	N	-	-	-	-
Student Services	Jackie Boboye	Y	Y	Y	Y	Y
<i>* Student Services Alternate</i>	<i>Fabiola Espitia</i>	N				
<i>* Student Services Alternate</i>	<i>Susanna Galvez</i>	N				
Visual and Performing Arts	Leta Ming	N	-	-	-	-
Visual and Performing Arts	Sheila Malone	N	-	-	-	-
<i>*Visual and Performing Arts Alternate</i>	<i>Vacant</i>					
Senator-At-Large	Tamari Jenkins	Y	Y	Y	Y	Y
Senator-At-Large	Norma Leon	N	-	-	-	-
Senator-At-Large	Sarah Chamberlain	Y	Y	Y	Y	Y
Adjunct Senator-at-Large	Tina Kuo	Y	Y	Y	Y	Y
Adjunct Senator-at-Large	Shelly R. Jackson	Y	Y	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				
<b>Total Yes Votes</b>		<b>24</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</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						

**37 members total - up to 29 voting at any given time. The President is a non-voting member, but counts as quorum. Curriculum Chair now votes 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 = 24 members, 4 visitor

8.22.23 Academic Senate Meeting

