

ACADEMIC SENATE MINUTES

AUGUST 29, 2023

Nicole DeRose	President	2023-2025	P
Elizabeth "Liz" Encarnacion	Vice President/President-Elect	2023-2024	A
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	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	A
Candice Hines-Tinsley	Kinesiology, Nutrition & Athletics	2022-2024	P
Phatana Ith	Language Arts	2023-2025	P
Elizabeth "Liz" Encarnacion	Language Arts	2022-2024	A
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	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
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	P
Robert Hadaway	Kinesiology, Nutrition, & Athletics	2023-2025	P
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	P
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

Guests:

Elaine Martinez, HW ACC

Lissa Napoli, Administrative Assistant, Academic Senate

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 Elaine Martinez expressed desire for the Summer Transparency Senate Workgroup to move forward in order to create best practices.

4. ADOPTION OF AGENDA

- August 29, 2023
- **Motion for Approval** - Senator Boboye moved to adopt the agenda for 8.29.23. Senator DePonte seconded the motion. The motion was approved. 8.29.23, 20Y/0N/0A.

5. APPROVAL OF MINUTES

- August 22, 2023
- **Motion for Approval** - Senator Holdiness moved to approve the 8.22.23 amended minutes. Senator Jackson seconded the motion. The motion was approved. 8.22.23, 20Y/0N/0A.

6. CONSENT AGENDA

6.1 Faculty representatives that have been requested to serve on these selection/hiring committees: see attachment titled "AP 7120 Committee Compositions"

6.1.1 Dean, Chino Campus

Mark Forde, Culinary Arts

Steve Shelton, Communication Studies, ACD

Manar Hijaz, Instructional Specialist

6.2 Curriculum is asking that the Academic Senate endorse the course modifications that are presented in the packet. see attachment titled "8-23-2023 Curriculum Endorsements"

- **Motion for Approval** - Chair Burk-Herrick moved to approve the 8.29.23 **Consent Agenda and endorsement of the Curriculum modifications as presented 8.29.23.** Senator Boboye seconded the motion. The motion was approved. 8.29.23, 20Y/0N/0A
- President DeRose reported the rationale for the faculty selected. Mark Forde was selected since he is an HFIC faculty who will work directly with the Chino Campus Dean. Manar Hijaz was selected since she is assigned to the Chino Campus. Steve Shelton was selected since he is a faculty member outside the Chino Campus.

7. REPORT

7.1 President - see attachment titled "August 29 2023"

- Academic Senate Goals need to align with 10+2. Examples were provided. Bring ideas at the next meeting.
- Senator Boboye and Senator Kuo will be the Academic Senate Liaison for CCFA and vice-versa (they are the CCFA Liaison for Academic Senate).
- Reminder about fraudulent student enrolments.

7.2 Vice President - no report

7.3 Secretary/Treasurer - Budget Report. see attachment titled "Academic Senate Detail Report -Fall 2023 8.29.23"

- If you are not doing so already, please consider a monthly contribution to both Academic Senate Foundation Accounts. Contributions are only for 10 months of the year.

7.4 Curriculum, Angela Burk-Herrick, will provide an update on the following programs:

[Chinese Program Presentation](#)
[English Program Presentation](#)
[Journalism Program Presentation](#)
[Spanish Program Presentation](#)

7.5 Classified Senate Liaison, Sarah Schmidt

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

9. UNFINISHED BUSINESS *10 minutes max

9.1 Second Read/ Action Item: Summer Transparency Senate Workgroup (STSW) Statement see attachment titled "Summer Transparency Senate Workgroup (STSW) "

- **Motion for Approval** - Chair Burk-Herrick moved to approve the Endorsement of the Summer Transparency Senate Workgroup Statement. Senator Boboye seconded the motion. Chair Burk-Herrick

amended the motion to approve the recommendation in the Summer Transparency Senate Workgroup Statement. Senator Boboye seconded the amendment. The motion was approved. 8.29.23, 20Y/0N/0A.

- Chair Burk-Herrick expressed the positive focus and direction of this workgroup and that collaboration benefits everyone. Senator Chamberlain asked if instead of a workgroup, could this be a goal of the Academic Senate? Senator Ming asked if it could be both. Senator Hines-Tinsley said the workgroup will help set clear expectations and favors allowing outside members. President DeRose said that the composition of the workgroup will be determined at a later date. The potential overlap of this workgroup with AIG function was noted.

9.2 Second Read/ Action 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. see attachment titled "Evaluation Forms Committee Candidate Statements 50 words "

- **Move to Vote and Endorse** - Senator Chamberlain moved to vote and endorse the selection of the appointees on the Evaluation Forms Committee: Jackie Boboye and Angela Cardinale were selected. Senator Martinez seconded the motion.

10. NEW BUSINESS *10 minutes max per item

10.1 First Read/ Discussion Item: Senate Representation Structure: School, Units, ACCs - see attachment titled "Mgmt Functions List Comparison" - postponed for next week.

10.2 First Read/Discussion Item: Attendance/Membership see attachment titled "Representation" - postponed for next week.

10.3 First Read/Assignment: Routine Senate Item: BP/AP Review. Volunteers needed for BP and AP Sunshining

- Motion for Approval - Senator Holdiness moved to move 10.3 up to 10.1. Senator Jackson seconded the motion. The motion was approved. 8.29.23, 20Y/0N/0A.

POLICIES AND PROCEDURES FOR PRESIDENT'S CABINET REVIEW:

These can be accessed here: [Items under consideration](#)

- **Chapter 7 – Human Resources**
 - BP 7125 Employment Eligibility (hyperlink)
 - AP 7125 Employment Eligibility (hyperlink)
 - BP 7270 Student Workers
 - AP 7270 Student Workers
- BP/AP 7125 volunteers are Senator Holdiness and Senator Jenkins. BP/AP 7270 volunteers are Senator Chamberlain and Senator Martinez. Due date is September 12.

Move to adjourn - Senator Holdiness moved to adjourn. Senator Boboye seconded the motion. The motion was approved. 8.29.23, 0Y/0N/0A.

11. ANNOUNCEMENTS

11.1 Chaffey College Academic Senate

11.1.1 *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

11.2.1 [Start it Up](#), Calling all entrepreneurs: Are you looking to start or grow a business?

11.2.2 [Solve Community Challenges](#), Do you know of a problem worth solving in your community?

11.2.3 [Faculty Self-service](#) option to drop students you suspect are Fraudulent.

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

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.)

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

The Next Academic Senate is Scheduled for Tuesday, September 5, 2023

Lissa A. Napoli, Recording Secretary

Robin Witt, Treasurer / Secretary

[Chaffey College Administrative Procedure \(AP\) 7120 Recruitment and Selection](#)

The following content contains sections pulled from AP 7120 regarding the composition of hiring committees. Academic Senate discusses hiring committee composition for faculty membership. There are three sections:

- Faculty Hiring Committee Composition (page 7) – Maximum of 10 members, 4-6 are faculty with one faculty member from outside the area.
- Classified Hiring Committee Composition (page 16) - Maximum of 5 members.
- Management Hiring Committee Composition (page 24). Maximum of 10 members.

Senators are encouraged to read and reference AP 7120 in advance of hiring committee appointments.

Faculty Hiring Committee Composition (screenshot)

AP 7120 Recruitment and Selection

Faculty Selection

- **Timeline**

It is the intent of the District that identification of vacancies and the initiation of the recruitment processes are scheduled early enough in the academic year to allow for all procedures to be undertaken in a thorough and thoughtful manner, and ensuring completion well in advance of employment. The length of the advertising period should allow for adequate distribution and response, as communicated by the school, to provide a diverse, high quality pool of applicants.

Screening and Interview Committee

- **Composition of the Committee**

The committee membership (four [4] to six [6] faculty) is determined by recommendations submitted by the first-level manager in consultation with the coordinator and/or program faculty. Faculty members from the same or a related discipline, and at least one individual from the faculty-at-large are approved by the Faculty Senate and are confirmed by the Superintendent/President.

In addition to the faculty, the first-level manager acts as an observer and resource during the first-level interview. A non-voting equal employment opportunity representative shall be named by the Chief Human Resources Officer.

When appropriate, the first-level manager in consultation with the coordinator and/or program faculty may appoint no more than two (2) additional committee members from the following categories: classified staff, administration, community representative, and/or faculty emeritus. The first-level manager may also appoint a student to serve in an advisory capacity.

Whenever possible, screening committees shall include a diverse membership which will bring a variety of perspectives to the assessment of applicant qualifications.

Classified Hiring Committee Composition (screenshot)

AP 7120 Recruitment and Selection

Classified Selection

Screening and Interview Committee

- **Composition of the Committee**

The committee membership is determined by recommendations submitted by the first-level manager, confirmed by the Classified Senate, and approved by the Superintendent/President. The committee, generally not exceeding a total of five (5), shall include at least two classified representatives one of which should be from the immediate department and the other should be from outside the hiring vice president's area. Whenever possible, committees shall include a diverse membership which will bring subject/program expertise and a variety of perspectives to the assessment of applicant qualifications. In addition, the committee includes the hiring manager or designee and the non-voting equal employment opportunity representative. When appropriate, the appointment of a faculty member, additional classified staff member, administrator, student, and/or community representative may be made.

Management Hiring Committee Composition (screenshot)

Screening and Interview Committee

- **Composition of the First-Level Committee**

The committee shall include representation from the management position's scope of assignment and, whenever possible, shall include a diverse membership which will bring subject/program expertise and a variety of perspectives including those from outside the immediate scope of assignment to the assessment of applicant qualifications. When appropriate, the appointment of an administrator, student, community representative, and/or additional faculty or classified staff member may be made. The committees generally shall not exceed a total of ten (10) members.

- Prior to submission of the recruitment authorization form, it is the hiring manager's responsibility to make contact with the recommended committee members to confirm availability for the selection process. The hiring manager and the classified staff member(s) must also receive prior confirmation of approval from the supervisor(s) to participate in the process. In addition, the classified staff member(s) must arrange with his/her supervisor(s) in a timely manner the screening and interviewing dates.

General Education Patterns have been modified to add new GE approvals:

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

Chaffey GE	CSUGE	IGETC
Add MATH 45 to competency	Add MATH 45 to Area B4	Add MATH 45 to Area 2A
Add MATH 45 to Area A2	Add ASTRON 27L to Area B3	Add MUSIC 23 to 3A
Add ASTRON 27/27L to Area B	Add MUSIC 23 to C1	Add Art 13 to Area 3A
Add MUSIC 23 to C1	Add PH 20 to Area D	Add ANTHRO 5 to Area 4
Add ART 50 to C1	Add ANTHRO 5 to Area D	Add ASTRON 27L to Area 5C
Add ANTHRO 5 to Area D		

CHILD DEVELOPMENT PACKAGE

Course Reactivations w/ DE:

CDE-28 (Formerly CDE-25)	Advanced Curriculum Theory
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Course Reactivations:

CDE-28W (Formerly CDE-25W)	Practicum II: Supervised Occupational Work Experience
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Course Deactivation:

CDE-28	Advanced Curriculum Theory and Practicum <i>Never scheduled or tied to student records</i>
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CHINESE PACKAGE

Course Modifications w/ DE:

CHIN-1	Elementary Mandarin Chinese I
CHIN-2	Elementary Mandarin Chinese II
CHIN-3	Intermediate Mandarin Chinese I
CHIN-4	Intermediate Mandarin Chinese II
CHIN-18	Chinese Civilization and Culture

Program Modifications:

Chinese Studies	AA
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ENGLISH PACKAGE

Course Modifications w/ DE:

ENGL-1A	Composition
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ENGL-1B	Advanced Composition and Critical Thinking
ENGL-1C	Introduction to Literature
ENGL-32	Introduction to the Novel
ENGL-33	Introduction to Poetry
ENGL-35	Literary Magazine Production
ENGL-68	Mythology
ENGL-70A	World Literature I
ENGL-70B	World Literature II
ENGL-73	LGBT Literature
ENGL-74	Asian-American Literature
ENGL-75A	American Literature
ENGL-75B	American Literature
ENGL-76	African-American Literature
ENGL-77	Latino Literature
ENGL-79	Native American Literatures
ENGL-7A	Creative Writing: Short Fiction
ENGL-7B	Creative Writing: Fiction
ENGL-7D	Creative Writing: Poetry
ENGL-7E	Creative Writing: Nonfiction
ENGL-80A	Survey of British Literature I
ENGL-80B	Survey of British Literature II
ENGL-81	Shakespeare

Program Modifications:

English	AA-T
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JOURNALISM PACKAGE

Course Modifications w/ DE:

JOUR-10	Newswriting
JOUR-11	Multimedia Reporting
JOUR-30	Student Media Practicum I
JOUR-31	Student Media Practicum II

Program Modifications:

Journalism	Certificate of Achievement
Journalism	AA-T

SPANISH PACKAGE

Course Modifications w/ DE:

SPAN-1	Elementary Spanish I
SPAN-13	Survey of Mexican Literature
SPAN-14	Latin American Literature
SPAN-2	Elementary Spanish II
SPAN-3	Intermediate Spanish I

SPAN-4	Intermediate Spanish II
SPAN-4SS	Spanish for Heritage Speakers II
SPAN-8	Survey of Hispanic Literature: 1700 - Present
SPAN-9	Cultural Awareness through Conversation

Program Modifications:

Spanish	AA-T
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Academic Senate President's Report Tuesday August 29, 2023

- Development of Senate Goals – Future Agenda Item, FYI
 - Discussion at the September 5 meeting to develop Academic Senate goals.
 - Come prepared with ideas to introduce to discussion AND which of the 10+2 the idea aligns with.
 - Example (completely fake, nothing about this example is real):
 - California Law adopted from the Vintage Science and Math Tools Association which now requires all community colleges to redesign any curriculum covering measuring, science, data collection to use vintage tools including but not limited to the abacus, the slide rule, and triple beam balances.
 - Senator proposes Academic Senate work with professional development committee to provide faculty with resources to learn to use the equipment and instructional pedagogy.
 - Aligns with #5 Standards and policies regarding student preparation and success
 - Aligns with #8 Policies for faculty professional development activities.
 - Woodland Community College Academic Senate Webpage, Examples of Academic Senate annual Areas of Focus.
 - [2018-2019](#)
 - [2021-2022](#)
 - Examples provided for inspirational purposes
 - Academic Senate Committee Survey: was in the August 22 agenda. Are there any questions in the survey that may lead to good goals?
- Opportunities for Students (Courtesy of Sheneui Weber, Interim Associate Superintendent Workforce Innovations & Entrepreneurial Development)
 - Here are a couple of projects that we are launching this month to students, through various social media channels and on campus events such as orientation as well. The flyers are attached for your information.
 - For the SolveCC project, we are working with Mark Padilla, Ian Jones, and Tracy Kocher, who will be faculty coaches to the student team.
 - For the StartitUp project, we are working with the city of Rancho Cucamonga to outreach to the community in addition to students.
 - **Flyers – see additional pages**
- Academic Senate liaisons to CCFA

- Fraudulent Student Enrollment
 - Resources Faculty Self-Service: [Drop-Suspected Fraud Self-service Option \(storage.googleapis.com\)](#) (must log into MyChaffey Portal to access).
 - Recommendations (provided by Senator Ming via Joseph Cascio)
 - “...Faculty should use their best judgment when giving out add authorization. And, when in doubt, do not give one and/or allow them to add, set a time period for valid participation, and then drop them as suspected fraud using the new Self-Service option later.
 - You can also ask for the student to video call you on Zoom or set up a 30-minute timeslot at the end of the week and ask everyone that wants an add code to visit you during office hours.
 - Some things to look out for in emails are:
 - Emails with odd commas, colons, and semi-colons
 - Emails where the student ID, name, or section number/class name appear to be a different text/font size (i.e. looks like a merge)
 - Similarly, worded emails from different students”

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
Equity-Minded Practices and Evidence-Based Decision-Making					
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
Committee Processes					
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
Committee Interaction and Collaboration					
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
Committee Outcomes					
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

Summer Transparency Senate Workgroup (STSW)

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

Evaluation Forms Committee Candidate Statements 50 words
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."

- **Candidate A**

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. – Sharon Alton

- **Candidate B**

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. – Jackie Boboye

- **Candidate C**

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!!! – Angela Cardinale

- **Candidate D**

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. – Shannon Jessen

- **Candidate E**

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. – Anjali Kuthoore

- **Candidate F**

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. – Louisa Villeneuve

Academic Senate School/Unit (Current)	2022-2023 Management Functions List	ACC & Areas	2023-2024 Management Functions List
Schools	Disciplines/Programs/Certificates		Disciplines/Programs/Certificates
Business & Applied Technology (BAT)	<p>Accounting and Financial Services</p> <p>Automotive Technology</p> <p>Aviation Maintenance Technology</p> <p>Business</p> <p>Business Legal Studies</p> <p>Business Management</p> <p>Business Marketing</p> <p>Business and Office Technologies</p> <p>Computer Information Systems and Sub-Disciplines</p> <p>Computer Science</p> <p>Criminal Justice</p> <p>Emergency Medical Technician</p> <p>Facilities Management</p> <p>Fire Technology</p> <p>Heating, Ventilation, and Air Conditioning</p> <p>Industrial Electrical Technology</p> <p>Industrial Maintenance</p> <p>Legal Studies</p> <p>Logistics</p> <p>Real Estate</p> <p>Welding</p>	Business, Technology, and Hospitality (BTH)	<p>Accounting</p> <p>Accounting and Financial Planning</p> <p>Business</p> <p>Business Legal Studies</p> <p>Business Management</p> <p>Business Marketing</p> <p>Business Technologies</p> <p>Computer Information Systems and Sub-Disciplines</p> <p>Computer Science</p> <p>Drafting</p> <p>Real Estate</p> <p>Arts Management (?)</p>
		Manufacturing, Industrial Design, & Transportation (MIT)	<p>Engineering Technology</p> <p>Heating, Ventilation, and Air Conditioning</p> <p>Industrial Electrical Technology</p> <p>Industrial Electrical Technology: Electromechanical Technology</p> <p>Industrial Electrical Technology: Mechatronics</p> <p>Welding</p>
Health Sciences (HS)	<p>Dental Assisting</p> <p>Gerontology</p> <p>Nursing Assistant and Home Health Aide</p> <p>Nursing: Acute Care Technician</p> <p>Nursing: Associate Degree Nursing (ADN)</p> <p>Nursing: Vocational Nursing (VN)</p> <p>Physical Therapy Assistant</p> <p>Radiologic Technology</p>	Health & Wellness (HW)	<p>Computed Tomography</p> <p>Dental Assisting</p> <p>Gerontology</p> <p>Health Science</p> <p>Kinesiology</p> <p>Nursing Assistant and Home Health Aide</p> <p>Nursing: Associate Degree Nursing (ADN)</p> <p>Nursing: Vocational Nursing (VN)</p> <p>Nutrition and Food</p> <p>Physical Therapy Assistant</p> <p>Phlebotomy Technician</p> <p>Public Health</p> <p>Radiologic Technology</p>
Kinesiology, Nutrition & Athletics (KNA)	<p>Kinesiology</p> <p>Nutrition and Food & Athletics</p>		

Language Arts (LA)	<p>American Sign Language Arabic Chinese Communication Studies English English-as-a-Second Language French Journalism/Student Newspaper Spanish</p>		Arts, Communication & Design (ACD)	<p>American Sign Language Arabic Art Art History Broadcasting Chinese Cinema Communication Studies</p>
Visual & Performing Arts (VPA)	<p>Art Art History Broadcasting Cinema Dance Music Photography Theatre Arts</p>			<p>Digital Media English English-as-a-Second Language French Journalism/Student Newspaper Music Photography Spanish Theatre Arts</p>
Mathematics & Science (M&S)	<p>Astronomy Biology Chemistry Drafting Earth Science Engineering Engineering Technology Geography Geology & Mathematics Physical Science Physics Statistics</p>		Science, Technology, Engineering, and Math (STEM)	<p>Astronomy Biology Chemistry Earth Science Engineering Geography Geology Mathematics Physical Science Physics Statistics</p>
Social & Behavioral Sciences (SBS)	<p>Anthropology Child Development and Education Child Development Center Economics Education History Homeland National Security Humanities Philosophy Political Science Psychology Social Science Sociology</p>		Public Service, Culture, and Safety (PCS)	<p>Child Development and Education Criminal Justice Economics Education Emergency Medical Technician Ethnics Studies Fire Technology History Homeland National Security Humanities Philosophy Political Science Psychology</p>

Hospitality, Fashion, Interior Design, and Culinary (HFIC)	Culinary Arts Fashion Design and Merchandising Hospitality Management Interior Design		What is it? Not an ACC.	Culinary Arts Fashion Design and Merchandising Hospitality Management Interior Design
Student Services (SS)	General Counseling Guidance Guiding Panthers to Success (GPS) Centers Specialized Counseling Support		Academic and Career Counseling What is it? Not an ACC	Counseling General Counseling Guidance Guiding Panthers to Success (GPS) Centers Opening Doors to Excellence Student Success and Support Programs Specialized Counseling Support
			Student Services Director Timi Brown Not an ACC	Athletics
Instructional Support (IS)	Faculty Success Center Library/Cybraries Success Centers Supplemental Instruction/PALS		Instructional Support What is it? Not an ACC.	Faculty Success Center Library/Cybraries Success Centers Supplemental Instruction/PALS
Units			Unit/Campus	
Chino Campus			Chino	
Fontana Campus			Fontana	

Representation

Article IV

Section 1

The Academic Senate as authorized in Title 5, section 53201 and 53202*2 shall be composed of two elected representatives, each with staggered two-year terms, from each school and unit, three elected members-at-large for three-year terms, two members-at-large representing the adjunct faculty for two-year terms, the President for a two-year term plus one preceding year as President-Elect for a total of three years, and the Chair of the Curriculum Committee for a two-year term.

Attendance

Article IV

Section 5

- a. The Senate shall meet once a week during the academic year, or as needed. Meeting times are from 12:30 until 1:55 p.m. on Tuesdays. Senate members upon election should adjust their schedules in advance to meet these timelines.

Bylaws

Unit Senator

Duties and Responsibilities

1. Shall represent the interests and concerns of their unit through regular attendance and participation at the Academic Senate meetings.

10.3 First Read/Assignment: Routine Senate Item: BP/AP Review. Volunteers needed for BP and AP Sunshining

The following is an email from Jim Fillpot sent on 8/22/2023
Hello Everyone:

In an attempt to get an early start this academic year on policy and procedure review, the policies and procedures listed below are being forwarded to President's Cabinet members for first review/sunshining. These policies and procedures have been posted to the Board Policies and Administrative Procedures' [Items Under Consideration](#) web page.

The policies/procedures will be posted through September 12th for input as part of the shared governance process. **Senate and Association leaders, please sunshine with your constituents.** Please use track changes to provide any suggested revisions. Please email suggested revisions to Jim Fillpot (jim.fillpot@chaffey.edu). **Please reply by September 12th if you have suggestions for revisions.** Suggestions will be incorporated into policies and procedures and provided to President's Cabinet members for second reading/approval at our first in-person meeting this academic year on September 19th.

All BPs/APs have been reviewed to ensure that they incorporate legally required/recommended language updates provided through the Community College League of California (CCLC) Policy and Subscription Service (current through Legal Update #42 that was released in April 2023). CCLC updates appear in **red ink**. Locally suggested language is identified in either **blue ink** (recommended by District personnel) or **green ink** (edits for clarity recommended by the Policy Office). Policies and procedures that do not contain updates since they were last adopted/approved are being forwarded as part of the District's cyclical review process (identified in italics below).

POLICIES AND PROCEDURES FOR PRESIDENT'S CABINET REVIEW:

- Chapter 7 – Human Resources
 - BP 7125 Employment Eligibility
 - AP 7125 Employment Eligibility
 - *BP 7270 Student Workers*
 - *AP 7270 Student Workers*

Once you've had an opportunity to review, please don't hesitate to contact me if you have any questions.

Take care,
jim

	Present	Adoption of Agenda 8.29.23	Approval of 8.22.23 Minutes	Approval of Consent Agenda and endorsement of the Curriculum modifications as presented 8.29.23	Endorsement of the Summer Transparency Senate Workgroup Statement	First Round: Evaluations Form Committee Appointment - Candidate A	First Round: Evaluations Form Committee Appointment - Candidate B	First Round: Evaluations Form Committee Appointment - Candidate C	First Round: Evaluations Form Committee Appointment - Candidate D	First Round: Evaluations Form Committee Appointment - Candidate E	First Round: Evaluations Form Committee Appointment - Candidate F	Second Round: Evaluations Form Committee Appointment - Candidate A	Second Round: Evaluations Form Committee Appointment - Candidate C	Second Round: Evaluations Form Committee Appointment - Candidate D	Second Round: Evaluations Form Committee Appointment - Candidate E	Second Round: Evaluations Form Committee Appointment - Candidate F	To discuss item 10.3 before 10.2	Move to Adjourn meeting	
<i>Alternate Senators Italicized</i>																			
Representation	Name																		
President	Nicole DeRose	Y																	
Vice President	Elizabeth "Liz" Encarnacion																		
Secretary/Treasurer	Robin Witt	Y	Y	Y	Y	Y		Y									Y	Y	
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y	Y	Y											Y	Y	
Business & Applied Technology	Bruce Osburn																		
Business & Applied Technology	Jay Scott																		
<i>Business & Applied Technology Alternate</i>	<i>Vacant</i>																		
Chino Campus	Robert Nazar	Y	Y	Y	Y	Y	Y					Y					Y	Y	
Chino Campus	Jinny Lee	Y	Y	Y	Y	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		Y				Y					Y	Y	
Fontana Campus	Vacant																		
<i>Fontana Campus Alternate</i>	<i>Greg Cree!</i>																		
Health Sciences	Omar Estrada	Y	Y	Y	Y	Y							Y				Y	Y	
Health Sciences	Terzah DePonte	Y	Y	Y	Y	Y		Y					Y				Y	Y	
<i>*Health Sciences Alternate</i>	<i>Lisa Doget</i>																		
HFIC	Tara Johnson																		
HFIC	Vacant																		
HFIC Alternate	Vacant																		
Instructional Support	Christina Holdiness	Y	Y	Y	Y	Y		Y								Y	Y	Y	
Instructional Support	Terezita Overduin	Y	Y	Y	Y	Y	Y					Y					Y	Y	
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	Y																	
Kinesiology, Nutrition, & Athletics	Annette Henry																		
Kinesiology, Nutrition, & Athletics	Candice Hines-Tinsley	Y	Y	Y	Y	Y			Y				Y				Y	Y	
<i>Kinesiology, Nutrition, & Athletics Alternate</i>	<i>Robert Hadaway</i>	Y	Y	Y	Y	Y		Y					Y				Y	Y	
Language Arts	Phatana Ith	Y	Y	Y	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					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					Y				Y	Y	
Student Services	Jackie Boboye	Y	Y	Y	Y	Y		Y					Y				Y	Y	
<i>* Student Services Alternate</i>	<i>Fabiola Espitia</i>	Y																	
<i>* Student Services Alternate</i>	<i>Susanna Galvez</i>	Y																	
Visual and Performing Arts	Leta Ming	Y	Y	Y	Y	Y			Y				Y				Y	Y	
Visual and Performing Arts	Shella Malone																		
<i>*Visual and Performing Arts Alternate</i>	<i>Vacant</i>																		
Senator-At-Large	Tamari Jenkins	Y	Y	Y	Y	Y		Y					Y				Y	Y	
Senator-At-Large	Norma Leon																		
Senator-At-Large	Sarah Chamberlain	Y	Y	Y	Y	Y	Y									Y	Y	Y	
Adjunct Senator-at-Large	Tina Kuo	Y	Y	Y	Y	Y			Y							Y	Y	Y	
Adjunct Senator-at-Large	Shelly R. Jackson	Y	Y	Y	Y	Y		Y				Y					Y	Y	
<i>*Adjunct Alternate Senator</i>	<i>Vacant</i>																		
Classified Senate Liaison	Sarah Schmidt																		
RED indicates reported absence	PURPLE indicates reported tardy/leave early																		
Total Yes Votes		25	20	20	20	20	5	7	6	0	1	0	6	10	0	0	3	20	20
Total No Votes			0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
Total Abstentions			0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0
- = 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 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 Academic Senate																			
19 members are needed for QUORUM																			
26 Present at this meeting = 25 members, 1 visitor																			
8.29.23 Academic Senate Meeting																			