

## FACULTY SENATE MINUTES

### MAY 18, 2021

Nicole DeRose	President	2020-2021	P
Neil Watkins	Vice President/President Elect	2020-2021	P
Mark Gutierrez	Secretary/Treasurer	2020-2021	P
Angela Burk – Herrick	Curriculum Chair	2019-2021	P
Tracy Kocher	Business & Applied Technology	2020-2022	P
Karin Nelson	Business & Applied Technology	2020-2021	P
Daniel Bentum	Chino/Fontana	2020-2022	P
Manar Hijaz	Chino/Fontana	2019-2021	A
Lisa Doget	Health Sciences	2020-2022	A
Jayne Clark	Health Sciences	2019-2021	A
Christina Holdiness	Instructional Support	2020-2022	P
Mary Jane Ross	Instructional Support	2019-2021	P
Jeff Harlow	Kinesiology, Nutrition & Athletics	2020-2022	P
Vacant	Kinesiology, Nutrition & Athletics	2019-2021	
Elizabeth Encarnacion	Language Arts	2020-2022	P
Steve Shelton	Language Arts	2019-2021	P
Mark Gutierrez	Mathematics & Science	2020-2022	P
Nicole DeRose	Mathematics & Science	2019-2021	P
Dan Kern	Social & Behavioral Sciences	2020-2022	P
Angela Sadowski	Social & Behavioral Sciences	2019-2021	P
Jackie Boboye	Student Services	2020-2022	P
Jean Oh	Student Services	2019-2021	P
Vacant	Visual & Performing Arts	2020-2022	
Patrick Aranda	Visual & Performing Arts	2019-2021	A
Tamari Jenkins	Senator-At-Large	2020-2023	A
Robin Witt	Senator-At-Large	2019-2022	A
Sarah Cotton	Senator-At-Large	2020-2021	P
Luke Gunderson	Adjunct Senator-At-Large	2020-2022	P
Gail Keith-Gibson	Adjunct Senator-At-Large	2019-2021	P

#### Alternates

David Karp	Business & Applied Technology	2020-2021	A
Robert “Ian“ Jones	Chino/Fontana	2019-2021	P
Shelley Eckvahl	Health Sciences	2019-2021	A
Shelley Marcus	Instructional Support	2019-2021	P
Vacant	Kinesiology, Nutrition, & Athletics	2019-2021	
Leona Fisher	Language Arts	2020-2022	A
Diana Cosand	Mathematics & Science	2019-2021	A
Sergio Gomez	Social & Behavioral Sciences	2020-2022	A
Donna Colondres	Student Services	2019-2021	A
Stan Hunter	Visual & Performing Arts	2019-2021	A
Stephen Villasenor	Adjunct Alternate Senator	2020-2021	A
Hope Ell	Classified Senate Liaison	2021	P

**Guests:**

Tara Johnson, Fashion Merchandising  
Alonso Lopez, CCSG  
Elaine Martinez, KNA  
Lissa Napoli, Administrative Assistant, Faculty Senate  
Bruce Osburn, BAT/Automotive  
Bill O'Neil, BAT/Electricity

**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.)**

The Multicultural Club expressed gratitude to the Senate for the student scholarships that were awarded. In addition, the leadership conference that was held on Saturday, May 15, 2021, was a huge success. Special thanks to Dr. Melissa Lorenzo, Professor Luis Schambach, Counselor Amy Borghi, CCSG leaders, and community leaders for their participation in and support of the conference.

**4. APPROVAL OF AGENDA**

- May 18, 2021
- **Motion for Approval** - Senator Boboye moved to approve the 5.18.21 agenda. Curriculum Chair Burk-Herrick seconded the motion. The motion was approved. 5.18.21, 18/0.

**5. APPROVAL OF MINUTES**

- May 11, 2021
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the 5.11.21 minutes. Senator Keith-Gibson seconded the motion. The motion was approved. 5.18.21, 17/0/1.

**6. CONSENT AGENDA****6.1 Faculty representatives that have been requested to serve as follows:****6.1.1 Evaluation Training Workgroup**

Kristen Bureson, Counselor, Career Center  
John Fay, Math, M&S  
Selene Pineda, Librarian, Library  
David Rentz, VPA, Music  
Steve Shelton, Communication Studies, LA

**6.1.2 Workgroup to Honor Sherm Taylor**

Mary Jane Ross, Instructional Specialist  
John Hudson, Automotive Technology, BAT  
Jonathan Polidano, Automotive Technology, BAT

Jay Scott, Automotive Technology, BAT

**6.1.3 Dean, Institutional Effectiveness**

Kristen Burleson, Career Counselor, Counseling  
Angela Burk-Herrick, Curriculum Chair  
Angela Cardinale, Distance Education  
Melissa Sakoonphong, Guided Pathways, Counseling  
Neil Watkins, Academic Senate, Vice-President/President-Elect  
Selene Pineda, Librarian, Library

**6.1.4 Dean, Counseling and Matriculation**

Brent McClaren, Counselor, Counseling  
Melissa Sakoonphong, Guided Pathways, Counseling  
Charles Prattella, Counselor, Counseling  
Toks Oduwole, EOPS Counselor, Counseling

**6.1.5 Director, EOPS/CARE/CalWORKS/NextUp**

Toks Oduwole, EOPS Counselor, Counseling  
Marlene Ramirez Mooney, EOPS Counselor, Counseling  
Michelle Newsome, CalWORKS Counselor, Counseling

**6.1.6 Director, Marketing & Public Relations**

Myra Andrade, EOPS Counselor, Counseling

**6.1.7 Director, DPS**

Lizzete Garcia, Educational Counselor, Counseling  
Donald Essex, DPS Counselor, Counseling

**6.1.8 Chief Legal Officer and General Counsel**

Jacob Peck, DPS Counselor, Counseling  
Ana Rosales, Criminal Justice, BAT

- **Motion for Approval** - Senator Cotton moved to approve the 5.18.21 Consent Agenda. Curriculum Chair Burk-Herrick seconded the motion. The motion was approved. 5.18.21, 17/0/2.

President DeRose reviewed AP 7120 and reminded the Senate that the Governing Board grants the Administration the authority to establish the composition of the hiring committees for management positions. The Senate expressed concern about the composition of the hiring committee for the Chief Legal Officer and General Counsel position. There seems to be a need for more faculty and staff representation on this hiring committee. The Senate officers did ask Administration for the entire composition of the hiring committees so that it can be shared with the Senate. This information was not received in time for today's meeting.

Senator Boboye shared 5 concerns from her constituents:

1. A lack of transparency of the selection of the committee members

2. Duplicate people serving on management hiring committees
3. Appointment of upper management positions without interviews
4. Double standard rules - some faculty members are told that they are not allowed to be on multiple hiring committees while others are allowed
5. Continuous restructuring of the dean's role and department.

Senator Oh shared additional concerns from her constituents:

1. We should include faculty that have not served on a hiring committee before
2. Add a DPS faculty member for the Dean of DPS hiring committee
3. Add someone from instruction on the Dean of DPS hiring committee

President DeRose and President-Elect Watkins were invited to a College Planning Council meeting where the reorganization plan was shared. The Senate expressed disappointment that faculty positions are being filled throughout the summer and not earlier in the year.

The Senate expressed a need for improved communication between HR and the individual disciplines that are hiring. Concerns were also expressed about how the job ads are written and the accuracy of the information in the job description.

The hiring committees for the Dean positions include many members from the Counseling area. It would be great to include more diverse faculty from the areas that these management positions would oversee.

The members listed in 6.1.1 for the Evaluation Training Workgroup came from the work of Senate President DeRose, Senate President-Elect Watkins, CCFA President Ausbuel, and CCFA President-Elect Osburn after meeting with Associate Superintendent Laura Hope in April of 2021.

## **7. GUEST(S)/PRESENTATION(S) - None.**

## **8. REPORTS**

### **8.1 President - Report included in the packet**

Senator Marcus expressed gratitude to the Senate for their support of the improvement of the Fontana Library doors.

Congratulations to Senator Encarnacion and Emilie Koenig on their appointments as OER/ZCT Coach and OER/ZCT Facilitator, respectively.

### **8.2 Vice President/President-Elect**

#### **8.2.1 Academic Senate Survey Results**

President-Elect Watkins reviewed the results from the Academic Senate Survey. These results will be discussed further in the fall of 2021 to help prioritize the work of the Senate. The Senate will be mindful

of the fact that some items on the survey do not affect everyone equally and may impact the rate of importance that is being shown in the results.

The first Senate meeting of the fall 2021 semester will be held on Tuesday, August 17, 2021.

President-Elect Watkins expressed much gratitude to President DeRose for her awesome work as Senate President. Many Senators echoed this appreciation for President DeRose.

### 8.3 Secretary/Treasurer - Budget report

Secretary/Treasurer Gutierrez reviewed the budget report.

Secretary/Treasurer Gutierrez expressed words of appreciation to President DeRose for her work in paving the way for others to serve in leadership positions. Her encouragement and support of others are highly appreciated and the Senate is a much better body because of her hard work.

### 8.4 Curriculum - No report.

### 8.5 Portal Vendor Selection Update, Senators Kocher, Shelton, Curriculum Chair Burk-Herrick, and President De Rose.

The workgroup expressed much excitement about the new portal. This entire process was a great example of participatory governance. The Administration did a fantastic job in honoring the faculty's voice throughout this process and constantly asked for faculty feedback.

## 9. UNFINISHED BUSINESS - None.

## 10. NEW BUSINESS

**10.1 Action Item: Sabbatical Handbook** - Seeking approval to add the flow diagram and the sabbatical checklist.

- **Motion for Approval** - Senator Kern moved to approve and add the flow diagram and the sabbatical checklist. Senator Ross seconded the motion. The motion was approved. 5.18.21, 19/0.

**10.2 Action Item** - Permission for Senate officers to confer and make decisions in Summer 2021 then report in Fall 2021.

- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve Senate officers to confer and make decisions in Summer 2021 then report in Fall 2021. Senator Sadowski seconded the motion. The motion was approved. 5.18.21, 19/0.

### 10.3 New and Returning Senators

#### New Senators

Bruce Osburn, Business & Applied Technology  
William O'Neil, Business & Applied Technology *Alt.*  
Tara Johnson, Chino/Fontana  
Jordan Hung, Health Sciences *Alt.*  
Elaine Martinez, KNA

#### Returning Senators

Jackie Boboye, Student Services  
Manar Hijaz, Chino/Fontana *Alt.*  
Jayne Clark-Frize, Health Sciences  
Mary Jane Ross, Instr. Sppt. (Sec./Tres.)  
Shelley Marcus, Instructional Support *Alt.*

Elizabeth Cannis, Mathematics & Science  
Pak Tang, Social & Behavioral Sciences  
Michele Martinez, Student Services  
Myra Andrade, Student Services *Alt.*  
John Glass, Adjunct Senator-at-Large  
Patty Peoples, Adjunct Senator-at-Large *Alt.*

Steve Shelton, Language Arts  
Diana Cosand, Mathematics & Science *Alt.*  
Patrick Aranda, Visual & Performing Arts  
Sarah Cotton, Senator-at-Large (VP)  
Neil Watkins, President  
Angela Burk-Herrick, Curriculum Chair

#### **10.4 Outgoing Senators**

Karin Nelson, Business & Applied Technology  
David Karp, Business & Applied Technology *Alt.*  
Robert “Ian” Jones, Chino/Fontana *Alt.*  
Angela Sadowski, Social & Behavioral Sciences  
Jean Oh, Student Services  
Donna Colondres, Student Services *Alt.*  
Stan Hunter, Visual & Performing Arts  
Gail Keith-Gibson, Adjunct Senator-at-Large  
Stephen Villasenor, Adjunct *Alt.* Senator  
Nicole DeRose, Acting President

#### **11. ANNOUNCEMENTS**

#### **12. FLOOR ITEMS**

The goal for the Sherm Taylor Endowment was increased to \$24,000 and has already been surpassed. The Classified Senate will donate \$1,000 and the Car Club will donate \$4,000. Classified Senate Liaison Hope Ell expressed gratitude to everyone who donated for their generosity.

#### **13. ADJOURNMENT (1:59 P.M.)**

**Faculty Senate meetings will commence on Tuesday, August 17, 2021.**

**The next Academic Senate meeting is scheduled for Tuesday, May 18, 2021.**

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**Lissa A. Napoli, Recording Secretary**

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**Mark Gutierrez, Secretary-Treasurer**

## **President's Report for May 18, 2021**

### **Fontana Library Door Update**

- In response to a maintenance work order (pre-COVID) the Fontana library doors were evaluated and tested to confirm compliance with all ADA requirements. Additional mechanical assessments were performed to ensure no mechanical issues existed that would interfere with door operation. Following the assessments it was confirmed that the doors are in full compliance with required force to open and operating as designed.
- In an attempt to further improve door operations additional adjustments were made and the doors opened with minimal effort. Following the door adjustments, the college paused on installing any automation to evaluate if our adjustments eliminated any or all concerns. We are now learning that additional concerns still remain and we are obtaining updated quotes for the installation of a push button solution.
- The college is experiencing some delays in receiving parts and equipment due to COVID related supply chain issues.
- The doors cannot be propped open as this would create ripple effects and may cause problems in other rooms where doors do not open correctly. Additionally, leaving doors open puts strain on the HVAC systems, reducing their efficiency.
- Once M&O gets an updated quote and timeline for installation Troy will provide an update.

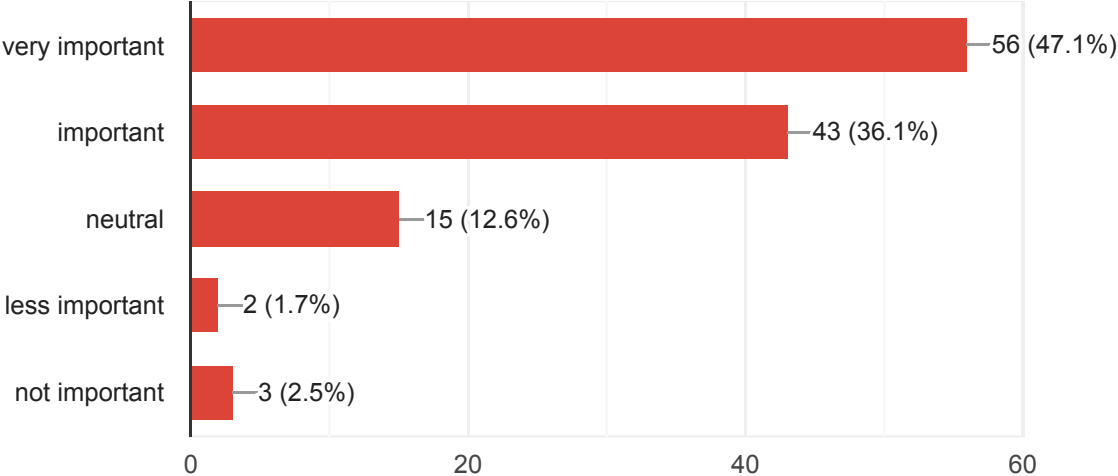
# Chaffey College Academic Senate - Items for Consideration in 2021-2022

119 responses

## Strategies to Advance Diversity, Equity, & Inclusion

explore pedagogical innovations to close equity gaps across disciplines

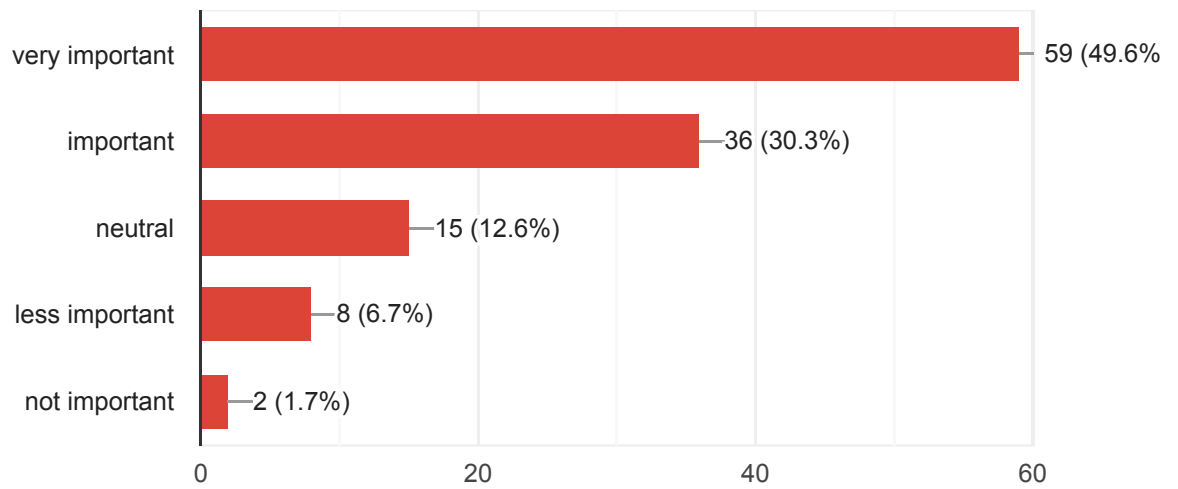
119 responses





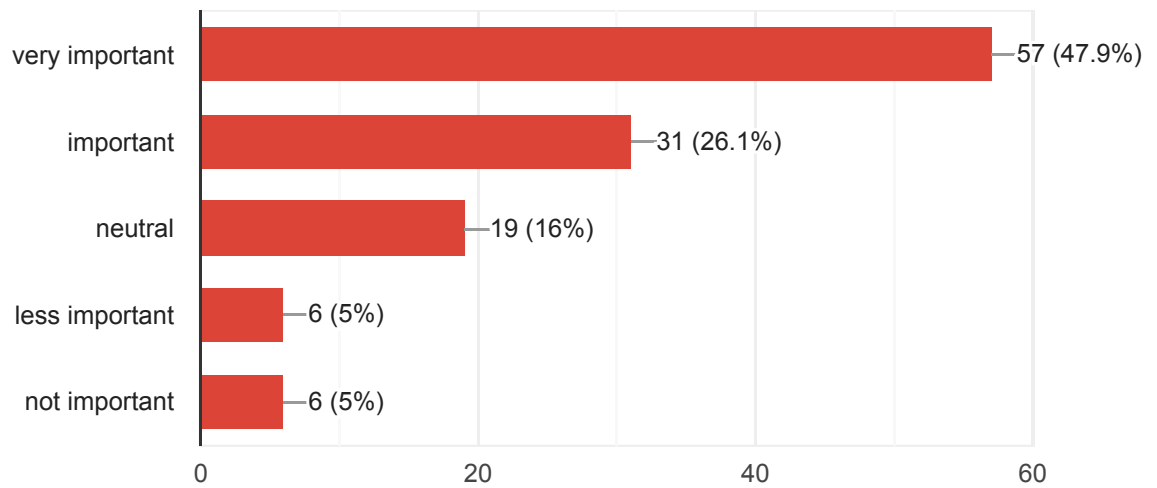
### encourage development of culturally responsive / inclusive course materials

119 responses



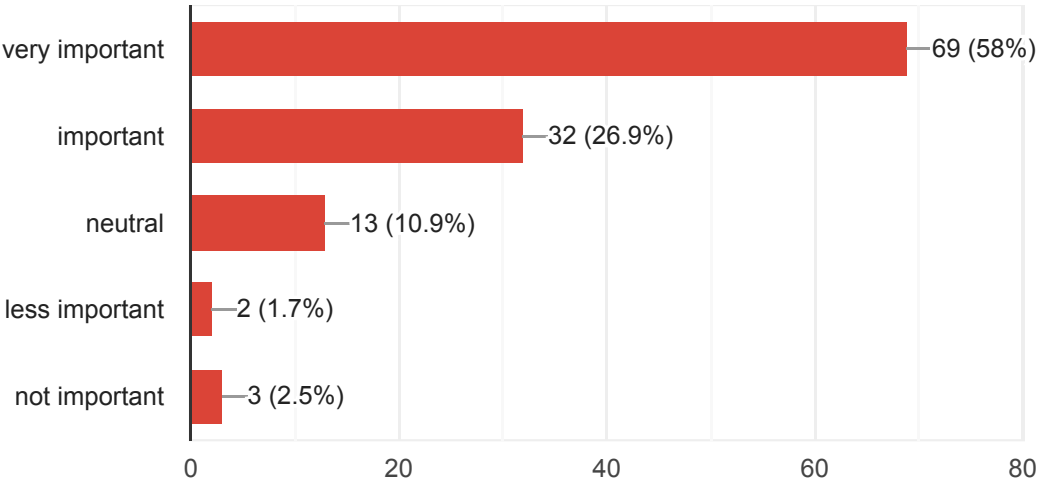
### promote wider adoption of OER / zero-cost / low-cost textbooks

119 responses



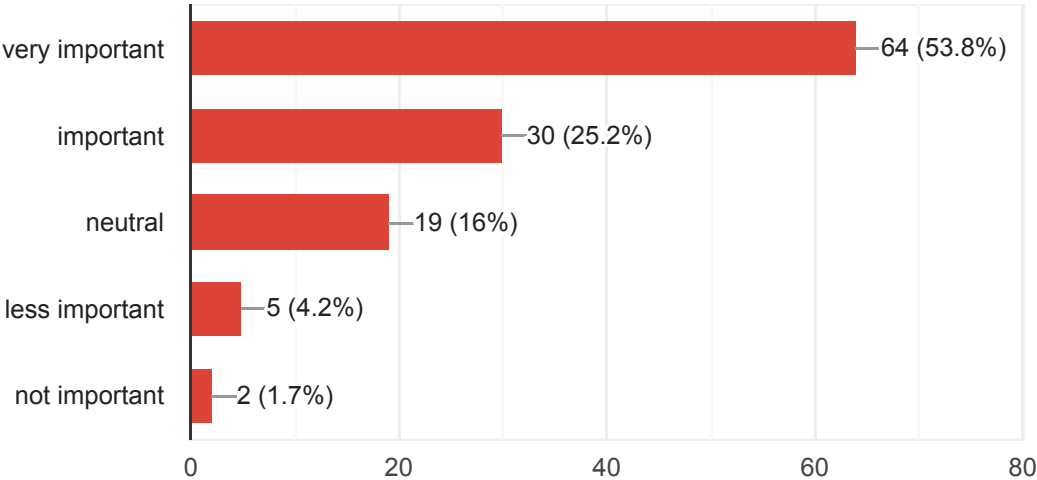
advocate for paid office hours for 100% of adjuncts

119 responses



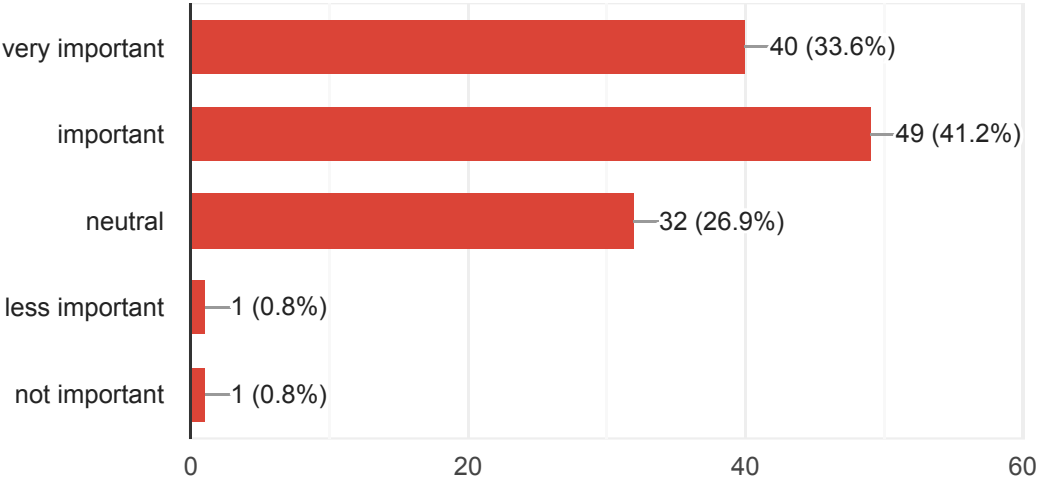
increase hiring & retention of full-time faculty who reflect our students & the demographics of the district

119 responses



request data dashboard to improve decision-making for programs, courses, & scheduling

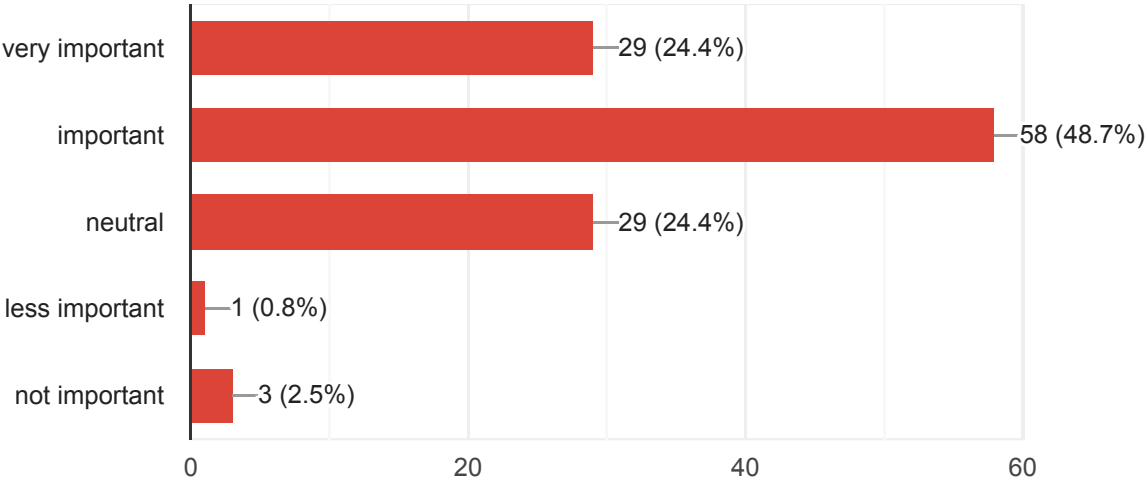
119 responses



Academic Senate Processes & Procedures

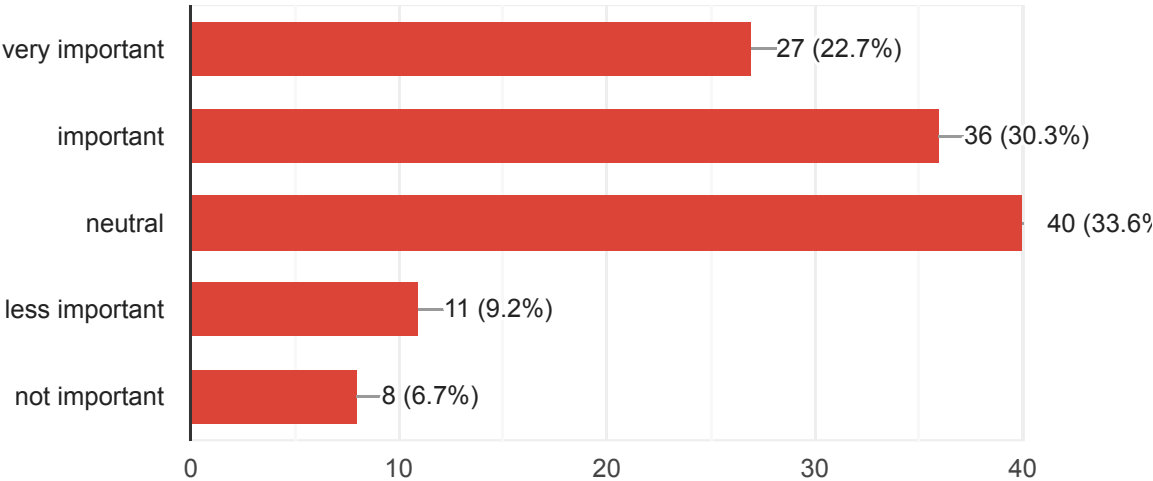
provide professional development on Academic Senate purview (e.g., academic freedom)

119 responses



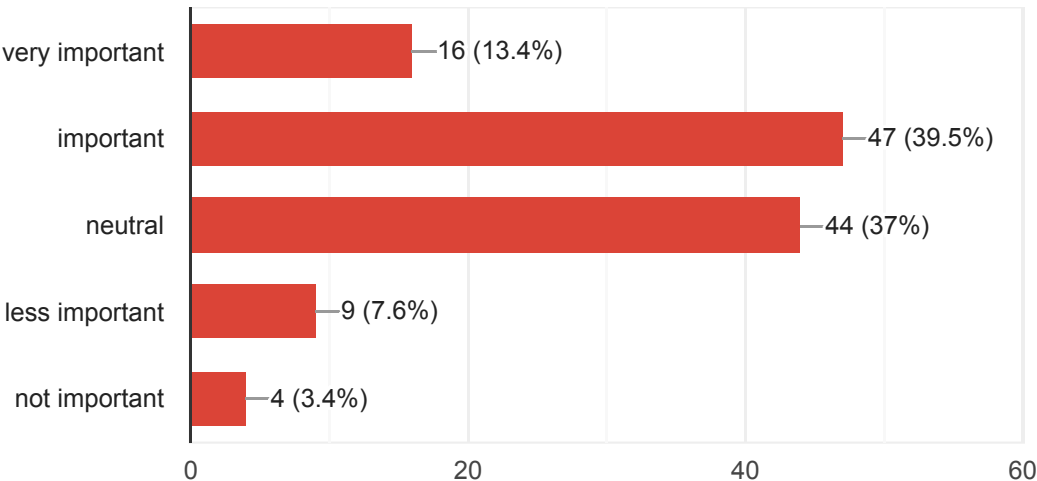
### separate Chino & Fontana representation

119 responses



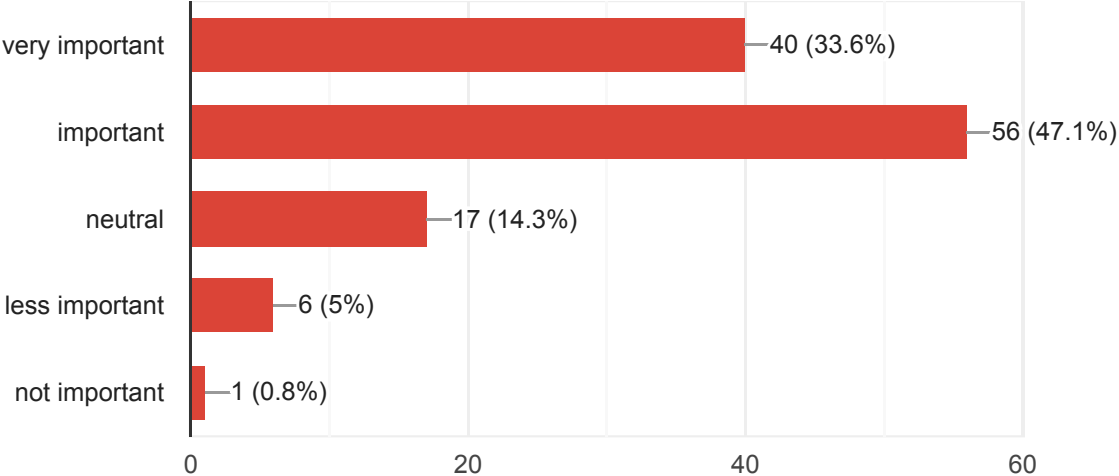
### review & update processes / by-laws / constitution

119 responses



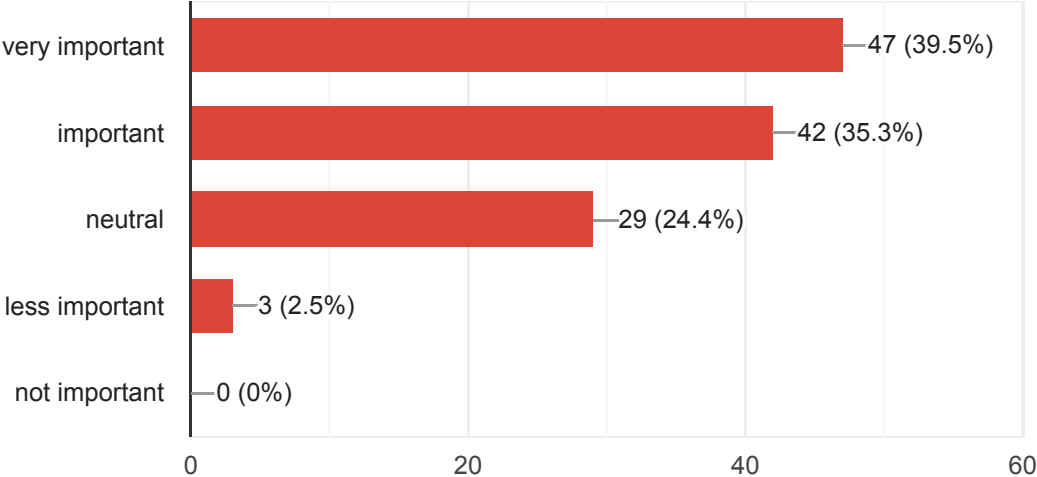
participate in planning of Spring 2022 schedule (e.g., ratio of online to FTF sections)

119 responses



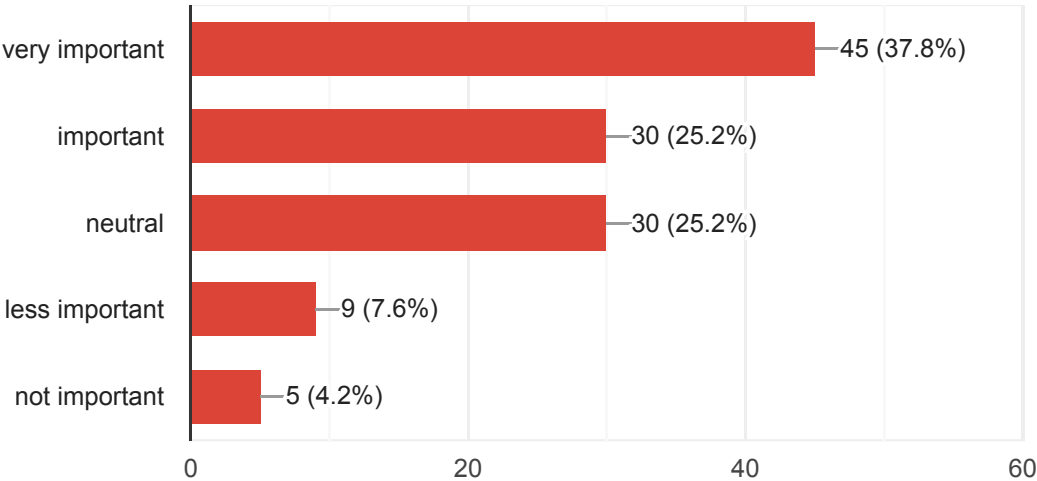
improve communication with students (e.g., greater promotion of UC / CSU application deadlines)

119 responses



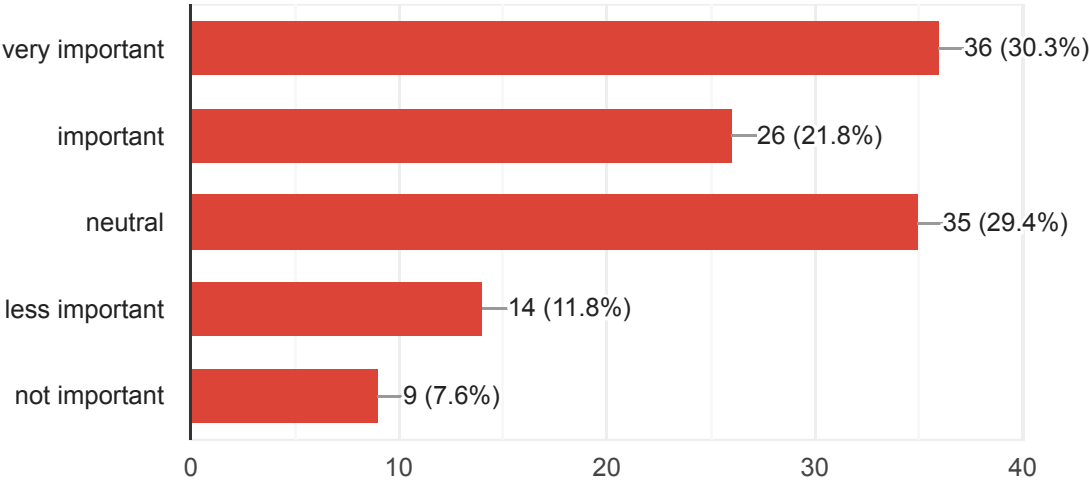
advocate for free-parking for all students (when campus re-opens)

119 responses



advocate for free on-campus printing for all students (when campus re-opens)

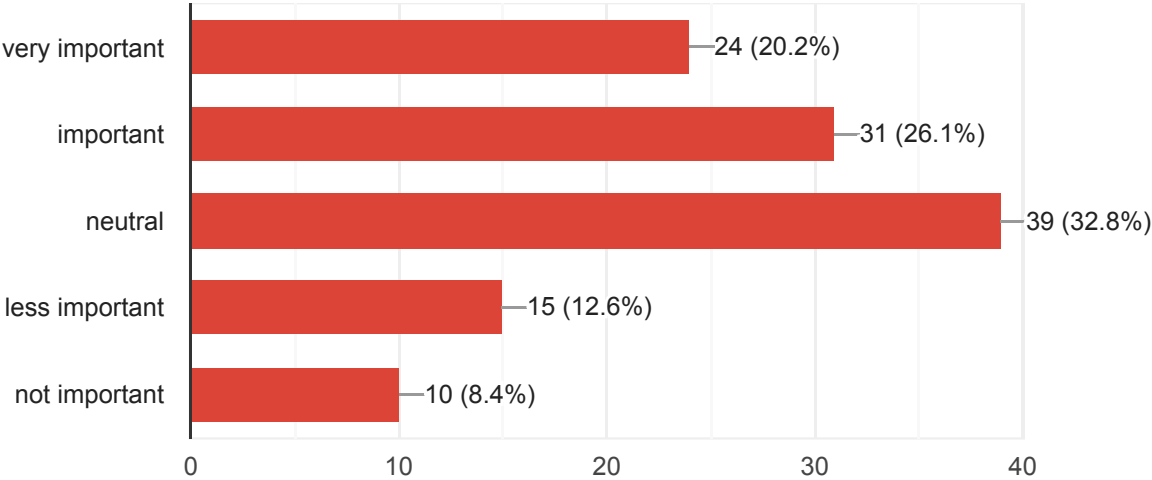
119 responses



advocate for increased number of all-gender bathrooms (when campus re-opens)

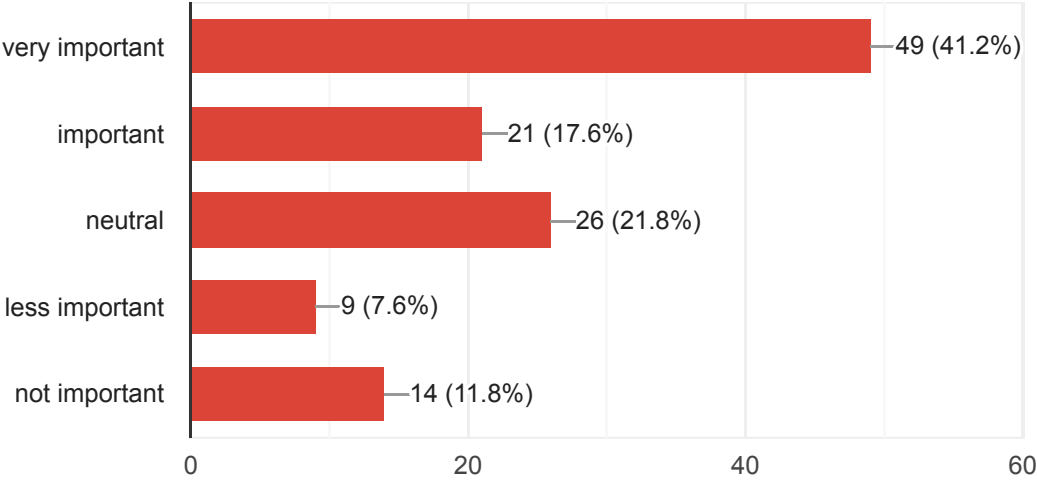


119 responses



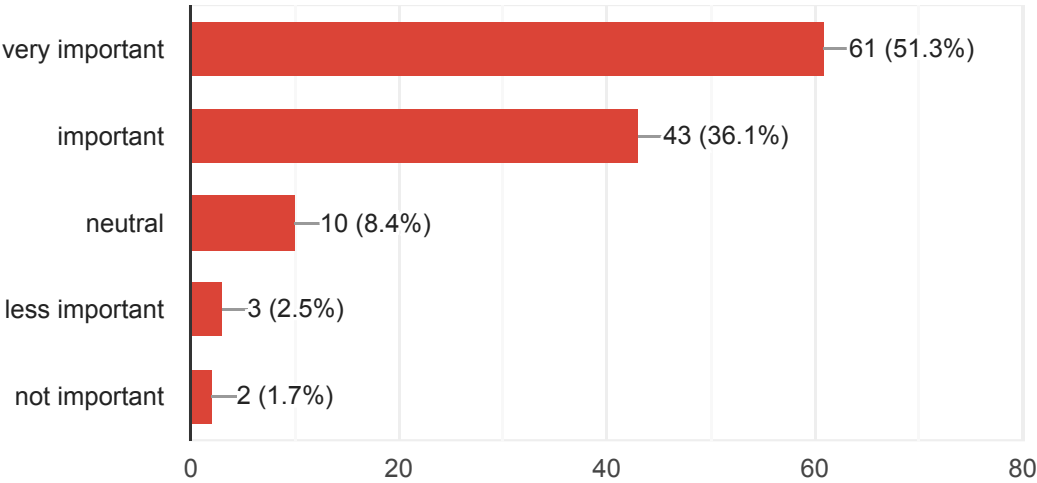
explore 16-week semesters (to replace 18-week semesters)

119 responses



# examine accessibility / ADA compliance in existing & forthcoming buildings

119 responses



Feedback



## Faculty/Academic Senate Summer Responsibilities

### **FROM SPRING 2020 MEETINGS**

#### From April 28, 2020 Meeting Minutes

- **9.3 Summer Shared Governance** - Role of the President on behalf of Faculty Senate

Senate discussed what its representation will look like over the summer and how it will engage with decisions that impact faculty. Senate wishes to have at least two representatives that would work over the summer.

- Motion for Approval - Senator Kern moved to allow the Faculty Senate President to confirm faculty appointments to hiring committees over the summer 2020. Senator Karp seconded the motion. The motion was approved. 4.28.20, 23/0.

- Motion for Approval - Senator Kern moved to continue the discussion of summer shared governance at Senate's next scheduled meeting on Tuesday, May 5, 2020. Senator Karp seconded the motion. The motion was approved. 4.28.20, 23.0.

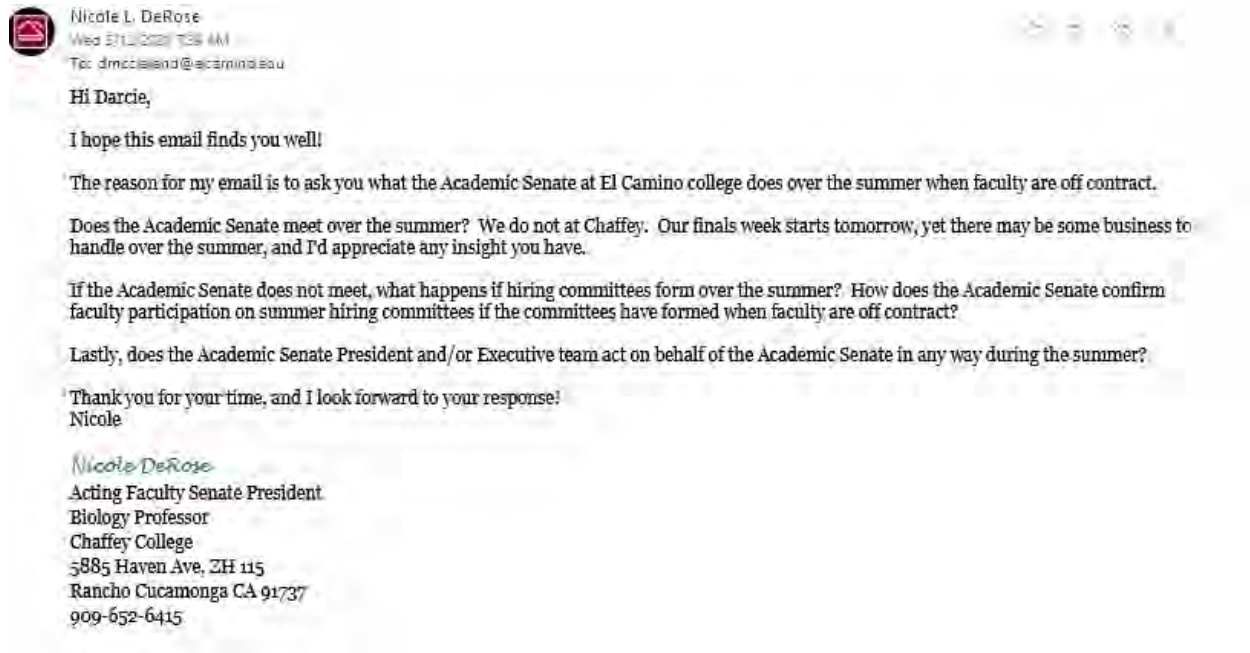
#### From May 5, 2020 Meeting Minutes

- **8.1 Summer Shared Governance** - Faculty Senate Summer Leadership/Proposal to hold a special election immediately for both the vice presidency and the treasurer-secretary to serve in an interim capacity during Summer 2020

This will be a short-term, temporary situation. The VP and S/T for 2020-2021 Faculty Senate will be identified by the elections held at the first regular Faculty Senate meeting in Fall 2020. This way, during this extended period of great uncertainty about Fall semester offerings and schedule, adaptable modalities and "forced" online or remote teaching, and a rapidly-dissipating DE training infrastructure (faculty trainers are 10-month employees), we will have the awareness necessary to provide substantive input to the decision making process at the executive level. Associate Superintendent Laura Hope supports this proposal. She does not foresee compensation being provided to the senators that volunteer over summer 2020 due to the fact that shared governance does not occur over the summer. CCFA has volunteers from the rep council that are available over the summer. These reps do not receive compensation. Curriculum Chair Burk-Herrick will be working over the summer and is a representative for faculty senate. President Shannon has asked Senate President De Rose and CCFA President Ausubel to recommend faculty members that could form a workgroup that would provide feedback, suggestions, and insight in reopening the campus. Faculty Senate recognizes Curriculum Chair Burk-Herrick and Senators Boboye, Gunderson and Shelton to serve voluntarily during Summer 2020 as an advisory group with President Elect Brown.

## OTHER ACADEMIC SENATES

President DeRose reached out to the Academic Senate Presidents at El Camino College, Mt. Sac, and Fullerton College. See email.



Responses from El Camino College and Mt. Sac (as of May 13, 2021)

Reply all

Delete

Junk

Block

## [EXT] RE: [EXTERNAL]Summer operations questions for Academic Senate

You replied on Wed 5/12/2021 11:14 AM

MD McClelland, Darcie <dmccllelland@elcamino.edu>  
Wed 5/12/2021 9:42 AM

**To:** Nicole L. DeRose

**CAUTION: This email originated from outside of Chaffey College. Exercise caution when opening attachments or clicking links, especially from unknown senders.**

Hi Nicole,

I hope you are also doing well and have to say I'm a little jealous that you've already made it to finals. We have about 4 weeks to go and it's been an exhausting year that I will be happy to have in the books so to speak.

At El Camino College, the Academic Senate does not meet over summer. We will have our last meeting of spring on June 1 and will not meet again until September 7. 4 members of our E-board, myself, our VP of Faculty Development, our Curriculum Chair, and our Assessment of Learning Committee Chair are paid special assignment time over summer and winter sessions for Academic Senate affairs and handle the bulk of the workload for senate during these non-contract times. If major decisions need to be made during non-contract times (an example happened this winter when we needed to approve a new policy on camera use during synchronous online instruction for intersession), our E-board will meet, vote on an interim stance, and then the full senate will vote on that position at the next regularly scheduled senate meeting. This has been our practice for as long as I've been involved with the senate, and we're actually in the process of approving an amendment to our constitution that would formalize this as our official process going forward.

Faculty hiring committees are handled in a unique way at ECC, and I'm going to guess it's different from your process as I've never seen anything like what we do before. The composition of hiring committees is actually in our faculty contract, so despite the fact that I could make a strong argument for why this should be senate purview, we don't actually have much influence over who sits on these. Generally speaking, our Deans make recommendations for who they believe should serve, the faculty in the discipline hiring vote to approve the Dean's recommendation, and then HR approves or suggests changes. I was able to get the Deans to agree to place an AS rep specially trained in the importance of faculty diversification and equity issues on each FT faculty hiring committee, but the senate does not vote to approve these reps. Rather, I have a pool of faculty who have gone through extensive training on faculty diversity and have shown a sustained commitment to equity on campus, and I appoint reps from this pool on an as-needed basis. It's rare that we hire FT faculty over summer (we have a very structured prioritization process, the committees meet in spring, and emergency hires are done differently outside of this process), but if we do I usually sit as the senate rep on the committee (unless someone else volunteers) so that other faculty do not have to do unpaid summer work.

I hope my explanations here are clear and give you some useful information about how we do things at ECC. Please feel free to reach out with any additional follow-up questions you might have.

Thanks,

Darcie McClelland

Reply all

Delete

Junk

Block

## [EXT] RE: From Chaffey College - Summer operations questions for Academic Senate

You forwarded this message on Wed 5/12/2021 2:22 PM

UC Uyeki, Chisato <cuyeki@mtsac.edu>  
Wed 5/12/2021 12:45 PM

**To:** Nicole L. DeRose

**CAUTION: This email originated from outside of Chaffey College. Exercise caution when opening attachments or clicking links, especially from unknown senders.**

Hi Nicole,

We do not meet as a Senate over summer or winter. We have pulled together Senate Exec meetings over summer to make decisions that cannot wait. The Exec Board can act on behalf of the full senate. I don't usually make decisions on behalf of the full senate- but in some situations I might be able to- depending on what the decision is (like signing a report that I would usually take to Senate, but is due before we meet). Our Equivalency Committee meets through summer, and folks attend whether they are on contract or not.

I am reassigned for 12-months- so I work all year and approve hiring committees throughout summer. Confirmation from the full senate is not required for hiring committee appointments.

We have two Co-VPs and they can each get a little bit of time over the summer as well. Many more meetings happen through summer than they used to- so that's why the Senate President job moved to being a 12-month job. (I'm a librarian was already on 12-month contract- so it's not a big adjustment to me- but I'm not sure if other faculty will much like the 12-month schedule).

Additionally, at the beginning of Covid our senate passed a resolution which gave me and the Executive leadership broader powers to make decisions. So if over the summer there were return to campus decisions that needed to be made I could utilize that resolution and make the decisions without calling a meeting.

And finally, I'm jealous that your finals week is next week! We still have another month- and I'm so ready to be done!

Hope this helps. Feel free to reach out with any other questions.

Chisa

**E. Chisato Uyeki**

Academic Senate President

## Portal Vendor Selection Update May 11, 2021

### The process:

- A list of desirables was developed by workgroup members
- A scoring guide was made and used for each demonstration
- Portal vendors were selected to give demonstrations, which were recorded, and available for those that could not attend
- The workgroup consisted of faculty (Rose Ann Osmanian, Melissa Sakoonphong, Steve Shelton, Tracy Kocher, Angela Burk-Herrick, and Nikki DeRose), classified, and managers. Members used the scoring guide for each vendor.
- The Student Design Team also reviewed the same demonstrations and used the scoring guide for each vendor.
- A selection was made based on the #1 ranking among the workgroup and the Student Design Team.
- 

### Portal Rankings

	WGM Scores		SDT Scores		COMBINED Scores
1 <sup>ST</sup>	Campus App <b>45.2</b>	1 <sup>ST</sup>	Campus App <b>45.6</b>	1 <sup>ST</sup>	Campus App <b>45.4</b>
	Ex Libris CampusM <b>45.2</b>		Ready Ed. <b>45.3</b>		Ex Libris CampusM <b>45.0</b>
3 <sup>rd</sup>	Unifyed Student Engage <b>41.6</b>	3 <sup>rd</sup>	Ex Libris CampusM <b>44.9</b>	3 <sup>rd</sup>	Unifyed Student Engage <b>42.8</b>
4 <sup>th</sup>	Ellucian Experience <b>42.3</b>	4 <sup>th</sup>	Unifyed Student Engage <b>43.9</b>	4 <sup>th</sup>	Ready Ed. <b>42.4</b>
5 <sup>th</sup>	Ready Ed. <b>39.6</b>	5 <sup>th</sup>	Ellucian Experience <b>39.2</b>	5 <sup>th</sup>	Ellucian Experience <b>40.8</b>

### Presently:

- The #1 ranked vendor is being explored based on pricing and satisfaction from other colleges.

# SABBATICAL PROCESSES

## Proposal

Applicant's Proposal Responsibilities Include:

Attend Sabbatical Orientation (recommended),  
Write a Proposal,  
Submit Proposal to Human Resources, Work  
with Academic Senate Review Subcommittee\*

Proposal Step 1.  
Applicant Submits Proposal to Human Resources by  
10/1

Proposal Step 2.  
Human Resources Submits Proposal to First Level  
Manager for Review

Proposal Step 3  
Applicant Submits Proposal to Academic Senate  
Office by 11/1

\*Proposal Step 4.  
Academic Senate Subcommittee Review and  
Recommendation to Academic Senate

## Report

Applicant's Report Responsibilities Include:

Write the Report,  
Submit Report to Academic Senate Office, Work  
with Academic Senate Review Subcommittee  
Present to Governing Board

Report Step 1.  
Sabbatical Returnee Submits Report to the  
Academic Senate Office no later than the  
Friday of the 4<sup>th</sup> Week of Instruction

\*Report Step 2.  
Academic Senate Subcommittee Review  
and Recommendation to Academic Senate

Is the Subcommittee recommendation to Academic Senate:

ACCEPTABLE?



Continue to Next Step

ACCEPTABLE WITH  
CLARIFICATION?



The sub-committee will work  
with the applicant to work  
toward an acceptable  
proposal\*

UNACCEPTABLE?



Proposal Step 5.  
Academic Senate Office Submits Proposal to  
CIO Office by 1/15

Proposal Step 6.  
CIO Presents Proposal to Governing Board at  
March Meeting

Report Step 3.  
Academic Senate Office Submits Report to  
CIO Office no later than Friday of the 8<sup>th</sup>  
Week of Instruction

Report Step 4.  
Sabbatical Returnee Presents to the  
Governing Board

\*The Academic Senate sub-committees review the proposals and reports to make a recommendation to Academic Senate. If the sub-committee does not recommend approval, **the process stops**.

## ***SABBATICAL PROCESS CHECKLIST***

Your name: \_\_\_\_\_

Sabbatical Checklist (for your use only to keep track of events, timelines, due dates, etc.)

### **A. THE PROPOSAL**

1. Attend a sabbatical orientation session (recommended)
  - a. Contact the Academic Senate office/Lissa Napoli for orientation dates
2. Contact your FLM and department to:
  - a. Inform of your plan to apply for a sabbatical. Include leave dates and duration.
  - b. Work with your FLM to evaluate potential impact on the Educational Program **prior to** writing/submitting your sabbatical proposal
3. Review prior proposals (optional)
  - a. **Under development** – not yet available for online review.
  - b. Contact Lissa Napoli for assistance to see prior proposals
4. Follow the sabbatical proposal and review process flow diagram for application submission due dates and review process and timeline
  - a. Work with the Academic Senate sabbatical proposal subcommittee assigned to review your proposal
5. Getting ready to go on Sabbatical
  - a. Meet with CCFA and Academic Senate (a joint meeting) to discuss next steps, including:
    1. Bond acquisition
    2. Revising the sabbatical request/objectives/activities (if applicable)
  - b. Seek a support network: colleagues that have taken sabbatical previously and know who your Academic Senate contact person is (see B2)

## **B. DURING THE SABBATICAL**

1. Keep track of your progress
  - a. Document activities
  - b. Take notes
2. Seek support (if necessary) from colleagues that have previously taken sabbatical (see A5b)
3. Have your sabbatical plans or objectives changed (due to unforeseen circumstances, new opportunities, etc.)?
  - a. No – keep going!!!
  - b. Yes – contact Academic Senate to submit a sabbatical proposal modification for Faculty Senate review and approval. Wait for Faculty Senate to contact you with questions or the ok to integrate the changes.

## **C. THE REPORT**

1. Upon return, write the report. Submit to Academic Senate office no later than Friday of the 4<sup>th</sup> week of instruction
  - a. Work with the Academic Senate sabbatical proposal subcommittee assigned to review your report
2. Present to the Governing Board (usually in November)
  - a. Presentation will be short, approximately 5 to 10 minutes
  - b. Returnees will be notified in advance of the Governing Board meeting date/time as well as guidance to prepare for the presentation