

**FACULTY SENATE MINUTES  
 NOVEMBER 17, 2020**

Nicole DeRose	President	2020-2021	P
Robin Witt	Vice President	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	P
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	L
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	P
Robin Witt	Senator-At-Large	2019-2022	P
Vacant	Senator-At-Large	2018-2021	
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	A
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	P
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	P
Stephen Villasenor	Adjunct Alternate Senator	2020-2021	A

**Guests:**

Laura Alvarado, Intersegment Partnerships, Trichair Undocumented Students Advocate Committee

Sarah Cotton, Biology, M&S

Tara Johnson, Fashion Merchandising

Lissa Napoli, Administrative Assistant, Faculty Senate

Alisha Rosas, Vice President Student Services, Executive Director of Equity, Outreach and Communications

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

**2. CALL TO ORDER (12:38 P.M.)**

**2.1 Remote Attendee Identification**

**3. PUBLIC COMMENT** (Reserved for Guests only and limited to two minutes.) - None.

**4. APPROVAL OF AGENDA**

**4.1** November 17, 2020

- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the Agenda. Senator Sadowski seconded the motion. The motion was approved. 11.17.20, 20/0.

**5. APPROVAL OF MINUTES**

**5.1** November 10, 2020

- **Motion for Approval** - Senator Boboye moved to approve the 11.10.20 Minutes. Senator Gunderson seconded the motion. The motion was approved. 11.17.20, 20/0.

**6. CONSENT AGENDA**

**6.1 Faculty representatives that have been requested to serve:**

**6.1.1 Student Support Representative, Outcomes and Assessment Committee**, Ricardo Diaz, Counseling

**6.1.2 Umoja Advisory Committee**

Donna Colondres, Counseling

Adam Martinez, English, LA

Brent McLaren, Counseling

Dominique Johnson, Counseling

Donald Essex, Counseling

Emilie Koenig, English

Jean Oh, Counseling

Kenyon Callahan, Political Science

La Quirshia Fennell, Counseling

Omar Dphrepaulezz, History

Tara Johnson, Fashion Design/Fashion Merchandising  
**6.1.3 Digital Standards Workgroup, Tracy Kocher, BAT**

- **Motion for Approval** - Senator Sadowski moved to approve the amended Consent Agenda. Senator Fisher seconded the motion. The motion was approved. 11.17.20, 20/0.

**7. GUEST(S)/PRESENTATION(S)** - Interim Vice-President Alisha Rosas would like to address the Senate to introduce the body to a proposed change to the College's residency criteria in order to promote the enrollment of students who are sometimes challenged by the current definitions. This will require a change in both Administrative and Board Policies regarding residency, and since these policies come to Senate for review as part of their role in governance, Ms. Rosas would like to get feedback on the changes before the policies are redrafted.

Alisha wants to introduce the proposed changes and explain why we are proposing going in this direction. The requirements are currently listed on this page: <https://www.chaffey.edu/admissions/residency.php>

- These changes would allow for a non-resident tuition waiver that would impact many of our students who may have been California residents for a while but don't meet the requirement of AB540 of 3 years of high school. Both BP5020 and AP5020 allow for a tuition waiver for students who can prove financial hardship.
- **Motion for Approval** - Senator Gutierrez moved to endorse the changes to the Administrative and Board Policies regarding residency. Senator Fisher seconded the motion. The motion was approved. 11.17.20, 20/0.

## **8. REPORTS**

### **8.1 President**

### **8.2 Vice President**

- Friday, November 20, 2020 is the last day to vote for President-Elect and Senator-at-Large.

### **8.3 Secretary/Treasurer** - No report.

### **8.4 Curriculum** - No report.

### **8.5 Committees**

#### **8.5.1 2021-2022 Sabbatical Leave Applications (Review Timeline 11/3-12/8)**

- **Sean Connelly: Senators Holdiness, Jenkins, and Ross**
- The subcommittee is working with Sean Connelly and will report back to Senate at a future Senate meeting.
- **Jin Liu: Senators Boboye, Harlow, and Ross**

- The subcommittee is working with Jin Liu and will report back to Senate at a future Senate meeting.

#### 8.5.2 Website Workgroup Meeting

- The website is currently a work in progress and will take some time to resolve all issues.

#### 8.5.3 Constitution Work Group

- This workgroup will report to Senate during the next scheduled meeting on Tuesday, November 24, 2020.

**8.5.4 Faculty Hiring Practices Work Group** - Five additional faculty spots are available. The interest list is larger than five. Participation on this workgroup is directly related to the 10+2, number 12 which states “Hiring criteria, policies, procedures, and equivalencies for new faculty members shall be developed, updated, and agreed upon jointly by representatives of the Governing Board and Faculty Senate. (Unique to Chaffey and is not included as the statewide 10 +1).”

- Senator Ross has volunteered to work with President DeRose and Senator Holdiness on developing the criteria for this workgroup.

## 9. UNFINISHED BUSINESS

## 10. NEW BUSINESS

**10.1 Discussion Item:** [Statewide Senate Resolutions](#) Please review recently passed resolutions to consider possibly adopting locally or implementing the recommendations in specific resolutions by clicking on the link provided.

**10.2 Discussion Item:** Ideas for Faculty Senate Flex Activities

- Senate will discuss this item during the next scheduled meeting on Tuesday, November 24, 2020.

**10.3 Discussion Item:** "Guidance for Synchronous Class Sessions at Chaffey College," based on a recent Chancellor's Office legal opinion. Angela Cardinale would like the Senate to review and endorse.

- Senate will discuss this item during the next scheduled meeting on Tuesday, November 24, 2020.

## 11. ANNOUNCEMENTS

## 12. FLOOR ITEMS

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

**The next Faculty Senate meeting is scheduled for Tuesday, November 24, 2020.**

---

**Lissa A. Napoli, Recording Secretary**

---

**Mark Gutierrez, Secretary - Treasurer**

## **President Report for November 17, 2020**

### 2020 Fall Commencement & Grad Fest

Two commencement ceremonies will be held on December 4 to honor the 2020 graduates. One ceremony will be in the morning and the second in the afternoon. The event will replicate the Drive-In experience and will include regular ceremony features including the class and keynote speakers. Faculty will be invited to participate in the event which will be held in parking lot east of the stadium. Look for an email with the information. So far, 180 students have submitted an RSVP to attend. Grad Fest will be held on November 18 from 3-5 pm and November 19 from 9-11 am.

### Single Sign-On New Vendor - Portal Guard

Senators Kocher and Shelton along with President DeRose has met with VP Melanie Siddiqi, VP Alisha Rosas and members from IT including Isabel Bogue, Mike Fink, and Kaleo Kelikani to discuss Portal Guard branding, Single Sign On login in set up and authentication.

### Dialogue with the Board

- All three campuses now have hydration stations.
- Campus reopening – no major malfunctions from an operations perspective and no outbreak at the college. There have been some isolated cases that have been shared with the College community via email updates.
  - The Rancho campus will serve as a county COVID-19 testing center on Tuesday and Wednesday, December 8-9 from 10-2 pm.
- Budget Update
  - Chancellor's Office anticipates end of disbursements in February 2021, and will receive IOUs after that. The College will depend on the reserve funds.
- Trustee 2 Interview Process
  - 21 applications. As of November 9, 7 of those were complete. Application period closes on November 12. The opening was advertised in print, online, and at the physical site for one month.
  - November 23 – a special board meeting to select the Area 2 Trustee. Candidate names and sheets will be posted for this meeting.

# Guidance for Synchronous Classes at Chaffey College DRAFT

(Adapted from Guidance for Synchronous Classes at College of the Canyons)

Developed in collaboration amongst:

- Faculty Senate
- CCFA
- Admissions and Records
- Instruction Office
- Online Education

The first part of this guidance recommends practices for making and using instructional video and audio recordings. The second part of this guidance describes best practices around recording class sessions and asking students to use a camera during live class sessions. Appendix 1 includes a student consent form you may wish to use. This guide was developed on the recommendations from the [Chancellor's Office Legal Opinion 2020-12: Online Class Cameras-On Requirements](#), which states, in part, the following:

While there is no express prohibition against faculty requiring students to attend live online synchronous classes with their cameras on, an indiscriminate cameras-on requirement risks violation of student privacy rights under the California Constitution, and potentially implicates other federal and state privacy and civil rights laws. However, if there are circumstances where full audio and visual student participation is essential to instruction, a carefully tailored cameras-on requirement might be appropriate. Community college districts should adopt policies to address these issues to ensure faculty and students are fully informed and that it respects concerns related to personal educational privacy, access, and equity.

Instructors sometimes record live class sessions in ConferZoom so that students can watch a missed class session or review an earlier session, or for the instructor to share with a future class. Depending on who is identifiable in the recording, the recordings may constitute educational records that are protected under the Family Educational Rights and Privacy Act (FERPA) — the federal student privacy law.

Additional information about photos, video, and audio recording under FERPA can be found in the US Department of Education [FAQs on Photos and Videos under FERPA](#).

While this document refers to ConferZoom as the most commonly used platform for synchronous classes, the guidance here also applies to other platforms, such as [Microsoft Teams](#).

If you have questions about how FERPA relates to your specific situation at Chaffey College, contact the Director of Admissions and Records.

## I don't record classes when I teach on-campus. Do I need to record ConferZoom sessions?

As a general rule, no, you don't need to record ConferZoom class sessions. Your department or your external accrediting body might have established new requirements during times when classes can't be

offered on-campus. However, there is no College requirement that you record ConferZoom class sessions.

## If I want to hold synchronous sessions with students, do I have to use ConferZoom?

You're not required to use [ConferZoom](#). However, it is free for California Community College staff and students. It is also based on the commercial product Zoom, which is the most widely used web conferencing tools in the US. Another option is [Microsoft Teams](#); for information on this tool, please contact the [ITS Help Desk](#). You can also use other tools for synchronous sessions (video or otherwise), like Canvas Chat.

## Are video or audio recordings of lectures protected student records?

If a recording includes only the instructor, it is not a student record and FERPA does not limit its use. If the recording includes students asking questions, making presentations or leading a class, and it is possible to identify the student, then the portions containing recordings of the student do constitute protected educational records. Educational records can only be used as permitted by FERPA or in a manner allowed by a written consent from the student.

## What recording settings should I select in my ConferZoom account to best ensure students are not recorded in the archive?

Before you schedule your meetings:

- Go to Zoom.us and log into your ConferZoom account.
- Click on **My Account** (upper right)
- In the left column, select **Settings**
- Select the **Recording** tab and choose the following settings:
- Disable *Local Recording*. For most instructors, recordings should be kept in the cloud and not downloaded to a local computer.
- If you wish to have a video of the speaker recorded during screensharing, *enable Record active speaker with shared screen*
- Disable *Record gallery view with shared screen*
- Disable *Display participants' names* in the recording
- Enable *Multiple audio notifications of recorded meeting*, which plays an automated message whenever a recording is started, or a participant enters a session that is already being recorded.

When your meeting starts, keep your Zoom view set to Speaker View (as opposed to Gallery View). This ensures that only the person who is speaking appears on the screen, as opposed to recording a grid view of all attendees with webcams enabled.

- Student support with ConferZoom
- [Faculty support with ConferZoom](#)



## How can I set my ConferZoom account so that students turn on their videos only when they choose to do so?

When you schedule your meeting, you are advised to set Participant Video to Off to allow students to opt into sharing their video.



## Can I publicly share a screen capture of a Zoom session or recording that shows one or more identifiable students?

You should share a screen capture or recording of a student only with that student's consent in order to comply with FERPA. Students should not record you without your permission. Likewise, we encourage you to model informed consent with your students by asking them if and when you can record. In short, we discourage you from making or sharing screenshots of students.

## Should I require students to turn on their video during a live Zoom session?

No. This is problematic for several reasons.

- Students might not have a webcam and owning a webcam was not a condition for them to register for your course.
- Students might not want to show where they are located. If a student is couch surfing or homeless, and you force them to reveal this to class, this might negatively impact their motivation and the way the rest of the class perceives them. (A [2019 survey of California Community College](#) students found that 60% were housing insecure in the previous year, and 19% were homeless in the previous year. And this was before the pandemic!)
- Students might be living with minors or others who are not able to provide informed consent to being viewed or recorded by others.
- Students might have a disability that they do not wish to display. In fact, they might have chosen a distance education class so that they would not be subject to stares and whispers of other students.
- Students might have experienced adverse childhood experiences, and being forced to stare at themselves in a camera can be a triggering experience. (The Centers for Disease Control estimate that [60% of US adults had an adverse childhood experience.](#))

For more on the potential negative impacts of cameras in class, and ideas for alternative ways to engage students, see: [Karen Costa, "Cameras Be Damned."](#)

## Can students publicly share class recordings or screen captures of a ConferZoom session or recording that show one or more identifiable students?

No. Instructors should tell students that they should not share the link to any class sessions, or take screen captures of Zoom sessions. Students that violate this request may be subject to the student code

of conduct for disrupting class, especially if you include this in your syllabus. It's more likely that students will respect your instructions in this regard if you model informed consent before recording them or forcing them to turn on their cameras.

### Can I show recordings from last year's class to the current class?

Under FERPA, this situation should be treated as if the recordings were being shown to a third-party audience, which requires FERPA compliance through use of consents from identifiable students or by editing out those students from the video.

### If I want to allow access to a video (that shows students participating) to others outside of the class, is this permitted?

Possibly. There are a couple of ways to use recordings that show students participating.

1. The instructor may obtain individualized written FERPA consents from the students shown in the recording. This type of consent can be obtained on a case-by-case basis or from all the students at the outset of a class. (See Appendix 1.)
2. Recordings can be edited to remove portions of the video that show students who have not consented to the use of their voice and/or image (simply blurring a student's image and removing their name is not sufficient, as the student may still be identified).

### What is the easiest way to comply with FERPA if I am video recording my class sessions, students will be asking questions/doing presentations, and I wish to share the recording with a future class?

- Overall, plan your live Zoom session as carefully as you plan your face-to-face classes.
- Record only the parts of your session that show you. Plan to hold specific Q&A periods during the session and when you get to one, click **Pause** recording.
- When you are ready to present again, **Resume** recording.
- Don't refer to students by name (de-identifying the students removes the need for a specific consent from each student depicted). If a student happens to appear on camera, their identity can be edited out or written consent can be obtained.
- Videos of students giving presentations and student-generated video projects are covered by FERPA and copyright (students own the copyright of their work, just as any other author/creator). Therefore, written permission to use these digital works must be obtained by the student.

### What happens once I record a session?

As the meeting host, you decide when to record a session. Once you record a session, an archived session is created. As of Fall 2020, the archive is hosted by [CCC TechConnect](#). You receive a link to the archive session. You decide whether to share the link or not.

If you choose to download the recording of your session, you likewise will be the one to decide whether to share the recording or not. In short, you are responsible for sharing or not sharing the recording.

### What if my course activities require student demonstrations or recordings?

The course outline of record for some courses requires students to perform certain activities or

demonstrate skills in order to meet course objectives. Examples might include public speaking or American Sign Language courses. In these cases, instructors should strive to disclose to students what will be required **before the start of class**. This might occur via the instructor orientation letter, printed comments in the schedule of classes, syllabus, and/or a department or instructor website.

### How do I obtain written consent from a student?

To obtain written FERPA consent from students for instructional video recordings, see Appendix 1 below. Please retain the consent form so long as you intend to use the recording.

### How do I accommodate students with disabilities who need to view a recording of class with captions?

As suggested above, plan your class session so that you are recording only the parts of class that show you or your instructional material.

Also, note that not all live class sessions need to be captioned. The state Chancellor's Office clarified responsibilities for meeting the needs of students with disabilities in [Memorandum ES 20-16](#). Live class sessions need to be captioned when a student is present who has an Academic Accommodation Plan developed with DPS that identifies captions as an accommodation.

Even if there's no student with disabilities, all pre-recorded videos do need to be properly captioned in order to make them accessible to all students (for Section 508 compliance).

Some students will have developed an Academic Accommodation Plan with DPS that identifies specific accommodations. For questions about how to support students with disabilities at Chaffey College, please contact [DPS](#).

### What are some teaching tips for when using ConferZoom?

Check out these ["Tips for Teaching with Zoom."](#)

### What if I have questions or suggestions about the information here?

Please contact James Alisha Serrano, Director of Distance Education at [alisha.serrano@chaffey.edu](mailto:alisha.serrano@chaffey.edu).

Appendix 1



Permission to record – Online course recordings

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Last

First

The Family Educational Rights and Privacy Act (FERPA) regulates the disclosure of educational information. FERPA states “when a student becomes an eligible student (18 years of age **or is attending an institution of postsecondary education**), the rights accorded to, and consent required of, parents under this part transfer from the parents to the student.”

I understand that my instructor will record our synchronous online sessions for myself and other students in course to view at a later time. I understand the instructor will notify the students when a session is being recorded. I understand the recording of the video will not be used for other purposes outside of this course.

**BY SIGNING THIS FORM**, I waive my FERPA rights for the instructor to use my voice, name, questions I ask during the recording, my video, etc., that is recorded during the course session, for use within the classroom.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

=====

*To rescind the Release of Information, contact your instructor.*

NOTES:

Senators		Present	Approval of Agenda 11.17.20	Approval of 11.10.20 Minutes	Approval of Consent Agenda 11.17.20	Accept changes to AP/BP on Residency	
Representation	Name						
	<i>dezi di dti sr at aneS et arret el A</i>						
President	Nicole DeRose	Y					
Vice President	Robin Witt	Y	Y	Y	Y	Y	
Secretary/Treasurer	Mark Gutierrez	Y	Y	Y	Y	Y	
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y	Y	Y	
Business & Applied Technology	Tracy Kocher	Y	Y	Y	Y	Y	
Business & Applied Technology	Karin Nelson	Y	Y	Y	Y	Y	
<i>*Business &amp; Applied Technology Alternate</i>	<i>David Karp</i>						
Chino/Fontana	Daniel Bentum	Y	Y	Y	Y	Y	
Chino/Fontana	Manar Hijaz						
<i>*Chino/Fontana Alternate</i>	<i>Robert "Ian" Jones</i>						
Health Sciences	Lisa Doget	Y	Y	Y	Y	Y	
Health Sciences	Jayne Clark						
<i>*Health Sciences Alternate</i>	<i>Shelley Eckvahl</i>						
Instructional Support	Christina Holdiness	Y	Y	Y	Y	Y	
Instructional Support	Mary Jane Ross	Y	Y	Y	Y	Y	
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	Y					
Kinesiology, Nutrition, & Athletics	Jeff Harlow	Y	Y	Y	Y	Y	
Kinesiology, Nutrition, & Athletics	Vacant						
<i>Kinesiology, Nutrition, &amp; Athletics Alternate</i>	<i>Vacant</i>						
Language Arts	<b>Elizabeth Encarnacion</b>						
Language Arts	Steve Shelton	Y	Y	Y	Y	Y	
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>	Y	Y	Y	Y	Y	
Mathematics & Science	Mark Gutierrez						
Mathematics & Science	Nicole DeRose						
<i>Mathematics &amp; Science Alternate</i>	<i>Diana Cosand</i>						
Social & Behavioral Sciences	Dan Kern	Y	Y	Y	Y	Y	
Social & Behavioral Sciences	Angela Sadowski	Y	Y	Y	Y	Y	
<i>*Social &amp; Behavioral Sciences Alternate</i>	<i>Sergio Gomez</i>						
Student Services	Jackie Boboye	Y	Y	Y	Y	Y	
Student Services	Jean Oh	Y	Y	Y	Y	Y	
<i>* Student Services Alternate</i>	<i>Donna Colondres</i>						
Visual and Performing Arts	Vacant						
Visual and Performing Arts	Patrick Aranda						
<i>*Visual and Performing Arts Alternate</i>	<i>Stan Hunter</i>	Y	Y	Y	Y	Y	
Senator-At-Large	Tamari Jenkins	Y	Y	Y	Y	Y	
Senator-At-Large	Robin Witt						
Senator-At-Large	Vacant						
Adjunct Senator-at-Large	Luke Gunderson	Y	Y	Y	Y	Y	
Adjunct Senator-at-Large	Gail Keith-Gibson	Y	Y	Y	Y	Y	
<i>*Adjunct Alternate Senator</i>	<i>Stephen Villasenor</i>						
<b>RED indicates reported absence</b>							
<b>Total Yes Votes</b>		<b>22</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>0</b>
<b>Total No Votes</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Abstentions</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

- = Not available during meeting to vote

**34 members total - up to 25 voting at any given time. The President is a non-voting member. Curriculum Chair now votes per 8.25.20 meeting**

President ONLY votes to break a tie.

A quorum shall consist of two-thirds of the voting members of the Faculty Senate

17 members are needed for QUORUM

27 Present at this meeting = 22 members, 5 visitors

**11.17.20 Faculty Senate Meeting**