ACADEMIC SENATE MINUTES
NOVEMBER 2, 2021

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

![Chaffey College Academic Senate logo]

Guests:
Sandra Collins, Biology, M&S
Kevin Curwin, Institutional Research, Senior Research Analyst
Nicole DeRose, (IPP) Faculty Senate, Accreditation Faculty Tri-Chair, Biology, M&S
Jim Fillpot, Dean, Institutional Research, Policy, and Grants
Eric Houck, Executive Director, Information Technology
Emilie Koenig, English
Tina Kuo, Biology, M&S
Herlim Li, FACCC
Lissa Napoli, Administrative Assistant, Academic Senate
Wendy Brill-Wynkoop, President of FACCC
Angela Ybarra, Student

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.)

- Wendy Brill-Wynkoop, President of FACCCC as of June until 2023. Brill-Wynkoop started their teaching career at Chaffey and then moved to College of the Canyons and has been there for 25 years. FACCC is not a union or a senate, but a professional organization that was instrumental in the legislative language in passing the union. Represent faculty in Sacramento and in many of the statewide boards. Contact information: brillwynkoop@gmail.com
  - Join our advocates list-serve by sending an email to: FACCCadvocates+subscribe@googlegroups.com. You will receive an automatic email, follow the link, click join
- Angela Ibarra, President of the Multicultural Club, event next Monday, Nov. 8 at 6 pm "What is Community Advising." Please pass along the club and event information to students. Dr. Boboye is the faculty advisor for the club for contact.
  - Contact either Jackie.boboye@chaffey.edu or aybarra2765@panther.chaffey.edu

4. APPROVAL OF AGENDA

- November 2, 2021
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the 11.2.21 agenda. Senator Boboye seconded the motion. The motion was approved. 11.2.21, 20Y/0N/0A.

5. APPROVAL OF MINUTES

- October 26, 2021
- **Motion for Approval** - Senator Holdiness moved to approve the 10.26.21 minutes as amended. Senator Kern seconded the motion. The motion was approved. 11.2.21, 19Y/0N/1A.

6. CONSENT AGENDA

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

1. <u>Ontario Master Plan - faculty user group</u>
   Angela Burk-Herrick, Biology, Curriculum Chair
   Julie Law, Counselor, C&M
   Karin Nelson, Accounting, BAT
   Angela Sadowski, Psychology, SBS
   Neil Watkins, English, Academic Senate

- **Motion for Approval** - Senator Cotton moved to approve the Consent Agenda including the Curriculum as amended. Senator Johnson seconded the motion. The motion was approved. 11.2.21, 20Y/0N/0A.

7. REPORTS

7.1 President

7.1.1. Spring 2022 Registration

- Please encourage students to register. A third of the classes will be offered FTF.
- As of Oct. 26, 58% of students had uploaded proof of vaccination
  - Nov. 15 deadline for Faculty to upload proof of vaccination for spring 2022
- Nov. 30 deadline for (most) Cal State applications
- No meeting Nov. 23 for Academic Senate

7.2 Vice President

- No Report

7.3 Secretary/Treasurer

- No Report

7.4 Curriculum

- No Report

7.5 Classified Senate Liaison, Hope Ell

- Not present

7.6 Committees

8. GUEST(S)/PRESENTATION(S) - Dean, Institutional Research, Jim Fillpot, and Senior Research Analyst, Institutional Research, Kevin Curwin will present on Success & Retention Rates / Data Dashboard / Drop Survey.

- See attachment

- Kevin Curwin gave a "sneak peek" of the "R Shiny" Data Dashboard. The dashboards are deployed through an internet browser.
- Senator Kern asked about confidentiality in terms of data collection "drilling down" to course numbers. Dean Fillpot mentioned options in "masking" aspects of data in those scenarios and the sensitivity to that information.
- Senator Cotton (she/her) mentioned additional gender markers such as Transgender, Gender Non-conforming, and Gender Nonbinary as options. Senator Cotton also mentioned adding elements of intersectionality of elements to review could be incredibly useful.
  - Dean Fillpot expressed the concern for student confidentiality with the potential ability to drill down the data.

9. UNFINISHED BUSINESS

9.1 ASCCC Resolutions - Fall Plenary - Nicole DeRose - revised / updated resolutions

10. NEW BUSINESS

10.1 Action Item: Sabbatical Leave Applications/Subcommittee Assignments: Identify subcommittee members to read sabbatical applications. Due by Tuesday, November 30.

- Melissa DiLorenzo, Psychology, SBS, (Fall 2022 - Spring 2023) Senators Cotton, Tang, and Boboye
- Michelle Dowd, English, LA (Spring 2023) Senators Fisher, Kern, and Ming

10.2 Discussion Item: Textbook Transformation Project - Liz & Emilie
- **Motion for Approval** - Senator Shelton moved to approve the OER/ZTC updates and additional Textbook Transformation Project updates. Senator Jacobson seconded the motion. The motion was approved. 11.2.21, 19Y/0N/0A.

11. ANNOUNCEMENTS

11.1 Academic Senate for California Community Colleges (ASCCC) Information

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

11.1.2 CTE Coffee Hour, November 16, 2021, 11:00 am to noon, Noncredit to Credit - hosts Leticia Barajas and Stephanie Clark. At these gatherings, faculty will meet virtually to share ideas and successes, discuss issues and/or concerns. This professional learning gathering will be a conversation of discipline experts to help CTE faculty better serve CTE students. Join us!

Register for Noncredit to Credit

11.2 Chaffey College

11.2.1 [Report to the Community](#), Thursday, November 4, 2021, from 11:30-1:00 p.m. On behalf of the Chaffey College Governing Board, you are cordially invited to attend this virtual event.
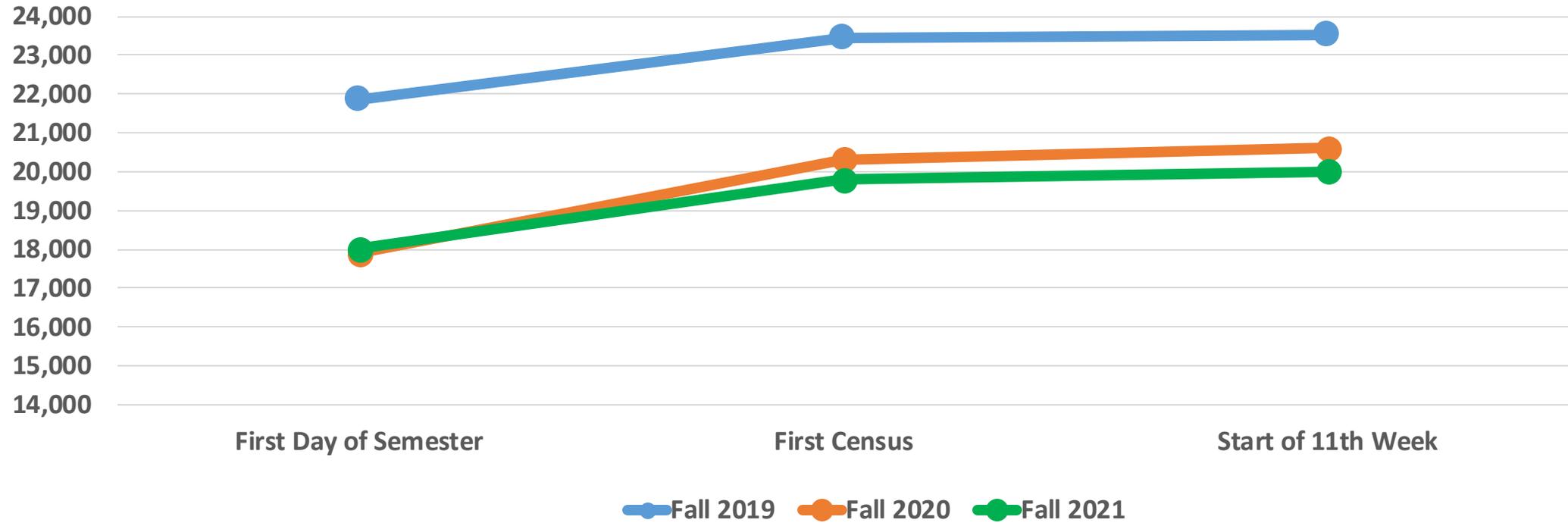
12. FLOOR ITEMS

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

The next Academic Senate meeting is scheduled for Tuesday, November 9, 2021.

_____

Lissa A. Napoli, Recording Secretary

_____

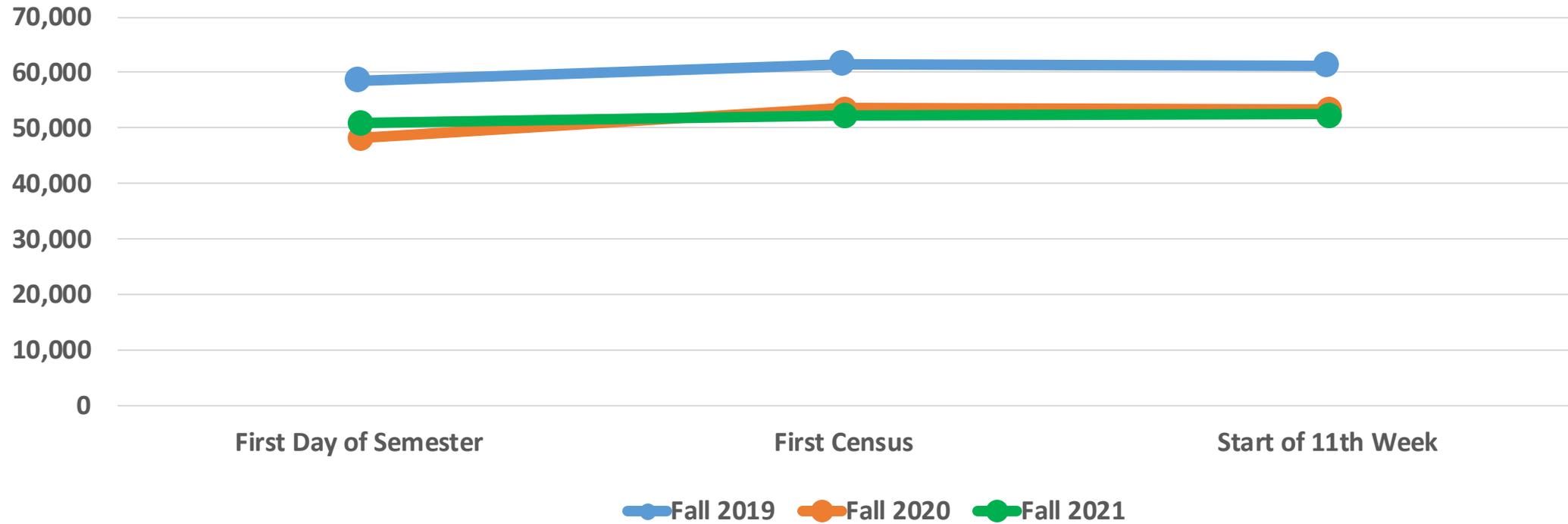**Elizabeth "Liz" Encarnacion, Secretary-Treasurer**

Chaffey College
Unduplicated Headcount Comparison, FA21 – FA20 – FA19

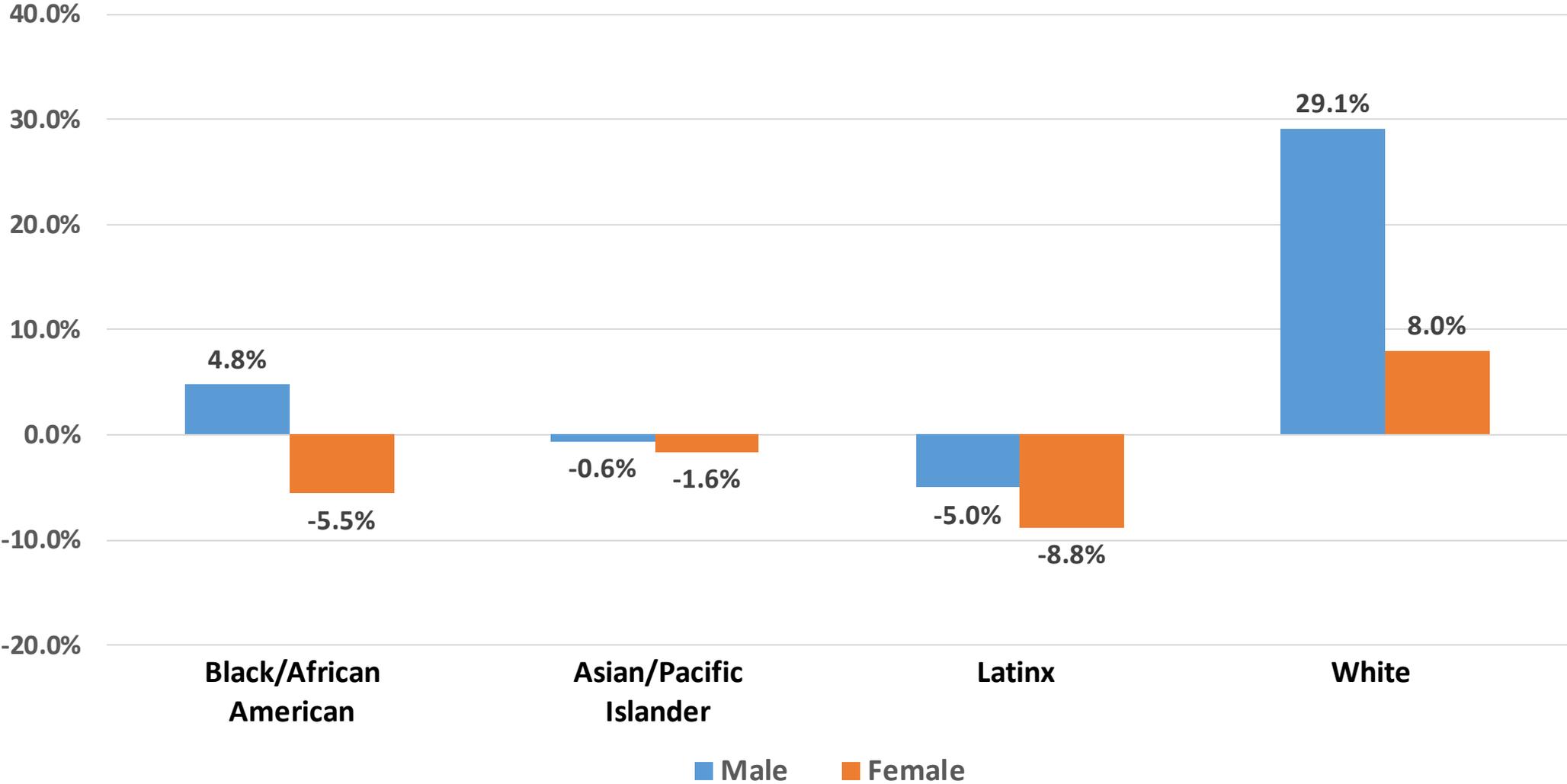| Semester	Unduplicated Headcount			Difference		
	1st Day	1st Census	11th Week	1st Day	1st Census	10th Week
Fall 2021	18,018	19,792	20,005			
Fall 2020	17,894	20,323	20,613	+0.69%	-2.61%	-2.95%
Fall 2019	21,852	23,424	23,504	-17.55%	-15.51%	-14.89%

Chaffey College
Enrollment Comparison, FA21 – FA20 – FA19

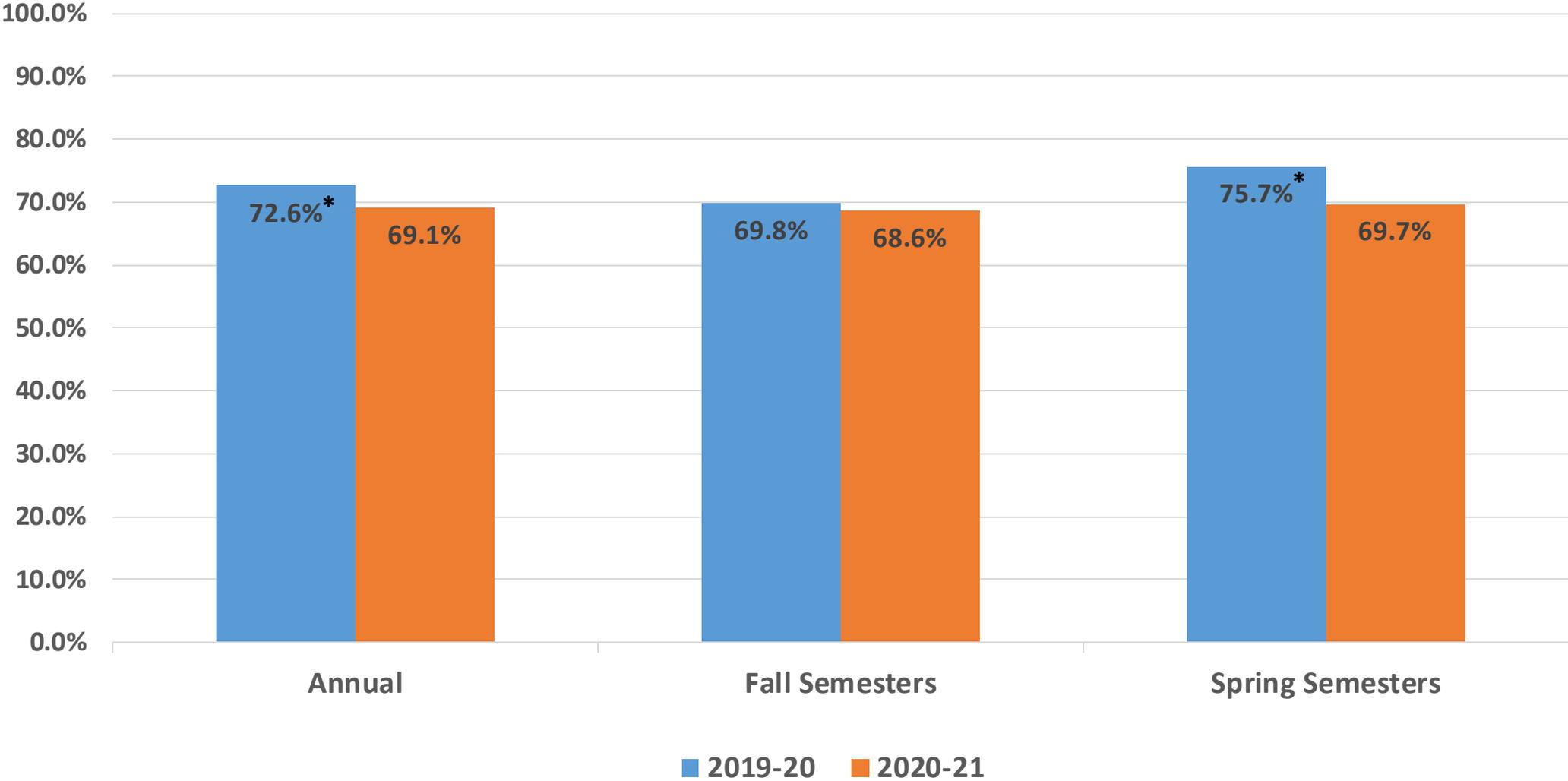| Semester	Unduplicated Headcount			Difference		
	1st Day	1st Census	11th Week	1st Day	1st Census	10th Week
Fall 2021	50,984	52,275	52,413			
Fall 2020	48,226	53,616	53,478	+5.72%	-2.50%	-2.00%
Fall 2019	58,376	61,514	61,179	-12.66%	-15.02%	-14.33%

Chaffey College
FA21/FA20 Headcount Comparison, Ethnicity by Gender*

*As of first census date

Chaffey College Success Rate Comparison Annual and by Term, 2019-20 and 2020-21

Annual
- 2019-20: 72.6%*
- 2020-21: 69.1%

Fall Semesters
- 2019-20: 69.8%
- 2020-21: 68.6%

Spring Semesters
- 2019-20: 75.7%*
- 2020-21: 69.7%

■ 2019-20 ■ 2020-21

*Spring 2020: Excludes 3,385 EW grades. If treated as a non-successful outcome, SP20 success rate = 71.1%; 2019-20 = 70.5%

Academic Senate Resolutions Packet Update for November 2, 2021

Nicole DeRose

I. Current Resolutions Packet
   A. 2021 Resolutions Packet - For Discussion to Nov 2 2021 final.docx | ASCCC
      1. Note: must click on the link to download the packet

   B. Amendments for Resolutions from Area Meetings Packet
      1. Section 3 DIVERSITY AND EQUITY
         - +3.03.01 Add a 4th resolved statement
            - Resolved, That the Academic Senate for California Community Colleges advocate for mental health resources and services including funding, professional development, and support for community college faculty.
         - +3.05.01 Amend the 3rd resolved statement
            - Resolved, That the Academic Senate for California Community Colleges encourage the use of approaches that significantly reduce course resource costs such that ~~any~~ course section~~s with a low-cost~~ can obtain zero-textbook-cost status by virtue of the cost of resources for that course being absorbed by the college, district, or the state.
      2. Section 13 GENERAL CONCERNS
         - +13.01.01 Delete the current resolved statement and replace with a new resolved statement
            - Resolved, That the Academic Senate for California Community Colleges encourage local academic senates to remind their constituents that the accuracy and timeliness of information in the schedule of classes helps their students succeed, especially for all zero and low-cost designated courses, and develop processes to support this effort.
      3. Section 19 PROFESSIONAL STANDARDS
         - +19.01.01 Amend the 1st whereas statement
            - Whereas, Education Code §87360 Hiring Criteria, Subdivision (a), states that applicants for faculty and administrator positions must ~~meet two minimum qualifications for employment at California Community Colleges: a discipline-specific qualification aligned with minimum discipline standards set in the Minimum Qualifications for Faculty and Administrators in the California Community Colleges and~~ demonstrate, as a criterion for hiring "beyond the state minimum qualifications, a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students" ~~(CA Ed Code §87360(a))~~, that is included in all job announcements and assessed during the applicant screening process, per the requirements of Title 5. §§53022 and 53024; yet current faculty screening and selection practices at most colleges

may place a disproportionate emphasis ~~focus solely~~ on discipline-specific hiring criteria, such as the ability to teach and provide services to students, at the expense of assessing job applicants and candidates on their abilities to "demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students"; ~~, on the discipline-specific minimum qualification;~~ and

C. New Resolutions *Will be added to the Consent Calendar
    1. Section 1.0 ACADEMIC SENATE
        - +1.02 F21 Honoring Dan Crump with Senator Emeritus
        - +1.03 F21 Honoring Lesley Kawaguchi with Senator Emeritus
        - +*1.04 F21 Greater Transparency in Committee Appointment Process
    2. Section 11 TECHNOLOGY
        - +*11.01 F21 Equitable Access to Technlogy
        - +*11.02 F21 Greater Use of Telecommuting and Digital Processes
    3. Section 13 GENERAL CONCERNS
        - +13.02 F21 In Support of Prevention and Control of COVID-19 in the Interest of Safe Learning Environments
    4. Section 16 LIBRARY AND LEARNING RESOURCES
        - +*16.01 F21 Advocate for Electronic Access to Required Course Materials
    5. Section 20 STUDENTS
        - +20.01 F21 Improve Math and English Outcomes by Expanding Access and Addressing COVID-19 Related Learning Disruption

II. The resolutions packet will continue to change as plenary attendees may submit amendments or new resolutions. Check the resolutions link for fall plenary 2021 Fall Plenary Session - Hybrid Event | ASCCC under the Resolutions tab.

III. Area Meetings Resolutions Packet (outdated)
    A. Resolutions Fall 2021 - For Discussion at Area Meetings R.pdf (asccc.org)
    B. N. DeRose update provided on October 26, 2021

Textbook Transformation Project

Faculty Senate Update
Emilie Koenig & Liz Encarnacion

The Problem

In light of our interdisciplinary research and focus groups, we found the following;

1. Faculty need accurate understanding of OER/ZTC/LCT designation
   a. *Solutions:* Creating infographic and resource materials with definitions of terms/how to report materials
   b. *Solutions:* OER/ZTC Certification development
2. Faculty reporting of ZTC/OER/LTC materials inaccurate caused by confusion in designations
   a. *Solutions:* Creating infographic and resource materials with definitions of terms/how to report materials
   b. *Solutions:* Proposed revised workflow
3. Inaccurate state reporting - can impact state funding / impacts following of SB 1359
   a. *Solutions:* New field in Colleague regarding course costs & ZTC/OER/LTC designation
   b. *Solutions:* Proposed revised workflow
4. Incomplete campus store reporting (again because of confusion) / impacts students
   a. *Solutions:* New field in Colleague regarding course costs
   b. *Solutions:* Proposed revised workflow

TTP Initial Data & Reporting

- **SB 1359 requirement not fulfilled**
  - All course sections that exclusively use digital course materials that are free of charge to students be noted as such in the online course schedule
  - *"Yes, but [we are] not confident that all sections are marked appropriately."*

- **The current process of data collection and reporting**
  - *"There is no existing process and guidelines on what constitutes a no-cost section have not been provided"*
  - *Courses that do not use a text are marked with the no-cost designation*
  - *Institutional Research data is inaccurate*
  - *Campus Store collection is incomplete and/or inaccurate*
  - *Faculty need accurate understanding of OER/ZTC/LCT designation*

- **Extent of Institutional Support**
  - Yes - OER Liaisons; OER/ZTC Workgroup
  - No - Release time for faculty to support OER efforts; Student workers, faculty, staff, administration who is focused <u>solely</u> on OER efforts

Annual OERL Survey

Does your college support OER efforts in other ways?

- No, our campus only has an OER Liaison supporting OER efforts.
- Yes, our campus as an OER, ZTC, or textbook affordability committee, work group, or task force that meets regularly.
- Yes, our campus provides release time to a faculty member(s) to support OER efforts.
- Yes, our campus has a classified staff person or administrator whose duties include supporting OER efforts.
- Yes, we have a fulltime staff person, instructional or library faculty member who is focused only on OER efforts.
- Yes, we have a student worker(s) who support OER efforts.
- We do not have a liaison or other person responsible for OER efforts.
- Other (please explain)

Solution: Advocate for more ZTC/OER Support - Faculty reassign time with classified help

Additional TTP Commitments

1. **Accessibility of ZTC/OER/LTC materials**
   a. Partnership with DPS
   b. Vetting of materials for accessibility / creation of accessible materials
2. **Representation in authorship of materials**
   a. Equitable, culturally responsive materials that are representative of diverse experiences, identities, communities, voices, and self expressions
3. **Currency of materials for discipline specific research**
   a. Consistent evaluation process of materials to maintain reliable and accurate representation of current standards within discipline fields of research

...These needs require long-term commitment from Academic Senate and Chaffey College to exist in perpetuity.

Senators	Name	Present	Approval of Agenda 11.2.21	Approval of 10.26.21 Minutes	Approval of Consent Agenda 11.2.21	Support of OER/ZTC updates and additional TTP updates			
Alternate Senators Italicized									
Representation	**Name**								
President	Neil Watkins	y							
Vice President/President Elect	Sarah Cotton	y	y	y	y	y			
Secretary/Treasurer	Elizabeth "Liz" Encarnacion	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	Bruce Osburn								
Business & Applied Technology Alternate	*William "Bill" O'Neil*								
Chino/Fontana	Daniel Bentum	y	y	y	y	y			
Chino/Fontana	Tara Johnson	y	y	y	y	y			
Chino/Fontana Alternate	*Manar Hijaz*								
Health Sciences	Lisa Doget								
Health Sciences	Jayne Clark-Frize								
Health Sciences Alternate	*Jordan Hung*								
Instructional Support	Christina Holdiness	y	y	y	y	y			
Instructional Support	Mary Jane Ross								
Instructional Support Alternate	*Shelley Marcus*	y	y	y	y	y			
Kinesiology, Nutrition, & Athletics	Jeff Harlow	y	y	a	y				
Kinesiology, Nutrition, & Athletics	Elaine Martinez	y	y	y	y	y			
Kinesiology, Nutrition, & Athletics Alternate	*Candice Hines-Tinsley*	y							
Language Arts	Elizabeth "Liz" Encarnacion								
Language Arts	Steve Shelton	y	y	y	y	y			
Language Arts Alternate	*Leona Fisher*	y							
Mathematics & Science	Mark Gutierrez	y	y	y	y	y			
Mathematics & Science	Elizabeth Cannis	y	y	y	y	y			
Mathematics & Science Alternate	*Diana Cosand*								
Social & Behavioral Sciences	Dan Kern	y	y	y	y	y			
Social & Behavioral Sciences	Pak Tang	y	y	y	y	y			
Social & Behavioral Sciences Alternate	*Sergio Gomez*								
Student Services	Jackie Boboye	y	y	y	y	y			
Student Services	Michelle Martinez	y	y	y	y	y			
* Student Services Alternate*	*Myra Andrade*								
Visual and Performing Arts	Erik Jacobson	y	y	y	y	y			
Visual and Performing Arts	Patrick Aranda								
Visual and Performing Arts Alternate	*Leta Ming*	y	y	y	y	y			
Senator-At-Large	Robin Witt	y	y	y	y	y			
Senator-At-Large	Tamari Jenkins								
Senator-At-Large	Sarah Cotton								
Adjunct Senator-at-Large	Patty Peoples								
Adjunct Senator-at-Large	John Glass								
Adjunct Alternate Senator	*Vacant*								
Classified Senate Liaison	Hope Ell								
RED indicates reported absence	PURPLE indicates reported tardy								
Total Yes Votes		23	20	19	20	19	0	0	0
Total No Votes			0	0	0	0	0	0	0
Total Abstentions			0	1	0	0	0	0	0
- = Not available during meeting to vote									
37 members total - up to 27 voting at any given time. The President is a non-voting member. Curriculum Chair now votes per 8.25.20 meeting.									
President ONLY votes to break a tie.									
A quorum shall consist of two-thirds of the voting members of the Faculty Senate									
18 members are needed for QUORUM									
Present at this meeting = members, visitors									
10.26.21 Academic Senate Meeting									