

ACADEMIC SENATE MINUTES OCTOBER 4, 2022

Academic Senate Conference Room

[Join ZOOM Meeting](#)

Rancho Campus, BEB Building, Room 204

Meeting ID: 917 2103 2344 Passcode: 2022

Neil Watkins	President	2021-2023	P
Nicole DeRose	Vice President/President-Elect	2022-2023	P
Elizabeth “Liz” Encarnacion	Secretary/Treasurer	2022-2023	P
Angela Burk – Herrick	Curriculum Chair	2021-2023	P
Bruce Osburn	Business & Applied Technology	2021-2023	A
Jay Scott	Business & Applied Technology	2022-2024	A
Tara Johnson	Chino/Fontana	2021-2023	A
Jinny Lee	Chino/Fontana	2022-2024	P
Jayne Clark-Frize	Health Sciences	2021-2023	A
Terzah DePonte	Health Sciences	2022-2024	P
Christina Holdiness	Instructional Support	2021-2023	P
Terezita Reyes Overduin	Instructional Support	2022-2024	P
Elaine Martinez	Kinesiology, Nutrition & Athletics	2021-2023	A
Candice Hines-Tinsley	Kinesiology, Nutrition & Athletics	2022-2024	P
Steve Shelton	Language Arts	2021-2023	P
Elizabeth “Liz” Encarnacion	Language Arts	2022-2024	P
Elizabeth Cannis	Mathematics & Science	2021-2023	A
Mark Gutierrez	Mathematics & Science	2022-2024	P
Pak Tang	Social & Behavioral Sciences	2021-2023	A
Dan Kern	Social & Behavioral Sciences	2022-2024	P
Michelle Martinez	Student Services	2021-2023	P
Jackie Boboye	Student Services	2022-2024	A
Leta Ming	Visual & Performing Arts	2021-2023	A
Sheila Malone	Visual & Performing Arts	2022-2024	P
Tamari Jenkins	Senator-At-Large	2020-2023	P
Sarah Chamberlain	Senator-At-Large	2021-2024	P
Norma Leon	Senator-At-Large	2022-2025	P
Shelly R. Jackson	Adjunct Senator-At-Large	2021-2023	P
Patty Peoples	Adjunct Senator-At-Large	2022-2024	P

Alternates

William “Bill” O’Neil	Business & Applied Technology	2021-2023	P
Manar Hijaz	Chino/Fontana	2021-2023	P
Jordan Hung	Health Sciences	2021-2023	A
Shelley Marcus	Instructional Support	2021-2023	P
Annette Henry	Kinesiology, Nutrition, & Athletics	2021-2023	P
Leona Fisher	Language Arts	2022-2024	A
Diana Cosand	Mathematics & Science	2021-2023	A
Hannah Lucas	Social & Behavioral Sciences	2022-2024	P
Myra Andrade	Student Services	2021-2023	A
Vacant	Student Services	2022-2024	
Nicole Farrand	Visual & Performing Arts	2021-2023	A
Vanessa Nunez	Adjunct Alternate Senator	2021-2023	A
Sarah Schmidt	Classified Senate Liaison	2021-2023	A

Guests:

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 (Remote) Attendee Identification If on Zoom, please turn on the camera when voting.

3. PUBLIC COMMENT (Reserved for Guests only and limited to two minutes.)**4. APPROVAL OF AGENDA**

- October 4, 2022
- **Motion for Approval** - Senator Shelton moved to approve the 10.4.22 agenda. Curriculum Chair Burk-Herrick seconded the motion. The motion was approved. 10.4.22, 22Y/0N/0A.

5. APPROVAL OF MINUTES

- September 27, 2022
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the 9.27.22 minutes. Senator Holdiness seconded the motion. The motion was approved. 10.4.22, 20Y/0N/2A.

6. CONSENT AGENDA**6.1 Faculty representatives that have been requested to serve on these selection/hiring committees:****6.1.1 (Faculty), Chemistry, M&S**

- Maryline Chemama, Chemistry, M&S
- Sariwan Tjandra, Chemistry, M&S
- Mamta Agarwal, Chemistry, M&S
- Erik Kolb, Biology, M&S
- Angela Sadowski, Psychology, SBS

6.1.2 Director, Administrative Systems

- Melissa Sakoonphong, Counselor, C&M
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the Consent Agenda. Senator Shelton seconded the motion. The motion was approved. 10.4.22, 22Y/0N/0A.

7. REPORTS

7.1 President

- Scholarship Donation Form to donate monthly to Academic Senate Scholarship
- Remember to register online for the Black and Brown Minds Matter Conference, Nov. 1 from 8 am - 4 pm

7.2 Vice President/President-Elect

7.2.1 BAT senator vacancy/election update - Jay Scott as nominee

- The Technology Committee sent out an email from IT yesterday that mentioned something that was discussed during the last Academic Senate meeting: “Faculty can grant Add Authorizations at any time. However, **students can only use the Add Authorization after the class has started**. Add Codes are no longer in use. Need help? Tutorials are available in Canvas in the [Student Support Hub](#), including the tutorial for the [Add Authorization Process](#).”
 - Senator Chamberlain, Senator Gutierrez, and Curriculum Chair Burk Herrick advocated for updated communication to students regarding the add authorization process and early access form add authorization prior to the start of the course. Senator Martinez mentioned that there are success guides that detail the authorization process when students are being serviced through Counseling.

7.3 Secretary/Treasurer

- No Report

7.4 Curriculum

- No Report

7.5 Classified Senate Liaison, Sarah Schmidt

- No Report

7.6 Committee Reports

8. GUEST(S)/PRESENTATION(S) - None.

9. UNFINISHED BUSINESS

9.1 Action Item: Sabbatical Leave Subcommittees (Update or Report)

- Readers are required to coordinate discussion amongst themselves and bring recommendations to the Senate by Tuesday, October 4. The final draft of the reports is due to the Office of Instruction by Friday, October 8.
- **Jin Liu, Chinese, LA:** Curriculum Chair Burk-Herrick, Senators Gutierrez and Malone
 - Dr. Jin Liu’s sabbatical report provides evidence that she completed the objectives and activities

outlined in her original proposal which included:

- Analyzing three Chinese language textbook series and exploring more updated theories and practices of grammar teaching in Chinese language instruction.
 - Sharing the results of her research at multiple conferences.
 - Designing a bank of task-based student-centered activities for each and every grammar point to help students master what they are learning. These activities can be done by pairs, by groups, or by themselves.
- The results of her sabbatical activities are expected to benefit Chinese language students and instructors at Chaffey College, as well as the broader educational community. In addition to meeting her sabbatical objectives, Dr. Liu co-authored three books: *China in View: from Traditional to Contemporary II* (published 2022), *Career Chinese --- Bridging Gaps for Success, a Chinese textbook for business purposes* (in review) and *Career Chinese --- Bridging Gaps for Success, a Chinese workbook for business purposes* (in review). Dr. Jin Liu is to be commended for her many accomplishments while on sabbatical!
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the sabbatical report, written by Jin Liu, and forward it to the Office of Instruction for the CIO's review. Senator Gutierrez seconded the motion. The motion was approved. 10.4.22, 22Y/0N/0A.

10. NEW BUSINESS

10.1 Action Item: Ratification of Jay Scott as the Business & Applied Technology 2022-2024 senate representative.

- **Motion for Approval** - Senator Holdiness moved to approve the ratification of Jay Scott as the Business & Applied Technology 2022-2024 senate representative. Senator Jackson seconded the motion. The motion was approved. 10.4.22, 22Y/0N/0A.

10.2 Action Item: Formation of workgroup- social media and non-district digital communication guidelines.

- Senator Leon mentioned researching legal implications for student-instructor interaction through non-district communication platforms.
- Senator Chamberlain expressed that platforms such as Discord for fully DE courses for student-to-student interaction. Senator Jenkins mentioned that Canvas has "Pronto" which could be a resource that mitigates these concerns. Senator Overduin stated that after watching overview videos on Pronto that this would be a possible solution. Senator Jinny explained how to get to the Pronto application and expressed that students tend to express that it is not as user-friendly as the "chat" function on the navigation toolbar. Senator Gutierrez stated that last week there was a workshop on enhancing in-person interactions with technology that would be beneficial and informative for individuals who are interested.
- Senator Encarnacion suggested that the workgroup specify the difference between student-to-instructor communication through non-district communication platforms that inherently implies a power imbalance, and encouraging student to student interaction using their personal preferred modes of communication.

- Senator DeRose emphasized the work group's focus would be to recommend best practices and recommended “don'ts” for faculty-to-student non-district digital communication.
- **Motion for Approval** - Senator Holdiness moved to approve the formation of a workgroup charged with working on social media and non-district digital communication guidelines. Senator Encarnacion seconded the motion. The motion was approved. 10.4.22, 21Y/0N/0A.
 - Volunteers: Terezita Overduin, Nicole DeRose, Liz Encarnacion

10.3 Discussion Item: Feedback on [Student Equity Plan](#) DRAFT. Senators, please read and be prepared for discussion.

- Senator Encarnacion stated that overall the plan does not detail realistic, specific, and tangible outcomes on how these general goals are going to be enacted. Senator Encarnacion stated that there were many repetitions of “buzz words” within DEI work that are being used throughout the document which does not demonstrate a full understanding of the intentions and meaning of the language choice. Senator Encarnacion also stated that there were many times groups of historically minoritized groups were “clumped” together in definition and explanation where they should be explicitly separated for the specific needs of those specific student populations.
- Senator Overduin commented on the inclusion of “standard” support resources being mentioned through the Equity Plan whereas additional resources such as the Library, were not mentioned, although they service student needs within equity and inclusion efforts actively within the campus.
- Senator DeRose stated that looking at the metrics and alignment there were inconsistencies or missing alignments. An example given: A1 in the plan was not matched with A1 in the support needed.
- Senator Malone expressed confusion about how data will actually be gathered. For example, the plan stated that some populations are more difficult to gather data, however, there was no information on how the data was going to be obtained - specifically for populations that may adjust or change their identification markers as time moves forward in a person's life. Senator Malone also mentioned inconsistencies in labeling terms such as “LGBT Women” and “LGBTQIA” throughout the document.
- Senator Chamberlain echoed previous statements and stated that there was a lot of proofreading that would need to occur in order to showcase a full understanding of Chaffey College specifically.
- Senator Kern objects to the phrase “pedagogical approaches” on page 133.
- Senator Chamberlain asked if PEC has or will review this document. Members of PEC stated that the document itself was not discussed in the last meeting, but the presentation of the material was. Members stated that the presentation of the material did not reflect the same content as the document.
- This item will be added to the next Agenda item in order to provide verbal and written feedback and guidance to the Student Equity Plan writer. President Watkins will collect emailed feedback from Senators in order to present the information (unedited). Please send feedback via email by Noon on Thursday.

11. ANNOUNCEMENTS

11.1 Chaffey College Academic Senate

11.1.1 New-Hire Welcome - Tuesday, October 4, and Wednesday, October 5, stop by during the hours of 8:00 a.m. & 3:00 p.m. Academic Senate invites all New-hires since 2020 to stop by the Academic Senate/Curriculum Office, Berz Excellence Building, 207, introduce yourself, learn and possibly meet your senate representatives, grab a tasty treat and beverage. We'd love to see you.

11.1.2 Academic Senate wants to feel connected with our fellow faculty members and represent ourselves as a caring community of professionals. The Academic Senate Foundation Fund represents you when a colleague suffers a serious injury, illness, or loss of a family member by sending cards and/or flowers.

There are many other things the Academic Senate does to honor that sense of community. Programs have included: Faculty Lecturer of the Year, Meritorious Service Awards (plaques, nameplates for the library wall of acknowledgment and faculty reception for recipients), New Hire Welcome in conjunction with CCFA and Classified Senate, and recognition of retiring staff for their services.

To represent you, the Academic Senate relies on donations from faculty. Would you consider \$5-\$10 or more per month so that we can continue these types of programs to better serve you as a faculty member and a community member? You can help by starting a monthly payroll deduction by completing the attached form(s) or sending a check for a desired amount to the Academic Senate Foundation Fund. Please accept our gratitude and appreciation.

11.1.3 Academic Senate - Hiring Committees - Interest List - 2022-2023- If you are possibly interested in serving on a hiring committee this year, please complete this brief survey: [Academic Senate - Hiring Committees - Interest List - 2022-2023](#)

Completing this survey does not ensure that you will be selected to serve, nor does this list replace the usual selection of interested faculty by area deans.

11.2 Academic Senate for California Community Colleges (ASCCC) Information

11.2.1 [2022 Fall Plenary Session - Hybrid Event](#), Thursday, November 3 (8 am) through Saturday, November 5 (5 pm). The Academic Senate invites you to attend the 2022 Fall Plenary Session held at the Sheraton Grand Sacramento! Join us this November to attend impactful breakout sessions, discuss statewide matters, vote on important Resolutions, and network and engage with faculty across our system. Registration Information Coming Soon! *Click on the link for more information.*

11.2.2 Check out Academic Senate for California Community Colleges webpage for other great webinars/events at asccc.org

11.3 Chaffey College

11.3.1 [2022 Report to the Community - Save the Date](#) The 22nd Annual Report to the Community returns in-person this year and will be held at the DoubleTree in Ontario on Wednesday, November 9, 2022. We look forward to sharing with the community all the many ways Chaffey College is innovating for our students and impacting economic growth in our region. Click on the link for more information or to register.

12. FLOOR ITEMS (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 (1:55 P.M.)

The next Academic Senate meeting is scheduled for Tuesday, October 11, 2022.

Lissa A. Napoli, Recording Secretary

Elizabeth “Liz” Encarnacion, Secretary

Proposed Selection / Hiring and Campus Committees

Addendum

October 4, 2022

Classified and Management representation could change based on group discussion that also focuses on equity-minded practices.

6.1 The representatives below have been requested to serve on these selection / hiring committees:

6.1.1 (Faculty), Chemistry, M&S

- Maryline Chemama, Biology, M&S
- Sariwan Tjandra, Chemistry, M&S
- Mamta Agarwal, Chemistry, M&S
- Eric Kolb, Biology, M&S
- Angela Sadowski, Psychology, SBS
- Amy Nevarez (mngr.)
- Michael Wangler,(mngr.)
- Robert Lopez, (classified), IA-III, Chemistry

Payroll Deduction Form

Chaffey College Foundation



New Contributors:

Please deduct \$_____ each month from my payroll warrant for the *Academic Senate (9045)* held by the Foundation. I understand that these funds will be deducted monthly from my payroll check each school year until revoked in writing. Starting Date: _____

Printed Name

Chaffey I.D.

Signature

Date

Changes:

I wish to change my contribution from \$_____ to \$_____. Starting Date:

_____/_____/_____

Printed Name

Chaffey I.D.

Signature

Date

Payroll Deduction Form

Chaffey College Foundation



New Contributors:

Please deduct \$_____ each month from my payroll warrant for the **Academic Senate Scholarship (9032)** held by the Foundation. I understand that these funds will be deducted monthly from my payroll check each school year until revoked in writing. Starting Date: _____

_____	_____
Printed Name	Chaffey I.D.
_____	_____
Signature	Date

Changes:

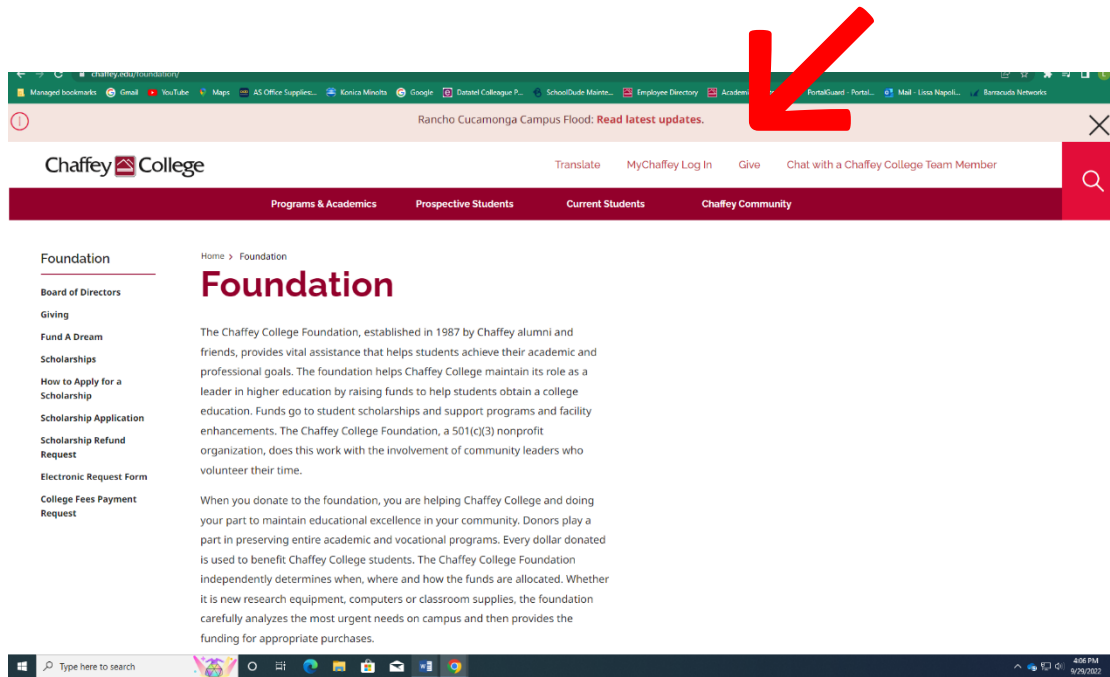
I wish to change my contribution from \$_____ to \$_____. Starting Date: _____/_____/_____

_____	_____
Printed Name	Chaffey I.D.
_____	_____
Signature	Date

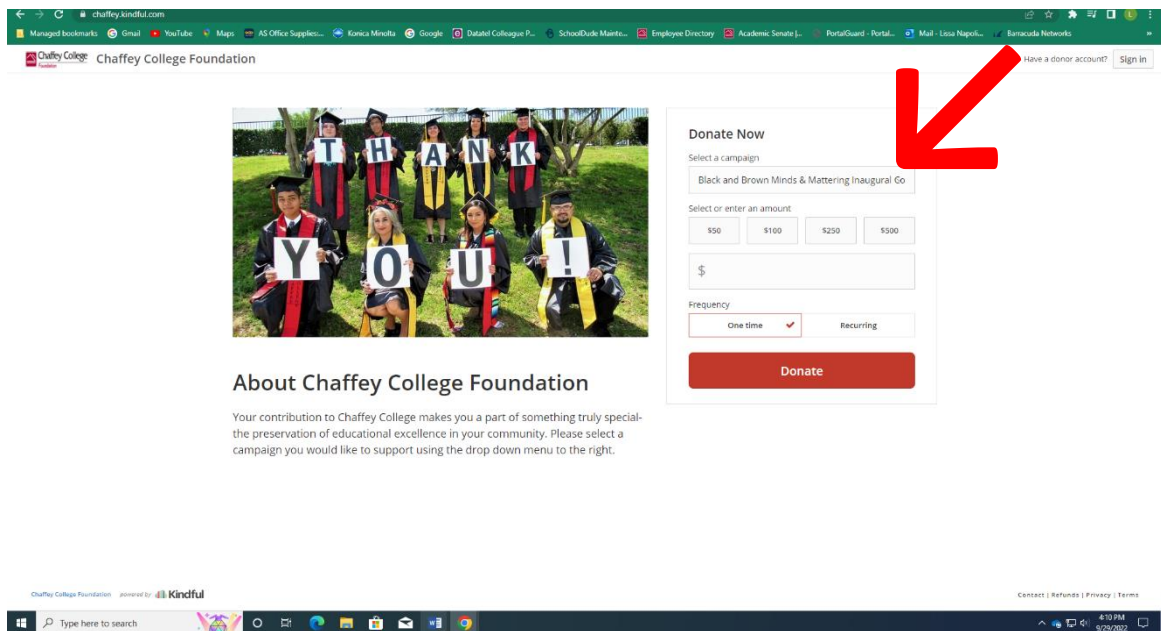
For Credit Card or Bank Account donations

Go to www.chaffey.edu/foundation

Click on “Give” from the top menu

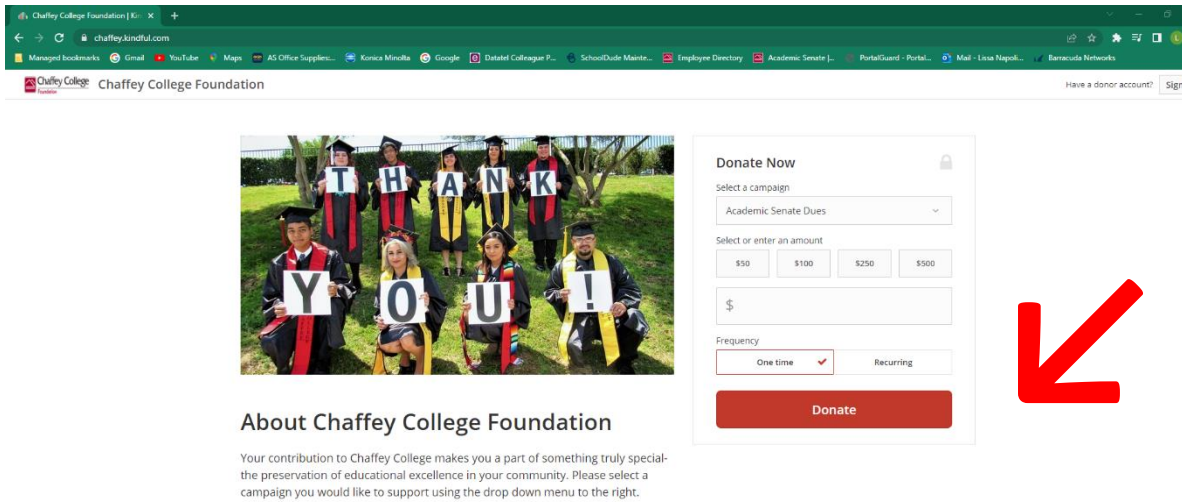


At the “Select a campaign” drop down box, choose **Academic Senate** or **Academic Senate Scholarships**



You can select any of the boxes or enter a desired donation amount.

You can also set a one time or recurring donation, and then click on Donate.



Donate Now

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Academic Senate Dues

Select or enter an amount
\$50 \$100 \$250 \$500

\$

Frequency
 One time Recurring

Donate

About Chaffey College Foundation

Your contribution to Chaffey College makes you a part of something truly special—the preservation of educational excellence in your community. Please select a campaign you would like to support using the drop down menu to the right.

Then follow the rest of the prompts on how you want to donate.

It's that simple! Thank you for your donation.

		Present	Approval of Agenda 10.4.22	Approval of 9.27.22 Minutes	Approve the 10.4.22 Consent Agenda	Approval of Sabbatical Report: Jin Liu	Approve the ratification of Jay Scott as the Business & Applied Technology 2022-2024 senate representative	Approve the formation of workgroup charged with working on social media and non-district digital communication guidelines		
<i>Alternate Senators Italicized</i>										
Representation	Name									
President	Neil Watkins	Y								
Vice President/President Elect	Nicole DeRose	Y	Y	Y	Y	Y	Y	Y		
Secretary/Treasurer	Elizabeth "Liz" Encarnacion	Y	Y	A	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									
*Business & Applied Technology Alternate	William "Bill" O'Neil	Y	Y	Y	Y	Y	Y	Y		
Chino/Fontana	Tara Johnson									
Chino/Fontana	Jinny Lee	Y	Y	Y	Y	Y	Y	Y		
*Chino/Fontana Alternate	Manar Hijaz	Y	Y	Y	Y	Y	Y	Y		
Health Sciences	Jayne Clark-Frize									
Health Sciences	Terzah DePonte	Y	Y	Y	Y	Y	Y	-		
*Health Sciences Alternate	Jordan Hung									
Instructional Support	Christina Holdiness	Y	Y	Y	Y	Y	Y	Y		
Instructional Support	Terezita Overduin	Y	Y	Y	Y	Y	Y	Y		
Instructional Support Alternate	Shelley Marcus	Y								
Kinesiology, Nutrition, & Athletics	Elaine Martinez									
Kinesiology, Nutrition, & Athletics	Candice Hines-Tinsley	Y	Y	A	Y	Y	Y	Y		
Kinesiology, Nutrition, & Athletics Alternate	Annette Henry	Y	Y	Y	Y	Y	Y	Y		
Language Arts	Steve Shelton	Y	Y	Y	Y	Y	Y	Y		
Language Arts	Elizabeth Encarnacion									
*Language Arts Alternate	Leona Fisher									
Mathematics & Science	Elizabeth Cannis									
Mathematics & Science	Mark Gutierrez	Y	Y	Y	Y	Y	Y	Y		
Mathematics & Science Alternate	Diana Cosand									
Social & Behavioral Sciences	Pak Tang									
Social & Behavioral Sciences	Dan Kern	Y	Y	Y	Y	Y	Y	Y		
*Social & Behavioral Sciences Alternate	Hannah Lucas	Y	Y	Y	Y	Y	Y	Y		
Student Services	Michelle Martinez	Y	Y	Y	Y	Y	Y	Y		
Student Services	Jackie Boboye									
* Student Services Alternate	Myra Andrade									
* Student Services Alternate	Vacant									
Visual and Performing Arts	Leta Ming									
Visual and Performing Arts	Sheila Malone	Y	Y	Y	Y	Y	Y	Y		
*Visual and Performing Arts Alternate	Nicole Farrand									
Senator-At-Large	Tamari Jenkins	Y	Y	Y	Y	Y	Y	Y		
Senator-At-Large	Sarah Chamberlain	Y	Y	Y	Y	Y	Y	Y		
Senator-At-Large	Norma Leon	Y	Y	Y	Y	Y	Y	Y		
Adjunct Senator-at-Large	Shelly R. Jackson	Y	Y	Y	Y	Y	Y	Y		
Adjunct Senator-at-Large	Patty Peoples	Y	Y	Y	Y	Y	Y	Y		
*Adjunct Alternate Senator	Vanessa Nunez									
Classified Senate Liaison	Sarah Schmidt									
RED indicates reported absence	PURPLE indicates reported tardy/leave early									
Total Yes Votes		24	22	20	22	22	22	21	0	0
Total No Votes			0	0	0	0	0	0	0	0
Total Abstentions			0	2	0	0	0	0	0	0
- = Not available during meeting to vote										
38 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 Academic Senate										
18 members are needed for QUORUM										
25 Present at this meeting = 24 members, 1 visitor										
10.4.22 Academic Senate Meeting										