

**FACULTY SENATE MINUTES  
 JANUARY 26, 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	P
Jayne Clark	Health Sciences	2019-2021	A
Christina Holdiness	Instructional Support	2020-2022	P
Mary Jane Ross	Instructional Support	2019-2021	A
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	P
Robin Witt	Senator-At-Large	2019-2022	P
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	P
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	P
Diana Cosand	Mathematics & Science	2019-2021	P
Sergio Gomez	Social & Behavioral Sciences	2020-2022	P
Donna Colondres	Student Services	2019-2021	A
Stan Hunter	Visual & Performing Arts	2019-2021	P
Stephen Villasenor	Adjunct Alternate Senator	2020-2021	A

**Guests:**

Jon Ausubel, President, CCFA  
Tara Johnson, Fashion Merchandising  
Lissa Napoli, Administrative Assistant, Faculty Senate

**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 January 26, 2021

- **Motion for Approval** - Senator Boboye moved to approve the Agenda. Senator Shelton seconded the motion. The motion was approved. 1.26.21, 23/0.

**5. APPROVAL OF MINUTES**

5.1 January 19, 2021

- **Motion for Approval** - Senator Boboye moved to approve the 1.19.21 minutes as amended. Senator Kern seconded the motion. The motion was approved. 1.26.21, 22/0.

**6. CONSENT AGENDA - None.****7. GUEST(S)/PRESENTATION(S) - None.****8. REPORTS**

**8.1 President** - President's Report provided on pages 5 - 7 of the Senate packet.

**8.2 Vice President/President Elect**

- Fall 2021 scheduling will be discussed at a coordinators meeting on Friday, January 29, 2021. There is a possibility of hybrid class offerings for fall 2021.
- Cindy Walker has made a request for President Elect Watkins to work with the College Planning Council to develop best practices for trichair committees.
- President Shannon sent a report listing the recent executive orders that were issued by President Biden. Students should feel encouraged by the positive impact these executive orders may have on their academic journey.

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

**8.4 Curriculum** - No report.

**8.5 AIG** - AIG Report provided on page 8 of the Senate packet.

## 9. UNFINISHED BUSINESS

### 9.1 Action Item: Constitution, Article I, II, and III

- **Motion for Approval** - President Elect Watkins moved to divide the articles to the Constitution, Article I, II, and III, so that Senate can discuss each article separately. Senator Shelton seconded the motion. The motion was approved. 1.26.21, 23/0.
- **Motion for Approval** - Senator Holdiness moved to discuss the articles to the Constitution in the following order: Article II, III, I. Senator Kern seconded the motion. The motion was approved. 1.26.21, 24/0.
- Article II - Recommended changes include: Name change from “Representation and Purpose” to “Purpose”, grammatical change, and the addition of item 12 to the 10 + 2 that was adopted by Senate but never included in the Constitution
- **Motion for Approval** - Senator Witt moved to approve the changes made to Article II of the Constitution. Senator Shelton seconded the motion. The motion was approved. 1.26.21, 23/1.
- Article III - There were no recommended changes.
- **Motion for Approval** - Senator Gunderson moved to approve Article III of the Constitution. Senator Keith-Gibson seconded the motion. The motion was approved. 1.26.21, 24/0.
- Article I - There were no recommended changes. Discussion ensued regarding a name change from Faculty Senate to Academic Senate.
- **Motion for Approval** - Senator Gunderson moved to approve Article I of the Constitution. Senator Kern seconded the motion. The motion was not approved. 1.26.21, 10/13/1.
- **Motion for Approval** - Senator Cotton moved to amend Article I to change the name from Faculty Senate to Academic Senate. Senator Shelton seconded the motion. The motion was approved. 1.26.21, 13/10.

## 10. NEW BUSINESS

- Senate will discuss new business in the next scheduled meeting on Tuesday, February 2, 2021

### 10.1 Action Item: Call for Senators to Review

BP & AP First Reading and Sunshining Feedback must be completed prior to the February 16 President’s Cabinet meeting. The following Board Policies and Administrative Procedures can be found here:

<https://www.chaffey.edu/policiesandprocedures/under-review.php>

## Faculty Senate Review Timeline:

### January 26 – Reviewers are identified

- AP 4235 Credit for Prior Learning – FS reviewed the draft on 12/8/2020. This is the draft under review for first reading and sunshining now by other constituencies. (Neil Watkins)

### February 2 - Report to Faculty Senate on February 2, 2021

- AP 3510 Workplace Violence
  - \* Was reviewed in fall by Mark Gutierrez
  - \* Need to see the current version on the webpage
  - \* Has anything changed?
- AP 3518 Child Abuse Reporting
  - \* Was reviewed in fall by Stan Hunter
  - \* Need to see the current version on the webpage
  - \* Has anything changed? Will ask Stan to take a look at the current draft again
- BP & AP 4105 Distance Education
  - \* Angela Cardinale has reviewed
  - \* Will share changes with Faculty Senate
- BP & AP 4010 Academic Calendar
- AP 4101 Independent Study
  - \* Angela Burk-Herrick has reviewed (edits to Jim Fillpot on 10/14/20)
- BP & AP 4226 Multiple and Overlapping Enrollments
- BP & AP 4240 Academic Renewal

### February 9 - Report to Faculty Senate on February 9, 2021

- BP & AP 3725 Information and Communications Technology Accessibility and Acceptable Use
- BP & AP 4020 Program, Curriculum, and Course Development
  - \* Angela Burk-Herrick has reviewed (edits to Jim Fillpot on 10/14/20)
- AP 4021 Educational Program Viability Review
  - \* Angela Burk Herrick & Nicole DeRose
- BP & AP 4110 Honorary Degrees
- AP 4023 Educational Program Initiation
  - \* Angela Burk Herrick & Nicole DeRose
- BP & AP 4231 Grade Changes
- AP 4232 Pass/No Pass
- BP & AP 4500 Student News Media

## **10.2 Discussion Item: Enrollment Challenges and Solutions**

**10.2.1** Faculty Senate facilitation of school meetings

**10.2.2** Identification of Senators charged with identifying confusing language in the class schedule

**10.2.3** Identification of Senators charged with developing social media communications

**10.2.4** Portal performance: How should we move forward?

## **11. ANNOUNCEMENTS**

## **11.1 Academic Senate for California Community Colleges (ASCCC) Information**

**11.1.1 2021 Spring Plenary Session - Virtual Event**, Thursday, April 15 through Saturday, April 17. EARLY REGISTRATION DEADLINE: Monday, March 15 by 5:00 PM. \$275.00. If you register after 5:00 PM on March 15 the cost is \$350.00.

**11.1.2 2021 Faculty Leadership Institute - Virtual Event**, Thursday, June 17 through Saturday, June 19. EARLY REGISTRATION DEADLINE: Monday, May 17 before 5pm is \$200.00. If you register after 5:00 PM on May 17 the cost is \$250.00.

## **12. FLOOR ITEMS**

## **13. ADJOURNMENT (2:05 P.M.)**

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**Lissa A. Napoli, Recording Secretary**

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**Mark Gutierrez, Secretary - Treasurer**

## President Report for January 26, 2021

### Thank you's

Carol Hutte “a thank you to you and the state Senate for support the Library Services Platform with a grant lowering the cost for us!”

### President's Cabinet

- RAC approvals
  - Reach out to your school to find out about RAC approvals
- Faculty Prioritization
  - The list was generated in December and approved at President's Cabinet.
  - Not likely to hire in the upcoming year:
    - The College is already over the FON.
    - Budget constraints.
  - List (was ratified at the January President's Cabinet meeting)

2021/2022 FACULTY PRIORITIZATION LIST

\*\*\* THIS LIST HAS NOT YET BEEN RATIFIED \*\*\*

Priority		Program / Position
1	HS	Nursing (ADN)
2	BAT	Aviation Maintenance Technology
3	SBS	Social Science
4	LA	Communication Studies
5	MS	Geography
6	HS	Nursing: Vocational (VN) - Lab Coordinator
7	BAT	Industrial Electrical Technology - IET/HVACR
8	MS	Chemistry
9	COUNS	Counseling
10	SBS	Psychology
11	ECON DEV	Economic Development - Advanced Manufacturing
12	HS	Nursing (ADN)
13	VPA	Photography
14	LA	Communication Studies
15	BAT	Business - Personal Finance
16	MS	Biology - Emphasis on Ecology and General Biology
17	SBS	Sociology

District Priority 1	HS	Physical Therapist Assistant - Program Director
District Priority 2	HS	Physical Therapist Assistant - Director of Clinical Education
District Priority 3	BAT	Computer Information Systems

- District priority positions 1-3 can be paid for 3 years via Strong Workforce funds (in green) and will move forward. Other positions are not a guarantee. The list will be used if faculty positions are offered.
- Commencement
  - The tentative plan is to offer a drive-in commencement activity as well as a virtual commencement ceremony. The drive-in activity will provide various locations on campus for photo opportunities and some celebratory interactions (similar to the drive through

Grad Fest in May 2020) as well as a virtual, prerecorded commencement to see and hear their names being called, along with photos and other commencement related activities.

- Policies/Procedures
  - Faculty Senate will continue the review of BPs and APs up for review. Faculty Senate must provide feedback prior to the next President's cabinet meeting on February 16.
- Other
  - Black minds matter scholarship is at about 17k, the goal is to get to 24k. Classified Senate is making a donation. Does Faculty Senate want to do this? Ask the officers before the entire senate.

### **College Planning Council**

- Budget Advisory
  - Budget forum February 3 (1-2 pm)
  - Budget workshops
    - March 2 from 9-10:30 am
    - March 4 from 2-3:30 pm
- Mission Statement
  - Start thinking about our mission statement. Comments suggested the inclusion of using equity, social justice, antiracism, innovation, holistic outcomes, learning into the next version of the mission statement.
- Committee Review Process
  - Develop committees best practices
  - How do committees or align or have similar outcomes and create meaningful action.
- Strategic Planning Organization/Brainstorm Workgroups
  - Equity & Success – will be an equity driven college that fosters success for all students.
  - Learning & Completion – will ensure learning and timely completion of student's educational goals
  - Community Opportunities & Needs - will develop and maintain programs and services that maximize student's opportunities and reflect community needs
  - Technology & Infrastructure – will optimize the use of technological tools and infrastructure to advance institutional efficiency and student learning
  - Efficiency – effectively and efficiently manage systems, processes, and resources to maximize capacity
  - Agility – responsively adapt to changes in students academic and career needs
  - Professional Learning – prioritize & professional learning for all employees to support the achievement of Chaffey goals

### **Measure P update**

- New instructional building chino campus. Project is on schedule.
- New Fontana campus. Master planning for new campus. Ideally present master plan to G.B. May meeting. The temporary fencing will be up for a few years as demo and construction is underway.
- New Library/Learning Commons Project. DE hub, FSC, student study space, student success center. Library to remain in the name.
- MACC renovation & expansion. Renovation/expansion of first-floor to enlarge dining/kitchen areas. Project workgroup currently being formed.
- Ontario Property – letter of intent to purchase space in Ontario ranch. 19-20 acres. Currently negotiating a purchase/sale agreement.

- ADA assessment. Completed for all campuses, draft received 11/2020. A workgroup will be formed & charged with working with facilities, go through the report, provide recommendations to give to the executive team.
- **People Needed to Serve:** Reach out & send names to me by January 29 & I'll send over.
  - MACC Renovation & Expansion Workgroup
  - ADA Assessment Workgroup



Academic Issues Group Meeting January 21, 2021

### **Course Description in the Class Schedule**

Update: The concern has been heard and efforts are being made to address the concerns. Members from Student Services and Faculty Senate, Tamari Jenkins and RobinWitt, will meet with Ryan Sipma and Joseph Casio to share and articulate concerns to present to IT to make changes to course descriptions and listings.

### **Fall 2021 Schedule - 100% online? 50%, will it vary by department?**

Laura's office is meeting with coordinators & administrative staff in each area to talk about fall planning.

1. Not yet been given any targets or percentages
2. Still sorting through principles of scheduling at this stage.
3. Will probably still have a very heavy online presence in the fall but will not be exclusive
4. More variability than fully online.
5. Ask people what makes sense to do a consider fully online, hybrid, as well as 14 week & fast track courses
6. We are hopeful that we are going to offer more face to face instruction in the fall but leaning toward some themes
  - a. Making sure we are attentive to programmatic planning not just class planning
  - b. Diversifying what we offer to include more 14 week and fast track
  - c. Leaning into territory in the use of hybrids
  - d. Look at classes that have an essential face to face component that is essential and consider offering hybrid instruction
  - e. Take areas that were cancelled and may be able to go back to hybrid instruction, and what does that mean in terms of how we schedule.

### **Syllabus Statement of Resources**

Angela shared that conversations are being had about where to put the syllabus resources content: portal, webpage, or within Canvas. More updates to come.

## **Faculty Senate review of Constitution Articles I, II, and III and proposed amendments. Prepared by the Constitution Workgroup.**

The following is the current amendment draft to be presented to Faculty Senate for the January 19, 2021 meeting for Articles I, II and III.

### **ARTICLE I: NAME OF ORGANIZATION**

The name of this organization shall be the Chaffey College Faculty Senate.

**No changes.**

### **ARTICLE II: REPRESENTATION AND PURPOSE**

The Faculty Senate shall represent the Faculty (See definition of Faculty in Article III) in all academic and professional matters as outlined in Title 5, Subchapter 2. Academic Senates, 53200\*, Subsection C., (1)-(11). Obligations and duties shall also be fulfilled in Subsection 53201-53204\*. In no way is this section meant to hinder the Faculty Senate from taking its rightful stand on an academic and professional matter. Definitions and responsibilities may include or go beyond the following:

- (1) Curriculum, including establishing prerequisites and placing courses within disciplines
- (2) Degree and certificate requirements
- (3) Grading policies
- (4) Educational program development
- (5) Standards or policies regarding student preparation and success
- (6) District and college governance structures, as related to faculty roles
- (7) Faculty roles and involvement in accreditation processes, including self-study and annual reports
- (8) Policies for faculty professional development activities
- (9) Processes for program review
- (10) Processes for institutional planning and budget development
- (11) Other academic and professional matters as mutually agreed upon between the Governing Board and the Faculty Senate
- (12) 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

**\*See Appendix:**

53200, Page 1

53201-53204, Pages 3-6

**Changes:**

- Deleted Representation and from the title.
- Added the hyphen to self-study
- Added 12 which is missing from the current Constitution.

### **ARTICLE III: DEFINITIONS**

For the purposes of this constitution:

The word "Faculty" shall mean all non-management, non-supervisory positions as outlined in Title 5, Section 53402\*.

The word "Electorate" shall mean all tenure-track and tenured contract faculty. The words "Adjunct Electorate" shall mean all adjunct faculty.

**No changes.**

Senators		Present	Approval of Agenda 1.26.21	Approval of 1.19.21 Minutes	MOTION TO DIVIDE ARTICLES of changes recommended for Constitution, Article I, II, and III	MOTION TO DISCUSS ARTICLE II THEN III THEN I
<i>Alternate Senators Italicized</i>						
Representation	Name					
President	Nicole DeRose	Y				
Vice President/President Elect	Neil Watkins	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>	Y				
Chino/Fontana	Daniel Bentum	Y	Y	Y	Y	Y
Chino/Fontana	Manar Hijaz					
<i>*Chino/Fontana Alternate</i>	<i>Robert "Ian" Jones</i>	Y	Y	Y	Y	Y
Health Sciences	Jayne Clark					
Health Sciences	Lisa Doget	Y	Y	Y	Y	Y
<i>*Health Sciences Alternate</i>	<i>Shelley Eckvahl</i>					
Instructional Support	Christina Holdiness	Y	Y	Y	Y	Y
Instructional Support	Mary Jane Ross					
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	Y	Y	Y	Y	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	Elizabeth "Liz" Encarnacion	Y	Y	Y	Y	Y
Language Arts	Steve Shelton	Y	Y	Y	Y	Y
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>	Y				
Mathematics & Science	Mark Gutierrez					
Mathematics & Science	Nicole DeRose					
<i>Mathematics &amp; Science Alternate</i>	<i>Diana Cosand</i>	Y	Y	Y	Y	Y
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>	Y				
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	Sarah Cotton	Y	Y	Y	Y	Y
Senator-At-Large	Tamari Jenkins	Y	-	-	Y	Y
Senator-At-Large	Robin Witt	Y	Y	Y	Y	Y
Adjunct Senator-at-Large	Luke Gunderson	Y	Y	Y	Y	Y
Adjunct Senator-at-Large	Gail Keith-Gibson	Y	Y	-	-	Y
<i>*Adjunct Alternate Senator</i>	<i>Stephen Villasenor</i>					
RED indicates reported absence	PURPLE indicates reported tardy					
<b>Total Yes Votes</b>		<b>28</b>	<b>23</b>	<b>22</b>	<b>23</b>	<b>24</b>
<b>Total No Votes</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>

- = Not available during meeting to vote

**35 members total - up to 26 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

31 Present at this meeting = 28 members, 3 visitors

### 1.26.21 Faculty Senate Meeting

#### Guests:

Jon Ausubel  
Tara Johnson  
Lissa Napoli

