FACULTY SENATE MINUTES
January 22, 2013

Members Present:
President ......................................................... Ardon Alger
Vice President — Language Arts .......................... Neil Watkins
Secretary/Treasurer — Senator-at-Large .............. Angela Bartlett
Curriculum Chair .............................................. Marie Boyd
Business & Applied Technology ......................... Joy Haerens
Business & Applied Technology ......................... David Karp
Chino/Fontana .................................................. Tim Greene
Health Sciences .................................................. Vacant
Health Sciences .................................................. Renee Ketchum
Instructional Support ....................................... Mary Jane Ross
Instructional Support ....................................... Cindy Walker
Language Arts .................................................... Leona Fisher
Mathematics & Sciences .................................... Nicole DeRose
Social & Behavioral Sciences ............................. Vera Dunwoody
Student Services ............................................. Maria Cuevas
Student Services ............................................. Susan Starr
Visual and Performing Arts .............................. John Machado
Senator-at-Large ............................................. Jeff Brouwer
Senator-at-Large ............................................. Robin Ikeda
Adjunct Senator-at-Large ................................. Gail Keith-Gibson

Members Absent:
Chino/Fontana .................................................. Karen Encinas
Mathematics & Sciences ................................... Alif Wardak
Social & Behavioral Sciences ............................ Angela Sadowski
Visual and Performing Arts .............................. Cynde Miller

Alternates Present:
Health Sciences ............................................... Vacant
Instructional Support ...................................... Shelley Marcus
Language Arts ................................................... Doug Duno
Mathematics & Science .................................... Diana Cosand
Visual and Performing Arts .............................. Vacant
Adjunct Alternate Senator ............................... Laura Luszcz

Guests:
Sandy Clay
Garrett Kenehan
Sue Paplanus

I. P.E.

II. CALL TO ORDER

III. APPROVAL OF CONSENT AGENDA
Consent agenda was approved 20-0 as amended.

IV. CONSENT AGENDA
- Faculty representatives have been requested to serve as follows:
  - Faculty Success Center Advisory Committee
    Michael Escobosa, HS
  - Professional Development Committee
    Duncan Fitzgerald, BAT/Adjunct
  - Resigned – Unable to Serve – Professional Development Committee
    Peter DeVries, M&S/Adjunct

V. REPORTS
- President
  - FTES and Faculty Hiring — Ardon discussed the Faculty Obligation Number (FON) and how that relates to hiring. The FON is based upon the ratio of faculty to students, as well as the 75/25 rule. We should be hiring some full-time faculty to maintain the FON.
  - Revised District Vehicle Checkout Process — President Alger announced that the recently revised District Vehicle Checkout Process has been changed to the following: The requestor will receive a system-generated email providing him/her with a copy of their request as submitted.
  - President Alger announced the resignations of Senator Cox and Alternate Senator Bartell due to teaching schedules. Senator Ketchum stated that Sue Paplanus has volunteered to replace Senator Cox and Sandy Clay has volunteered to replace Alternate Senator Bartell until elections in April. Senate approved unanimously.
  - Ardon discussed the governor’s recent statements regarding community college. One idea was the “virtual campus” for all community colleges with 24/7 support. San Jose State is starting an experimental project with distance education math courses. There is also discussion about moving adult education courses to community colleges. 30% of tenure-track faculty are female in the UCs. Performance-based funding and unit caps were other issues that were raised.
  - Orville Clarke and Cathie Keenan — President Alger spoke with Orville and Cathie over the winter break. They are both doing well.
  - Senate sends its congratulations to Sean Stratton, English Professor, on his recent marriage.
  - Senate sends its condolences to Leona Fisher, English Professor, whose mother-in-law recently passed away.
Senate also sends its condolences to the family of Emeritus Business & Office Technology Professor Elaine Howard, who recently passed away.

VI. OLD BUSINESS

- **Faculty Value Statement**—Senate reviewed and discussed the revised Faculty Value Statement. Neil provided feedback from the Enrollment and Success Management retreat. Some suggestions were to use this in job announcements, advertise it to current faculty in the Fall 2013 Kick-off, and produce and distribute it in different formats (flyer, button, videos, etc.). “Academic freedom” and “academic integrity” were discussed; Neil recommends that each department define these terms in ways that are relevant for the faculty in those areas. These phrases are also defined in other documents. Vera suggested changing “learning styles” to “learning modalities.” Senate approves with revisions.

- **Material Fees**—Senate continued its discussion of material fees. All departments need to generate a list of these materials within three weeks.

- **Administrative Procedure 3501 Campus Security and Access**—Ardon Alger reported that over the holidays the buildings were open to faculty with electronic key cards except for in Fontana and Chino. Campus Security will be reviewing how many people access the buildings. Faculty continue to express concern about this issue.

VII. NEW BUSINESS

- **Meritorious Service Award—Call for Nominations**—All full-time contract faculty, living or deceased, who have been retired for at least one full year or who have died while still in service, are eligible for the Faculty Senate Meritorious Service Award. Nominations may be submitted by a single faculty member or group of faculty members. The letter of nomination should be narration, but concise and explicit. Details that sustain and/or support any assertion of meritorious service should be added as an appendix. Criteria used in evaluating applications are superior teaching or job performance plus professional achievement and/or college service. Complete guidelines are available in the Faculty Handbook at the following link: [http://www.chaffey.edu/fac-handbook/b/pdf/Meritorious_rev7.23.12.pdf](http://www.chaffey.edu/fac-handbook/b/pdf/Meritorious_rev7.23.12.pdf), on the ‘Z’ drive in the Faculty Senate Public folder, or the Faculty Senate Office.

  Deadline for submitting applications is **4:30 pm on Friday, February 8, 2013**. Senators are urged to voicemail their constituents with details and deadlines. Recipients will be honored at a Senate luncheon on April 2, 2013.

- **Sabbatical Leave Requests**—After review of the sabbatical readers tracking table, Senate appointed sabbatical readers for the following sabbatical leave requests:
  - Baron Brown—Senators Dunwoody, Luszcz, and Starr
  - Joann Eisberg—Senators Ikeda, Walker, and Brouwer
Kathy Haddad—Senators Alger, Duno, and Machado
Dan Kern—Senators Bartlett, Greene, and Ross

The deadline for sabbatical leave requests to the Office of Instruction is **Tuesday, February 12, 2013**.

- **Counselor Screening Committee**—Faculty Senate discussed the recommended screening committee and approved Ricardo Diaz, Karina Jabalera, Renee Ketchum, Monica Molina, Diana Sanchez, and Susan Starr to serve as faculty representatives on the Counselor Screening Committee.

- **Reference Librarian Screening Committee**—Faculty Senate reviewed and discussed the recommended screening committee and approved the following faculty representatives: William Araiza, Carol Hutte, Shelley Marcus, and Julie Song.

- **Faculty Get-Together**—Senate discussed a spring faculty get-together. This activity provides an opportunity for faculty from across campus to get together informally to exchange ideas and experiences. Several ideas and suggestions were discussed. Senate decided to host the get-together sometime in March. Senate encourages faculty members to drop by for some food and fun interaction with their colleagues. For additional information, please contact the Senate Office at Extension 6965.

- **Success Center Workgroup English & Reading Transformation**—Mary Jane Ross and Neil Watkins updated Senate on this process. Neil reported that the transformation team is working on two projects: cut scores and revision of the supplemental learning materials. Mary Jane reported that while this effort required a lot of work, it was an opportunity to take a fresh look at the materials. The team will be rewriting about fifty DLAs using a new model that will better serve students. The new DLAs will be beta-tested and revised based on feedback. Unless their professor assigns specific activities, students will continue to have a choice about which activities they want to choose. One change, however, will be that workshop and DLAs on similar topics will use similar core curriculum. Mary Jane provided an overview of the topics. There is a lot of emphasis on critical thinking. All supplemental learning activities are connected to the COR. There are three levels of activities/workshops that coordinate with the three levels of courses. All DLAs are now more consistent and emphasize the core skills students need to be successful in their English courses. The readings used in the activities will also be drawn from and address the needs of multiple disciplines. There was one suggestion that the team ensure that the bibliographic instruction activities be aligned with the libraries. Senate commends the team on their hard work and effective collaboration; all of this will benefit our students. People who currently have English or Reading prerequisites will need to revise those to reflect the new courses. Courses with an English 1A prerequisite do not need to be revised.

**VIII. ANNOUNCEMENTS**

- *The New World* exhibit at the Wignall opens tonight at 6pm.
• The Chancellor’s Office approved the new English AATs.
• Cindy Walker reminded Senate about the Hope and Mindset art/photo contest.
• Next week, Melissa Utsler and Cindy Walker will be doing an FSC workshop on practical strategies to increase student agency.
• Vera Dunwoody announced a large research project in conjunction with Claremont University and the American Cancer Society on getting students to stop smoking. She will send more details via email.

IX. FLOOR ITEMS

X. SUMMARY

XI. ADJOURNMENT
The meeting was adjourned at 2:00 p.m.

Respectfully submitted by,

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Donna Walker, Recording Secretary

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Angela Bartlett, Secretary/Treasurer