FACULTY SENATE MINUTES
October 28, 2014

Members Present:
President ................................................................................................. Ardon Alger
Vice President—Language Arts ............................................................... Neil Watkins
Secretary/ Treasurer—Instructional Support ........................................ Cindy Walker
Curriculum Chair .................................................................................. Marie Boyd
Business & Applied Technology ........................................................... Thierry Brussels
Business & Applied Technology ........................................................... David Karp
Chino/ Fontana .................................................................................... Laurie Pratt
Health Sciences .................................................................................... Renee Ketchum
Instructional Support ........................................................................... Mary Jane Ross
Language Arts ....................................................................................... Bonnie Spears
Language Arts ....................................................................................... Neil Watkins
Mathematics & Sciences ..................................................................... Nicole DeRose
Mathematics & Sciences ..................................................................... Alif Wardak
Social & Behavioral Sciences ............................................................... Vera Dunwoody
Student Services ................................................................................ Maria Cuevas
Student Services ................................................................................ Susan Starr
Visual and Performing Arts ................................................................. John Machado
Senator-at-Large ................................................................................ Tim Arner
Senator-at-Large ................................................................................ Robin Ikeda
Senator-at-Large ................................................................................ Doug Duno
Adjunct Senator-at-Large ..................................................................... Gail Keith-Gibson

Members Absent:
Chino/ Fontana .................................................................................... Tim Greene
Health Sciences ................................................................................... Sue Paplanus
Social & Behavioral Sciences .............................................................. Angela Sadowski
Visual and Performing Arts ................................................................. Stan Hunter/ Sabbatical

Alternates Present:
Language Arts ....................................................................................... Cathy Decker
Mathematics & Science ....................................................................... Diana Cosand
Student Services ................................................................................ Lucy Serrano
Visual & Performing Arts .................................................................... Patrick Aranda

Guests:
Laura Hope
I. P.E.

II. CALL TO ORDER

III. PUBLIC COMMENT

IV. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of October 21, 2014, and consent agenda were approved 18-0 as amended.

V. CONSENT AGENDA
• Faculty Representatives who can no longer serve:
  ▪ Resigned—Unable to Serve—Economic Development Committee
    Jacqueline Wall, BE
  ▪ Resigned—Unable to Serve—Technology Committee
    Alec Erkebaev, M&S

VI. REPORTS
• President
  ▪ Correction to the October 7, 2014 minutes Board Policies and Administrative Procedures—Minutes should read as follows:
    ▪ BP/ AP 6540 Insurance
  ▪ Technology Plan—President Alger announced that Chaffey College has contracted with a consultant, CampusWorks, to develop a strategic technology plan, and part of the process is an onsite visit to determine the needs of the College. CampusWorks will meet with Faculty Senate on Tuesday, November 11, at 12:30 pm in WH-112. Faculty are encouraged to attend to discuss their technology needs, ideas, and suggestions with CampusWorks.
  ▪ Secretary/ Treasurer Walker will be attending a conference next week, so Senator Ross volunteered to serve as secretary in her absence.
  ▪ Senate sends its heartfelt condolences to Cheryl Hodge, Certified Nursing Assistant Professor, on the recent loss of her son.
• Curriculum
  ▪ Discipline Placement—The Curriculum Committee approaches discipline placement by bringing the two disciplines together for a collegial discussion. Almost all disciplines are able to come to an agreement on course discipline placement.
  ▪ Curriculum Committee Bylaws—Senate approved, 19-0.
  ▪ Curriculum Committee approvals—Senate approved, 21-0.
    o New Courses
      ▪ FIRETEC 423, Fire Inspector ID
    o Course Deactivations
      ▪ CISWEB 420A, Web Development: Flash
      ▪ CISWEB 423, Web Development: Dreamweaver
      ▪ CISWEB 92A-H, Special Topics: CIS Internet and Web Development
Program Deactivations
- Geography, AS Degree

Committee
- Outcomes and Assessment—Curriculum Chair Boyd reported that Standard 1B6 of the new accreditation standards requires a completely different approach to data collection and analysis than what the college has been doing for the past eight (8) years: “The institution disaggregates and analyzes learning outcomes and achievement for subpopulations of students. When the institution identifies performance gaps, it implements strategies, which may include allocation or reallocation of human, fiscal and other resources, to mitigate those gaps and evaluates the efficacy of those strategies.” College-wide discussion will be required to meet this new requirement.

VII. OLD BUSINESS
- Tabulation and Ranking of School-wide Faculty Hiring Prioritization Best Practices—Senate approved the Faculty Hiring Prioritization Timeline and Questions document, 21-0. Senate added some best practices for the Tabulation and Ranking of School-wide Faculty Hiring Prioritization Best Practices:
  - Change the wording to “Only positions that have been approved through the PSR process will be included in the rankings.”
  - Distribution of data should include a ‘read receipt’ to ensure that all full-time faculty in the school or department receives the information.
  - Department rankings are only the first step in the prioritization process and may change during the school meeting.
  - Department and school meetings should be scheduled during times that as many full-time faculty as possible can attend.
  - Departments and schools should encourage participation from faculty who cannot attend the meeting by providing video conferencing or allowing them to give their input by proxy.
  - For programs that have no full-time faculty, the vote for that program can be represented by the coordinator.

- Core Values and Institutional Goals—Senate approved the Institutional Goals document, 20/0, with the following suggestions:
  - Senators recommended changing objective 1.1.3 to state, “Increase student participation in the Success Centers through curriculum” instead of only stating the Math Success Center. Chino and Fontana Success Centers include math support and other disciplines may need to increase Success Center support as well.
  - Senate recommends removing the word “new” from objective 3.2.1.

- Sabbatical Leave Requests
  - Jo Alvarez—Senators Duno, Sadowski, and Tang recommended approval as revised; Senate concurred, 20-0.
  - Maria Fitzpatrick—Senators DeRose, Mayuga, and Sadowski recommended approval as revised; Senate concurred, 20-0.
- **Charmaine Phipps**—Senators Aranda, Duno, and Ross recommended approval if she removes the interpreting aspect; Senate concurred, 20-0. The approved sabbatical leave requests will be forwarded to the Office of Instruction.

VIII. **NEW BUSINESS**

- **Incomplete Grade Form**—Laura Hope, Dean, Instructional Support and Library Services, reported to Senate on the Incomplete Grade Form Process. Currently, many faculty members are issuing incomplete forms without the student signature on the form. Students often don’t realize the expectations and timelines of the incomplete contracts, causing many students to fail the incomplete contract. New incomplete grade forms have been created that include a required student signature. If students are unable to sign due to unforeseen circumstances (hospitalization, etc.), they need to identify a relative to sign on their behalf. Signature can be added electronically in Adobe Acrobat. Senate may want to create best practices for assigning an incomplete grade.

- **Green Earth Movement (GEM) Committee**—Senate put out an open call for faculty representatives to serve on the GEM Committee. The GEM of the Valley Task Force reports directly to the Superintendent/President and works closely with the Department of Maintenance and Operations in concert with existing college-wide groups. The task force will serve as a Think Tank/Advisory Board to the President, and indirectly to the college-at-large, regarding the challenges and opportunity that green sustainability presents the college. **The GEM Committee meets as needed on the first Thursday of every month from 2:00–3:30 pm, location to be determined.** Faculty interested in serving on the GEM Committee are urged to contact their Senator or the Faculty Senate Office at Extension 6965.

IX. **ANNOUNCEMENTS**

X. **FLOOR ITEMS**

XI. **ADJOURNMENT**

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

Respectfully submitted by,

------------------------------------------
Donna Walker, Recording Secretary

------------------------------------------
Cindy Walker, Secretary/Treasurer