MEMBERS PRESENT:

President ......................................................... Ardon Alger
Vice President—Language Arts .......................... Neil Watkins
Secretary/ Treasurer—Instructional Support .......... Cindy Walker
Business & Applied Technology ......................... Thierry Brusselle
Business & Applied Technology ......................... David Karp
Chino/ Fontana .................................................. Laurie Pratt
Health Sciences ............................................... Sue Paplanus
Health Sciences ............................................... Renee Ketchum
Instructional Support ....................................... Mary Jane Ross
Language Arts .................................................. Bonnie Spears
Mathematics & Sciences .................................... Alif Wardak
Social & Behavioral Sciences ............................. Vera Dunwoody
Social & Behavioral Sciences ............................. Angela Sadowski
Visual and Performing Arts ............................... Stan Hunter
Senator-at-Large ................................................ Doug Duno
Senator-at-Large ............................................... Garrett Kenelah
Senator-at-Large ............................................... Robin Witt
Adjunct Senator-at-Large .................................... Gail Keith-Gibson
Adjunct Senator-at-Large .................................... Sheila Scott

MEMBERS ABSENT:

Curriculum Chair ........................................... Marie Boyd
Chino/ Fontana ................................................ Tim Greene
Mathematics & Sciences ................................ Nicole DeRose
Student Services ............................................ Maria Cuevas
Student Services ............................................. Susan Starr
Visual and Performing Arts .............................. John Machado

ALTERNATES PRESENT:

Business & Applied Technology ........................ Carol Dickerson
Health Sciences ............................................. Sandy Clay
Language Arts ................................................ Cathy Decker
Social & Behavioral Sciences ........................... Pak Tang
Student Services ............................................. Donna Colondres
Adjunct .......................................................... Luke Gunderson

GUESTS:

Robin Ikeda
Wendy Whitney
I. P.E.

II. CALL TO ORDER

III. PUBLIC COMMENT

IV. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of October 13, 2015, were approved 19-0, and consent agenda was approved 20-0 as amended.

V. CONSENT AGENDA
• Faculty representatives have been requested to serve as follows:
  ▪ Facility Maintenance Attendant Screening Committee
    Medina Cheatle, M&S
  ▪ Financial Aid Advisor (2 positions) Screening Committee
    Diana Sanchez, EOPS/ C&M
• Faculty representatives who can no longer serve:
  ▪ Resigned—Unable to Serve—Community Education Advisory Committee
    Kristen Burleson, C&M

VI. REPORTS
• President
  ▪ Faculty ID Cards—President Alger reported the following update from Eric Bishop, Interim Vice President of Student Services: Chaffey is offering faculty ID cards to all faculty. Admissions and Records is open until 7:00 pm on Mondays and Thursdays. Because of the nature of the equipment, we cannot accept outside photos and cannot issue ID cards in Chino and Fontana.
  ▪ Door Lock Update—President Alger spoke to Melanie Siddiqi, and she has met with Troy Ament and Darryl Seubregard regarding the door lock situation. The existing door lock project, for those doors that are not tied into the S-Pass system, is complete except for 16 remaining locks that need to be installed in the Theatre Arts building. Those will be completed this week. Regarding buildings that are tied into the S-Pass system, Troy and Darryl are reaching out to Siemens and Allegion personnel to schedule a visit to assess existing door mechanisms which are currently controlled by S-Pass to identify available options that will provide the ability to manually lock the doors from the inside. Melanie will provide additional information when it becomes available. They will also need to determine a possible way to lock push-bar doors.
  ▪ Campus Safety Updates—One senator reported that they were not able to hear the earthquake drill announcement because the phone and intercom systems overlapped and made it difficult to understand. Faculty who didn’t hear the announcement should report it to Campus Police.
President Alger reported that JPMorgan Chase & Co. presented the Chaffey College Foundation with a check in the amount of $100,000 to further the college's advanced manufacturing program. The check was presented at Chaffey’s 16th Annual Report to the Community Luncheon on October 13.

**The Miracle Worker**—Faculty are encouraged to attend this remarkable theatre production.

**President’s Cabinet—Projects in Close Out**—President Alger reported that the College Drive (alterations to Amber Lane) project is in the close-out process with DSA now. Once it is closed, the College will have no open projects with DSA, which is great news as open projects could hinder approval of future projects.

### Committee

**Enrollment and Success Management**—President Alger, Senators Dickerson, Keith-Gibson, Kenenhan, and Ketchum, Secretary/Treasurer Walker, and Vice President Watkins reported the following:

- Dr. Sherrie Guerrero spoke to the committee regarding the plans that she and the deans are making regarding growth at the college. Numerous sections were added to the fall schedule, including online, hybrid, and session 2 of Fast Track. They will determine what to add for Spring based on the numbers that come from Fall. We are currently at 6,500 FTEs but need to be at 8,000 FTEs by Spring. Summer FTEs can be used towards Fall or Spring depending on where it’s needed. We will likely have a robust summer schedule. Sherrie also stated that once we hit our growth goal, we need to work on maintaining that growth.

### VII. OLD BUSINESS

#### Sabbatical Leave Requests

- **Angela Cardinale**—Sabbatical Readers Decker, Ross, and Watkins reviewed Angela's sabbatical leave request for the 2016-2017 academic year. The sabbatical concept received approval. Final approval is pending, following completion of requested revisions.

- **John Machado**—Sabbatical Readers Aranda, Duno, and Hunter reviewed John’s sabbatical leave request for Fall 2016 and recommended approval as written; Senate concurred.

- **Laurie Pratt**—Sabbatical Readers Alger, Boyd, and Dickerson reviewed Laurie’s sabbatical leave request for Spring 2017 and recommended approval as revised; Senate concurred.

  Senate will forward the approved sabbatical leave requests to the Office of Instruction and Institutional Effectiveness.

**Cultural Affairs Committee**—Senator Duno provided a committee details page for the newly established Cultural Affairs Committee. Senate put out an open call for faculty representatives. The purpose of this committee is to coordinate events on campus in a consultative role, engaging Got Culture?, One Book One College Committee, different schools, and Student Activities among others, to conceive a cohesive, general and accessible schedule in order
to increase participation of the diverse areas on campus. Meeting day and time will be determined after committee members have been selected. If you are interested in serving on this new committee, please contact your Senator or the Faculty Senate Office at extension 6966.

- **Board Policies and Administrative Procedures**
  - **BP/AP 3710 Securing of Copyright**—Senators Marcus and Ross requested an extension of time to continue the research process and recommend some best practices.
  - **AP 3750 Use of Copyrighted Material**—Senators Marcus and Ross requested an extension of time to continue the research process and recommend some best practices.

**VIII. NEW BUSINESS**

- **2014-2015 Student Pathways FIT**—Robin Ikeda and Wendy Whitney provided the following information:
  - The Student Pathways FIT explored student pathways and ways that the college can create innovative and sustainable practices that support students from imagination to realization of their goals.
  - The FIT found a need for standardization of language around pathways to improve clarity for students, faculty, and staff.
  - The FIT surveyed over 500 students at various momentum points in their college experience.
  - The FIT found that most students failed to access services and resources due to lack of time or scheduling conflicts. Many students also were unaware of services and resources.
  - Students reported that they preferred engaging with services in person in a one-on-one experience, with email as the second-most preferred method.
  - The FIT discovered that students often experience a long waiting period before being able to successfully register for certain courses. Students waited an average of 1.9 semesters to enroll in those courses. Students also reported conflicts in courses overlapping and inadequate offerings at Chino and Fontana.
  - Students experienced double-binds in the registration process. Students often reported enrolling in courses they didn’t need in order to gain better registration priority, but as a result, earned too many units and enrolled outside of their educational plan. Students also experienced significant problems in the registration process. By having registration start at midnight in mass, students were often ejected from the system and lost opportunities to register for certain classes, creating a loss of momentum for students.
  - In order to address these issues, the Enrollment and Success Management Committee has already made changes to the registration process to alleviate this problem (students will register in 15 minute increments starting in the morning when there is support).
  - A common theme that emerged related to the unmet needs for services, courses, and resources at the Chino and Fontana campuses. In response to this concern, the FIT recommends providing equal access to resources,
services, and activities across campuses. Streamlined transportation among campuses is also recommended.

- One of the senators recommended having the ESM committee or another committee revisit and redo the student survey on a regular basis in order to track progress in these issues.
- Students and faculty both requested counselor specialization.
- The FIT recommends providing more support in college success strategies and career exploration for students.
- The Faculty Success Center will be offering a seminar in February that addresses infusing career skills and exploration in instruction.
- Students reported wanting more interaction with faculty outside of class related to their college and career experience.
- Faculty Senate endorses and supports the Student Pathways FIT recommendations and recommends action on all recommendations.

**Sabbatical Leave Requests**—After review of the Sabbatical Leave Tracking Table, Senate approved the following Sabbatical Leave Readers:

- **Baron Brown**—Senators Dunwoody, Tang, and Walker volunteered to review Baron’s Fall 2016 Sabbatical Leave Request.
- **Christa El-Said**—President Alger and Senators Hunter and Marcus will review Christa’s Spring 2017 Sabbatical Leave Request.
- **Leona Fisher**—Senators Ross, Spears, and Karp volunteered to review Leona’s 2016-2017 Sabbatical Leave Request.
- **Tamari Jenkins**—Senators Brusselle, Dickerson, and Duno will review Tamari’s Spring 2017 Sabbatical Leave Request.

**Academic Senate for California Community Colleges—CTE Liaison**—During the Academic Senate's Spring 2015 Plenary Session, the delegates passed several resolutions calling for local senate presidents to identify faculty liaisons in career technical education, legislation, and noncredit. Currently, the Executive Committee has approved the following CTE Liaison expectations:

- Attend local senate meetings and report as needed about statewide issues of concern in CTE
- Facilitating local and regional CTE discussions
- Identify CTE issues of concern locally or regionally
- Communicate opportunities for CTE faculty to participate in CTE related statewide initiatives, workgroups, committees, and task forces to ensure that CTE interests are represented
- Communicate the Board of Governors Task Force on Workforce, Job Creation, and a Strong Economy recommendations and participate in conversations to implement system-wide policies and practices that may significantly affect career technical education programs
- Create a mechanism to communicate with CTE faculty on their campus around issues of common concern
- Serve as a conduit between the local CTE faculty and the CTE Leadership Committee representatives in their area
- Identify CTE faculty at their college and in their region to serve locally and statewide on committees and task forces
- As funding permits, attend state-level events (CCCCAOE, ASCCC) and regional consortia meetings
  - Note: We strongly recommend that a member of the CTE LC not be a CTE Liaison

If you are interested in serving as the CTE Liaison for Chaffey, please contact the Faculty Senate Office at extension 6965 or your Senator by noon on Tuesday, November 3, 2015.

- **Adjunct Online Orientation**—Senator Keith-Gibson provided the following update:
  - All adjunct faculty will now be able to be paid (one time only) for completing the Faculty Online Orientation. Faculty must complete the entire online orientation with a 100% score on the self-check activities in the orientation in order to receive a certificate of completion at the end of the program. All self-check activities can be retaken. The certificate of completion must be emailed or printed and sent to the dean in order for the instructor to be paid for one hour at the training rate. Participation is voluntary but highly encouraged by both the Faculty Senate and CCFA. Senator Keith-Gibson will send information to the adjunct faculty via email with instructions for accessing the Faculty Online Orientation.

- **Board Policies and Administrative Procedures**
  - **BP/AP 3715 Intellectual Property**—Senators Marcus and Ross volunteered to review.
  - **BP/AP 3900 Speech: Time, Place, and Manner**—Senators Karp and Alger volunteered to review.

- **Academic Senate Resolutions**—Included in the Senate packet was a table of contents of the Academic Senate Resolutions that will be discussed at the October Area meetings. The resolutions can be accessed on the Academic Senate’s website at the following link: [http://www.asccc.org/events/2015-11-05-153000-2015-11-08-000000/2015-fall-plenary-session](http://www.asccc.org/events/2015-11-05-153000-2015-11-08-000000/2015-fall-plenary-session).

**IX. ANNOUNCEMENTS**

**X. FLOOR ITEMS**

**XI. ADJOURNMENT**

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

Respectfully submitted by,

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Donna Walker, Recording Secretary

____________________________
Cindy Walker, Secretary/ Treasurer
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2/3 vote needed for a motion to carry (16)