FACULTY SENATE MINUTES
November 19, 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 ....................... David Karp
Chino/ Fontana ..................................................... Tim Greene
Chino/ Fontana ..................................................... Laurie Pratt
Health Sciences ................................................... Renee Ketchum
Instructional Support ........................................ Mary Jane Ross
Instructional Support ......................................... Cindy Walker
Language Arts ...................................................... Leona Fisher
Mathematics & Sciences ..................................... Nicole DeRose
Mathematics & Sciences ..................................... Alif Wardak
Social & Behavioral Sciences ......................... Vera Dunwoody
Social & Behavioral Sciences ......................... Angela Sadowski
Student Services ............................................... Maria Cuevas
Student Services ............................................... Susan Starr
Visual and Performing Arts ......................... Stan Hunter
Visual and Performing Arts ......................... John Machado
Senator-at-Large ............................................... Tim Arner
Senator-at-Large ............................................... Robin Ikeda
Adjunct Senator-at-Large ............................. Gail Keith-Gibson

Members Absent:
Business & Applied Technology .................. Thierry Bruselle
Health Sciences ................................................. Sue Paplanus

Alternates Present:
Business & Applied Technology .................. Carol Dickerson
Chino/ Fontana .................................................. Daniel Bentum
Health Sciences ............................................... Sandy Clay
Instructional Support ....................................... Shelley Marcus
Language Arts .................................................. Doug Duno
Mathematics & Science ............................... Diana Cosand
Social & Behavioral Sciences ...................... Pak Tang
Student Services ............................................. Donna Colondres
Adjunct ............................................................... Laura Mayuga
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA

Minutes of November 12, 2013, and consent agenda were approved 23-0 as amended.

IV. CONSENT AGENDA

- Faculty representatives have been requested to serve as follows:
  - Resigned—Unable to Serve—Enrollment & Success Management Committee
    - Mary Jane Ross, IS

V. REPORTS

- President
  - Senate will not meet next week in lieu of subcommittee meetings.
- Vice President
  - There is supposed to be an evaluation process committee that works with CCFA. President Alger will check on the status of this. There was another question about adding PRIDE lettering on the wall in the Senate conference room. There have been issues in getting approval for this signage.
- Curriculum
  - The November 1st deadline for new curriculum proposals resulted in the following: approximately 6 proposals for new courses; 6 proposals for new certificates; the Physics A.S.T. proposal is at the Chancellor’s Office. Kinesiology and Journalism ADTs will be submitted next.
- Coordinators
  - President Alger distributed notes from the coordinator’s meeting.
- Committee
  - IT Users’ Group—Carol Hutte provided the following update:
    In regards to Senate’s concerns about the issues identified by the IT Users’ Group, the User Group clarified that the list it put forward (below) is more properly a list of suggestions for the Technology Committee to pursue. These suggestions largely concern mechanisms and avenues of communication between ITS, end-users, and groups of end-users.
    - Develop a regular “breaking news” newsletter from Tech Committee
    - Develop calendars for planned changes, including rationales
    - Establish mechanisms for timely and efficient communications among ITS, coordinators, end-users, and groups of end-users (ITS contact sheet/point-person list, school/department liaisons/point-person list)
    - Advertise pathways for reporting IT end-user needs
    - Explore end-user and end-user group feedback mechanisms built-in prior to updates
- Improve information access points (e.g. e-mail, voicemail, website) for communication with IT
- Improve secure access to District resources from off-campus
- Explore improved levels of permissions for end-users

As initially conceived, the IT User Group convened to discuss emergent issues and to forward recommendations to the Technology Committee, which has not met since the IT User Group’s first meeting. Several members of the User Group expressed concern that the group not become a standing committee, especially since most of the members of the User Group also serve on the Technology Committee. The IT User Group would like to give the Technology Committee time to respond to the list of issues and suggestions brought to it on November 19. We can then reconvene to discuss the amount of progress that has been made and report back to the Senate.

Another suggestion was that the Technology Committee be asked to work with Institutional Research to develop a survey targeted to end-users focusing on issues such as communication, technology, perceptions of ITS and the Technology Committee, etc.

- **Technology**—Nicole DeRose reported that faculty should continue to report areas in which the wireless signal is low. There will be a Moodle Day on the Friday of Spring Flex with various workshops and a showcase. Members from the IT Users’ Group identified three areas of concern: communication, administrative access, and software. The committee discussed announcing changes that have been made regarding Mac and PC updates. There is currently a process for updating Macs but not PCs. There is a concern about no IT support on weekends and evenings.

VI. OLD BUSINESS

- **PSR Criteria for Faculty Prioritization**—Senate reviewed faculty hiring criteria by discipline. There was some discussion about whether or not each criterion should be weighted equally. One senator discussed a tiered approach or categories of criteria. There was a discussion of using the criteria as a reference point but only as part of the picture, not the whole picture. There should also be human input to complement this metric. There was also a discussion of adding an “other” justification to the list of 19 so that individual disciplines can make an argument depending on the circumstances. The goal is to develop a process in which faculty feel confident.

- **Board Policies and Administrative Procedures**
  - **AP 3516 Registered Sex Offender Information**—Senator Dunwoody reported that Steve Lux, Lisa Bailey, Jim Fillpot, and she spent a significant amount of time revamping this to meet Ed. Code and penal code. The team discovered a way to cross-reference the Chaffey database with the Megan’s Law database, and this will be done each semester and after late registration. Registered sex offenders are required to inform their parole officer when they enroll in college and tell them what courses they are taking. Chaffey faculty can complete a federal form if there is valid cause to
request information about a student. The BIT will have access to this information, and one senator wanted this included in the AP. There was some discussion about whether or not specific police processes should be included in the AP. There was a question about whether or not the school got a legal opinion about whether or not publically available information should or should not be disclosed before they made their decision. Senator Dunwoody stated that the AP included the legally required language, and there was a promise to do more, but this will not be written in the AP.

There are concerns about transparency. Senator Dunwoody recommended approval. Senate approved with two abstentions.

- **AP 3518 Child Abuse Reporting**—Senator Dunwoody reported that there was some clarification about mandated reporting. There will now be mandated reporting training, which will be offered online. There was clarification about what constitutes child abuse and where to report these offenses (to both Child Protective Services and Campus Police). Reports can also be made anonymously. Senator Dunwoody recommended approval. Senate approved.

- **Guidelines for Faculty Office Hours**—Senate approved the revised version. This document will be distributed (see attached).

- **Sabbatical Leave Requests**
  - **Alec Erkebaev**—The subcommittee that reviewed Professor Erkebaev’s sabbatical felt that Professor Erkebaev’s proposal was incomplete and therefore recommend that the Senate vote to deny the sabbatical leave request and encourage him to reapply next year. The Senate did not approve the sabbatical leave request.

**VII. NEW BUSINESS**

**VIII. ANNOUNCEMENTS**

**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