FACULTY SENATE MINUTES
November 22, 2011

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.........................................................Karen Encinas
Health Sciences......................................................Beverly Cox
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
Student Services ................................................Susan Starr
Visual and Performing Arts..............................Cynde Miller
Senator-at-Large..................................................Robin Ikeda
Adjunct Senator-at-Large.................................Gail Keith-Gibson

Members Absent:
Chino/Fontana.........................................................Tim Greene
Social & Behavioral Sciences.............................Angela Sadowski
Student Services ................................................Maria Cuevas
Visual and Performing Arts..............................Orville Clarke/Medical Leave
Senator-at-Large................................................Jeff Brouwer

Alternates Present:
Chino/Fontana..........................................................Laurie Pratt
Instructional Support........................................Shelley Marcus
Language Arts .......................................................Cathy Decker
Student Services ................................................Vacant
Visual and Performing Arts..............................John Machado
Adjunct Alternate Senator ...............................Dolores Blanton

Guests:
Patricia Bopko
I. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of November 15, 2011, and consent agenda were approved 21-0 as amended.

IV. CONSENT AGENDA
- Approval of funds for Faculty Senate and Curriculum end-of-year activities not to exceed $400.
- Faculty representatives have been requested to serve as follows:
  - Outcomes & Assessment Committee
    Shelley Eckvahl, HS
  - Police Office Screening Committee
    Rob Rundquist, IS
  - Resigned – Unable to Serve – Outcomes & Assessment Committee
    William Araiza, IS

V. REPORTS
- President
  - Senate will not meet next week in lieu of subcommittee meetings.
  - Program and Services Review — The PSR Committee has made some improvements and will be doing the following trainings next semester for primary writers: Flex, January 13, 9:00-11:00 am; January 19 and 20. There will be examples to follow. There will also be a one-page review for areas that wrote PSR last year.
- Curriculum
  - Transportation Security Administration (TSA) — Curriculum Chair Boyd reported that the college was approached by TSA and Ontario Airport to develop a Homeland National Security certificate. Baron Brown is developing the curriculum and TSA/Ontario Airport will bear the cost of the program development. It is contract-education, but it will be unit-based. Ontario Airport and TSA want to roll these courses out in Spring 2012, so Baron and the Curriculum Committee are working hard on this effort.
- Coordinators
  - Hybrid classes are at least 50% face time or they aren’t hybrid. If a course is online, the class does not meet in person at all. There was a question about in-person classes that do all of their testing online. Senator Dunwoody reports that the research shows that students who take tests online do not do any better than students who take tests in person.

Senate is impressed with all of the programs the bookstore has implemented to help students with textbook prices, especially the rental
program (See addendum following the minutes, Textbook Programs). Jared or Tara will assist with negotiating textbook prices. Faculty may not be aware that the bookstore has a lot of leverage in negotiating textbook prices. Contact the bookstore if you need assistance.

The number of students on the waitlists can be adjusted; ten is the minimum, but the number can be increased or decreased by the instructor by contacting their coordinator or Dean.

E-advise and the Success Guides were also discussed. Success Guides will be invited to Senate next semester.

Instructors can drop students for absences or disruptive behavior (after the Discipline process) but not for lack of academic progress. The college has changed the “W” date without it remaining on transcripts to the day before census. Senate discussed the differences between an “F,” an “FW,” and a “W.” A “W” now counts as an unsuccessful attempt; it also counts in petitioning. A “W” alone does not impact the G.P.A., however.

VI. OLD BUSINESS

• Sabbatical Leave Requests—Cynde Miller, Mitchell Syrop and Wafa Yazigi—Senators Decker, Haerens, and Watkins have reviewed Cynde Miller’s sabbatical leave request for the 2012-13 Academic Year and recommend approval as revised; Senate concurred 21/0. Cynde will use her sabbatical leave to open an artist workshop and project exhibition space in the packing house in Claremont.

Senators Dunwoody, Encinas, and Ross have reviewed Mitchell Syrop’s sabbatical leave request for the 2012-13 academic year and recommend approval as revised; Senate concurred 21/0. Mitchell will use his sabbatical leave to participate in a Visiting Artist in Residence Program at USC Roski School of Fine Arts. The year will include the production of artwork and exhibition planning.

Senators Brouwer, Cox, and Starr have reviewed Wafa Yazigi’s Spring 2013 and Fall 2013 sabbatical leave request and recommend it for further discussion at the next meeting; Senate concurred 21/0.

VII. NEW BUSINESS

• Resource Development Specialist (Grant Writer) — MaryAnn Doherty — MaryAnn thanked the Senate for the invitation and shared her background. She has 23 years of experience with grant writing. She has worked with the Department of Education to help first-generation, low-income students and students with disabilities. She has also worked at Cal Poly and UC Riverside with a diverse number of programs and sponsors, from National Endowment
for the Humanities to the National Science Program and the National Institute of Health. She hopes to foster funding sources to support academic and personal success and growth as well as infrastructure at Chaffey. She also has various ideas for incentivizing faculty involvement. She asks faculty to contact her with any suggestions. She can be reached at Extension 6469 or via email at maryann.doherty@chaffey.edu. Her office is in SSA-231.

- **Financial Aid Update** – Patricia Bopko, Director, Financial Aid, provided an update on Financial Aid. She directed Senate to the Financial Aid T.V. page online at http://chaffey.financialaidtv.com/. This is a new interactive resource that provides online financial aid counseling. There is also a series of financial aid videos that the students can watch on different aspects of financial aid and financial literacy. These videos are general, but Financial Aid will work to incorporate Chaffey-specific videos eventually. All of the videos are available in Spanish as well. Fifty percent (50%) of our students qualify for BOG waivers, which are based on financial need. The new SSTF recommendations will affect the BOG waiver program. They increase the workload for the Financial Aid office and will limit access and/or increase accountability for many of our students. Many of our students will be impacted, especially students who are over 90 units.

Another development is that students now get half of their financial aid the first week of instruction which greatly assists our students. They get the rest of their financial aid at the midpoint of the semester.

Beginning Fall 2011 Chaffey College changed the way it disburses financial aid funds. Students receiving financial aid received financial aid disbursements via the My Chaffey Debit Card. Chaffey College also introduced a new method for receiving financial aid disbursements (also called refund) to all eligible Chaffey College Financial Aid students. All financial aid disbursements are being transmitted electronically through Higher One, a financial services company. Higher One provides higher education institutions and their students with efficient, convenient and easy-to-use solutions to handle financial disbursements.

Senator Karp asked about student use of Title IV funds. (Title IV refers to Federal Financial Aid programs.) Students don’t receive financial aid until they start the class. However, in the event that a financial aid applicant at Chaffey College enrolls in coursework and then completely withdraws from all coursework, federal regulations require that the Financial Aid Office perform a calculation to determine how much financial aid a student has earned. This calculation is called a “Return to Title IV” calculation. The Financial Aid Office uses a federal formula to determine how much aid a student earned based on his/her last day of attendance. After the calculation is completed, students are required to repay any unearned funds that they were not entitled to receive. A “W” or “FW” will also get flagged.
• **Writing Center Workshops for Science**—Robin Ikeda reported that Rob Rundquist and she have been putting together Writing Center workshops specific to science writing. The expectations for writing in the humanities and for writing in the sciences are much different. The Writing Center has put together wonderful workshops and the effort now is to scale this program up college-wide. The workshops were piloted on 15 students in the biology major, and are now up to 50 non-majors. Next, they will be offered at the campuses as well. Student testimonials have been very positive.

VIII. ANNOUNCEMENTS

IX. FLOOR ITEMS

X. SUMMARY

XI. ADJOURNMENT

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

Respectfully submitted by,

____________________________________
Donna Walker, Recording Secretary

____________________________________
Angela Bartlett, Secretary/Treasurer
Addendum

Textbook Programs

Rentals:
- Approximately 75% of our textbooks titles are now rentable on our website and in-store
- Savings of 50-80% off the new book prices (greatest savings with the ASCC program
- Custom, loose-leaf, workbook, and “coded” titles are not normally eligible

E-books:
- Approximately 50% of our textbooks titles are available in a digital version on our website and in-store
- Savings of about 40% off the new book price
- Custom books are not normally available as e-books

Used:
- Over 90% of our textbooks titles are available as “used” on our website and in-store (limited quantities)
- Savings of about 25% off the new book price
- Loose-leaf, workbook, and “coded” titles are not normally eligible

Buyback:
- All week at the start and end of each semester plus year-round T & W 9:00am-6:30pm
- We traditionally pay 50% of the new book value back on textbooks being used again on campus and “market value” for all others
- Students can get up to 73% of their original purchase price back in cash (used Guaranteed Buyback titles)
- Early faculty requisitions help us maximize our return to students and acquire more used books and rentals
- Go Green! – participating in buyback is a form of recycling; we are exploring the option of buying back all Chaffey textbooks by the end of the semester, sending any “0” market value” titles to a recycler

Other related programs:
- Low Price Guarantee – we will beat any traditional stores price
- Negotiation assistance – we are available to help you with any publisher negotiations upon request
- Non-profit – we return residuals from sales back to Chaffey
- Multiple locations – 3 stores, 1 convenience store, and a 24/7 website
- We are the #1 employer of Chaffey students by far, connecting many of our transfer students with jobs at the university level
- Graphing calculator rentals sponsored by ASCC (i-pads being explored)
- Custom supply requests – let us know of any specific supply or reference needs so we may stock them in the store

CAUSE:  http://books.chaffey.edu/ePOS?form=cat.html&cat=239&store=327
FACEBOOK:  http://www.facebook.com/ChaffeyCollegeBookstore
WEBSITE:  http://books.chaffey.edu/

Contacts:
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