FACULTY SENATE MINUTES  
November 18, 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 ............................ David Karp
Chino/ Fontana ......................................................... Tim Greene
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
Student Services .................................................... Maria Cuevas
Student Services .................................................... Susan Starr
Senator-at-Large ..................................................... Tim Arner
Senator-at-Large ..................................................... Robin Ikeda
Senator-at-Large ..................................................... Doug Duno
Adjunct Senator-at-Large ....................................... Gail Keith-Gibson

Members Absent:
Business & Applied Technology ............................. Thierry Bruselle
Mathematics & Sciences ......................................... Nicole DeRose
Social & Behavioral Sciences ................................ Angela Sadowski
Visual and Performing Arts ................................. Stan Hunter/ Sabbatical
Visual and Performing Arts ..................................... John Machado

Alternates Present:
Business & Applied Technology ............................. Carol Dickerson
Chino/ Fontana ........................................................ Daniel Bentum
Instructional Support ............................................. Shelley Marcus
Language Arts ........................................................ Cathy Decker
Mathematics & Science .......................................... Diana Cosand
Social & Behavioral Sciences ................................. Pak Tang
Student Services ...................................................... Lucy Serrano
Visual & Performing Arts ....................................... Patrick Aranda
Adjunct ................................................................. Laura Mayuga
Guests:
Len Crow
Steve Lux
Darryl Seube

I. P.E.

II. CALL TO ORDER

III. PUBLIC COMMENT

IV. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of November 4, 2014, and consent agenda were approved 21-0 as amended.

V. CONSENT AGENDA
- Faculty representatives have been requested to serve as follows:
  - Trees, Plants, and Grounds Committee
    Steven Spencer, Adjunct/ M & S
- Faculty Representatives who can no longer serve:
  - Resigned—Unable to Serve—Enrollment and Success Management
    Melissa Utsler, LA
  - Resigned—Unable to Serve—Faculty Success Center Advisory Committee
    Angela Burk-Herrick, M & S
  - Resigned—Unable to Serve—Resource Development Committee
    Angela Burk-Herrick, M & S

VI. REPORTS
- President
  - Student Equity Plan Draft—President Alger announced that the Student Equity Plan has been drafted and is beginning the campus-wide approval process. A copy for review is available on the ‘Z’ drive under Vice President Student Services, Public, Student Equity. A website is being established for the collection of comments and concerns.
  - Senate/Curriculum Holiday Party—President Alger volunteered to host this year’s joint holiday party at his home on Friday, December 12th. Senate hopes to cordially invite CCFA Rep Council and Curriculum committee members as well.
  - Governing Board Meeting—This month’s Governing Board Meeting is being held on Wednesday, November 19. President Alger teaches on Wednesday afternoons and will not be able to attend. Secretary/ Treasurer Walker volunteered to attend in President Alger’s place.
- To facilitate subcommittee meetings, Senate will not meet next week.
Curriculum

Curriculum Committee Approvals

- New Courses
  - BUSL 10, Introduction to Law and the Legal Process
  - DANCE 40A, Modern Dance IIA
  - FIRETEC 10, Wildland Fire Control
  - FIRETEC 406, Hazardous Responder Operations

- Course Deactivations
  - ART 8, Contemporary Media, Art and Visual Language
  - FASHD 16, Principles of Costume Design and Production
  - FIRETEC 405, Hazardous Materials First Responder Operations
  - IET 458, Fundamentals of Cable Networking: The Physical Layer
  - IET 459, Fundamentals of Fiber Optic Cabling: The Physical Layer

- Program Deactivations
  - Fiber Optic Cabling Technician
  - Network Cabling Technician

Committee

- Academic Issues Group—President Alger, Secretary/ Treasurer Walker, and Vice President Watkins reported the following:
  - Faculty Hiring Process—Best practices were discussed and include the following:
    - Deans will send out the data immediately to allow faculty the opportunity to examine the data prior to the school meetings on prioritization.
    - Deans will put out a call to create a list of faculty interested in serving on hiring committees for their area and then consult with the coordinator when creating hiring committees for full-time, tenure-track faculty.
    - It was agreed that it is best practice for Faculty Senate to review hiring committee recommendations for diversity (gender, ethnicity, junior/ senior faculty/ years of experience) and professional expertise related to the discipline. Senate approved the Best Practices for Hiring Committees 21-0.

- Enrollment and Success Management—Senators Dickerson, Ikeda, Keith-Gibson, Ketchum, and Walker reported the following:
  - Reading and Writing Across the Curriculum FIT shared their process, findings, recommendations.
  - GPS Centers are all open and working with students.

- Outcomes and Assessment—Curriculum Chair Boyd reported that the committee has finished reading the SLO pages in PSR.

VII. OLD BUSINESS

- Sabbatical Leave Report—Dan Kern—Senator DeRose, Secretary/ Treasurer Walker, and Vice President Watkins recommended approval as revised; Senate concurred, 21-0.
• **AP 5520 Student Discipline Procedures**—Len Crow, Dean, Discipline and Enrollment Management, visited Senate today to discuss the proposed changes to AP 5520 based on Senate’s recommendations. Dean Crow will make additional revisions to the AP based on today’s discussion, and Senate will review the revisions when it reconvenes in December.

• **Faculty Hiring Prioritization Best Practices**—Senate approved the document as amended, 22-0.

• **Green Earth Movement (GEM) Committee—Call for Faculty Representatives**—Senate reviewed the list of interested faculty and unanimously approved the following faculty representatives to serve on the GEM Committee: Medina Cheatle, M&S; Renee Decter, Adjunct/ SBS; Starlene Justice, Adjunct/ M&S; Daniel Keener, LA; Erik Kostiuk, Adjunct/ SBS; Victoria Tirado, LA; and Melissa Utsler, LA.

VIII. **NEW BUSINESS**

• **Assault Rifles and Safety Update**—Steve Lux, Administrator, Campus Police, and Darryl Seube, Interim Chief, Campus Police, came to Senate to discuss the decision to provide assault rifles to the campus police officers. Steve informed senators that similar rifles are used by most local police units. Steve reported that the decision to use rifles is related to the long-range accuracy of the rifles. Smaller guns lack accuracy at longer distances, so rifles have a longer, more accurate range. The assault rifles will be locked in the police vehicle while the officer is on patrol. They will be stored in a locked safe when not in use. Officers would only remove the rifle from their vehicles for appropriate incidents on rare occasions. The purpose of the rifles is to ensure the safety of our campus community and police officers in the event of a serious incident. To prevent injury of others, the rounds that would be used are of the type that disintegrate in an object rather than go through. Ongoing weekly training is being conducted with our campus police officers to ensure that they are ready for any variety of safety issue on campus. All of our campus police officers are post-certified, which means they meet all of the same qualifications/ training as that of city police officers. Darryl and Steve emphasized that our current campus police officers are of the upmost quality, commitment, and training. Some senators were concerned about the lack of shared governance in implementing this new policy and would like a written statement/ policy regarding the use of the rifles. Other senators expressed concern over the question of whether having rifles truly increases our safety. Senate tabled the issue due to time limitations.

• **Technology Plan—CampusWorks—November 11, 2014**—Senate held a special forum on technology for faculty last week. CampusWorks Consultants, Joe Traino, Director, Technology Leverage; Dr. Nick Laudato, Instructional Technology Specialist; and Bret Moeller, Senior Technologist, addressed the forum to find out what is working and not working on campus. They also want to find out what our future direction might look like and what faculty suggest to better meet their instructional needs. Faculty provided numerous comments and suggestions.
Comments:

- IT security policies seem to be overly restrictive compared to other colleges.
- IT has done little faculty and staff training in how to avoid security problems.
- Administrative rights changes have negatively impacted the ability of many members of the college to do their job effectively.
- Video conferencing for on-campus meetings is limited to only two campuses even though we are a three-campus college.
- Some software programs (such as meeting and video conferencing software) are unable to function on our systems.
- Bandwidth gets overwhelmed during key times of the day and limits faculty members’ ability to access important instructional videos, etc.
- Faculty teaching in areas that use HD video, as required by 2009 legislation, are unable to store or access the files appropriately. One faculty member was locked out of his file storage without notification.
- Flash and other common updates such as Java are not installed without a request to IT, causing delays in work.
- Faculty computers do not have sufficient memory to complete necessary work.
- Success Center computers are reimaged without consideration for the impact on required educational software, making instructional activities inaccessible to students.
- Success Center software programs frequently stop working without prior notification due to upgrades and non-renewal of site licenses, leaving the centers unprepared to serve students.
- No warning or notification is provided to faculty regarding key policy decisions such as changes in administrative rights.
- When operating software is upgraded, IT does not test to see if current programs will still work or plan ahead if changes need to be made.
- Retirees are not able to keep their email, creating a disconnect between emeritus and current faculty.
- Some faculty cannot open attachments through Outlook that they can open through personal email systems.
- Problems with technology/ access to upgrades and programs have limited faculty members’ ability to innovate instruction.
- Faculty who are experts in specific technology for their discipline are often told they cannot implement essential discipline technology.
- Faculty are often forced to work off-campus in order to have access to essential tools, software, etc.
- Departments are often expected to fund any upgrades to computers when the warranty for hardware is over; when departments don’t have enough money to fix the issues, faculty are left with nonfunctional equipment/ technology.
• Faculty are required to back up their own work, a function that IT should provide.
• Many faculty spend many hours dealing with IT issues (backing up, responding to problems/ lack of communication, resolving problems, requesting and waiting for updates, and researching solutions) that should be unnecessary.
• It is difficult to get IT help in a timely manner.
• The process for requesting new software, updating software, and getting funded for new software is not coherent or integrated.
• Faculty often hit roadblocks when asking IT for diagnostic help with technology.
• IT technicians seem to be limited by their superiors in their ability/ freedom to provide technical support.
• IT does not collaborate effectively with their constituents to resolve issues raised by faculty and staff.
• Since Educational Technology was dissolved ten years ago, there has been a lack of understanding from IT on the educational/ instructional needs and purposes of faculty.
• IT questions the need for various programs that are used for educational/ instructional purposes.
• IT does not initiate discussions or make noticeable efforts to make decisions from the educational/ instructional perspectives.
• Communication between IT and constituents is not optimal.
• Some faculty feel like they are seen as troublemakers when they make many requests of IT.
• Many faculty have given up trying to communicate or work with IT because they do not get a response when they make inquiries with IT leadership.

Suggestions:
• Faculty need better, more regular communication and collaboration with IT regarding requests, updates, etc., in the future.
• Faculty need more collaboration and discussion with IT of the educational needs of technology.
• The culture of IT needs to change (from a culture of control to a culture of service).
• Rather than automatically saying “no” or that something won’t work, IT needs to be more solution-oriented and work to find solutions whenever possible.
• The college needs to look at how other institutions use technology effectively and securely.
• Security policies need to be discussed and reexamined for efficacy.
• Professional development should be provided for IT so that they can stay up-to-date on innovations in educational technology and better support faculty/ instructional needs.
• An instructional technology committee, an instructional technology position, and a more service-oriented technology culture need to be established at the college.
• A larger storage option such as Cloud needs to be provided.
• Automatic backups by IT should occur on a regular basis.

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
### Faculty Senate Voting Tally Sheet – November 18, 2014

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<th>Present</th>
<th>Consent Agenda</th>
<th>Minutes 2014.11</th>
<th>Curriculum Approvals</th>
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2/3 vote needed for a motion to carry