FACULTY SENATE MINUTES
November 3, 2015

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 Brusselle
Business & Applied Technology ............................. David Karp
Chino/ Fontana ....................................................... Mary Jane Pratt
Instructional Support .............................................. Mary Jane Ross
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
Adjunct Senator-at-Large ...................................... Gail Keith-Gibson
Adjunct Senator-at-Large ...................................... Sheila Scott

Members Absent:
Chino/ Fontana ...................................................... Tim Greene
Health Sciences ..................................................... Renee Ketchum
Health Sciences ..................................................... Sue Paplanus
Language Arts ....................................................... Bonnie Spears
Visual and Performing Arts .................................... John Machado
Senator-at-Large ................................................... Doug Duno
Senator-at-Large ................................................... Garrett Kenehan
Senator-at-Large ................................................... Robin Witt

Alternates Present:
Chino/ Fontana ...................................................... Daniel Bentum
Instructional Support .............................................. Shelley Marcus
Language Arts ....................................................... Cathy Deck
Social & Behavioral Sciences ............................... Pak Tang
Visual & Performing Arts ...................................... Patrick Aranda
Adjunct ................................................................. Luke Gunderson
Guests:
  Angela Burk-Herrick
  Daniel Rentz
  Julie Sanchez
  Vicky Valle

I. P.E.

II. CALL TO ORDER

III. PUBLIC COMMENT

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

V. CONSENT AGENDA
- Faculty representatives have been requested to serve as follows:
  - Accounting Technician Screening Committee
    Carol Dickerson, BAT
  - Campus Police Officer Screening Committee
    Nicole Barbari, BIT/ SBS          Robert Price, SBS
  - Dean of Student Life Screening Committee
    Daniel Keener, LA                 Vanessa Thomas, BAT
  - Disabilities Program Advisory Committee
    Naomi McCool, SBS
  - President’s Equity Council
    Leta Ming, VPA
  - Resource Allocation Committee
    Misty Burruel, PSR/ VPA
- Faculty representatives who can no longer serve:
  - Resigned—Unable to Serve—Program and Services Review Committee
    Daniel Jacobo, VPA
  - Resigned—Unable to Serve—Scholastics Standards Committee
    Doug Yegge, M&S

VI. REPORTS
- President
  - Chaffey College Dialogue—President Alger attended the first Chaffey College Dialogue on Wednesday, October 28, from 8:00 – 11:00 am at the West End Educational Center. Topics discussed included Campus Safety, Additional Compensation, and Hiring Processes.
  - Campus Safety Update—President Alger reported that he spoke with Melanie Siddiqi, and she consulted with Mike Fink on how classroom phones currently operate. When a classroom phone is either picked up or otherwise placed off the hook, it connects to the auto-attendant where there is a message advising callers to press 1 for 911 or 2 for the ITS
helpdesk. After the auto-attendant has repeated the message 3 times, the call is automatically routed to 911. Currently Dispatch cannot see the specific classroom location where the call is coming from. This is because the call is routed through the auto-attendant, so all calls appear to be coming from Extension 2021. There is no way around this if the call tree/ auto-attendant is going to be used. ITS is working on this issue.

- **Academic Senate—Call for Nominations**—The Academic Senate is pleased to announce the call for nominations for the Hayward Award for Excellence in Education. Sponsored annually by the Foundation for California Community Colleges, this award was established in 1989 to honor community college faculty members who are selected by their peers for demonstrating the highest level of commitment to their students, college, and profession. Award recipients, nominated by their college academic senate and selected by representatives of the Academic Senate, must have a record of outstanding performance of professional activities, as well as a record of active participation on campus.

This year the annual Hayward application process has been modified. As with past practice, each college may nominate a faculty member to receive this award. However, in Area A and D (Chaffey), the nominations must be part-time faculty members only, and in Area B and C, the nominations must be from full-time faculty members ONLY. Applications that do not fit within these parameters will be disqualified. Next year the process will be reversed to allow all areas a similar opportunity to recognize both part- and full-time faculty. The completed application must be received in the Academic Senate Office by **5:00 pm on Wednesday, December 30, 2015**. For additional information, an application, and criteria, please visit the Academic Senate website at [http://www.asocc.org/events/hayward-award-0](http://www.asocc.org/events/hayward-award-0).

- **Governing Board Report**—The Senate President’s October Board Report was included in the Senate packets. This report detailed a number of faculty accomplishments. Faculty members who would like to be featured in an upcoming Board Report should email pertinent information (who, what, when, where, why, and please spell out all acronyms) to [ardon.alger@chaffey.edu](mailto:ardon.alger@chaffey.edu) in the Faculty Senate Office. Please remember that incomplete reports cannot be included.

- **Curriculum**
  - **Curriculum Committee Approvals**
    - New Course
      - GEOG 2, Introduction to Weather, Climate and Society
    - Course Modifications
      - CISGAME 402, Fundamentals of Game Development II
      - CISGAME 403, Fundamentals of Game Programming
      - CISGAME 420, Mobile/ Web Game Development
      - FASHD 20, History of Fashion
      - FASHD 40, Beginning Clothing Construction
• FASHD 42, Advanced Clothing Construction
• FASHD 428, Computer-Aided Design

Distance Education Courses
• COMSTD 2, Fundamentals of Effective Speaking—Hybrid
• COMSTD 8, Fundamentals of Speech Communication—Hybrid
• ECON 8, History of Economic Ideas—Online

Course Deactivations
• CISWE 410, WebMaster Tools
• CISWEB 70, Creating Web Pages with HTML
• FASHD 16, Principles of Costume Design and Production
• JOUR 98ABC, Independent Study: Journalism

Committee
• Colleague Steering—Curriculum Chair Boyd provided the following Colleague update:
  o The Steering Committee met to prioritize open projects for FY16. The prioritization list is as follows:
    1. Automate the application process
    2. Create a new XDPS screen
    3. Integrate Foundation scholarships software (AwardSpring)
    4. Complete the automation of the CCCApply
    5. Get faculty and staff names from Moodle to align with the portal log-in
• Technology—Senator DeRose reminded Senators to read the emails that Technology Tri-Chair Eva Ramirez sent out regarding the 2014-2015 Technology accomplishments and the Self-Serve Software (included at the end of these minutes).

VII. OLD BUSINESS
• Sabbatical Leave Requests
  • Baron Brown—Senators Dunwoody, Tang, and Walker reviewed Baron’s sabbatical request for Fall 2016 and recommended approval as written; Senate concurred.
  • Angela Cardinale—Senators Decker, Ross, and Vice President Watkins reviewed Angela’s revised sabbatical request for the 2016-2017 academic year and recommended approval as revised; Senate concurred.
  • Christa El-Said—President Alger and Senators Hunter and Marcus reviewed Christa’s sabbatical request for Spring 2017. The sabbatical concept received approval. Final approval is pending, following completion of requested revisions.
  • Leona Fisher—Senators Karp, Ross, and Spears reviewed Leona’s 2016-2017 sabbatical leave request and recommended approval as written; Senate concurred.
  • Tamari Jenkins—Senators Brusselle, Dickerson, and Duno reviewed Tamari’s Spring 2017 leave request. The sabbatical concept received approval. Final approval is pending, following completion of requested revisions.
VIII. NEW BUSINESS

- **Accreditation Oversight Committee (AOC) Education Subcommittee**—David Rentz, Julie Sanchez, and Vicky Valle are part of the Education Subcommittee of the AOC. Their goal is to educate faculty, staff, and students regarding items from the Accreditation Survey that were least known. Some of the items include the following:
  - Chaffey’s Mission Statement—Are there pedagogically sound ways to include the Mission Statement in the syllabus or first week of classes?
    - Senators recommended including the Mission Statement and Vision Statement in syllabi and using it as a way to reflect on whether or not our class is in alignment with those goals.
  - Chaffey’s approach to the facilities and physical plant connects to the Strategic Plan—What are ways we can help create those connections across campus?
    - President Alger recommended including facilities updates in the Senate minutes.
    - Publish the recent list of “Campus as a Living Lab” opportunities developed for a recent Faculty Success Center seminar.
    - Utilize the School Meetings during Flex to disseminate information and updates.

- **ESL Academic Senate Resolution**—Secretary/Treasurer Walker presented the ESL Academic Senate Resolution for discussion. Senate approved the following resolution, 16-0 with 2 abstentions:

  Whereas, The California Community College Chancellor’s Office and the state of California, through legislation of AB 86 and AB 104, demand multiple educational pathways to increase success of English language learners transitioning into credit programs;

  Whereas These pathways include access to completing certificates, degrees, or preparing for transfer via existing coursework offered at California Community Colleges (CCC);

  Whereas, Credit courses in English as a Second Language (ESL) provide students in the CCC system instruction in the academic English language skills needed to be successful in completing certificates, degrees, or preparing for transfer;

  Whereas, The efforts to align CCC ESL with other systems have revealed a limited understanding of the value of credit ESL as efforts to boost noncredit and not-for-credit offerings are made, causing a potential limitation in how districts envision those pathways;

  Resolved, That the Academic Senate for California Community Colleges affirm that credit ESL courses offered at the community college remain a vital service to community members seeking to pursue educational and career pathways; and
Resolved, That the Academic Senate for California Community Colleges work with the Chancellor’s Office and ESL faculty to maintain credit ESL as a valid and suitable option among all resources designed to promote success for English language learners in California Community Colleges; and

Resolved, That the Academic Senate for California Community Colleges reaffirm that the right to decide the credit/non-credit status for any class is an academic and professional matter and hence under the purview of the Academic Senates and Curriculum Committees.

- **Draft 2015-2020 Information Technology Plan**—Copies of the 2015-2020 Information Technology Plan were included in the Senate packets for review and discussion.

- **Wignall Museum of Contemporary Art Advisory Committee—Call for Faculty Representatives**—Senate put out an open call for faculty representatives to serve on the Wignall Museum of Contemporary Art Advisory Committee. The purpose of this committee is to serve in a consultative role to the Wignall Museum staff. The Wignall Museum of Contemporary Art is a vital component of the academic and cultural life of the Chaffey Community College District. Further, the Wignall Museum aspires to engage broad and diverse audiences, create a sense of community, and provide a place for contemplation, stimulation, and discussion of contemporary art in relation to the pedagogical investigations across campuses and in our classrooms. The committee usually meets on a Monday, two times a year for approximately 1.5 hours each. Additional sub-committee assignments may be made on a project-by-project basis. If you are interested in serving on this committee, please contact your Senator or the Faculty Senate Office at extension 6966.

**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
Special Edition Highlights from the Technology Committee
Accomplishments for 2014–2015

Thanks to your feedback on the technology survey last year, the Technology Committee was able to identify various initiatives and, in conjunction with the Information Technology Services department, make numerous improvements to technology resources. We are continuing our work to improve the use of technology at Chaffey College and hope to have many more accomplishments this year. Here is a partial list of what was accomplished in 2014–2015:

1. **Email Capacity**—All faculty and staff mailboxes were increased in size from 200MB to 500MB.
2. **Wifi Bandwidth**—Bandwidth was upgraded from 20 MB to 100 MB. Additionally, up to three devices may now be logged-in simultaneously per login.
3. **Upgraded Wifi Infrastructure**—The student wireless infrastructure, including all access points, was upgraded to improve speed and service on the student wireless network. The new equipment supports 802.11 a/b/c/g/n.
4. **Student Email Accounts**—New panther.chaffey.edu student email accounts went live in January 2015 and are now the primary method for communicating with students. Because of their new .edu email accounts, students are now able to receive Office 365 (online version of Office suite) free of charge.
5. **Changed Standard on PCs to Include Additional Memory**—Additional memory modules were purchased for over 450 Dell computers to provide better support for Windows 7/8.
6. **iPads**—Faculty may now select an iPad in lieu of a desktop or laptop when eligible for a new or replacement computer.
7. **New ITS Help Desk Work Order System**—Information Technology Services has implemented the first phase of a new help desk ticketing/work order system. The new system has an improved communication platform what will provide automated updates and notifications about work requests, will allow users to add information to existing work requests, will provide a frequently asked questions (FAQs) section, and more.
8. **Help Desk Expansion**—The Help Desk has been expanded to include support for students on issues related to the portal, student email, and MyChaffeyVIEW. The ITS Department is currently reviewing options for additional expansion of the Help Desk, including providing support into the evening hours.
9. **Patch Management and Self-Serve Software**—Mac and PC (Dell) computer users now have access to some self-service solutions to install updates to the operating system and common software. Additional details will be sent in a separate email.

We welcome your feedback regarding ways to improve the use of technology at the college. Please contact a member of the Technology Committee with any questions or comments.

Chaffey College Technology Committee

Self-Serve Software

Mac and PC (Dell) computer users now have access to the following self-service solutions for downloading software or installing updates to the operating system and common software. We understand it can be frustrating to have to request assistance from the Information Technology Services Department to install updates or common software on your computer, and we are continuing to work towards automating these processes as much as possible, while maintaining the security of our network. To help alleviate this frustration, we have implemented the Software Center (on Windows) and Self Service (on Mac). Software Center on a Windows computer is located in the All Programs menu under Microsoft System Center 2012 R2. Self Service on the Mac is found in the dock.
Below is a list of software that is available in each of the categories.

<table>
<thead>
<tr>
<th>User Installable Software (Now Available)</th>
<th>System Preferences</th>
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</thead>
<tbody>
<tr>
<td>Microsoft Windows – Software Center</td>
<td>In addition to user installable software, the following System Preferences can now</td>
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<tr>
<td>Adobe Acrobat Pro Xi, Dropbox, Evernote, Google Chrome, Google Drive, Google Earth, Microsoft OneDrive,</td>
<td>be controlled by the user (Energy Saver, Printers and Scanners [Except Drivers, most</td>
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<tr>
<td>Microsoft Skype, Mozilla Firefox, VLC Media Player</td>
<td>pre-installed], Time Machine, Network, Date and Time), Apple Operating System Updates</td>
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<tr>
<td>Apple Mac – Self Service</td>
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<tr>
<td>Adobe Acrobat Pro Xi, Adobe Creative Cloud 2015, Cyberduck, Dropbox, Google Chrome, Google Earth, MPEG</td>
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<td>Streamclip, Microsoft Office 2011, Microsoft Skype, Mozilla Firefox, Checkup (Fixes Permissions and Clear</td>
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<td>system and Users Cache), OS Upgrades</td>
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| User Installable Software (Looking Into)                                                                 |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Microsoft Windows – Software Center                                                                     |                                                                                   |
| Adobe Creative Cloud 2015, Adobe Digital Editions, Microsoft Office 2016, Prezi, Techsmith Jing,       |                                                                                   |
| Adobe Acrobat DC                                                                                         |                                                                                   |
| Apple Mac – Self Service                                                                                 |                                                                                   |
| Adobe Adobe Digital Editions, Microsoft Office 2016, Prezi, Techsmith Jing, Adobe Acrobat DC, Google     |                                                                                   |
| Drive, App Store Updates (Available by Self Service or Remote Push, not automated)                       |                                                                                   |

| District-Owned Ipads                                                                                   |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Self Service for IOS                                                                                   |                                                                                   |

| User Installable Software (Looking Into)                                                                 |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Microsoft Windows                                                                                       |                                                                                   |
| Windows Updates, Office Updates, Adobe CS6 and CC Updates (Coming Soon), Adobe Flash, Google Chrome,    |                                                                                   |
| Adobe Acrobat Pro Xi, Mozilla Firefox, Microsoft Skype, Apple iTunes, VLC Media Player, QuickTime,     |                                                                                   |
| Adobe Flash, Java, Adobe Shockwave, Microsoft Silverlight, Adobe Air, Microsoft.Net, Dropbox, Google   |                                                                                   |
| Drive, Microsoft OneDrive, Evernote, Google Earth, WinRAR                                              |                                                                                   |
| Apple Mac                                                                                               |                                                                                   |
| OS X Updates, Adobe CS6 and CC Updates, Adobe Flash (Most Updates), Google Chrome                       |                                                                                   |

We welcome your feedback regarding ways to improve the use of technology at the college. Please contact a member of the Technology Committee with any questions or comments.

Chaffey College Technology Committee

Michael Fink, Tri-Chair, Technology Services
Brenda Dokken, Financial Aid Specialist
Cynthia Parker, Instructor, Economics

Eva Ramirez, Tri-Chair, Executive Asst., President’s Office
Terri Helfand, CIS Coordinator, DE Coordinator
Melissa Sakanonphong, Counselor, Counseling

Steve Siedschlag, Tri-Chair, Instructor, Computer Info Sys
Linda Holdzkorn, Help Desk Coordinator
Jason Schneck, Alt. Media Tech Specialist, DPS

Ardon Alger, Instructor, Photography, President, Faculty Senate
Carol Hutte, Librarian, RC Library
Melanie Siddiqi, Vice President, Administrative Affairs

Nicole DeRose, Instructor, Biology
Vivinee Martinez, Admissions and Records Assistant
Tiffany Starkweather, Buyer, Purchasing

Tony DiSalvo, Dean, Language Arts
Kim Noseworthy, Distance Ed Support Specialist
David Stoner, Technical Support Specialist

Lisa Doget, Instructor, Nursing
Prof. Dev./Distance Ed
Melissa Utsler, Instructor, English

Faculty Senate/November 3, 2015
Faculty Senate Website: http://www.chaffey.edu/facultysenate
## Faculty Senate Voting Tally Sheet – November 3, 2015

### Senators

<table>
<thead>
<tr>
<th>Present</th>
<th>Minutes 10.20.15</th>
<th>Consent Agenda</th>
<th>Curriculum Approvals</th>
<th>Sabbatical Leave Requests</th>
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<tr>
<td>Ardon Alger</td>
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<td>Neil Watkins</td>
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<td>Marie Boyd</td>
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### Sabbatical Leave Requests

- Baron Brown, SBS
- Angela Cardinale, LA
- Christa El-Said, VPA
- Leona Fisher, LA
- Tamari Jenkins, LA
- ESL Senate Resolution

| Total Yes Votes | 19 | 19 | 19 | 19 | 20 | 18 | 20 | 20 | 16 |
| Total No Votes  | 0  | 0  | 0  | 0  | 1  | 0  | 0  | 0  | 0  |
| Total Abstentions | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 2 |
| Motion Carries   | Y | Y | Y | Y | Y | Y | Y | Y | Y |

2/3 vote needed for a motion to carry (16)