FACULTY SENATE MINUTES
December 10, 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......................Thierry Brusselle
Business & Applied Technology...........David Karp
Chino/ Fontana.........................................................Tim Greene
Health Sciences.......................................................Sue Paplanus
Health Sciences.....................................................Renee Ketchum
Instructional Support .........................................Mary Jane Ross
Instructional Support ...........................................Cindy Walker
Mathematics & Sciences......................................Nicole DeRose
Mathematics & Sciences......................................Alif Wardak
Social & Behavioral Sciences......................Vera Dunwoody
Social & Behavioral Sciences....................Angela Sadowski
Student Services....................................................Susan Starr
Visual and Performing Arts..............................Stan Hunter
Visual and Performing Arts..............................John Machado
Senator-at-Large....................................................Tim Arner
Adjunct Senator-at-Large.................................Gail Keith-Gibson

Members Absent:
Chino/ Fontana........................................................Laurie Pratt
Language Arts.........................................................Leona Fisher
Student Services....................................................Maria Cuevas
Senator-at-Large.....................................................Robin Ikeda

Alternates Present:
Instructional Support ............................................Shelley Marcus
Language Arts........................................................Doug Duno
Social & Behavioral Sciences........................Pak Tang
Student Services....................................................Donna Colondres
Adjunct.................................................................Laura Mayuga

Guests:
Troy Ament
Charmaine Phipps
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA

Minutes of December 3, 2013, and consent agenda were approved 22-0 as amended.

IV. CONSENT AGENDA

- Faculty representatives have been requested to serve as follows:
  - Financial Aid Advisor Screening Committee
    Lucy Serrano, SS

V. REPORTS

- President
  - Minutes—President Alger will be sending today’s minutes to Senators via email to obtain online approval in order to distribute the approved minutes before faculty leave for the winter break.
  - Senate sends its condolences to Melissa Utsler, English Professor, on the recent loss of her father.

- Curriculum
  - Curriculum Committee Approvals
    - Course Deactivations
      - NF-470L, Dietetic Service Supervisor
      - PELEC-12, Principles and Practices of Officiating Team Sports
    - New Programs
      - Athletic Training, Certificate of Achievement
      - CAD/CAM Operator, Certificate of Achievement
      - Journalism, AA-T
      - Motion Picture Production, Certificate of Achievement
      - Television and Video Production, Certificate of Achievement

- Committee
  - Academic Issues Group—President Alger, Senator Bartlett, and Vice President Watkins reported on this meeting.
    - Hiring Rubric: AIG liked the data sheet but will add additional data pieces. Departments will provide feedback, then school coordinators and deans will provide feedback, then Senate will provide feedback, and all information will be forwarded for consideration. There was a concern about the ranking system and school feedback.
    - Senate will develop a protocol for committee/Senate interaction.
  - Enrollment and Success Management—Senator Walker and Vice President Watkins reported the following:
    - Math and English First: The committee has some initial data that indicates many students are not continuing in the program, so there was a lot of discussion about whether or not to continue the program. The committee voted to continue the program with some
modifications. A sub-committee will meet to discuss the changes to the program.

- The Student Success Act mandates orientation, assessment, and education plans. Chaffey will start enforcing this new policy with new and returning students first and then move to continuing students later. This is in compliance with the Student Success Act.
- Jim Fillpot did a waitlist study. This information will be used by deans and coordinators for planning purposes.
- The FTES targets were discussed and we will have slightly lower FTES targets next year than this year due to the fact that this year’s FTES numbers were forced to be higher in order to restore the base FTES that we didn’t meet.
- Guiding principles for 2014-15 planning include meeting Chino and Fontana FTES requirements for center status (1000 FTES min/ year in primary terms), CSU/ GE patterns in weekend, DE, and Fast Track offerings, DE growth should be based on the principles articulated by the DE Committee, Fast Track should be scheduled at current levels or with modest growth, the 3-year plan should be fulfilled, the waitlist study should provide guidance about courses that may require more offerings, and modules/ pivot points will be observed for both traditional and Fast Track offerings.

VI. OLD BUSINESS

- **Academic Senate Resolutions**—Included in the Senate packets was the table of contents for the resolutions that were approved at the Academic Senate Fall Plenary Session. The final resolutions can be accessed on the Academic Senate’s website at the following link: [http://asccc.org/sites/default/files/Fall2013SessionFinalResolutionsNovember192013.pdf](http://asccc.org/sites/default/files/Fall2013SessionFinalResolutionsNovember192013.pdf).

- **Board Policies and Administrative Procedures**
  - **BP/AP 6550 Disposal of Property**—Senator Sadowski recommended approval as written; Senate concurred.

VII. NEW BUSINESS

- **Mini-documentary Dog Tags to Textbooks**—Charmaine Phipps, ESL Professor, Coordinator, and One Book One College committee member, shared the trailer of her mini-documentary: *Dog Tags to Textbooks* which explores the challenges of Chaffey College student veterans as they return from service. The full 40-minute movie can be viewed at [https://vimeo.com/74785019](https://vimeo.com/74785019). It was selected to be in the *Chaffey Review* Film Festival, which will be held on February 1, 2014.

- **Maintenance and Operations Presentation**—Troy Ament, Administrator of Maintenance and Operations, provided an update on the direction M&O is headed and some of the operational challenges they face. Troy comes from a public safety and customer service background, and that is the perspective from which he approaches his position. He provided an
overview of the M&O organizational chart. M&O did a recent operational assessment that helped determine needs. Currently, they are operating in a more reactive mode, but with implemented operational changes are now transitioning to a more proactive approach for preventive maintenance in all areas. For example, there is an opportunity to implement a more functional work order system - enhance specialized training and certification programs - and design attainable productivity benchmarks. Training is ongoing so that OSHA mandates are met. They are also conducting a comprehensive review of the campus from a public safety standpoint. Troy reviewed several plans, all of which will increase accountability, efficiency, and productivity. M&O continues to emphasize a customer service-based approach, with excellent communication and support. They are also engaging with related Chaffey committees and groups as well as the City of Rancho Cucamonga's Emergency Management and Citizen Advisory Corp. There is also an ongoing extensive review of job descriptions and training needs. He shared information about the Central Plant, including equipment and a proposed green/efficiency plan using Thermal Energy Storage. There will also be an ongoing, building by building health and safety sweep for life and safety concerns. In the near future M&O will be using a new maintenance schedule/work order system through a program called School Dude. Improved quality control measures in Operations are in place; including weekly written inspections at all campuses; and plans are already in place to ensure a reduction of damage and shrinkage to custodial supply inventory. Hopefully faculty can work more collaboratively with Operations to ensure classrooms are well maintained and clean. Another area with ongoing improvement is grounds-water conservation and irrigation system restoration is a primary focus; and detailed seed/fertilize/spray/mow/prune schedules - among other efficiency improvements are in place for optimization of materials and resources. There was a question about using reclaimed water, which is accessible on campus. This is still in progress; and ongoing dialogue with the City continues related to system connection. Infrastructure, rooftops, parking lots, walkways, and roadways are also being assessed and improved. M&O has proposed five (5) additional staff to ensure a proactive rather than reactive approach of operations. Senate thanks Troy for his presentation and is grateful for his experience and approach.

- **Board Policies and Administrative Procedures**
  - BP/AP 5150 Extended Opportunity Programs and Services—Senator Cuevas volunteered to review this BP/AP.

**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