FACULTY SENATE MINUTES
December 3, 2013

Members Present:
President ..........................................................Arden 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 ....................................................Laurie Pratt
Health Sciences ......................................................Sue Paplanus
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
Student Services ...............................................Maria Cuevas
Student Services ...............................................Susan Starr
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:
Chino/ Fontana ....................................................Tim Greene
Social & Behavioral Sciences .............................Vera Dunwoody
Social & Behavioral Sciences .............................Angela Sadowski
Visual and Performing Arts .............................Stan Hunter

Alternates Present:
Chino/ Fontana ..................................................Daniel Bentum
Instructional Support .........................................Shelley Marcus
Mathematics & Science ......................................Diana Cosand
Student Services ..............................................Lucy Serrano
Adjunct ..............................................................Laura Mayuga

Guests:
Dr. Richard Mahon
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA

Minutes of November 19, 2013, and consent agenda were approved 21-0 as amended.

IV. CONSENT AGENDA

• Approval of funds for the Faculty Senate and Curriculum end-of-year activities.
• Faculty representatives have been requested to serve as follows:
  ▪ Administrative Assistant II, Counseling Screening Committee
    Ricardo Diaz, SS
  ▪ Administrative Assistant II, Economic Development Screening Committee
    Vanessa Thomas, BAT
  ▪ Instructional Assistant II, Chemistry Screening Committee
    Joyce Oakdale, M&S
  ▪ Instructional Assistant II, DPS Screening Committee
    Joyce Oakdale, M&S

V. REPORTS

• President
  ▪ An article from the NEA Higher Education Advocate (November issue) entitled Academic Freedom: A win for faculty’s First Amendment rights was included in this week’s senate packet. The article can be accessed at the following link: http://www.nea.org/assets/docs/HE/1311Advocate.pdf.
  ▪ State Academic Senate—Stanback-Stroud Diversity Award—The Academic Senate announced the call for nominations for the Stanback-Stroud Diversity Award sponsored again this year by the Foundation for California Community Colleges. This award seeks to acknowledge an individual or group who perform in an exceptional manner to advance intercultural harmony, equity, and campus diversity by making exceptional contributions to the college. Each college may nominate one faculty member or group of faculty to receive this prestigious honor, which includes a cash award of $5,000. All faculty (full- or part-time), both classroom and non-classroom, are eligible for consideration. The completed application must be received in the Academic Senate Office by 5:00 p.m. on February 10, 2014. For additional information, please contact the Faculty Senate Office at Extension 6965 or visit the Academic Senate website at http://www.asccc.org/events/2014/04/stanback-stroud-diversity-award.
• Curriculum
  ▪ The Curriculum Committee is sending the following new programs to the Governing Board for approval:
    • On-Air Radio Production, Certificate of Achievement
    • Post Production Editing, Certificate of Career Preparation
    • Screenwriting, Certificate of Career Preparation

Senate approved the new programs.

• Curriculum Alphabet Soup—Curriculum Chair Boyd provided the following information on curriculum acronyms:
  o ADT (New Term)—Associate Degree for Transfer—This term includes the A.A.T. and the A.S.T. (see below). We formerly referred to A.A.T.s and A.S.T.s as TMCs.
  o TMC (Old Term)—Transfer Model Curriculum—Obsolete term referring to the A.A.-T. and the A.S.-T. degrees. This term was replaced with the term ADT with the passage of SB440 this past October.
  o A.A.T.—Associate in Arts for Transfer degree; a type of an ADT.
  o A.S.T.—Associate in Science for Transfer; another type of an ADT.
  o C-ID—Course Identification Number—The “state’s description” of a particular course; these descriptions were created with collaboration between CSUs and community colleges; the C-ID aligns with our course outlines of record; we must have the core courses and courses in List A of all ADT degrees approved by the state C-ID process. We cannot proceed with the application of ADTs until the main courses in those degrees have been submitted for C-ID approval. The C-ID does not require that we change our course numbers.

VI. OLD BUSINESS
• PSR Criteria for Faculty Prioritization—The Faculty Hiring Criteria subcommittee met last week and distributed the draft rubric to Senators for review and discussion. One of the forms provides specific criteria, more room for qualitative information, and a point system. Departments, Faculty Senate, and the administration all have a way to rank and provide input. The second form provides quantitative data. Senate approves of the approach and it will be presented at the next Academic Issues Group meeting.

• Board Policies and Administrative Procedures
  ▪ BP/AP 5800 Prevention of Identity Theft in Student Financial Transactions—Senator Mayuga recommended approval. Senate approved.
  ▪ BP/AP 6365 Contracts—Accessibility of Information Technology—Senator Karp recommended that the BP and AP be consistent in their reference to “electronic” and “information” technology. The AP refers to both, while the BP refers only to information technology. Section 1194.1 of the Code of Federal Regulations, which is cited as a basis for the BP refers to both electronic and information technology, which is further reason to include both types in the AP. There was also a question regarding the AP, which requires that District vendors certify compliance with the law via
purchase order or agreement. Senator Karp will write up some questions and consideration of this BP/ AP will be put on hold until Senate receives further information.

- **Best Practices for Syllabi**—Vice President Watkins presented a basic one-page syllabus checklist. Each department and discipline can tailor it further to suit their needs. It incorporates the changes that some senators previously sent as well as suggestions from other faculty members. This can go out from Senate with the office hour best practices as well as be added to the Senate handbook. Senate unanimously approved the revised document and commends Vice President Watkins as well as Senators Arner, Hunter, and Greene for their work on this.

VII. **NEW BUSINESS**

- **FACCC Recruiting**—Dr. Richard Mahon, Professor of Humanities, Riverside City College, past Senate President, and Curriculum Chair. President Alger introduced him as a very informed and helpful member of the community college faculty with significant experience with State Academic Senate. He is also serving as a Faculty Commissioner for ACCJC. Dr. Mahon explained what FACCC is. In the late 1980s, Academic Senates became more significant at community colleges as a result of AB1725 and unions were strengthened by the Rodda act in 1976. FACCC does not have a strong campus basis so many faculty remain unaware of its existence. It stands for Faculty Association of California Community Colleges. It is a registered lobbying organization that represents the interests of community college faculty. Unlike CTA, it is the only organization that specifically represents community college faculty only. Upon joining, faculty will receive a quarterly magazine and a weekly newsletter with updates on relevant state-level issues. FACCC works to involve itself in state-level conversations as well as inform faculty about the current issues. FACCC is only supported because faculty choose to support it; it is $18 per month for full time faculty ($5 for part time). FACCC offers a $50 gas card incentive for joining as well. There is not currently a board member from Chaffey. Dr. Mahon also offered an incentive to persuade four colleagues to join. For additional information, please visit the FACCC website at [http://www.facc.org](http://www.facc.org).

- **Draft Emergency Response Plan**—Faculty discussed the draft response plan and provided feedback to the group for revision. Some concerns, including the recommendation to call 911 only in the case of a shooting; clarity needed on when to call 911 or 6911. There were some questions about whether or not there would be campus-wide first aid training. Many faculty do not understand that they are first responders who are obligated to help in the case of an emergency. The EOC section might be more effectively graphically designed so that it is clear who is responsible for what. A table of contents and alphabetical order might be helpful. There was also some language that needs some clarification. There should also be clarification about specific
responsibilities, like how long we are obligated to provide assistance on
campus in the case of an emergency. Perhaps there can be a clearer statement
that exempts faculty who are not qualified or able to assist. Senate requested
clarification on the responsibilities of faculty and staff with minor children.
The pollution information on page 6 is out of date and the standards have
been changed. Concerns for lack of clarity on who would know if it is safe to...
for example page 5, 4th bullet, cover spilled contents. This issue needs to
be clarified in several areas. There was a suggestion that faculty with expertise
could read through relevant sections to provide feedback (for example, what
to do in the case of a chemical spill). There should be training in chemical
hygiene for faculty in relevant areas; however, that has not yet occurred. There
was some discussion about clarity of position titles next to names on the
emergency organization structure. Faculty Senate also believes it is essential
that all faculty be provided with I.D. cards, as an outside first responding
agency would require identification. This is an important safety issue.
Senate thanks the group for the hard work on this document.

- Evaluation Procedures Committee—Senate discussed the membership of the
  Evaluation Procedures Committee, but there was supposed to be a Senate sub-
  committee looking at the evaluation process with some members of CCFA.
  President Alger will look back at the spring 2013 minutes to see who is in this
group.

- Low Unit Certificates Transcribed—The Chancellor’s Office is emphasizing
certificates, so providing transcripts is important. The Curriculum Committee
is examining impact on this and Laura Hope said she will investigate. This will
also help us to more accurately count completions. John Husing spoke highly
of Chaffey College on KVCR this morning. There was also discussion of why
we exclude non-transcripted, certificated students from commencement.
Senate believes we should demonstrate how much we value certificated
students in our policies and procedures.

VIII. ANNOUNCEMENTS

IX. FLOOR ITEMS

- There was some discussion about forwarding email from the chaffey.edu
  address to a personal address. This information is provided on the adjunct
  website, and HR and ITS provide the information to new employees.

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