FACULTY SENATE MINUTES
December 7, 2010

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
Chino/Fontana ........................................................................ Tim Greene
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
Social & Behavioral Sciences ............................................... Angela Sadowski
Student Services .................................................................... Bob Baiz
Student Services .................................................................... Susan Starr
Senator-at-Large ..................................................................... Jeff Brouwer
Senator-at-Large .................................................................... Robin Ikeda
Adjunct Senator-at-Large ..................................................... Gail Keith-Gibson

Members Absent:
Business & Applied Technology ........................................... David Karp
Chino/Fontana ......................................................................... Karen Encinas
Visual, Performing, & Communication Arts ....................... Orville Clarke
Visual, Performing, & Communication Arts ....................... Tom deDobay

Alternates Present:
Business & Applied Technology ............................................. Thierry Brusselle
Chino/Fontana ......................................................................... Laurie Pratt
Instructional Support .............................................................. Rob Rundquist
Mathematics & Sciences ....................................................... Diana Cosand
Visual, Performing, & Communication Arts ....................... John Machado

Guests:
DE Creasy-Valdez
William Miller
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of November 23, 2010, and consent agenda were approved 22-0 as amended.

IV. CONSENT AGENDA
- Approval of funds for Faculty Senate and Curriculum end-of-year activities not to exceed $350.
- Faculty representatives have been requested to serve as follows:
  - **Bookstore Assistant Screening Committee**
    Diana Sanchez, SS/EOPS
  - **Financial Aid Coordinator Screening Committee**
    Toks Oduwole, SS/EOPS
  - **Financial Aid Specialist Screening Committee**
    Maria Cuevas, SS/EOPS
  - **Instructional Assistant III Job Coach (.475), Disability Programs & Services Screening Committee**
    Bonnie Fuller, SS/LDC

V. REPORTS
- **President**
  - **Cell Tower**—Robin Ikeda reported that the cell tower will be placed near the entrance of the school. Verizon’s engineers stated that there is only a small area where the tower would allow for decent reception, so this placement is necessary. The tower will provide 3G and eventually 4G capability.
  - **Program and Services Review (PSR)**—President Alger announced that Rachel Hanna, PSR Committee Co-Chair, will visit Faculty Senate on Tuesday, February 8, 2011, at 1:30PM to review the various screens in CurricUNET for PSR.
  - **Meritorious Service Awards**—President Alger shared with Senate that Karen Lyman, 2010-11 Meritorious Service Award recipient, will be unable to attend this year’s luncheon due to travel obligations and long-term plans. Senate wants to carry her over to next year.
  - **State Academic Senate—The Stanback-Stroud Diversity Award**—The State Academic Senate and the Foundation for California Community Colleges are sponsoring the Regina Stanback-Stroud Diversity Award. This is an opportunity to acknowledge a fellow faculty member who performs in an exceptional manner to advance intercultural harmony, equity, and campus diversity by making exceptional contributions to the college beyond usual obligations. Each college may nominate one faculty member to receive this prestigious honor, which includes a cash award of
$5,000. This award is open to all faculty, both inside and outside the classroom. The award recipient will be honored at the 2011 Spring Plenary Session on April 15, 2011 in San Francisco. Completed applications must be received in the Academic Senate Office in Sacramento by **5:00 pm, Wednesday, February 2, 2011.** For application or additional information, please visit the Academic Senate website at [http://www.asccc.org/awards/diversity](http://www.asccc.org/awards/diversity).

- **Orville Clarke Update**—The long-term prognosis is positive.

### VI. OLD BUSINESS

- **Best Practices for Waitlists**—The subcommittee chaired by Cindy Walker revised the Best Practices for Waitlists document and Cindy shared with Senate. Senator Ikeda asked if there could be a merit-based add code process; Senator Walker explained that student add codes cannot be given based on completion of specific assignments, essays, or tests. If students truly need specific skills to enter a class, the course should have a prerequisite that all students must meet. Departments with specific program needs with impacted courses can create a department policy in writing to address those issues. Senate approves the document and thanks Senator Walker for her hard work.

- **State Academic Senate Plenary Session**—President Alger and Senator Boyd addressed questions.
  - State Academic Senate has a favorable view of implementation of SB 1440 because it will create more consistency and dialogue among California community colleges and CSUs. Senator Ikeda reported that biology is having problems due to the pre-med component of the major; this is a national problem and SB 1440 is pressing a conversation about these issues.
  - Federalization of Higher Education (2.01) discusses creating a benchmark to measure success for performance-based funding to community colleges. Community colleges are taking the leadership in creating those benchmarks. State Academic Senate wants to ensure that these standards are on our terms and accurately and comprehensively reflect what goes on at our colleges.

- **Academic Senate Final Resolutions**—Included in the Senate packets was a table of contents with the web address for the final resolutions approved at the Academic Senate Fall Plenary Session November 11-13, 2010. The final resolutions can be accessed at the Academic Senate Website at [http://www.asccc.org/sites/default/files/Fall%202010%20Final%20Resolutions.doc](http://www.asccc.org/sites/default/files/Fall%202010%20Final%20Resolutions.doc).

### VII. NEW BUSINESS

- **Sabbatical Leave Request—Tim Arner**—The following Senators volunteered to review Tim Arner’s sabbatical leave request: Beverly Cox, Alif Wardak, & Jeff Brouwer. The review committee will work with the writer electronically and provide their recommendation to the full Senate via email to be voted on before the winter break.
- **Presentation of Online Accommodation Letter**—DE Creasy Valdez, DPS Coordinator, and William Miller, DPS Administrator, demonstrated the ChaffeyView version of the DPS accommodation letter. This will be implemented next semester. If faculty members select DPS Accommodations under “Roster Type,” they will be able to view all DPS students enrolled in their classes as well as the accommodations they need. Extra testing time will be offered in the new testing center as well as the DPS office. If a student drops the class, they will no longer be listed on the DPS roster. President Alger expressed concern about the drop-down menu and default “error” message being confusing for adjunct faculty. It is recommended that coordinators inform faculty to encourage DPS students to contact instructors to inform them of their status/need for accommodations. Senate requests that DPS forward the PowerPoint presentation to coordinators so they can distribute to faculty. Senate thanks DPS for creating this form.

- **Administrative Procedure 3.4 Nondiscrimination & 3.6 Prohibition of Harassment Revised Draft**—Senate reviewed and discussed the revised draft for Administrative Procedure 3.4 Nondiscrimination & 3.6 Prohibition of Harassment and approved as revised. Senator Dunwoody was concerned about the omission of the requirement that students and employees attend an updated training session every 3 years. The district should also include something about outside contractors like Bernard’s Construction. President Alger will follow up with those concerns. Senate would like HR to develop an online offering of the training updates. President Alger highlighted new language about the timeframe for filing a claim. This will go through CCFA for review.

- **Administrative Procedure 3.3.6 Records Retention and Destruction**—Senate approved this new procedure as written on May 4, 2010 and it was approved by President’s Cabinet on May 18, 2010 with minor revisions. The document is now on the web at [http://www.chaffey.edu/procedures](http://www.chaffey.edu/procedures) as part of Chaffey’s “sunshining” policy/procedure. The procedure is posted in the “under consideration” section for input from the campus-at-large.

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