FACULTY SENATE MINUTES
March 13, 2012

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
Business & Applied Technology...........................David Karp
Chino/Fontana..........................................................Karen Encinas
Health Sciences.........................................................Renee Ketchum
Instructional Support...............................................Cindy Walker
Language Arts..........................................................Leona Fisher
Mathematics & Sciences.........................................Nicole DeRose
Mathematics & Sciences.........................................Alif Wardak
Social & Behavioral Sciences..............................Vera Dunwoody
Student Services......................................................Maria Cuevas
Student Services......................................................Susan Starr
Visual and Performing Arts.................................John Machado
Visual and Performing Arts.................................Cynde Miller
Senator-at-Large....................................................Jeff Brouwer
Adjunct Senator-at-Large.................................Gail Keith-Gibson

Members Absent:
Chino/Fontana........................................................Tim Greene
Health Sciences....................................................Beverly Cox
Instructional Support...........................................Mary Jane Ross
Social & Behavioral Sciences........................Angela Sadowski
Senator-at-Large................................................Robin Ikeda

Alternates Present:
Business & Applied Technology............................Thierry Brusselle
Chino/Fontana........................................................Laurie Pratt
Instructional Support........................................Shelley Marcus
Language Arts.......................................................Cathy Decker
Student Services................................................Vacant
Visual and Performing Arts.................................Vacant
Adjunct Alternate Senator...............................Dolores Blanton
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of March 6, 2012, and consent agenda were approved 21-0 as amended.

IV. CONSENT AGENDA
- Approval of funds not to exceed $100 to purchase a plaque for this year’s Faculty Lecturer.
- Approval of funds not to exceed $200 for miscellaneous supplies for this year’s Faculty Lecture.
- Faculty representatives have been requested to serve as follows:
  - Resigned – Unable to Serve—GEM Committee
    Wendy Whitney, SS

V. REPORTS
- President
  - Correction to March 6, 2012 Consent Agenda: Should read: Approval of funds not to exceed $355 to purchase plaques for the Meritorious Service recipients.
  - Retirement Celebration—Due to budget constraints, Dr. Shannon has decided that our retirees and service award recipients will be honored as part of the fall Convocation luncheon.
  - State Academic Senate—Dr. John W. Rice Diversity & Equity Award—The California Community Colleges Board of Governors announced the call for nominations for the twelfth annual Dr. John W. Rice Diversity & Equity Award competition. This award honors district employees, districts, colleges, and programs that have made the greatest contribution toward advancing faculty and staff diversity or student equity in the California Community Colleges. Completed nomination forms must be received no later than Monday, April 30, 2012. For additional information and nomination form, please contact the Faculty Senate Office at Extension 6965.
  - Senate sends its congratulations to Tim Greene on the birth of his son, Andrew Timothy.
- Vice President
  - Senate Elections—Call for Nominations—Vice President Watkins announced that the nomination memo will go out today for Senator-at-Large and the Faculty Lecturer of the Year. Please forward all nominations to Vice President Watkins no later than 4:30 pm on Monday, April 9, 2012.
  - School Elections—Vice President Watkins also announced that elections for expired Senate seats need to be completed no later than thirty days before the end of the Spring semester, April 24, 2012. Senators whose terms are expiring at the end of this year are: David Karp and Thierry Brusselle (Alternate), Business & Applied Technology; Tim Greene and
Laurie Pratt (Alternate), Chino/Fontana; Renee Ketchum, Health Sciences; Cindy Walker, Instructional Support; Leona Fisher and Cathy Decker (Alternate), Language Arts; Alif Wardak and Diana Cosand (Alternate), Mathematics & Science; Vera Dunwoody and Pak Tang (Alternate), Social & Behavioral Sciences; Susan Starr and Vacant Alternate, Student Services; John Machado and Vacant Alternate, Visual & Performing Arts. School elections will be conducted by the continuing Senators.

- **Mandatory Committee Chair Meeting**—Vice President Watkins and President Alger attended the mandatory committee chair meeting on Friday, March 9. All employees have been loaded into the Accreditation site on Moodle 2. Dr. Guerrero wants to avoid duplicated effort and have committees report annually by uploading documents and minutes in Moodle 2 at [http://moodle2.chaffey.edu](http://moodle2.chaffey.edu). She has also created forums for each committee to discuss and address the relevant standards. The Accreditation Oversight Committee will be monitoring these documents and forums. The username format to sign on is the same, first initial followed by the last name. The passwords have changed from the generic instructor to the employee’s 7-digit ID number. Sherrie distributed a table lining up all of the campus committees with accreditation standards. Faculty Senate’s standards are IIABC, and IVA. These standards were distributed to Senators. There was a question about how writing of the self-study will be handled, but she didn’t address it. The Accreditation Oversight Committee will establish that, but the difference is that they will have more raw materials with which to work. The Moodle 2 site also has a variety of resources, including sample reports.

- Committee
  - **Outcomes & Assessment**—Marie Boyd reported the following:
    - 18 instructional programs were a part of this year’s PSR
    - 5 of those 18 were rated at the proficient level, meaning, their chronological assessment plan was complete and realistic; assessment data has been entered into the Box 4 Summary of Evidence box on CurricUNET’s Curriculum page; the Core Competency matrix was attached; the curriculum map was attached; the CAP was attached; there is evidence that changes have been made as a result of SLO assessment;
    - 5 of the 18 programs just need to enter data for assessments which have already occurred, or attach documentation, and they will be at the proficient level;
    - 5 of the 18 programs are in a troubling state; no documentation; no course-level assessments yet;
    - The remaining three programs just need to get their act in gear; either enter in assessment data, or begin assessing.
  - **Technology**—Nicole DeRose reported on the committee’s February meeting. All students should be able to access wireless; if there are any problems, contact ITS. All faculty are encouraged to update to Windows
2010, and it can be done remotely. Contact ITS for the update. Eva Ramirez stated that workshops for the staff will be posted on the professional development website sometime this spring if anyone is interested in attending the workshops. The technology replacement plan budget is still $0; however, the committee was given $45,000 to replace faculty computers for the 12 faculty that are scheduled for replacement in the 12-13 year. There isn’t any money to update lab or classroom equipment.

VI. OLD BUSINESS

- **Administrative Procedure 5075 Course Adds and Drops**—The language needs to be changed to reflect the Ed Code regarding drops both prior to and after census.

- **Board Policies and Administrative Procedures**—Included in the Senate packet was a table listing the board policies and administrative procedures that are related to Faculty Senate’s “10+2” areas. Senators volunteered to review the following BPs/APs:
  - BP/AP 4010 Academic Calendar—Renee Ketchum
  - BP/AP 4040 Library Services—Shelley Marcus
  - BP/AP 4050 Articulation—Marie Boyd
  - BP/AP 4226 Multiple and Overlapping Enrollments—Jeff Brouwer
  - BP/AP 6200 Budget Preparation—Ardon Alger
  - BP/AP 6800 Safety—Thierry Brusselle
  - AP 6850 Hazardous Materials—Leona Fisher
  - BP/AP 7120 Recruitment and Hiring—Ardon Alger
  - AP 7150 Evaluation—Cindy Walker
  - AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies—Ardon Alger
  - AP 7212 Temporary Faculty—Karen Encinas

- **Tenure Reception**—President Alger reported that the annual Tenure Reception was a tremendous success. Senate sends a special thank you to John Machado, Coordinator, for allowing us to host this year’s Tenure Reception in the Center for the Arts, Building E, which gave us the opportunity to showcase the new Music room to the campus community. Faculty Senate also sends special thanks to Nick Nazarian and the Foundation; Daniel Bentum and Patrick Aranda; Maintenance & Operations; Tim McIaury and David Stoner, ITS; Maria Kort, Facilities; German Paez, Joyce Oakdale, Shirley Emilio; and our Senate volunteers, Ardon Alger, Jeff Brouwer, Cathy Decker, Renee Ketchum, John Machado, Susan Starr, Cindy Walker, and Alif Wardak. Senate would also like to thank everyone else that attended this year’s reception. There was a tremendous turn out from faculty and staff in support of this event—we were at room capacity. Congratulations again to the newly-tenured faculty: William Araiza, Sarah Cotton, Carol Dickerson, Stuart Egli, Nicole Farrand, Leona Fisher, Timi Hayward, Karina Jabalera, Angela Leontas, Diana Sanchez, and Julie Song.
Best Practices—Senate talked about developing best practices documents for drops, withdrawals, incompletes, and student petitions, but has decided to save this for next year.

VII. NEW BUSINESS

- Datatel Colleague Steering Committee—Bev Cox is now the faculty representative on the Datatel Colleague Steering Committee replacing Cathy Decker. Senator Watkins volunteered to serve as the alternate.
- Dietetic Technician Program Discontinuance Review Committee—Senate was asked to nominate four faculty members to serve on the Dietetic Technician Program Discontinuance Review Committee in accordance with Administrative Procedure 4.2.2. Senate approved the following faculty members to serve: Marie Boyd, Candice Tinsley, Karen Encinas, and Renee Ketchum with Tom Vitzelio serving as the alternate.
- Student Petitions Committee—David Karp reported that the Student Petition Committee is asking for Senate’s assistance to remind faculty of the Title 5 census reporting requirements. Title 5, section 58004, states, “Districts shall...clear the rolls of inactive enrollment,” but the committee is finding that an increasing number of students who should have been included in census drops were not. We are consequently submitting petitions to retroactively drop these classes. There are some concerns about classes that only meet once before the census date.

In a related matter, due to recent changes in Financial Aid reporting requirements, the Student Petitions Committee would also like to ask the Senate to clarify the use of census drop codes as follows:

- **DNW (DNE-Did not Enter)** – Should be used only when a student never attended the course.
- **IDW** – Should be used only when a student attended at least one class session and did not return.

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
Angela Bartlett, Secretary/Treasurer