FACULTY SENATE MINUTES
May 10, 2011

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......................................................Beverly Cox
Health Sciences......................................................Renee Ketchum
Instructional Support..............................................Mary Jane Ross
Instructional Support..............................................Cindy Walker
Language Arts.........................................................Leona Fisher
Mathematics & Sciences..........................................Nicole DeRose
Social & Behavioral Sciences.................................Vera Dunwoody
Visual, Performing, & Communication Arts............Tom deDobay
Senator-at-Large.....................................................Jeff Brouwer
Senator-at-Large.....................................................Robin Ikeda
Adjunct Senator-at-Large........................................Gail Keith-Gibson

Members Absent:
Chino/Fontana..........................................................Tim Greene
Mathematics & Sciences........................................Alif Wardak
Social & Behavioral Sciences.................................Angela Sadowski
Student Services..................................................Bob Baiz
Student Services..................................................Susan Starr
Visual, Performing, & Communication Arts.............Orville Clarke/Medical Leave

Alternates Present:
Chino/Fontana..........................................................Laurie Pratt
Instructional Support...........................................Rob Rundquist
Language Arts.......................................................Cathy Decker
Social & Behavioral Sciences.................................Pak Tang
Student Services...............................................Maria Cuevas
Visual, Performing, & Communication Arts............John Machado

Guests:
Jared Ceja
Tara Johnson
Jaime Recinos
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of May 3, 2011, and consent agenda were approved 22-0 as amended.

IV. CONSENT AGENDA

V. REPORTS

• President
  ▪ Correction to April 26, 2011 Minutes — Enrollment & Success Management — Clarification on Waitlist Changes — What else should I know about waitlisting? — Should read: Time conflicts and/or prerequisite requirements are not checked…
  ▪ Request for Funding — The Adjunct Sub-committee is requesting funds to cover the cost of a summer luncheon meeting for outgoing officers to install incoming officers and advise them of their duties and responsibilities. Senate approved the funds not to exceed $125.
  ▪ Senate sent speedy recovery wishes to Doug Walsh after his recent surgery.
  ▪ Workstudy — The Federal Workstudy program used up all of its funding and cut off all workstudy money on Monday, May 9. Sherrie Guerrero, Vice President of Instruction and Student Services, stepped in and found funds to continue the program until the end of the semester.

• Curriculum
  ▪ Restructuring the Representation of the Curriculum Committee — The Curriculum Committee recommends the following format for Curriculum Committee members:
    I. Two representatives, elected on alternating years from the following areas:
       Athletics & Physical Education
       Business & Applied Technology
       Health Sciences
       Language Arts
       Mathematics & Science
       Social & Behavioral Sciences
       Visual & Performing Arts

       In addition, two (2) representatives shall come from Counseling & Matriculation representing student services and two (2) representatives shall come from Instructional Support. There may be occasions when a particular area may not be able to have two sitting members on the Curriculum Committee; however, that will be up to the area in question. It is the Curriculum Committee’s position that each area have the opportunity for equal representation.
II. Learning modalities, including distance education, hybrid and CIW impact pedagogy, and therefore must be represented within the membership of the Curriculum Committee.

III. In addition, the following shall be considered standing positions on the Curriculum Committee due to the nature of the curriculum approval process and/or articulation issues:
   Articulation Officer
   Transfer Center Officer
   Catalog & Schedule Coordinator
   SLO Facilitator
   Librarian
   Faculty Senate President
   Curriculum Chair
   Curriculum Office staff

IV. The Vice President of Instruction, or his or her representative, will also serve on the Curriculum Committee, as well as a second Dean. Senator Boyd reported that the committee would like to make room for a PE/Athletics representative and would like to establish representation based on subject area rather than physical campus location. One senator requested clarification on Distance Education representation on the committee. The senator believes that DE should have representation because it has a different set of concerns than general curriculum. Senator Boyd feels that DE currently has sufficient representation but agreed to highlight the statement that at least one representative on the committee have distance education experience. Another senator requested clarification on the role of classified staff on the committee. Senator Boyd will research this issue. The other issue that arose was whether or not the committee should have two at-large representatives. Senate reaffirmed the importance of this committee and approves the restructuring.

- Committee
  - Adjunct — Gail Keith-Gibson reported that elections were held for officers at the final Adjunct Sub-committee meeting.

VI. OLD BUSINESS
- Tri-Chair Technology Committee — Senate discussed the statements from the candidates and selected Carol Hutte to serve as the Technology Committee Tri-Chair for the 2011-2013 term.
- Accessibility Regulations for Online Instructors — The Distance Education Committee will work to develop this.
- Revised Draft Board Policy 5.5 Standards of Conduct — Per Jim Fillpot, this policy and the new administrative procedures related to this policy are being pulled and will be brought forward at a later date.
- New Administrative Procedures — 5.5.1 Student Discipline procedures and 5.5.3 Probation, Disqualification and Renewal — These procedures are being pulled per Jim Fillpot and will be brought forward at a later date.
• **Program & Services Review Committee (PSRC)**—Senate will put out a renewed call for faculty representatives and approves all continuing and interested members.

• **Academic Senate Final Resolutions**—Included in this week’s packet was the table of contents for the resolutions that were adopted at the 43rd Annual Spring Plenary Session in April. The adopted resolutions can be found at the following link: [http://www.asccc.org/sites/default/files/Final%20ResolutionsS2011_1.doc](http://www.asccc.org/sites/default/files/Final%20ResolutionsS2011_1.doc).

VII. **NEW BUSINESS**

• **Bookstore Update**—Jared Ceja, Director, Auxiliary Services, provided an overview of their services and philosophy. They are non-profit and not only fund their own salaries, but they provide money to several entities and projects on campus. They are also the largest employer of Chaffey students. Jared also discussed the rapidly growing textbook rental program. With the 3rd party partnership, the bookstore no longer has to secure full-year textbook commitments. Jared asked faculty to remind students to return their rentals at the end of the semester. Ebooks offered through CourseSmart are another important aspect of the business. Jared also covered year-round textbook buy back and textbook prices. If publishers promise a price, the bookstore will hold them to that.

Panther Express is another important addition to the Rancho campus. The bookstores now offer international student and instructor I.D. cards, which provide discounts domestically and internationally. The Study Abroad program specifically recommends these cards. The Food Service areas have also implemented a pilot recycling program through Recycling 4 Rancho. They are also implementing an ink cartridge recycling program in addition to multiple “green” measures.

The bookstores are now offering 10% off labor for laptop repair. They will discuss the issues with student wireless connectivity with librarians.

Jared also listed the following future projects: the MACC building, a new Fontana bookstore, an online rental partnership, and an electronics recycling program. A larger variety of Chaffey, food, and educational items will be available for purchase at the campus.

Jared also reported on the Food Services Presentation from last week. There were many options that addressed food variety and pricing as well as staffing and efficiency. He reminded us that purchasing items on-campus helps generate revenue for the college.
Auxiliary Services is open to suggestions and questions. Senate applauded the many positive changes Jared and the Auxiliary Services staff have made this year.

- **Curriculum Committee Chairperson** – Faculty Senate unanimously approved Marie Boyd as the 2011-2013 Curriculum Chair.

- **Professional Development Committee (PDC) – Expired Terms** – Senate put out an open call for faculty representatives to serve on the Professional Development Committee. The following faculty terms expire at the end of the academic year: Peter DeVries, Gail Keith-Gibson, Joanne Osgood, Eva Rose, Julie Song, and Jacqueline Wall. The purpose of the PDC is to provide opportunities for improvement for Faculty and Staff that enhance student learning and student success. The intent is to improve the overall effectiveness of the institution by providing professional development opportunities that encourage innovation, stimulate continued professional growth, and enhance the learning and working environment of Chaffey College. The PDC meets once a month on Thursdays (meeting schedule to be determined in the fall) from 3:00 pm – 4:30 pm in SSA-227 (Board Room). If you are interested in serving on PDC, please email Donna Walker at d.walker@chaffey.edu or contact your Faculty Senator. This is an important place that your voice can be heard in the shared governance process.

- **Faculty Inquiry Team (FIT-Distance Education)** – Senate has some concerns about the role of this team (task force) in relation to shared governance. The results of the FIT groups will be part of the normal shared governance process. Senate is also concerned that “first come, first serve” may not be the best way to choose candidates for important studies.

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