FACULTY SENATE MINUTES
May 7, 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 ............................... Jony Haerens
Business & Applied Technology ............................... David Karp
Chino/ Fontana ......................................................... Tim Greene
Health Sciences ......................................................... Sue Paplanus
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 ..................................................... Susan Starr
Visual and Performing Arts ....................................... John Machado
Senator-at-Large ...................................................... Robin Ikeda
Adjunct Senator-at-Large ......................................... Gail Keith-Gibson

Members Absent:
Chino/ Fontana ........................................................ Karen Encinas
Student Services ..................................................... Maria Cuevas
Visual and Performing Arts ...................................... Cynde Miller
Senator-at-Large ...................................................... Jeff Brouwer

Alternates Present:
Business & Applied Technology .............................. Thierry Brusselle
Chino/ Fontana ........................................................ Laurie Pratt
Instructional Support ............................................... Shelley Marcus
Language Arts ........................................................ Doug Duno
Mathematics & Science .......................................... Diana Cosand
Social & Behavioral Sciences ................................... Pak Tang
Visual and Performing Arts ...................................... Stan Hunter

Guests:
William Araiza
Rob Rundquist
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of April 30, 2013, and consent agenda were approved 22-0 as amended.

IV. CONSENT AGENDA

V. REPORTS
• President
  ▪ Travel and Conference Funding—President Alger passed around a copy of Chaffey’s Travel and Conference Request log for Fall 2012. The Professional Development Committee (PDC) is in the process of revising the travel and conference request for funding forms. The forms are being revised to add an accountability piece and align requests with the Integrated Planning Model and Strategic Goals. In the past, PDC felt uncomfortable stepping in when a dean had already approved funds. The amount of travel funding for faculty is minimal. Senators expressed a desire for transparency. They suggested that the PDC receive an accounting report each semester stating how much money the Deans had for professional development, who received funding, how much they received, what the criteria was, and whether or not any of the money was grant money.
  ▪ Faculty Get-Together—Celebrating Chaffey Authors—President Alger reminded the Senate about the get-together tomorrow, Wednesday, May 8, in the Faculty Success Center at 12:30pm. He encouraged Senators to attend.
  ▪ Faculty Senate’s Installation of New Senators—The luncheon meeting for the installation of new Senators and acknowledgement of outgoing Senators will be held next Tuesday, May 14, in MA CC 208. Lunch will be provided by Faculty Senate.
  ▪ Senate approved funds for the Curriculum Committee’s installation of new curriculum representatives.
  ▪ Part-time Faculty Nomenclature Survey—Senator Keith-Gibson reported that she received nearly 60 responses to an e-mail survey of the part-time faculty on their opinions for what they preferred to be called. The e-mail survey included the wording from the recently adopted State Academic Senate Resolution 19.04 S13; a list of terms for identifying the part-time faculty that were offered by the Faculty Senate; and an "other" category where suggestions for additional terms could be recommended. Only one additional term, "Lecturer," was offered in response to the "other" category. The survey results indicated that “Adjunct Faculty” was the preferred term, followed by "Part-Time Faculty." Senator Keith-Gibson advised that CCFA is also discussing this issue and may have additional input in this discussion.
Curriculum

Curriculum Chair Boyd reported that Chaffey received Chancellor’s Office approval for new programs of study: Chinese, Engineering Technology Certificate and Degree; update for TMC degrees is as follows:

- **Approved AA-T:**
  - Communication Studies
  - English
  - Political Science
  - Psychology
  - Sociology
  - Theatre Arts

- **Approved AS-T**
  - Administration of Justice
  - Business Administration
  - Geology
  - Mathematics

- **Pending AA-T/AS-Ts:**
  - History, Anthropology, Early Childhood Education – all in secondary review
  - Computer Science, Geography – in process of completing packet for submission

- We hope to submit the following for TMC degrees:
  - **Fall 2013 Semester**
    - Spanish
    - Art History
    - Studio Arts
    - Physics
  - **Spring 2014 Semester**
    - Music
    - Studio Arts

Committee

- **CCFA**—Marie Boyd reported that Bret McMurrnan was re-elected as CCFA President.

- **Outcomes & Assessment**—Marie Boyd asked everyone to keep up the good work on their SLOs. If programs want to know if they are where they should be, they can email Marie; she will be on campus until mid-July. She will do a summer review of SLO progress for those programs that will complete Program & Services Review (PSR) next year and provide an update for those programs during Fall Flex to begin preparation of SLOs for their 2014 PSR.

- **Technology**—Senator DeRose reported the committee met and funds were identified for staff computers needing to be replaced. Faculty will be contacted when the computers arrive. There are some concerns about iPads being substituted for laptops or desktops, including how Apple ID
would work. There are also questions about security and compatibility. Senate will continue to seek answers on this issue.

VI. OLD BUSINESS

- **Accreditation**—Senator Karp reported that the accreditation process is much different this time around. It will hopefully make the process more efficient and consistent. Dr. Guerrero matched the campus committees to the current standards, which will change. Each committee will meet annually and discuss what they've done that relates to the different standards. They will then provide a summary (with minutes attached) to the Accreditation Committee so that the writers can include this information in the report. The members of the standing committee will be available for support. The request is that these summaries be completed by the end of the semester.

- **Campus Safety Written Update**—Lisa Bailey, Vice President, Administrative Services, provided the following written Safety and Emergency Operations Policy and Plan Update at the request of the Senate:

> At the March 5, 2013, Faculty Senate Meeting, Lisa Bailey, Vice President, Administrative Services, and Steve Lux, Administrator, Campus Police, updated the Senate on emergency operations preparedness planning for the College. Since that meeting, the following activities and processes are underway:

1. The following BP/ APs are currently under district-wide review:
   - BP/ AP 3500 Campus Safety
   - BP/ AP 3505 Emergency Operations Plan
   - BP/ AP 3510 Workplace Violence Prevention Plan

2. The following safety-related BP/ APs will be reviewed by a subcommittee (Vera Dunwoody, Lisa Bailey, and Jim Fillpot) on May 10, 2013 and then resubmitted to Faculty Senate for review:
   - BP/ AP 3515 Reporting of Crimes
   - BP/ AP 3540 Sexual and Other Assaults on Campus

3. The following draft plans will be reviewed, revised, and/or updated during summer 2013, and then reviewed through governance processes in fall 2013:
   - **Injury and Illness Prevention Plan** (Chemical Hygiene, Bloodborne Pathogen, and Workplace Violence Prevention Plan)
   - **Campus Safety Plan** (Emergency Response Plan, Hazardous Materials Communication, and Clery Report, which is updated each October)

4. Health and Safety Committee Meeting
   - On April 24, 2013, Lisa Bailey, Steve Lux, David Ramirez, and Troy Ament met with the Health and Safety Committee to solicit assistance in the review, revision, and/or updating process of plans identified above. To date, two volunteers have forwarded their names.
   - Once updated and revised, the Health and Safety Committee will commence the review process of the plans in fall 2013.
5. Emergency Operations Center:
   - The Operations Center facility will be equipped during summer 2013
   - Training for faculty and staff will follow completion of plans
   - CCERT training will continue, as usual, during the summer 2013

6. April 3, 2013 Active Shooter Drill
   - In addition to the notification and training video, Steve Lux provided
     customized training for faculty and staff in March 2013.
   - Drill survey completed with 164 responses from faculty and staff
   - Jim Fillpot completed Preliminary Findings (attached)
   - Survey input, comments, and additional review will be used for
     subsequent trainings
   - Individualized follow-up training has been provided by Steve Lux,
     upon request

There were some questions regarding this response. There are concerns about
what type of training members of the Health and Safety Committee have to
provide adequate input on some of these important topics (i.e. Chemical
Hygiene). Senate assumes that the College will consult with professional
experts in areas where the College does not have the expertise.

There are also questions about what Steve Lux’s future role will be. Many on
Senate are very satisfied with his expertise, insight, and decisiveness.

There was a question about how Human Resources handles complaints and
discipline issues regarding the Campus Police when HR is the supervisor.

There is also some frustration when there aren’t answers about who is
responsible when a person is taken out of a position. The administration has
also said that not every decision a manager makes before he/ she is removed is
considered relevant, which can be problematic for long-term projects. There
are ways to communicate about this that don’t violate confidentiality and
allow the campus to function effectively.

- **Hope and Mindset**—Rob Rundquist and Senator Walker reported that the
  subcommittee is looking at how to spread hope and mindset concepts
  throughout the campus. There has been a lot of training with faculty, staff, and
  administrators, but now it is time to push it out to students. The PRIDE
  campaign has been incorporated into the larger Hope and Mindset campaign
  as well. In the fall there will be color-coded banners across campus. The slogan
  will be “Hope. Engage. Succeed.” There will be multiple facets to the
  campaign, including replacement name badges for those who currently have
  them, curriculum on Moodle for instructors to download, an instructor
  handbook with classroom activities, related window/ wall art, bookmarks, t-
  shirts, etc. There will also be a social media campaign highlighting a particular
  concept each month. There will be a “hope wall” near the Rancho campus
  quad, workshops in the success centers, and Faculty Success Center (FSC)
  events and workshops.
Last week, the committee received results from a Gallup poll on student success. The Gallup poll student survey on Future Readiness was administered in October 2012 (PowerPoint can be accessed on Chaffey’s Z drive at Z:\ Faculty Senate\ Public\ Gallup). Hope, engagement, and well-being are factors that were included in the survey of whether or not students are “future-ready.” The three categories for well-being are “thriving,” “struggling,” and “suffering.” This same survey is being administered internationally, both inside and outside of the college context. Two things that stood out were that we did not have a statistically significant “suffering” population and that our performance is low in the area of students seeing recognition for the work that they do. Exploring ways to recognize student work and achievement might be something we want to explore in the future.

- **Technology Committee Tri-Chair**—Senate reviewed the statements submitted by the two candidates running for the Technology Committee Tri-Chair position and then voted. Senate elected Steve Siedschlag as the Technology Tri-Chair for the 2013-2015 term.

VII. NEW BUSINESS

- **Dean, Counseling and Matriculation Screening Committee**—Senate discussed the list of recommended committee members and approved the following faculty representatives: Angela Burk-Herrick, M&S; Ruth Delgado, SS; Ricardo Diaz, SS; and Toks Oduwole, EOPS/SS.

- **Dean, Student Services and Discipline Screening Committee**—Senate discussed the list of recommended committee members for the Dean of Student Services and Discipline and approved Rose Ann Cobos, M&S; Carol Dickerson, BAT; Renee Ketchum, HS; and Neil Watkins, LA; as faculty representatives.

- **Director, Admissions and Records Screening Committee**—Senate reviewed the list of recommended committee members and approved Jeff Brouwer, M&S, and David Karp, BAT, as faculty representatives on the Director of Admissions and Records Screening Committee.

- **Possible Suspension of Library Video Project**—William Araiza reported on a video editing project started in 2008. Twenty (20) Mac computers and thirty (30) camcorders were purchased at that time. This equipment is now antiquated and hinders student success. William wanted to know whether or not the library is expected to continue to support this program. One senator expressed support for continuing the program, while another stated that students already have access to equipment (smart phones, for example) for the purposes of her classes. Another senator stated that it seems more important to update the software and computers rather than the camcorders. Campus IT only supports the Windows XP operating system, which may be problematic. Senator Walker mentioned software that students use on the Windows XP platform that is useful to edit videos. Perhaps we can offer a more limited program with less equipment. Initially, there was an overnight check-out program, which moved to a 3-day check-out program. Senate supports the program on a smaller scale. The library has a $12,000 budget with which to
redesign this program. Senators also expressed a desire for printing, which is currently problematic. William stated the printing issue is a process that is being resolved, and that he thinks that by summer, wireless printing will be working, which will alleviate the printing issue. William will report back on this issue.

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