FACULTY SENATE MINUTES
August 21, 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
Chino/Fontana.......................................................Tim Greene
Health Sciences.....................................................Beverly Cox
Health Sciences.....................................................Renee Ketchum
Instructional Support............................................Cindy Walker
Mathematics & Sciences........................................Nicole DeRose
Mathematics & Sciences........................................Alif Wardak
Social & Behavioral Sciences...............................Vera Dunwoody
Social & Behavioral Sciences...............................Angela Sadowski
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
Senator-at-Large..................................................Robin Ikeda
Adjunct Senator-at-Large.................................Gail Keith-Gibson

Members Absent:
Instructional Support........................................Mary Jane Ross
Language Arts....................................................Leona Fisher

Alternates Present:
Chino/Fontana......................................................Laurie Pratt
Health Sciences...................................................Sue Bartell
Instructional Support.........................................Shelley Marcus
Language Arts....................................................Doug Duno
Mathematics & Science......................................Diana Cosand
Social & Behavioral Sciences..............................Pak Tang
Student Services................................................Diana Sanchez
Student Services................................................Vacant
Visual and Performing Arts..............................Vacant
Adjunct Alternate Senator.................................Vacant

I.  P.E.
II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Consent agenda was approved 24-0.

IV. CONSENT AGENDA
• Approval of funds not to exceed $350 for cards and faculty incentives.
• Approval of funds not to exceed $125 to open a purchase order with Sparklets water for the 2012-2013 academic year.
• Approval of funds not to exceed $250 for miscellaneous supplies for the new employee Welcome Reception.
• Faculty representatives have been requested to serve as follows:
  ▪ Academic Accommodations Committee
    DE Creasy-Valdez, SS  Tim Arner, M&S
  ▪ Chino Academic Planning (CAP) Committee
    Judith Weingartner, LA  Julie Gossett, HS
  ▪ Commencement Committee
    DE Creasy Valdez, SS  Tim Arner, M&S
    Robert Nazar, LA  Kelly Ford, VPA
  ▪ Curriculum Committee
    Wanda Scott, BAT  Shelley Eckvahl, HS
    Charmaine Phipps, LA  Angela Burk-Herrick, M&S
    Julie Song, SBS  Jeff Moser, SS
    Karen Encinas, VPA  DE Creasy-Valdez, SS
    Maggie Van Riper, Articulation  Ardon Alger, Faculty Senate/VPA
  ▪ Early Advantage Planning Committee
    Ricardo Diaz, Co-Chair/SS  Elise Rodriguez, Co-Chair/SS/Adjunct
  ▪ Enrollment & Success Management Committee
    Ardon Alger, Faculty Senate/VPA  Emily Avila, M&S
    Garrett Kenehan, IS
  ▪ Ethics Across the Curriculum Committee
    Monica Carter, SBS
  ▪ Instructional Assistant III, Mathematics & Science/Biology Screening Committee
    Rose Ann Cobos, M&S  Nicole DeRose, M&S
    Sandra Collins, M&S
  ▪ Instructional Assistant III, Mathematics & Science/Chemistry Screening Committee
    Joyce Oakdale, M&S  Mamta Agarwal, M&S
  ▪ Instructional Assistant IV, Fontana Success Center/Math Screening Committee
    Mary Jane Ross, IS  Lisa Padgett, M&S
• Instructional Assistant IV, Language Success Center Screening Committee  
  Greg Creel, IS  
  Cindy Walker, IS
• Library Clerk I (Part-time) Screening Committee  
  William Araiza, IS
• Library Clerk II, Chino Campus (Part-time) Screening Committee  
  Carol Hutte, IS
• One Book One College Committee  
  Joy Haerens, BAT  
  Emily Avila, M&S  
  Kody Lightfoot, LA/Adjunct
• Professional Development Committee  
  Erik Jacobson, VPA
• Resigned—Unable to Serve—Enrollment & Success Management Committee  
  Melissa Utsler, LA
• Resigned—Unable to Serve—Professional Development Committee  
  Dolores Blanton, BAT
• Student Activities & Student Government Faculty Advisory Committee  
  Arlene McCall, PE/Athletics  
  Laurie Pratt, LA  
  Monica Molina, SS  
  Vanessa Thomas, BAT  
  Deckard Hodge, LA  
  Sandy Hardie-Townsend, SBS  
  Tim Arner, M&S  
  Sherm Taylor, BAT  
  Mercedes Limon, LA  
  Michele Jenkins, VPA  
  Sergio Gomez, SBS  
  Jack Little, BAT

V. REPORTS
• President  
  Management Extra Duty Compensation—President Alger shared a memo from Lisa outlining the District’s compensation method.
  Resignation—President Alger shared Alternate Adjunct Senator Dolores Blanton’s resignation email with Senate; the runner-up from the previous election will take her place and there will be a new election this spring.
  New Faculty—On behalf of Faculty Senate Ardon welcomed the following new full-time faculty members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Nicole Barbari</td>
<td>Psychology</td>
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<tr>
<td>Natalie Beechler</td>
<td>Radiologic Technology</td>
</tr>
<tr>
<td>Daniel Bentum</td>
<td>Hotel &amp; Food Service Management</td>
</tr>
<tr>
<td>Sonia Diaz</td>
<td>Biology</td>
</tr>
<tr>
<td>Lisa Doget</td>
<td>Nursing</td>
</tr>
<tr>
<td>Michael Escobosa</td>
<td>Nursing Skills Center Specialist</td>
</tr>
<tr>
<td>Julie Gossett</td>
<td>LVN Pathways</td>
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<tr>
<td>Garrett Keneman</td>
<td>Instructional Specialist, Math Success Center</td>
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<tr>
<td>Samantha Krag</td>
<td>English</td>
</tr>
<tr>
<td>Jennifer Miller-Thayer</td>
<td>Anthropology</td>
</tr>
<tr>
<td>Marlene Soto</td>
<td>Radiologic Technology</td>
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• **Online Faculty Handbook**—President Alger reminded Senators about the Online Faculty Handbook. This is a one-stop resource for faculty that is continually being updated and revised to meet faculty needs. The online handbook includes the following sections: Introduction and College Structures, Faculty Senate and CCFA, Faculty Information, Adjunct Information, Classroom Procedures, College Services, Curriculum and Schedules, Committees, Policies and Procedures, Emergency Procedures, Staff Directory, Resources, and the Library. The handbook can be accessed at [http://www.chaffey.edu/fac-handbook](http://www.chaffey.edu/fac-handbook). It can also be accessed from the Chaffey College home page ([www.chaffey.edu](http://www.chaffey.edu)) under Campus Life.

Several new topics under the various section headings were added this summer along with the annual updates and revisions. Your input on the faculty handbook would be very valuable and greatly appreciated. Please email questions, corrections, updates, suggestions, comments, etc., to [ardon.alger@chaffey.edu](mailto:ardon.alger@chaffey.edu) and/or [d.walker@chaffey.edu](mailto:d.walker@chaffey.edu).

• **Adjunct Shared Office Space Locations**—Included in this week’s packet was a copy of the adjunct shared office space and campus maps showing these locations. This information was sent to the schools for distribution to adjunct faculty at their school meetings during FLEX in addition to adjunct faculty emails. Ardon asked Senators to please let their adjunct faculty know where space is available for them to use. This document can be accessed in the Online Faculty Handbook at [http://www.chaffey.edu/fac-handbook/index.shtml](http://www.chaffey.edu/fac-handbook/index.shtml) under Adjunct Information, Adjunct Shared Office Space Locations.

• **Suggested Issues for 2012-2013**—508 Compliance Committee Update; 75/25 Ratio; Academic Freedom Philosophy Statement (Amend); Accreditation; Adjunct Issues; Adjunct Shared Office Space—Getting the Word Out/Reserved Office Space; Best Practices: Drops/Incompletes; Board Policies & Administrative Procedures; Budget, Committees; Expired Terms, Members Responsibilities, Reports; College Catalog Update-Faculty; Community Services Schedule of Classes Review; Compressed Calendar (Implication/Survey); Counselors & Librarians/50% Law; CTE; Curriculum Chair—Transfer Degrees (SB 1440, Program Modifications, Repeatability; Disciplines List Review; Distance Education; Educational Master Plan, End-of-Year-Senate Report; Enrollment & Success Management Committee; Faculty Get-Togethers (Area Get-Togethers); Faculty Handbook Use; Faculty Inquiry Teams (FIT)—Accelerated Learning & Distance Education; Faculty Values Statement; First-Day Script; HSI (Hispanic Serving Institution) Grant; Intellectual Property Statement /Policy; New Deans; New Faculty Orientation; No Smoking on Campus; Sabbatical Procedures-Rubric for Evaluating Leave Applications; Senate elections Best Practices-Review/Revise; Senate-Multi Campus District; Senate Orientation; Senate Vice President/Secretary Treasurer Elections; State Academic Senate Resolutions; Student Learning Outcomes (SLOs); Student Discipline; Student Success Task Force Recommendations;
Technology Issues & Questions; The Democracy Commitment: An American Community College Initiative; and Welcome Reception—New Classified, Faculty & Managers.

Faculty that have additional issues that they would like the Senate to consider, please send to Ardon Alger via email at ardon.alger@chaffey.edu.

- **Lawmakers Target Violence at Community Colleges**—President Alger shared with Senate an article that appeared in the *L.A. Times* about a bill that is being proposed to make it harder for those individuals who are expelled to enroll in a different college. Assemblyman Paul Fong (D-Sunnyvale) said 46 community college students were expelled in 2007-09 for violence, but students are now able to enroll in a different campus and college districts are not sharing data on problem students. Fong’s bill allows college districts to require students seeking admission to disclose previous expulsions and allows denial of enrollment for those with violent records within the previous five years. It also allows districts to share information on those expelled for violence. The entire article can be assessed at [http://latimesblogs.latimes.com/california-politics/2012/06/lawmakers-target-violence-at-community-colleges.html](http://latimesblogs.latimes.com/california-politics/2012/06/lawmakers-target-violence-at-community-colleges.html).

- Senate sends congratulations to Diana Dominguez on the birth of her daughter, Amelie Isla, born at home on July 11.
- Senate sends its condolences to Monica Molina, Counseling, on the loss of her father.
- Senate also sends its condolences to Carmen Navarro, on the loss of her father.

- **Vice President**
  - **Mathematics & Science Alternate Senator**—Vice President Watkins announced that Diana Cosand will serve as the Mathematics & Science Alternate Senator filling the vacancy left by the appointment of Len Crow as the Interim Dean of Student Services & Discipline.

- **Elections for Alternate Senator Vacancies—Student Services and Visual & Performing Arts**—Vice President Watkins announced that elections to fill the Alternate Senator Vacancies in Student Services and Visual & Performing Arts are now open. Senator Cuevas will conduct the elections for Student Services and Senator Miller will conduct the elections for VPA. Faculty members interested in serving as the Alternate Senator in these schools are urged to contact Senator Cuevas at maria.cuevas@chaffey.edu or Senator Miller at cynde.miller@chaffey.edu.

- **Curriculum**
  - Curriculum Chair Boyd reported that beginning spring 2013, CSUs will not accept transfer students for mid-year enrollments if they are transferring in a field for which there is an available TMC if the students do not have the TMC. Currently, anyone can be admitted in the fall.
There was also mention that the Chancellor’s Office is going to begin to expect community colleges offer all possible TMC degrees which fit within pre-established curriculum for each college at an 80% compliance level. By 2014, 100% compliance will be expected. Nothing formalized on this yet though.

More and more CSUs are coming on board, accepting TMC degrees as “similar.” It was acknowledged that many CSUs were not cooperating with the spirit of SB 1440, however, this is changing.

VI. OLD BUSINESS

• **Educational Master Plan (EMP) Committee**—Senate put out a call for faculty representatives to serve on the Educational Master Plan (EMP) Committee. The purpose of this committee is to develop a comprehensive District-wide educational programs and services plan linked to the Facilities Master and Strategic Plans. Senate is seeking two faculty representatives from each of the schools and a faculty representative from both Chino and Fontana campuses. Interested faculty members are urged to contact their Senator or the Faculty Senate Office at Extension 6965.

• **Program & Services Review Committee (PSRC)**—Senate is still seeking three faculty representatives to serve on the Program & Services Review Committee. For PSR committee details and meeting times, please visit the committee list website at http://www1.chaffey.edu/committeelist/detail.php?recordid=7. Interested faculty members are urged to contact the Faculty Senate Office at Extension 6966 and ask to be added to the list.

• **Student Grievance Committee**—Senate put out a call for faculty representatives to serve on the Student Grievance Committee. This committee will be comprised of a pool of faculty and administrators. The faculty pool will consist of 20 faculty representatives from each school and the Fontana and Chino campuses. When a grievance goes to Level II-formal action, which does not occur very often, the Dean of Student Discipline/Grievance will select 2 faculty representatives from the pool of 20 to serve on an independent 5-member panel (Student Grievance Hearing Committee). Your time commitment would be minimal; you may not be selected even if the grievance gets to Level II. The terms are for two years and training will be provided for representatives. If you are interested in serving on this committee, please email Donna Walker at d.walker@chaffey.edu or your Senator.

For additional information on the Student Grievance Committee, please refer to the Student Grievance Procedures in the Online Faculty Handbook at the following link: http://www.chaffey.edu/fac-handbook/i/pdf/StudentGrievanceProcess2012.pdf.
VII. NEW BUSINESS

• Senate Elections—Vice President & Secretary/Treasurer—Senator Watkins was nominated as Vice President; he accepted with thanks. Senator Bartlett was nominated as Secretary/Treasurer; she happily accepted.

• Fast Track Frequently Asked Questions—Senate reviewed and approved the document. President Alger is going to inquire about the uneven payment distribution.

• Best Practices for Instructor Drops—There was some discussion of the implications of the shorter add period on the best practices document. There was a suggestion to add the military drop information as well. Another discussion was to create a best practices document about the first week of class. **Students who earn a “W” grade on record calculate the same as students who earn “F” or “FW” grade on record.** See attached for more information.

There was a question about F versus FW grades that would affect only veterans. This difference as well as any other differences between these two grades will be further explained in the document. There was some conversation about the impact on the success rate and retention of dropping students versus failing them. If a student drops before census, there is no impact on the course statistics or on the student.

• Parking—Instructors are encouraged to be aware of and sensitive to parking issues, etc., that students might encounter the first week. One big concern was the lack of notification to students and faculty about the lack of a grace period, which Senate will follow up on. Students were confused and experienced very long waits for permits.

• Resolution in Support of Proposition 30 – Schools and Local Public Safety Protection Act—This resolution will be adopted by the board, ASCC, and Classified Senate. Senate will send out information on how faculty can speak to students about Proposition 30. Senate approved the document.

• Accreditation—As part of the Accreditation process, committees are asked to report annually by uploading documents and minutes to the Accreditation Moodle 2 site (http://moodle2.chaffey.edu). Forums have also been created on the site for committees to discuss and address the relevant standards. President Alger encouraged Senators to participate in the discussion forums and address Senate’s relevant standards, IIABC and IVA. The mid-year report is due in March. Senator Boyd encouraged faculty members to join the Accreditation Oversight Committee. There are several areas that Chaffey needs to address, including SLOs, PSR, and the EMP.

• Welcome Reception—President Alger announced that Faculty Senate and Classified Senate will host and sponsor the 2012-2013 Welcome Reception for all new staff members on **Wednesday, September 5, from 12:30 to 1:30 pm in CAA, Room 102.** The reception will welcome 37 new classified, faculty, and managers to the Chaffey Community. Refreshments will be provided courtesy of the Bookstore, Offices of the Superintendent/President and Associate Superintendent of Instruction/Student Services. Beverages provided courtesy of the
Faculty Senate. Everyone is invited to attend. President Alger asked for Senate volunteers to work the beverage bar and to assist with set-up, welcoming, and serving; Senators Starr, Brouwer, Ketchum, Wardak, and Walker volunteered.

- **Faculty Get-Together**—Senate will host a couple of get-togethers on-campus with the FSC, as well as a couple of events off-campus.

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