FACULTY SENATE MINUTES
August 23, 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
Mathematics & Sciences...............................................Alif Wardak
Social & Behavioral Sciences .........................................Vera Dunwoody
Social & Behavioral Sciences .......................................Angela Sadowski
Student Services ...............................................................Maria Cuevas
Student Services ...............................................................Susan Starr
Senator-at-Large.................................................................Jeff Brouwer
Senator-at-Large...............................................................Robin Ikeda
Adjunct Senator-at-Large.................................................Gail Keith-Gibson

Members Absent:

Chino/Fontana..................................................................Tim Greene
Visual & Performing Arts ..............................................Orville Clarke/Medical Leave
Visual & Performing Arts ...............................................Cynde Miller

Alternates Present:

Chino/Fontana..................................................................Laurie Pratt
Instructional Support.........................................................Shelley Marcus
Language Arts ..................................................................Cathy Decker
Mathematics & Science..................................................Diana Cosand
Student Services ..............................................................Vacant
Student Services ..............................................................Vacant
Visual & Performing Arts ..............................................John Machado
Alternate Adjunct.............................................................Dolores Blanton
I. P.E.

II. CALL TO ORDER

III. CONSENT AGENDA
Consent agenda was approved 23-0 as amended.

IV. CONSENT AGENDA
- Approval of funds not to exceed $300 for cards and faculty incentives.
- Approval of funds not to exceed $125 to open a purchase order with Sparkletts water for the 2011-2012 academic year.
- Approval of funds not to exceed $200 for miscellaneous supplies for the new employee Welcome Reception.
- Faculty representatives have been requested to serve as follows:
  - Associate Degree Nursing Instructor Screening Committee
    William Araiza, IS  Sandra Clay, HS
    Greg Creel, IS     Ricardo Diaz, SS
    Renee Ketchum, HS  Susan Paplanus, HS
  - Chino Academic Planning Committee
    Elmano Alves, BAT  Daniel Bentum, BAT
    Sarah Cotton, M&S  Diana Dominguez, M&S
    Karen Encinas, VPA Shelley Eckvahl, HS
    Michael Escobosa, HS Cheryl Gilbert, HS
    Tim Greene, SBS    Carol Hutte, IS
    Erik Jacobson, VPA  Jim Kerr, BAT
    Robert Nazar, LA    Candice Piper, PE/Athletics
    Laurie Pratt, LA    Lucy Serrano, SS
    Tom Vitzelio, IS    Jacque Wall, BAT
  - Chino Coordinator Screening Committee
    Larry Hultgren, BAT  John Machado, VPA
    Lucy Serrano, SS
  - Commencement Committee
    Tim Arner, M&S     DE Creasy-Valdez, SS
    Kelly Ford, VPA    Robert Nazar, LA
  - Costume Technician (.475 position) Screening Committee
    Kelly Ford, VPA    Christa El-Said, VPA/Alternate
  - Curriculum Committee
    Sue Bartell, HS    Misty Burruel, VPA
    Rob Hadaway, PE/Athletics  Tracy Hegen, BAT
    Annette Henry, PE/Athletics  Daniel Kern, SBS
    Shelley Marcus, IS  Sean Stratton, LA
    Tom Vitzelio, IS    Robin Witt, M&S
  - Disabilities Program Advisory Committee
    Kate Lawson, Adjunct/SBS
- Distance Education Committee
  Bob Baiz, PE/Athletics

- Enrollment and Success Management Committee
  Carol Dickerson, BAT

- Ethics Across the Curriculum Committee
  Stephen Calebotta, LA

- Honors Program Committee
  Sean Connelly, LA
  Eva Rose, LA
  Richard May, Adjunct/LA

- Instructional Assistant III, Chemistry Screening Committee
  Mamta Agarwal, M&S
  Joyce Oakdale, M&S

- Outcomes & Assessment Committee
  Marie Boyd, Co-Chair/Curriculum
  Tom Vitzelio, Co-Chair/IS

- Program & Services Review Committee
  Rachel Hanna, Co-Chair/LA

- Radiologic Technology Instructor Screening Committee
  Bev Cox, HS
  Andrea Dutton, HS
  Renee Ketchum, HS
  Sherm Taylor, BAT
  Katherine Wilson, SS

- Resigned — Unable to Serve — Enrollment & Success Management Committee
  Tim Arner, M&S
  Amy Nevarez, SS

- Resigned — Unable to Serve — Ethics Across the Curriculum Committee
  Carol Dickerson, BAT

- Resigned — Unable to Serve — Financial Aid Appeals Committee
  Ernesto Rivera, SS

- Resigned — Unable to Serve — Honors Program Committee
  Emily Avila, M&S

- Resigned — Unable to Serve — Outcomes & Assessment Committee
  Erik Kostiuk, Adjunct/SBS

- Stage Technician (.475 position) Screening Committee
  Christa El-Said, Alternate/VPA
  Kelly Ford, VPA

- Student Activities & Student Government Faculty Advisory Committee
  Tim Arner, M&S
  Sergio Gomez, SBS
  Sandy Hardie-Townsend, SBS
  Deckard Hodge, LA
  Michele Jenkins, VPA
  Mercedes Limon, LA
  Jack Little, BAT
  Arlene McCall, PE/Athletics
  Monica Molina, SS
  Laurie Pratt, LA
  Sherm Taylor, BAT
  Vanessa Thomas, BAT

- Student Publications Advisory Committee
  Kathy Haddad, VPA
  Susan Starr, SS

- Trees, Plants, and Grounds Committee
  Robin Ikeda, Chair/M&S
- Transfer Center Advisory Committee
  Monica Molina, SS, Jeff Moser, SS
  Susan Starr, SS, Katherine Wilson, SS
  Diana Sanchez, EOPS/SS

V. REPORTS
- President
  - 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>Daniel Bentum</td>
<td>Hotel &amp; Food Service Management</td>
</tr>
<tr>
<td>Christopher Briggs</td>
<td>Biology</td>
</tr>
<tr>
<td>Marlene Cianchetti</td>
<td>Nursing/ADN</td>
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<tr>
<td>Michael Escobosa</td>
<td>Nursing/LVN</td>
</tr>
<tr>
<td>Julie Gossett</td>
<td>Nursing/LVN</td>
</tr>
<tr>
<td>Jeffrey Hebron</td>
<td>Earth Science/Geology</td>
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<tr>
<td>Jamie Herrera</td>
<td>Counselor</td>
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<tr>
<td>Lindsay Mitchell</td>
<td>Reading</td>
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<tr>
<td>Celeste Mor</td>
<td>Counselor, Hope Grant</td>
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<tr>
<td>Debra Pattison</td>
<td>Radiologic Technology</td>
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<tr>
<td>Annette Young</td>
<td>Reference Librarian</td>
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- Honorary Titles — President Alger congratulated the following faculty members on receiving promotions and the following honorary titles:
  - Assistant to Associate Professor: Carol Dickerson, Christa El-Said, Nicole Farrand, Angela Leontas, Christina Lively, and Alif Wardak.
  - New Dean of Discipline: Congratulations to Maggie Van Riper on her new position as Interim Associate Dean of Discipline. Senate is interested in how articulation will now be addressed.

- President Alger announced that Dr. Shannon will visit Senate next week, August 30, at 1PM, and Dr. Sherrie Guerrero will follow on September 6 at 1PM. President Alger advised Senators to email him with specific questions and/or topics that they would like Dr. Shannon and Dr. Guerrero to address during their visits.

- Datatel Colleague Steering Committee — Faculty Senate approved Senator Cox to serve as the Alternate Senate representative on the Datatel Colleague Steering Committee.
• **Budget Update**—Senate applauds the process of clearing out budget items that have been listed for years but not spent. The Senate hopes to see a continued refinement of this process; clarifying of the substantial prior year’s savings, as well as areas in the budget showing considerable increases in the adopted budget versus previous year’s actual expenditures.

• **Measure L Money and the Next Step**—The state approved a new Arts and Letters Building and a library expansion project. These projects were supposed to be funded 100% by the state; this is no longer the case. We won’t be able to afford both of them, so only one of these projects may be chosen. Senate is concerned that there are still classrooms and labs in the older parts of the campuses as well as new buildings that still have issues that interfere with the teaching and learning process. The size of the cafeteria and staff dining room may need to be a part of this conversation as well. The Senate feels the establishment of criteria and the decision-making should be a transparent process and done through shared governance.

• **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, District 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.

A new section titled Adjunct Faculty Information was added to the Faculty Handbook this summer in addition to several new topics under the various section headings 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 and/or 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.

• **Faculty Senate’s End-of-Year-Report**—Included in this week’s Senate packet was the end-of-the-year report on Senate’s 2010-2011 accomplishments, programs/initiatives, issues, and the Senate President’s summer Senate business report. These reports will be made available on the Senate website.
- **Suggested Issues for 2011-2012**—Senate expects to address the following issues at future Senate meetings: 75/25 Ratio; Academic Freedom Philosophy Statement (Amend); Accreditation; Adjunct Issues; Adjunct Picture Directory; Adjunct Shared Office Space; Basic Skills Initiative; 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); CTE; Curriculum Chair — Transfer Degrees (SB 1440), Program Modifications, & Repeatability; Disciplines List Review; Distance Education; Educational Master Plan; End-of-the-Year Senate Report; Faculty Get-Togethers (Area Get-Togethers); Faculty Handbook Use; Faculty Inquiry Teams (FIT) — Accelerated Learning & Distance Education; Heightened Level of Tension on Campus; Intellectual Property Statement/Policy; Mentoring New Faculty/Faculty Connections; No Smoking on Campus; No Test Proctoring Rancho Campus; Part-Time Faculty Registry; Sabbatical Procedures; Senate — Multi Campus District; Senate Orientation; Senate Vice President/Secretary Treasurer Elections; State Academic Senate Resolutions; STRS Retirement; Student Learning Outcomes (SLOs); Student Discipline; Technology Issues & Questions; Tenure Reception; Testing Center; The Democracy Commitment: An American Community College Initiative; Volunteer Services; 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.

- Senate sends its condolences to Cynde Miller, Studio Art Professor, on the recent loss of her father.
- Senate also sends its condolences to Susan Stewart, Director of Student Activities, on the loss of her mother.

### VI. OLD BUSINESS

- **Expired Committee Terms**—Senate continued its review of the list of committees with expired terms and will put out open calls for the following committees: Art, Calendar, Enrollment & Success Management, Health & Safety, One Book One College, Outcomes & Assessment, and President’s Equity Council. This will be sent out over email.

- **Faculty Inquiry Teams (FIT)**—Dr. Guerrero has concerns about Senate being involved in establishing groups that earn a stipend. Senate is concerned about the shared governance process in establishing these teams/committees. Senate approves the teams/committees as they stand but is concerned about the process. Senate is concerned with the “first-come, first-serve” selection approach. In the future, Senate would like to work with the administration to ensure the teams/committees are more diverse and that there is an established process and procedure, especially given the importance of the issues being addressed. Senate will address these issues when Dr. Guerrero visits Senate.
Senate also requests more balanced teams/committees with a shared governance process in amending these groups. Senators Karp and Ikeda, Vice President Watkins, and President Alger will request a meeting with Dr. Guerrero to discuss these concerns. This request is based on AB 1725 and our Shared Governance agreement as well as a desire for best practices.

- **Accelerated Learning** – Senate reviewed the list of recommended participants for the Accelerated Learning Faculty Inquiry Team and approved the following faculty members: Jackie Boboye, Donna Colondres, Terri Cummings, Jairo de Leon, Carol Dickerson, Doug Duno, Gail Keith-Gibson, Tim Greene, Angela Leontas, Richard May, Bruce Osburn, Laurie Pratt, Melissa Utsler, and Jude Whitton.

- **Distance Education (DE)** – Senate also reviewed the list of recommended participants for the DE Faculty Inquiry Team and approved the following faculty to serve: Jo Alvarez, Jonathan Ausubel, Angela Bartlett, Kathy Brindell, Terri Cummings, Tim Greene, Terri Helfand, Denise Johnson, Ken Koenigshofer, Julie LaMay, Richard May, Susan Loh Myers, Debra Soll, Bonnie Spears, Teresa Thompson, and Jacqueline Wall.

### VII. NEW BUSINESS

- **Senate Elections – Vice President and Secretary/Treasurer** — Senator Watkins was nominated as Vice President; he accepted with thanks. Senator Bartlett was nominated as Secretary/Treasurer; she happily accepted.

### 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