FACULTY SENATE MINUTES
August 24, 2010

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...............................................................................Mary Jane Ross
Instructional Support...............................................................................Cindy Walker
Language Arts............................................................................................Leona Fisher
Mathematics & Sciences........................................................................Nicole DeRose
Social & Behavioral Sciences ............................................................Vera Dunwoody
Social & Behavioral Sciences ...............................................................Angela Sadowski
Student Services........................................................................................Bob Baiz
Student Services........................................................................................Susan Starr
Visual, Performing, & Communication Arts ..............................Orville Clarke
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:
Mathematics & Sciences........................................................................Alif Wardak

Alternates Present:
Business & Applied Technology......................................................Thierry Brusselle
Chino/Fontana............................................................................................Laurie Pratt
Instructional Support...............................................................................Rob Rundquist
Language Arts............................................................................................Cathy Decker
Mathematics & Sciences........................................................................Diana Cosand
Social & Behavioral Sciences ...............................................................Pak Tang
Visual, Performing, & Communication Arts ..............................John Machado
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 $250 for cards and faculty incentives.
- Approval of funds not to exceed $125 to open a purchase order with Sparkletts water for the 2010-2011 academic year.
- Faculty representatives have been requested to serve as follows:
  - **Accountant Budgeting Services Screening Committee**
    Carol Dickerson, BAT
  - **Administrative Assistant II, Economic Development Screening Committee**
    Teresa Williamson, BAT
  - **Administrative Assistant II, Instructional Support Screening Committee**
    Rob Rundquist, IS
  - **Bookstore Merchandise Buyer Screening Committee**
    Vera Dunwoody, SBS
  - **Bookstore Operations Supervisor Screening Committee**
    Wendy Whitney, SS
  - **Bookstore Supervisor Screening Committee**
    Wendy Whitney, SS
  - **Child Development & Education Advisory Committee**
    Linda Marcotte, SBS    Judy Brewer-Calvillo, SBS
    Monica Alexander, SBS    Susan Starr, SS
    Sandy Hardie-Townsend, SBS
  - **Commencement Committee**
    Robert Nazar, LA    DE Creasy-Valdez, SS
    Tim Arner, M&S
  - **Curriculum Committee**
    Wanda Scott, BAT    Shelley Eckvahl, HS
    Beverly Cox, HS    Charmaine Phipps, LA
    Angela Burk-Herrick, M&S    Baron Brown, SBS
    Jeff Moser, SS    Karen Encinas, VPCA
    Maggie Van Riper, Articulation    Ardon Alger, Faculty Senate
  - **Director, Admissions & Records Screening Committee**
    Kyle Pennett, LA    Susan Starr, SS
  - **Director, Financial Aid Screening Committee**
    Vera Dunwoody, SBS    Teresa Thompson, BAT
  - **Disabilities Advisory Committee**
    DE Creasy-Valdez, SS    Melanie Olivera-LaVallee, LA
    Lynn Nusbaum-Haines, SS/STEM    Christine Lively, LA
- **Early Alert Planning Committee**
  Carmen Navarro, VPCA
- **Educational Program Assistant, Mathematics & Science Screening Committee**
  Rose Ann Cobos, M&S  
  Joyce Oakdale, M&S
- **Educational Services Generalist, Admissions & Records Screening Committee**
  Neil Watkins, LA
- **Ethics Across the Curriculum Committee**
  Monica Carter, SBS  
  Carol Dickerson, BAT
- **Executive Assistant I, Office of Instruction Screening Committee**
  Jackie Boboye, SS  
  Ardon Alger, VPCA
- **Faculty Success Center (FSC) Advisory Committee**
  Mamta Agarwal, M&S  
  Emily Avila, M&S
  Angela Burk-Herrick, M&S  
  Len Crow, M&S
  Angela Leontas, M&S  
  John Fay, M&S
  Laura Luszca, VPCA/Adjunct  
  Eva Rose, Chair
  Cindy Walker, IS
- **Financial Aid Specialist (2 positions) Screening Committee**
  Renee Ketchum, HS
- **General Maintenance Mechanic Screening Committee**
  Alif Wardak, M&S
- **Honors Program Committee**
  Leona Fisher, Chair/LA  
  Marc Meyer, SBS
  Ardon Alger, VPCA  
  Ryan Falcioni, SBS
  Susan Starr, SS  
  Teresa Thompson, BAT
  Bonnie Khaw-Posthuma, LA  
  Cynthia Parker, SBS
- **Instructional Assistant IV, Language Success Center Screening Committee**
  Cindy Walker, IS  
  Charmaine Phipps, LA
- **Instructional Assistant IV, Math Success Center Screening Committee**
  Jeff Brouwer, M&S  
  Dan Valdez, M&S
- **Library Clerk I (2 positions/.475) Screening Committee**
  William Araiza, LLR
- **Matriculation Oversight Committee**
  Tim Arner, M&S  
  DE Creasy-Valdez, SS
  Ruth Delgado, SS  
  Ricardo Diaz, SS
- **One Book – One College Committee**
  Deckard Hodge, Co-Chair/LA  
  Neil Watkins, Co-Chair/LA
  Angela Bartlett, LA  
  Cathy Decker, LA
  Sandy Hardie-Townsend, SBS  
  Julia Karet, LA
  Mercedes Limon, LA  
  Robert Nazar, LA
  Robert Rundquist, IS  
  Maggie Vizio, LA
  Misty Burruel, VPCA  
  Leona Fisher, LA
  Kyle Pennett, LA  
  Judith Weingartner, LA
Outcomes & Assessment Committee
Marie Boyd, Co-Chair Tom Vitzelio, Co-Chair

Research Analyst Screening Committee
Vera Dunwoody, SBS

Resigned — Unable to Serve — Disabilities Advisory Committee
JoAlice Hunter, Adjunct/SS Michael Johnson, Adjunct/SS
Cathy Zmudka, HS Melissa Utsler, LA
Susan Starr, SS

Resigned — Unable to Serve — Health & Safety Committee
Thierry Brusselle, BAT

Resigned — Unable to Serve — Honors Program Committee
Carmen Navarro, VPCA Pak Tang, SBS

Resigned — Unable to Serve — Outcomes & Assessment Committee
Laurie Pratt, VPCA

Resigned — Unable to Serve — Program & Services Review Committee
Donna Colondres, SS

Scholastics Standards Committee
Greg Creel, IS Linda Marcotte, SBS
Meng Khou, M&S Candice Tinsley, Alternate/BAT

Student Career Specialist Screening Committee
Joy Haerens, BAT

Student Activities & Student Government Faculty Advisory Committee
DE Creasy-Valdez, SS Mercedes Limon, LA
Tim Arner, M&S Arlene McCall, PE/Athletics
Laurie Pratt, VPCA Monica Molina, SS
Sergio Gomez, SBS Michele Jenkins, VPCA
Sherm Taylor, BAT Mo Tavakoli, M&S
Vanessa Thomas, BAT Deckard Hodge, LA

Transcript Evaluator Screening Committee
Sue Herman, HS Susan Starr, SS

Vice President, Administrative Services & External Relations Screening Committee
Ardon Alger, Faculty Senate Chris Flores, SS

Wignall Museum Advisory Committee
Neil Watkins, LA Misty Burruel, VPCA
Kelly Ford, VPCA David Karp, BAT
Shelley Marcus, LLR Marie Boyd, LLR
John Machado, VPCA Kathy Haddad, VPCA
Paula Snyder, SBS Rob Rundquist, IS

V. REPORTS

President
President Alger announced that Dr. Shannon will visit Senate on September 7 at 1PM and that Dr. Sherrie Guerrero will follow on September 14 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.

- **Update on Cathie Keenan**—President Alger spoke to Cathie Keenan last week and she was in good spirits and is convalescing at the Reche Canyon Rehabilitation & Health Center at 1350 Reche Canyon Road, Colton, telephone number is 909-370-4411.

- **College Council**—President Alger is teaching during College Council’s normally scheduled meeting times during the fall semester and has requested an alternate attend in his place. Senator Ketchum will attend in President Alger’s place. The first meeting is scheduled for **Wednesday, September 15 at 2:30 pm in HS-143**.

- **Center for the Arts Dedication Ceremony**—President Alger encouraged Senators to attend the dedication ceremony tonight for the new Center for the Arts. The reception begins at 4:30 pm followed by the dedication program at 5:15 pm. Tours for CAA, Music/Choral, and the Art buildings to follow ending with an Artists Reception at the Wignall Museum of Contemporary Art at 7:00 pm.

- **Faculty Hiring**—President Alger, Bret McMurran, and all the deans met with Sherrie Guerrero this summer and approved three (3) faculty positions: Counseling, Nursing, and Reading. The group used the same prioritization criteria, not as much data, and looked at what has changed to realign priorities.

- **Honorary Titles**—President Alger congratulated the following faculty members on receiving promotions and the following honorary titles:
  - **Assistant to Associate Professor**: Sarah Cotton, Stuart Egli, Ryan Falcioni, Barbara King, Shelley Marcus, Carmen Navarro, Pak Tang, and Teresa Thompson.
  - **Associate to Professor**: Susan Bartell, Russ Baty, Cecilia Best, Sandra Clay, Len Crow, Joann Eisberg, Tracy Hegeman, Erik Jacobson, Michele Jenkins, Bonnie Khaw-Posthuma, Linda Marcotte, Wanda Scott, Lucy Serrano, Steven Siedschlag, Paula Snyder, Sean Stratton, Victoria Tirado, Sariwan Tjandra, Cindy Walker, Jane Warger, and Katherine Wilson.

- **Suggested Issues for 2010-2011**—Senate expects to address the following issues at future Senate meetings: 75/25 Ratio; Accreditation, Adjunct Issues; Adjunct Picture Directory, Adjunct Shared Office Space, Basic Skills Initiative, Chaffey Style Sheet Task Force, Committees: Expired Terms, Members Responsibilities, & Reports; Community Services Schedule of Classes Review; Compressed Calendar; CTE; Curriculum Chair: Computer Literacy, Graduation Requirements/PE-Wellness, Program Modifications, Repeatability; Disciplines List Review; Distance Education; Educational Master Plan; End-of-Year Senate Report; Faculty Get-Togethers (Area Get-Togethers); Faculty Handbook Use; Field Trip Transportation; “I” Grade; Intellectual Property Statement/Policy; Leaves of Absence; Mentoring New Faculty/Faculty Connections; No Smoking on Campus; No Test Proctoring Rancho Campus; Part-Time Faculty Registry; Priority Registration for
Honors; Professional Relations Committee; Sabbatical Procedures; Senate-Multi Campus District; Senate Orientation; Senate Vice President/Secretary Treasurer Elections; State Academic Senate Resolutions; STRS Retirement; Student Grievance Procedures Proposed Changes; Student Learning Outcomes (SLOs); Telephone Emergency Notification, Tenure Reception, Volunteer Services, and Who Gets the Money in Sacramento.

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.

- **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: 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://www1.chaffey.edu/fac-handbook/](http://www1.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.

- **Adjunct Shared Office Space Locations** — Included in this week’s packet was a copy of the adjunct shared office space and a campus map showing these locations. This information was sent to the schools for distribution to adjunct faculty at their school meetings during FLEX. 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 2009-2010 accomplishments, programs/initiatives, issues, and the Senate President’s summer activities. These reports will be available on the Senate website.

- **Senate Bill 1440** — Included in this week’s packet was the Chancellor’s Office press release announcing that the Community College Transfer Degree Bill was unanimously approved by the Assembly Appropriations Committee. The student-centered initiative designed to streamline the transfer process can be implemented by the community colleges in record time and available to students by fall 2011. You can access the press release on the Chancellor’s website at [http://www.cccco.edu/](http://www.cccco.edu/).

- Senate sends its congratulations to Jo Alvarez, Communication Studies Professor, on the birth of her son, Robert Dash Alvarez.

- Congratulations to Jeannie Liu, Adjunct Accounting Professor, on the birth of her son, Nathan.

- Senate also sends its congratulations to Teresa Thompson, Accounting Professor, on the birth of her daughter, Samantha Lily Thompson.

- Senate sends its congratulations and best wishes to Christa Havenhill on her wedding on Saturday, September 18, 2010.
Senate sends its heartfelt sympathy to Sandy Hardie-Townsend on the unexpected loss of her husband, Robert, and authorized an acknowledgement from the faculty of Chaffey College. Our hearts and prayers are with Sandy and her family.

Senate also sends its condolences to the family of former faculty member William Blanchard, Professor of Mathematics, who passed away this summer after a tragic automobile accident. Senate authorized flowers from the faculty of Chaffey College.

**Curriculum**

Chair Boyd announced that September 8, 2010 is the deadline for Curriculum Committee action to make the deadline for the Spring Schedule of Classes.

**Committees**

- **Outcomes & Assessment**—Marie Boyd reported that per Dr. Shannon at Convocation, September 1, 2010 is the deadline for all courses to have their course-level SLOs (3-5 per course) into CurricUNET. The assessment type and the date also need to be included in the little boxes on the Learning Outcomes page so that Tom and Marie can prepare a *Chronological Assessment Plan* for your program/department/student service.
- As of August 16, 761 courses (out of 1,158) have course level SLOs completed and there’s encouraging levels of assessment occurring throughout the campus. As a reminder, the deadline to have all of this SLO Activity in place and smoothly functioning is 2012.

**VI. OLD BUSINESS**

- **Student Grievance Procedures Proposed Changes**—Senate approved the proposed changes to the Student Grievance Procedures 24/0.

**VII. NEW BUSINESS**

- **Senate Elections – Vice President and Secretary/Treasurer**—Senator Neil Watkins was nominated as Vice President; he accepted with thanks. Angela Bartlett and Diana Cosand were nominated as Secretary/Treasurer. Angela Bartlett won the election.
- **Revision of Board Policy 7.2.7 Emeritus**—Faculty Senate will review the revised board policy and discuss at next week’s meeting.
- **Academic Accommodations Committee**—Senate put out a call for a Disability Programs & Services (DPS) faculty member to serve on the Academic Accommodations Committee. The purpose of this committee is to recommend reasonable academic accommodations for students with documented disabilities and meets on an as-needed basis. DPS faculty interested in serving should contact the Faculty Senate Office at Extension 6965.
- **Health & Safety Committee**—Senate is seeking a faculty representative to replace Thierry Brusselle on the Health & Safety Committee. The Health and Safety Committee exists to evaluate and make recommendations regarding District health and safety policies and procedures. The committee will initiate,
develop, review, and update district procedures concerning district health and safety issues, responding to new initiatives as they arise, and monitoring the effectiveness of current procedures. All meetings are scheduled for every third Wednesday from 2:30 pm to 4:00 pm in the Information Services Meeting Room. Interested faculty are urged to contact their Senator or the Faculty Senate Office at Extension 6965.

- **Program & Services Review Committee (PSRC)**—Senate put out an open call for three faculty representatives to serve on PSRC, one expired term and two representatives to complete the terms for Linda Mundy (expires June 2011) and Donna Colondres (expires June 2012). The PSRC determines the extent to which the college’s programs and services effectively support the college mission and goals. The committee then makes recommendations to the Superintendent/President regarding planning for improvement and resource allocation. The entire committee meets 6-8 times a year. Review teams schedule their own meetings for discussions of their particular programs of responsibility. Terms are for three years. Interested faculty are urged to contact their Senator or the Faculty Senate Office at Extension 6965.

- **Student Petitions Committee**—Senate put out an open call for faculty to serve on the Student Petitions Committee. The purpose of this committee is to provide students opportunities to request reconsideration and/or exceptions to previous policy-based Chaffey actions or decisions. Petitions are processed weekly or bi-weekly. Faculty interested in serving are urged to contact the Faculty Senate Office at Extension 6965.

- **Faculty Senate Foundation Account—Solicitation Letter**—Senator Decker volunteered to revise the solicitation letter.

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