FACULTY SENATE MINUTES
August 27, 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.........................David Karp
Chino/ Fontana.....................................................Tim Greene
Chino/ Fontana......................................................Laurie Pratt
Health Sciences....................................................Sue Paplanus
Health Sciences....................................................Renee Ketchum
Instructional Support..........................................Mary Jane Ross
Instructional Support...........................................Cindy Walker
Language Arts.......................................................Leona Fisher
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...............................Stan Hunter
Visual and Performing Arts...............................John Machado
Senator-at-Large................................................Tim Arner
Senator-at-Large................................................Robin Ikeda
Adjunct Senator-at-Large....................................Gail Keith-Gibson

Members Absent:
Business & Applied Technology....................Thierry Brusselle
Mathematics & Sciences.................................Nicole DeRose

Alternates Present:
Business & Applied Technology........................Vacant
Chino/ Fontana......................................................Daniel Bentum
Instructional Support.........................................Shelley Marcus
Language Arts.....................................................Doug Duno
Mathematics & Science....................................Diana Cosand
Social & Behavioral Sciences.........................Pak Tang
Student Services...............................................Lucy Serrano
Student Services................................................Vacant
Adjunct.................................................................Laura Luszcz
Guests:
Lisa Bailey
Dr. Henry Shannon
Melanie Siddiqi
Rod Elsdon

I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of August 20, 2013, and consent agenda were approved 23-0 as amended.

IV. CONSENT AGENDA
- Faculty representatives have been requested to serve as follows:
  - Administrative Assistant I, Economic Development/ Sector Navigator Screening Committee
    Elmano Alves, BAT
  - Library Clerk II Screening Committee
    Carol Hutte, IS

V. REPORTS
- President
  - Governing Board Report—President Alger’s August report was included in Senate packets. This report detailed a number of faculty accomplishments. Faculty members who would like to be featured in an upcoming Board Report should email pertinent information (who, what, when, where, why, and please spell out all acronyms) to ardon.alger@chaffey.edu in the Faculty Senate Office. Please remember that incomplete reports cannot be included.
- Curriculum—Curriculum Chair Boyd gave the following report:
  - Two more transfer degrees were approved—Anthropology and Philosophy. There are several additional future possibilities.
  - List of Associate Degrees for Transfer approved thus far:
    o AS-T Administration of Justice
    o AA-T Anthropology
    o AS-T Business Administration
    o AA-T Communication Studies
    o AS-T Early Childhood Education
    o AA-T English
    o AA-T Geography
    o AS-T Geology
    o AA-T History
    o AS-T Mathematics
    o AA-T Philosophy
    o AA-T Political Science
    o AA-T Psychology
AA-T Sociology  
AA-T Theatre Arts  

- Under review: AS-T Computer Science

- Next for submission:
  - AA-T Art History  
  - AA-T Kinesiology  
  - AS-T Physics  
  - AA-T Studio Arts

- Possibilities:
  - AA-T Journalism  
  - AA-T Spanish  
  - AA-T Film and Television

- SLO Report:
  - ACCJC under fire from 4 areas: CTA lawsuit; Department of Education investigation; California state audit of time spent by CCCs to grapple with ACCJC accreditation requirements; SF City Attorney lawsuit; This DOES NOT mean SLOs will go away though. WE should continue onward with our best practices.
  - SLO page on PSR is going to be greatly streamlined; PSRC would like to roll out PSR this fall.
  - If anyone is having trouble adding SLO data, please let Marie know. Only those listed as either contributors or co-contributors can add SLO data, so let Marie know, and she can add you to the course contributor list.
  - We are sorely in need of SLO school facilitators. Please ask colleagues to consider applying for the FOSA.

- Committee
  - CCFA—Marie Boyd reported the following:
    - Contract negotiators are Kipp Preble, Sue Herman, and DE Creasy-Valdez; administration has not formally responded to the union’s request to open contract negotiations yet.
    - The union is tracking an issue regarding administration’s mandate to NOT schedule office hours during the “college hour.” Further info to come.
    - The Rep Council discussed recent complaints about the college’s IT channels of communication. Council is concerned that IT is imposing additional work on faculty that is necessary to serve our students. It was also pointed out by one of the Technology Committee’s tri-chairs that there has been zero-budget for any technology replacements, which makes this situation worse. There was some discussion about the amount of money allocated in the budget for IT. Concern was expressed about the status of the college’s shared governance process by several Rep Council members.

- Colleague Steering—Neil Watkins reported that this committee is overseeing changes in Colleague related to the Student Success Task Force Initiative and seeks input on student emails. There was some question about having standardized student emails issued by the college. If students
had educational email addresses, students could access educational software; it would also be a consistent way to communicate with students. There would have to be a discussion about how long students could keep their email addresses after they leave the college. Senate unanimously supports the idea of having standardized student email addresses.

VI. OLD BUSINESS

VII. NEW BUSINESS

- Dr. Henry Shannon, Superintendent/President—Dr. Shannon, Superintendent/President; Lisa Bailey, Vice President, Administrative Services; and Melanie Siddiqi, Executive Director, Administrative Services, discussed a variety of issues with Senate.
  - Accreditation—Dr. Shannon commended faculty on completing their SLOs. The next ACCJC visit is 2016. He provided Senate with a brochure on the accreditation process. One of the challenges we face is keeping accreditation a peer review process rather than shifting it to the federal level. There have been many changes to this region. At a recent meeting, there was a discussion about why community colleges have 6-year cycles while community colleges in other regions have 10-year cycles. There was some discussion about the San Francisco Community College lawsuit against WASC/ACCJC. Some legislators believe that WASC/ACCJC is being excessively punitive; however, they have no authority over the process. Many of the complaints are about minor details. To Dr. Shannon’s knowledge the option to join another regional accreditation body is not being pursued at this time. San Francisco told ACCJC they would address many of the concerns, but they never did. The issue for the CC system is whether or not the school will survive and what will happen to its large student population. Their board has been supplanted by one trustee, which is what happened in Compton.
  - Degree and Certificate Attainment—We have been challenged with meeting our completion goals. Outcomes are more and more tied to funding, so we need to address this even before the state comes out with its goals. Our current goal is to increase the number of awards to 4,000 by 2017-2018, a 28.1% increase. The Enrollment and Success Management committee is working on assisting students to move more effectively through the system. There was a discussion about offering independent study and coordinating class offering times with transportation (the bus system in particular). Full-time students are more likely to graduate, so the college is looking at ways to increase the ability for students to attend classes on a full-time basis. It was noted that there are other reasons besides graduation students attend community college (job retraining, etc.).
  - College Security Update—Lisa Bailey shared some updates on this issue. She was hopeful that there would be emergency response planning meetings over the summer. Instead, the summer was used to work on several other items. The college examined its safety infrastructure, including the campus police station, which is very small. They completed
some minor remodeling to maximize space and refurbished MOD-5 to be a police substation. The District now has expanded its law enforcement presence, and officers now have a locker room, an interview room, and a couple of additional work stations. Ten emergency blue phones have been replaced. New square-shaped phones have the added feature of acting as unified PA systems. The college hired two part-time lieutenants over the summer and is still advertising for vacant officer positions. Placing new officers is a time-consuming, rigorous process. The goal is to have police presence and supervision during operational hours at all three campuses. There are now police vehicles at all campuses. The college is continuing to work on improvements in the dispatch and text messaging system. The Informacast System (blue PA phone system) provides a texting program, so this is being investigated.

An Emergency Operation Center (EOC) has been established. The EOC is in the old Skills Lab server room (near Litho). In the event of a disaster or district emergency, the EOC would be activated. The Center was developed in consultation with the City of Rancho Cucamonga, ITS, Campus Police, and the Administrator of Maintenance and Operations, who has expertise in emergency operations systems. The Center was remodeled over the summer and is currently being equipped to include necessary features such as workstations, phones, computers, maps, flat-screen TVs, and redundant features such as a generator, a sub-floor for electricity, water, an analog phone, etc. The city is prepared to coordinate with Chaffey to provide resources in the event of an emergency as well. Managers spent time at their retreat in August being introduced to their role as first responders and will begin training this fall; C-CERT training is ongoing. An Emergency Response Planning Committee has been established and includes broad representation from all campuses. There is a draft Emergency Response Plan, and the Committee will meet every week until the plan is finalized—the goal is December. All new information will be developed and communicated through the shared governance process.

There was a question raised about whether the phones at Fontana and Chino will have PA capability. It was explained that the phones at Chino and Fontana have individual PA systems, but they are not yet unified with the central system. The plan is to continue the replacement process until all phones at all campuses have the new technology. This year, the focus will be on Chino and Fontana, as budget permits. Hopefully the replacement process will be completed in the next two years. Eventually, the college would like to add cameras to the blue phones as well.

- Information Technology Services—Melanie Siddiqi provided some basic information about ITS and addressed faculty concerns. She began by advising that there are three primary functions of the ITS department: 1) to provide a high level of technical support and customer service to faculty and staff; 2) to ensure and maintain the integrity, stability, and security of
the network; and 3) to find ways to keep current with technology given scarce resources.

Melanie explained that there are two ways for users to obtain technical support help: through the help desk at x6789 and via email at isrepairs@chaffey.edu. She noted that the department strives to respond to work order requests with 24 hours though sometimes, especially at the beginning of the term, that goal may not always be attained. Regarding the integrity of the system, Melanie explained that as technology has advanced over the years, so too, have the level and sophistication of cyber threats and attacks. As a result, it has been necessary to implement additional and more stringent security measures including, but not limited to, the recent transition to Barracuda’s spam filtering solution.

Melanie next addressed the matter of administrative privileges on district-owned computers. She explained that this was a topic that was discussed with the Technology Committee several years ago. The decision was made at that time that - rather than going out and removing administrative privileges en masse - as new computers were assigned, replaced, or repaired, administrative privileges would no longer be provided. Melanie stated that this process was first implemented for classified and administrative computers almost ten years ago, then for classroom and lab computers and, lastly, for faculty computers, approximately two years ago.

Regarding a budget for technology, Melanie advised that a technology replacement plan (TRP) budget actually existed up until four or five years ago. The budget was initially $600,000 and was cut to $400,000, then to $0, where it has remained since approximately 2009. Recognizing the need to try to remain as current as possible with technology, Melanie explained that she and Mike Fink looked at various ways in which to reduce costs. As examples, Melanie stated that the computer replacement cycle was extended from 3 to 5 years, and computer monitors were replaced only as needed. Melanie also advised that, since there were no TRP funds, she and Mike made a conscious decision to postpone their department purchases and replacement cycles and used their own departmental discretionary budgets to purchase as many replacement faculty and lab computers as possible. Through these efforts and with the support of the Technology Committee to stretch resources, the technology replacement plan was essentially maintained throughout the economic crisis. Looking only at ITS’ unrestricted general fund discretionary budgets, the following was spent last year on computer software and support and computer hardware and support: $714,516 (software & support) and $436,160 (hardware & support).

There was a question about ITS discovering and meeting needs for users. For example, faculty were not aware of the recent purchase of computers without DVD drives until they were installed. Success Centers needed
computers with DVD drives, and it would have been more efficient if stakeholders had been asked about their needs prior to the computers being ordered. Melanie explained that they had been operating with the belief that this matter was discussed with the Technology Committee. A couple of faculty members had expressed initial concerns about not including DVD drives in the new computer model, and she believed their concerns had been addressed. Melanie also explained that she understands now that ITS overestimated the Technology Committee’s ability to make recommendations on behalf of all departments and learning situations. The decision to buy computers without DVD drives was based largely on cost. All agreed that there needs to be more effective communication. The Technology Committee will be revamped to address this breakdown in communication. However, many members of Senate feel that direct contact between ITS and stakeholders would make the most sense. There was discussion about how that communication could be facilitated.

There was also follow-up discussion about administrative privileges and security. Melanie explained that having local administrative controls over a computer significantly increases the risk of damage from a successful cyber-attack. For example, she stated that a successful attack on a computer could reformat the hard drive, delete all of the files, create a new user account with administrative privileges and, potentially, infiltrate the college’s network even further, causing additional and even more severe damage. Melanie also explained that ITS needs to maintain an accurate inventory of all software loaded onto district computers, even freeware. Not only do ITS staff need to ensure compliance with licensing regulations but, if a particular software has an identified vulnerability, they need to know which computers have that software installed so that appropriate action can be taken to remedy the problem. Senators voiced concern that policy is impeding faculty work.

Melanie stated that she understands there are issues and asks that faculty allow ITS to work with them to identify alternative solutions. For example, she stated that the concern raised about not being able to embed video into PowerPoint presentations has been investigated, and it was determined that the issue is unrelated to not having administrative privileges. ITS staff have been successful in embedding video content using Windows and IE or Google Chrome. Melanie did state that there does appear to be an issue using an Apple computer with the Safari browser, and ITS staff are still looking into that. Senate asked that ITS research how other colleges are able to provide administrative privileges while ensuring the integrity and stability of the network. There was a further request for adequate communication about changes. President Alger asked if a users’ group could be established to address these issues, and Melanie agreed with this idea.
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