FACULTY SENATE MINUTES
September 10, 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..............................Thierry Brusselle
Business & Applied Technology..............................David Karp
Chino/ Fontana........................................................Laurie Greene
Chino/ Fontana........................................................Sue Paplanus
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
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:
Social & Behavioral Sciences..................................Angela Sadowski

Alternates Present:
Business & Applied Technology............................Carol Dickerson
Chino/ Fontana......................................................Daniel Bentum
Instructional Support..........................................Shelley Marcus
Language Arts.......................................................Doug Duno
Mathematics & Science........................................Diana Cosand
Student Services................................................Vacant
Adjunct.................................................................Laura Luszcz

Guests:
Dr. Sherrie Guerrero
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA

Minutes of September 3, 2013, and consent agenda were approved 23-0 as amended.

IV. CONSENT AGENDA

- Faculty representatives have been requested to serve as follows:
  - Administrative Assistant II, Chino Campus-Dean’s Office/ Hospitality, Fashion & Interior Design Screening Committee
    - Daniel Bentum, Chino
    - Karen Encinas, Chino
  - Educational Services Generalist, Admissions & Records/ Cashier’s Office Screening Committee
    - Nicole Barbari, SBS
  - Educational Services Generalist, Fontana Campus Screening Committee
    - Sergio Gomez, SBS

V. REPORTS

- President
  - Organizational Chart—The 2013-2014 Management Organizational Chart was distributed to Senators.
  - Honors & Scholarships on Syllabus—President Alger reminded faculty to consider including the following information about the Honors Program in their syllabi: The Honors Program provides an intellectual and cultural community for students at Chaffey College. Program benefits include smaller classes, creative and challenging coursework, academic enrichment activities, and scholarships. Students also have opportunities to present research at scholarly conferences, build social responsibility through community service, and receive ongoing personalized academic advisement as well as support during the transfer process. Students who complete the Honors Program may take advantage of our transfer agreements with prestigious institutions like UCLA. Visit http://www.chaffey.edu/honors or SSA-122 for more information and admission requirements.
  - Welcome Reception—President Alger shared a lovely thank you note from new staff member, Candice Brock, Administrative Assistant, Curriculum Office.

- Vice President
  - Senate Elections—Vice President Watkins announced that Carol Dickerson was elected as the Alternate Senator representing the School of Business & Applied Technology.
VI. OLD BUSINESS

- **Faculty Inquiry Teams—Perceptions and Experiences in Reading and Writing Across the Curriculum and Perceptions and Experiences in Learning Math**—The FSC did a blind selection process and announced the names of the participants for the Perceptions and Experiences in Learning Math FIT: Robin Witt, M&S; Angela Burk-Herrick, M&S; Robert Rundquist, IS; Bret McMurrin, SBS; Doug Yegge, M&S; Evan Enright, Adjunct/ M&S; Garrett Kenenh, M&S; Jair Nepomuceno, Adjunct/ M&S; Rob Kopp, M&S; and Sabrina Wilhelm, Adjunct/ SS.

- **Welcome Reception**—This year’s Welcome Reception was another big success. There was tremendous support from administrators, classified, and faculty in welcoming 44 new staff members. Senate sends a special thank you to the following individuals/groups for making this event such a great success: the Bookstore and the Offices of Superintendent/ President and Vice President of Instruction & Student Services for funding this elegant event; Classified Senate for co-hosting and sponsoring; the Foundation for donating the beverages; Maintenance & Operations, Information Technology Services, Daniel Bentum, Patrick Aranda, and our set-up crew, bartenders, greeters, and clean-up crew: Ardon Alger, Candice Brock, Justin Caudill, Jill Cummings, Leona Fisher, Anita Fletcher, Norm Ivory, Renee Ketchum, Ashira Murphy, Corrie Verhagen, Cindy Walker, Alif Wardak, and Neil Watkins.

- **IT User’s Group**—Senate reviewed the list of interested faculty and selected the following representatives to serve on the IT User’s Group: Wanda Baker, BAT; Thierry Brusselle, BAT; Bev Cox, HS; Dale DesLauriers, Adjunct/ M&S; Carol Hutte, IS; Erik Jacobson, VPA; Mary Jane Ross, IS; Steve Sedschlag, BAT; and Mo Tavakoli, M&S. It would help IT if this group could generate a list of things faculty need related to IT, conduct research on what other colleges do, and determine the purpose of and make recommendations about ways in which to empower the Technology Committee. This will be a transparent process.

- **Resource Development Committee**—Senate will review and select faculty representatives next week. There was some discussion about commitment. This has not been determined yet, though it would likely be no more than once per month or perhaps on an “on-call” basis.

- **Professional Development Committee**—Senate will put out a renewed call for faculty representatives.

VII. NEW BUSINESS

- **Dr. Sherrie Guerrero, Associate Superintendent, Instruction and Student Services**—Dr. Guerrero came to address any questions or concerns. One senator asked about how to help or communicate with students who are unable to get classes. He asked about how we communicate the shortage with the community. Dr. Guerrero said the student count is higher but that students aren’t enrolling in as many units. Thirty (30) math classes were added at the beginning of the term. At any college, the reality is that some students are
simply not going to be able to access classes. We have greatly increased capacity and plan to continue doing so. The budget proposal for 14/15 projects 2% growth on top of what we are already doing. It is tough balancing growth with the requirements of the Student Success Act and efficiency.

Dr. Guerrero, deans, and coordinators are going to have some robust conversations about how to grow in a smart way and continue to meet student needs. Growing DE is likely part of this. The weekend classes were not advertised as extensively and they all filled. As the economy improves, fewer students enroll as well. For the students who are struggling to get classes, things will improve. A lot of students still don’t have education plans, which is required by the Student Success Act (SSA). We need to get students on board with this as soon as possible.

Students who aren’t enrolled in classes can’t use the Math Success Center; we don’t have the funding to support this. There is a committee looking at students who place below the floor and options for them. One possibility would be to get a list of free MOOCs students could access as an alternative. We might run data to see how many students on a waitlist are actually able to enroll in a class. We want students to be able to experiment with different classes and majors, but not so much that they aren’t able to move through and complete. The goal is to encourage students to not “shop around” as well. There’s a new, useful tool for students that allows them to match their plans with open classes and all register all in the same place.

There was a question about faculty hiring. Last year, we hired 12 tenure-track professors. This is based on the faculty obligation number. The Chancellor’s Office and the Board of Governors should be unfreezing the Faculty Obligation Number. The deans will also be reevaluating the faculty prioritization process. She also thinks it is time to reevaluate the criteria to align with the PRIDE statement and Hope/ Mindset framework. This will all come through Faculty Senate as well. There was a question about how early this process would start to get the best candidates. Deans and coordinators should be having discussions and rank positions by school. If PSR gets completed early, then the hiring decisions can be made earlier.

There was a similar question about classified staff and dean hiring, since many employees are doing the work of multiple employees. There is still great concern about the budget, so planning has been conservative. This will take some time to address, but it is in progress.

The Integrated Planning Model, the Resource Allocation Committee, and the Accreditation Oversight Committee need to be fully implemented so that we are prepared to complete our self-study. There was a question about what Senate or faculty in general should be doing at this point to prepare for accreditation. Planning tied to resources is the most pressing part at this point. The Educational Master Plan needs more development. Committees need to get their information uploaded in the Moodle tool. The AOC is the body that
writes the self-study, but they need the information to support their writing. One senator reported difficulty uploading files. Carol Hutte and Terri Helfand might be able to help.

There was some discussion about IT. We need a comprehensive needs assessment and master plan, especially with the Student Success Act, in which technology plays a large role. We will also need the infrastructure to support the plan. There used to be an educational technology staff person and there was a question about whether that would be an appropriate recommendation in the future. IT is looking to develop this plan and open to working to resolve concerns.

There was a question on shifts in overall success or retention. Our numbers keep going up, but now that we have hope and mindset in the assessment instrument, we will be able to zero in on which students need help when and why. This will help us be more precise in providing resources effectively to students. Just as we are scaling up the classes, we need to scale up our support services; the cost of various services is currently being researched.

- **Sabbatical Report**—Mitchell Syrop—After review of the sabbatical readers tracking table, Senate appointed Senators Mary Jane Ross, Vera Dunwoody & John Machado to review Mitchell Syrop’s sabbatical report.
- **Board Policies and Administrative Procedures**—Senators volunteered to review the following BPs/APs and provide recommendations at next week’s meeting:
  - **BP/AP 5012 International Students**—Senator Starr volunteered.
  - **BP/AP 5120 Transfer Center**—Senator Starr volunteered.
  - **BP/AP 5140 Disability Programs and Services (DPS)**—Senator Ketchum volunteered.
- **Faculty Get-Together**—Senate discussed possible dates for a campus-wide Faculty Get-Together and decided to host the first-one of the year on **Wednesday, October 23, 2013**, during college hour in the Faculty Success Center.

VIII. ANNOUNCEMENTS
- Arturo Sandoval will be here on Thursday.
- SSA is doing a school supply drive for underprivileged elementary school children.

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