FACULTY SENATE MINUTES
September 17, 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
Chino/ Fontana .......................................................... Tim Greene
Chino/ Fontana .......................................................... Laurie Pratt
Health Sciences ......................................................... Sue Paplanus
Health Sciences ......................................................... Renee Ketchum
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
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 .............................. David Karp
Instructional Support ............................................... Mary Jane Ross

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 ...................................................... Lucy Serrano
Student Services .................................................... Vacant
Visual & Performing Arts ....................................... Cynde Miller
Adjunct ................................................................. Laura Luszcz
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of September 10, 2013, and consent agenda were approved 24-0 as amended.

IV. CONSENT AGENDA

V. REPORTS
• President
  ▪ Arturo Sandoval—President Alger reported that the Arturo Sandoval performance was truly amazing. Senate sends a special thank you to Dr. Henry Shannon, John Machado, and Patrick Aranda.
  ▪ Senate IT Users’ Group—Jonathan Ausubel has requested to serve on the IT Users’ Group; Senate approved.

This group will generate a list of faculty needs and issues related to IT, conduct research on what other colleges do in the areas of IT concerns, and make recommendations on how these concerns fit with the work of the Technology Committee. This will be a transparent process. It’s also expected that this group will not result in an ongoing committee.

▪ Calendar Committee—The Calendar Committee is proposing that the Faculty Lecturer of the Year be moved to commencement for the 2015-2016 academic calendar. There was some discussion about what to do about being short one service day in the spring. Senate is opposed to combining Faculty Lecture of the Year and commencement. There was also some concern about the district not counting weekends as service days. There is also some concern about the length of semesters. The proposed solution is to keep the traditional day and time for Faculty Lecture. Senate proposes moving finals to Friday the 19th of December.

▪ Report to the Community—The 2013 Report to the Community Luncheon will be held on Tuesday, October 8, from 11:30 am – 1:30 pm at the Chaffey College Chino Community Center located at 5890 College Park Avenue, Chino. The cost is $40 per person; $320 per table of eight. Senate agreed not to meet on this date in lieu of the Report to the Community. The following Senators will represent the Faculty Senate at this year’s luncheon with President Alger: Renee Ketchum, Tim Arner, Laura Luszcz, Gail Keith-Gibson, John Machado, and Mary Jane Ross.

▪ Resource Allocation Committee (RAC)—Senate appointed Bev Cox to replace Theresa Thompson on the RAC.

▪ Senate will not meet next week in lieu of subcommittee meetings.

• Vice President
  ▪ Vice President Watkins went to the Colleague Steering Committee and suggested everyone check out the reports on the Moodle Accreditation tool.
• Committee

  - **Academic Issues Group**—Ardon Alger, Angela Bartlett, and Neil Watkins reported that Dr. Guerrero hears the concerns faculty have regarding IT and agrees that education should drive decisions. Dr. Shannon and she will discuss honoring adjuncts for years of service. She would like faculty to review PSR criteria for faculty prioritization and provide feedback. We need to complete PSR as soon as possible in order to expedite hiring advertisement. There is currently no classified hiring prioritization process. The program discontinuation process needs some revision. The process for Real Estate is progressing.

  - **Enrollment & Success Management**—Robin Ikeda, Gail Keith-Gibson, Renee Ketchum, Cindy Walker, and Neil Watkins reported that the committee is looking at several issues. The committee agreed to add a day to the add period in order to ensure students taking a night class towards the end of the add period have a chance to add on time. The fast track classes during session 1 fast track will have the same add period as the full-term classes (end of the first week) to eliminate confusion. There was discussion of the Student Success Act (SSA) changes, and the committee feels that the college is on track for addressing this law, parts of which will be implemented in fall 2014. For example, students’ enrollment priority will change if they don’t meet certain requirements. We need to continue to work to communicate with students and support them through this change. The petition process is another specific area on which the committee is working. There is an online orientation for incoming students, which will help the college meet the requirement that every new student complete an orientation. The online counseling tool will help students who don’t need as much guidance in developing their educational plan draft a plan and submit it to a counselor for review. Counseling is also conducting group orientations to address this issue. Some senators raised a concern that there aren’t enough DPS counselors in DPS to support these changes in their area. Senate agreed that this should factor into the faculty prioritization process. We should look at how the Student Success Act will impact the college and work to address that. Several members of the committee will be receiving training on the SSA and will report back to Senate.

  - **Outcomes & Assessment**—Marie Boyd reported that she is looking for a few volunteers to review the Pathways to Proficiencies report. Leona Fisher and Mary Jane Ross volunteered.

  - **Resource Allocation**—Renee Ketchum reported that this committee got started and brainstormed to address criteria and processes for distributing funds on campus. The next meeting will be on October 20th. A subcommittee for Perkins funds allocations was formed and will meet before the October RAC meeting to address CTE/Perkins funding.
- **Technology**—Nicole DeRose reported that the committee held its first meeting, which was attended by Melanie Siddiqi and Lisa Bailey. Lisa and Melanie emphasized improved communication among all stakeholders. The committee also seeks to develop a Strategic Plan for Technology. They also discussed the IT Users’ Group.

**VI. OLD BUSINESS**

- **FIT—Perceptions and Experiences in Reading**—They didn’t receive very many applications for this FIT, and some applicants were ineligible, so it will be re-opened.

- **Resource Development Committee**—Senate reviewed the list of interested faculty and appointed the following four faculty representatives: Angela Burk-Herrick, M&S; John Machado, VPA; Vanessa Thomas, BAT; and Annette Young, IS. Interest on this committee was very high. Senate thanks everyone for their willingness to participate. Limiting the field was a difficult task.

- **Professional Development Committee**—Senate reviewed the list of interested faculty and approved the following faculty representatives to serve on the Professional Development Committee: Ashly Bootman, Adjunct/ LA; Andrew Estrella, Adjunct/ M&S; and Melissa Utsler, LA. Adjunct faculty interest on this committee was high and Senate was limited to only two adjunct seats. Senate thanks everyone for their willingness to participate. Limiting the field was difficult.

- **Board Policies and Administrative Procedures**
  - **BP/AP 5012 International Students**—Susan Starr recommended approval as written; Senate concurred.
  - **BP/AP 5120 Transfer Center**—Susan Starr recommended approval as written; Senate concurred.
  - **BP/AP 5140 Disability Programs and Services (DPS)**—Renee Ketchum recommended approval on revision of some minor grammar errors. Senate approved with revisions.

**VII. NEW BUSINESS**

- **Faculty Advising**—Robin Ikeda and Wendy Whitney are working on this project in order to offer greater access to this unique source of support for students. The goal is to provide specialized advising from faculty experts to complement the more general advising that counselors already provide at Chaffey. Because faculty have more contact with students, it is easier to connect students with other sources of support when appropriate. A Faculty Advising Group would create a network of support for students and increase efficiency and volume of student support, creating a “smaller target” for counselors, which would also be helpful given the added pressures of the Student Success Act. This group would complement and create more connection among the various student support services, like counseling, success guides, the transfer center, therapy and health services, and the career center. There are several faculty members from various areas on-campus who have expressed interest in participating in this group, which will likely
become a task force. The group seeks to review the literature related to student support and then hold a spring retreat. One goal is to meet student needs in a timely manner. For example, getting faculty advising started early in students' time at Chaffey is important and has a significant impact on their education plans. There was a question about how people would be selected for this group; there will be a process for determining this at some point. There was some discussion about tracking contact with students in order to generate data to support the group's effectiveness.

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