FACULTY SENATE MINUTES
September 20, 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
Chino/Fontana.......................................................Tim Greene
Health Sciences..................................................Beverly Cox
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
Visual and Performing Arts......................Cynde Miller
Senator-at-Large.............................................Jeff Brouwer
Senator-at-Large.............................................Robin Ikeda
Adjunct Senator-at-Large.........................Gail Keith-Gibson

Members Absent:
Health Sciences...................................................Renee Ketchum
Visual and Performing Arts.......................Orville Clarke/Medical Leave

Alternates Present:
Health Sciences.................................................Sue Bartell
Instructional Support.......................................Shelley Marcus
Language Arts..................................................Cathy Decker
Student Services..............................................Vacant
Visual and Performing Arts.......................John Machado
Adjunct Alternate Senator.........................Dolores Blanton
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of September 13, 2011, and consent agenda were approved 24-0 as amended.

IV. CONSENT AGENDA
- Faculty representatives have been requested to serve as follows:
  - Economic Development Committee
    Marlene Cianchetti, HS
  - Executive Director, Administrative Services Screening Committee
    Ardon Alger, Faculty Senate/VPA
  - Facility Maintenance Attendant Screening Committee
    Sandra Collins, M&S
  - Grounds Maintenance Attendant Screening Committee
    Robin Ikeda, M&S
  - President’s Equity Council
    Donna Colondres, SS
  - Resigned — Unable to Serve — Early Alert Planning Committee
    Maria Cuevas, EOPS/SS

V. REPORTS
- President
  - Senate will not meet next week in lieu of subcommittee meetings.
  - President Alger announced that Melanie Siddiqi was selected for the temporary management assignment of Interim Executive Director of Administrative Services. Under the direction of the Interim Vice President, Administrative Services and External Relations, Melanie will provide leadership and strategic oversight of maintenance, operations, facilities, and information technology services.
  - Waitlist/Permission to Register Stats — For the fall 2011 term, 7,074 students were granted permission to register in 10,641 seats. 5,818 of those students (82%) used the new process to register into 8,394 of those seats (79%). 1,865 of those students (or 26%, which does not represent an unduplicated number) who were granted permission to register in the remaining 2,247 seats (21%) let their permission expire. Administrative Assistants can manually change the number of students on the waitlist, but this should first be approved through the dean and coordinator.
  - Associated Students of Chaffey College (ASCC) Food Pantry — ASCC is requesting donations of non-perishable food and $10 gift cards to Stater Brothers & Albertson’s grocery stores (for produce & dairy) for the Food Pantry program. The Food Pantry is being set up at the Fontana Campus and donations are being accepted on an on-going basis. Senate approved a
donation of ten (10) grocery store gift cards to the ASCC Food Pantry to help Chaffey students in need.

- **California Community Colleges’ Success Network (3CSN)** – Presents a free learning opportunity for faculty: *Empowering Students with a Strong Start: Redesigning Practice & Procedures*, October 7, 2011 at El Camino College from 9:00 am – 4:00 pm. Complimentary continental breakfast and lunch are provided, but you must register at [http://www.3csn.org](http://www.3csn.org).

- President Alger shared a lovely thank you note from TerriAnn Linn-Watson for the acknowledgment of her father’s passing.

- Senate sent get-well wishes to Child Development and Education Instructor Susan Spicher, who is recovering from her successful battle with cancer.

- Senate sends its condolences to Mathematics Professor Tuyet Ta on the recent loss of her mother.

- Senate discussed an email petition regarding Measure L funds today. Senate agrees that this discussion needs to occur soon, but there should be a shared governance process to address this issue. Senate suggests that faculty refrain from signing the petition as it would be premature.

- **Vice President**
  - There was some discussion of where sections will be added and how that will affect where and when the college builds general purpose instruction space. We need data on this.

- **Curriculum**
  - **Program Deactivation Process** – Curriculum Boyd presented the Curriculum Committee Program Deactivation Process with Senate, and Senate approved the following:

With the adoption of Administrative Procedure 4.2.2 Program Discontinuance Review (http://www.chaffey.edu/procedures/4_2_2_Program_Discontinuance.pdf) in 2011, the following are recommended procedures to be followed by the Curriculum Committee to complete the cycle of program.

1. Once discontinuance of a program has been approved by the Board, the appropriate school dean will notify the Curriculum Chair to initiate program discontinuance at the Chancellor’s Office.

2. The Curriculum Chair will begin the process of formally deactivating the program from the Chancellor’s Inventory of Programs. This will involve the following steps:
   a. Formal approval of the Curriculum Committee; since several reports should have already been prepared for the Curriculum Committee during the discontinuance process, this committee approval, at this point, shall be considered a routine matter for the record.
b. Completion of CCC-511 “Non-Substantial Changes to Approved Program Form.” Reporting these changes to the Chancellor’s Office is required. REMINDER: The following is a list of non-substantial changes that can be reported with the CCC-511 form:

- Local title changes
- T.O.P. code changes
- Certificate unit changes (adding or removing required courses)
- Degree unit changes (adding or removing courses)
- Degree type changes (AA to AS or vice versa)
- **Delete or inactivation program**
- Re-activate an inactive program

(PCAH, 2011, p.44)

3. In the event of program reactivation, the Curriculum Committee shall follow the Chancellor’s Office procedures for program re-activation.

- Coordinators
  - Dr. Guerrero met with coordinators and discussed Program & Services Review. She also indicated that we may not add as many classes in the spring to allow for a summer program.

VI. OLD BUSINESS

- **Welcome Reception**—This year’s Welcome Reception was another huge success. There was tremendous support from administrators, classified, and faculty in welcoming 47 new staff members. This was the first event in the new Michael Alexander Staff Dining Room. This building was named after an outstanding faculty member who was also a Senator, a Senate Secretary, and for a short time Senate President. 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 & Vice President of Instruction for funding this elegant event; CulinArt for staging this event so beautifully, providing the delicious food, and excellent service; the Foundation for donating the beverages; and our set-up crew, bartenders, servers, greeters, and clean-up crew: Ardon Alger, Jeff Brouwer, Diana Cosand, Beverly Cox, Nicole DeRose, Robin Ikeda, Gail Keith-Gibson, Renee Ketchum, John Machado, Susan Starr, Angie Horton, Melissa Moreno, and Donna Walker. Senate appreciates Donna Walker’s hard work in organizing this event.

- **Program & Services Review Committee (PSRC)**—Senate reviewed the list of interested faculty and approved Lucy Serrano to complete Joyce Oakdale’s term (June 2012) on PSRC.

- **Technology Committee**—Senate approved Shelley Eckvahl to complete Alec Erkebaev’s term (June 2012) on the Technology Committee.
VII. NEW BUSINESS

- **75/25 Full-Time Faculty Obligation Number (FON)** — Included in this week’s packet was a handout with the calculations for Chaffey’s 75/25 Full-Time Faculty Obligation Number (FON). Chaffey’s FON is set by the California Community College Board of Governors. To follow is a summary of what President Alger reported:

  **2010-11 Final Calculations**
  - Fall 2010 Obligation: 200.8
  - Fall 2010 Actual: 204.0
  - **Chaffey is over the state requirements by 3.2**

  **2011-12 Calculations**
  - Fall 2011 Actual: 206.0
  - Fall 2011 Obligation: 200.8
  - **Chaffey is over the state requirements by 5.2**
  - Highest full-time faculty number was **237 in spring 09.**
  - Highest part-time faculty number was **652 in fall 09.**
  - Fall 2010 – **550** part-time faculty members
  - Spring 2011 – **651** part-time faculty members
  - Fall 2011 – **609** part-time faculty members

- **Class Size** — There are some faculty members who have added far beyond the capacity of the classroom or the cap for the class; this needs to be addressed because it may impede pedagogy or safety. Over-enrolling can also negatively impact the success centers and success rates. Deans will be meeting with coordinators this semester to discuss potential changes to class sizes; these conversations should also take place in department meetings as well as among adjuncts. Adjuncts may feel pressure to over-enroll from students, and it may help them to have a department recommended class size to refer students to. We also need to intelligently analyze the data on these classes as well as figure out what motivates instructors to excessively over-enroll. Ultimately, it is up to the instructor to make enrollment decisions, unless it violates fire code.

- **504 Compliance Committee** — Senate approved Jane Warger to serve as the faculty representative on the 504 Compliance Committee.

- **Faculty Senate Foundation Account — Solicitation Letter** — Senator Ross volunteered to rewrite the letter and bring it back to Senate for approval.

- **Faculty Get-Together** — Senate discussed the first faculty get-together. This activity helps to provide an opportunity for faculty from across campus to get together informally to exchange ideas and experiences. Several ideas and suggestions were discussed. Senate decided to host this year’s first ‘get-together’ on Wednesday, October 26 during college hour at the Faculty Success Center. Senate encourages faculty members to drop by for some food and fun interaction with your colleagues. For additional information please contact the Senate Office at Extension 6965.
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