FACULTY SENATE MINUTES
September 3, 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.................................................................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................................................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..............................................................Robin Ikeda
Adjunct Senator-at-Large...............................................Gail Keith-Gibson

Members Absent:
Senator-at-Large................................................................Tim Arner

Alternates Present:
Business & Applied Technology.................................Vacant
Chino/ Fontana.................................................................Daniel Bentum
Instructional Support ....................................................Shelley Marcus
Mathematics & Science................................................Diana Cosand
Student Services.............................................................Lucy Serrano
Student Services.............................................................Vacant
Adjunct.............................................................................Laura Luszcz

Guests:
Patti Bopko
Len Crow
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of August 27, 2013, and consent agenda were approved 23-0 as amended.

IV. CONSENT AGENDA
- Faculty representatives have been requested to serve as follows:
  - Resigned—Unable to Serve—Ethics Across the Curriculum Committee
    Kevin Cameron, SBS
  - Resigned—Unable to Serve—Faculty Success Center Advisory Committee
    Eva Rose, LA
  - Resigned—Unable to Serve—Professional Development Committee
    Duncan Fitzgerald, Adjunct/ BAT

V. REPORTS
- President
  - President Alger reminded Senators about the Welcome Reception tomorrow, Wednesday, September 4, during college hour in CAE 102.
  - Senate sends condolences to the family of retired Theatre/ Fine Arts Professor Ralph Strane, who recently passed away.
  - Senate also sends condolences to Donna Colondres, Counselor, on the recent loss of her mother.
- Curriculum
  - Marie Boyd provided Senate with a timeline for curriculum and schedule development. There was some discussion about the schedule not driving the college catalog. There are now two time points to propose new classes. Marie will make some date corrections and bring back to Senate for approval.

VI. OLD BUSINESS
- Accreditation Report—Faculty Senate—Senate continued its review and discussion of its accreditation report. There was a point of clarification regarding tutoring and success centers. Senate approved as amended and will upload the report and minutes to Moodle.
- Faculty on Committees—Senate only tracks committees that we approve. Senate will add state committees as well.
- Adjunct Shared Office Space—President Alger announced that Dr. Guerrero has approved the use of BEB 222 (vacant faculty office) for adjuncts to use to meet with their students. Adjunct faculty can reserve this office by calling the Faculty Senate Office at Extension 6966.
VII. NEW BUSINESS

- **IT Users' Group**—This group would provide a rational analysis of what we need and what's not working as well as research best practices at comparable colleges. Senators were asked to nominate people to be on this group by emailing Donna.

- **Financial Aid and Student Discipline Updates**—Len Crow, Dean, Student Services and Student Discipline, and Patti Bopko, Director, Financial Aid, provided an update on several changes. These changes are consistent with the Student Success Task Force recommendations and the Student Success Act. Patti spoke about changes implemented for fall 2013. Satisfactory academic progress is a key change. Federal regulations require that students complete their academic programs within 150% of the standard timeframe for their program. At Chaffey College, 72 units is used as the standard, with 90 attempted units as the maximum units for an AA/AS degree. Students are allowed to receive financial aid for a maximum total of 72 units. If students haven’t completed their degree by 72 attempted units, they lose financial aid. They can, however, appeal this decision. Students who reach 45 units will be notified and will receive an advisory notification to ensure they are on track for completion within the allowable time frame and taking courses they need to reach their academic goals before reaching 150% maximum time frame. Students are strongly encouraged to see an academic counselor and have an educational plan to ensure successful completion. Students are sent notifications that they will be terminated from financial aid when they meet or exceed the allowable units. The goal is to have an Early Alert program to help students understand these changes. All attempted units, including F’s and W’s, are included in this unit count. Appeals are reviewed on a case by case basis, and all information and academic history are considered when reviewing an appeal for reinstatement of financial aid. There are three standards to making “satisfactory academic progress,” which include completing within the maximum timeframe for the degree, maintaining a cumulative 2.0 GPA, and remaining at a 67% completion rate. When students drop a class, they get an email from counseling to discuss the importance of W’s. More processes to communicate with students are in development. There was a question about whether or not extenuating circumstances like a change of major, returning to school, etc. are considered.

If a student who receives financial aid withdraws from all classes, Financial Aid is required to calculate how much aid they receive based on the percentage of the class they attended. When students get all F’s in a semester, the Department of Education requires that Financial Aid determine if/ when the student stopped attending. The office currently uses FW’s to determine if/ when students stop attending—with an FW, the office assumes the student stopped attending at the midpoint in the semester. It would greatly assist Financial Aid if faculty gave students an FW instead of an F if the students both fail and stop attending at a certain point the previous semester. F’s and FW’s are the same way on the transcript. Again, this only applies to students
who get F’s or FW’s in all of their classes for the semester. Approximately 500 students per year withdraw from all their classes.

Financial Aid tries to communicate with students about the consequences of F’s, FW’s, and dropping all their courses. This information is provided in the conditions of acceptance form provided to students when they accept their awards on MyChaffeyVIEW. There is also, again, an appeals process to address extenuating circumstances. There are approximately 700 appeals per year.

The first disbursement is currently 3-4 days into the semester. Fast track disbursements are handled differently. The classes must start for units to be included in the first disbursement; otherwise they will be included in subsequent disbursements.

The FW information will be communicated to deans and coordinators. One senator suggested having a financial aid representative attend school meetings. Another senator suggested an easy to understand poster that explains this information.

Len Crow provided an overview of the discipline information, which is under the Student Services tab on the College website. This form should be filled out after Len is contacted. He also provided Senate with the warning form, which is handled between the faculty and student and does not get forwarded to the Discipline Office.

Communication among Campus Police, BIT (Behavior Intervention Team), TAG (Threat Assessment Group), and the Discipline office has been effective. One senator shared his recent positive experience using the current processes and resources with a student.

- **Resource Development Committee**—President Alger stated that this committee has recently received institutional approval and can proceed. The proposed committee composition that has been approved by senior administration is as follows:
  - Resource Development Specialist—Mary Ann Doherty
  - Dean of Institutional Research & Resource Development, Jim Fillpot
  - Dean of Instructional Support, Laura Hope
  - Student Services Representative (TBD by Dr. Guerrero)
  - Executive Director of Budgeting Services, Anita Undercoffer, or designee
  - A representative from the Foundation (TBD by Dr. Pinedo)
  - Economic Development (TBD when the Director of Economic Development position is filled)
  - Employment Development & Community Education, Kathy Dutton
  - A representative from Human Resources, Susan Hardie, or designee
  - Four (4) faculty (determined by Faculty Senate)
  - 1-2 classified staff (determined by Classified Senate)
It is anticipated that much of the work of the committee will be conducted electronically so the meetings can be dedicated to the primary goals of the committee: reviewing grant opportunities, ensuring that they align with institutional goals that promote student success, and providing institutional resources and support for these opportunities. Senate put out an open call for four faculty representatives to serve on the Resource Development Committee. Faculty interested in serving are urged to contact the Faculty Senate Office at Extension 6966 and ask to be added to the interest list.

- **Professional Development Committee**—Faculty Senate put out a call for an adjunct faculty member to serve on the Professional Development Committee (PDC) replacing Duncan Fitzgerald. The PDC committee will establish professional development goals and objectives as identified by their college constituents, identify the activities to be pursued by the Professional Development Office, support and sponsor those activities conducted, and conduct an annual review of the committee's progress. **The PDC meets on the third Thursday of the month from 3:00pm – 4:30pm in BEB 204.** Adjunct faculty interested in serving on this committee are urged to contact the Faculty Senate Office at Extension 6966.

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