FACULTY SENATE MINUTES
September 6, 2011

Members Present:
President.................................................................Ardon Alger
Vice President—Language Arts.............................Neil Watkins
Secretary/Treasurer—Senator-at-Large....................Angela Bartlett
Business & Applied Technology.............................Joy Haerens
Business & Applied Technology.............................David Karp
Chino/Fontana.........................................................Karen Encinas
Chino/Fontana........................................................Tim Greene
Health Sciences.......................................................Beverly Cox
Health Sciences.....................................................Renee Ketchum
Instructional Support..............................................Mary Jane Ross
Instructional Support...............................................Cindy Walker
Language Arts........................................................Leona Fisher
Mathematics & Sciences..........................................Nicole DeRose
Social & Behavioral Sciences.................................Vera Dunwoody
Social & Behavioral Sciences.................................Angela Sadowski
Student Services....................................................Maria Cuevas
Student Services.....................................................Susan Starr
Senator-at-Large.....................................................Jeff Brouwer
Senator-at-Large......................................................Robin Ikeda
Adjunct Senator-at-Large.........................................Gail Keith-Gibson

Members Absent:
Curriculum Chair....................................................Marie Boyd
Mathematics & Sciences........................................Alif Wardak
Visual, Performing, & Communication Arts.............Cynde Miller
Visual, Performing, & Communication Arts.............Orville Clarke/Medical Leave

Alternates Present:
Chino/Fontana........................................................Laurie Pratt
Instructional Support.............................................Shelley Marcus
Language Arts.......................................................Cathy Decker
Mathematics & Science..........................................Diana Cosand
Student Services....................................................Vacant
Visual, Performing, & Communication Arts.............John Machado
Adjunct Alternate Senator......................................Dolores Blanton

Guests:
Sherrie Guerrero
Laura Hope

I. P.E.

II. CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of August 30, 2011, and consent agenda were approved 22-0 as amended.

IV. CONSENT AGENDA

- Faculty representatives have been requested to serve as follows:
  - **Chino Academic Planning (CAP) Committee**
    - Melissa Utsler, LA
  - **Resigned — Unable to Attend — Art Committee**
    - Kelly Ford, VPA
  - **Resigned — Unable to Attend — Ethics Across the Curriculum Committee**
    - Cecilia Best, IS

V. REPORTS

- **President**
  - **Report to the Community** — The 12th annual Report to the Community Luncheon will be held on Tuesday, October 4, from 11:30 am – 1:00 pm at the Jess Turner Health and Fitness Community Center located at 15556 Summit Avenue, Fontana. The cost is $30 per person; $240 per table of eight. Senators Ketchum, Machado, Marcus, and Ross volunteered to represent Faculty Senate.
  - **Board Policy & Administrative Procedures** — President Alger reported on the status of Chaffey’s policies and procedures as follows:
    - **New**: 159 not adopted; they need to be written.
    - **Update**: 70 have been adopted, but they are outdated as CCLC has since provided updated templates, which may include revisions to reflect changes in the law or to better protect the District
    - **Review**: 81 adopted but they have not been reviewed in five or more years
    - **Verify**: 38 adopted or revised policies/procedures within the last five years, but they require verification that they contain required/recommended language or code references
    - **In progress**: 10 in the process of drafting/revising policy/procedure
    - **Completed**: 7 adopted, CCLC updates were done, and they have been reviewed/updated with the last 5 years
    - **N/A**: 6 not applicable to Chaffey, or are optional procedures for which legal requirements have been met by board policy

VI. OLD BUSINESS
VII.  NEW BUSINESS

- Dr. Sherrie Guerrero, Vice President, Instruction & Student Services visited Senate to address the following questions:
  - **What do you think should be done with the remaining Measure L funds and any other monies that become available?** — Dr. Guerrero believes that library expansion should be a priority over an Arts & Letters building to allow for more support services. Senator Ikeda expressed a desire to more closely link support services and instruction in the facilities component of the strategic plan and educational master plan.
  - **Faculty hires. Will there be any?** — Dr. Guerrero said there has been no further discussion on this.
  - **Any word yet on who will be the articulation person?** — This is still being worked out. Dr. Guerrero believes that an effective articulation officer should have strong interpersonal skills, but long-term we need to think institutionally who we should bring on board with the curriculum shifts. Senator Starr expressed an additional concern that the officer be able to also communicate and work effectively with four-year universities and other outside groups. She is concerned about the training and commitment required for this position.
  - **Distance Education – Are there any plans to revisit the courses which were cut last semester?** — Distance Education is not an easy fix. At accreditation training, the pressure from the federal Department of Education continues to intensify. Authentication is one example of concerns from the D.O.E. When we have come to conclusions about how to increase student success, when we are compliant with the new ACCJC focus on DE, and when we are able to develop the infrastructure we need, we will be able to move forward with increasing distance education offerings.
  - **Dr. Shannon provided Senate with a list of classes that were added back into the fall schedule and the rationale. Do you have anything that you would like to add? Any comments or expectations for spring?** — Dr. Guerrero provided a complete list of classes as well as an FTES handout. There were 31 classes added in June; 113 classes were added in July. Deans were advised to work with coordinators to decide class offerings. Because we couldn’t wait until the budget was finalized before making decisions for classes this year, our college planned using the worst-case scenario (the 14.4% reduction). We were short on FTES when the budget came back for next year. The budget is currently built on a 6.2% reduction: 13,625 as our base. We are currently facing a deficit, so we have spring and summer to recoup the missing FTES. One related issue is how robust a summer program we should offer; there is a lot of administrative support for offering summer courses. However, there are extra budget cuts that could be enacted if state revenue is below the expected amount. Our worst case FTES scenario is 13, 417. Our revenue would be reduced $5,000,000 if that occurs. We will not know until December if there are any mid-year cuts. The census numbers will
determine how much we earned for fall, and Dr. Guerrero can plan around this for the spring. We will not be cutting classes in the spring; we will simply be adding fewer courses if there are mid-year cuts. Fees may also be raised.

Planning around all of this has been very challenging for administrators and coordinators. We will continue using this tiered approach to planning because adding courses is easier than cutting. Some senators are concerned about students who are here for one particular course or who might need certain courses in order to transfer. The deans and coordinators should be working together to make these decisions because we can’t do everything given the cuts. There is increasing pressure from the Chancellor’s Office on community colleges to offer fewer adult basic education courses. The Taskforce for Student Success is recommending that funding be restricted to no more than one year below college level, which would significantly impact the college as well as our mission. All of this is a complete departure from the original State Master Plan.

- **Faculty Inquiry Teams (FIT)** – The FIT team should generate their own questions, research, and conclusions. Dr. Guerrero stated that FITs are a form of collaborative, professional development; they are not committees. It aligns more with academic freedom than with shared governance. The FIT teams will be engaging in that collaborative process. They are not generating policies and procedures. When they are finished, they will report their findings to the appropriate committees, and the committees will then deal directly with policy and procedure. Dr. Guerrero is also concerned about faculty appointing faculty to this team because it should be completely voluntary and there is pay. Senator Fisher is concerned that these teams are making recommendations about policies that may ultimately be instituted college-wide and there is a concern about the random selection. Senator Karp stated that it is like a task force, not just professional development, and that this process could be abused if no shared governance is involved. Dr. Guerrero feels like it is a distortion to make it a shared governance issue. Many senators are concerned with the lack of representation across campus. Laura Hope stated that we do not want to force people to be on these committees, and we don’t want to violate the nature of these groups. Senator Machado is concerned about the composition of the groups in terms of the experience of the members. Dr. Guerrero is open to discussing possible criteria, but she is not open to the shared governance issue. Perhaps shared governance can be a part of the criteria development process. Laura Hope stated that this group will come up with findings, not recommendations. The committee will come up with the recommendations. Senator Karp said that we can change the procedure based on the needs of our campus, not based on what other colleges are doing. Senate is concerned with maintaining quality, so if this
doesn’t work for shared governance, there must be another process in place that ensures quality. Senate wants the best results for the college, just as Dr. Guerrero does.

- **Welcome Reception — New Classified, Faculty, & Managers** — President Alger announced that Faculty Senate will host the 2010-2012 Welcome Reception for all new staff members on **Wednesday, September 14 from 12:30 to 1:30 pm in the new Michael Alexander Staff Dining Room**. The reception will welcome 48 new classified, faculty, and managers to the Chaffey Community. Refreshments will be provided by CulinArt courtesy of the Bookstore and the Offices of the Superintendent/President and Vice President of Instruction. Beverages provided courtesy of the Foundation. Everyone is invited to attend. President Alger asked for Senate volunteers to work the beverage bar and to assist with set-up, welcoming, and serving; Senators Alger, Starr, Ikeda, Brouwer, Cox, Cosand, Ketchum, Machado, and DeRose volunteered.

- **Budget Advisory Committee (BAC)** — CCFA has requested to have a standing position on the Budget Advisory Committee. Senate recommends the permanent membership of the CCFA President or designee on the Budget Advisory Committee.

- **Program & Services Review Committee (PSRC)** — It has been requested that the current PSRC resource members become standing committee members. Senate approved this change with the stipulation that these four positions continue to represent the following areas: CSEA, Curriculum, Institutional Research, and Vice President.

**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