

FACULTY SENATE MINUTES

September 11, 2018

Members Present:

President.....	Misty Burruel
Vice President.....	Robin Witt
Secretary/Treasurer.....	Nicole DeRose
Curriculum Chair.....	Marie Boyd
Business & Applied Technology.....	Dionne Henderson
Business & Applied Technology.....	David Karp
Business & Applied Technology.....	
Chino/Fontana.....	Daniel Bentum
Chino/Fontana.....	William Araiza
Instructional Support.....	Rose Ann Osmanian
Instructional Support.....	Mary Jane Ross
Language Arts.....	Kimberly George
Language Arts.....	Charmaine Phipps
Mathematics & Sciences.....	Mark Gutierrez
Social & Behavioral Sciences.....	Dan Kern
Social & Behavioral Sciences.....	Angela Sadowski
Student Services.....	
Student Services.....	Jackie Boboye
Visual and Performing Arts.....	Pat Aranda
Visual and Performing Arts.....	Kelly Ford Kaminsky
Senator-at-Large.....	Doug Duno
Senator-at-Large.....	Garrett Kenehan
Senator-at-Large.....	Robin Witt
Adjunct Senator-at-Large.....	Gail Keith-Gibson
Adjunct Senator-at-Large.....	Luke Gunderson

Members Absent:

Chino/Fontana.....	William O'Neil
Health Sciences.....	Renee Ketchum
Health Sciences.....	Sue Paplanus
Health Sciences.....	Sandy Clay
Language Arts.....	Jonathan Ausubel
Student Services.....	Donna Colondres
Visual and Performing Arts.....	Stan Hunter
Adjunct Alternate Senator.....	Kenyon Callahan

Alternates Present:

Instructional Support.....	Shelley Marcus
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Mathematics & Science.....Diana Cosand
Social & Behavioral Sciences.....Pak Tang

Guests:

Angela Burk-Herrick
Tara Johnson
Lissa Napoli
Meridith Randall

I P.E (12:30 P.M)

II CALL TO ORDER (12:38 P.M.)

- **Rollcall**

III PUBLIC COMMENTS

IV APPROVAL OF MINUTES:

- August 28, 2018
- September 4, 2018
- **Motion for Approval** - Senator Boyd; Second - Senator Sadowski seconded. The minutes were approved 9.11.18, were approved 24/0.

V CONSENT AGENDA

- Faculty representatives have been requested to serve as follows:
 - Accounting Technician Hiring Committee, Thierry Brusselle, BAT
 - Motion for Approval - Senator Boyd; Second - Senator Karp seconded. The consent agenda was approved 9.11.18, were approved 24/0.

VI REPORTS

- **President**
 - **Election:**

- Secretary-Treasurer- Senator Nicole DeRose was nominated by Senator-at-Large, Garrett Kenehan. Senator Boyd seconded the nomination. By acclamation, Senator DeRose will serve as the Secretary-Treasurer, was approved 24/0. **Faculty Senate (travel and conference):**

Senate is working on taking inventory of travel and conference opportunities available to Faculty Senate Officers, Senators, and Alternates, including the Curriculum Committee for the 2018/2019 academic year.

Faculty Senate is seeking financial support for a number of Professional Development (PD) and equity-based opportunities during this academic year. There are a number of equity-based and Career Technical Education

(CTE) workshops, regional meetings, and conferences, such as the 2018/2019 Fall and Spring Plenary sessions and 2019 Part-Time Faculty Institute led by ASCCC. President Burruel has reached out to Adrienne Grayson, Director of Special Populations, who has assisted Senate with our request for financial support. In order to be considered, Faculty Senate's request will need to be submitted with a 3-5 week lead time. Additionally, Faculty Senate has reached out to Strong Workforce requesting financial support for the Curriculum Office's Career Technical Education (CTE) travel and conference. Annually, the Chair and Curriculum Specialist attend 1 Non-Credit CTE Summit and 2 CTE Regional Meetings. The Curriculum Office supports CTE faculty and curriculum development on a regular basis.

Faculty Senate has taken inventory of PD opportunities that may be pursued through Student Equity Funds and perhaps Strong Workforce.

Secretary-Treasurer, Nicole DeRose will begin reporting on the Faculty Senate Foundation Accounts and Travel and Conference balances moving forward.

- a. 2018 Fall Plenary Session (November 1-3, 2018)
- b. 2019 Part-Time Faculty Institute (February 21-23, 2019)
- c. 2019 Spring Plenary Session (April 11 – 13)
- d. 2019 Career and Noncredit Education Institute (April 25-27)
- e. 2019 Faculty Leadership Institute (June 13 - 15)
- f. 2019 Curriculum Institute (July 10-13)

- **Vice President**
 - No report.
- **Secretary-Treasurer**
 - No report.
- **Curriculum** 9.11.18, were approved 24/0.

(9.5.18) Course Modifications:

NF-471	Dietetic Service Supervisor I
NF-471L	Dietetic Service Supervisor: Supervised Clinical Laboratory I
NF-472	Dietetic Service Supervisor II
NF-472L	Dietetic Service Supervisor II: Supervised Clinical Laboratory

New Programs:

Dental Assisting	A.S.
Dental Assisting	Certificate of Achievement

PACKAGE: Industrial Maintenance Mechanic

New Course:

INDMM -601	Basic Communication and Employability Skills, and Core Testing
INDMM -602	Fundamentals of Industrial Maintenance, Oxyfuel, and Craft Skills
INDMM -603	Trade Math and Drawings, Material Handling, and Mobile Equipment

Program Modifications:

Industrial Maintenance Mechanic Skills Builder I	Certificate of Completion
Industrial Maintenance Mechanic Skills Builder II	Certificate of Completion
Industrial Maintenance Mechanic Skills Builder III	Certificate of Completion

- **Motion for Approval** - Senator Kenehan; Second - Senator Duno seconded. The curriculum items were approved 9.11.18, were approved 24/0.
 - Regional Discussion on AB705 Thursday September 20 from 10-2 pm at San Bernardino Valley College.
 - **Coordinators - The next meeting is September 18 , 2018 at 2:30 pm.**

- **Committees**

- Guided Pathways -

- a. Twenty community colleges participating in the Guided Pathways Initiative institute met for the fourth time from September 6 thru 8. The institute's focus on redesigning student support services offered discussion and planning time around early, intrusive or unescapable, intentional support for students. It was noted that Chaffey is already in the process of mapping student support services, counseling, and instructional support into their program maps. In addition, the institute recommended that colleges design services with the student in mind by targeting students' needs, helping students explore career options early, and considering the holistic development of students. The Chaffey Team's student support services vision included creating a culture of connection and inquiry that would support students' needs while allowing them to develop self-advocacy and self-efficacy. An institutional equity audit or a student services success audit may help the college see what areas they need to develop. The Chaffey Team also considered developing Student Success Teams and a peer mentorship program that would help support students development and success. Senator Tang asked if Early Alert could return. Senator Boboye replied that the college is currently using the Open Doors to Excellence program, which allows faculty to work on a smaller scale to assist students who are on academic probation. Senator Gutierrez asked about the possibility of developing Learning Communities. Senator Osmanian replied that there are conversations about the first year experience which are not the same as Learning Communities but would be intended to help students to acclimate to the college culture. Guest Meridith Randall replied that Meta Majors may also serve a similar role to Learning Communities.

- Program & Services Review-(PSR) and Outcomes and Assessment (OAC)

- a. Wednesday the first Outcomes and Assessment meeting will occur. Angela Burk-Herrick stated that one focus of the first meeting will be to discuss the possibility of merging PSR and OAC, which may offer different levels of engagement for participants.

VII OLD BUSINESS

- Elections: Update

- Business & Applied Technology, Alternate Senator - Friday September 14, 2018 is the deadline for applications. Additional information will be provided at the next Faculty Senate meeting.

- Social & Behavioral Sciences, Senator Dan Kern is joining Faculty Senate.

- Student Services - Senator Boboye announced the opening at the last student services meeting. The nomination period is still open. Additional information will be provided at the next Faculty Senate meeting.

- Faculty Senate Retreat

President Burruel would like to request a team of Senators team up with President Burruel to organize the first Chaffey College Faculty Senate Retreat to be held during Fall 2019. Senators Osmanian, Boboye, and Duno volunteered to serve.

- Guidelines for Standing Committee Tri-Chairs
President Burruel would like to request a team of Senators analyze and discuss the Guidelines for Standing Committee Tri-Chairs and identify best practices.
President Burruel proposed that Senators review the document prior to the next Faculty Senate meeting, at which time volunteers will be identified to serve.
Tentative volunteers include Senators Karp, Kenehan, Osmanian, and Gunderson.
- Contract Expectations: Guidelines On the 4-year Contract Experience
Guidelines on the 4-year Contract Experience handout provided in the Faculty Senate packet is a proposed draft presented by Dean, Jason Chevalier. Dean Chevalier wanted to provide information that shows “the arc of expectations/development as faculty move from C1 to C4.” Dean Chevalier explained that the contract outlines dates and process but doesn’t speak to the development of a faculty member over the 4-year process.

There is concern that there are different expectations from other managers and that this “guideline” should be something that is shared and/or created among the deans in conjunction with the Faculty Senate and Union.

- Faculty Prioritization - October 31, 2018
 - Angela Burk-Herrick and Senator Sadowski volunteered to serve to review the faculty role in the faculty prioritization process.
- The Brown Act and Robert’s Rules of Order
 - President Burruel has reached out to Human Resources who is acquiring a quote for Brown Act training. Danni Gilley will contact us as soon as she receives the quote. According to Human Resources, Faculty Senate will need to pay for their own Brown Act training or share the cost with Classified Senate, if they choose to request Brown Act training.

VIII NEW BUSINESS

- Presenter: Associate Superintendent of Instruction and Institutional Effectiveness, Meridith Randall
 - Faculty Hiring - 16 new full-time faculty were hired this year, 6 full-time temporary faculty positions, the new FON is 258 and we are currently at 246, we have a greater variety of faculty than in the past, and there are additional faculty in health, auto and psychology which are not replacements.
 - Program Initiation and Curriculum - the initiation process was started, the progress has been good and will continue to move forward, the Curriculum Committee has a vice chair, and the Curriculum Committee will continue to ask questions about unit creep and prerequisites.
 - Distance Education - two faculty leads were hired to move forward, most faculty are already on Canvas, and Canvas shells will be available to everyone, and now the need is to focus on success rates and effective pedagogy

- Deans - there are no longer deans serving double duty as now we have dedicated deans for Chino, Fontana, Health Sciences and a Dean of Everything...Michael McClellan
- Supplies and Equipment - the college took care of some underfunded areas, continued work on augments, will continue to work on clarifying materials fees
- Part-time Office Hours - the inaugural work has been a bit messy but is worth the effort, there is a need to identify a shared space on the Rancho campus, and the state is asking us to report on office hours
- The Next Frontiers and Academic Issues Group (AIG) - the charge of this body will be reworked to include more participants with a focus on Academic Offerings, Cooperative Education, Distance Education, Dual Enrollment, Turning Point, Fontana, and Transfer. Guided Pathways, communication with K-12, and math placement will also be explored.
- 16 Week Semester - the 16 week semester committee will reconvene and Faculty Senate will be more involved as the process advances.

IX ANNOUNCEMENTS

- New Hire Welcome Reception, September 12 at 12:30 in AD 151
- 5th Annual CCEMC Dual Enrollment Summit (Professional Development Opportunity)
- Senator Cosand - The Student Democratic Club is starting up again this semester, meets thursdays at 2 pm in BL 114. The club is seeking more students.

X FLOOR ITEMS

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XI ADJOURNMENT (1:58 P.M.)

- Senator Gunderson motioned for adjournment. Senator Karp seconded the motion. the meeting was adjourned.

Lissa A. Napoli, Recording Secretary

Nicole DeRose, Secretary - Treasurer