

## FACULTY SENATE MINUTES

October 30, 2018

### Members Present:

President.....	Misty Burruel
Vice President/ Senator-at-Large .....	Robin Witt
Secretary/Treasurer/ Mathematics & Science .....	Nicole DeRose
Curriculum Chair.....	Marie Boyd
Business & Applied Technology.....	Dionne Henderson
Business & Applied Technology.....	David Karp
Chino/Fontana.....	Daniel Bentum
Chino/Fontana.....	William Araiza
Health Sciences.....	Sue Paplanus
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
Visual and Performing Arts.....	Pat Aranda
Visual and Performing Arts.....	Kelly Ford Kaminsky
Senator-at-Large.....	Doug Duno
Senator-at-Large.....	Garrett Kenehan
Adjunct Senator-at-Large.....	Gail Keith-Gibson

### Members Absent:

Chino/Fontana.....	William O'Neil
Health Sciences.....	Sandy Clay
Language Arts .....	Jonathan Ausubel
Social & Behavioral Sciences.....	Angela Sadowski
Student Services.....	Fabiola Espitia
Student Services.....	Jackie Boboye
Student Services.....	Donna Colondres
Visual and Performing Arts.....	Stan Hunter
Adjunct Senator-at-Large.....	Luke Gunderson

### Alternates Present:

Instructional Support.....	Shelley Marcus
Mathematics & Science.....	Diana Cosand
Social & Behavioral Sciences.....	Pak Tang
Adjunct Alternate Senator.....	Kenyon Callahan

**Guests:**

Baron Brown, Criminal Justice, Business & Applied Technology

Teddy Calderon, Director of Finance, Chaffey College Student Government

Lissa Napoli, Administrative Assistant II, Faculty Senate

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

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

**III. PUBLIC COMMENTS**

- a. Senator Boyd thanked Lissa Napoli and Senator Ross for the snacks. President Burruel thanked those that are in attendance today.

**IV. APPROVAL OF AGENDA**

- a. October 30, 2018.
  - **Motion for Approval** - Senator Kenehan moved to approve the agenda. Senator Tang seconded the motion. The motion was approved 10.30.18, 17/0.

**V. APPROVAL OF MINUTES**

- a. October 23, 2018
  - **Motion for Approval** - Senator Kaminsky moved to approve the minutes. Senator Duno seconded the motion. The motion was approved. 10.30.18, 19/0.

**VI. CONSENT AGENDA**

- a. Faculty representatives who have been requested to serve as follows:
  - i. Distance Education Committee, Angela Cardinale, English, Language Arts
  - ii. Distance Education Committee, Annette Young, Library, KNA
- b. Faculty representatives who can no longer serve as follows:
  - i. Distance Education Committee, Andrew Schnurr, Music, VPA
- **Motion for Approval** - Senator Henderson moved to approve the Consent Agenda. Senator Tang seconded the motion. The motion was approved 10.30.18, 19/0.

**VII. GUEST(S)/PRESENTATION - None.**

**VIII. REPORTS**

- a. **President**
  - i. **Turning Point** - President Burruel, Union President Ausubel, Baron Brown,

Neil Watkins, Steve Lux, Vice President of Student Services, and the Chief Instructional Officer (CIO) met and further discussed the immediate needs of Turning Point and will schedule a meeting with coordinators and experienced faculty teaching in the prisons, instructional support, as well as address an orientation process for faculty and scheduling challenges. Two counselors are assigned to Turning Point and will be included in this meeting. It was recommended that Baron meet with the Guided Pathways facilitators to begin the mapping process for the California Institute for Men and California Institute for Women (CIM/CIW) cohorts. The CIO will arrange for the Coordinator meeting. Senator Ross publicly acknowledged the contributions of the students at the Fontana campus who collected supplies in support of Turning Point.

- ii. **Parking Lot Refurbishment Project** - During dialogue with the governing board, the VP of Administrative Affairs confirmed that the parking lot refurbishment will take place during winter break before the beginning of the spring semester.
- b. **Vice President**
  - i. Information Technology (IT) has computer equipment that faculty can check out. You can visit the IT website to view the available items. Senator Henderson will be checking out iPads and will report back to Senate on the process.
- c. **Secretary-Treasurer** - No report.
- d. **Curriculum**

**Course Modification with DE:**

<b>GERO-22</b>	<b>Dying and Death</b>
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**Course Modification:**

<b>CISNTWK-11</b>	<b>Microsoft Network Server</b>
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**Program Deactivations:**

<b>Professional Administrative Assistant</b>	<b>A.S. Degree</b>
<b>Professional Administrative Assistant</b>	<b>Certificate of Achievement</b>

<b>CISNTWK-435</b>	<b>Introduction to the Linux Operating System</b>
<b>CISNTWK-70</b>	<b>Virtualization and Cloud Essentials</b>

**PACKAGE: Computer Information Systems New Courses:**

**Program Modifications:**

<b>Computer Information Systems</b>	<b>A.S. Degree</b>
<b>Computer Information Systems</b>	<b>Certificate of Achievement</b>

**PACKAGE: Gerontology-Noncredit**

**New Courses with Distance Education (Stand-Alone):**

<b>GERO-662</b>	<b>Activity Coordinator Training</b>
<b>GERO-663</b>	<b>Social Work Designee/Assistant Training</b>

**New Courses with Distance Education:**

<b>GERO-600</b>	<b>Principles of Caregiving: Older Adults and Their Care</b>
<b>GERO-655</b>	<b>Resources and Services for Older Adults</b>

**New Program:**

<b>Caregiving Essentials</b>	<b>Certificate of Competency</b>
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<b>NURVN-600</b>	<b>NCLEX Review for VN Licensure Examination</b>
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**Package: Nursing: Vocational Nursing New Course:**

**Course Deactivation:**

<b>NURVN-500</b>	<b>NCLEX Review for VN Licensure Examination</b>
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- **Motion for Approval** - Senator Karp moved to approve, Senator Duno seconded the motion. The motion was approved. 10.30.18, 22/0.

- i. The Curriculum Committee is working on AP 403 with a workgroup to take modifications to College Planning Council (CPC).

b. **Coordinators**

- i. President Burruel discussed the issue of breaks and Friday only class meetings. Faculty need to be mindful of the impact of instruction regarding breaks that deviate from the standard 10 minute break for each hour of class meeting. Senator Boyd reminded the Senate that each course must meet for a designated number of hours and if instructors delegate long breaks, the course may not meet the instructional hours.

c. **Committees**

i. Academic Calendar Committee

1. Senators Duno and Boboye – Senate will need to give feedback on the Faculty Lecturer Day and Cesar Chavez Day. The Faculty Senate agreed to advocate for version 4, retaining Faculty Lecture Day in April and the addition of Cesar Chavez day on March 31.

- **Motion for Approval** - Senator Kenehan moved to approve. Senator Kaminsky seconded the motion. The motion was approved. 10.30.18, 22/0.

- i. Calderon asked about the observance of Dolores Huerta for a holiday. Senator Duno replied that the state currently does not recognize Dolores Huerta as a holiday and suggested an educational piece for Dolores Huerta could be implemented to align with Cesar Chavez Day.

**II. OLD BUSINESS**

a. Zoom Video Communication account

- i. Lissa Napoli reported that Faculty Senate has acquired a Zoom Account via CCCConfer. The equipment will need to be checked out before each meeting. If budget permits, it may be possible for Faculty Senate to purchase equipment rather than checking out the needed equipment for each meeting.

b. Chaffey College Distance Education District Standards

- i. In the absence of Alternate Senator, Jon Ausubel, this topic has been tabled for the next Faculty Senate meeting.

- **Motion for Approval** - Senator Karp moved to table the DE District Standards. Senator Gutierrez seconded the motion. The motion was approved. 10.30.18, 22/0.

c. Academic and Student Services Advisory Group (Fontana Rep.), (Selection of one faculty member). Faculty who volunteered to serve:

- i. Fabiola Espitia, Counseling, Fontana
- ii. Mary Jane Ross, Instructional Specialist, Fontana Success Center
- iii. Pamela Valfer, Art, Fontana

- **Motion for Approval** – Mary Jane Ross was elected to serve. Senator Karp motioned to approve Mary Jane Ross to serve as the Fontana Representative for the

Academic and Student Services Advisory Group. Senator Kern seconded the motion. The motion was approved. 10.30.18 22/0.

- d. 2019-2020 Sabbatical Leave Applications
  - i. Cindy Walker, Instructional Support, KNA - Senators Henderson, Witt, and Kaminsky volunteered.
  - ii. Mary Jane Ross, Instructional Support, Success Centers - Senators Marcus, Phipps, and Sadowski volunteered.
  - iii. Kevin Cameron, Political Science, SBS - Senators Tang, Boyd, and Kern volunteered.
  - iv. Julie Song, Sociology, Sociology, SBS - Senators Kenehan, Gutierrez, and Aranda volunteered.
- e. Teddy Calderon, CCSG, Director of Finance, will discuss Student Resources and Communication
  - i. Some syllabi do not include campus resources for students, while other syllabi do provide campus resources. Representative Calderon asked for ways to improve instructor communication to students regarding campus resources available to students. Senator Kaminsky suggested to implement cork boards to display flyers in classrooms. Senator Boyd suggested to utilize the Portal to display announcements and flyers. President Burruel asked if it would be helpful to have the information listed in the Portal? Senator Karp reiterated that improved communication was a recommendation from the last accreditation visit, and an increase in the number of ways to communicate is better. Senator Henderson reported that she uses Canvas to incorporate College announcements as well as in her syllabus. Senator George suggested that the College should have a single webpage for announcements and resources that can be hyperlinked and provided to students. Senator George also relayed that a fellow English professor displays announcements as students walk into the classroom. Senator Osmanian stated that the available resources should be connected to Guided Pathways. President Burruel commented that the Faculty Senate generated student resource list has grown and probably needs to be handled by a different party. Senator Karp suggested to have a student convocation as a means to deliver information, announcements, and resources. Senator Ross suggested to include campus resources in future Panther Days. Guest Brown suggested that the master calendar would need to be implemented and maintained to facilitate incorporation of announcements and resources. Senator Boyd suggested a poll of the students to determine what resources would be the most relevant. Vice President Witt asked if the current website is a barrier to the dissemination of information, and would the website redesign alleviate the problem?

- III. NEW BUSINESS**
- IV. ANNOUNCEMENTS**
- V. FLOOR ITEMS**
- VI. ADJOURNMENT (1:50 P.M.)**

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**Lissa A. Napoli, Recording Secretary**

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**Nicole DeRose, Secretary - Treasurer**