

FACULTY SENATE MINUTES

November 20, 2018

Members Present:

President.....	Misty Burruel
Vice President/ Senator-at-Large.....	Robin Witt
Secretary/Treasurer/ Mathematics & Science.....	Nicole DeRose
Business & Applied Technology.....	Dionne Henderson
Business & Applied Technology.....	David Karp
Health Sciences.....	Vacant
Health Sciences.....	Sue Paplanus
Health Sciences.....	Vacant
Instructional Support.....	Rose Ann Osmanian
Instructional Support.....	Mary Jane Ross
Language Arts.....	Charmaine Phipps
Mathematics & Sciences.....	Mark Gutierrez
Social & Behavioral Sciences.....	Dan Kern
Student Services.....	Fabiola Espitia
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
Adjunct Senator-at-Large.....	Gail Keith-Gibson

Members Absent:

Curriculum Chair.....	Marie Boyd
Business & Applied Technology.....	Baron Brown
Chino/Fontana.....	Daniel Bentum
Chino/Fontana.....	William Araiza
Language Arts.....	Kimberly George
Mathematics & Science.....	Diana Cosand
Social & Behavioral Sciences.....	Angela Sadowski
Social & Behavioral Sciences.....	Pak Tang
Student Services.....	Donna Colondres
Visual & Performing Arts.....	Stan Hunter
Adjunct Senator-at-Large.....	Luke Gunderson
Adjunct Alternate Senator.....	Kenyon Callahan

Alternates Present:

Chino/Fontana.....	William O'Neil
Instructional Support.....	Shelley Marcus

Language Arts..... Jon Ausubel

Guests:

Angela Burk-Herrick, Biology, Math & Science
Teddy Calderon, Director of Finance, CCSG
Lissa Napoli, Administrative Assistant, Faculty Senate
Melissa Sakoonphong, Counseling

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

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

- a. Roll call

III. PUBLIC COMMENTS

- a. Senator Karp reported that Executive Director, Construction and Emergency Operations, Troy Ament, will visit with him and discuss future plans for parking lot renovations. Senator Karp also shared that at College Planning Council, conversation revealed that the only choice for internal door locks is an electronic option, which may be phased in over time. President Burruel suggested that the door locks issue should be placed on a future Board agenda.
- b. Senator Ausubel encouraged faculty to consider contributing to the GoFundMe accounts set up to aid individuals affected by the Butte Fire.

IV. APPROVAL OF AGENDA

- a. November 20, 2018
 - **Motion for Approval** - Senator Henderson moved to have items DE District Standards and Smoking on Campus pulled from Old Business and brought forward to Reports. Senator Kern seconded the motion. The motion was approved. 11.20.18, 20/0.

V. APPROVAL OF MINUTES

- a. November 13, 2018
- b. **Motion for Approval** - Senator Duno moved to approve minutes. Senator Ford Kaminsky seconded the motion. The motion was approved. 11.20.18, 20/0.

VI. CONSENT AGENDA

- a. Foundation Account: Approval of funds to purchase a get-well floral arrangement for Renee Ketchum. The Senate discussed alternatives to a floral arrangement. No decision was reached, although the Senate will continue to explore alternative options.

- b. Suggestions included meal delivery service or UBER or Lyft gift cards. Senator Ausubel stated that CCFA approved funds as well and would be willing to coordinate with Faculty Senate. Further discussion was tabled until the November 27 meeting.
- c. Faculty representatives have requested to serve as follows:
 - i. Alternate Senator, BAT, Faculty Senate Baron Brown, Criminal Justice, BAT.
 - ii. Instructional Support Advisory Committee, Mary Beierle, Art, VPA (Adjunct)
 - iii. Instructional Support Advisory Committee, Angela Burk-Herrick, Biology, M&S
 - iv. Instructional Support Advisory Committee, Krysten Dewilde, Mathematics (Adjunct), M&S
 - v. Instructional Support Advisory Committee, Tina Kuo, Biology, M&S
 - vi. Instructional Support Advisory Committee, Christina McPeck, Child Development, SBS
 - vii. Instructional Support Advisory Committee, Athalie Sapp, Instructional Specialist, Multidisciplinary Success Center
 - viii. Instructional Support Advisory Committee, Hannah Seidler, Mathematics, M&S
- d. Faculty representative who can no longer serve as follows:
 - i. AAII, Campus Police Baron Brown, Criminal Justice, BAT
 - **Motion for Approval** - Senator Karp asked Senate to strike “i” under “Faculty representatives who have been requested to serve as follows”, this had already been approved in prior meeting minutes under Old Business. President Burruel moved to approve the amended Consent Agenda. Senator Ford Kaminsky seconded the motion. The motion was approved. 11.20.18, 20/0.

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

VIII. REPORTS

- a. **Chaffey College Distance Education District Standards** - Jon Ausubel
 The Distance Education (DE) District Standards serve two purposes—To codify the first part of the newly-developed training program for DE and to clarify transferability of qualifications between Chaffey and other community college districts and DE training providers.

Last year, Angela Cardinale and Vicki Tulacro developed a series of training modules for hybrid and online instructors. This year, Angela and Jon Ausubel, working with DE staff, have developed this training into the following online formats:

1. Step One: Intro to Distance Education @ Chaffey--This step parallels the

District Standards

1. Introduces faculty to the DE facilitators and staff
2. Laws and Regulations (Title 5, FERPA, and Accessibility)
3. Technology
4. College Processes
2. Step Two: Teaching Using Canvas Essentials and Enhanced Tools--This step prepares the instructor technologically
 1. Course Navigation and Management
 2. File Management
 3. Announcements
 4. Assignments, Quizzes
 5. Gradebook
 6. Etc.
3. Step Three: Hybrid/Online Teaching @ Chaffey--This step improves the instructor's DE pedagogy.
 1. Course Design
 2. Delivery
 3. Accessibility
 4. Active Learning
 5. Regular effective contact
 6. Etc.

All faculty who teach online and hybrid at Chaffey must complete Step One online; Steps Two and Three may be done face-to-face or online and alternate verification processes are in place for instructors who come to Chaffey with DE experience.

The DE District Standards document is already built into Step One and might also be added to the AP on Distance Education, but the AP has curricular and other items in it that are separate from these standards for instructors.

The contract states that in order to be qualified to teach DE at Chaffey the instructor must meet Department and District Standards. The CIO is seeking Faculty Senate approval of the District Standards. Senate suggested changes to the current draft to more explicitly state that faculty should adhere to departmental standards and minimally to the district standards, as well as an understanding of the "course administration procedures".

- **Motion for Approval** - Vice President Witt moved to approve the amendment to the District Standards. Senator Phipps seconded the motion. The motion was approved. 11.20.18, 18/0/2.

b. **BP 3570 Smoking on Campus** - Jon Ausubel

In May 2018 the CA Board of Governors stated that there should be no smoking of any kind on college campuses. Chaffey College has a Board Policy regarding smoking on campus but lacks an Administrative Procedure regarding smoking on campus. Various committees have supported the no smoking policy on all campuses. Senator Karp suggested developing a resolution. Senator Ausubel suggested that Faculty Senate ask Jim Fillpot to move this issue forward in the reprioritization of Administrative Procedures. Senator Ross suggested asking Campus Police about their current enforcement procedures. The Faculty Senate agreed to developing a resolution on the Smoking Ban. President Burruel and Lissa Napoli will search for the previous Faculty Senate resolution.

c. **President**

President Burruel and Alternate Senator Ausubel met with members of the President's Equity Council and Human Resources to discuss the college's hiring practices and job announcements. Moving forward, Faculty Senate will need to focus on reevaluating the committee composition and selection process.

The ASCCC has a long-standing resolution stating that we should take a leadership role in promoting the diversification of college faculty. Locally, colleges are encouraged to evaluate the systems and bureaucracies in place, such as:

- HR application process
- Construction of the job announcement
- Appointment and convening of the hiring committee
- Initial screening of applicants
- First and second level interview processes

Chaffey College has been engaged in improving its the hiring practices, as well as examining structures and processes that may unconsciously limit our ability to attract and retain individuals that reflect the students and communities we serve. Alternate Senator Ausubel stated that the college's hiring practices appear to reflect positive changes in our ability to attract a diverse faculty body. BLOOM training may be a factor. President Burruel will contact HR to request the data.

d. Vice President

i. Baron Brown, Criminal Justice, will serve as the Alternate Senator from BAT.

e. Secretary-Treasurer - No report.

f. Curriculum - No report.

g. Coordinators - No report.

h. Committees

i. Academic Calendar Committee

1. Senators Duno and Boboye

A. Senators discussed whether or not Faculty Lecture Day, whether or not it should fall on a Tuesday or Wednesday, and its impact on instruction. If Faculty Lecture Day were moved to Wednesday, this would add an additional day to the Monday and Wednesday class impact. If moved to Tuesday, there will be only two days affected rather than the three days resulting from Monday and Wednesday classes. The placement of Faculty Lecture Day on Tuesday would equalize the impact for Monday-Wednesday classes and Tuesday-Thursday classes.

● **Motion for Approval** - Senator Kern moved to support the placement of Faculty Lecture on Tuesday. Senator Karp seconded the motion. The motion was approved. 11.20.18, 20/0.

B. Senators discussed an Open Forum for the 16-Week Calendar. All faculty input is desired. Suggested times for faculty input include Wednesday, December 12 during College Hour. This meeting will identify a larger group to provide input. January 11, during Flex, will be another opportunity for faculty and classified to provide feedback. Senator Duno will make arrangements for spring FLEX and President Burruel will assist Senator Duno with messaging to faculty.

IX. OLD BUSINESS

a. AP 4300 Field Trips and Excursions

i. President Burruel met with biology faculty to discuss field trips and transportation. A meeting will be set up with leadership to develop a plan moving forward. Further discussion was tabled until the November 27 meeting.

b. Elections: Update

i. Health Science, Senator

ii. Health Science, Alternate Senator

Nominations closed on Friday November 16. The election process will start soon and a report will be forthcoming.

c. Discussion of the Senate Holiday Party (CCFA, Curriculum Committee, and

Senate). Further discussion was tabled until the November 27 meeting.

X. NEW BUSINESS

a. Schedule of classes/ Lunch breaks

- i. Academic issue - President BurrueI expressed concerns regarding the implementation of a 30 minute “lunch break” imposed on faculty who teach classes beyond 5 hours. There are academic implications as a result of this scheduling decision. Further discussion was tabled until the November 27 meeting.

XI. ANNOUNCEMENTS - None.

XII. FLOOR ITEMS - None.

XIII. ADJOURNMENT (1:50 P.M.)

Lissa A. Napoli, Recording Secretary

Nicole DeRose, Secretary - Treasurer