

FACULTY SENATE MINUTES

December 4, 2018

Members Present:

President.....	Misty Burruel
Vice President/ Senator-at-Large/Mathematics & Science....	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.....	Vacant
Health Sciences.....	Vacant
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.....	Fabiola Espitia
Student Services.....	Jackie Boboye
Visual & Performing Arts.....	Pat Aranda
Visual & Performing Arts.....	Kelly Ford Kaminsky
Senator-at-Large.....	Doug Duno
Senator-at-Large.....	Garrett Kenehan
Adjunct Senator-at-Large.....	Gail Keith-Gibson

Members Absent:

Health Sciences.....	Sue Paplanus
Language Arts.....	Jon Ausubel
Mathematics & Science.....	Diana Cosand
Social & Behavioral Sciences.....	Pak Tang
Student Services.....	Donna Colondres
Visual & Performing Arts.....	Stan Hunter
Adjunct Senator-at-Large.....	Luke Gunderson

Alternates Present:

Business & Applied Technology.....	Baron Brown
Chino/Fontana.....	William O'Neil
Instructional Support.....	Shelley Marcus

Adjunct Alternate Senator..... Kenyon Callahan

Guests:

Jo Alvarez, Communications
Angela Burk-Herrick, Biology, Math & Science
Shireen Awad, Curriculum Office
Teddy Calderon, Director of Finance, CCSG
Manar Hijaz, Instructional Specialist
Carol Hutte, Library Coordinator & Faculty Librarian
Brian Khairullah, IET
Lissa Napoli, Administrative Assistant, Faculty Senate
Melanie Reeve, Library
Diana Sanchez, EOPS
Cindy Walker, FSC

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

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

- a. Roll call

III. PUBLIC COMMENTS

- a. Senator Ford Kaminsky reported that the Theater Department has had to cancel the show due to theater renovations. This cancellation resulted in a \$23,000.00 ticket revenue loss. Renovations have caused class displacement for nearly three semesters, instead of the projected one semester. The Theater Department has no black box and no usable teaching spaces. Cancellation of courses has caused students who need those classes to delay completing their degree. The department has suffered in loss of ticket sales, course offerings, and shared space, and students scheduled to graduate will not have experienced theater production/mainstage work when they receive their degrees this academic year.
- b. Senator Henderson shared concerns regarding the recent parking lot renovations. Students were not notified of the parking lot renovations, therefore causing tardiness to classes and appointments.
- c. Senate raised concerns about campus safety at the Chino Center. Questions that were brought to Senate included hours of operation; more specifically, it appears there is no coverage between 5 and 6 pm, and there is no one there to monitor student shared spaces such as the Student Lounge.

IV. APPROVAL OF AGENDA

- a. December 4, 2018
- **Motion for Approval** - Senator Kenehan moved to approve the agenda. Senator Karp seconded the motion. The motion was approved. 12.4.18, 23/0.

V. APPROVAL OF MINUTES

- a. November 27, 2018
- **Motion for Approval** - Senator Sadowski moved to approve minutes. Senator Kenehan seconded the motion. The motion was approved. 12.4.18, 23/0.

VI. CONSENT AGENDA

- a. Faculty representatives have requested to serve as follows:
- i. Instructional Advisory Committee, Mary Jane Ross, Instructional Specialist, KNA, Success Centers, SI, Guided Pathways.
 - ii. Instructional Advisory Committee, Sharon Alton, English, LA
- **Motion for Approval** - Senator Karp moved to approve Consent Agenda item **i** and **ii**. Senator Boyd seconded the motion. The motion was approved. 12.4.18, 23/0.
 - **Motion for Approval** - Senator Karp moved to discuss Consent Agenda item
- iii. Senator Boyd seconded the motion. The motion was approved. 12.4.18, 23/0.
 - iii. Interim Associate Superintendent of Instruction and Institutional Effectiveness hiring committee:
 1. Jonathan Ausubel, Union President/English, LA
 2. Marie Boyd, Curriculum Chair/Outcomes and Assessments
 3. Misty Burruel, Faculty Senate President
 4. Carol Dickerson, Accounting, BAT
 5. Robert Nazar, English, LA, Chino
 6. Cindy Walker, Faculty Success Center

Senate discussed the committee composition and expressed the need to expand the committee composition regardless of the duration of the position to include Math, CTE, Coordinators, Chino, and other areas. It was recommended that Robert Nazar be replaced with Mark Gutierrez as M&S representative. Additional faculty suggested include Mark Forde to

represent Chino, Tim Greene to represent SBS and coordinators, Donna Colondres to represent Counseling, and Sonia Diaz to represent Fontana. President Burruel will contact these faculty.

Faculty Senate will vote to approve the hiring committee on December 11, 2018. December 14, 2018, is the pre-interview meeting, and December 19, 2018, are the interviews.

- **Motion for Approval** - Senator Karp moved to table the hiring committee for to next meeting and vote. Senator Boyd seconded the motion. The motion was approved. 12.4.18, 23/0.
- b. Faculty representative who can no longer serve as follows:
 - i. College Planning Council, Robin Ikeda, Biology, M&S

- **Motion for Approval** - Senator Kenehan moved to approve Consent Agenda item b. Senator Gutierrez seconded the motion. The motion was approved. 12.4.18, 23/0.

VII. GUEST(S)/PRESENTATION(S)

- a. Dr. Henry Shannon, President/Superintendent, provided information regarding the Interim CIO Position. The interim position may last up to, but no longer than, one year. The job announcement/posting for the permanent position will be nationally advertised for approximately 6-8 weeks. The College community will participate in forums during the search period.

Dr. Shannon shared that Measure P has a 58.99% polling as of 12.3.2018 and is expected to pass. We need to get the final results certified by the County and start selling bonds. Faculty should review the 2025 Master Plan and Addendum. It is important that the College builds a facility in Ontario, and a university center location is of interest, but at this time, will not be located at the Rancho campus. One of the initiatives for the upcoming year is to pursue opportunities to search for additional funds to supplement Measure P. Priorities for building will include work with local communities to prioritize. The campus will need to have patience as projects get underway.

a. President

- i. President Burruel shared a followup to the parking lot renovations. On Monday, December 3, the long-awaited renovations in Parking Lots #2 (Library), #9 (Math), and #10 (Physical Science) have commenced. Parking lot #11 (Science parking lot south of the Physical Science building) will begin on December 21. The parking lot renovation is slated for Dec. 3 - Jan. 13.

- b. **Vice President** - an update for the Health Science elections will be provided at the next meeting.

c. Secretary-Treasurer - No report.

d. Curriculum

Package: Business Technology

Course Deactivation: Final Reading

BUSOT-462	Digital Transcription and Voice Recognition Software
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Program Modifications: Final Reading

Microsoft Word	Certificate of Achievement
Professional Administrative Management	A.S. Degree
Professional Administrative Management	Certificate of Achievement

Package: Public Health

New Courses with DE: First Reading

PH-10	Personal Health and Wellness
PH-20	Introduction to Public Health
PH-30	Health and Social Justice
PH-40	Drugs, Health, and Society

New Program: Final Reading

Public Health	AS-T
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New Program: Final Reading

Dental Assisting Skills	Certificate of Competency
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Course Deactivation: Final Reading

ENGL-675	Preparation for College Reading and Writing
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Course Modifications with DE: First Reading

BUS-49	Business Decisions Using Basic Quantitative Tools
BUSL-400	Introduction to Paralegal Studies
BUSL-401	Legal Research and Writing
BUSL-402	Civil Litigation
BUSL-403	Evidence
BUSL-404	Law Office Operations
BUSL-406	Advanced Legal Research and Writing
BUSL-408	Bankruptcy and Debtor/Creditor Relations
BUSL-409	Family Law
BUSL-411	Estate Planning and Probate Law
BUSL-412	Immigration Law
BUSL-413	Workers' Compensation Law
BUSL-435	The Law of Marketing and Business Competition
BUSMGT-430	Warehouse Management and Material Handling
BUSMGT-440	Principles of Leadership
BUSMGT-45	Small Business Ownership and Management
BUSMGT-466	Introduction to Project Management
BUSMGT-48	Quality Management Principles

BUSMGT-480	Principles of Supervision
BUSMKT-405	International Marketing
BUSTEC-400	Job Search and Interviewing Techniques
BUSTEC-40A	Beginning Computer Keyboarding
BUSTEC-40B	Computer Keyboarding: Speed and Accuracy Development
BUSTEC-471	Administrative Office Management
BUSTEC-50	Filing and Records Management
BUSTEC-61	Microsoft Office PowerPoint
BUSTEC-63	Microsoft Office Excel - Comprehensive
BUSTEC-64	Microsoft Office Access-Comprehensive
COMSTD-12	Mass Communication and Society
RE-60	Real Estate Finance
SPAN-1	Elementary Spanish I
SPAN-2	Elementary Spanish II
SPAN-4SS	Spanish for Heritage Speakers II

Course Modifications: First Reading

ARABIC-2	Elementary Modern Standard Arabic
ARABIC-3	Intermediate Modern Standard Arabic
ART-82	Introduction to Digital Media
BUS-10	Introduction to Business
BUSL-28A	Business Law I
BUSL-28B	Business Law II
CHIN-3	Intermediate Mandarin Chinese I
CHIN-4	Intermediate Mandarin Chinese II

CUL-15	Sanitation, Safety, and Equipment Management
CUL-17	Principles of Food Preparation
EMT-11	Emergency Medical Technician
FR-1	Elementary French I
FR-2	Elementary French II
HOTFS-10	Introduction to Hospitality Management
HOTFS-14	Food and Beverage Management
HOTFS-21	Purchasing, Cost Controls, and Menu Planning
HOTFS-32	Hospitality Law
HOTFS-422	Hotel Operations
HOTFS-428	Human Resources Management in Hospitality
HOTFS-431	Hospitality Marketing Management
HOTFS-482	Industry Internship: Hospitality Management
KINTM-16	Beginning Dance/Spirit Team
SPAN-4	Intermediate Spanish II

- **Motion for Approval** - Senator Karp moved to approve, Senator Sadowski seconded the motion. The motion was approved. 12.4.18, 23/0.

e. Coordinators - No Report

f. Committees

i. Academic Calendar Committee - No report

1. Senators Duno and Boboye

ii. Academic and Student Advisory Group

1. Senators DeRose, Witt, & President Burrue

- A meeting is being scheduled with managers who were identified to serve on ASAG.

g. Sabbatical Proposals

- i. Kevin Cameron: Senators Boyd, Kern, and Tang reviewed the sabbatical report. The sabbatical report review committee recommended approval. Senator

- Kenehan moved to approve; Senator Gutierrez seconded the motion. **Motion approved.** 12.4.18, 23/0.
- ii. Carol Dickerson: Senators Duno, Henderson, and Kern reviewed the sabbatical report. The sabbatical report review committee recommended approval. Senator Kenehan moved to approve; Senator Gutierrez seconded the motion. **Motion approved.** 12.4.18, 23/0.
 - iii. Julie Song: Senators Kenehan, Gutierrez, and Aranda reviewed the sabbatical report. The sabbatical report review committee recommended approval. Senator Kenehan moved to approve; Senator Boboye seconded the motion. **Motion approved.** 12.4.18, 23/0.
 - iv. Rachel Hanna (Spring 2019 Sabbatical revision)
Rachel Hanna has submitted a revision to her sabbatical. Rachel intended to attend a particular school in Mexico but discovered that her level of fluency exceeded the original proposal; however, her course objectives remain the same. Due to the devastating 8.2 earthquake that hit Oaxaca last year, she will travel to the state of Chiapas where she hopes to interview indigenous Maya artisans. President Burruel, and Senators Kenehan and Osmanian reviewed the sabbatical report revisions. The sabbatical report review committee recommended approval of the revisions. Senator Duno moved to approve; Senator Kern seconded the motion. **Motion approved.** 12.4.18, 23/0.

VIII. OLD BUSINESS

- a. Elections: Update (Vice President, Witt reported)
 - i. Health Science, Senator
 - ii. Health Science, Alternate Senator
- b. Senate Holiday Party - the final Faculty Senate meeting will be held on Tuesday December 11 at the usual time and will include a holiday celebration. Location to be determined. More details will be disseminated prior to the next meeting.

IX. NEW BUSINESS

- a. Part-Time Faculty Handbook
Baron Brown has provided the *Part-Time Faculty Handbook* for Senate's review. Senator Brown has been focused on creating a one-stop shop handbook for our part-time faculty. In preparation for spring FLEX, Senate is being asked to review the document and make any recommendations for additions and/or edits. As the college undergoes the website redesign, the part-time handbook will be integrated into Faculty Senate's website.
- b. Brown Act- (Tabled for next meeting)
- c. BLOOM training - (Tabled for next meeting)
- d. Vision 2029: Chaffey College Educational Master Plan - (Tabled for next meeting)

X. ANNOUNCEMENTS

- a. Behavioral Intervention Team (BIT) Basics - December 15, 12:30-1:30pm, in CAA-211

Correction, the BIT meeting is, December 5, not December 15. This meeting will provide faculty with an opportunity to ask questions and discuss academic integrity violations, Title IX issues, the role of police, and Student Health Services.

XI. FLOOR ITEMS

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

Lissa A. Napoli, Recording Secretary

Nicole DeRose, Secretary - Treasurer