

## FACULTY SENATE MINUTES

### October 1, 2019

<b>Member</b>	<b>Representation</b>	<b>Term</b>	<b>Present (P) Absent (A) Teleconference (T) Videoconference (V) Zoom (Z)</b>
Nicole DeRose	Acting President	2019-2020	P
Rose Ann Osmanian	Vice-President Instructional Support	2019-2020	P
Mark Gutierrez	Secretary/Treasurer Math & Science	2019-2020	P
Angela Burk-Herrick	Curriculum Chair	2019-2021	P
Dionne Henderson	Business & Applied Technology	2019-2021	P
David Karp	Business & Applied Technology	2018-2020	P
Daniel Bentum	Chino/Fontana	2018-2020	A
Manar Hijaz	Chino/Fontana	2019-2021	A
Rachel Arciniega	Health Sciences	2018-2020	A
Jayne Clark	Health Sciences	2019-2021	A
Mary Jane Ross	Instructional Support	2019-2021	(sabbatical)
Vacant	Kinesiology, Nutrition & Athletics	2019-2021	
Vacant	Kinesiology, Nutrition & Athletics	2019-2020	
Charmaine Phipps	Language Arts	2018-2020	P

Steve Shelton	Language Arts	2019-2021	P
<i>Vacant</i>	Mathematics & Science	2019-2021	
Dan Kern	Social & Behavioral Sciences	2018-2020	P
Angela Sadowski	Social & Behavioral Sciences	2019-2021	A
Jean Oh	Student Services	2019-2021	P
Jackie Boboye	Student Services	2018-2020	P
Kelly Ford Kaminski	Visual & Performing Arts	2018-2020	P
Pat Aranda	Visual & Performing Arts	2019-2021	P
Doug Duno	Senator-At-Large	2017-2020	P
Garrett Kenehan	Senator-At-Large	2018-2021	P
Robin Witt	Senator-At-Large	2019-2022	P
Gail Keith-Gibson	Adjunct Senator-At-Large	2019-2021	P
Luke Gunderson	Adjunct Senator-At-Large	2018-2020	P
<b><i>Alternates</i></b>			
<i>Tracy Kocher</i>	<i>Business &amp; Applied Technology</i>	<i>2019-2021</i>	<i>P</i>
<i>Baron Brown</i>	<i>Business &amp; Applied Technology</i>	<i>2019-2021</i>	<i>A</i>
<i>Robert "Ian" Jones</i>	<i>Chino/Fontana</i>	<i>2019-2021</i>	<i>A</i>
<i>Shelly Eckvahl</i>	<i>Health Sciences</i>	<i>2019-2021</i>	<i>A</i>
<i>Shelley Marcus</i>	<i>Instructional Support</i>	<i>2019-2021</i>	<i>P</i>
<i>Vacant</i>	Kinesiology, Nutrition & Athletics	2019-2020	
<i>Jonathan Ausubel</i>	<i>Language Arts</i>	<i>2018-2020</i>	<i>A</i>

<i>Diana Cosand</i>	<i>Mathematics &amp; Science</i>	<i>2019-2021</i>	<i>P</i>
<i>Sergio Gomez</i>	<i>Social &amp; Behavioral Sciences</i>	<i>2018-2020</i>	<i>A</i>
<i>Donna Colondres</i>	<i>Student Services</i>	<i>2019-2021</i>	<i>A</i>
<i>Stan Hunter</i>	<i>Visual &amp; Performing Arts</i>	<i>2019-2021</i>	<i>A</i>
<i>Hsing "Angel" Ho</i>	<i>Adjunct Alternate Senator</i>	<i>2019-2021</i>	<i>Z</i>

**Guests:**

Lissa Napoli, Administrative Assistant, Faculty Senate

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

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

2.1 Remote Attendee Identification

**3. PUBLIC COMMENT (Reserved for Guests only and limited to two minutes.) - None.**

**4. APPROVAL OF AGENDA**

4.1 October 1, 2019

- **Motion for Approval** - Senator Gunderson moved to move the Sabbatical Reports to after the Consent Agenda. Senator Kern seconded the motion. The motion was approved. 10.1.19, 18/0
- **Motion for Approval** - Senator Kaminski moved to approve the modified Agenda. Senator Duno seconded the motion. The motion was approved. 10.1.19, 18/0.

**5. APPROVAL OF MINUTES**

5.1 September 24, 2019

- **Motion for Approval** - Senator Duno moved to approve the Modified Minutes. Senator Boboye seconded the motion. The motion was approved. 10.1.19, 18/0.

**6. CONSENT AGENDA**

6.1 Faculty representatives that have been requested to serve:

1. 16-Week Calendar Committee, Morgan Rea, Chino/Fontana

6.2 Faculty representatives that can no longer serve:

1. Student Grievance Committee, Laurie Pratt, Chino Campus

- **Motion for Approval** - Senator Witt moved to approve the Consent Agenda. Senator Shelton seconded the motion. The motion was approved. 10.1.19, 18/0.

## 7. GUEST(S)/PRESENTATION(S) - None.

## 8. REPORTS

### 8.1 President

#### 8.1.1 Presidential Perspectives

Reminders: a) submit reports one week prior to the meeting date to be included in the Senator packet for review and if reports/handouts come in too late for the agenda, urgency will be assessed and the report may be pushed back one week; b) the Announcements section of the agenda is now categorized to include ASCCC events, campus celebrations, College events, and Other - look there to find the latest announcements; c) please send suggestions regarding trouble-shooting ChaffeyView down times to Acting President DeRose asap. Only one suggestion has been provided since our last meeting.

President DeRose mentioned the need for a CTE Liaison at ASCCC. The previous CTE Liaison was Vanessa Thomas, and a replacement needs to be identified. Faculty Senators serving CTE disciplines will be contacted to move forward with a process to identify a new CTE Liaison.

Faculty Senate needs representation at the October meetings for President's Cabinet and the Board Agenda Review. Following today's meeting, an email will be sent to all Senators will be asking for delegates for those meetings. Thank you. The same will happen for both November and December as well.

#### 8.1.2 Faculty Senate Retreat: New retreat date

The Faculty Senate Retreat will take place on Friday October 4 from 1-4 pm, in HS 143. The purpose of the retreat is to begin Constitution revisions. Thank you to all of those that have RSVP'd to attend. Bring laptops or tablets as writing will start on that day. More information regarding the retreat will come forward as the week progresses, please check emails.

#### 8.1.3 Call for subcommittee to develop Faculty Senate Guest Policy

Are there a few Senators willing to serve on a subcommittee charged with the development of a guest policy?  
Senators: Kern and Phipps.

#### 8.1.4 Community College related assembly bills and ASCCC Plenary resolutions

There are 16 assembly bills (AB) that are related to Community Colleges that were presented by Dr. Bishop at the August 29, 2019 Governing Board meeting. The list needs to be revised and will be presented to the Faculty Senate to review and report the potential impact of the assembly bills to Chaffey College. Acting President DeRose will review the list of bills and present again at the future Faculty Senate meeting.

ASCCC Resolutions. At the fall 2019 plenary, the resolutions will come up for a vote. The Area D meeting on October 12 will focus on the resolutions prior to fall plenary. We can review the resolutions prior to fall plenary November 7-9, 2019 and be informed on how Chaffey College Faculty Senate wants to vote on the resolutions.

8.1.5 Other - None.

## 8.2 Vice-President

8.2.1 Call for nominations - 2019 Faculty Senate President Election, October 1 through October 14.

- Vice-President Osmanian presented the 2019 Faculty Senate President Election timeline to Senate which is included on page 7 of the agenda packet. Vice-President Osmanian will send out an email today after the meeting calling for nominations from October 1 through 14.
- Acting President DeRose announced that she is nominating herself and will run for president of the Faculty Senate.

8.2.2 3CSN's Zoom Professional Development Workshops (see attached doc for information)

- Vice-President Osmanian shared that 3CSN is offering one hour professional development workshops via Zoom. These workshops focus on promoting equity, engagement in the classroom. For those of you that teach reading and writing there is an integrated reading and writing series. She knows with busy schedules, it's difficult to attend professional development, it's nice that the chancellor's office is helping to support this through one-two hour Zooms.

8.2.3 Guided Pathways

- Curriculum Chair Burk-Herrick mentioned that the maps can now be printed individually. A lot of work is happening in Student Services about how these maps will be used. During the application process for students that are unsure of what they want to do, there will be a feature that will allow them to receive financial aid although their major is not declared. Career communities will also help students explore different careers.

8.3 Secretary/Treasurer - No report.

## 8.4 Curriculum

- Curriculum Chair Burk-Herrick reported the deadline for changes to curriculum is tomorrow, Wednesday, October 2, 2019. Faculty are launching many modifications to include DE addendum to their face to face courses. The Curriculum committee plans to prioritize new DE proposals to enable them to be scheduled Spring semester.

### Course Modifications:

<b>ART-63</b>	<b>Introduction to Graphic Design</b>
<b>CISPROG-1</b>	<b>Introduction to Computer Programming</b>
<b>IET-415</b>	<b>Advanced Electricity Laboratory</b>
<b>IET-417</b>	<b>Electrical Troubleshooting</b>

**Course Modifications w/ DE:**

<b>IET-420</b>	<b>Fundamentals of Control Systems Technology</b>
<b>IETELMT-430</b>	<b>Hydraulic Fundamentals</b>
<b>IETELMT-432</b>	<b>Electrical Control of Hydraulic Systems</b>
<b>IETELMT-436</b>	<b>Pneumatics Fundamentals</b>
<b>IETELMT-438</b>	<b>Electrical Control of Pneumatic Systems</b>

**Program Modifications:**

<b>Nutrition and Food</b>	<b>Certificate of Achievement</b>
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**Program Deactivations:**

<b>Chemistry</b>	<b>A.S.</b>
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- **Motion for Approval** - Senator Kenehan moved to endorse the course modifications that Curriculum presented. Senator Kaminski seconded the motion. The motion was approved. 10.1.19, 18/0.

**8.5 Coordinators-** No report.

**8.6 Committees**

8.6.1 Technology Committee - Robin Witt

- DVD players will no longer be in the classrooms and can be checked out at your dean's office.
- Students can report areas of weak Wifi signal.
- ChaffeyView will be down for a period of time to allow for transition to the cloud.

- 15-character passwords will be required and passwords will not have to be updated.
- Security training each Wednesday during the month of October at 12:30pm BE-108.
- Senator Osmanian requested that Senator Witt ask if we can get access to all or most of the features offered through Microsoft Office 365. Faculty often have to use third party vendors for a lot of these features and many times have to pay for upgrades to these features.

#### 8.6.2 Calendar Committee - Doug Duno

- Senator Duno presented the calendar handout that the committee produced. Summer starts a week later. The start and end dates for fall and spring are very similar to fall and spring of 2019-20.
- Cesar Chavez Holiday remains on the table but is not reflected on the calendar.
- Curriculum Chair Burk-Herrick suggested that if any faculty members having comments or suggestions should reach out to Senators Duno or Boboye.

#### 8.6.3 Sabbatical recommendations (this item was moved from Unfinished Business)

- Rachel Hanna (sabbatical returnee) - Senators Duno, Osmanian, and Kocher
- Paula Snyder (sabbatical returnee) - Senators Kern, Hijaz, and Ausubel
- Charlies Williams (sabbatical returnee) - Senators Aranda, Ford-Kaminski, and Phipps

All committees reported that small details have been requested from the writers and all of those are currently being worked on. We will discuss these reports and vote at the next Faculty Senate meeting, Tuesday, October 8, 2019.

## 9. UNFINISHED BUSINESS

### 9.1 KNA Elections

- Vice- President Osmanian reported that Senate still does not have any nominees for KNA senators. We will keep the positions listed and unfilled and hope to hear from interested KNA faculty members.

## 10. NEW BUSINESS

### 10.1 Voting Operations: Majority or $\frac{2}{3}$

- Robert's Rules of Order requires different types of votes for different motions. Most are a majority vote, although some are a  $\frac{2}{3}$  vote. It appears that Faculty Senate has not distinguished any differences in the past. The current question is what is the preference of Faculty Senate until such time when Robert's Rules of Order are followed more closely? Has all past voting simply been a majority, and if so, is that what Faculty Senate will continue to do for all types of motions? This action will serve as a current guideline regarding Faculty Senate operations until such time when the Faculty Senate clearly distinguishes voting operations in the future, and/or adheres more closely to Robert's Rules of Order.

- **Motion for Approval** - Senator Kenehan moved to use a majority vote unless the constitution directs otherwise. Senator Witt seconded the motion. The motion was approved. 10.1.19, 18/0.

## 10.2 Health Services at the Chino/Fontana campus

- **Motion for Approval** - Senator Kern moved to table this discussion. Senator Karp seconded the motion. The motion was approved. 10.1.19, 18/0

## 10.3 Presidential Elections: Candidate Statements

- Senator Kenehan mentioned that we cannot stop faculty members from sending emails campus-wide. He suggested we provide some recommended guidelines by which to adhere when sending emails.
- Senator Karp mentioned our need to have an open discussion about these candidates campus-wide.
- Curriculum Chair Burk-Herrick suggested we make a clear statement regarding what is officially coming from Senate. She also recommended that the candidate statements be posted online, possibly a Canvas shell, and a link will be sent out to all faculty.
- Senator Shelton recommended that we look at other online resources to share candidate statements.
- Senator Gunderson recommended that Senate sends the candidate statements to all faculty, including adjunct faculty.
- Senate recommended that we consider making changes to the constitution that will allow adjunct faculty members to vote for Faculty Senate President.

## 10.4 Committees seeking faculty members:

10.3.1 16-Week Calendar Committee: One school rep needed for each, IS, and SS.

10.3.2 PSR Committee: approximately 13 faculty to serve for a 2- or 3-year term (half 2-yr and half 3-yr).

PSR Committee is working hard to refine and streamline the PSR process. In fact, one of the major changes this year, is that PSR readers will only be asked to read and score a PSR one time.

10.3.3 OAC Committee: The purpose of this committee is to demonstrate evidence that learning has occurred as a result of a specific course program, activity, or process. This committee will assist with reading the Student Learning Outcomes (SLO) portion of the Program and Services Review (PSR).

10.3.4 ASCCC Leadership Development - CTE Liaison

10.3.5 Bookstore Assistant Buyer .475 (2 positions)

## 10.5 Faculty Senate Priorities and Senate Suggested Issues Topics

## 10.6 Adjunct Faculty Handbook - Consult 9/24 minutes for discussion and concerns of the location and



accessibility of the handbook. Moving forward to identify adjunct relevant content.

## 11. ANNOUNCEMENTS

### 11.1 Academic Senate for California Community Colleges (ASCCC) Information

- ASCCC Leadership Development - CTE Liaison The ASCCC Faculty Leadership Development Committee is conducting a survey to determine what professional development womyn senate leaders and allies need. The survey is a strategy to help us garner data and feedback to design leadership opportunities focused on specific populations of faculty in California community colleges. Please take a few minutes to complete this survey. *Please share widely.* More information about the Faculty Leadership Development Committee can be found [here](#).

Link to survey: [https://www.surveymonkey.com/r/FLDC\\_2019\\_Leadership\\_Survey](https://www.surveymonkey.com/r/FLDC_2019_Leadership_Survey)

Please submit your responses by September 27, 2019.

- Open Educational Resources Initiative

### 11.2 Campus Celebrations (Retirements, Baby Showers, etc.)

- Meritorious Service Award 2019-2020, In honor of Marylee Requa, Professor of Sociology, Wednesday, November 6, 2019, Center for the Arts, Art Gallery, dessert reception 1:30-2:00 PM.
- Retirement Celebration in honor of Andrea Dutton, Friday, October 11, 2019, AD- 151, 2:30 - 4:00 PM.

### 11.3 College Events (Clubs, Departments, and Organizations)

### 11.4 Other

- Submitting agenda items - Due to time constraints and schedule availability, meeting agendas are prepared one week in advance. Non-senators, please send items to your representative Senators. Senators, please send suggested agenda items to Nicole DeRose or Lissa Napoli prior to 2 pm Tuesdays for consideration at the following or other upcoming Faculty Senate meetings. Agendas are made public Thursday afternoons prior to the upcoming Faculty Senate meeting, and agenda items cannot be added after the agenda has been publicized.
- The Faculty Senate Office is here and happy to help with requests for files such as past sabbatical reports, past minutes, etc. Fulfilment of these requests may require considerable time, particularly if the files are not in electronic format. Requests may need to be filled after other time sensitive tasks or other previously prioritized duties have been completed.

- Submitting announcements - If you would like to make an announcement (event, retirement celebration, club/organization event, new baby, etc.) why wait for it to show up in the minutes? We can include your Announcement in the Agenda. This will increase the number of people that will see the announcement. Along with the announcement, send flyers or supporting documents if you have them to Lissa Napoli by Tuesday evening, one week prior to the meeting date that will include the announcement.

## **12. FLOOR ITEMS**

## **13. ADJOURNMENT (1:52 P.M.)**

**The next Faculty Senate meeting is scheduled for Tuesday, October 8, 2019, BEB-204**

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**Lissa A. Napoli, Recording Secretary**

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**Mark Gutierrez, Secretary - Treasurer**