

**FACULTY SENATE MINUTES
OCTOBER 13, 2020**

Nicole DeRose	President	2020-2021	P
Robin Witt	Vice President	2020-2021	P
Mark Gutierrez	Secretary/Treasurer	2020-2021	A
Angela Burk – Herrick	Curriculum Chair	2019-2021	P
Tracy Kocher	Business & Applied Technology	2020-2022	P
Karin Nelson	Business & Applied Technology	2020-2021	P
Daniel Bentum	Chino/Fontana	2020-2022	P
Manar Hijaz	Chino/Fontana	2019-2021	A
Lisa Doget	Health Sciences	2020-2022	A
Jayne Clark	Health Sciences	2019-2021	P
Christina Holdiness	Instructional Support	2020-2022	P
Mary Jane Ross	Instructional Support	2019-2021	P
Jeff Harlow	Kinesiology, Nutrition & Athletics	2020-2022	P
Vacant	Kinesiology, Nutrition & Athletics	2019-2021	
Elizabeth Encarnacion	Language Arts	2020-2022	P
Steve Shelton	Language Arts	2019-2021	P
Mark Gutierrez	Mathematics & Science	2020-2022	P
Nicole DeRose	Mathematics & Science	2019-2021	P
Dan Kern	Social & Behavioral Sciences	2020-2022	P
Angela Sadowski	Social & Behavioral Sciences	2019-2021	P
Jackie Boboye	Student Services	2020-2022	P
Jean Oh	Student Services	2019-2021	A
Vacant	Visual & Performing Arts	2020-2022	
Patrick Aranda	Visual & Performing Arts	2019-2021	A
Tamari Jenkins	Senator-At-Large	2020-2023	P
Robin Witt	Senator-At-Large	2019-2022	P
Garrett Kenehan	Senator-At-Large	2018-2021	P
Luke Gunderson	Adjunct Senator-At-Large	2020-2022	P
Gail Keith-Gibson	Adjunct Senator-At-Large	2019-2021	P

Alternates

David Karp	Business & Applied Technology	2020-2021	A
Robert “Ian“ Jones	Chino/Fontana	2019-2021	P
Shelley Eckvahl	Health Sciences	2019-2021	A
Shelley Marcus	Instructional Support	2019-2021	P
Vacant	Kinesiology, Nutrition, & Athletics	2019-2021	
Leona Fisher	Language Arts	2020-2022	A
Diana Cosand	Mathematics & Science	2019-2021	P
Sergio Gomez	Social & Behavioral Sciences	2020-2022	A
Donna Colondres	Student Services	2019-2021	A
Stan Hunter	Visual & Performing Arts	2019-2021	P
Stephen Villasenor	Adjunct Alternate Senator	2020-2021	A

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.)****4. APPROVAL OF AGENDA****4.1 October 13, 2020**

- **Motion for Approval** - Senator Boboye moved to approve the Agenda. Senator Shelton seconded the motion. The motion was approved. 10.13.20, 21/0.

5. APPROVAL OF MINUTES**5.1 October 6, 2020**

- **Motion for Approval** - Senator Witt moved to approve the 10.6.20 Minutes. Senator Jenkins seconded the motion. The motion was approved. 10.13.20, 21/0.

6. CONSENT AGENDA**6.1 Faculty representatives that have been requested to serve:**

6.1.1 Career Education Advisory Committee, Faculty Tri-Chair, Sheila Malone, Theatre, VPA

6.1.2 Senate Engagement on Bookstore Issue

Nicole DeRose, Acting President, Faculty Senate

Elizabeth Encarnacion, Communication Studies, LA

6.2 District Account: To fund an additional Senator to attend the ASCCC Fall Plenary (On-line). Not to exceed \$350.00.

- **Motion for Approval** - Senator Witt moved to approve the Consent Agenda. Senator Sadowski seconded the motion. The motion was approved. 10.13.20, 21/0.

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

8. UNFINISHED BUSINESS

8.1 BP and AP Faculty Senate Review - Selection of Senators to review BPs and APs that are up for consideration. Senators volunteering to review the following BPs and APs should be prepared to report back to the Senate on October 13. The results are due to Jim Fillpot by October 16.

<https://www.chaffey.edu/policiesandprocedures/under-review.php>

Chapter 3 - General

Institution

- President Derosé shared that the Board Policies (BP) are general and the Administrator Policies (AP) have more detail on what the District will do and how the policy will be enacted.

BP/AP 3430 Prohibition of Harassment - Senator Kocher

- Senator Kocher shared that she felt no changes to the BP/AP were needed.

BP/AP 3440 Service Animals and Other Animals on District Property - Senator Encarnacion

- Senator Encarnacion reported the only change she recommended was to include the resources for where the information came from, the most recent versions of the ADA Amendment ACT 2018 and the US Department of Civil and Justice Rights Act 2010.

BP/AP 3505 Emergency Operations Plan - Senator Oh

- President DeRose shared that she would present Senator Oh's concern in her absence. Senator Oh's concerns included the following:
 - How are employees and students notified about what is going on during an emergency?
 - When establishing disaster preparedness procedures, why is there no fire drill training along with the earthquake training? .
 - What kinds of training are available for people with disabilities and how are they prepared to work with people with disabilities during a disaster?
 - It is important for District personnel to be notified that as public employees they are also disaster service workers and are responsible for serving during a disaster. Is there training available for disaster service workers?
 - Where can we find the emergency operations plan and how can we review it?
- Does the AP have mitigation and preparedness, go through with the fine tooth comb, everyone should watch a video.
- The AP refers to the Superintendent/President or his/her designee to activate the plan when necessary. What if the President is incapacitated?
- Senator Ross remembered that during what we thought was an "active shooter" situation a few years back, we had constant conversations, a flurry of activity with lots of communication from campus police and other entities reminding us of safety procedures. The further we get from that event, the less information we are receiving. Senator Ross suggested that information on safety and disaster preparedness be sent out on a regular interval. Especially for the newer employees who did not share that event with us.

BP/AP 3510 Workplace Violence - Senator Gutierrez

- President DeRose shared that she would present Senator Gutierrez's concern in his absence. Senator Gutierrez shared that he had no recommendations for the BP, however the AP is missing the Chief Human Resource Officer (CHRO) as a person to report workplace violence to. The BP refers to campus police and the chief human resources officer, but the CHRO is not included in the AP and should be.

BP/AP 3515 Reporting of Crimes - Senator Nelson

- Senator Nelson shared that there were no recommended changes to the BP. The AP includes when timely warnings will be published to the campus, and listed all the different types of crimes that could be included in that warning. There is a reference to a crime alert, but doesn't explain how that is different from a timely warning. Perhaps that can be explained better.
- The 'd' is missing from 'rape drug', it reads, "rape rug" and should be revised immediately.
- The AP makes references to campus pastoral counselors and professional counselors and Senator Nelson shared that the College is a public entity and that "campus" should be removed from that sentence.

BP/AP 3516 Registered Sex Offender Information - Senator Sadowski

- Senator Sadowski shared that she would present the report to President DeRose before the end of the week.

BP/AP 3520 Local Law Enforcement - Senator Jenkins

- Senator Jenkins shared that the BP was short and concise with no changes recommended. The AP discussed the reporting agency and written agreements that the District has with local law enforcement agencies. Senator Jenkins was concerned with the same issue that Senator Nelson shared about a sentence that included 'pastoral counselors'.
- Senator Kern, asked if we had pastoral counselors on campus? President DeRose shared that if the writing on the AP/BP is in red, it signifies anything in red is required language and may not apply. Some discussion included why the AP/BP makes mention to pastoral counselors- who is associated with a religious order or denomination Campus pastoral counselors, perhaps the AP/BP was copied from a Christian University?

BP/AP 3540 Sexual and Other Assaults on Campus - Senator Doget

- This BP/AP 3540 was reported last week.

8.2 Action Item: Finals Week Best Practices Workgroup

- Senator Kern shared a question that was brought up about the Best Practices, what exactly is a list of best practices supposed to mean to faculty? It is not a contractual requirement, are they suggestions or recommendations? The workgroup tried to incorporate these questions into the rewrite. Some items that the workgroup is asking Faculty Senate to support are the following recommendations: (listed on page 5 of the agenda). This is the adaptation from the Distance Education (DE) Best Practices. The college is looking for Faculty Senate endorsement.
- Senator Encarnacion shared that the DE Best Practices was from a DE perspective. The workgroup chose to include elements from the contract to differentiate what is an expectation vs. what is a recommendation. They chose to separate out the elements that are more DE focused such as elements of Proctorio.
- Senator Sadowski asked if the best practice is for people who are doing synchronous just to have their test time during that synchronous time? or is there a best practice for that? Senator Witt asked what if a student has 6 asynchronous classes and all the instructors chose to have all 6 on the same day. Curriculum Chair Burk-Herrick answered that is the part addressed in the contract, your exam has to be during the final exam schedule.
- Curriculum Chair Burk-Herrick also shared that since next semester is going to be asynchronous, that they come up with a final exam schedule so that our students are not taking all their finals on one day.

- CCFA President Ausubel shared that the MOU that the rep council approved yesterday, had the only item from the best practices that's in it was regarding the 48 hour window of availability, beyond that the rep council and negotiators didn't think there should be any restrictions on faculty on their academic freedom and just to make sure there is an open window for their students. President DeRose asked for clarification and stated that even for synchronous classes there isn't a day or time.
- **Motion for Approval:** Senator Kern moved that the Finals Week Best Practices Workgroup meet one more time to address concerns that have been brought up today and will bring those back next week. Senator Sadowski seconded the motion. The motion was approved. 10.13.20, 19/0.

9. NEW BUSINESS

9.1 Action Item: BP 4235 Credit for Prior Learning Revised Draft Initial Faculty Senate Review

- This would replace credit by exam and encompass other ways in which students can demonstrate learning in previous settings. All Community Colleges are required to have an AP/BP in place by December 31, 2020. Nicole shared the current draft of the BP. Palomar college did a pilot to work on a AP/BP and it was completed last fall. Their AP/BP have been used as models for other colleges to change their BP's. During a meeting with the Superintendent of Instruction and Institutional Effectiveness, Laura Hope; Dean of Institutional Research, Jim Fillpot; Curriculum Chair Burk-Herrick, and President DeRose met and discussed the urgency of this and to get it to the board for review in November and to the December board for Voting. One amendment that might be included to change one of the sentences to BP 4235 Credit for prior learning is shown on page 6 of the agenda packet. President DeRose will report to Jim Fillpot to move forward on the BP and make the December 31 timeline.

9.2 Action Item: Seeking Faculty Senate Representative to serve on Classified Senate as a liaison. Meetings are held once a month, on the first Friday of the month from 9:00-10:00am.

- **Motion for Approval:** Senator Sadowski moved to approve Vice-President Witt to serve as the Classified Senate. Senator Burk-Herrick seconded the motion. The motion was approved. 10.13.20, 19/0.

9.3 Action Item: CCFA President Jonathan Ausubel is requesting representatives from Faculty Senate to serve on the evaluation training work group.

20.11 Establishment of an Evaluation Training Work Group

The Faculty Association and the District agree to establish an Evaluation Training Work Group made up of three faculty and three administrators, including one negotiator from each group. This group is designed to accomplish the following objective:

Initiate an online evaluation training protocol that, once established, will be required for all faculty evaluators. The training shall consist of these elements and be available in the District's professional development platform:

- Review the forms used in the evaluation process
- Overview of the Evaluation Committee process as it relates to each faculty group
- Explanation of the rating scale designations and the distinctions among them

- Explanation of the evaluation process, including but not limited to the responsibilities of the Evaluation Committee Chair, the First-Level Manager, and the Evaluation Committee.
- Identify models of language appropriate for evaluations
- Provide clarification that effective instruction takes many forms

The draft will be presented to the Labor Management Committee by spring 2021. Once drafted, the proposed training will be reviewed for final approval or recommendations and revision by the Labor Management Committee for implementation.

One CCFA Rep has volunteered (from CTE) for this workgroup. It will be helpful to have people from different areas and essential to have a student support person.

The group's timeline is actually quite short since this is all supposed to be in place by the end of Spring.

- Senator Holdiness is willing to serve on this committee and also the Student Support Person. Christina Holdiness will be included on the Consent Agenda for ratification at the next meeting scheduled for October 20.

10. REPORTS

10.1 Vice President

10.1.1 Election Update

- **Nomination Announcement:** Vice President Witt announced the following nominations for the 2021-2023 Presidential Election: Nicole Derosé and Neil Watkins. Candidate statements are due October 26.

10.2 Secretary/Treasurer

10.3 Curriculum

10.4 Committees

10.4.1 Constitution Work Group

- Vice President Witt shared the Constitution Work Group survey, she included that there are four questions total and that the survey is anonymous. The reason for question one is to desegregate the full time and part time. Senator Witt explained the order of the survey. The Constitution Workgroup is looking for feedback. This survey will be included on the Faculty Senate Canvas page. Faculty must self enroll and then they can take the survey.
- **Motion for Approval:** Senator Burk-Herrick moved to approve the survey with the clarifying language about intent. Senator Keith-Gibson seconded the motion. The motion was approved. 10.13.20, 18/0.

10.4.2 ASCCC Black Caucus: Jackie Boboye

- Senator Boboye will report at the next Faculty Senate meeting scheduled for October 20

10.4.3 Evaluations Forms Committee: Jackie Boboye & Christina Holdiness

- Senators Boboye and Holdiness will report at the next Faculty Senate meeting scheduled for October 20

10.5. President

- President DeRose will report at the next Faculty Senate meeting scheduled for October 20

11. ANNOUNCEMENTS

11.1 Other

11.1.1 Faculty Senate Needs Your Help! - Please consider making a monthly contribution to our accounts by clicking on this link: <https://chaffey.kindful.com/>

- **Faculty Senate Membership Dues** which supports activities such as Faculty Lecturer of the Year, New Hire & Tenure Receptions, Service Recognition Awards, Congratulatory and Sympathy cards, and the Meritorious Service Awards.
- **Faculty Senate Scholarship** Account which provides funds for the Faculty Senate Student Scholarships

Contributions are tax deductible!!

11.1.2 Call for Representation: Are you interested in committee work? Faculty Senate is seeking representatives to serve on campus committees. We are calling upon you to volunteer or identify a faculty member who would be willing to participate on committees. Most committees meet monthly, however, others may meet weekly, or bi-weekly for an hour to an hour and a half. Please be on the lookout for emails from the Faculty Senate regarding participation on committees.

12. FLOOR ITEMS

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

The next Faculty Senate meeting is scheduled for Tuesday, October 20, 2020.

Lissa A. Napoli, Recording Secretary

Mark Gutierrez, Secretary - Treasurer

Senators		Present	Approval of Agenda 10.13.20	Approval of 10.6.20 Minutes	Approval of Consent Agenda 10.13.20	Finals Week Subcommittee to meet again to address Senate's concerns and report back next week	Approve Senator Witt to serve as a rep for Classified Senate	Approved survey with amendments
Representation	Name							
President	Nicole DeRose	Y						
Vice President	Robin Witt	Y	Y	Y	Y	Y	Y	Y
Secretary/Treasurer	Mark Gutierrez							
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y	Y	Y	Y	Y
Business & Applied Technology	Tracy Kocher	Y	Y	Y	Y	Y	Y	-
Business & Applied Technology	Karin Nelson	Y	Y	Y	Y	Y	Y	Y
<i>*Business & Applied Technology Alternate</i>	<i>David Karp</i>							
Chino/Fontana	Daniel Bentum	Y	Y	Y	Y	Y	Y	Y
Chino/Fontana	Manar Hijaz							
<i>*Chino/Fontana Alternate</i>	<i>Robert "Ian" Jones</i>	Y	Y	Y	Y	Y	Y	Y
Health Sciences	Lisa Doget							
Health Sciences	Jayne Clark	Y	Y	Y	Y	Y	Y	Y
<i>*Health Sciences Alternate</i>	<i>Shelley Eckvahl</i>							
Instructional Support	Christina Holdiness	Y	Y	Y	Y	Y	Y	Y
Instructional Support	Mary Jane Ross	Y	Y	Y	Y	Y	Y	Y
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	Y						
Kinesiology, Nutrition, & Athletics	Jeff Harlow	Y	Y	Y	Y	Y	-	-
Kinesiology, Nutrition, & Athletics	Vacant							
<i>Kinesiology, Nutrition, & Athletics Alternate</i>	<i>Vacant</i>							
Language Arts	Elizabeth Encarnacion	Y	Y	Y	Y	Y	Y	Y
Language Arts	Steve Shelton	Y	Y	Y	Y	Y	Y	Y
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>							
Mathematics & Science	Mark Gutierrez							
Mathematics & Science	Nicole DeRose							
<i>Mathematics & Science Alternate</i>	<i>Diana Cosand</i>	Y	Y	Y	Y	Y	Y	Y
Social & Behavioral Sciences	Dan Kern	Y	Y	Y	Y	Y	Y	Y
Social & Behavioral Sciences	Angela Sadowski	Y	Y	Y	Y	Y	Y	Y
<i>*Social & Behavioral Sciences Alternate</i>	<i>Sergio Gomez</i>							
Student Services	Jackie Boboye	Y	Y	Y	Y	Y	Y	Y
Student Services	Jean Oh							
<i>*Student Services Alternate</i>	<i>Donna Colondres</i>							
Visual and Performing Arts	Vacant							
Visual and Performing Arts	Patrick Aranda							
<i>*Visual and Performing Arts Alternate</i>	<i>Stan Hunter</i>	Y	Y	Y	Y	Y	Y	Y
Senator-At-Large	Tamari Jenkins	Y	Y	Y	Y	Y	Y	Y
Senator-At-Large	Robin Witt							
Senator-At-Large	Garrett Kenehan	Y	Y	Y	Y	-	-	-
Adjunct Senator-at-Large	Luke Gunderson	Y	Y	Y	Y	Y	Y	Y
Adjunct Senator-at-Large	Gail Keith-Gibson	Y	Y	Y	Y	Y	Y	Y
<i>*Adjunct Alternate Senator</i>	<i>Stephen Villasenor</i>							
RED indicates reported absence								
Total Yes Votes		23	21	21	21	20	19	18
Total No Votes			0	0	0	0	0	0
Total Abstentions			0	0	0	0	0	0

- = Not available during meeting to vote

34 members total - up to 25 voting at any given time. The President is a non-voting member. Curriculum Chair now votes per 8.25.20 meeting.

President ONLY votes to break a tie.

A quorum shall consist of two-thirds of the voting members of the Faculty Senate

17 members are needed for QUORUM

25 Present at this meeting = 23 members, 2 visitors

10.13.20 Faculty Senate Meeting