

**ACADEMIC SENATE AGENDA
SEPTEMBER 28, 2021**

[Join Zoom Meeting](#)

Meeting ID: 919 7990 2272 Passcode: 2021

Neil Watkins	President	2021-2023
Sarah Cotton	Vice President	2021-2022
Elizabeth “Liz” Encarnacion	Secretary/Treasurer	2021-2022
Angela Burk – Herrick	Curriculum Chair	2021-2023
Tracy Kocher	Business & Applied Technology	2020-2022
Bruce Osburn	Business & Applied Technology	2021-2023
Daniel Bentum	Chino/Fontana	2020-2022
Tara Johnson	Chino/Fontana	2021-2023
Lisa Doget	Health Sciences	2020-2022
Jayne Clark-Frize	Health Sciences	2021-2023
Christina Holdiness	Instructional Support	2020-2022
Mary Jane Ross	Instructional Support	2021-2023
Jeff Harlow	Kinesiology, Nutrition & Athletics	2020-2022
Elaine Martinez	Kinesiology, Nutrition & Athletics	2021-2023
Elizabeth “Liz” Encarnacion	Language Arts	2020-2022
Steve Shelton	Language Arts	2021-2023
Mark Gutierrez	Mathematics & Science	2020-2022
Elizabeth Cannis	Mathematics & Science	2021-2023
Dan Kern	Social & Behavioral Sciences	2020-2022
Pak Tang	Social & Behavioral Sciences	2021-2023
Jackie Boboye	Student Services	2020-2022
Michelle Martinez	Student Services	2021-2023
Erik Jacobson	Visual & Performing Arts	2021-2022
Patrick Aranda	Visual & Performing Arts	2021-2023
Robin Witt	Senator-At-Large	2019-2022
Tamari Jenkins	Senator-At-Large	2020-2023
Sarah Cotton	Senator-At-Large	2021-2024
Vacant	Adjunct Senator-At-Large	2020-2022
John Glass	Adjunct Senator-At-Large	2021-2023

Alternates

William “Bill” O’Neil	Business & Applied Technology	2021-2023
Manar Hijaz	Chino/Fontana	2021-2023
Jordan Hung	Health Sciences	2021-2023
Shelley Marcus	Instructional Support	2021-2023
Candice Hines-Tinsley	Kinesiology, Nutrition, & Athletics	2021-2023
Leona Fisher	Language Arts	2020-2022
Diana Cosand	Mathematics & Science	2021-2023
Sergio Gomez	Social & Behavioral Sciences	2020-2022
Myra Andrade	Student Services	2021-2023
Leta Ming	Visual & Performing Arts	2021-2023
Patty Peoples	Adjunct Alternate Senator	2021-2023
Hope Ell	Classified Senate Liaison	2021-2023

Guests:

Lissa Napoli, Administrative Assistant, Academic Senate

1. P.E. (12:30 P.M.)**2. CALL TO ORDER (12:35 P.M.)****2.1 Remote Attendee Identification****3. PUBLIC COMMENT** (Reserved for Guests only and limited to two minutes.)**4. APPROVAL OF AGENDA**

- September 28, 2021

5. APPROVAL OF MINUTES

- September 14, 2021

6. CONSENT AGENDA**6.1 Faculty representatives that have been requested to serve on a selection committee:**

- 6.1.1** Interim Executive Director Fiscal and Audit Services, Nicole DeRose, Accreditation Faculty Tri-Chair, Biology, M&S
- 6.1.2** Educational Program Assistant, Maria Beck, Counselor, C&M
- 6.1.3** IA IV Supplemental Instruction, Megan Keebler, Instructional Specialist, SI
- 6.1.4** Financial Aid Advisor, Fabiola Espitia, Counselor/GPS, C&M
- 6.1.5** Accounting Technician, Karin Nelson, Accounting, BAT

6.2 Faculty representatives that have been requested to serve on a campus committee

- 6.2.1** Programs & Services Review Committee
Theodore Jenkins, Math, M&S
Candice Hines-Tinsley, Nutrition, KNA
Adeel Rizvi, Physical Therapy Assistant, HS

6.3 Curriculum is asking that the Academic Senate endorse the course modifications that Curriculum presented below:**New Courses w/ DE:**

IETMECH-403 Robotics Operations and Programming

Course Modifications w/ DE:

ID-17 Lighting for Architecture and Interior Design

ID-21 Space Planning

PH-497ABCD Public Health Career Experience Internship

New Programs:

English as a Second Language Certificate of Competency

Program Modifications:

Community Health Worker Certificate of Achievement

7. REPORTS**7.1 President**

7.1.1 AIG report

7.1.2 Governing Board meeting report

7.2 Vice President**7.3 Secretary/Treasurer**

7.3.1 Budget report

7.4 Curriculum

7.4.1 DEI and Curriculum

7.5 Classified Senate Liaison, Hope Ell**7.6 Committee Updates:**

7.6.1 DE Committee, Sarah Cotton (Attachment)

7.6.2 Professional Development Committee, Robin Witt (attachment)

7.6.3 Technology Committee, Bill O'Neil (attachment)

8. GUEST(S)/PRESENTATION(S) - None.**9. UNFINISHED BUSINESS****10. NEW BUSINESS**

10.1 Action Item: Endorsement of new Adjunct Senator-at-Large, 2020-2022

10.2 Discussion Item: Men of color student success initiative, Mark Gutierrez

10.3 Discussion Item: Instructional rationale for paid office hours for all adjuncts

10.4 Action Item: Sabbatical Leave Subcommittee Assignments: (Review timeline- 10/5)

- Mark Lewis: Senators Aranda, Clark-Frize, and Kocher
- Victoria Tularco: Senators Holdiness, Fisher, and Shelton

10.5 Discussion Item: Identify Senators to review the following AP/BP's: (Report on 10/5)

As part of 10+2, the attached BPs/APs are being forwarded to Academic Senate for review and input. The BPs/APs reflect all legally required or recommended language updates as recommended by the Community College League of California (CCLC) Subscription Service. Any CCLC updates are since BPs/APs were last reviewed and approved by the institution. - Dean, Institutional Research, Policy, and Grants, Jim Fillpot

- [AP 4236](#) - Advanced Placement Credit
- [BP 4250](#) - Probation, Disqualification, & Readmission
- [AP 4250](#) - Probation
- [AP 4255](#) - Disqualification & Dismissal
- [BP 4300](#) - Field Trips & Excursions
- [AP 4300](#) - Field Trips & Excursions
- [BP 4400](#) - Community Education Program
- [AP 4400](#) - Community Education Program

11. ANNOUNCEMENTS**11.1 Academic Senate for California Community Colleges (ASCCC) Information**

- 11.1.1 [2021 Hybrid Fall Plenary Session](#)**, Thursday, November 4 through Saturday, November 6.
The 2021 Fall Plenary will be a hybrid event with an in-person option and a virtual-only option. Registration In-Person, \$580. Deadline: Tuesday, October 12 by 5:00 PM. Registration Virtual-Only, \$325.00. Deadline: Thursday, October 28 by 5:00 PM. *Click on the link for more information.*
- 11.1.2 New Faculty Welcome** - Wednesday, September 29, 12:30 - 1:50 p.m. via [InSpace](#). Come and celebrate the new faculty at Chaffey College, while participating in one-on-one or group conversations in a virtual space. Interact and collaborate with new faculty seamlessly just as we would normally in a large venue on campus.

12. FLOOR ITEMS**13. ADJOURNMENT (1:55 P.M.)**

The next Academic Senate meeting is scheduled for Tuesday, October 5, 2021.

Representing Chaffey College faculty in all academic & professional matters

Updates from the Academic Senate

At the September 7 meeting, the Academic Senate unanimously approved the establishment of an Ethnic Studies Department and the formation of a workgroup that will help to create an ethnic studies graduation requirement (to be compliant with Title 5, Section 55063).

On September 14, the Senators approved the launch of the Textbook Transformation Project. Co-facilitated by Liz Encarnacion (Communication Studies) and Emilie Koenig (English), this project will provide training and resources for faculty in order to dramatically increase the adoption of zero-cost and low-cost textbooks in the next two to three years.

The Academic Senate will host an online welcome for the new faculty on Wednesday, September 29, 12:30 – 2:00 p.m., using the InSpace platform:

<https://app.inspace.chat/space/1016C22965B872D8B20F6BAF661C222D7C81E9A8>

Come and celebrate the new faculty at Chaffey College, while participating in one-on-one or group conversations in a virtual space. Interact and collaborate with new faculty seamlessly just as we would normally in a large venue on campus.

OFFICERS

Neil Watkins, President
Sarah Cotton, Vice-President
Liz Encarnacion, Secretary / Treasurer
Angela Burk-Herrick, Curriculum Chair

SENATORS

Patrick Aranda
Daniel Bentum
Jackie Boboye
Elizabeth Cannis
Jayne Clark-Frize
Lisa Doget
Mark Gutierrez
Jeff Harlow
Manar Hijaz
Christina Holdiness
Erik Jacobson
Tara Johnson
Dan Kern
Tracy Kocher
Elaine Martinez
Michelle Martinez
Bruce Osburn
Mary Jane Ross
Steve Shelton
Pak Tang

SENATORS-AT-LARGE

Tamari Jenkins
Robin Witt

ADJUNCT SENATORS-AT-LARGE

John Glass

ALTERNATE SENATORS

Myra Andrade
Diana Cosand
Leona Fisher
Sergio Gomez
Manar Hijaz
Jordan Hung
Shelley Marcus
Leta Ming
Bill O'Neil
Patty Peoples
Candice Hines-Tinsley

ADMINISTRATIVE ASSISTANT

Lissa A. Napoli

IMMEDIATE PAST PRESIDENT

Nicole DeRose

Individual Professional Accomplishments / Creative Works



Tara Johnson (Fashion Merchandising)

Tara became a member at large for the African-American Alumnae Chapter (AAAC) at San Diego State University. She will be focused on membership initiatives. The African-American Alumni Chapter was established to provide leadership roles to SDSU students, alumni and community members, to reach out to potential SDSU students to assist in paving the way to their academic success.



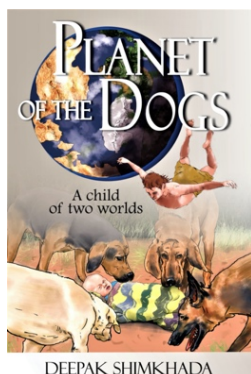
Dave Milbrandt (Political Science)

Dave recently published his fourth novel, *Fool's Luck*, through Ambassador International. The book tells the story of Myles Bradford, a high school teacher who wins the Powerball lottery decides to run for President of the United States.



Patty Peoples (Kinesiology, Nutrition, & Athletics)

Patty served as the motivational speaker for her tenth time at the AAUW 8th Grade Girls' Stem Conference held at the University of Redlands, March 12, 2021. On May 22, 2021, Patty earned her eight USAT AG Duathlon National Championship Title.



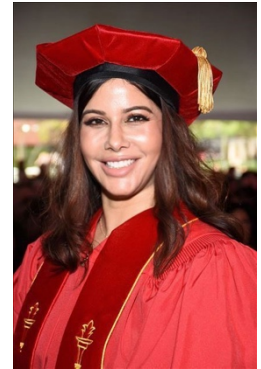
Dr. Deepak Shimkhada (Visual Arts)

Deepak published a book titled *Planet of the Dogs: A Child of Two Worlds*.

Continuing Education / Professional Development

Maria Fitzpatrick (Psychology)

Maria recently completed her doctorate in Organizational Change and Leadership at the University of Southern California.



Patty Peoples (Kinesiology, Nutrition, & Athletics)

In June 2021, Patty completed her certification in Exercise Physiology from the Center for Health Education at Stanford University. Speaking about her motivation, she states, “I love staying up-to-date in my field and I wanted to learn more specifically about Exercise Physiology, which enables me to be a better KNA Adjunct Instructor.”



DE Committee

(1) Chairs: Misty Burruel, Sabrina Sanchez, Angela Cardinale

(2) Current roster: Faculty members: Jonathan Ausubel, Bob Baiz, Jackie Boboye, Angela Cardinale, Kirk Collins, Joann Eisberg, Leona Fisher, Candice Hines-Tinsley, Brad Hughes, Shannon Jessen, Tara Johnson, Gregory Marquez, Levi Miller, Sandra Namoff, Selena Pineda, Morgan Rea, Grace Reotutar, Ana Rosales, Bonnie Spears, Melissa Utsler, Alisha Serrano, Victoria Tulacro
Classified staff: Adriana Arce, Sabrina Sanchez, Jason Schneck
Managers: Alisha, Serrano, Misty Burruel, Isabel Bogue, Michael McClellan, Cory Schwartz

(3) Meeting times and link: Every 3rd Wednesday (with some exceptions), 12:30-1:50pm, Zoom link: <https://chaffey-edu.zoom.us/my/angelacardinale>

(4) Mission statement: The mission of the Online Education Committee is to cultivate and develop innovative, effective, accessible, and equitable practices, policies, and procedures to ensure high-quality online education. The committee will coordinate and collaborate with Information and Technology Services, the Online Learning and Innovation Center, and the Faculty Success Center, and make recommendations regarding online education to Academic Senate, the Curriculum Committee, academic departments, and all faculty.

(5) 2 or 3 recent highlights, accomplishments, projects in progress, etc.:

- Based on the results of our committee self-review, we will be forming a task force to prioritize Committee initiatives for the academic year. One definite priority will be examining ways in which we might support an increase in equitable outcomes in online learning and student support at Chaffey.
- The committee developed and recommended substantially expanded and improved language to AP 4105, specifically regarding the definition of regular and effective contact. This was recently adopted as an official Chaffey AP.
- The committee collaborated with other areas on campus (IS, Scheduling, Marketing, Instruction, etc.) to advocate for clarified student-facing language regarding online course offerings on the portal, website, and course catalog

Professional Development (PD) Committee:

(1) name(s) of tri-chairs: Vicky Valle, Cindy Walker, and Michael McClellan

(2) current roster:

Angela Cardinale	Dionne Henderson	Maryline Chemama	Sandra Bermudez
Ava Nguyen	Eric Jacobson	Matthew Morin	Tiffany Coleman
Brandelyn Neal	Jackie Boboye	Michael McClellan	Vicky Valle
Charles Williams	Karin Nelson	Robin Witt	Wendy Whitney
Cindy Walker	Lisa Doget	Rose Ann Osmanian	Yubel Svensson

(3) meeting times, location, Zoom link, etc.: 3rd Thursday of each month, 3-4:30pm, ATL-110 (pre-pandemic) Zoom

<https://chaffey-edu.zoom.us/my/cwalker2000>

(4) mission statement:

Chaffey College considers learning important not only for its students, but its staff and faculty as well. That's why the college strives to provide a wealth of professional development activities that encourage innovation, stimulate continued professional growth, and enhance the learning and working environment. These activities ultimately enhance student learning and success. Purpose: The committee will establish professional development goals and objectives as identified by their college constituents, identify the activities to be pursued by the Professional Development Office, support and sponsor those activities conducted, and conduct an annual review of the committee's progress. Flex is a major responsibility of the PD Committee

(5) 2 or 3 recent highlights, accomplishments, projects in progress, etc.:

We created the PD Hub in Canvas, converted over to My Learning Hub for all PD and Flex tracking and reporting (thanks to Vicky) and created an automated badging system. Our most recent accomplishment is organizing a successful virtual Convocation and Flex on August 11-13th. We had around 400 people attend Convocation. We also added the Panther Pride Award.

(1) name(s) of chair, co-chairs, or tri-chairs

Tri-Chairs- Michael Fink, Jason Schneck, and Steve Siedschlag

(2) Current roster

*Allison Clapper

*Michael Fink

*Steve Siedschlag

*Jason Schneck

*Eric Houck

*Isabel Boque

*Carol c. Hutte

*David Nimri

*Robert M. Rundquist

*Angela Cardinale

*Jules Kabanqu

*Cindy Walker

*Adriana Arce

*David Stoner

(3) Meeting times, location, Zoom link, etc.

Where: <https://chaffey-edu.zoom.us/j/91769556592?pwd=YVl6cGxNHpJaC9VOUV0TTdDdGlSZz09&from=addon>

Meeting schedule for the **2021/2022 Academic Year**—2nd Thursday of the month, 2:00 PM to 4:00 PM, September 2021 – May 2022. **Please email new agenda items by 2:00 PM at least four (4) days prior to the meeting date.**

- 9/9/21
- 10/14/21
- 11/11/21

- 12/9/21
- 1/13/22
- 2/10/22
- 3/10/22
- 4/14/22
- 5/12/22

(4) Mission statement

Purpose: To provide a mechanism for communication, review of standards and recommendations regarding the technology needs of the district. These areas include hardware, software, data, voice and network usage.

Scope: This is a standing committee that recommends policies and procedures to create an efficient, current and professional technology environment.

(5) 2 or 3 recent highlights, accomplishments, projects in progress, etc.

- PDF accessibility, Get students and teachers up to speed with PDF accessibility, ongoing training (Jason Schneck).
- ZOOM sub account transition complete, the switch went well following up as they are working some setting in the background. (DE can help with settings Help Desk technical problems).
- Office 365, security NSA project current high priority for cyber security changes for adding an authentication will be needed Information Systems is working work with a 3rd party to setup.
 - Other Topics being worked on;
 - Phishing, highlight the outside of campus emails for possible fraud.
 - Computer refresh, there is a list of Faculty and Staff computers that Information Services is starting to work through.
- Information/Data Security Training - Training for staff via the My Learning Hub will be ready within the next 30 days—Financial Aid and Student Services are a priority. Mike Fink and Eric Houck are working with HR on faculty training.
- Fraudulent Accounts/Phishing – Due to an increase in fraudulent accounts and phishing attempts, an external notification banner has been added on emails originating from non-chaffey.edu email addresses. Spoofed email messages that appear to be from a chaffey.edu account should not have the external notification banner—be sure to check the email header for the sending email address. Over 3,000 emails were purged in July. Two to three people per month respond to spoofed emails, and their accounts have to be disabled while IT investigates for malicious activity. This can take 24 hours or more. Please do not respond to emails that are questionable or seem to be phishing attempts. Please forward the email as an attachment to the ITS Helpdesk (ISRepairs@chaffey.edu)