

## ACADEMIC SENATE AGENDA

AUGUST 22, 2023

**RANCHO CAMPUS, BERZ EXCELLENCE BUILDING, ARDON ALGER CONFERENCE ROOM, BEB-204**

**CHINO CAMPUS, CONFERENCE ROOM, CHMB 102**

**FONTANA CAMPUS, CONFERENCE ROOM, FNAC 119**

Nicole DeRose	President	2023-2025
Elizabeth “Liz” Encarnacion	Vice President/President-Elect	2023-2024
Robin Witt	Secretary/Treasurer	2023-2024
Angela Burk – Herrick	Curriculum Chair	2023-2025
Bruce Osburn	Business & Applied Technology	2023-2025
Jay Scott	Business & Applied Technology	2022-2024
Robert Nazar	Chino Campus	2023-2025
Jinny Lee	Chino Campus	2022-2024
Anthony Guaracha	Fontana Campus	2023-2025
Vacant	Fontana Campus	2022-2024
Omar Estrada	Health Sciences	2023-2025
Terzah DePonte	Health Sciences	2022-2024
Tara Johnson	HFIC	2023-2025
Vacant	HFIC	2023-2025
Christina Holdiness	Instructional Support	2023-2025
Terezita Reyes Overduin	Instructional Support	2022-2024
Elaine Martinez	Kinesiology, Nutrition & Athletics	2023-2025
Candice Hines-Tinsley	Kinesiology, Nutrition & Athletics	2022-2024
Phatana Ith	Language Arts	2023-2025
Elizabeth “Liz” Encarnacion	Language Arts	2022-2024
Robin Witt	Mathematics & Science	2023-2025
Mark Gutierrez	Mathematics & Science	2022-2024
Patricia Gomez	Social & Behavioral Sciences	2023-2025
Vacant	Social & Behavioral Sciences	2022-2024
Michelle Martinez	Student Services	2023-2025
Jackie Boboye	Student Services	2022-2024
Leta Ming	Visual & Performing Arts	2023-2025
Sheila Malone	Visual & Performing Arts	2022-2024
Tamari Jenkins	Senator-At-Large	2023-2026
Norma Leon	Senator-At-Large	2022-2025
Sarah Chamberlain	Senator-At-Large	2021-2024
Tina Kuo	Adjunct Senator-At-Large	2023-2025
Shelley R. Jackson	Adjunct Senator-At-Large	2022-2024

### Alternates

Vacant	Business & Applied Technology	2023-2025
Manar Hijaz	Chino Campus	2023-2025
Greg Creel	Fontana Campus	2023-2025
Lisa Doget	Health Sciences	2023-2025
Vacant	HFIC	2022-2024
Shelley Marcus	Instructional Support	2023-2025
Robert Hadaway	Kinesiology, Nutrition, & Athletics	2023-2025
Leona Fisher	Language Arts	2022-2024
Diana Cosand	Mathematics & Science	2023-2025
Vacant	Social & Behavioral Sciences	2022-2024
Fabiola Espitia	Student Services	2023-2025
Susanna Galvez	Student Services	2022-2024
Vacant	Visual & Performing Arts	2023-2025
Vacant	Adjunct Alternate Senator	2023-2025
Sarah Schmidt	Classified Senate Liaison	2023-2025

**Guests:**

Lissa Napoli, Administrative Assistant, Academic Senate

**1. P.E. (12:30 P.M.)****2. CALL TO ORDER (12:35 P.M.)****2.1 Land Acknowledgement**

*With respect and honor for the lands where Chaffey College resides and the leaders who came before us, we would like to take a moment to acknowledge the Gabrieleño-Tongva (GABRIEL-EN-YO TONG-VAH) Peoples, the original stewards of these sacred and unceded homelands. The Tongva people's history, language(s), cultural traditions, and legacy continue to shape this region and we recognize their continuing presence in their homelands.*

**2.2 Attendee Identification** (Chino and Fontana Senators, cameras must be on and turn off all virtual backgrounds.)**3. PUBLIC COMMENT** (Reserved for Guests only and limited to two minutes.)**4. ADOPTION OF AGENDA**

- August 22, 2023

**5. APPROVAL OF MINUTES**

- August 15, 2023

**6. CONSENT AGENDA****6.1 Faculty representatives that have been requested to serve on these selection/hiring committees:****6.1.1 Counselor, Puente Program (50% Puente Program/50% General Counseling)(1 year Temp.)**

Leona Fisher, English, ACD

Kirk Collins, Counselor

Monica Molina, Counselor

Brent McLaren, Counselor

Henry Leonor, English, ACD

**6.1.2 Buyer, Purchasing**

Tamari Jenkins, Spanish, ACD

**6.1.3 Administrative Assistant II, Health & Wellness**

Jeff Laguna, Gerontology, HW

**6.1.4 Dean, Chino Campus**

Mark Forde, Culinary Arts

Steve Shelton, Communication Studies, ACD

Manar Hijaz, Instructional Specialist

**6.2 Faculty representatives that have been requested to serve on these campus committees:**

**6.2.1 College Planning Council**

Jinny Lee, Earth Science/Geology, STEM

Jin Liu, Chinese, ACD

**7. REPORT**

**7.1 President**

**7.2 Vice President**

**7.3 Secretary/Treasurer**

**7.4 Curriculum**

**7.5 Classified Senate Liaison, Sarah Schmidt**

**8. GUEST(S)/PRESENTATION(S)\*15 minutes max - None.**

**9. UNFINISHED BUSINESS \*10 minutes max - None.**

**10. NEW BUSINESS \*10 minutes max per item**

**10.1 First Read/ Discussion Item:** Summer Transparency Senate Workgroup (STSW) Statement

**10.2 First Read/Discussion Item:** Academic Senate seeks two faculty to appoint to the Evaluation Forms Committee. 50 word statements from the candidates will be reviewed by the Senate on 8/22 and voted on 8/29.

**11. ANNOUNCEMENTS**

**11.1 Chaffey College Academic Senate**

**11.1.1 *Sabbatical Orientation***, Friday, August 25, 2023, 10 - 11:30 AM, BEB-204, Join Academic Senate, CCFA, and faculty who have recently returned from sabbatical for this informative session. Learn about developing your sabbatical objective, activities, and submitting your sabbatical application. RSVP to [lissa.napoli@chaffey.edu](mailto:lissa.napoli@chaffey.edu)

**11.1.2 *New Hire Welcome Reception***, Wednesday, September 20, 2023, AD-151, in collaboration with Classified Senate, Academic Senate celebrates all new classified professionals, faculty, and managers. Stop by and meet all the new Chaffey employees.

**11.2 Chaffey College Campus**

**11.3 Academic Senate for California Community Colleges (ASCCC) Information**

**11.3.1 2023 Fall Plenary Session**, Thursday, November 16 through Saturday, November 18. Westin South Coast Plaza. The 2023 Fall Plenary will be a hybrid event with an in-person option (\$550) and a virtual-only option (\$385). Registration In-Person Deadline: November 3, 2023 at 10AM.

Registration Virtual-Only Deadline: November 8, 2023 at 5:00 PM. Click on the link for more information.

11.3.2 Check out Academic Senate for California Community Colleges webpage for other great webinars/events at [asccc.org](https://asccc.org)

**12. FLOOR ITEMS** *\*10 minutes max* (Reserved to raise concerns within the Academic Senate scope. The Senate will hear your concerns/questions, but may not respond. If requested, the concern can be included on a future agenda.)

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

**The Next Academic Senate is Scheduled for Tuesday, August 29, 2023**

## **Academic Senate President's Report Tuesday August 22, 2023**

- Robert's Rule's highlights to use during Academic Senate meetings. Note: these points are from ASCCC's Curriculum Institute Breakout Session Parliamentary Procedures presentation.
  - General Rules of Debate (partial)
    - Members may only speak if recognized by chair
    - All discussion must be relevant to motion/item
    - Members may speak up to twice on a motion/item
    - Each time, members may speak up to 10 minutes
    - Members that have yet to speak in a motion/item have preference
    - When possible, alternate between pro and con speakers
  - Basic Process for Motions
    - Member obtains recognition of the chair
    - Member makes a motion
    - Motion must be seconded by another member
    - Chair states the motion and opens debate
    - Maker of motion may speak first in debate
    - Debate ensues
    - Chair puts the question, aka facilitates the vote
    - Chair announces the results
    - Note: Brown Act requires all votes be listed in the minutes
  - Request for Information, Parliamentary Inquiry, and Point of Order
    - Request for Information
      - Inquiry as to the facts affecting the business at hand
    - Parliamentary Inquiry
      - Request for the Chair's opinion on a matter of parliamentary procedure as it relates to the business at hand (not a ruling)
    - Point of Order
      - May interrupt the current speaker if timely
      - Member calls attention to a violation of the rules of the assembly
      - Must be raised promptly at the time the breach occurs
- CCSG meeting
  - The next Chaffey College Student Government (CCSG) meeting will be held on Monday August 28 from 12:30 to 2 pm in MACC 208.
  - Asking for someone from Academic Senate to attend because I have a conflict that day.
- College Planning Council (CPC) Academic Senate Survey Responses, Spring 2023
  - Included in agenda packet.

## 2022-23 CPC COMMITTEE SELF-ASSESSMENT SURVEY

*Survey Results for: Academic Senate*

*Number of Survey Respondents: 19*

Self-Assessment Area/Item		This Committee		All Committees	
		Mean	Median	Mean	Median
<b>Equity-Minded Practices and Evidence-Based Decision-Making</b>					
Q8a	The committee engages in equity-minded practices	4.94	5.00	4.67	4.89
Q8b	The committee includes affected stakeholders in discussions	4.83	5.00	4.60	4.80
Q8c	The committee uses multiple forms of evidence to inform decisions	4.61	5.00	4.60	4.78
Q8d	The committee reviews disaggregated student data to identify the potential existence of disproportionate impact	4.11	4.50	4.13	4.25
Q8e	Committee decisions and actions consider the impact on historically underrepresented populations	4.78	5.00	4.40	4.67
<b>Committee Processes</b>					
Q12a	Meeting agendas and materials are sent out in advance of the meeting to allow for appropriate review and preparation	5.00	5.00	4.67	4.83
Q12b	Committee meeting length is appropriate and respectful of the agenda	4.89	5.00	4.83	4.90
Q12c	Meetings are held regularly and with appropriate frequency	4.89	5.00	4.51	4.86
Q12d	Follow-up on outstanding agenda items occurs prior to the next committee meeting	4.94	5.00	4.46	4.75
Q12e	The committee has a process in place to manage communications	4.89	5.00	4.54	4.71
Q12f	The committee has a process in place to assist new members in understanding the purpose/mission of the committee	3.89	4.00	4.12	4.20
Q12g	Committee member attendance is consistent	4.39	4.00	4.05	4.20
Q12h	Committee members arrive on time	4.11	4.00	4.42	4.56
Q12i	The committee has a process in place to check-in with absent members	3.28	3.00	3.58	3.60
<b>Committee Interaction and Collaboration</b>					
Q15a	Committee membership represents the perspectives and skills required to fulfill the purpose/mission of the committee	4.61	5.00	4.73	4.83
Q15b	The committee focuses on interactive topics/issues in meetings	4.67	5.00	4.68	4.83
Q15c	Committee meeting agendas include input from committee members	4.67	5.00	4.54	4.67
Q15d	All committee members have an opportunity to engage and contribute	4.83	5.00	4.82	5.00
Q15e	Committee members feel free to question decisions	4.56	5.00	4.74	4.89
Q15f	Committee members clearly understand their roles on the committee	4.17	5.00	4.28	4.50
Q15g	Committee members clearly understand the goals of the committee	4.28	5.00	4.46	4.80
<b>Committee Outcomes</b>					
Q18a	The committee's purpose/mission is reviewed on a regular basis for relevancy and accuracy	4.39	5.00	4.14	4.20
Q18b	The committee's purpose/mission aligns with the District's mission statement	4.76	5.00	4.86	5.00
Q18c	Throughout the academic year the committee regularly identifies and follows thru on action items relevant to its purpose/mission	4.61	5.00	4.51	4.80
Q18d	The committee's annual goals and objectives are clearly defined	4.28	5.00	4.24	4.60
Q18e	The committee has clearly defined annual measurable outcomes	3.89	4.00	3.98	4.00

To: 2023-2024 Academic Senate

The Summer Transparency Senate Workgroup (STSW) believes the recent leadership changes that have taken place at Chaffey College provide for an opportunity to renew the commitment of the Academic Senate, the Associate Superintendent, Student Services and Strategic Communications, and the Associate Superintendent of Instruction and Institutional Effectiveness to work together to actively participate in collegial consultation.

It is the recommendation of the STSW that the Academic Senate create a workgroup that will be tasked with establishing a collaborative best practices between the abovementioned groups. The STSW is confident that a prompt adoption of these best practices will allow these three bodies to more successfully represent their constituents, as well as improve the trust and morale throughout the campus community.

Respectfully,

The STSW