

ACADEMIC SENATE MINUTES

NOVEMBER 4, 2025

Elizabeth “Liz” Encarnacion	President	2025-2027	Y
Terezita Reyes Overduin	Vice-President	2025-2026	Y
Laura Santamaria Brady	Secretary/Treasurer	2025-2026	Y
Angela Burk – Herrick	Curriculum Chair	2025-2027	Y
Laura Santamaria Brady	Arts, Communication & Design A	2024-2026	Y
Henry Leonor	Arts, Communication & Design A	2025-2027	Y
Vacant	Arts, Communication & Design B	2025-2026	
Nicole Farrand	Arts, Communication & Design B	2025-2027	Y
Myra Andrade	Academic & Career Counseling	2024-2026	Y
Wendy Whitney	Academic & Career Counseling	2025-2027	N
Joseph Lee	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2024-2026	Y
Jonathan Polidano	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2025-2027	Y
Hannah Carter	Chino Campus	2024-2026	Y
Manar Hijaz	Chino Campus	2025-2027	Y
Sean Connelly	Fontana Campus	2024-2026	Y
Anthony Guaracha	Fontana Campus	2025-2027	Y
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2027	
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2026	
Jayne Clark Frize	Health & Wellness - Health Sciences	2024-2026	Y
Vacant	Health & Wellness - Health Sciences	2025-2027	
Rob Hadaway	Health & Wellness - Kinesiology, Nutrition & Athletics	2024-2026	N
Candice Hines-Tinsley	Health & Wellness - Kinesiology, Nutrition & Athletics	2025-2027	Y
Terezita Reyes Overduin	Instructional Support	2024-2026	Y
Christina Holdiness	Instructional Support	2025-2027	Y
Melanie Bratcher	Public Service, Culture, & Society	2025-2026	Y
Patricia Gomez	Public Service, Culture, & Society	2025-2027	Y
Justin Keller	Science, Technology, Engineering & Mathematics	2025-2026	Y
Louisa Villeneuve	Science, Technology, Engineering & Mathematics	2025-2027	Y
Tamari Jenkins	Senator-At-Large	2023-2026	Y
Sarah Chamberlain	Senator-At-Large	2024-2027	N
Jin Liu	Senator-At-Large	2025-2028	N
Carolyn Ward	Adjunct Senator-At-Large	2025-2026	N
Etka Kandhway	Adjunct Senator-At-Large	2025-2027	Y
Alternates			
Stephen Shelton	Arts, Communication & Design A	2024-2026	Y
Vacant	Arts, Communication & Design B	2025-2027	
Melissa Johannsen	Academic & Career Counseling	2024-2026	Y
Fabiola Espitia	Academic & Career Counseling	2025-2027	N
Jay Scott	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2025-2027	N
Vacant	Chino Campus	2025-2027	
Vacant	Fontana Campus	2025-2027	
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2026	
Lisa Doget	Health & Wellness - Health Sciences	2025-2027	N
Annette Henry	Kinesiology, Nutrition, & Athletics	2025-2027	Y
Rose Ann Osmanian	Instructional Support	2025-2027	Y
Vacant	Public Service, Culture, & Society	2025-2026	
Vacant	Science, Technology, Engineering & Mathematics	2025-2027	
Vacant	Adjunct Alternate Senator	2025-2027	
Sarah Schmidt	Classified Senate Liaison	2025-2027	Y
Nolan Krueger	Chaffey College Student Government	2025-2027	Y
Alilah Mora De Jesus	Chaffey College Student Government	2025-2027	Y

Guests:

Ryan Hitch, Instructional Specialist, Distance Education

Michael McClellan, Associate Superintendent, Instruction and Institutional Effectiveness

Alisha Rosas, Associate Superintendent, Student Services and Strategic Communications

Alisha Serrano, Dean, Academic and Career Counseling

1. PERSONAL EXPRESSION (12:30 P.M.)**2. CALL TO ORDER (12:35 P.M.) 12:37 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.

- Read by Tamari Jenkins, Senator-At-Large, Academic Senate

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**

- November 4, 2025
- **Motion for Approval** - Senator Lee moved to adopt the agenda. Senator Gomez seconded the motion. The motion was approved. 11.4.25, 20Y/0N/0A.

5. CONSENT AGENDA**5.1 October 28 Meeting Minutes.** See attachment titled, "ACADEMIC SENATE MINUTES October 28, 2025 DRAFT"**5.2 Faculty representatives that have been requested to serve on these selection/hiring committees: see ["AP 7120 Committee Compositions"](#)****5.2.1 Instructional Assistant IV, Instructional Support**

Manar Hijaz, Success Center, IS

5.2.2 Assistant Manager, Maintenance

Thierry Brusselle, Business Administration, BTH

- **Motion for Approval** - Senator Shelton moved to approve the Consent Agenda. Senator Santamaria Brady seconded the motion. The motion was approved. 11.4.25, 21Y/0N/0A.

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

7. REPORT(S)

7.1 President

- President Encarnacion will be attending the upcoming ASCC Plenary as Chaffey College's delegate for the resolution process. She is also the contact person for one of the resolutions but did not write said resolution. She will be voting based on the Senate's support.
- At our next meeting, she will bring outcomes for the resolutions.
- She also attended the Dia de los Muertos and Native American History event.
- Senator Hijaz will also be attending plenary

7.2 Vice President

- VP will be attending ASCC Plenary.

7.3 Secretary/Treasurer

7.4 Curriculum Chair

- Curriculum Chair Burk-Herrick will be attending plenary.

7.5 Classified Senate Liaison

7.6 Chaffey College Student Government Liaison

- CCSG reminds everyone that it is voting day!

8. UNFINISHED BUSINESS

8.1 Discussion/Possible Action Item: Honorlock proctoring / AI cheating for examinations. See attachment, *"Honorlock Discussion"*

- Senator Osmanian asked for clarification on the software's ability to monitor eye movement. Ryan explained that it is an option in the software, not a default setting. The senator suggested having someone from DPS weigh in on the conversation to account for neurodivergent students who may be penalized for eye movements.
- Senator Johannsen shared that the Biology department will be requiring Honorlock for all its courses. She also pointed out that students with Tourettes, ADHD, students who may need to access food/water for medical reasons, or veteran students who may be hypervigilant and look around the room can also be negatively affected by proctoring options that track movement. She also pointed out that the software sometimes flags other people coming into the room. Students in the military or in particular business sectors may not even be allowed to download the software due to safety and privacy issues. Students share that being flagged as "cheaters" creates stigma.
- Senators clarified that it is likely that it is the Chemistry department requiring Honorlock.
- Senator Shelton emphasized that there are great equity concerns even for students who may not identify as neurodivergent, and causes instructors to spend more time trying to catch students cheating rather than exploring pedagogical changes that may be used to assess students' mastery of knowledge.
- CCSG liaison Krueger noted that you need a computer and cannot use the extension on an ipad or phone, but many students access course material through these devices.

- Senator Holdiness shared that removing proctoring options altogether may impact the modality of courses offered, especially for courses in which online proctoring would otherwise be seen as necessary.
- Ryan did share that with recommendations from the senate, it is possible to create a “default” version of Honorlock best practices used across the college.
- President Encarnacion explained that outside of best practices, Senate can craft a resolution to propose a certain set of limitations or exceptions to how Honorlock would be used.
- Curriculum Chair Burk-Herrick wanted to remind the body to avoid a deficit mindset when considering other colleague’s concerns on academic integrity. We all have a responsibility to ensure that students are learning and recognize the importance of academic integrity.
- Senator Andrade asked whether Honorlock is different from Proctorio, since it seems more intrusive. VP Overduin shared that, to her knowledge, Proctorio evolved into Honorlock.
- President Encarnacion also highlighted the possible guidance provided by CIO McClellan, which included providing guidance to faculty and providing students with information on whether the course requires proctoring..
- Senator Jenkins seconded Curriculum Burk-Herrick’s sentiment and Senator Johansen’s highlighting of the issues. She suggested including a disclaimer on the use of proctoring on the course syllabus.
- CCSG liaison Krueger proposed that instead of syllabus, the disclaimer be included in the course description during registration.
- VP Senator Overduin added that in-person testing dates should be included with Honorlock as another option. Ryan reminded the body that CVC students would not be able to attend in-person testing. He also pointed out that entire departments designating courses as requiring Honorlock or similar proctoring may also affect student’s ability to enroll in courses.
- Senator Lee suggested removing Honorlock and opting for live proctoring through zoom.
- VP Overduin highlighted that Honorlock seems to not be meeting the standards of equity that the body is discussing.
- Ryan mentioned that the current cost for Honorlock could potentially be repurposed to purchase/ choose a better alternative.
- Senator Polidano suggested that our effort would be better spent in an educational campaign that focuses on the impact that Honorlock features may have on students.
- Senator Farrand asked the body to develop some guidance or resolution to address the current issues posed by Honorlock for the coming semester since it is the most prescient concern.
- Senator Gomez asked whether faculty are part of the conversation when it comes to purchasing software like Honorlock.
- VP Overduin highlighted that Honorlock doesn’t run on library computers and may not work on college-provided chrome laptops.
- Senator Kandhway suggested having a workshop to explain what is and how to use Honorlock.
- **Motion for Approval** - Senator Jenkins moved to have the Academic Senate President send communication to all faculty regarding the issues posed by Honorlock. President Encarnacion will have senators motion on said communication at the next Academic Senate Meeting. Senator Bratcher seconded the motion. The motion was approved. 11.4.25, 23Y/0N/0A.

8.2 Discussion/Possible Action Item: Sabbatical Proposal Review: The subcommittees must communicate any requested revisions to the proposal writers during the five-week review period (10/24-11/25). A completed proposal must be submitted by Tuesday, November 25, 5:00 PM. The subcommittee must present the completed final proposal prior to giving an official report to the Academic Senate.

- Shannon Jessen, Biology, STEM (Requested: Spring 2027) Senators: Hadaway and Hines-Tinsley
- Erik Kolb, Biology, STEM (Requested: Spring 2027) Senators: Carter and Clark-Frize
- Naomi McCool, Sociology, PCS (Requested: Spring 2027) Senators: Kandhway and Whitney
- Jean Oh, Counseling/DPS, ACC (Requested: 2026-2027 Academic Year) Senators: Jenkins, Liu, and Villeneuve

8.3 Discussion/Possible Action Item: Resolution Packet for ASCCC Fall 2025 Plenary

The Academic Senate for California Community Colleges (ASCCC) employs the formal use of resolutions to identify and record the will of the academic senates of the California community colleges. The ASCCC relies on formal resolutions to set direction for the organization as a whole. Senators are asked to review the resolutions and provide voting direction to the District Delegate, President Encarnacion for the voting process that will occur on the Saturday of Plenary, November 8 2025. For more information on the resolutions process, please visit the [Resolutions page on the ASCCC Website](#)

9. NEW BUSINESS - None.

10. FLOOR ITEMS **10 minutes each* (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.)

11. ANNOUNCEMENTS

11.1 Chaffey College

11.1.1 Radical Geographies: possibilities of the imaged landscape (Wignall Museum) Tuesday, September 2 – Saturday, November 8

11.1.2 Save the Date! [Report to the Community 2025](#), Building Tomorrow's Leaders– Wednesday, November 5, Jesse Turner Center, Fontana, 11:00 AM

11.2 Academic Senate

11.2.1 Academic Senate President, Elizabeth Encarnacion and Amanda Admire, Ariel Sales-Martinez, and Joseph Cascio from Institutional Research, present, “How To Create Change on Campus: Leveraging data-tailoring your message.” November 17, 2025, 2:00 PM, for complete details and to sign up, please refer to the Faculty Success Center Hub and register through My Learning Hub.

11.3 Academic Senate for California Community Colleges (ASCCC) Information

11.3.1 Check out Academic Senate for California Community Colleges webpage for other great webinars/events at asccc.org

12. ADJOURNMENT (1:50 P.M.) 1:49 P.M.

The next Academic Senate meeting is scheduled for Tuesday, November 18, 2025.

Lissa A. Napoli, Recording Secretary

Laura Santamaria Brady, Treasurer / Secretary

Honorlock Discussion

Summary of Concerns:

Faculty have concerns regarding the legal, ethical, and equity implications surrounding proctoring examinations with online software (primarily Honorlock). There is no clear, official, institutional policy regarding the use of online exam proctoring software, and previously individuals were discouraged from using these software's due to lawsuits and other legal ramifications that occurred at other institutions, specifically focusing around the use of Honorlock's camera recording feature. Faculty report inconsistent application of Honorlock features across departments, with some instructors requiring cameras on, and others not using the tool at all. Faculty are concerned about increases in student use of AI for online tests, departmental inconsistency in proctoring practices, as well as the need for updated college-wide guidance. Existing best practices from the DE department are advisory, not formal policy, and may be outdated in light of rapid advancements in AI and remote assessment tools.

Message from Associate Superintendent of Instruction, Michael McClellan:

“Chaffey does not have an official policy or practice regarding faculty use of online proctoring tools, but I would be happy to explore creating guidance. District leadership has had a number of discussions about this issue---so your question is definitely timely.

Any guidance that we create should probably include:

1. The District is willing to help set parameters on the level of proctoring allowed (proctoring services often have different levels of proctoring that can be utilized)
2. Any faculty who wishes to use online proctoring for their course must expressly state on their syllabus that online proctoring tools will be used as part of the course. We may even want to build in an expressed consent provision, which requires students to consent to the use of the services. We need to see if this may impact apportionment, but the syllabus may also state that should a student not consent, an alternative on-campus test taking location will be offered to them.”

Questions for Senate Rep Consideration:

- How do concerns about academic integrity and the rise of AI-based cheating balance against student equity, access, and privacy concerns in online assessment?
- What recommendations and/or best practices should be updated or developed to guide faculty in using proctoring tools like Honorlock, considering differences in discipline needs and student populations?
- What are possible pedagogical approaches that could be explored to support faculty wishing to reduce the dependence on surveilled testing? Or, said differently, what are alternatives approaches to online proctoring?

