

Academic Senate Agenda

September 22, 2026

Rancho Campus, Berz Excellence Building, Ardon Alger Conference Room, BEB-204

Chino Campus, Conference Room, CHMB 102

Fontana Campus, Conference Room, FNAC 210

[Academic Senate Zoom Meeting ID 8570 107 4312](#)

Elizabeth “Liz” Encarnacion	President	2025-2027
Stephen Shelton	Vice President	2026-2027
Laura Santamaria Brady	Secretary/Treasurer	2026-2027
Angela Burk – Herrick	Curriculum Chair	2025-2027
Laura Santamaria Brady	Arts, Communication & Design A	2026-2028
Henry Leonor	Arts, Communication & Design A	2025-2027
Vacant	Arts, Communication & Design B	2026-2028
Nicole Farrand	Arts, Communication & Design B	2025-2027
Myra Andrade	Academic & Career Counseling	2026-2028
Wendy Whitney	Academic & Career Counseling	2025-2027
Joseph Lee	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2026-2028
Jonathan Polidano	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2025-2027
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Sean Connelly	Fontana Campus	2026-2028
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Sarah Chamberlain	Senator-At-Large	2024-2027
Vacant	Adjunct Senator-At-Large	2026-2028
Ekta Kandhway	Adjunct Senator-At-Large	2025-2027

Alternates & Liaisons

Stephen Shelton	Arts, Communication & Design A	2026-2028
Vacant	Arts, Communication & Design B	2025-2027
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Sarah Schmidt	Classified Senate Liaison	2025-2027
Zeinah Abdelrhman	Chaffey College Student Government	2026-2027
Sarah Libdeh	Chaffey College Student Government	2026-2027

1. Personal Expression (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; turn off all virtual backgrounds.)

3. Public Comment (Reserved for Guests only and limited to two minutes.)

4. Adoption Of Agenda

4.1. September 22, 2026

5. Consent Agenda

5.1. September 15, 2026 **Meeting Minutes.** (See attachment titled "Academic Senate Minutes, September 15, 2026 Draft.")

5.2. Curriculum Committee Recommendation: The Curriculum Committee requests the Academic Senate's endorsement of the course modifications detailed in the provided materials. (See the attachment titled "9-16-26 Curriculum Endorsements" for the complete list of proposed changes.)

5.3. Faculty representatives who have been requested to serve on these selection/hiring committees:

5.3.1 Educational Program Assistant (Health and Wellness-Athletics)
Candice Hines-Tinsley, Instructor, Nutrition and Food

6. Guest(s)/Presentation(s) - Workplace Conflict Happens: Knowing What To Do Next Isn't Always Easy, presented by Bruce Duncan and Vera Dunwoody with Common Ground Project (extended time granted - 20-minute presentation time.)

7. Report(s)

7.1. President

7.2. Vice President

7.3. Secretary/Treasurer

7.4. Curriculum Chair

7.5. Classified Senate Liaison

7.6. Chaffey College Student Government Liaison

7.7. Academic Senate Workgroups, Reporting Committees, and Liaisons

8. Unfinished Business

8.1. Possible Action Item: Senators have the opportunity to update or report on the following Sabbatical Reports- *recommendations to the Senate are due by: 9/29*. Refer to "Sabbatical Report Subcommittee & Report Rubric" in the Sabbatical Process Module on the [Academic Senate Canvas shell](#) for resources on reviewer information.

- a. **Allison Tripp**, (2025-2026 Academic Year)
Reviewers: Senators Tamari Jenkins and Ekta Kandhway
- b. **Robert Ian Jones**, English/Journalism (Spring 2026)
Reviewers: Senators Candice Hines-Tinsley and Hannah Carter
- c. **Laura Picklesimer**, English (2025-2026 Academic Year)
Reviewers: Senators Sean Connelly and Sarah Chamberlain
- d. **Jackie Boboye**, Counseling (Spring 2026)
Reviewers: Senators Lisa Doget and Christine Holdiness
- e. **Sheila Malone**, Theater (Spring 2026)
Reviewers: Senators Louisa Villeneuve and Jonathan Polidano

8.2. Discussion Item: Smart Glasses in Class: Concerns, Permissions, Academic Integrity and Faculty Purview (see attached)

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

11.2. Academic Senate for California Community Colleges (ASCCC) Information

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

11.3. California Community Colleges - Just Transition: Academic Academy for Climate Justice and Action, taking place October 23-24, 2026, at the Hyatt Regency in Newport Beach.

Join faculty leaders statewide and CCCCCO Climate Fellows at the ASCCC Academic Academy for co-learning and collaboration. The Just Transition: Academic Academy for Climate Justice and Action equips participants with tools and strategies to integrate climate action, sustainability, and equity into teaching, programs, and institutions.

Participants will develop tailored climate action plans while exploring climate literacy, curriculum innovation, and community engagement across key strands, including climate justice, environmental equity, leadership, and workforce development.

12. Adjournment (1:50 P.M.)

The next Academic Senate meeting will continue on September 29, 2026.

Course Deactivations:

ESL 603	English for Technical Trades I
ESL 604	English for Technical Trades II

CULINARY PACKAGE

Program Modifications:

Culinary Arts	AS
Culinary Arts	CA
Professional Baking and Patisserie	AS
Professional Baking and Patisserie	CA

Course Deactivations:

CUL 446	World Baking
CUL 447	Garde Manager: The Art & Craft of the Cold Kitchen
CUL 438	American Regional Cuisine

JOURNALISM PACKAGE

Course Modifications:

JOUR 10	Introduction to Newswriting
JOUR 11	Introduction to Multimedia Reporting
JOUR 30	Introduction to Community Reporting
JOUR 31	Introduction to Editorial Leadership

Program Modifications:

Journalism for Transfer	AA-T
Journalism & Media Entrepreneurialism	Certificate of Achievement



Workplace conflict happens.

Knowing what to do next isn't always easy.



Vera Dunwoody · Bruce Duncan
Common Ground Project

1



A place to begin.

- ❖ VOLUNTARY
- ❖ CONFIDENTIAL*
- ❖ NON-DISCIPLINARY

Constructive support for workplace conflict

**with clear limits*

Come before conflict becomes a crisis.

- Conversation breaking down
- Working relationship strained
- Team getting stuck

Not sure what to do next

Most direct-service users came early — before formal escalation.

3

Different situations need different kinds of help.

We start by listening and helping you think through your options.



COACH One-to-one or paired support



MEDIATE Build workable agreements



RESTORE Repair after harm, when appropriate



FACILITATE Help groups move forward



TEACH Build conflict-management skills



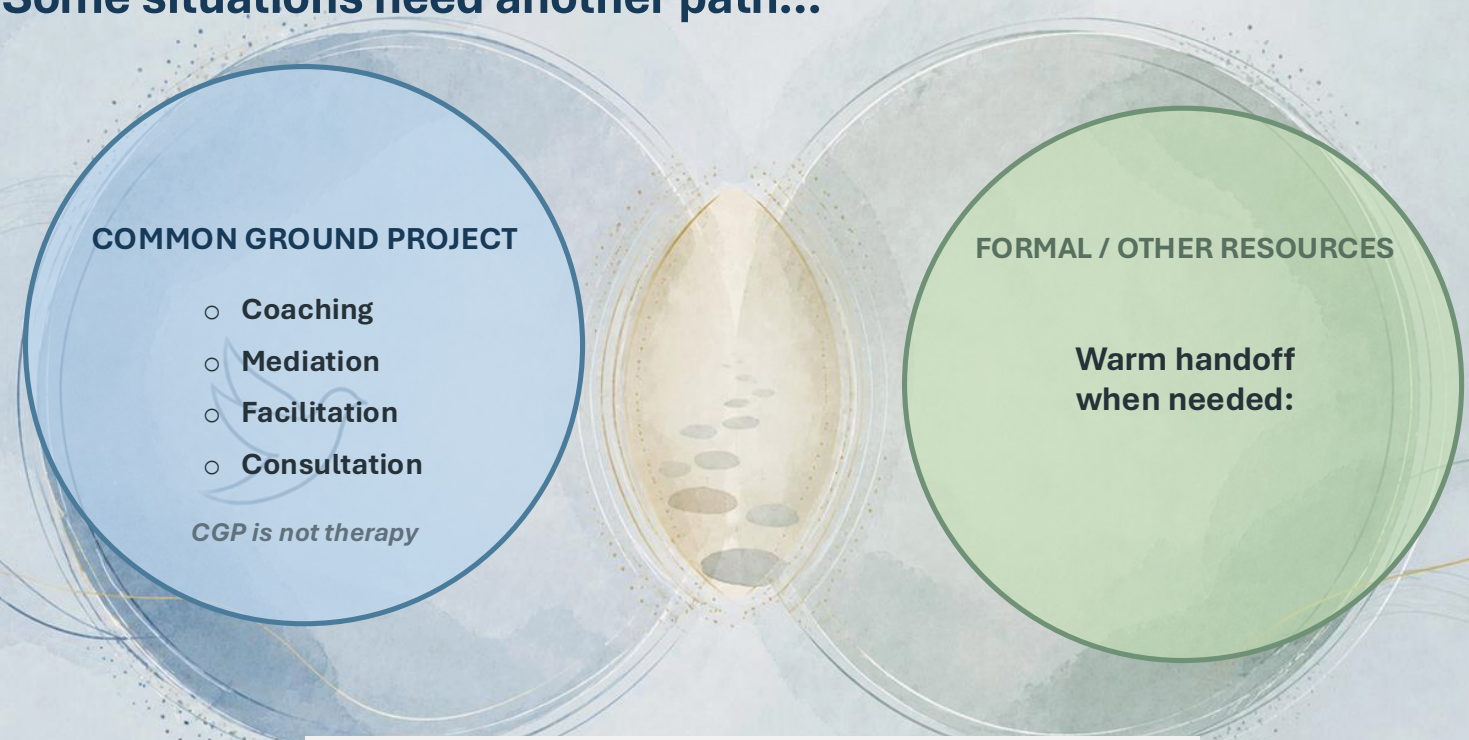
How we work matters.

- VOLUNTARY
- IMPARTIAL
- **CONFIDENTIAL***
- EQUITY-AWARE
- RESPECTFUL

*with clear limits

5

Some situations need another path...



COMMON GROUND PROJECT

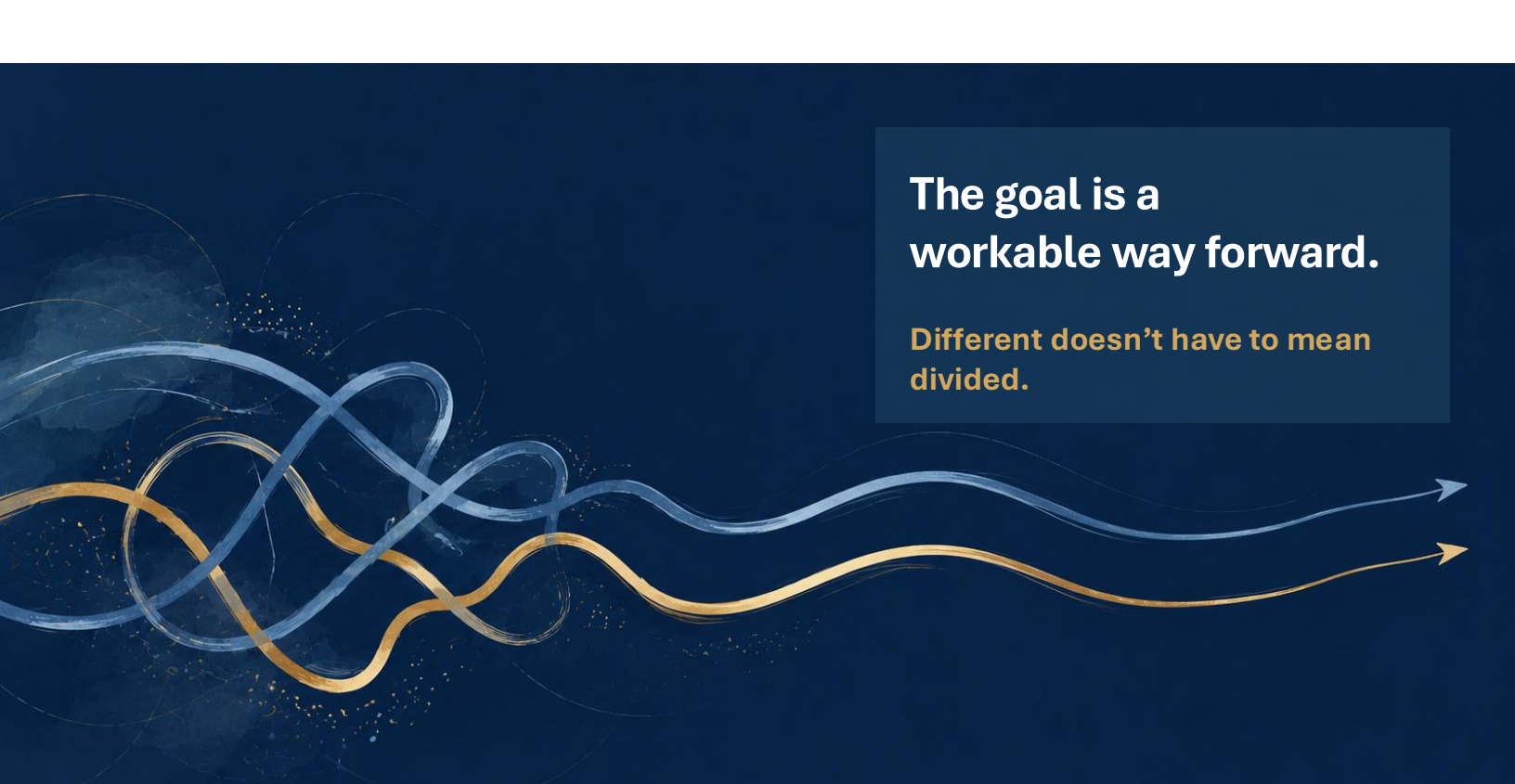
- Coaching
- Mediation
- Facilitation
- Consultation

CGP is not therapy

FORMAL / OTHER RESOURCES

**Warm handoff
when needed:**

CGP complements—not replaces—formal or contractual processes.



**The goal is a
workable way forward.**

**Different doesn't have to mean
divided.**

Clearer conversations · Stronger relationships · Workable next steps · Greater understanding

7



**You don't have to know
the solution.**

**A conversation can be the place
to begin.**

COMMON GROUND PROJECT

CAA #345

cgp.chaffey@gmail.com

(909) 300-5244

Appointments Tues/Thurs · Other days by request

Vera Dunwoody · Bruce Duncan

Academic Senate Minutes

September 15, 2026

Elizabeth “Liz” Encarnacion	President	2025-2027	Y
Stephen Shelton	Vice President	2026-2027	Y
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Sarah Schmidt	Classified Senate Liaison	2025-2027	Y
Zeinah Abdelrhman	Chaffey College Student Government	2026-2027	Y
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1. Personal Expression (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.

Read by Elizabeth Encarnacion, Academic Senate President

2.2. Attendee Identification (Chino and Fontana Senators: cameras must be on; turn off all virtual backgrounds.)

3. Public Comment (Reserved for Guests only and limited to two minutes.)

3.1. Senator Andrade delivered a public comment regarding article 18 in the bargaining contract:

Good afternoon Senate colleagues. I'm bringing forward a concern from Academic and Career Counseling faculty regarding a provision in the currently TA'd collective bargaining agreement — Section 18.6.3 — because it has direct implications for shared governance participation and for student access to counseling services, both of which fall squarely within this body's interest.

What the provision does

Section 18.6.3 defines "Instructional Support" faculty — counselors, librarians, health service nurses, and instructional specialists — and would replace a 20+ year practice of individualized, collaborative scheduling between these faculty and their managers with a fixed menu of three schedule options, effective July 1, 2027. There is no path to negotiate a schedule outside these three models.

Why this matters to Senate specifically: shared governance participation

The scheduling flexibility that is being eliminated is what has allowed counseling faculty to attend committee meetings and participate in shared governance work outside their standard 32-hour week and 196 service days. Removing that flexibility doesn't just affect individual counselors — it reduces the capacity of an entire faculty group to participate in the governance structures this Senate depends on. If counseling faculty's voice on committees and in governance work diminishes as a result of this scheduling change, that's a structural loss for shared governance at Chaffey, not just a labor-relations issue.

Why this matters to Senate specifically: student access to counseling

Independent of the scheduling debate, there is a significant capacity problem in Academic and Career Counseling that this Senate should be aware of:

- According to the Chaffey Dashboard in 2025-2026 we had 36,498 students and only 28 full-time Academic and Career counselors across all of the different areas (general, GPS, EOPS, DPS and CalWORKS) this is a ratio of approximately 1 counselor to 1,304 students.
- The ASCCC's own adopted report, The Role of Counseling Faculty and the Delivery of Counseling Services in the California Community Colleges (updated Fall 2025), sets the ideal ratio at 1:370.
- Closing that gap would require approximately 70 additional full-time counselors.

The proposed scheduling changes compound this existing problem rather than solving it. Specifically, eliminating the option for a 5-day, 32-hour summer schedule would cut counselors' summer week to 25.5 hours and remove Friday appointment availability in June and July — the peak period when incoming students, including the growing number arriving with Dual Enrollment credit and AP scores, need counseling support before Fall registration. This translates to an estimated 800 fewer counseling appointments over that 8-week window. The practical effect is more students registering for courses they don't need, or missing courses they do need, during the exact window meant to prevent that.

The proposed changes also reduce office availability for adjunct counselors, who use fulltime counselors' offices when those counselors are working remotely — meaning the changes may also constrain the college's ability to hire additional adjunct counseling capacity to help close the access gap.

What we're asking of Senate

We're not asking Senate to weigh in on collective bargaining itself — that's outside this body's role. We are asking Senate to:

- Be aware of the student-access and shared-governance implications of this provision as it considers related academic and student success matters going forward.
- Consider whether the counselor-to-student ratio and its effect on student coursetaking and completion timelines warrants further discussion or data-gathering by this body, independent of the contract outcome.
- Support continued conversation between Senate, the union, and administration on adequate counseling staffing levels, given the ASCCC's own published standard.

Thank you for your time and attention to this

4. Adoption Of Agenda

4.1. September 15, 2026

- 4.2. **Motion for Approval** - Senator Lee moved to adopt the agenda with a correction to the spelling in item 9.3. Senator Polidano seconded the motion. The motion was approved. 9.15.26, 23Y/0N/1A.

5. Consent Agenda

- 5.1. September 8, 2026 **Meeting Minutes**. (See attachment titled “Academic Senate Minutes, September 8, 2026 Draft.”)

5.2. **Faculty representatives who have been requested to serve on these selection/hiring committees:**

5.2.1 Payroll Technician

Abel Chen, Instructor, Business

- 5.3 **Motion for Approval** - Senator Polidano moved to adopt the Consent Agenda with a correction to spelling to item 9 in the minutes. Senator Lee seconded the motion. The motion was approved. 9.15.26, 24Y/0N/0A.

6. **Guest(s)/Presentation(s)** - None.

7. Report(s)

7.1. President

- 7.1.1. President Encarnacion attended the Classified Senate Meeting last Friday. Interim Manager, Grounds & Operations, Melissa Diaz confirmed that there is yearly flood preparation for the college. Risk management sent some of the managers to a specific El Niño preparation session.
- 7.1.2. The Governance Handbook was endorsed by the Presidents Cabinet this morning. AP 4240 Academic Renewal went to the President's Cabinet for a first read. There are 34 APs/BPs that went through this cycle, 41 needed revisions, and 249 are still on the docket.
- 7.1.3. The President's Cabinet also updated us on the Child Development Center. It is still planned to be opened January 2027. It will be a state child center based on need. Students enrolled in Chaffey will have priority for enrollment, then employees/staff as needed.
- 7.1.4. A reminder to share your opinion on Facilities Development practices at Chaffey College by taking the Facilities Development Review Survey emailed by Melissa Mosley.
- 7.1.5. President Encarnacion attended the town hall discussing the tentative agreement on the contract and is planning to attend upcoming town halls. The president does not agree with the language of this tentative agreement, which includes the sections on counseling faculty, instructional faculty, coordinator meetings, and student outcomes and assessment. All of these areas directly impact our 10+2. Because the direct overlap with 10+2, the officers will be cowriting an open letter to the administrators who are in the negotiation team to build transparency and explain their rationale.

7.2. Vice President

7.2.1 Happy week 5! I just wanted to give an update about the open seats in PCS. I sent out an email soliciting nominations last Thursday (September 10th), I then sent out a reminder email this morning (September 15th). The nomination period will conclude on the 17th, so if you know someone in PCS interested or think may be interested, I highly encourage you to reach out to them.

7.2.2 Also please remember to complete the Title IX training by the 30th.

7.3. Secretary/Treasurer

7.4. Curriculum Chair

7.5. Classified Senate Liaison

7.6. Chaffey College Student Government Liaison

CCSG has been working on the Pizza with the President event taking place September 16th from 9-10am at the Chino Campus and September 22nd, from 2:30-3:30 pm at the Rancho campus. All information will also be on the CCSG instagram. Faculty are asked to share this information with their students.

7.7. Academic Senate Workgroups, Reporting Committees, and Liaisons

7.7.1. Senator Kandhway delivered the following update on the FSC:

Name Change Announcement

I want to share an update from the Faculty Success Collaborative (which was earlier known as the Faculty Success Center). We've moved under a new umbrella: the Professional Learning Center, located in the LLC building, room 214A. This space brings together the Faculty Success Collaborative and the Classified Success Network in one shared space dedicated to connection, collaboration, and professional learning. So the acronym stays the same: FSC, but "Center" is now "Collaborative." FSC continues to support all professional learning and collaboration opportunities for faculty, including (NFO), (FSI), FSC workshops, and the FSCAC.

Hospitality Funding Request

On behalf of the FSC, I also want to share a request. While our programming is funded by the District, there are restrictions on what that funding can cover, and hospitality (coffee, cups, snacks) for events like our Open Houses and FSC workshops falls outside those funds. We'd love to keep offering that warm, welcoming touch at our events, and we could use your help to do it.

If you're able, we'd be grateful for a small monthly contribution through payroll deduction—even \$1 a month per faculty member would make a real difference, though we know not everyone will be able to participate. Whatever you're comfortable contributing on a monthly basis, whether that's \$1, \$5, \$10, or \$20, is

genuinely appreciated. I have payroll deduction forms with account information available today. You can also expect an email from FSC or Tamari with a digital copy of the form.

Thank you all so much for your continued support, it will allow FSC to keep building a welcoming space for all faculty.

And on that note, we actually have an Open House today from 2:30 to 4:30 pm! Please feel free to stop by if you have time. We'd love to see you there

8. Unfinished Business - None.

9. New Business

9.1. Discussion/Information Item: Best Practice, Guidelines, Procedures, and Policies: What's The Difference? (see attached)

Senator Keller asked for clarification on the difference between “Best Practices” and “Guidelines.” The Academic Senate will typically create “Best Practices” based on an interdisciplinary approach that the body representing faculty determines is what “best” educators do. Guidelines focus on departmental codes of conduct. These are not contractually binding, but there may be follow up conversations and operate more as department level norms. President Encarnacion noted that you cannot be evaluated based on a best practice.

Curriculum Chair Burk-Herrick highlighted that at other institutions, departments have established operating procedures. It may be useful to consider formulating departmental operating procedures/policies in the future.

9.2. Discussion Item: Smart Glasses in Class: Concerns, Permissions, Academic Integrity and Faculty Purview (see attached)

9.2.1. Senator Doget asked whether smart glasses fall under the same category as general rules when it comes to recording (i.e. a tape recorder). California Ed Code 78907 states that electronic listening and recording devices in a community college classroom without the prior consent of the instructor or DPS, cannot be used. Board Policy 5500 explicitly prohibits cheating, plagiarism, or engaging in other academic dishonesty. Because smart glasses can feed a student real-time, AI-generated answers or translations via an open-ear speakers or paired phone apps, using them during assessments is a severe integrity violation

9.2.2. California is also a two-party consent state when it comes to recordings.

9.2.3. Even when these devices are used for medical reasons, a student would need to get an accommodation.

9.2.4. Though these laws exist, they may not be all encompassing in keeping up with the changing technology or individuals’ knowledge of recording laws.

- 9.2.5. Senators discussed creating a Best Practice or a resolution prohibiting the use of smart glasses.
- 9.2.6. Senator Andrade pointed out that some students may bring in these devices to record counseling sessions without approval. She asks that the Senate include this circumstance in its discussion to better represent non-instructional faculty.
- 9.2.7. Senator Doget moves to create a resolution for the body prohibiting the use of smart glasses in a classroom environment, counseling appointments, and instructional spaces. Senator Connelly seconds.

9.3. **Possible Action Item:** Senators have the opportunity to update or report on the following Sabbatical Reports- *recommendations to the Senate are due by: 10/6*. Refer to "Sabbatical Report Subcommittee & Report Rubric" in the Sabbatical Process Module on the [Academic Senate Canvas shell](#) for resources on reviewer information.

- a. **Allison Tripp**, (2025-2026 Academic Year)
Reviewers: Senators Tamari Jenkins and Ekta Kandhway
- b. **Robert Ian Jones**, English/Journalism (Spring 2026)
Reviewers: Senators Candice Hines-Tinsley and Hannah Carter
- c. **Laura Picklesimer**, English (2025-2026 Academic Year)
Reviewers: Senators Sean Connelly and Sarah Chamberlain
- d. **Jackie Boboye**, Counseling (Spring 2026)
Reviewers: Senators Lisa Doget and Christina Holdiness
- e. **Sheila Malone**, Theater (Spring 2026)
Reviewers: Senators Louisa Villeneuve and Jonathan Polidano

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.)

- 10.1. Senator Chamberlain mentioned that the control panels installed in STEM can be disruptive to the learning and working environment (for example, in a classroom, in a hallway close to a lot of offices). These panels beep constantly when they detect anything and require them to be manually turned off to stop beeping. Faculty and staff have been instructed by the dean to not turn the panel off in the hallway, potentially leaving it to beep all day. The panel in the classroom sometimes doesn't beep for weeks at a time, and then other times beeps every two to three minutes, all day long, disrupting the learning environment.

- 10.2. Senator Osmanian shared the following statement regarding the HVAC system at the Chino campus:

I'm speaking today on behalf of students and our colleagues at the Chino campus.

I want to raise a serious, ongoing concern about the air conditioning units at the Chino Campus. The unit has broken down repeatedly this summer and in previous terms. Each time faculty and staff report it, someone comes out to repair it, and each time the fix doesn't last.

Over the past two months of extreme heat and humidity, when the air conditioning failed, faculty and staff had to decide on their own to leave the room. That isn't a sustainable way to handle a safety issue.

These conditions aren't acceptable for students trying to learn, instructors and staff trying to teach and work. Learning and working in that kind of heat puts everyone's health at real risk. No one in that space should have to choose between doing their job or learning and staying safe.

Continuing to patch the unit instead of replacing it puts people's health on the line, and it leaves the college open to serious liability if someone has a medical emergency.

I'm asking the college to do two things: replace the air conditioning units at the Chino campus, and put a clear plan in place for when a space becomes too hot to use safely, so faculty and staff aren't left to figure it out alone.

Our students and colleagues at Chino deserve a safe place to learn and work. Thank you.

11. Announcements

11.1. Chaffey College

11.2. Academic Senate for California Community Colleges (ASCCC) Information

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

- 11.3. California Community Colleges- The Collective Equity Impact Institute 2026, September 22, 25, 2026, Anaheim, CA. We are pleased to invite you to Save the Date for the 2026 Collective Equity Impact (CEI) Institute. This year's institute will highlight Vision 2030 and feature strands focused on transfer alignment, climate action, workforce development, generative artificial intelligence, and diversity, equity, inclusion, and accessibility (DEIA). Each strand will include sessions designed to strengthen collaboration and support the exchange of strategies that prioritize student needs, student success, and equity across the California Community Colleges system.

Please join us in Anaheim, CA, for this three-day institute, taking place September 22–25, 2026.

Who Should Attend? All individuals working within the California Community Colleges ecosystem are encouraged to attend.

Registration Opens in Early April. We encourage you to share this opportunity with colleagues. An early-bird registration rate of \$175 will be available in April and May, with registration increasing to \$250 starting June 1.

Additional details, including registration information and the tentative agenda, will be shared soon. We look forward to learning, collaborating, and shaping the future together.

11.4. California Community Colleges - Just Transition: Academic Academy for Climate Justice and Action, taking place October 23-24, 2026, at the Hyatt Regency in Newport Beach.

Join faculty leaders statewide and CCCCCO Climate Fellows at the ASCCC Academic Academy for co-learning and collaboration. The Just Transition: Academic Academy for Climate Justice and Action equips participants with tools and strategies to integrate climate action, sustainability, and equity into teaching, programs, and institutions.

Participants will develop tailored climate action plans while exploring climate literacy, curriculum innovation, and community engagement across key strands, including climate justice, environmental equity, leadership, and workforce development.

12. Adjournment (1:50 P.M.)

The next Academic Senate meeting will continue on September 22, 2026.

Lissa A. Napoli, Recording Secretary

Laura Santamaria Brady, Treasurer / Secretary