

FACULTY SENATE MINUTES

January 22, 2019

Members Present:

President.....	Misty Burrue
Vice President/ Senator-at-Large/Mathematics & Science....	Robin Witt
Secretary/Treasurer/ Mathematics & Science.....	Nicole DeRose
Curriculum Chair.....	Marie Boyd
Business & Applied Technology.....	Dionne Henderson
Business & Applied Technology.....	David Karp
Chino/Fontana.....	Daniel Bentum
Chino/Fontana.....	William Araiza
Instructional Support.....	Rose Ann Osmanian
Language Arts.....	Kimberly George
Language Arts.....	Charmaine Phipps
Mathematics & Sciences.....	Mark Gutierrez
Social & Behavioral Sciences.....	Dan Kern
Student Services.....	Fabiola Espitia
Student Services.....	Jackie Boboye
Visual & Performing Arts.....	Kelly Ford Kaminsky
Senator-at-Large.....	Doug Duno
Adjunct Senator-at-Large.....	Gail Keith-Gibson
Adjunct Senator-at-Large.....	Luke Gunderson

Members Absent:

Business & Applied Technology.....	Baron Brown
Health Sciences.....	Rachel Arciniega
Health Sciences.....	Sue Paplanus
Instructional Support.....	Mary Jane Ross
Language Arts.....	Jon Ausubel
Mathematics & Science.....	Diana Cosand
Social & Behavioral Sciences.....	Angela Sadowski
Social & Behavioral Sciences.....	Pak Tang
Student Services.....	Donna Colondres
Visual & Performing Arts.....	Pat Aranda
Visual & Performing Arts.....	Stan Hunter
Senator-at-Large.....	Garrett Kenehan
Adjunct Alternate Senator.....	Kenyon Callahan

Alternates Present:

Chino/Fontana.....	William O'Neil
Health Sciences.....	Shelley Eckvahl

Instructional Support..... Shelley Marcus

Guests:

Tamari Jenkins, Spanish, Language Arts
Angela Burk-Herrick, Biology, Math & Science
Lissa Napoli, Administrative Assistant, Faculty Senate

I. P.E (12:30 P.M.)

II. CALL TO ORDER (12:38 P.M.)

- a. Roll call

III. PUBLIC COMMENTS

- a. Parking lot comments - Senator Kaminski commented that Theater faculty complained about the loss of staff parking in Parking Lot #4. Language Arts faculty also raised concern about the lack of communication with college employees regarding the relocation of the staff parking spaces.
- b. Senator Kern reported complaints about the lack of lighting near the Science Complex. In the BEB building, the exterior hallways are darker during the day than they are at night. This is a safety concern, and a request was made to have the exterior lights on during the day.
- c. The Print Shop website is difficult to use and has repetitive questions.
- d. Senator Karp participated in the Welcome Day event and thought it was very good and worth expanding upon. Senator Kaminsky, who also participated, reflected similar comments regarding Welcome Day.

IV. APPROVAL OF AGENDA

- a. January 22, 2019
 - **Motion for Approval** - Senator Duno moved for approval. Senator Kern seconded the motion. The motion was approved. 1.22.19, 21/0.

V. APPROVAL OF MINUTES

- a. December 11, 2018.
 - **Motion for Approval** - Senator Boyd moved to approve the minutes. Senator Karp seconded the motion. The motion was approved. 1.22.19, 20/0/1.

VI. CONSENT AGENDA

- a. Faculty representatives have requested to serve as follows:
 1. Program Assistant, Career Center, Joan of Arc Godinez, Counseling
 2. Educational Services Generalist, Admissions & Records, Michelle Newsome, Counseling
 3. Wignall Museum of Contemporary Art Advisory Committee, Maria Landsberg, Art History Part-Time Faculty
 - b. Faculty representative who can no longer serve as follows:
 1. Faculty Senate Senator, Health Sciences, Susan Paplanus, ADN, H&S
- **Motion for Approval** - Senator Karp moved to approve the Consent Agenda. Senator Henderson seconded the motion. Motion approved 1.22.19, 21/1.

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

VIII. REPORTS

a. President

President's Cabinet update - Bernards Project Manager, Bill Winslow, provided information regarding the remaining Measure L construction projects. Included in the Senate packet is an update on the construction projects to date. The shade structure is now complete, as well as the Wignall Museum of Contemporary Art. The Theatre is close to being completed, and it is Bernard's hope that the move-in will occur during spring break. With Measure P, eighteen new structures will be explored, including the proposed Ontario Campus, as well as 13 renovations and additions across the Rancho, Fontana, and Chino campuses. The District will also be looking at matching funds. There are plans to bring together stakeholders to re-prioritize the projects and ensure alignment with the Educational Master Plan (EMP). Dr. Shannon will provide a Measure P update to Senate in April.

Senator Osmanian inquired about the status of gender neutral bathrooms and whether more will be implemented. One current location on the Rancho campus is in the CAB building. Additional locations include gender neutral restrooms in the Skills Lab and the AD building.

AP 7120 - Recruitment and Selection (Composition of the Committee) - Senators are encouraged to review AP 7120. Included in the Senate packet is page 24 of the AP, which focuses on the process of composing hiring committees. AP 7120 states, "The committee membership (four [4] to six [6] faculty) is determined by recommendations submitted by the first-level manager in

consultation with the coordinator and/or program faculty.”

Faculty Senate will include the names of those faculty who have been recommended to serve on the 1.29.19 Faculty Senate agenda. Faculty Senate is waiting for the “pinks” from Human Resources. So far, 15 positions have been approved to be advertised: Instr. Specialist, MSC; Biology, Anatomy; Librarian, Criminal Justice, CNA (Chino); Counseling (Rancho); Fashion Merchandising (Chino); Child Devel. (Fontana); Counseling (Fontana); Econ Dev, Industrial Maint, Industrial Electrical (Fontana); HOTFS (Chino), ADN, Child Devel. (Rancho); DPS, and English (Chino).

Position / Task Checklist - also included in the Senate packet is the “Position” task checklist that has been used in the past when first-level managers (FLM) are recommending faculty to serve on faculty hiring committees. While the checklist is not a formal part of AP 7120, Faculty Senate may use it as a guide when voting to approve the faculty recommended by the FLM.

Senator Karp suggested that we petition the District to follow past practice within legal guidelines and to revise the checklist to be in alignment with the AP. Also, the BLOOM training requirement is not listed in the checklist. President Burruel recommended placing this concern on the next Faculty Senate agenda.

Parking Lots - Maintenance & Operations is assessing the parking lots and overall utilization. President Burruel will follow up with Troy Ament.

b. Vice President

Health Science Senator - No update.

Student Resources for Syllabi -- The Senate packet includes a student resource list, and it is unclear who generated it. Vice President Witt asked Senate if it should be included with the Student Resources for syllabi or kept as a separate file or a link. Senator Karp suggested that the content should be updated and the correct process identified to ensure that students are directed to the correct location. Guest Jenkins recommended placement on a Canvas page. Concerns were raised about whether or not Faculty Senate is the appropriate body to handle a student resource list. This seems challenging and problematic and should be the responsibility of Student Services. Guest Herrick expressed that ideally the new website will have a clear location for student resources and that the Student Resources for Syllabi was created to address a structural issue with our website.

- **Motion for Approval** - Senator Boyd moved to put this item on the Faculty Senate agenda. Senator Kern seconded the motion. The motion was approved. 1.22.19, 21/0.

c. Secretary-Treasurer

The Faculty Senate combined accounts balance is \$16,268.07 as of January 22, 2019. Since the last report, funds were disbursed in the amount of \$2,418.41 to

fund travel, supplies, faculty incentives, an Uber gift card for Renee Ketchum, and the holiday celebration. Funds were deposited in the amount of \$1,768.78, which was collected through monthly payroll deductions and refunds.

d. Curriculum

New Courses:

NURVN-601	Vocational Nursing Skills Development I
NURVN-602	Vocational Nursing Skills Development II
NURVN-603	Vocational Nursing Skills Development III
NURVN-604	Intravenous Therapy
RADTEC-600	Radiologic Technology Skills Development I
RADTEC-610	Radiologic Technology Skills Development II

New Courses with DE:

FIRETEC-620	Fire Inspector 1A - Duties and Administration
FIRETEC-621	Fire Inspector 1B- Fire and Life Safety
FIRETEC-622	Fire Inspector 1C - Field Inspection
FIRETEC-623	Fire Inspector 1D - Field Inspection California Specific

Course Deactivations:

DANCE-60B	Tap Dance IIB
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- Senator Boyd tabled the Fire Technology courses from the report today and proposed approval of all other courses.
- **Motion for Approval** - President Burruel moved to approve the Curriculum with the amendment. Senator Kern seconded the motion. The motion was approved. 1.22.19, 21/0.

e. **Coordinators-** Senator Osmanian shared that a meeting has been scheduled with the Deans and the new VP for February 22, 2019.

f. Committees

1. 16-Week Calendar

A. Senator Duno Duno reported that not all of the previous research was made available at the time Faculty Senate took charge of the 16 week calendar process. Concerns that appeared during the initial research have not been addressed. After meeting with the CIO, it was determined that a longer timeline is necessary to take into account the unaddressed concerns and to allow for time to prepare the documentation for the Chancellor's Office. The implementation goal date is Fall 2021. The first meeting should convene prior to February 22, 2019.

2. Academic and Student Advisory Group

A. Senators DeRose, Witt, & President Burruel- Members of the advisory were emailed and asked to provide their availability. Scheduling a meeting with members has proven difficult. It was suggested that we may need to draw in members based on the topics discussed.

3. Guided Pathways - First Year Experience (FYE) - Guest Burk-Herrick reported that a prototype has been developed for the first year experience. If anyone is interested in participating in the project, contact Angela Herrick or President Burruel.

4. Program and Services Review (PSR)

A. Angela Burk-Herrick - The regular PSR cycle has been suspended for the 2018-19 Academic Year to make way for a Guided Pathways-focused program review. For this Modified Guided Pathways PSR, every program/area will be asked to describe the equity/Guided Pathways-related work that they are engaging in during 2018-19.

The Modified GP PSR will be similar to an Annual Update, wherein each program will address three questions about its individual program level activities, collaborative activities, and future direction. PSR forms were emailed to the primary contact/writer of each program on January 10th. All of these resources are also available on the PSR webpage:

<https://libguides.chaffey.edu/c.php?g=471321&p=6501857>

Please Note - Similar to the Annual Update process, all resource requests made through the 2019 Guided Pathways Modified PSR are one-year request, and should reflect needs for next year only. The regular PSR cycle will resume next year, and long-range/planning requests can be made through that process.

If you have any questions, or need additional information, please feel free to contact Tara Paul (tara.paul@chaffey.edu) or Angela Burk-Herrick (angela.burkherrick@chaffey.edu).

IX. OLD BUSINESS

- a. Part-Time Faculty Handbook - President Burruel recommended that Senators Keith-Gibson, Brown, and Ross work together to update the handbook, and to determine an appropriate location to house the document. The continuous updating needs to be determined as well.
- b. Brown Act Training - Schedule - Faculty Senate and Curriculum need to determine when is a good day or days to attend training: College Hour over two days or a Friday. President Burruel will reach out to Susan Hardie to see if College Hour is a possibility.

X. NEW BUSINESS

- a. Communication - OneDrive, Portal, Z-Drive, Website, etc.
Faculty documents are posted in various places, such as the Portal, Z-Drive, and website. President Burruel would like to propose that Faculty Senate post the Student Resource list and Part-Time Faculty Handbook in OneDrive until the website is complete. Faculty evaluation forms have been difficult to access, and OneDrive may be a solution.
- b. Open Educational Resource Liaison - ASCCC
ASCCC urges local academic senates to identify a local Open Educational Resource (OER) point-person to act as a liaison to facilitate OER-related communication between the college and the Academic Senate for California Community Colleges. Included in the Senate packet is a description of the position. Faculty Senate is soliciting interested faculty for consideration. Open Educational Resources are teaching, learning, and research resources that reside in the public domain or have been released under an intellectual property license that permits their free use and repurposing by others.
- c. AP/BP 3900 Speech: Time, Place, and Manner - Recently, posters that were not stamped by Student Life were posted on the SBS and LA buildings. There is conflicting understanding regarding free speech and whether or not staff are permitted to remove posters that do not bear the Student Life stamp. President Burruel will follow up with Jim Fillpot regarding the progress of AP/BP 3900..

XI. ANNOUNCEMENTS

- a. The Chronicle of Higher Education: *It Matters a Lot Who Teaches Introductory Courses. Here's Why.* - Tabled for discussion during the Tuesday, January 29 meeting.
- b. Meet Your Distance Education Team (page 39) Information page.
- c. Women's March- Happened on January 19, 2019, from 10:00 to 1:00 PM, Historic Riverside Courthouse.

XII. FLOOR ITEMS

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

The next Faculty Senate meeting is scheduled for Tuesday, January 29, 2019

BEB-204

Lissa A. Napoli, Recording Secretary

Nicole DeRose, Secretary - Treasurer