

FACULTY SENATE MINUTES

February 12, 2019

Members Present:

President.....	Misty Burruel
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
Health Sciences.....	Rachel Arciniega
Health Sciences.....	
Instructional Support.....	Rose Ann Osmanian
Instructional Support.....	Mary Jane Ross
Language Arts.....	Kimberly George
Language Arts.....	Charmaine Phipps
Mathematics & Sciences.....	Mark Gutierrez
Social & Behavioral Sciences.....	
Student Services.....	Fabiola Espitia
Student Services.....	Jackie Boboye
Visual & Performing Arts.....	Pat Aranda
Visual & Performing Arts.....	Kelly Ford Kaminsky
Senator-at-Large.....	Doug Duno
Senator-at-Large.....	Garrett Kenehan
Adjunct Senator-at-Large.....	Gail Keith-Gibson
Adjunct Senator-at-Large.....	Luke Gunderson

Members Absent:

Business & Applied Technology.....	Baron Brown
Chino/Fontana.....	William O'Neil
Health Sciences.....	Shelley Eckvahl
Mathematics & Science.....	Diana Cosand
Social & Behavioral Sciences.....	Dan Kern
Social & Behavioral Sciences.....	Angela Sadowski
Student Services.....	Donna Colondres
Visual & Performing Arts.....	Stan Hunter
Adjunct Alternate Senator.....	Kenyon Callahan

Alternates Present:

Instructional Support..... Shelley Marcus
Language Arts.....Jon Ausubel

Guests:

Angela Burk-Herrick, Biology, Math & Science
Lissa Napoli, Administrative Assistant, Faculty Senate
Cindy Walker, FSC

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

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

- a. Roll call

III. PUBLIC COMMENTS

- Senators thanked Senator Ross for the lovely treats. Senator Boboye thanked Senator Ausubel for the opportunity to attend the recent CCFA conference.

IV. APPROVAL OF AGENDA

- a. February 12, 2019
 - **Motion for Approval** - Senator Boyd moved to approve the agenda. Senator Kenehan seconded the motion. The motion was approved. 2.12.19, 20/0.

V. APPROVAL OF MINUTES

- February 5, 2019
 - a. **Motion for Approval** - Senator Boyd moved to approve the minutes. Senator Kenehan seconded the motion. The motion was approved. 2.12.19, 19/0/1.

VI. CONSENT AGENDA

- a. Faculty representatives that have been requested to serve:
 - 1. Library Clerk I, Library, Carol Hutte, Librarian, Library, LA
 - 2. Financial Aid Specialist, Financial Aid, Elaine Martinez, Athletics, KNA
 - 3. Financial Aid Advisor, Financial Aid, Karin Nelson, Accounting, BAT
 - 4. Program Assistant, Financial Aid, Robert Hadaway, Athletics, KNA
 - 5. Instructional Support Advisory Committee, Doug Yegge, Math, M&S
- **Motion for Approval** - Senator Karp moved to approve. Senator Phipps seconded the

motion. The motion was approved. 2.12.19, 20/0.

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

VIII. REPORTS

a. President

President Burruel; Senator Ross; faculty members Cindy Walker, Shannon Jessen, Athalie Sapp, and Manar Hijaz; as well as classified members Shireen Awad and Lissa Napoli; and Student Trustee Moises Rosales attended last week's IEPI Diversity Summit. The Chancellor's Office and ASCCC are encouraging colleges to evaluate their policies, practices, and procedures related to faculty hiring. Topics included areas such as Demystifying the Interview Process; Effective Policies, Procedures and Practices for Hiring Racial and Ethnic Diversity; Pre-Recruitment: Promising Diversity Practices from the Field; Mentoring and Retaining a Diverse Faculty; and Equity, Diversity, and Transforming the Faculty Hiring Process.

Senator Ausubel stated that many national associations have discipline opportunities for mock interviews; the disciplines could explore those opportunities.

b. Vice President

1. Health Science Senator (2018-2020). No report.
2. Social Sciences Senator, Alternate (2018-2020). No report.

c. Secretary-Treasurer No report.

d. Curriculum

NEW COURSES		
	Course ID	Title
1.	NURVN-601	Vocational Nursing Skills Development I
2.	NURVN-602	Vocational Nursing Skills Development II
3.	NURVN-603	Vocational Nursing Skills Development III
4.	NURVN-604	Intravenous Therapy
5.	RADTEC-600	Radiologic Technology Skills Development I
6.	RADTEC-610	Radiologic Technology Skills Development II

COURSES - MODIFICATIONS		
	Course ID	Title
1.	ART-82	Introduction to Digital Media
2.	BUSTEC-410	MS Publisher Comprehensive
3.	BUSTEC-452	Administrative Financial Bookkeeping
4.	BUSTEC-455	Fundamentals of English for Business
5.	BUSTEC-460	Proofreading: Text-Editing Skills
6.	BUSTEC-470	Office Systems and Procedures
7.	BUSTEC-60A	Microsoft Office Word - Specialist
8.	BUSTEC-60B	Microsoft Office Word - Expert
9.	BUSTEC-62	Microsoft Office Outlook
10.	BUSTECM-408	Coding of Body Systems for Medical Billing and Coding
11.	BUSTECM-410	CPT Current Procedural Terminology
12.	BUSTECM-420	Basic ICD-10-CM Coding
13.	BUSTECM-430	Intermediate Level ICD-10-CM, ICD-10-PCS Coding
14.	BUSTECM-440	Medical Billing, Reimbursement, and Compliance
15.	BUSTECM-475	Medical Office Procedures
16.	CISPROG-5	Programming with Python
17.	ENGIN-71	Circuit Analysis
18.	ID-22	Interior Design Materials

19.	KINACT-24	Cross Training Boot Camp
20.	MATH-65A	Calculus I
21.	MATH-65B	Calculus II
22.	MATH-75	Calculus III
23.	NURAST-405	Nursing Assistant Skills Laboratory
24.	NURAST-420	Home Health Aide
25.	NURAST-420L	Home Health Aide Laboratory
26.	NURVN-403	Fundamentals of Nursing
27.	NURVN-405	Beginning Medical Surgical Nursing
28.	NURVN-407C	Advanced Nursing Skills/Clinical Simulation Laboratory
COURSES - DEACTIVATIONS		
	Course ID	Title
1.	DANCE-60B	Tap Dance IIB
PROGRAMS OF STUDY - MODIFICATIONS		
	AA/AS/C	Title
1.	Certificate of Achievement	Microsoft Word
2.	A.S.	Professional Administrative Management
3.	Certificate of Achievement	Professional Administrative Management

COURSES – DISTANCE EDUCATION		
	Course ID	Title
1.	BUSTEC-410	MS Publisher Comprehensive
2.	BUSTEC-452	Administrative Financial Bookkeeping
3.	BUSTEC-455	Fundamentals of English for Business
4.	BUSTEC-460	Proofreading: Text-Editing Skills
5.	BUSTEC-470	Office Systems and Procedures
6.	BUSTEC-60A	Microsoft Office Word - Specialist
7.	BUSTEC-60B	Microsoft Office Word - Expert
8.	BUSTEC-62	Microsoft Office Outlook
9.	BUSTECM-408	Coding of Body Systems for Medical Billing and Coding
10.	BUSTECM-410	CPT Current Procedural Terminology
11.	BUSTECM-420	Basic ICD-10-CM Coding
12.	BUSTECM-430	Intermediate Level ICD-10-CM, ICD-10-PCS Coding
13.	BUSTECM-440	Medical Billing, Reimbursement, and Compliance
14.	BUSTECM-475	Medical Office Procedures
15.	CISPROG-5	Programming with Python

- **Motion for Approval** - Senator Karp moved to approve. Senator Kenehan seconded the motion. The motion was approved. 2.12.19, 21/0.
- e. **Coordinators** -No report.

f. Committees

1. Distance Education Committee

A. Senator Ausubel reported that Distance Education (DE) is thriving and that we need to eliminate the assumption that there is no need for facilities because the courses are DE, when in fact a large percentage of students access their DE courses from a Chaffey College campus. In addition to Wifi, resources are needed to support student use and faculty needs. Budgeting and staffing needs will be discussed at the next meeting with the CIO on Thursday, February 21, 2019. The DE group is working to change paths of communication and to facilitate communication, particularly the support for Canvas and DE, and in conjunction with IT support for both. The OEI future is unclear at this point but is likely to be a significant factor as the college moves forward with DE. The DE Committee asks that Senate provide a strong commitment to facilitate the acquisition and implementation of DE student support services.

2. Guided Pathways

A. Angela Burk-Herrick. A sample model map was presented. Guest Burk-Herrick emphasized that this is an improvement from not having maps, and a version of this will be implemented in the fall term. The current program maps are in the process of finalization in conjunction with the programs. How the maps might be used for scheduling was discussed. In their current design, program maps have limited use for scheduling, although Deans were encouraged to work with faculty to evaluate how the maps could be used for scheduling.

3. College Committees Task Force

A. Senator Kern, Senator Boyd, Senator Boboye, President Burrue.

- **Motion** - Senator Gunderson moved to table this item until the next meeting, scheduled for February 19. Senator Karp seconded the motion. The motion was approved. 2.12.19, 22/0.

IX. OLD BUSINESS

- a. Faculty Hiring Committees (Faculty representatives have been requested to serve as follows)

Instructional Specialist, Math Success Center Selection Committee

Rose Ann Osmanian, Instructional Specialist, Rancho LSC

Athalie Sapp, Instructional Specialist, Rancho Multidisciplinary

Mary Jane Ross, Instructional Specialist, Fontana

Doug Yegge, Math, M&S

Cindy Walker, Instructional Specialist, Rancho

Elizabeth Cannis, Math, Chino Campus

- **Motion** - Senator Kenehan moved to approve. Senator Boyd seconded the motion. The motion was approved. 2.12.19, 22/0.

Instructor, Child Development, Fontana/Rancho Selection Committee

Maryline Chemama, Chemistry, M&S, Child Development and Education, SBS

Linda Marcotte, Child Development and Education, SBS

Christina McPeck, Child Development and Education, SBS

Monica Alexander, Child Development and Education, SBS

- **Motion** - President Burruel moved to discuss the committee composition. Senator Kenehan seconded the motion. The motion to discuss was approved. 2.12.19, 22/0.

President Burruel explained that in the past, Faculty Senate has approved a number of hiring committees composed of four faculty. This committee is composed of three discipline faculty and one faculty-at-large. AP 7120 does not ask Faculty Senate to consider faculty assignments outside of their teaching assignment. The faculty of this committee have not expressed concerns about the composition as presented today.

Senator Ausubel expressed that the approval of the faculty composition is a 10+1 responsibility of Faculty Senate. Senators expressed that this is not about diversity but instead broader representation outside of one school. The Faculty Senate expressed concern that all faculty requested to serve on this hiring committee represent SBS in some capacity and that the committee is lacking a true faculty-at-large outside of SBS.

- **Motion** - Senator Gunderson moved to approve the committee. Senator Karp seconded the motion. The motion was not approved. 2.12.19, 1/20/1.
- **Motion** - Senator Boyd moved that President Burruel speak with Dr. Shannon regarding the committee composition. Senator Phipps seconded the motion. The motion was approved. 2.12.19, 22/0.

Counselor, DPS Selection Committee

Julie Law, Counselor, Counseling

Gregory Creel, Instructional Specialist, LSC

Celeste Mor, Counselor, Counseling

Alexandra Ortega, Counselor, DPS

- **Motion** - Senator Kenehan moved to approve. Senator Boboye seconded the motion. The motion was approved. 2.12.19, 22/0.

b. AP 7120 Recruitment and Selection

AP 7120 was provided as a reference during the discussion of hiring committees.

- c. Open Educational Resource Liaison- ASCCC
 - 1. Carol Hutte, Librarian

Adjunct Senator-at-Large Luke Gunderson has brought forward a number of interested part-time faculty: Dean Ramser (English), Douglas Cummings (Cinema), Lauren Graffin Estrada (Theatre), Nadeem Riaz (BAT), Jessica Moss (Sociology), and Yancey Gastelum (American Sign Language). Two faculty provided their experience with OER.

President Burruel requested that the adjunct faculty provide a brief statement regarding their experience and interest in serving as an OER Liaison. Vice President Witt will assist with the process. Faculty Senate will select the OER Liaison during next week's Faculty Senate meeting.

- d. Meritorious Service Awards - Nomination

- 1. Mary Lee Requa

Alternate Senator Ausubel presented Mary Lee Requa's nomination for the Meritorious Service Award during fall semester. President Burruel is seeking a team of Senators to evaluate the nomination based on the Meritorious Service Award Criteria. Faculty Senate will discuss this further during next week's meeting.

- e. Brown Act Training - February 20, 2019 (12:30-1:50pm), WH-112

President Burruel contacted Susan Hardie to confirm if Zoom is possible and will report back as soon as possible.

- f. *The Chronicle of Higher Education*: It Matters a Lot Who Teaches Introductory courses. Here's Why. Tabled for next week's meeting.

X. NEW BUSINESS

- a. Chaffey College Foundation: Monthly Payroll Deductions- Faculty contributions.
- b. Sabbatical Requests - Update
 - 1. Mary Jane Ross, Instructional Specialist - Fall 2019/Spring 2020
 - 2. Cindy Walker, Instructional Specialist - Fall 2019/Spring 2020
 - 3. Kevin Cameron, Political Science, SBS - Spring 2020
 - 4. Carol Dickerson, Accounting, BAT - Fall 2019/Spring 2020

Four faculty were approved for Sabbatical during the 2019/2020 academic year. The Office of Instruction has provided their names to the Governing Board for the February meeting. Faculty member Julie Song was not approved for Sabbatical due to the number of sabbatical applications. Per the faculty contract (pg. 27), "A maximum of two and one-half (2.5) percent of the prior academic year regular full-time bargaining unit members may be permitted sabbatical leaves each academic year. In determining the 2.5 percent, the District shall use the standard rounding rules to the nearest whole number. The Governing Board may, at its sole discretion, approve or disapprove sabbatical

leaves.” In this case, the total number of contract/regular faculty (including counselors) is 177 – 2.5% of which is 4.425.

c. Measure P Project Prioritization Workgroup

Adjunct Senator-at-large Gunderson presented a number of interested adjunct faculty: Lauren Graffin Estrada (Theatre), Ana-Lia Marinelli (English), Elizabeth Walker (Political Science), Kenyon Callahan (Political Science), Kevin Baccari (Math), and Denise Thompson (Business).

With the overwhelming interest of both full and part-time faculty to serve as a school representative and adjunct representative, individuals seeking to serve in this capacity will need to provide a brief statement describing why they are well suited to serve in this capacity. President Burruel will provide directions to Senators regarding next steps and the selection of a school representative which will be determined by individual schools and the adjunct faculty as a whole, respectively. Measure P Project Prioritization School Representatives will be announced during the February 26 Faculty Senate Meeting.

d. Student Grade Grievance Committee- seeking faculty representation

1. Health Science (2 representatives)
2. Instructional Support (1 representative)
3. Mathematics & Science (1 representative)
4. Student Services (Counseling) (1 representative)

e. Chaffey College Recruitment Analysis Monitoring Report 2017/2018

f. Chaffey College Administrative Procedures

Chapter 4 - Instruction

Chapter 5 - Student Services

Chapter 7 - Human Resources

g. Budget Forum

h. Faculty Senate Communication and Meetings

XI. ANNOUNCEMENTS

a. ASCCC Upcoming Events/Meetings:

1. ASCCC: 2019 Part-Time Faculty Institute, February 21-23, 2019
2. ASCCC: Faculty Diversification Meeting - Norco College, February 28, 2019

XII. FLOOR ITEMS

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

The next Faculty Senate meeting is scheduled for Tuesday, February 19, 2019, BEB-204

Lissa A. Napoli, Recording Secretary

Nicole DeRose, Secretary - Treasurer