

FACULTY SENATE MINUTES
February 26, 2019

Members Present:

President.....	Misty Burruel
Vice President/ Senator-at-Large/Mathematics & Science....	Robin Witt
Secretary/Treasurer/ Mathematics & Science.....	Nicole DeRose
Business & Applied Technology.....	Dionne Henderson
Business & Applied Technology.....	David Karp
Chino/Fontana.....	Daniel Bentum
Chino/Fontana.....	William Araiza
Health Sciences.....	Rachel Arciniega
Health Sciences.....	Jayne Clark
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.....	Angela Sadowski
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

Members Absent:

Curriculum Chair.....	Marie Boyd
Business & Applied Technology.....	Baron Brown
Chino/Fontana.....	William O'Neil
Health Sciences.....	Shelley Eckvahl
Language Arts.....	Jon Ausubel
Mathematics & Science.....	Diana Cosand
Social & Behavioral Sciences.....	Dan Kern
Student Services.....	Donna Colondres
Visual & Performing Arts.....	Stan Hunter
Adjunct Senator-at-Large.....	Luke Gunderson
Adjunct Alternate Senator.....	Kenyon Callahan

Alternates Present:

Instructional Support.....	Shelley Marcus
----------------------------	----------------

Guests:

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

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

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

a. Roll call

III. PUBLIC COMMENTS

- Tamari Jenkins shared with Senate that Language Arts Faculty are curious about the future of the administrative leadership, prompted by the absence of an LA Dean. There is no information or updates or a timeline as to when that position will be filled or even what is going on.
- Senator Boboye thanked all of those that have sent students to the Leadership Training. The first session was deemed successful, as they had many students in attendance. There was valuable information shared.
- Senator Ford Kaminsky reminded everyone to encourage students to apply for the Chaffey College Student Government Spring Scholarships. The applications are available through Student Life, and the deadline is Tuesday, March 26, 2019, at 3:00 PM.
- Senator Gutierrez announced that classrooms in VSS have been unacceptably cold and uncomfortable, making it difficult to teach students who are visibly shaking. However, this week the temperatures have been restored to comfortable levels. Senator Karp had the same issue in the classroom where he teaches; he requested heaters to be placed in Wargin Hall to increase temperatures, but that request has not yet been fulfilled.
- Senator Henderson shared that one of her students who is a veteran did not get a timely appointment from the Veterans Resource Center, and the student shared that, in his experience, Chaffey College Veterans Resource Center has the poorest service when compared to Veterans Resource Centers at other colleges. Perhaps the College can explore ways to improve services.

IV. APPROVAL OF AGENDA

a. February 26, 2019

- **Motion** - President Burruel moved to move numbers 2-7 from c. Open Educational Resource Liaison - ASCCC to g. Measure P Prioritization Workgroup. Adjunct faculty (2-7) volunteered to serve as a Measure P representative. Secretary DeRose seconded the

motion. The motion was approved. 2.26.19, 21/0.

- **Motion for Approval** - President Burruel moved to approve the amended agenda. Senator Kenehan seconded the motion. The motion was approved. 2.26.19, 21/0.

V. APPROVAL OF MINUTES

a. February 19, 2019

- **Motion for Approval** - Senator Duno moved to approve the minutes. Senator Sadowski seconded the motion. The motion was approved. 2.26.19, 21/0.

VI. CONSENT AGENDA

a. Faculty representatives that have been requested to serve:

1. Educational Program Assistant, Math & Sciences, Robin Ikeda, Biology, M&S.

The Senate was informed of a mistake in the name provided above. The name should have been Robin Witt.

- **Motion for Approval** - Senator Kenehan moved to postpone until the next meeting when the correct name will be reflected. Senator Gutierrez seconded the motion. The motion was approved. 2.26.19, 21/0.

VII. GUEST(S)/PRESENTATION(S) - Vice President, Student Services, Dr. Eric Bishop,

Faculty Graduation Marshalls. Dr. Bishop postponed his visit to Faculty Senate.

VIII. REPORTS

- a. **President** - President Burruel and Dr. Bishop discussed the Faculty Graduation Marshalls and the voting process. Senators agreed that Dr. Bishop should follow up with nominees to confirm if they accept the nomination, and then Faculty Senate will be able to place the names of nominees on the agenda in time for a vote. President Burruel asked if the Faculty Senate wanted to extend the vote to the faculty-at-large rather than a vote by Senators. Senator Ross suggested that Faculty Senate continue to vote on the nominees but in the future provide an opportunity to move the election to faculty as a whole. President Burruel will follow-up with Dr. Bishop.

b. Vice President

1. Health Science Senator (2018-2020). Congratulations to Jayne Clark who will replace Sue Paplanus and serve the remainder of her term.

2. Social Sciences Senator, Alternate (2018-2020) Nominations are due today at 5pm. The announcement of the new Alternate Senator will be made at the March 5 meeting.
3. Senate Elections - Call for Nominations - Vice President Witt announced that the nomination memo will go out today for Secretary/Treasurer and Faculty Lecturer of the Year. Please forward all nominations to Vice President Witt no later than 4:30 PM on Friday, March 15, 2019. Terms that are expiring at the end of this academic year are Nicole DeRose (Secretary/Treasurer) and the Curriculum Chair.
4. School Elections - Call for Nominations - Vice President Witt announced that the nomination memo will go out today for 7 Senators and 6 Alternate Senators. Senators whose terms are expiring at the end of this year are Dionne Henderson and Baron Brown (Alternate), Business and Applied Technology; William Araiza and William O'Neil (Alternate), Chino/Fontana; Mary Jane Ross and Shelley Marcus (Alternate), Instructional Support; Kimberly George, Language Arts; Diana Cosand (Alternate), Mathematics & Sciences; Angela Sadowski, Social and Behavioral Sciences; Fabiola Espitia and Donna Colondres (Alternate), Student Services; Patrick Aranda and Stan Hunter (Alternate), Visual and Performing Arts.
5. Adjunct Senator Elections - Call for Nominations - In addition, Vice President Witt announced that nominations are open for Adjunct Faculty Senator-At-Large and Adjunct Alternate Senator. The nomination memo will be distributed to all adjunct faculty via email. Please forward all nominations to Vice President Witt no later than 4:30 pm on Friday, March 15, 2019. Candidate Statements are also due at this time (Maximum 500 words). Senators whose terms are expiring at the end of this year are Gail Keith- Gibson and Kenyon Callahan (Alternate).

c. Secretary-Treasurer. No report.

d. Curriculum. No report.

e. Coordinators

Coordinators shared information about scheduling timelines, part-time instructor availability sheets, and the number of students enrolling in Chaffey's Distance Education Program compared to Arizona State University online programs. Senator Duno suggested that in the future, the College could market a Chaffey Online College to capture students that are taking online courses elsewhere.

Grade Designation: There is a new grade designation in the works, an *EW (Excused Withdrawal)*, a non-evaluative grade that would be a grade students petition for and the College would award. It is for students who experience circumstances beyond their control which prevent them from completing their coursework. The EW would appear on transcripts.

No ETA on when this goes into effect. The College is revisiting the possibility of offering this grade. The College would need to write an AP and BP prior to bringing it to Faculty Senate.

Managing Faculty Loads: Creating part-time assignments is becoming more complex because part-time instructors are working in other areas within the college (Success Centers, FSC paid workshops, FITs, etc.). The College will look into a protocol to help manage the workflow. At this time, a process needs to be implemented to allow for adequate time for signatures.

FON: The state is considering changing the part-time faculty load to 85%.

FOSAs: Faculty on Special Assignment (FOSAs) are going to be sent out again in an effort to gather information about those currently working in this capacity.

f. Committees

1. College Committees Task Force

A. Senators Kern, Boyd, Boboye, and President Burruel

Senator Boyd was not in attendance and that report was postponed for the following week.

IX. OLD BUSINESS

a. Faculty Hiring Committee - **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

- President Burruel met with Dr. Shannon to discuss the hiring committee. As reported last week, since the committee was not ratified, it will not move forward until the District determines whether or not the process will even continue. President Burruel will follow-up with the CIO and discipline faculty.

b. 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)
- Faculty Senate is seeking representatives to serve on the Student Grade Grievance Committee. A college-wide email will be distributed.

c. Open Educational Resource Liaison- ASCCC

1. Carol Hutte, Librarian, Full-Time Faculty
 2. Lauren Graffine Estrada, Theatre, Adjunct Faculty
 3. Ana-Lia Marinelli, English, Adjunct Faculty
 4. Elizabeth Walker (Political Science), Adjunct Faculty
 5. Kenyon Callahan (Political Science), Adjunct Faculty
 6. Kevin Baccari (Math), Adjunct Faculty
 7. Denise Thompson (Business), Adjunct Faculty
- 2-7 are not OER interested adjunct faculty; they are interested in serving on the Measure P Workgroup. These were relocated in the agenda to “Old Business g.” (See IV. a. in Approval of Agenda).
 - One full-time faculty member and one part-time faculty member will serve as the OER Liaisons. This will be a shared position and the ASCCC stipend split. One part-time faculty member will be selected at the next meeting.
 - **MOTION:** President Burruel moved to approve Carol Hutte as the full-time OER Liaison. Senator Henderson seconded the motion. The motion was approved. 2.26.19, 22/0.

d. Meritorious Service Awards

1. Mary Lee Requa
- President Burruel is seeking three Senators to review the Meritorious Service Award nomination. Packets were provided, which includes the nomination letter and Meritorious Service award outline and criteria. Senators Ford Kaminsky, Duno, and Aranda volunteered to review and will report after Spring Break.

e. *The Chronicle of Higher Education*: “It Matters a Lot Who Teaches Introductory courses. Here’s Why.”

- **MOTION:** Senator Karp moved to table this discussion. Senator Gutierrez seconded the motion. The motion was approved. 2.26.19, 22/0.

f. Chaffey College Foundation: Monthly Payroll Deductions- Faculty contributions.

g. Measure P Project Prioritization Workgroup - The following Faculty Representatives have been identified:

1. Carol Dickerson, BAT Representative
2. Jennifer Renteria, HS

3. Julie Law, Counseling
 4. Emily Avila-Teegarden, M&S
 5. Annette Henry, KNA
 6. Nicole Barbari, SBS
 7. Mellanie Reeve, Library, Language Arts
- The following adjunct faculty volunteered to serve on the Measure P Committee:
 2. Lauren Graffin Estrada, Theatre, Adjunct Faculty
 3. Ana-Lia Marinelli, English, Adjunct Faculty (2)
 4. Elizabeth Walker (Political Science), Adjunct Faculty (0)
 5. Kenyon Callahan (Political Science), Adjunct Faculty
 6. Kevin Baccari (Math), Adjunct Faculty (14)
 7. Denise Thompson (Business), Adjunct Faculty (3)
 - Kenyon Callahan withdrew his name from consideration, and Lauren Graffin Estrada is not currently employed with the District and is not eligible for consideration.
 - Vice President Witt read the statements provided by adjunct faculty. A voice count for each of the adjunct faculty was administered.
 - Kevin Baccari, Adjunct Faculty in Math, was elected to serve and will represent part-time faculty on the Measure P Project Prioritization Workgroup.
- h. Chaffey College Recruitment Analysis Monitoring Report 2017/2018
- President Burruel met with Carol Dickerson. CPC will look holistically at the hiring process and diversity with the support of the EEO Workgroup. The data provided in today's packet points to promising practices, but there is room for improvement.
- i. Chaffey College Administrative Procedures
- Chapter 4 - Instruction
- Chapter 5 - Student Services
- Chapter 7 - Human Resources
- President Burruel was notified that 84 Administrative Procedures (APs) will be brought to Faculty Senate for evaluation. Chapters 4 and 5 include those 84 APs. AP 7120 is in the queue for evaluation, and President Burruel has requested that Faculty Senate have the opportunity to recommend revisions.
 - Policies and Procedures, Chapter 3 and 5, are being forward to President's Cabinet members for first review/sunshining. Senators were sent an email regarding the process

and have been asked to submit recommendations to Trinity Kealoha by March 8 (Friday). Suggestions will be incorporated into Policies and Procedures and provided to President's Cabinet members for second reading/approval at the March 12th meeting.

Chapter 3 – General Institution

AP 3501 Campus Security and Access

BP 3540 Sexual and Other Assaults on Campus

Chapter 5 – Student Services

BP 5010 Admissions and Concurrent Enrollment

AP 5010 Admissions

AP 5011 Admissions and Concurrent Enrollment of High School and Other Young Students

BP 5130 Financial Aid

AP 5130 Financial Aid

j. Budget Forum

- Included in the Faculty Senate packet is the 2018/2019 Projected Funding - Student Centered Funding Formula that was shared during the Budget Forum.

k. Faculty Senate Communication and Meetings

l. College Planning Council

1. Senators Kenehan, Karp, and Boyd

X. NEW BUSINESS

- a. Resolution: Emeritus Status

XI. ANNOUNCEMENTS

- a. Area D Meeting: March 23, 2019, 9:30am, Norco College, Norco, CA
- b. 2019 Spring Plenary Session: April 11-13, San Francisco, CA

XII. FLOOR ITEMS

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

The next Faculty Senate meeting is scheduled for Tuesday, March 5, 2019, BEB-204

Lissa A. Napoli, Recording Secretary

Nicole DeRose, Secretary - Treasurer

