**Chaffey College**
Faculty Senate

# FACULTY SENATE AGENDA
## FEBRUARY 23, 2021

Join from PC, Mac, Linux, iOS or Android: https://cccconfer.zoom.us/j/95388121546 Or iPhone one-tap (US Toll):  +16699006833, or +12532158782,* Or Telephone:Dial:+1 669 900 6833 (US Toll), +1 253 215 8782 (US Toll)

## MEETING ID: 953 8812 1546

| Name | Role | Term |
|---|---|---|
| Nicole DeRose | President | 2020-2021 |
| Neil Watkins | Vice President/President Elect | 2020-2021 |
| Mark Gutierrez | Secretary/Treasurer | 2020-2021 |
| Angela Burk – Herrick | Curriculum Chair | 2019-2021 |
| Tracy Kocher | Business & Applied Technology | 2020-2022 |
| Karin Nelson | Business & Applied Technology | 2020-2021 |
| Daniel Bentum | Chino/Fontana | 2020-2022 |
| Manar Hijaz | Chino/Fontana | 2019-2021 |
| Lisa Doget | Health Sciences | 2020-2022 |
| Jayne Clark | Health Sciences | 2019-2021 |
| Christina Holdiness | Instructional Support | 2020-2022 |
| Mary Jane Ross | Instructional Support | 2019-2021 |
| Jeff Harlow | Kinesiology, Nutrition & Athletics | 2020-2022 |
| Vacant | Kinesiology, Nutrition & Athletics | 2019-2021 |
| Elizabeth "Liz" Encarnacion | Language Arts | 2020-2022 |
| Steve Shelton | Language Arts | 2019-2021 |
| Mark Gutierrez | Mathematics & Science | 2020-2022 |
| Nicole DeRose | Mathematics & Science | 2019-2021 |
| Dan Kern | Social & Behavioral Sciences | 2020-2022 |
| Angela Sadowski | Social & Behavioral Sciences | 2019-2021 |
| Jackie Boboye | Student Services | 2020-2022 |
| Jean Oh | Student Services | 2019-2021 |
| Vacant | Visual & Performing Arts | 2020-2022 |
| Patrick Aranda | Visual & Performing Arts | 2019-2021 |
| Tamari Jenkins | Senator-At-Large | 2020-2023 |
| Robin Witt | Senator-At-Large | 2019-2022 |
| Sarah Cotton | Senator-At-Large | 2020-2021 |
| Luke Gunderson | Adjunct Senator-At-Large | 2020-2022 |
| Gail Keith-Gibson | Adjunct Senator-At-Large | 2019-2021 |
| | Alternates | |
| David Karp | Business & Applied Technology | 2020-2021 |
| Robert "Ian" Jones | Chino/Fontana | 2019-2021 |
| Shelley Eckvahl | Health Sciences | 2019-2021 |
| Shelley Marcus | Instructional Support | 2019-2021 |
| Vacant | Kinesiology, Nutrition, & Athletics | 2019-2021 |
| Leona Fisher | Language Arts | 2020-2022 |
| Diana Cosand | Mathematics & Science | 2019-2021 |
| Sergio Gomez | Social & Behavioral Sciences | 2020-2022 |
| Donna Colondres | Student Services | 2019-2021 |
| Stan Hunter | Visual & Performing Arts | 2019-2021 |
| Stephen Villasenor | Adjunct Alternate Senator | 2020-2021 |
| Hope Ell | Classified Senate Liaison | 2021 |

![Chaffey College Faculty Senate logo]

**Guests:**
Lissa Napoli, Administrative Assistant, Faculty Senate

**1. P.E. (12:30 P.M.)**

**2. CALL TO ORDER (12:38 P.M.)**

    **2.1** Remote Attendee Identification

**3. PUBLIC COMMENT** (Reserved for Guests only and limited to two minutes.)

**4. APPROVAL OF AGENDA**

    **4.1** February 23, 2021

**5. APPROVAL OF MINUTES**

- February 16, 2021

**6. CONSENT AGENDA**

    **6.1 Faculty representatives that can no longer serve as follows:**

        **6.1.1** Faculty Tri-Chair,Accreditation Oversight Committee, Nicole DeRose, Biology, M&S
        **6.1.2** New Portal Work Group
            Nicole DeRose, President, Faculty Senate
            Angela Burk-Herrick, Curriculum Chair
            Melissa Sakoonphong, Guided Pathways/Counselor
            Steve Shelton, Communication Studies, LA
            Tracy Kocher, COmputer Science, CIS
            Rose Ann Osmanian, Instructional Specialist, LSC

**7. GUEST(S)/PRESENTATION(S)** - None.

**8. REPORTS**

    **8.1 President**

    **8.2 Vice President/President Elect -** Establishing Guidelines for Meeting Decorum

    **8.3 Secretary/Treasurer**

        **8.3.1** Scholarship Opportunity
            Share with your students: Scholarship Application

        **8.3.2** *2021 Spring Plenary Session - Virtual Event,* Thursday, April 15 through Saturday, April 17.  Early Registration Deadline: Monday, March 15 by 5:00 PM. $275.00. If you register after 5:00 PM on March 15 the cost is $350.00. *Click on the link for more information.*

        **8.3.3** *2021 Faculty Leadership Institute - Virtual Event,* Thursday, June 17 through Saturday, June 19. Early Registration Deadline: Monday, May 17 before 5pm is $200.00.  If you register after 5:00 PM

on May 17 the cost is $250.00.

**8.4 Curriculum**

**8.5 Faculty Hiring Practices Work Group -** Up to 5 faculty will be selected

## 9. UNFINISHED BUSINESS

## 10. NEW BUSINESS

**10.1 Action Item:** BP/AP Faculty Senate Review and Reporting Timeline.

BP & AP Faculty Senate First Reading and Sunshining of Board Policies (BP) and Administrative Procedures (AP) Under Consideration.  Faculty Senate to complete review and provide feedback. The Board Policies and Administrative Procedures under consideration can be found here:

[Items Under Consideration | Policies and Procedures | Chaffey College](#)

**10.1.1 Action Item:** BP/AP Review Reporting for February 23, 2021

- BP & AP 4231 Grade Changes, Tamari Jenkins
- BP & AP 4240 Academic Renewal, Liz Encarnacion

**10.2 Action Item:** LGBTQIA+ Inclusivity Statement workgroup: Resolution and Update - Robin Witt

**10.3 Discussion Item:** Message of support for students - Plan to bring ideas about ways faculty and Faculty Senate can communicate support for students.

## 11. ANNOUNCEMENTS

**11.1 Academic Senate for California Community Colleges (ASCCC) Information**

**11.1.1** *Area D Meeting* **-** Virtual Event, Saturday, March 27, 2021, 10:00am - 3:30pm. Zoom Meeting for more information click on link. Spring 2021 Meeting Documents Coming Soon! The site currently has the fall 2020 meeting documents attached.  If you have any questions, please email LaTonya Parker- latonya.parker@mvc.edu

## 12. *FLOOR ITEMS*

## 13. ADJOURNMENT (1:55 P.M.)

**The next Faculty Senate meeting is scheduled for Tuesday, March 2, 2021.**

# President's Report for February 23, 2021

Commencement

The 2021 Commencement will be held virtually on May 20, 2021 at 4 pm (via YouTube). Graduate photos will be taken for inclusion in the virtual ceremony. All speakers will be pre-recorded. Graduate names will be read by name readers and recorded. The virtual commencement will be assembled by a professional company called Full Measure. Grad Fest will be held on Wednesday April 14, 2021 at the Rancho Campus (only). Information about deadlines can be found here:
https://www.chaffey.edu/admissions/grad-info.php

President's Cabinet Items

- Tenure Recommendations
  - Twelve faculty names will be forwarded to the Governing Board for tenure at the February board meeting.
- Plan for CARES Act Funds
  - The college is preparing to receive a fifth round of CARES Act funds and must spend all funds provided from the previous distribution by April 1.
  - Funds are being spent on student support items such as, but not limited to, Chromebooks, cameras, professional workshops, and PPE.
  - Additionally, the college has opted to use CARES Act funds to support students that have dependent children.
  - This support is being offered retroactively to Spring 2020 when COVID-19 impacted instruction.
  - If there is something that the community needs during this time that is COVID related, let a dean or VP know.
- Switchboard/Ocelot/Manager on Duty
  - Efforts have been made in three areas to provide more timely access to students.
  - The switchboard became operational before classes started, and incoming calls are being routed to known staffed lines.
  - The automated assistant Ocelot has two components – one that attempts to answer questions via a database (bot) and if those questions cannot be answered, the questions are being directed to a live person, a staff member, to answer those questions.
  - A manager on duty option is being implemented and signage will be implemented to direct students to physical locations on campus where people are there and available to help.
- BP & AP update
  - The following BPs &/or Aps were approved:  BP/AP 4010, BP/AP 4110 & AP 4235.
  - The APs will be updated on the webpage, and the BPs for 4010 and 4110 will go to the Governing Board for review and approval.
  - Once approved, the webpage will be updated with the current BPs for 4010 and 4110.
- RAC Approvals
  - President's Cabinet approved the purchase of a new software system to improve grant tracking, grant alignment, funding sources, tracking of post award management, and reporting.
- Classified Appreciation Week is during March 15-19 (Spring Break).
- Accreditation News
  - ACCJC accepted our mid-term report.  The next accreditation visit will be in 2023. Over the next couple of years the college will examine the self-evaluation, prepare for the visit, and address any standards that need to be addressed in preparation for the visit.

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# Faculty Senate – Best Practices for Meeting Decorum - DRAFT

**(1) Tone & Language for All Attendees**
- Mute your microphone.
- Be professional and courteous.
- Don't be inflammatory or inconsiderate.
- Consider how your comments will be received.
- Focus on issues and facts, not personalities, not the person (in or out of the room).

**(2) ASCCC Guidelines**
- basic motions:

https://www.asccc.org/sites/default/files/basicmotions%20fifth_0.pdf

- general tips for meeting process:

https://www.asccc.org/sites/default/files/meeting%20process%20second.pdf

(3) Specific Guidelines for Guests
- Decorum should be observed regardless of position or status of visiting guests.
- Guidelines shall be applied consistently to all guests.

  - public comments time vs. rest of meeting ????
  - possibly add public comments / discussion time at end of meeting ????

**(4) Reminders for Senators**
- Senators are representatives and should solicit input from constituents.
- Read agenda and packet before the meeting.
- Be on time; we will start on time.
- Request to be acknowledged; raise hand.
- Be mindful when speaking:
  - Prep your comments.
  - Be concise.
  - Consider time.
  - Think about how people will receive your comment.
- Meeting ends at 1:50 p.m.

==(5) Chat Protocol==

       - reserve for *extraneous* items (arriving late, leaving early, clarifications)

       - disclaimer needed

       - reserved for Senators only ????

       - public record ????

             (even if never shared with campus)

             One of many sources of info

             Enters public record only if item becomes discussed orally?

       - who monitors ????

       - renaming as "questions" ????

       - private chats for individual messages ????

       - ~~block private chats??~~

       - ~~private chat w/ Lissa to announce late arrival / early departure~~

==(6) Other Longer Term Considerations==

       - need to update bylaws ????

       - possibly need parliamentarian ????

       - need to do a training meeting ????

(7) Alternatives to *Robert's Rules of Order:*

https://socialistcall.com/2019/11/05/roberts-rules-dsa-meetings-democracy/

http://libcom.org/library/how-hold-good-meeting-rustys-rules-order

http://www.legalcenterfornonprofits.org/2014/05/13/roberts-rules-not-needed/

# Academic Senate For California Community Colleges
## Basic Motions Summary

- All motions are to be submitted in the form of written resolutions submitted by a maker and four seconders.
- Amendments and substitute motions are to be submitted in writing by a maker and four seconders.
- Motions cannot be amended on the floor. Corrections of errors in fact or typographical are permitted.

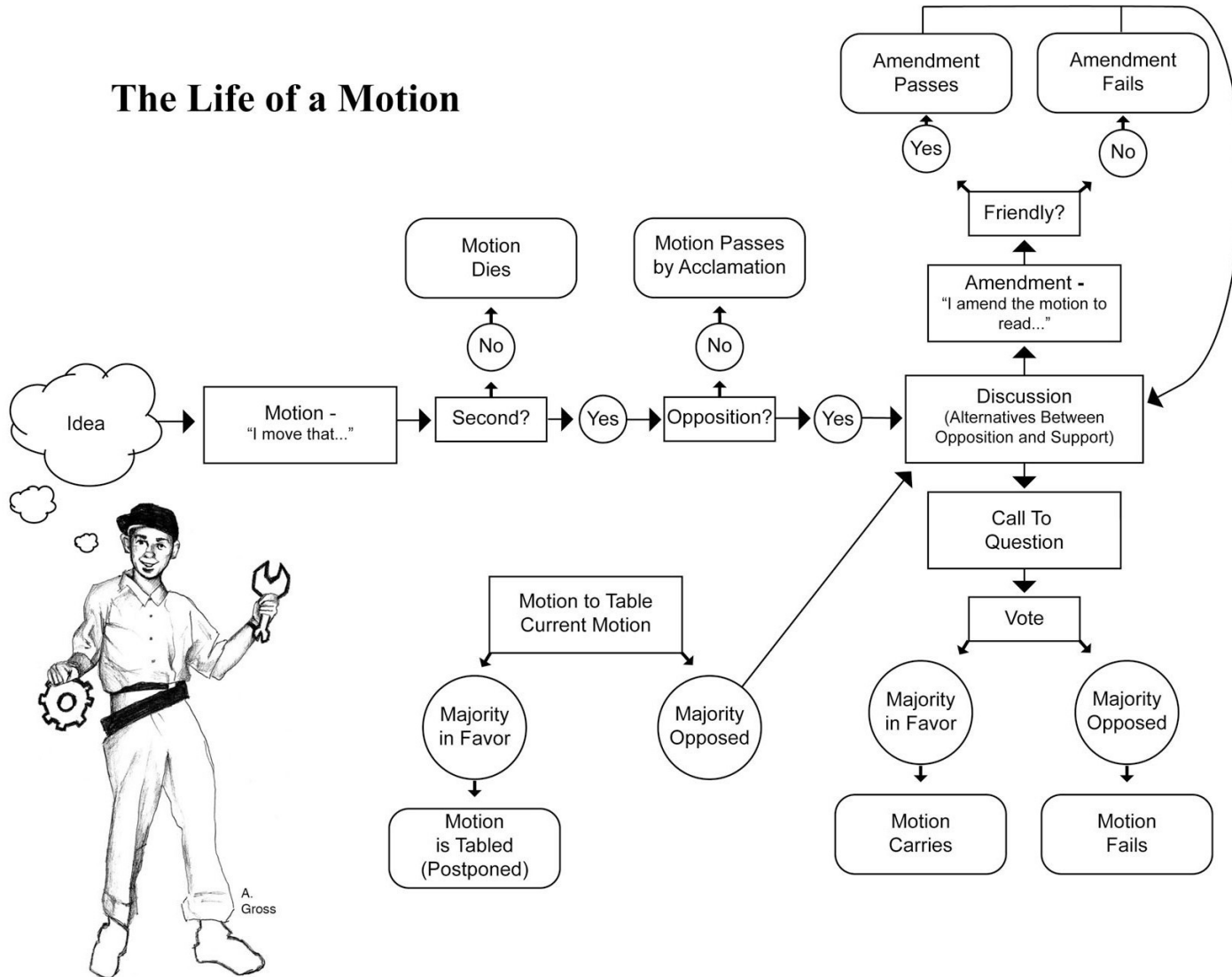| Basic Motion | Debatable | **Vote** Required | Amendable | Variation | Comment |
|---|---|---|---|---|---|
| Main Motion | Yes | Majority | Yes | Adopt/ Approve/ Accept/ Agree to | The four variations of wording for the main motion are interchangeable.<br><br>Once stated by the chair, the motion becomes the property of the assembly and is pending.<br><br>Pending motions may be perfected by amendments or a substitute motion.<br><br>The motion as restated by the Chair prevails in the event that there is any difference between the wording of the maker and the wording of the Chair. |
| Amend | Yes | Majority | Yes | Add, insert<br>Delete, or strikeout | Any form that seeks to change the main motion is a motion to amend. |
| Substitute | Yes | Majority | | | The substituting of an entire motion on the same subject for the one pending. |
| Postpone (to a certain time) | Yes | Majority | Yes | Postpone indefinitely<br>Table | The motions "postpone indefinitely" and "table" should not be used. |
| Refer | Yes | Majority | Yes | Commit<br>Recommit | The motion "commit" is restricted to referring a matter to a committee. |
| Close Debate | No | 2/3 | No | Move the previous question<br>Move the question<br>Call the question | All three variations using the word "question" mean to close debate and should not be used since they can be confusing. |
| Divide the Question | No | Majority | Yes | | Allowed only when the question contains two or more independent matters. |

| Basic Motion | Debatable | Vote Required | Amendable | Variation | Comments |
|---|---|---|---|---|---|
| Motions Relating to Voting | No | Majority (except for divisions and roll call votes) | No | Division (a standing vote or show of hands) Counted vote Secret ballot, or written ballot Close nominations Close or reopen polls | A single member may demand a division.<br><br>A counted vote is used when the Chair is unsure.<br><br>All other motions should require a simple majority vote. |
| Request (to allow the assembly to allow something) | No | Majority | No | Withdraw a motion Dispense with the reading of the minutes (and approve them) Any request that does not require a suspension of the rules | The maker of a motion may withdraw the motion without *a* request if it is withdrawn prior to the Chair's stating of the motion. |
| Suspend the Rules | No | 2/3 | No | Limit or extend debate Take a matter out of its order Objection to consideration | Any motion that alters the usual right of members to speak requires a suspension of the rules.<br><br>The motion can also include another motion, such as to suspend the rules and reconsider the adoption of the budget, in which case the motion to reconsider becomes undebatable. |
| Point of Order | No | No vote, Requires a decision of the Chair | No | | An assertion that a rule is being violated and a request that the rule be enforced by the Chair.<br><br>Person states his/her point briefly. Chair then rules.<br><br>Maker can appeal but must be seconded. |
| Appeal | Yes | Majority | No | | A tie vote or less than a majority causes the appeal to fall. |

# The Life of a Motion

When it seems the question is clarified, adequately discussed, the chair or any member can call the question, call for a vote. Call the Question is a Procedural Motion (see page 14). The vote is taken, counted, and recorded in the minutes.

Idea → Motion - "I move that..." → Second?
Second? — No → Motion Dies
Second? — Yes → Opposition?
Opposition? — No → Motion Passes by Acclamation
Opposition? — Yes → Discussion (Alternatives Between Opposition and Support)

Discussion → Amendment - "I amend the motion to read..." → Friendly?
Friendly? — Yes → Amendment Passes
Friendly? — No → Amendment Fails

Discussion → Call To Question → Vote
Vote → Majority in Favor → Motion Carries
Vote → Majority Opposed → Motion Fails

Motion to Table Current Motion
Motion to Table Current Motion → Majority in Favor → Motion is Tabled (Postponed)
Motion to Table Current Motion → Majority Opposed → (back to Discussion)

A. Gross

# THE MEETING PROCESS

## Setting Up

The preplanning and thought that precedes the meeting. Determine the who, what, when, where, why, how many. It is extremely important to determine the desired outcomes you, as a leader, need from the meeting. If you are unclear of the "why" for the meeting, how can the participants understand the purpose for the meeting.

Checklist for Setting Up: *(Adapted from Mastering Meetings for Results, Interaction Associates, Inc.)*
- Determine the purpose and the type of meeting
- Assess the context of the meeting and who the key stakeholders are
- Decide who will attend and the roles needed for the meeting
- Determine how decisions will be made
- Reserve appropriate room and equipment
- Decide on seating arrangements
- Identify potential problems that could arise and strategies to handle them
- Design an agenda
- Send out memo announcing the meeting and an agenda to attendees
- Make charts\PowerPoint hand-outs
- Visualize a successful meeting
- Arrive at the meeting room early to double check the room arrangements and lay out prepared materials as necessary

## Conducting the Meeting

During the meeting, the leader, the facilitator, and the group acts as a team with a focus on the desired outcomes. Continue to educate the group throughout the meeting. Use facilitative techniques to keep the meeting moving.

Checklist for conducting meetings:
- Start on time
- Get agreement on desired outcomes, agenda, roles, and ground rules
- Match participant expectations with agenda
- Clarify decision-making method
- Clarify/explain any constraints that may limit solutions
- Keep the meeting on track by getting process agreements
- Summarize what has happened periodically during the meeting
- Avoid process battle
- Listen as an ally
- Ask open-ended questions
- Encourage participation
- Suggest a process or tool when needed
- Protect others from personal attack
- Use the group memory
- Conduct a meeting review to assess what worked and what needs improvement

Following through

At the end of the meeting, the actions are reviewed and a plan is developed to implement the decisions made during the meeting. There should be an evaluation of the meeting. What worked; what needs improvement. Based on this information, future meetings can be improved.

Checklist for following through:
- Ensure that recorder prepares group memory for typing
- Prepare and distribute minutes, including agreements made and actions to be taken
- Use meeting review to make improvements for subsequent meetings
- Make sure unresolved issues get addressed. Distribute to other groups as appropriate
- Collect and offer additional feedback to meeting leader, members, recorder and facilitator to enhance effectiveness
- Follow through on action items
- Acknowledge accomplishments

# Chaffey College Faculty Senate Support for Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersexual, Asexual or Allied+ Students and Staff

Whereas, The Academic Senate for California Community Colleges is consistent in its unflagging efforts for student success for all students and has a long-standing tradition of support for underrepresented minority students in the State of California;

Whereas, Chaffey College also supports efforts in student success for all gender identities and sexual orientations;

Whereas, Each community college's support of the psychological health of every student in the California community colleges is important;

Whereas, Research demonstrates that prejudice against and the invisibility of lesbian, gay, bisexual, transgender, queer or questioning, intersexual, asexual or allied+ (LGBTQIA+) people has adverse effects on both LGBTQIA+ students and the campus community as a whole; and

Whereas, The invisibility, both by omission and by design, of the LGBTQIA+ community and issues involving curricula, co-curricular activities, and campus practices perpetuates prejudice against and negatively impact LGBTQIA+ individuals and promotes heterosexism;

Resolved, That Chaffey College Faculty Senate reviews their curricula, co-curricular activities, and campus practices for inclusion of LGBTQIA+ community;

Resolved, That Chaffey College Faculty Senate employs appropriate venues to increase awareness of the issues affecting LGBTQIA+ community;

Resolved, That Chaffey College Faculty Senate amend its diversity policy to include gender identity and expression in the policy's description of diversity;

Resolved, That Chaffey College Faculty Senate urges the institution to review their curricula, co-curricular activities, campus practices, employ appropriate venues to increase awareness of the issues affecting LGBTQIA+ community, and

Resolved, That Chaffey College Faculty Senate urges the institution to amend its diversity policy to include gender identity and expression in the policy's description of diversity.