

ACADEMIC SENATE MINUTES

April 25, 2023

Neil Watkins	President	2021-2023	P
Nicole DeRose	Vice President/President-Elect	2022-2023	P
Elizabeth “Liz” Encarnacion	Secretary/Treasurer	2022-2023	A
Angela Burk – Herrick	Curriculum Chair	2021-2023	P
Bruce Osburn	Business & Applied Technology	2021-2023	A
Jay Scott	Business & Applied Technology	2022-2024	P
Tara Johnson	Chino/Fontana	2021-2023	P
Jinny Lee	Chino/Fontana	2022-2024	P
Jayne Clark-Frize	Health Sciences	2021-2023	P
Terzah DePonte	Health Sciences	2022-2024	P
Christina Holdiness	Instructional Support	2021-2023	P
Terezita Reyes Overduin	Instructional Support	2022-2024	A
Elaine Martinez	Kinesiology, Nutrition & Athletics	2021-2023	P
Candice Hines-Tinsley	Kinesiology, Nutrition & Athletics	2022-2024	A
Steve Shelton	Language Arts	2021-2023	P
Elizabeth “Liz” Encarnacion	Language Arts	2022-2024	A
Elizabeth Cannis	Mathematics & Science	2021-2023	P
Mark Gutierrez	Mathematics & Science	2022-2024	P
Pak Tang	Social & Behavioral Sciences	2021-2023	P
Vacant	Social & Behavioral Sciences	2022-2024	
Michelle Martinez	Student Services	2021-2023	P
Jackie Boboye	Student Services	2022-2024	P
Leta Ming	Visual & Performing Arts	2021-2023	A
Sheila Malone	Visual & Performing Arts	2022-2024	P
Tamari Jenkins	Senator-At-Large	2020-2023	P
Sarah Chamberlain	Senator-At-Large	2021-2024	P
Norma Leon	Senator-At-Large	2022-2025	A
Shelly R. Jackson	Adjunct Senator-At-Large	2021-2023	P
Vacant	Adjunct Senator-At-Large	2022-2024	
Alternates			
William “Bill” O’Neil	Business & Applied Technology	2021-2023	P
Manar Hijaz	Chino/Fontana	2021-2023	A
Jordan Hung	Health Sciences	2021-2023	A
Shelley Marcus	Instructional Support	2021-2023	P
Annette Henry	Kinesiology, Nutrition, & Athletics	2021-2023	P
Leona Fisher	Language Arts	2022-2024	A
Diana Cosand	Mathematics & Science	2021-2023	A
Vacant	Social & Behavioral Sciences	2022-2024	
Myra Andrade	Student Services	2021-2023	A
Vacant	Student Services	2022-2024	
Nicole Farrand	Visual & Performing Arts	2021-2023	A
Vanessa Nunez	Adjunct Alternate Senator	2021-2023	A
Sarah Schmidt	Classified Senate Liaison	2021-2023	A

Guests:

Anthony Guaracha, Sociology, SBS

Tina Kuo, Biology, M&S

Lissa Napoli, Administrative Assistant, Academic Senate

Robin Witt, Math, M&S

1. P.E. (12:30 P.M.)**2. CALL TO ORDER (12:38 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 and turn off all virtual backgrounds.)**3. PUBLIC COMMENT** (Reserved for Guests only and limited to two minutes.)

- None

4. APPROVAL OF AGENDA

- April 25, 2023
- **Motion for Approval** - Senator Boboye moved to approve the agenda for 4.11.23. Curriculum Chair Burk Herrick seconded the motion. The motion was approved. 4.25.23, 19Y/0N/0A.

5. APPROVAL OF MINUTES

- April 11, 2023
- **Motion for Approval** - Senator Johnson moved to approve the 4.11.23 amended minutes. Senator Jenkins seconded the motion. The motion was approved. 4.25.23, 19Y/0N/0A.

6. CONSENT AGENDA**6.1 Faculty representatives that have been requested to serve on these selection/hiring committees:****6.1.1 AAII, Language Arts**

Steve Shelton, Communication Studies, LA

6.1.2 Grounds Maintenance Specialist

Sarah Chamberlain, Biology, M&S

6.1.3 Executive Director, Business Services

Fabiola Espitia, Counseling, C&M

Stephen Lux, Criminal Justice, BAT (added)

6.1.4 Executive Director, Enrollment Services & Student Support

Jonathan Polidano, Automotive Technology, BAT

Thierry Brusselle, Business Administration, BAT

- **Motion for Approval** - Senator Holdiness moved to approve the Consent Agenda. Senator Chamberlain seconded the motion. The motion was approved. 4.25.23, 19Y/0N/0A.

7. REPORT

7.1 President

- Thank you to senators helping on Faculty Lecturer of the Year and big thanks to Lissa for all her hard work to make it a success. This was the first in-person lecture since Spring 2019. The booklet is available on the [Faculty Lecturer of the Year webpage](#) now and the video will be available online soon. We are looking forward to Senator Johnson's lecture next year.
- Deadline to RSVP for Graduation is Friday, April 27.
- Hope Ell is looking for volunteers to serve on the FSC Facilitator selection committee. Senators Boboye and Holdiness volunteered. Congratulations to Cindy Walker for transferring to the ESL department.
- Student registration for Summer and Fall 2023 started yesterday. Please accommodate students to register if their registration time coincides with class.
- Current Secretary/Treasurer Encarnacion is on Maternity leave.
- Thank you, Lissa, for all your hard work. You are appreciated! The Academic Senate hopes you have a wonderful Administrative Professionals' Day on Wednesday, April 26!
- Regular Academic Senate meeting next week. Our last meeting is May 9th in room MACC-208, lunch and celebrate outgoing and incoming senators as well as our student scholarship recipients.

7.2 Vice President/President-Elect

- President-Elect DeRose attended ASCCC Plenary session April 20-22, 2023. Will provide a summary of resolutions in a future meeting.

7.3 Secretary/Treasurer

- No report

7.4 Curriculum

- No report

7.5 Classified Senate Liaison, Sarah Schmidt

- No report

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

9. UNFINISHED BUSINESS

9.1 Action Item: Academic Senate Bylaws Workgroup Spring 2023

- Senator Henry had a question on why the section “Changes to Organization and Representation” was added. President-Elect DeRose explained that it was added to document past practices. The conversation veered toward faculty expressing concern regarding communication and transparency between faculty and administration, and the timing of such. Senator Shelton noted reorganization can affect Academic Senate representation. A discussion occurred about faculty interest to improve communication and future Academic Senate representation. President-Elect DeRose reminded Senators to disseminate information from the Academic Senate to their constituents regularly.
- For the section regarding Elections (Presidential Resignation Process), President Watkins suggested a clarification that if a President resigns within 60 days of the Spring term then to follow the practices established in Fall 2019.
- Thank you to the subcommittee Senators Holdiness, Jenkins, Jackson, and President Elect DeRose for their work to update the Bylaws.
- **Motion for Approval** - Senator Malone moved to approve the Academic Senate Bylaws. Senator Boboye seconded the motion. The motion was approved. 4.25.23, 22Y/0N/0A.

10. NEW BUSINESS

10.1 Discussion Item: Committee Self-evaluation

- A link was sent to Academic Senate members and may take 15-20 min to complete. This is an anonymous survey requested by the College Planning Council. Results will be made available in Fall and can be used for reflection.

10.2 Discussion Item: LGBTQIA+ Ally List

- Senator Malone reported that the LGBTQIA+ Ally List will be published publicly to increase visibility. The list can be used to support and provide resources to students and employees. Maria Barragan, Undocumented/LGBTQIA+ Student Liaison, will send an email with a link to the survey. Pasadena City College has a similar list. The plan is to have a similar list for undocumented students. Senator Johnson echoed the need for more support and involvement. Senator Jenkins expressed concern about performative allyship. President Watkins reminded the Academic Senate that the development of these lists are the responsibility of other groups on campus.

11. ANNOUNCEMENTS

11.1 Chaffey College Academic Senate

11.2 Chaffey College Campus

11.2.1 Faculty Success Center Presents: *Transforming Into Antiracist Educators Community of Practice*, Thursday, May 4, from 12:30pm - 2:00pm via Zoom. This is a recurring event that meets every first Thursday of each month. This event requires commitment to attend all sessions.

11.2.2 Faculty Success Center is now accepting applications for **Faculty Summer Institute 2023!** "Renewing the Inner and Outer Landscape of Education: Reset. Revive. Restore" Facilitators: Adam Martinez, Cindy Walker, Maria Fitzpatrick, Michelle Martinez, Phatana Ith. Learning will take place in asynchronous, in-person and on Zoom formats. Total of 20 hours of professional learning plus a \$500 stipend for all participants upon completion of all components. **Deadline to apply:** Monday, May 1 at 4pm.

11.3 Academic Senate for California Community Colleges (ASCCC) Information

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

12. FLOOR ITEMS (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.)

- Senator Henry asked how we can convey our communication concerns to the administration?
- Senator Ming reminded everyone about the [Student Invitational](#) tonight 4-6pm at the Wignall Museum.

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

The next Academic Senate meeting is scheduled for Tuesday, May 2, 2023.

Lissa A. Napoli, Recording Secretary

Robin Witt, Interim Secretary

Academic Senate Bylaws Workgroup Spring 2023

Suggested revisions (second read) April 25, 2023

- A. Workgroup Objective: To develop and propose revisions to the current Academic Senate Bylaws for the following (presented at the [February 14, 2023 meeting](#))
- B. The current [Bylaws](#) format is shown here along with mapping locations for suggested revisions, identified as “**proposed revision**”. The actual recommendations are explained below in section C.
- **President** (all positions include the subheadings: Selection Procedure, Reassigned Time, and Duties and Responsibilities)
 - **Proposed revision**
 - **Vice President**
 - **Proposed revision**
 - **President-Elect**
 - **Proposed revision**
 - **Secretary-Treasurer**
 - **Proposed revision**
 - **Curriculum Committee Chairperson**
 - **Suggest formatting change to match other positions**
 - **Unit Senator**
 - **Proposed revision**
 - **Senator-At-Large**
 - **Proposed revision**
 - **Adjunct Senator-At-Large**
 - **Proposed revision**
 - **Proposed revision**
 - **Proposed revision**
 - **Suggested format for agenda and minutes**
 - **Minutes**
 - **Minutes and Mailing List**
 - **Corrected reassign time to reflect FTEF**
 - **Changed pronouns**
- C. Bylaws draft with proposed revisions – next pages

Bylaws review for amendment (second read) April 2023

Bylaws

ACADEMIC SENATE PRESIDENT

SELECTION PROCEDURE

The selection of the Senate President shall follow the guidelines listed in Article V, Section 8 of the Senate Constitution.

REASSIGNED TIME

The President is given ~~.70 FTE~~ .70 FTE of reassigned time per year during ~~his/her~~ their term of office.

DUTIES AND RESPONSIBILITIES

1. Shall carry out the duties of the Academic Senate as outlined in Title 5, Subsection 2, 53200.
2. Shall represent the Academic Senate at official meetings of the Governing Board and serve as a resource person, or shall appoint a designee to do so.
3. Shall preside over all meetings of the Academic Senate.
4. Shall send to each member of the Senate a written notice of the scheduled date and time of meetings.
5. Shall refer issues to the Senate for discussion and consideration.
6. Shall determine the agenda for each Senate meeting and include items suggested by any senator, any faculty member, any administrator, or any member of the governing board, as the President sees fit.
7. Shall meet with the President and Executive Vice President of Instruction at regular intervals.
8. Shall issue appropriate communiqués to the faculty.
9. Shall attend committee meetings as designated by the Senate, including but not limited to Senate, Board meetings, College Council, Budget, and President's Cabinet.
10. Shall attend additional committee meetings either as a member or an observer as circumstances require.
11. Shall meet at regular intervals with the CCFA President to provide clarification and information on issues and to act, proforma, in a liaison capacity with the CCFA President.
12. Shall disseminate information to the general faculty.
13. Shall see that minutes are written and distributed prior to the following meeting. The next meeting's agenda should be included.
14. Shall confer with the vice president/president-elect, secretary-treasurer, and curriculum committee

chairperson to make decisions during off-contract days and provide a report to the full Academic Senate.

1514. The immediate past President shall be encouraged to attend Senate meetings for one year.

ACADEMIC SENATE VICE PRESIDENT

Selection Procedure

The Senate Vice President is nominated during the first year of the president's term and elected to serve during the first year of the President's term. ~~He/she is~~ They are elected for a one-year term from and by the new Senate membership at the organizational meeting.

Reassigned Time

The Vice President is given 10 FTEF reassigned time during ~~his/her~~ their term of office. ~~as provided by the current labor agreement or in a Memorandum of Understanding attached to it.~~ Should the Vice President be compelled to assume the duties of President (see 1 below), ~~he/she~~ they shall receive compensation as specified in the current labor agreement or in a Memorandum of Understanding attached to it.

Duties And Responsibilities

1. Shall assume the duties and responsibilities of the President if the President is absent or unable to fulfill them.
2. Shall conduct elections of President elect, Senators-at-Large, Adjunct Senator, Faculty Lecturer of the Year, Professional Relations, and other contests as necessary following procedures described in the Faculty Senate constitution.
3. Shall work with the president, secretary-treasurer, and curriculum committee chairperson.
4. Shall provide appropriate leadership on campus in committee assignments.
5. Shall continue ~~his/her~~ their role as Unit Senator or Senator-at-Large.

ACADEMIC SENATE PRESIDENT-ELECT

Selection Procedure

The senate president-elect is nominated and elected to serve at the end of the first year of the President's term as provided in Article V, Section 8 of the senate constitution.

Reassigned Time

The president-elect is given 10 FTEF reassigned time as vice president during ~~his/her~~ their term of office. ~~as provided in the current labor agreement or in a memorandum of understanding attached to it.~~ Should the president-elect be compelled to assume the duties of president (see 2 below), ~~he/she~~ they shall receive compensation as specified in the current labor agreement or in a memorandum of understanding attached to it.

Duties And Responsibilities

1. Shall serve as president of the Academic Senate at the end of the vice president/president-elect's term.
2. Shall assume the duties and responsibilities of the president if the president is absent or unable to fulfill them.
3. Shall conduct elections of president elect, senators-at-large, adjunct senator, faculty lecturer of the year, professional relations, and other contests as necessary following procedures described in the Faculty Senate constitution.
4. Shall work with the president, secretary-treasurer, and curriculum committee chairperson.
5. Shall provide appropriate leadership on campus in committee assignments.

ACADEMIC SENATE SECRETARY-TREASURER

SELECTION PROCEDURE

The senate secretary-treasurer is nominated and elected for a one-year term from and by the new Senate membership at the organizational meeting.

REASSIGNED TIME

The secretary-treasurer is given 10 FTEF reassigned time during his/her-their term of office, ~~as provided in the current labor agreement or in a Memorandum of Understanding attached to it.~~

DUTIES AND RESPONSIBILITIES OF SECRETARY-TREASURER

1. Shall be responsible for writing and maintaining minutes and a permanent record of all Academic Senate meetings.
2. Shall be responsible for maintenance and accounting of accounts.
3. Shall work with the president, vice president and/or president- elect and curriculum committee.
4. Shall continue his/her-their role as unit senator or senator-at-large.

CURRICULUM COMMITTEE CHAIRPERSON

SELECTION PROCEDURE

The Academic Senate and college administration shall mutually agree on the selection of the curriculum committee chairperson. The term of office is two (2) years.

REASSIGNED TIME

The curriculum committee chairperson is given ~~0.50~~ 50 FTEF reassigned time during ~~his/her~~ their term of office.

DUTIES AND RESPONSIBILITIES (change the format from letters to numbers to match other positions)

~~A.1.~~ Philosophical Duties

- ~~1.a.~~ Shall provide leadership among units in an effort to develop a coordinated curriculum.
- ~~2.b.~~ Shall provide leadership in the development and planning of a college-wide curriculum.
- ~~3.c.~~ Shall take an active facilitative role in the development of innovative curricula.
- ~~4.d.~~ Shall oversee the updating of curriculum in relation to programs on campus.
- ~~5.e.~~ Shall review all documentation for Title 5 compliance, system office requirement, and academic senate good practices. ccc

~~B.2.~~ Maintenance Duties

- ~~1.a.~~ Shall oversee the maintenance of the college curriculum.
- ~~2.b.~~ Shall plan, organize, and preside over Curriculum Committee meetings.
- ~~3.c.~~ Shall refer issues to the Curriculum Committee for discussion and consideration.
- ~~4.d.~~ Shall conduct periodic reviews of the college curriculum.
- ~~5.e.~~ Shall attend the following meetings:
 - ~~a.i.~~ Academic Senate
 - ~~b.ii.~~ Curriculum Committee
- ~~6.f.~~ Shall attend local and state committee meetings as circumstances are deemed appropriate and necessary.

~~C.3.~~ Committee Duties

- ~~1.a.~~ Shall determine agenda for each meeting of the committee.
- ~~2.b.~~ Shall see that minutes are written and distributed prior to the following meeting.
- ~~3.c.~~ Shall assemble and present new and revised course proposals to the committee for approval during each curriculum cycle.
- ~~4.d.~~ Shall assemble and maintain a summary sheet of new and revised courses while committee deliberations proceed.

UNIT SENATOR

SELECTION PROCEDURE

Each unit elects two faculty senators on staggered two-year terms as well as alternates for a two-year term using its own election procedures (see Article 5, Section 4). The terms of the unit senators are staggered to ~~insure~~ ensure continuity.

REASSIGNED TIME

Unit Senators are given no reassigned time during their terms of office.

DUTIES AND RESPONSIBILITIES

1. Shall represent the interests and concerns of their unit through regular attendance and participation at the Academic Senate meetings.

2. Shall be responsible for communication of information from the Senate to their constituents. Senators should request to be placed on the agenda for the school/unit meeting at the beginning of each semester.

3. Shall be assigned to participate on Senate committees and contribute to the formation of Senate policy, positions and recommendations.

4. Should also participate in Senate sponsored activities and may represent Chaffey College Academic Senate to the statewide Academic Senate and/or other outside agencies.

SENATOR-AT-LARGE

SELECTION PROCEDURE

The three senators-at-large are elected for staggered three-year terms by the entire faculty. Each year, the vice president and/or president-elect of the senate conducts an election for one of these positions.

REASSIGNED TIME

Senators-at-large are given no reassigned time during their terms of office.

DUTIES AND RESPONSIBILITIES

1. Shall represent the interests and concerns of the entire faculty through regular attendance and participation at the Academic Senate meetings. Should provide communication to units that may not have representation and request to be placed on the agenda for the school/unit meeting at the beginning of each semester.

2. Shall be responsible for communication of information from the Senate to their constituents.

3. Shall be assigned to participate on Senate committees and contribute to the format of senate policy, positions, and recommendations.

4. Should also participate in Senate sponsored activities and may represent Chaffey College Academic Senate to the statewide Academic Senate and/or other outside agencies.

ADJUNCT SENATOR-AT-LARGE

SELECTION PROCEDURE

The adjunct senator-at-large is elected for a two -year term by the entire adjunct faculty as provided in Article V, Section 10 of the constitution.

REASSIGNED TIME

The adjunct senator-at-Large is given no reassigned time during her/his-their term of office.

DUTIES AND RESPONSIBILITIES

1. Shall represent the interests and concerns of the entire adjunct faculty through regular attendance and participation at the Academic Senate meetings.

2. Shall be responsible for communication of information from the senate to adjunct constituents.

3. Shall be assigned to participate on Senate committees and contribute to the format of senate policy, positions, and recommendations.

4. Should also participate in senate sponsored activities and may represent Chaffey College Academic Senate to the statewide Academic Senate and/or other outside agencies.

CHANGES TO ORGANIZATION AND REPRESENTATION

Educational unit or school changes to the Academic Senate shall be proposed, reviewed, and approved by the Senate to align representation with school reorganization or formation of new campuses. (Constitution, Article IV Organization, Section 1).

ELECTIONS

Election Processes

Candidates running for office shall not be questioned nor shall they be involved in revising the election process. This process applies to the President-Elect, Unit, At-Large, Adjunct At-Large, and Faculty Lecturer of the Year Elections.

Nominations

1. All eligible faculty shall be notified of the opening of nominations by email.
2. Faculty may nominate other eligible faculty or themselves.
3. Nominations shall remain open for seven (7) days.
4. The senator/officer running the election shall confirm all nominees' willingness to serve.
5. Nominees for President-Elect must be full-time tenured faculty (Constitution, Article 5, Section 8).

Elections

1. All nominees have the option of submitting a candidate statement after the close of nominations but prior to the day of election.
 - a. President-Elect nominee statements shall not exceed 500 words and may be accompanied by a candidate flyer.
 - b. Senator and Faculty Lecturer of the Year nominee statements shall not exceed 200 words.
 - c. Other campaign materials are discouraged/not allowed without approval of the Vice President/President-Elect.
2. Notice of the election shall be announced to the voting members by email. This notice must include:
 - a. Position being elected
 - b. Names of candidates
 - c. Where and when elections will take place

3. The senator/officer running the election must ensure that all eligible voters may cast an anonymous ballot.
4. All balloting must be in submitted in writing, email, form, software, etc.
5. Balloting shall remain open for a specified amount of time, not less than seven (7) days, to allow voters ~~voting delegates an opportunity~~ to cast a ballot.
6. Once polling has begun, no election procedure shall be altered without approval of the Faculty Senate Vice President/President-Elect.

Counting the Ballots

1. The senator/officer running the election shall ~~count, record, date and sign ballot results and~~ submit results to the Faculty Senate Vice President/President-Elect for recording. Another faculty member may validate the count if a request is made to the Senate Vice President/President-Elect.
2. Candidates should not be advised of the count.

Ratification

1. All election results shall be ratified by the Academic Senate. Candidates will be informed of the results by the Vice President/President-Elect.

Presidential Resignation Processes

1. Presidential Resignation (summer) and there is no President-Elect,
 - a. The Vice President assumes the role of Acting President
 - b. A new Vice President is elected from within the Senate
 - c. Academic Senate will conduct an election during the fall term to identify a President-Elect
 - d. The winner will begin as President-Elect in the spring term following the election
 - e. The President-Elect will assume the office of President for the usual two-year term beginning July 1 following a one-semester as President-Elect
2. Presidential Resignation, no President-Elect and less than 60 school days remain in the term,
 - a. The Vice President assumes the role of Acting President
 - b. A new Vice President is elected from within the Senate
 - c. Follow the existing practices to elect a President-Elect

Consideration: The President-Elect may never have served on Academic Senate previously. The President-Elect serves one year during the President's last year. Option 2 preserves the President-Elect year, while Option 1 loses the President-Elect option. Option 3 is to follow the same process described when a president resigns in the summer. **Which option does Academic Senate prefer?**

- Option 1
 - The Acting President concludes June 30
 - The President-Elect begins a two-year term as the President on July 1 (no time to serve as the President-Elect)
- Option 2
 - The Acting President remains for one academic year

- The President-Elect serves as the President-Elect/Vice President for one year before assuming a two-year term as President (no change to current practice)
- Option 3
 - Use the same process as shown in 1 above.

3. Presidential Resignation, no President-Elect and a minimum of 60 school days remain in the term,

- a. The Vice President assumes the role of Acting President
- b. A new Vice President is elected from within the Senate
- c. Follow the existing practices to elect a President-Elect
- d. The Acting President remains for one academic year
- e. The President-Elect serves as the President-Elect/Vice President for one year before assuming a two-year term as President (no change to current practice)

What follows is the suggested format for the agenda and minutes of each meeting

ACADEMIC SENATE AGENDA

LOCATION OF MEETING

DATE OF MEETING

1. P.E. (12:30 P.M.)
2. CALL TO ORDER (12:35 P.M.)
3. PUBLIC COMMENT (Reserved for Guests only and limited to two minutes.)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
6. CONSENT AGENDA
 - Verification of elections
 - Approval of funding for events/occasions
 - Approval of Faculty representatives for committee service
7. GUEST(S)/PRESENTATION(S)
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. REPORTS
 - President
 - Vice President
 - Secretary/Treasurer
 - Curriculum
 - Coordinators

- Committee
- Other

11. ANNOUNCEMENTS

12. FLOOR ITEMS

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

MINUTES

The following are guidelines for the minutes of each meeting. The Senate minutes are a valuable and necessary record of meetings as they:

- a) are a record of business that has been completed.
- b) form a record of the issues with which the Senate has dealt.
- c) summarize the meeting for anyone absent or interested in the proceedings.
- d) facilitate continuity from meeting to meeting.

Therefore, the minutes should be clear, coherent, concise and accurate. This is normally the responsibility of the Academic Senate Secretary-treasurer.

What the Minutes Should Include

The minutes of the Senate are not a court record. Rather, they are a summary of what took place at each meeting. As such, specific dialogue is not necessary to record, nor are names necessary to mention except when an individual is the proponent of a motion, a resolution, or a significant course of action to be undertaken by the Senate. The Senate minutes should include information such as:

- a) members present or absent at each meeting.
- b) date of the meeting.
- c) exact time the meeting began and ended.
- d) President's report.
- e) Vice President's report.
- f) information items.
- g) synopsis of the discussion about each topic.
- h) motions made, seconded, and action taken.
- i) resolutions in their entire form.
- j) members who proposed and seconded a resolution.

ACADEMIC SENATE MINUTES

DATE

Members Present:

Members Absent:

Alternates Present:

Visitors Present:

1. P.E. (12:30 P.M.)
2. CALL TO ORDER (12:38 P.M.)
3. PUBLIC COMMENT (Reserved for Guests only and limited to two minutes.)
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES
6. CONSENT AGENDA
 - Verification of elections
 - Approval of funding for events/occasions
 - Approval of Faculty representatives for committee service
7. GUEST(S)/PRESENTATION(S)
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. REPORTS
 - President
 - Vice President
 - Secretary/Treasurer
 - Curriculum
 - Coordinators
 - Committee
 - Other
11. ANNOUNCEMENTS
12. FLOOR ITEMS
13. ADJOURNMENT (1:50 P.M.)
The meeting was adjourned at 1:50 P.M.

Respectfully submitted by,

NAME, Recording Secretary

NAME, Secretary/Treasurer

MINUTES AND MAILING LIST

The minutes of the Academic Senate meeting are customarily e-mailed to:

- a) All Faculty
- b) College President
- c) College Administrators
- d) CCFA President
- e) Governing Board members
- f) Student Government President
- g) Classified Senate President

The officially approved minutes shall be maintained in a permanent log in the Academic Senate office and posted on the senate website.

		Present	Approval of Agenda 4.25.23	Approval of 4.11. 23 Minutes	Approval of Consent Agenda 4.25.23
<i>Alternate Senators Italicized</i>					
Representation	Name				
President	Neil Watkins	Y			
Vice President/President Elect	Nicole DeRose	Y	Y	Y	Y
Secretary/Treasurer	Elizabeth "Liz" Encarnacion				
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y	Y
Business & Applied Technology	Bruce Osburn				
Business & Applied Technology	Jay Scott	Y	Y	Y	Y
<i>*Business & Applied Technology Alternate</i>	<i>William "Bill" O'Neil</i>	Y	-	-	-
Chino/Fontana	Tara Johnson	Y	Y	Y	Y
Chino/Fontana	Jinny Lee	Y	Y	Y	Y
<i>*Chino/Fontana Alternate</i>	<i>Manar Hijaz</i>				
Health Sciences	Jayne Clark-Frize				
Health Sciences	Terzah DePonte	Y	Y	Y	Y
<i>*Health Sciences Alternate</i>	<i>Jordan Hung</i>				
Instructional Support	Christina Holdiness	Y	Y	Y	Y
Instructional Support	Terezita Overduin				
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	Y	Y	Y	Y
Kinesiology, Nutrition, & Athletics	Elaine Martinez	Y	Y	Y	Y
Kinesiology, Nutrition, & Athletics	Candice Hines-Tinsley				
<i>Kinesiology, Nutrition, & Athletics Alternate</i>	<i>Annette Henry</i>	Y	Y	Y	Y
Language Arts	Steve Shelton	Y	Y	Y	Y
Language Arts	Elizabeth Encarnacion				
<i>*Language Arts Alternate</i>	<i>Leona Fisher</i>				
Mathematics & Science	Elizabeth Cannis	Y	Y	Y	Y
Mathematics & Science	Mark Gutierrez	Y	Y	Y	Y
<i>Mathematics & Science Alternate</i>	<i>Diana Cosand</i>				
Social & Behavioral Sciences	Pak Tang	Y	-	-	-
Social & Behavioral Sciences	Vacant				
<i>*Social & Behavioral Sciences Alternate</i>	<i>Vacant</i>				
Student Services	Michelle Martinez	Y	Y	Y	Y
Student Services	Jackie Boboye	Y	Y	Y	Y
<i>* Student Services Alternate</i>	<i>Myra Andrade</i>				
<i>* Student Services Alternate</i>	<i>Vacant</i>				
Visual and Performing Arts	Leta Ming	Y	-	-	-
Visual and Performing Arts	Sheila Malone	Y	Y	Y	Y
<i>*Visual and Performing Arts Alternate</i>	<i>Nicole Farrand</i>				
Senator-At-Large	Tamari Jenkins	Y	Y	Y	Y
Senator-At-Large	Sarah Chamberlain	Y	Y	Y	Y
Senator-At-Large	Norma Leon				
Adjunct Senator-at-Large	Shelly R. Jackson	Y	Y	Y	Y
Adjunct Senator-at-Large	Vacant				
<i>*Adjunct Alternate Senator</i>	<i>Vanessa Nunez</i>				
Classified Senate Liaison	Sarah Schmidt				
RED indicates reported absence		PURPLE indicates reported tardy/leave early			
Total Yes Votes		23	19	19	19
Total No Votes			0	0	0
Total Abstentions			0	0	0

- = Not available during meeting to vote

36 members total - up to 26 voting at any given time. The President is a non-voting member. Curriculum Chair now votes per President ONLY votes to break a tie.

A quorum shall consist of two-thirds of the voting members of the Academic Senate

18 members are needed for QUORUM

27 Present at this meeting = 23 members, 4 visitors

4.25.23 Academic Senate Meeting

Approval of Academic Senate Bylaws						
Y						
Y						
Y						
Y						
Y						
Y						
Y						
Y						
Y						
Y						
Y						
Y						
Y						
Y						
Y						
Y						
Y						
Y						
Y						
22	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0

8.25.20 meeting.

