

## ACADEMIC SENATE AGENDA

**MARCH 5, 2024**

**RANCHO CAMPUS, BERZ EXCELLENCE BUILDING, ARDON ALGER CONFERENCE ROOM, BEB-204**

**CHINO CAMPUS, CONFERENCE ROOM, CHMB 102**

**FONTANA CAMPUS, CONFERENCE ROOM, FNAC 119**

Nicole DeRose	President	2023-2025
Elizabeth “Liz” Encarnacion	Vice President	2023-2024
Robin Witt	Secretary/Treasurer	2023-2024
Angela Burk – Herrick	Curriculum Chair	2023-2025
Jonathan Polidano	Business & Applied Technology	2023-2025
Jay Scott	Business & Applied Technology	2022-2024
Robert Nazar	Chino Campus	2023-2025
Jinny Lee	Chino Campus	2022-2024
Anthony Guaracha	Fontana Campus	2023-2025
Vacant	Fontana Campus	2022-2024
Omar Estrada	Health Sciences	2023-2025
Terzah DePonte	Health Sciences	2022-2024
Tara Johnson	HFIC	2023-2025
Vacant	HFIC	2023-2025
Christina Holdiness	Instructional Support	2023-2025
Terezita Reyes Overduin	Instructional Support	2022-2024
Annette Henry	Kinesiology, Nutrition & Athletics	2023-2025
Candice Hines-Tinsley	Kinesiology, Nutrition & Athletics	2022-2024
Phatana Ith	Language Arts	2023-2025
Elizabeth “Liz” Encarnacion	Language Arts	2022-2024
Robin Witt	Mathematics & Science	2023-2025
Mark Gutierrez	Mathematics & Science	2022-2024
Patricia Gomez	Social & Behavioral Sciences	2023-2025
Vacant	Social & Behavioral Sciences	2022-2024
Michelle Martinez	Student Services	2023-2025
Jackie Boboye	Student Services	2022-2024
Leta Ming	Visual & Performing Arts	2023-2025
Sheila Malone	Visual & Performing Arts	2022-2024
Tamari Jenkins	Senator-At-Large	2023-2026
Vacant	Senator-At-Large	2022-2025
Sarah Chamberlain	Senator-At-Large	2021-2024
Tina Kuo	Adjunct Senator-At-Large	2023-2025
Shelly R. Jackson	Adjunct Senator-At-Large	2022-2024

### Alternates

Vacant	Business & Applied Technology	2023-2025
Manar Hijaz	Chino Campus	2023-2025
Greg Creel	Fontana Campus	2023-2025
Lisa Doget	Health Sciences	2023-2025
Vacant	HFIC	2022-2024
Shelley Marcus	Instructional Support	2023-2025
Robert Hadaway	Kinesiology, Nutrition, & Athletics	2023-2025
Leona Fisher	Language Arts	2022-2024
Diana Cosand	Mathematics & Science	2023-2025
Vacant	Social & Behavioral Sciences	2022-2024
Fabiola Espitia	Student Services	2023-2025
Susanna Galvez	Student Services	2022-2024
Vacant	Visual & Performing Arts	2023-2025
Vacant	Adjunct Alternate Senator	2023-2025
Sarah Schmidt	Classified Senate Liaison	2023-2025
Ryan Thomas	Chaffey College Student Government	2023-2024

**Guests:**

Lissa Napoli, Administrative Assistant, Academic Senate

**1. P.E. (12:30 P.M.)****2. CALL TO ORDER (12:35 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.)**4. ADOPTION OF AGENDA**

- March 5, 2024

**5. CONSENT AGENDA****5.1** February 27, 2024 Meeting Minutes**6. REPORT****6.1 President****6.2 Vice President****6.3 Secretary/Treasurer****6.4 Curriculum****6.5 Classified Senate Liaison, President, Sarah Schmidt****6.6 CCSG Liaison, Director of Finance, Ryan Thomas****7. GUEST(S)/PRESENTATION(S)\*15 minutes max** - Sabbatical Resources Workgroup Update, see attachment titled "Sabbatical Leaves: Procedures and Documentation"

## **8. UNFINISHED BUSINESS \*10 minutes max**

**8.1 Action Item:** Sabbatical Revision Recommendation for sabbatical applicant Brad Hughes.

**8.2 Recurring Discussion:** Campus Culture

**8.3 Action Item:** Academic Senate Election Results Ratification, See attachment titled "School/Unit Election Results"

## **9. NEW BUSINESS \*10 minutes max per item**

**9.1 Action Item:** Scholarship Committee Selection, five senators to serve

**9.2 Action Item:** Tenure Reception March 19 - call for volunteers to help set up, facilitate, and clean up

**10. FLOOR ITEMS \*10 minutes max** (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.)

## **11. ANNOUNCEMENTS**

### **11.1 Chaffey College Academic Senate**

### **11.2 Academic Senate for California Community Colleges (ASCCC) Information**

**11.2.1** ASCCC presents the [2024 Spring Plenary Session](#), Thursday, April 18, 8am, through Saturday, April 18, 2024, 5pm. This is a hybrid event taking place at the San Jose Marriott, 301 South Market Street, San Jose, California, USA, 95113. We hope that all local faculty leaders will plan to join us! Registration In-Person, \$575, Virtual Only Registration : \$425. Deadline to register in-person is April 5, 2024, 5pm and virtual registration ends April 10, 2024, 5pm. Click the link for more information.

**11.2.3** Check out Academic Senate for California Community Colleges webpage for other great webinars/events at [asccc.org](https://asccc.org)

## **12. ADJOURNMENT (1:50 P.M.)**

**The Next Academic Senate is Scheduled for Tuesday, March 12 , 2024**

# **SABBATICAL LEAVES: PROCEDURES AND DOCUMENTATION**

*Revised Spring 2024*

**Approved by Faculty Senate DATE**

## TABLE OF CONTENTS

<b>STATEMENT OF PHILOSOPHY</b>	<b>3</b>
<b>CONTRACT PROVISIONS</b>	<b>4</b>
<b>SABBATICAL LEAVE REQUEST FORMAT</b>	<b>5</b>
Heading	5
Purpose of the Sabbatical Project	5
Sabbatical Objectives	5
Sabbatical Activities	5
Benefits of the Sabbatical	6
Statement of Support	6
Application for Sabbatical Leave	6
<b>APPLICATION FOR SABBATICAL LEAVE</b>	<b>6</b>
Certifications	7
<b>SABBATICAL LEAVES SUB-COMMITTEE</b>	<b>8</b>
PRELIMINARY REVIEW OF SABBATICAL LEAVE APPLICATIONS	8
EXPLANATION OF DETERMINATIONS	8
<b>SABBATICAL PROPOSAL RUBRIC</b>	<b>8</b>
<b>SABBATICAL PROCESSES</b>	<b>16</b>
<b>SABBATICAL LEAVE REQUEST SUBMISSION PROCEDURES</b>	<b>16</b>
CRITERIA FOR THE WRITTEN APPLICATION	16
<b>GENERAL CRITERIA OF THE SABBATICAL LEAVE COMMITTEE IN THE EVALUATION OF APPLICATIONS</b>	<b>17</b>
<b>GUIDELINES FOR DOCUMENTATION OF ATTAINMENT OF OBJECTIVES</b>	<b>19</b>
FORMAL COURSEWORK AT AN EDUCATIONAL INSTITUTION OF HIGHER LEARNING	19
WORK EXPERIENCE	19
TRAVEL/STUDY/VISITATION	19
RESEARCH/PROJECTS/OTHER CREATIVE WORK	20
REVISING THE SABBATICAL REQUEST/OBJECTIVES/ACTIVITIES	20
<b>THE SABBATICAL REPORT</b>	<b>20</b>
OTHER REPORTING	21
<b>GUIDELINES FOR PREPARING THE SABBATICAL LEAVE REPORTS</b>	<b>21</b>
SABBATICAL LEAVE REPORT FORMAT	22
<b>FORMAL REVIEW PROCEDURES OF THE SABBATICAL LEAVE SUB COMMITTEE FOR REPORT</b>	<b>23</b>
<b>SABBATICAL REPORT REVIEW</b>	<b>24</b>

Sabbatical Review Rubric	25
<b>SABBATICAL LEAVE REPORT APPROVALS</b>	<b>26</b>
Please attach this form to your report	26

## STATEMENT OF PHILOSOPHY

Educational Code 87767:

"A Leave of absence for study and travel is granted by the Governing Board to any district employee in a position requiring certification qualifications not to exceed one year. The study or travel shall benefit the students of the district. "

Students are successful when they feel excitement and enthusiasm in their fields of study.

Textbooks and computers are rarely the direct source of excitement and enthusiasm for most students—teachers are. All quality institutions of higher education have long recognized the need to retain the fresh enthusiasm and vitality of their faculties by encouraging periodic retreats from the rigors of classroom instruction in the form of sabbatical leaves.

The purpose of a sabbatical leave is to provide faculty members with the opportunity to pursue educational activities to enhance their professional growth and enrichment, and contribute to the improvement of the instructional services and programs of the District. Quality education may be measured by the level of enthusiasm and vitality on the part of the teaching faculty. Assembly Bill 1725 reaffirmed the Community College Mission and brought recognition to the system as a respected coordinated segment within the realm of higher education. This newfound collegial recognition creates the need to acknowledge the importance of intellectual renewal. Because of Board-adopted goals including improvement in student achievement, retention and transfer rates, renewed vigor in teaching needs to be given a high priority. Because the District recognizes the need to retain freshness and enthusiasm by instructors, a significant portion of the faculty must be encouraged to undertake sabbatical activities. "A maximum of 2.5 percent of the regular full-time bargaining unit members are permitted sabbatical leaves each academic year." (14.10 CCFA Contract).

If they are to be effective, the nature of sabbatical activities must vary with the individual faculty member. The only universally valid criterion of success is that the activities have provided the participant with fresh perspectives, the outcome of the sabbatical will benefit students, and benefit the district (or college) to be freely shared and enhance the educational program for student learning and success.

## CONTRACT PROVISIONS

The [contract](#) contains specific language regarding sabbatical leaves. Please consult for details.

### 14.10.0 Eligibility

Faculty member must:

- Be a regular full-time bargaining unit member (14.10)
- Have their previous evaluation be “Satisfactory” (14.10)
- Have had six years elapsed since previous sabbatical leave or since being employed as a full-time contract faculty member (Office of Human Resources)

14.10.1 Routing of request

14.10.2 Timing of request

14.10.3 Priority

14.10.4 Compensation

14.10.5 Compensation

14.10.6 Report

14.10.7 Time frame for leave

14.10.8 Period of service upon return

14.10.9 [Bond](#)

## SABBATICAL LEAVE REQUEST FORMAT

### Heading

Please type the following information in the upper right-hand corner of the first page of your application:

- Name
- Area/Department
- Proposed period of the leave (one semester or two semesters)

### Purpose of the Sabbatical Project

Provide an adequate description and rationale describing the intention and/ or purpose of your request. Describe in what way this experience will contribute to your professional growth (CCFA Contract 14.10.3).

### Sabbatical Objectives

This section should articulate the purpose of the sabbatical project. Be specific. The Academic Senate, the Administration, and the Governing Board will pay particular attention to your sabbatical objectives. Please **be sure** that the objectives point to **professional development, benefit the college and the students**. Refer to the rubric as you develop the objectives. Some



examples of typical objectives are to:

1. Extend or develop new skills directly related to your assignment.
2. Develop or explore new concepts or ideas within your assignment.
3. Write and/or publish in a field related to your discipline.
4. Engage in research related to educational needs.
5. Engage in a formal course of study related to the educational needs of the institution.
6. Engage in activities to achieve recency in a technical field.
7. Create a body of work (e.g. art, music composition or performance, etc.) that will benefit the District or student learning.
8. Enhance pedagogical performance through travel.

## **Sabbatical Activities**

This section of the proposal should specify the activities that will allow you to accomplish the objectives of the sabbatical project cited in Section III above. Examples of such activities include, but are not limited to:

1. Affiliation with a business, industry, or enterprise that will provide currency in a field related to your discipline.
2. Creation of original work which may include objects d'art, manuscripts, research, editing, performable works of music, dance, and other professional activities.
3. Enrollment in an accredited educational program leading to a degree or some portion thereof that is related to your discipline.

## **Benefits of the Sabbatical**

Describe the benefits derived from the sabbatical for each of the following:

1. Enhance their professional growth and enrichment
2. Contribute to the improvement of the instructional services and programs of the district
3. Enhance the educational program for student learning and success during the sabbatical.

## **Statement of Support**

At least one statement of support is required.

## **Application for Sabbatical Leave**

An Application for Sabbatical Leave must be attached to the original copy of the request. A notification letter will be sent to each applicant regarding the status of their application by the Academic Senate.

For the preliminary review, the sub-committee will decide if the proposal is **acceptable for consideration**, **acceptable with clarification**, **determination pending major clarification**, or **unacceptable** (as explained in the explanation of determinations on page 10).

The applicant will be able to take the feedback provided from the sub-committee and make appropriate changes by a deadline determined by both the applicant and sub-committee members. This process can continue as many times as deemed necessary by the sub-committee until final recommendations to the Academic Senate are required. The final recommendation to the Academic Senate will be either **Acceptable** or **Unacceptable**.

## APPLICATION FOR SABBATICAL LEAVE

I, \_\_\_\_\_ (first and last name), am requesting a sabbatical leave for the period: \_\_\_\_\_ (semester(s) and year(s)).

Attached to this application is the Sabbatical Leave Request in the format outlined by the Academic Senate. I certify that the foregoing information is accurate, and the proposed objectives are, to the best of my knowledge, achievable within the requested time frame. I understand that, if the proposed leave is granted, I must meet all conditions outlined in the collective bargaining agreement (Article 14.10).

I agree to furnish the Academic Senate with a full report of any sabbatical activities no later than Friday of the fourth week of instruction after the return to regular assignment, as shown on the current Academic Calendar. This report must be received by the chief instructional officer no later than Friday of the eighth week of instruction. I understand the Governing Board may, at its sole discretion, approve or disapprove sabbatical leaves.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Certifications

**Human Resources:** I certify the employee has met the service requirements, is in good standing, and meets other contractual and legal conditions for the requested sabbatical.

Director, Human Resources

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**First-Level Manager:** I have reviewed the requested leave and have determined such leave

☐ will

☐ will not

present major difficulties for the ongoing activity of the educational program. The requested leave is

☐ recommended

☐ not recommended.

First Level Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Academic Senate:** I certify that a majority of the Academic Senate (voting at a regular meeting)

has approved the content of the requested sabbatical leave as a set of objectives that will enhance the professional development of the applicant and the educational program of the District.

Academic Senate President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Associate Superintendent, Instruction/Institutional Effectiveness:** Based on the criteria described in the bargaining unit agreement, the request for sabbatical leave is

- ☐ recommended
- ☐ not recommended

Associate Superintendent, Instruction/Institutional Effectiveness

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SABBATICAL LEAVES SUB-COMMITTEE**

### **PRELIMINARY REVIEW OF SABBATICAL LEAVE APPLICATIONS**

Upon preliminary review the Academic Senate sub-committee will use the following rubric to evaluate the proposal. If clarification is needed, the review committee will communicate this to the applicant. The sub-committee will be mindful of the strict timeline and will communicate with the applicant as needed during their review.

The Academic Senate will make the final decision based on the recommendation of the sub-committee.

- Acceptable for consideration
- Acceptable with clarification
- Unacceptable

### **EXPLANATION OF DETERMINATIONS**

- **Acceptable for Consideration**
  - The application is complete and clear, ready for consideration and evaluation by the Academic Senate.
- **Acceptable with Clarification Needed**
  - Editing and or proofreading is necessary, or missing information or explanation(s) should be added to enhance the sub-committee reader(s') understanding of the proposed activity(ies) before consideration and evaluation by Academic Senate.
- **Unacceptable**
  - Application needs major revision before it can be given consideration by the Academic Senate or the applicant may not meet eligibility requirements. The sub-committee will establish deadline dates for receipt of applications in need of revision.

## SABBATICAL PROPOSAL RUBRIC

Applicant's Name \_\_\_\_\_

Area/Department \_\_\_\_\_

Proposed Period of the Leave: One semester \_\_\_\_ or Two semesters \_\_\_\_

For the preliminary review, the sub-committee will decide if the proposal is **acceptable for consideration**, **acceptable with clarification**, **determination pending major clarification**, or **unacceptable** (as explained in the explanation of determinations on page 10). The applicant will be able to take the feedback provided from the sub-committee and make appropriate changes by a deadline determined by both the applicant and sub-committee members. This process can continue as many times as deemed necessary by the sub-committee until final recommendations to the Academic Senate are required. The final recommendation to the Academic Senate will be either **Acceptable** or **Unacceptable**.

Sabbatical Proposal Rubric				
<b>1. Sabbatical Purpose.</b> The sabbatical description and rationale provide detailed explanation describing the intention of the sabbatical, including the purpose of the educational pursuits including the objectives and rationale for sabbatical activities (research, travel, etc.).				
Comments:	<b>Acceptable</b>  Sabbatical provides a comprehensive description of the intention and purpose, including thorough explanation of the objectives and rationale behind the educational pursuits to be	<b>Acceptable with minor clarification</b>  Sabbatical provides description of the intention and purpose, but is perhaps missing depth or breadth to help provide clear understanding of how the objectives or	<b>Determination pending major clarification</b>  Sabbatical intention and/or purpose is poorly explained. Detail is lacking, or clear direction in what educational pursuits will be completed. Description may	<b>Unacceptable</b>  Sabbatical intention and/or purpose is missing or lacking any explanation to provide the subcommittee confidence that a revision process will produce acceptable changes.

	completed during the sabbatical.	<p>rationale are related to the educational pursuits.</p> <p>The subcommittee is confident that with minor revisions the clarity and depth of the sabbatical proposal will be more thoroughly explained.</p>	<p>be missing on the ways in which the sabbatical aims to accomplish specific objectives or is missing rationale completely.</p> <p>Given the major revisions necessary, the subcommittee feels it is necessary to work extensively alongside the writer to make the changes necessary to move this sabbatical to Acceptable.</p>	<p>Significant additions and explanations are necessary to provide ample understanding of how the sabbatical will accomplish specific objectives. Rationale may be missing completely.</p> <p>The subcommittee encourages the writer to consider the sabbatical purpose and goals and re-apply during a future cycle.</p>
--	----------------------------------	--	---	---

## 2. Sabbatical Objectives.

The sabbatical objectives provide specific, measurable, and achievable goals aimed to enhance (1) their professional growth and enrichment, (2) contribute to the improvement of the instructional services and programs of the district, and (3) enhance the educational program for student learning and success during the sabbatical.

The Academic Senate, the Administration, and the Governing Board will pay particular attention to the sabbatical objectives.

Comments:	<b>Acceptable</b>	<b>Acceptable with minor clarification</b>	<b>Determination pending major clarification</b>	<b>Unacceptable</b>
	The objectives are clear, measurable, and achievable. The objectives detail the descriptive	The objectives are mostly clear, while there are areas in which	Objectives are not clearly written. Two or more of the	The objectives are unclear or missing completely. The objectives may be missing

	ways in which the sabbatical aims to enhance (1) professional growth, (2) contribute to the District and (3) enhance student learning	the educational pursuits need more clarification to showcase how they will be measured or achieved.  The subcommittee is confident that with minor revisions the clarity and depth of the sabbatical proposal will be more thoroughly explained.	three educational pursuits (Professional growth, contribution to the District, and enhancing student learning) are missing or undefined.  Given the major revisions necessary, the subcommittee feels it is necessary to work extensively alongside the writer to make the changes necessary to move this sabbatical to Acceptable.	measurable or achievable outcomes. The ways in which the sabbatical aims to enhance (1) professional growth, (2) contribute to the District and (3) enhance student learning are missing or so unclear major revision is necessary.  The subcommittee encourages the writer to consider the sabbatical objectives and re-apply during a future cycle.
--	---	--	---	---

### 3. Sabbatical Activities.

The sabbatical activities should align with the Objectives cited in section 2. The activities should be thorough in accomplishing the purpose of the sabbatical. Rationale as to how these activities align to the objective and purpose should be direct.

Comments:	<b>Acceptable</b>  The relationship between the objectives and the way the sabbatical activities will achieve those	<b>Acceptable with minor clarification</b>  The relationship between the objectives and the way the sabbatical	<b>Determination pending major clarification</b>  The relationship between the objectives and the way the sabbatical	<b>Unacceptable</b>  The relationship between the objectives and the sabbatical activities is unclear or not aligned at all.
-----------	---	--	--	--



	objectives are clearly aligned and rationale is present.	activities will achieve those objectives are mostly aligned, although there may be specific questions related to the rationale that can provide more clarity.  The subcommittee is confident that with minor revisions the clarity and depth of the sabbatical proposal will be more thoroughly explained.	activities will achieve those objectives are not aligned. There may be rationale present, but it may not be detailed enough to provide a clear connection.  Given the major revisions necessary, the subcommittee feels it is necessary to work extensively alongside the writer to make the changes necessary to move this sabbatical to Acceptable.	Rationale may be missing entirely.  The subcommittee encourages the writer to consider the sabbatical objectives and re-apply during a future cycle.
--	--	--	---	--

#### 4. Statements of Support.

At least one (1) statement of support is present in the application packet.

Comments :	<b>Present</b>	
------------	----------------	--

#### 5. Application for Sabbatical Leave.

An application for sabbatical leave must be attached to the original copy of the request.

Comments:	<b>Present</b>	
-----------	----------------	--

# SABBATICAL PROCESSES

(TEREZITA REWORKING)

## SABBATICAL LEAVE REQUEST SUBMISSION PROCEDURES

Application for sabbatical leaves will be made in writing using the appropriate form. By October 1 of the preceding academic year, the form will be sent (by the applicant) to Human Resources to certify the employee has met the service requirements, is in good standing, and meets other contractual and legal conditions for the requested sabbatical. Upon certification by Human Resources, the form will be forwarded to the appropriate first-level manager who will determine whether the requested leave presents any major difficulties for the ongoing activity of the educational program. Upon recommendation by the first-level manager, the form will be forwarded to Academic Senate by November 1 (14.10.1 CCFA Contract). Sabbatical leave requests shall be accompanied by a written statement from the *first-level manager* outlining the following: [Sabbatical Application Timeline](#)

- How many total instructional hours will be covered by adjunct faculty?
- How many, if any, total instructional hours will not be covered during the sabbatical?

The Academic Senate Sabbatical Leave Sub-Committee will review the request. They will recommend approval or denial. After the sub-committee's recommendation is discussed, the Academic Senate will vote to approve or deny the Sabbatical request. After the signature of the Academic Senate President is obtained, the request will be forwarded to the Office of the Associate Superintendent of Instruction and Institutional Effectiveness for *their* review and recommendation NO LATER than January 15 (14.10.2 CCFA Contract). The Associate Superintendent of Instruction and Institutional Effectiveness is responsible for forwarding all sabbatical leave requests which he/ she approves for the consideration of the Governing Board not later than the first regular Board meeting in March, unless there are circumstances that preclude submission at the Board meeting.

## CRITERIA FOR THE WRITTEN APPLICATION

- The sabbatical request shall be as comprehensive and detailed as is necessary to permit meaningful review by the Academic Senate, the Administration, and the Governing Board.
- Sabbatical projects shall be of appropriate scope for the time requested. 3. The sabbatical request shall be written in a way that is clear, coherent, and in keeping with the standards of a professional educator, and free of errors caused by haste or carelessness.
- The statement of specific objectives, the plan for achieving each objective, and the documentation to be submitted upon completion of the leave are clear, measurable, and in harmony with the general purpose of the leave.

## **GENERAL CRITERIA OF THE SABBATICAL LEAVE COMMITTEE IN THE EVALUATION OF APPLICATIONS**

It is the responsibility of the Academic Senate to carry out the sabbatical leave policy as set forth in the agreement between the District and the CCFA. Because it believes in the value of sabbatical leaves, the Academic Senate will do everything in its power to maintain the integrity of the leave and the integrity of the evaluation process.

Academic Senate is empowered to evaluate all applications for sabbatical leaves to determine that:

1. The application has appropriate content and objectives that are likely to enhance professional development of the applicant and the educational program of the district (Sec. 14.10.1 CCFA Contract); and
2. The statement of specific objectives, the plan for achieving each objective, and the documentation to be submitted upon completion of the leave are clear, measurable, and in accordance with the general purpose of the leave.

The Academic Senate does not rank proposals or applicants. Faculty Senate's concern is to evaluate the applications to assure they conform to District policy and contain clear, measurable objectives which can be evaluated upon completion of the sabbatical. The purpose is to update and improve the capabilities of the faculty member upon his/ her return to his/ her regular assignment—a long-range goal, therefore, the Academic Senate examines all applications with a sensitive respect for the faculty member's views of what will improve his/ her value to the college.

It is the responsibility of the faculty member to be sure that each application submitted reflects the thoughtful and careful attention that has been devoted to the selection of a project and the plans to realize it.

The Academic Senate sub-committee expects each application submitted to reflect the thoughtful and careful attention that has been devoted to the selection of a project and the plans to realize it. Both the applicant and Academic Senate should start with an assumption of good faith and a desire to resolve differences in a professional equitable manner. The Academic Senate reminds each applicant that both the Academic Senate and the applicant will be saved valuable time and energy if the application is prepared with scrupulous care for clarity and sharpness of statement.

The Academic Senate will work cooperatively with each applicant to the best of its ability. When the Committee asks for clarification of anything in the application, it is exercising its mandate to protect the integrity of the sabbatical leave policy. In order to facilitate the evaluation of applications and offer assistance to applicants, the following formal procedures will be followed.

## **FORMAL EVALUATION PROCEDURES OF THE SABBATICAL LEAVE SUB-COMMITTEE FOR APPLICATIONS**

In evaluating sabbatical leave applicants, the first step will be the review of the statement of general purpose of each applicant.

If questions are raised, the sub-committee will consult with the applicant and if necessary, request a meeting. They may submit a written list of questions prior to the formal meeting. At this meeting, the applicant should present written clarification and revisions of **their** statement. The sub-committee may then request further clarification or vote on the application. If a majority of the members vote to reject the statement of general purpose, then the recommendation to the Academic Senate is "Unacceptable.

If the Academic Senate denies the application, the applicant will be notified in writing and will be given a reason for the disapproval.

When the statement of general purpose is acceptable, consideration will then be given to the specific objectives, the plan to achieve them and the documentation to be submitted on completion of the leave. When these are acceptable, the sub-committee shall forward the application to the Academic Senate, with the recommendation of "Acceptable. b. If questions are raised by members of the sub-committee, the sub-committee will consult with the applicant and may submit the questions in writing. A formal meeting may be set up with the applicant. At this sub-committee meeting, the applicant should present written clarifications and revisions. If there are still unresolved issues after this meeting, the sub-committee may inform the applicant in writing of the unresolved issues and set up a final meeting.

After the final meeting, the sub-committee shall vote to accept or reject the application and make recommendations to Academic Senate accordingly. The applicant shall be informed of the decision of Academic Senate. If the application is rejected, the applicant is to be informed of the reasons for the rejection in writing. The final Academic Senate recommendation will be communicated in writing to the appropriate dean, the Associate Superintendent of Instruction and Institutional Effectiveness and the applicant.

Applicants whose leaves have been previously approved by the sub-committee, but either not funded or not taken, will go through the same procedures as all other candidates (those listed above).

## **GUIDELINES FOR DOCUMENTATION OF ATTAINMENT OF OBJECTIVES**

In order that the sub-committee may objectively evaluate the attainment of the objective(s) upon the completion of a sabbatical leave, the following description of documentation for various types of proposals is offered as a guideline:

### **FORMAL COURSEWORK AT AN EDUCATIONAL INSTITUTION OF HIGHER LEARNING**

An official transcript of grades (for an American or foreign accredited collegiate institution) or an official letter of verification (foreign institution only), signed by an appropriate authority indicating that your course of study has been completed satisfactorily.

If a course is only "audited," this attendance must be verified:

1. **In writing** by the course instructor or other appropriate authority,
- OR
2. **dated** class notes taken during attendance in the course.

### **WORK EXPERIENCE**

An official letter of verification, signed by the appropriate supervisor, administrator, or similar authority, that:

1. Indicates the name and place where the work was done
2. Indicates the type of work performed
3. Indicates the quantity of time spent working
4. Indicates the quality of work performed

### **TRAVEL/STUDY/VISITATION**

1. Travel itineraries (places, dates, time, etc.)
2. Name, title, and address of person you may have interviewed, consulted, or collaborated with. Include date and synopsis of interview, consultation, or collaboration effort.
3. Manuscripts, publications, papers, painting, drawings, photographic reproductions, copies, dated tape recordings, and/ or similar materials, produced or acquired as a result of your activity and that meet the usual and accepted professional standards.
4. Bibliography of material read, studied, and/ or collected.
5. Names, titles, places, dates, etc. of conferences, seminars, or meetings attended. Include synopsis of each activity.

## **RESEARCH/PROJECTS/OTHER CREATIVE WORK**

1. Names of the location(s) or institution(s) where your project/ study was carried on, and the names and titles of authorities (or similar persons), if any, with whom it was conducted.
2. If applicable, assurances of cooperation or authorization to conduct the project/ activity/ study received from appropriate individuals, institutions, companies, or agencies.
3. Manuscripts, publications, papers, paintings, drawings, photographic work, and/ or other similar materials developed or produced, as a result of your research, study, or other creative activity. These should be of a quality consistent with usual and accepted professional standards.
4. Titles, places, dates, short description, and other evidence, if any, of any lectures delivered, and/ or seminars, meetings, or conferences, in which you are an active participant.

## **REVISING THE SABBATICAL REQUEST/OBJECTIVES/ACTIVITIES**

If due to extenuating circumstances during the sabbatical, it becomes necessary to revise the objectives or activities, the Academic Senate Office must be notified in writing. An explanation of the circumstance(s) that prevent completion of the original plan and explain what equivalent objectives or activities will be substituted to accomplish the sabbatical objectives or activities.

Applicants will be held responsible, financially and otherwise, for accomplishing appropriate objectives and activities during the sabbatical leave.

Various combinations of the above may be considered, depending on the nature of the proposed activity and objectives. The above guidelines are meant to be suggestive and not all inclusive. Applicants may submit their applications and other appropriate documentation.

## **THE SABBATICAL REPORT**

Upon return from a sabbatical leave, in accord with the District's contract with CCFA (14.10.6), the individual shall submit a detailed written report of the activities during the sabbatical leave (hardcopy and electronic copy). The report should detail how the objectives proposed in the sabbatical request have been accomplished by the activities that were undertaken.

The original report should be submitted to the appropriate dean along with the signature page (p.22 of this document), and a copy submitted to the Academic Senate no later than the Friday of the fourth week of instruction, after return to regular assignment, as shown on the current Academic Calendar.

After the dean endorses the signature page, the original report should be forwarded to the Academic Senate.

After approval by the Academic Senate, the original report and signature should be forwarded to the Associate Superintendent of Instruction and Institutional Effectiveness no later than the Friday of the eighth week of instruction.

The Associate Superintendent of Instruction and Institutional Effectiveness will prepare the Board agenda item. When the report is presented to the Governing Board, the faculty member shall attend the Board meeting for purposes of either addressing concerns or presenting a brief oral report.

The written report shall consist of the following:

1. A copy of the sabbatical request
2. A summary of the study, research, and/ or travel completed while on leave.
3. A statement indicating how the leave will help the individual to render more effective service to the students, college, and instructor.
4. A transcript of the academic work completed, if applicable.
5. A copy of any research completed, if applicable.
6. A copy of any book or article completed, if applicable.

## **OTHER REPORTING**

In an appropriate forum, sabbatical leave experiences/ projects will be showcased providing the faculty member the opportunity to present highlights of his/ her activities. This will allow for the sharing of the more significant outcomes and dissemination within the college with colleagues in other departments/ disciplines/ units who may also derive a benefit from the sabbatical experience.

## **GUIDELINES FOR PREPARING THE SABBATICAL LEAVE REPORTS**

The following suggestions are made to assist certificated personnel in preparing sabbatical leave reports to facilitate acceptance by the Governing Board. These guidelines were prepared by the sub-committee who review and recommend all sabbatical leave reports.

In preparing the sabbatical leave report:

- Remember that the report is a comprehensive and concise account of the sabbatical activity(ies).
- While on leave, collect pertinent materials (brochures, pamphlets, photographs, slides, etc.) and affix selected examples to your sabbatical report, where applicable.
- While on leave, it is advisable to maintain a personal journal of sabbatical activities which will assist you in writing your report.
- Consider discussing your report with colleagues who have completed recent sabbaticals and with members of the Sabbatical Leave Committee.
- The report should include a clear description of research design and method(s) of investigation, if applicable.
- The report shall include verification of units completed (transcripts or letter of completion by instructor, if applicable).
- Conclusions reached should be clearly substantiated by citing appropriate research or other sources of data.
- A clear distinction should be made between personal opinion, empirical results and results based upon true research of systems, theories, and data, etc.
- The travel report, in particular, should have some specific form of scholarly approach with attention to detail, purpose and conclusion.
- The unit member reporter should maintain a complete copy of the sabbatical report in his/ her personal file.
- The unit member reporter must submit a complete copy of the report to the appropriate dean, to the Academic Senate, no later than Friday of the fourth week of instruction following return to regular assignment (14.10.6 CCFA Contract), and to the Associate Superintendent of Instruction and Institutional Effectiveness no later than Friday of the eighth week of instruction. (14.10.6 CCFA Contract).

### **SABBATICAL LEAVE REPORT FORMAT**

- The report shall be prepared on 8-1/2 x 11 paper. Copy shall be presented in manuscript form (unbound) in a 9 x 12 envelope. The report will later be uniformly bound by the college prior to submission to the Governing Board.
- Use a thesis format. This is a professional document requiring proper English usage, grammar, spelling and punctuation.
- The report shall have 1 inch margins for binding and be double-spaced for ease in reading. The report shall be properly footnoted, if applicable.



- Pages shall be numbered consecutively. The sabbatical leave report shall include:
    1. Title page
    2. Table of contents (page/ s) including headings, listings, data, plates or illustration, maps, charts, etc.
    3. Copy of the sabbatical leave application proposal
    4. Statement of purpose (page/s)
    5. Executive Summary (general summary of completed sabbatical)
    6. Body of report
    6. Conclusions (summary with statement of value to the college)
    7. Appendix (index, bibliography and other appendages)
- For your information: For your information:

Before submission of the recommended report to the Governing Board, a signature page shall include the dated signatures of the applicant, the appropriate dean, Academic Senate President, and the Associate Superintendent of Instruction and Institutional Effectiveness.

## **FORMAL REVIEW PROCEDURES OF THE SABBATICAL LEAVE SUB COMMITTEE FOR REPORT**

The role of Academic Senate sub-committee review of the sabbatical report is to verify that the objectives and activities proposed in the sabbatical request have been accomplished. If there have been revisions, the reason(s) for the approved modification(s) must be adequately explained. The approved alternative objectives and activities must be described and accomplished.

In reviewing sabbatical leave reports, the sub-committee will consider the following:

1. Adequate description of activities undertaken
2. Adequate description of how the activities undertaken are related to the attainment of the objectives
3. Comprehensiveness
4. Examples of pertinent materials
5. Clear description of research design and methods of investigation (if applicable)
6. Verification of coursework units completed
7. Substantiates conclusions, cites research or other sources of data.
8. Distinguishes between personal opinion, empirical results, research results, theory
9. Uses scholarly approach with attention to detail
10. Pages numbered consecutively
11. Title page
12. Copy of sabbatical application proposal
13. Statement of purpose
14. Table of contents (headings, listings, data, illustrations, etc.)
15. Summary statement includes value to college

16. Contains pertinent appendices
17. Footnotes (if applicable)
18. Typed, 12 point Times New Roman font with 1 inch margins around the document.
19. Submitted by deadline date

If questions are raised

- The sub-committee will consult with the faculty member and, if necessary, request a meeting. They may submit a written list of concerns prior to the meeting.
- At this meeting, the faculty member should present written clarifications/ revisions of their report
- The sub-committee may then request further clarification or vote on acceptance of the report. If the report is "Accepted," then that recommendation will be forwarded to the Academic Senate for formal approval.
- If further clarifications/ revisions are necessary, further consultations and/ or a meeting may be scheduled. The concerns should be communicated to the faculty member in writing before the next meeting. If after voting on acceptance, there are still concerns, the recommendation of "Not Accepted" will be forwarded to the Academic Senate for formal action.
- The final Academic Senate recommendation will be forwarded to the faculty member, appropriate dean and Associate Superintendent of Instruction and Institutional Effectiveness. A report that is "Accepted" will have the Academic Senate President's signature. A report that is "Not Accepted" will be forwarded without signature to the Associate Superintendent of Instruction and Institutional Effectiveness.

## SABBATICAL REPORT REVIEW

Applicant's Name \_\_\_\_\_

Area/Department \_\_\_\_\_

Reviewers Name(s): \_\_\_\_\_

Upon return from a sabbatical leave, in accord with the District's contract with CCFA (14.10.6), the individual shall submit a detailed written report of the activities during the sabbatical leave (hardcopy and electronic copy). The report should detail how the objectives proposed in the sabbatical request have been accomplished by the activities that were undertaken.

The role of Academic Senate sub-committee review of the sabbatical report is to verify that the objectives and activities proposed in the sabbatical request have been accomplished. If there have been revisions, the reason(s) for the approved modification(s) must be adequately explained. The approved alternative objectives and activities must be described and accomplished. The sub-committee may then request further clarification or vote on acceptance of the report. If the report is "Accepted," then that recommendation will be forwarded to the Academic Senate for formal approval.

### Sabbatical Review Rubric

#### 1. Sabbatical Objectives.

The sabbatical report provides clear evidence of meeting proposal objectives, including examples of pertinent materials, detailed research design and methods of investigation, and provides verification of coursework units completed (where applicable)

Comments:	<b>Acceptable</b>	<b>Unacceptable</b>
	<p>The sabbatical report provides detailed evidence that aligns to the proposal objectives.</p> <p>Evidence includes materials, research design, methods of investigation, and outcomes. Verification of coursework units completed are present where applicable.</p>	<p>The sabbatical report does not provide detailed evidence or does not align to the proposal objectives.</p> <p>There may be evidence missing: materials, research design, methods of investigation, and/or outcomes.</p> <p>Verification of coursework units completed are not present or missing</p>

		<p>information (if identified in the proposal).</p> <p>Further clarification and revision is required.</p>
<p><b>2. Sabbatical Activities.</b></p> <p>The sabbatical report is comprehensive in detailing the activities that were undertaken and how those activities relate to the attainment of the objectives.</p>		
Comments:	<p><b>Acceptable</b></p> <p>The sabbatical report is comprehensive in detailing all activities that were completed during the sabbatical timeframe. These activities align with the rationale stated in the sabbatical proposal and demonstrate how they helped to accomplish the sabbatical objectives.</p>	<p><b>Unacceptable</b></p> <p>The sabbatical report is lacking detail to demonstrate what activities were completed and/or how the activities relate to the objectives.</p> <p>Further clarification and revision is required.</p>
<p><b>3. Collegial Writing</b></p> <p>The sabbatical report follows formatting guidelines, uses a scholarly approach with attention to detail. Substantiates conclusions, cites research or other sources of data, and distinguishes between personal opinion, empirical results, research results and theory.</p>		
Comments :	<p><b>Present</b></p> <p>All elements of collegial writing are present.</p>	<p><b>Missing</b></p> <p>Elements of collegial writing are missing. Revision is required.</p>

**SABBATICAL LEAVE REPORT APPROVALS**

Please attach this form to your report

I certify that I have reviewed this report and it meets the standards and terms of the Sabbatical Leave procedure

Applicant's Signature	
Dean's Signature	
Academic Senate President's Signature	
Associate Superintendent of Instruction and Institutional Effectiveness' Signature	

## Schools/Unit Election Information

School/Unit	Who is running the election	Rep. seat currently held by	Winner of Spring 2024 Election
BAT	Jonathan Palidino (24-25)	Jay Scott (22-24)	Joseph Lee (24-26) Jay Scott (Alternate)
Chino Campus	Robert Nazar (23-25)	Jinny Lee (22-24)	Hannah Carter (24-26)
Fontana Campus	Anthony Guaracha (23-25)	Vacant (22-24)	Sean Connelly (24-26)
HS	Omar Estrada (23-25)	Terzah DePonte (22-24)	Jayne Clarke-Frize (24-26)
HFIC	Tara Johnson (23-25)	Vacant (22-24)	
HFIC	Tara Johnson (23-25)	Alternate (22-24)	
IS	Christina Holdiness (23-25)	Terezita Overduin (22-24)	Terezita Overduin (24-26)
KNA	Annette Henry (23-25)	Candice Hines-Tinsley (22-24)	Rob Hadaway (24-26) Candice Hines-Tinsley (Alternate)
LA	Phatana Ith (23-25)	Liz Encarnacion (22-24)	
LA	Phatana Ith (23-25)	Alt: Leona Fisher (22-24)	
M&S	Robin Witt (23-25)	Mark Gutierrez (22-24)	Jinny Lee (24-26)
SBS	Patricia Gomez (23-25)	Vacant (22-24)	Remaining Vacant
SBS	Patricia Gomez (23-25)	Alternate (22-24)	Remaining Vacant
SS	Michelle Martinez (23-25)	Jackie Boboye (22-24)	Myra Andrade (24-26)
SS	Michelle Martinez (23-25)	Alt: Susana Galvez (22-24)	Melissa Johannsen (24-26)
VPA	Leta Ming (23-25)	Sheila Malone (22-24)	Daniel Jacobo (24-26)

## ACADEMIC SENATE MINUTES

### FEBRUARY 27, 2024

Nicole DeRose	President	2023-2025	P
Elizabeth “Liz” Encarnacion	Vice President	2023-2024	P
Robin Witt	Secretary/Treasurer	2023-2024	P
Angela Burk – Herrick	Curriculum Chair	2023-2025	P
Jonathan Polidano	Business & Applied Technology	2023-2025	P
Jay Scott	Business & Applied Technology	2022-2024	P
Robert Nazar	Chino Campus	2023-2025	P
Jinny Lee	Chino Campus	2022-2024	A
Anthony Guaracha	Fontana Campus	2023-2025	P
Vacant	Fontana Campus	2022-2024	
Omar Estrada	Health Sciences	2023-2025	P
Terzah DePonte	Health Sciences	2022-2024	P
Tara Johnson	HFIC	2023-2025	A
Vacant	HFIC	2023-2025	
Christina Holdiness	Instructional Support	2023-2025	P
Terezita Reyes Overduin	Instructional Support	2022-2024	A
Annette Henry	Kinesiology, Nutrition & Athletics	2023-2025	P
Candice Hines-Tinsley	Kinesiology, Nutrition & Athletics	2022-2024	P
Phatana Ith	Language Arts	2023-2025	P
Elizabeth “Liz” Encarnacion	Language Arts	2022-2024	P
Robin Witt	Mathematics & Science	2023-2025	P
Mark Gutierrez	Mathematics & Science	2022-2024	P
Patricia Gomez	Social & Behavioral Sciences	2023-2025	P
Vacant	Social & Behavioral Sciences	2022-2024	
Michelle Martinez	Student Services	2023-2025	P
Jackie Boboye	Student Services	2022-2024	P
Leta Ming	Visual & Performing Arts	2023-2025	A
Sheila Malone	Visual & Performing Arts	2022-2024	A
Tamari Jenkins	Senator-At-Large	2023-2026	P
Vacant	Senator-At-Large	2022-2025	
Sarah Chamberlain	Senator-At-Large	2021-2024	P
Tina Kuo	Adjunct Senator-At-Large	2023-2025	A
Shelly R. Jackson	Adjunct Senator-At-Large	2022-2024	P

#### Alternates

Vacant	Business & Applied Technology	2023-2025	
Manar Hijaz	Chino Campus	2023-2025	A
Greg Creel	Fontana Campus	2023-2025	A
Lisa Doget	Health Sciences	2023-2025	A
Vacant	HFIC	2022-2024	
Shelley Marcus	Instructional Support	2023-2025	P
Robert Hadaway	Kinesiology, Nutrition, & Athletics	2023-2025	A
Leona Fisher	Language Arts	2022-2024	A
Diana Cosand	Mathematics & Science	2023-2025	A
Vacant	Social & Behavioral Sciences	2022-2024	
Fabiola Espitia	Student Services	2023-2025	A
Susanna Galvez	Student Services	2022-2024	A
Vacant	Visual & Performing Arts	2023-2025	
Vacant	Adjunct Alternate Senator	2023-2025	
Sarah Schmidt	Classified Senate Liaison	2023-2025	A
Ryan Thomas	Chaffey College Student Liaison	2023-2024	A

#### Guests:

Lissa Napoli, Administrative Assistant, Academic Senate

Janeth Rodriguez, Executive Director, Enrollment Services & Student Support

Melissa Sakoonphong, Interim Director, Student Systems Integration & Innovation Enrollment Services & Student Support

Neil Watkins, English Department Faculty, ACD

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

## 2. CALL TO ORDER (12:35 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.)

- Guest Watkins thanked the officers and senators of the Academic Senate for their hard work and expressed concern for the reputation of the college. It has been said that Chaffey College is the jewel of the Inland Empire but recently, post-pandemic, the reputation seems tarnished. People feel discouraged and burned out. Faculty and Classified Staff do not feel adequately supported. With the reorganizations, hate crimes, and flood damage not being adequately addressed, there seems to be a loss of confidence for direction by leadership and a lack of communication by the administration. It is important for faculty to show support and encourage each other. Don't let campus climate come into conversations with students. Give feedback in meetings and town halls, ask questions about how decisions were made. We have made great progress, we got accredited. Big thanks to President DeRose for her work on accreditation. So, speak up and work together to become the jewel of the Inland Empire again.

## 4. ADOPTION OF AGENDA

- February 27, 2024
- Modify the order of the agenda by moving item 9.1 before item 7.
- **Motion for Approval** - Senator Chamberlain moved to adopt the agenda for 2.27.24 with the modification. Senator Boboye seconded the motion. The motion was approved. 2.27.21,0Y/0N/0A.

## 5. CONSENT AGENDA

### 5.1 February 20, 2024 Meeting Minutes



5.2 Curriculum is asking that the Academic Senate endorse the course modifications that are presented in the packet. see attachment titled "2-21-2024 Curriculum Endorsements"

- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the 2.27.24 Consent Agenda. Senator Boboye seconded the motion. The motion was approved. 2.27.21,0Y/0N/0A.

## 6. REPORT

### 6.1 President

- The report shared by President DeRose at the recent Governing Board meeting is attached.
- Nominations for Academic Senate President Elect have closed. Two nominees accepted but then one withdrew. Vice President Encarnacion is the one nomination that did not withdraw and therefore has won by acclamation. We will ratify this at the next meeting.

### 6.2 Vice President

- Thank you for the President Elect nomination but this important position should not be won by acclamation. Vice President Encarnacion expressed their excitement for this position and will attach the statement they wrote for the election.
- School/unit elections - please send Vice President Encarnacion an update by 4pm tomorrow. Next week the Academic Senate will ratify. Senator At-Large Sarah Chamberlain will continue another term, congratulations Senator Chamberlain! Jackson Tropp will fill the vacant role, finishing the other At-Large term.
- Voting for Faculty Lecture of the Year and the Constitution ratifications on Simply Voting begins tonight.

### 6.3 Secretary/Treasurer - no report

### 6.4 Curriculum - no report

### 6.5 Classified Senate Liaison, President, Sarah Schmidt - no report

### 6.6 CCSG Liaison, Director of Finance, Ryan Thomas - no report

7. **GUEST(S)/PRESENTATION(S)** \*15 minutes max - Interim Director, Student Systems Integration & Innovation Enrollment Services & Student Support, Melissa Sakoonphong and Executive Director, Enrollment Services & Student Support, Janeth Rodriguez, shared some of the new changes in student systems. See attachment titled "Student Systems Integration & Innovation"

- Vice President Encarnacion asked if office location can be added to each team member on the Support Teams page. Guest Rodriguez said they will take the suggestion back to the committee.

## 8. UNFINISHED BUSINESS \*10 minutes max - None.

8.1 Meritorious Service Timeline, See attachment titled "2024-2025 Meritorious Service Timeline"

- Senators suggested it not be held on Election Day, November 5. Request to move to November 12.

8.2 Academic Senate Representation Group Update, See attachment titled "Representation Workgroup Summary"

- Another update will be provided after Spring Break.

## 9. NEW BUSINESS \*10 minutes max per item

**9.1 Action Item:** Selection of sabbatical proposal revision subcommittee for sabbatical applicant Brad Hughes. The subcommittee will provide their recommendation regarding the revised proposal to the Academic Senate at the March 5, 2024 Academic Senate meeting for voting.

- Senators Gomez, Hadaway, and Fisher will continue to serve on the subcommittee.
- **Motion for Approval** -Senator Chamberlain moved to approve the selection of sabbatical proposal revision subcommittee for sabbatical applicant Brad Hughes. Senator Jackson seconded the motion. The motion was approved. 2.27.24, 22Y/0N/0A.

**9.2 Action Item:** Scholarship Committee Selection, five senators to serve - *ran out of time*

- Think about this for the next meeting.

**10. FLOOR ITEMS \*10 minutes max** (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.)

## 11. ANNOUNCEMENTS

### 11.1 Chaffey College Academic Senate

### 11.2 Academic Senate for California Community Colleges (ASCCC) Information

**11.2.1** ASCCC presents the [2024 Spring Plenary Session](#), Thursday, April 18, 8am, through Saturday, April 18, 2024, 5pm. This is a hybrid event taking place at the San Jose Marriott, 301 South Market Street, San Jose, California, USA, 95113. We hope that all local faculty leaders will plan to join us! Registration In-Person, \$575, Virtual Only Registration : \$425. Deadline to register in-person is April 5, 2024, 5pm and virtual registration ends April 10, 2024, 5pm. Click the link for more information.

**11.2.3** Check out Academic Senate for California Community Colleges webpage for other great webinars/events at [asccc.org](http://asccc.org)

## 12. ADJOURNMENT (1:50 P.M.)

**The Next Academic Senate is Scheduled for Tuesday, March 5, 2024**

---

**Lissa A. Napoli, Recording Secretary**

---

**Robin Witt, Treasurer / Secretary**