

## ACADEMIC SENATE AGENDA

**FEBRUARY 27, 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
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Michelle Martinez	Student Services	2023-2025
Jackie Boboye	Student Services	2022-2024
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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
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Diana Cosand	Mathematics & Science	2023-2025
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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**

- February 27, 2024

**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"**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 - Interim Director, Student Systems Integration & Innovation Enrollment Services & Student Support, Melissa Sakoonphong and Executive Director, Enrollment Services & Student Support, Janeth Rodriguez, will share some of the exciting things happening with student systems. See attachment titled "Student Systems Integration & Innovation"

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

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

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

**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.

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

**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 5, 2024**

**Curriculum Proposals:**

[General Education Pattern Presentation](#)

[Revisions to Associate Degree Regulations](#)

[CalGETC Administrative Implementation Guidance](#)

**Program Modifications:**

<b>California State University - General Education</b>	Certificate of Achievement
<b>Chaffey College General Education Requirements for the Associate Degree</b>	Local GE Pattern
<b>Intersegmental General Education Transfer Curriculum: UC or CSU</b>	Certificate of Achievement

# Student SYSTEMS INTEGRATION & INNOVATION

By Janeth Rodriguez and Melissa Sakoonthong

## notable COMPLETED PROJECTS

Since March 2023

**JULY** MATH & ENGLISH  
PLACEMENT

**AUG** PRIORITY CHECKLIST IN  
PORTAL

**AUG** AUTO PLACEMENT

**SEPT** CRM ADVISE TRANSFER  
CENTER

**OCT** AUTOMATION FOR DUAL  
ENROLLMENT AND SET

**DEC** REDUCTION IN LANGUAGES FORMS &  
REIMAGING PORTAL CATEGORIES

**JAN** ORIENTATION

**\*\*** SSOA PROTOTYPE & COMMITTEE  
DEVELOPMENT

## High Impact PROJECTS

Changing the student experience through  
innovation & technology integration

**01** Math/English Auto Placement

**02** Priority Checklist

**03** AutoFill Dual Enrollment

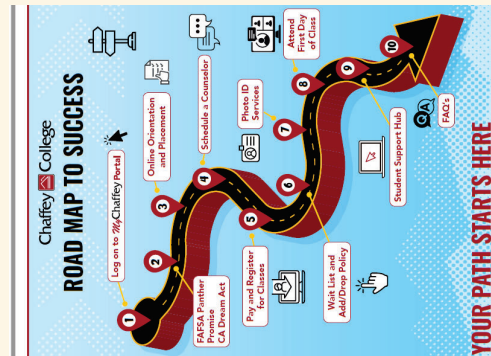
## MATH & ENGLISH/ESL PLACEMENT

Project 01

**COMPLETION TIME: 4 MTHS**

**COLLABORATED WITH**

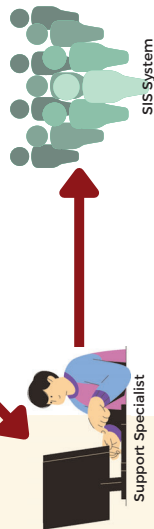
Dean of ACD, STEM and Counseling,  
Coordinators of ESL, Math and Counseling,  
IT team, and IR



# Branching Logic

[illegible]

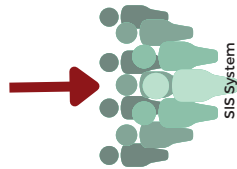
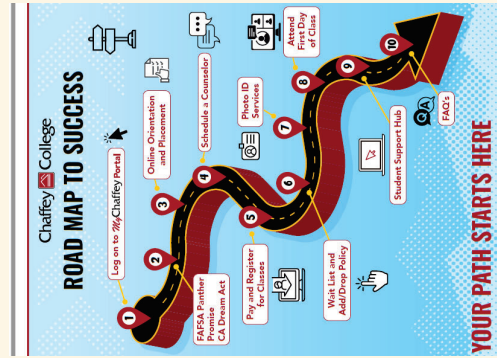
- Manual downloads
- Wrong information entered/error messages



## Project 02

**COLLABORATED WITH**

Portal Committee (Admissions/Records, GP Team, Counseling, IT team, DE team, Strategic Communications, and PD)

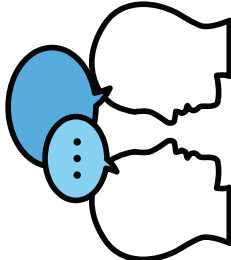


- Instant downloads
- Current info in SIS
- Eliminated mistyped information
- 11,195 students (auto)
- 3654 (self-placed)



## PREVIOUS

- Manual downloads
- Wrong information entered/error messages
- Students calling support areas
- Delayed enrollment process



## NOW

- Instant downloads
- Current info in SIS
- Eliminated mistyped information
- Single place to display info
- Action-oriented tasks
- Live information

### Widgets

#### Registration

Priority Registration Checklist	Completed
Orientation	Completed
Placement	Completed
Educational Plan	Completed

Cohorts	Financial Aid
2023 - Not Submitted	None
2024 - Not Submitted	2024 - Not Submitted
2025 - Not Submitted	2025 - Not Submitted
Academic Standing	None
Units Completed	0.00

### Widgets

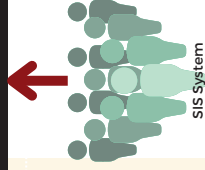
#### Registration

Registration	Completed
Educational Plan	Completed

Cohorts	Financial Aid
2023 - Not Submitted	None
2024 - Not Submitted	2024 - Not Submitted
2025 - Not Submitted	2025 - Not Submitted
Academic Standing	None
Units Completed	0.00

What is priority registration checklist? [Click here](#) to find out.

Showing information from 2 minutes ago.



## SUPPORT TEAMS

### Learn More about your Academic & Career Community

At Chaffey College, we have a variety of support teams to help you succeed. Each team has members who are experts in their field and can provide you with the resources you need to succeed. Click on the team you are interested in to learn more.

#### YOUR Student Support Team

The Student Support Team is a group of professionals who are dedicated to helping you succeed. They provide a variety of services, including academic advising, career counseling, and financial aid assistance. Click on the team you are interested in to learn more.

#### YOUR Academic Support Members

The Academic Support Members are a group of professionals who are dedicated to helping you succeed. They provide a variety of services, including academic advising, career counseling, and financial aid assistance. Click on the team you are interested in to learn more.

#### YOUR Financial Aid Support

The Financial Aid Support team is a group of professionals who are dedicated to helping you succeed. They provide a variety of services, including academic advising, career counseling, and financial aid assistance. Click on the team you are interested in to learn more.

#### YOUR Career Center Specialists

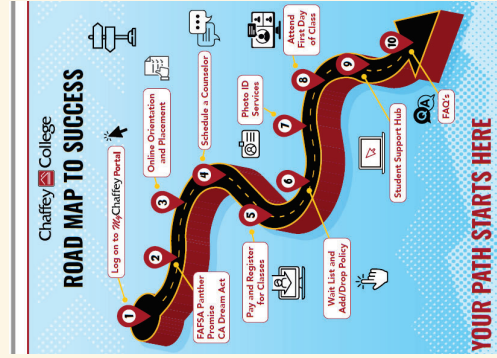
The Career Center Specialists are a group of professionals who are dedicated to helping you succeed. They provide a variety of services, including academic advising, career counseling, and financial aid assistance. Click on the team you are interested in to learn more.

## AUTOPOP INFO. & AUTOMATE PROCESS

Project 03

COMPLETION TIME: 5 MTHS

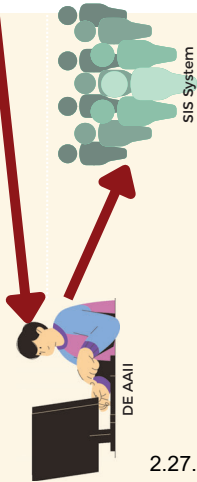
**COLLABORATED WITH**  
Dual Enrollment, Outreach, Counseling, IT, Student Support Specialists, and Admissions/Records





# PREVIOUS

- Manual downloads
- Wrong information entered/error messages
- Delayed enrollment process



The image shows a screenshot of a 'STUDENT INFORMATION' form. It includes fields for 'Student Name', 'Date of Birth', 'Student Address', 'Emergency Contact Name', 'Emergency Contact Phone Number', and 'Relationship to Student'. There are also sections for 'EMERGENCY INFORMATION' and 'TRANSPORTATION - OMNITRANS GO SMART'.

# NOW

- Auto populate SIS info to forms
- Eliminated mistyped information
- Expediate form completion

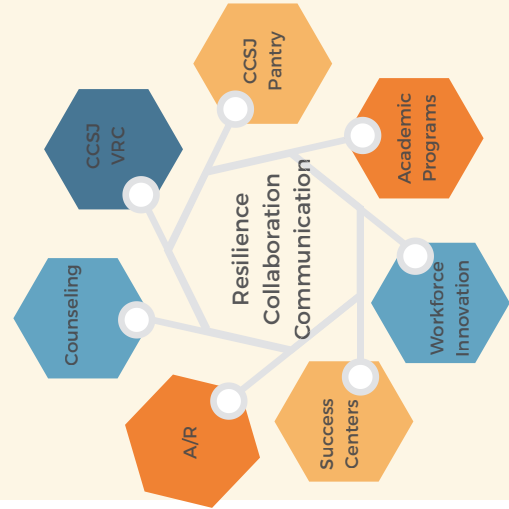
“This is so much easier. It use to take me 20-30 minutes to fill this out.”

## ② Student Information

The image shows a screenshot of a 'Student Information' form. It includes fields for 'Student Name', 'Date of Birth', 'Student Address', 'Emergency Contact Name', 'Emergency Contact Phone Number', and 'Relationship to Student'. There are also sections for 'EMERGENCY INFORMATION' and 'TRANSPORTATION - OMNITRANS GO SMART'.

# notable systems INTEGRATIONS

Student Support Outcomes and Assessment Prototype



- \*\* OCELOT INTEGRATION & MOBILE APP LAUNCH
- \*\* BUILD OUT DUAL ENROLLMENT PATHWAYS
- \*\* EXPAND CRM ADVISE COMMUNICATIONS & REPURPOSE SUCCESS FEATURES
- \*\* REVAMPING/ONBOARDING INTERNATIONAL STUDENTS
- \*\* EXPAND AUTOFILL TO OTHER FORMS
- \*\* MOVING AREAS INTO CONEXED
- \*\* END DATING MULTIPLE STUDENT PROG.
- \*\* SCALE SSOA WORK & BUILD STRUCTURE IN META

# Future notable PROJECTS



**QUESTIONS?**

## **2024-2025 Meritorious Service Timeline**

### **February**

- 6 -** Present Meritorious Service Award Guidelines, Timeline and List of eligible faculty for the award. Senators should review list and confirm all retired/deceased faculty are included to the best of their ability that the list is correct.
- 13 -** Resolve list issues if any, and include new list to present to the Senate at the February 13, 2024 meeting or the meeting immediately afterwards February 20, 2024.

### **March**

- 5 -** Present Meritorious Service Award Guidelines, Timeline and revised list of eligible faculty for the award.
- 5 - 12** Send campus-wide email to all faculty; nominations are now open (Include Meritorious Service Award Guidelines, Timeline and List of Eligible faculty).
- 12 – 26** Academic Senate accepting nominations (This may be changed depending on availability of list)
- 26 –** Deadline for nominations

### **April**

- 2 -** Senators presented with faculty nomination and letters for discussion.
- 9 -** Senate selects recipients
- 9-** Research and notification to recipients.

## **Meritorious Service Award Ceremony and Luncheon**

**Tuesday, November 5, 2024**

## ACADEMIC SENATE MINUTES FEBRUARY 20, 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	P
Anthony Guaracha	Fontana Campus	2023-2025	P
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Omar Estrada	Health Sciences	2023-2025	P
Terzah DePonte	Health Sciences	2022-2024	A
Tara Johnson	HFIC	2023-2025	P
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Christina Holdiness	Instructional Support	2023-2025	P
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Sarah Chamberlain	Senator-At-Large	2021-2024	P
Tina Kuo	Adjunct Senator-At-Large	2023-2025	P
Shelly R. Jackson	Adjunct Senator-At-Large	2022-2024	P
<b>Alternates</b>			
Vacant	Business & Applied Technology	2023-2025	
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Vacant	Adjunct Alternate Senator	2023-2025	
Sarah Schmidt	Classified Senate Liaison	2023-2025	A
Ryan Thomas	Chaffey College Student Liaison	2023-2024	P

**GUEST(S):**

Angela Cardinale, Online Education Coordinator, English Professor

Andrew Long, Dean of Instructional Support

Lissa Napoli, Administrative Assistant, Academic Senate

**1. P.E. (12:30 P.M.)****2. CALL TO ORDER (12:42 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**

- February 20, 2024
- **Motion for Approval** - Senator Boboye moved to adopt the agenda for 2.20.24. Curriculum Chair Burk-Herrick seconded the motion. The motion was approved. 2.20.24, 20Y/0N/0A.

**5. CONSENT AGENDA****5.1 February 13, 2024 Meeting Minutes****5.2 Faculty representatives that have been requested to serve on these selection/hiring committees:****5.2.1 Buyer, Purchasing**

Jonathan Polidano, Automotive Technology, BTH

**5.2.2 Athletic Eligibility Specialist,**

Cherlou Opulencia (in place of Robert Hadaway)

- **Motion for Approval** -Senator Holdiness moved to approve the 2.20.24 Consent Agenda. Senator Boboye seconded the motion. The motion was approved. 2.20.24, 22Y/0N/0A.

**6. REPORT****6.1 President**

- From President's Cabinet:

- Committees Update (Misty Burrue, Sarah Schmidt, Nicole DeRose) on the Classified Prioritization List – Positions were pulled from PSR and these will fill either brand new positions or 2<sup>nd</sup> or 3<sup>rd</sup> positions from positions submitted in PSR. Requested positions were validated prior to the prioritization process. It is unknown if these positions will be filled. The Executive Team will move forward with the budget review process to identify if and how many positions may be filled from this list.

#### Classified Staff Prioritization List Approved on February 20, 2024

1. Library Clerk II (Library/Cybrary) – 1.0
2. Classified Contract FMA (Operations) – 1.0
3. Program Assistant (High School Partnerships) – 1.0
4. Facilities Coordinator/Buyer (Purchasing) – 1.0
5. General Maintenance Mechanic (Facilities Maintenance.) – 1.0
6. Laboratory Specialist (Technician preferred) / Instructional Assistant IV (Chemistry) – 1.0
7. Grounds Maintenance Specialist (Grounds) – 1.0
8. Instructional Assistant III (Biology) – 1.0
9. Instructional Assistant III (Auto Tech) – 1.0
10. Classified Contract FMA (Operations) - .475
11. Instructional Assistant III (Biology) – (Second Position) – 1.0

- Commencement – RSVP's have gone out to the students. Over 240 students already RSVP'd within the first 1.5 weeks. Student eligibility is posted on the commencement website. Class speaker audition applications are due this week. Auditions may take place via Zoom or in person but may not be pre-recorded. National Anthem singer auditions are this week. The Commencement Committee is closer to identifying the commencement speaker. An email will go out this week to all employees sharing these updates.
- Policies/Procedures – AP 6620 Naming of Facilities was approved with the addition of the timeline. Once proposals reach the Governing Board, the board will refer to the Naming Committee. The Facilities Naming Committee will make the recommendations within 60 calendar days. The current version is available on the [Items Under Consideration](#) webpage as a pdf. After approval, this AP may move into Chapter 6 BPs and APs on the [Board Policies webpage](#).
- Other:
  - Cybersecurity training is due this month.
  - CalGETC Taskforce will form and includes members Mike Wangler, Rob Rundquist, the Academic Senate President, and the Curriculum Chair.
- President DeRose also announced that she will not be running for re-election for the Academic Senate President position.

## 6.2 Vice President

- [Revitalization of Senate Committees](#). This form is a way for any committees that fall under the Academic Senate purview to report on updates, for information sharing, or to request support and/or guidance. Please share with your committees. Reports for committees outside of the Academic Senate will be accepted for a future agenda item on a case by case basis.
- Election Update: we received 2 nominations for Faculty Lecture of the Year. With only one nomination for President Elect and the recent announcement that President DeRose is not running, we will extend

the call for nominations for President Elect another week. For the two Senator At-Large seats we received one nomination for one of the seats so far and the other seat has one won by acclamation. No nominations for Adjunct Senator At-Large yet. School/Unit elections must be concluded 30 days before the end of the semester.

- We have coffee and snacks in the Senate Office!

### **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**

- Student Government elections begin next week. Please encourage students in your classes to run for office in the Student Government.

## **7. GUEST(S)/PRESENTATION(S)\*15 minutes max -**

**7.1** Online Education Coordinator, Angela Cardinale, provided a Distance Education Department update. **See attachment** titled "Online Learning Benefits" and the [Needs Assessment Response draft](#). Also consider applying for [DEIA Grant](#). Deadline is February 23. We are looking for 100 faculty participants for this paid opportunity.

**7.2** OER Liaison, Elizabeth Encarnacion, provided a Chaffey ZTC/OER Committee Update: Important Information from OERI Collaboration Cohorts Webinar. **See attachment** titled "Chaffey ZTC/OER Committee Update"

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

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

**9.1 Information Item:** Grand Marshall Nominees and Selection Process. Senators will vote via an online form. Look for an email with a link to the form coming soon.

**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**

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

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