

ACADEMIC SENATE AGENDA

APRIL 9, 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
Leta Ming	Visual & Performing Arts	2023-2025
Sheila Malone	Visual & Performing Arts	2022-2024
Tamari Jenkins	Senator-At-Large	2023-2026
Jackson Tropp	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
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**

- April 9, 2024

5. CONSENT AGENDA**5.1** April 2, 2024 Meeting Minutes. See attachment titled, "Academic Senate Minutes DRAFT"**5.2 Faculty representatives that have been requested to serve on these selection/hiring committees:**
see ["AP 7120 Committee Compositions"](#)**5.2.1** Programmer Analyst

Joseph Lee, Business and Applied Technology

5.2.2 Educational Program Assistant, Academic and Career Counseling

Kirk Collins, Counselor, Counseling

5.2.3 Director, Athletics

David Padilla, Athletic Performance Fitness Center, KNA

5.2.4 Sustainability/Environmental Safety Officer

Maryline Chemama, Chemistry

5.2.5 Director, Facilities and Physical Plant

Mark Padilla, Physics

5.2.6 Interim Associate Superintendent, Instruction and Institutional Effectiveness (Internal Only)

Donald Essex, Counselor, Counseling

Jeffrey Laguna, Gerontology

Nicole DeRose, President, Academic Senate

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

6.7 Additional Reports

6.7.1 AP 2510 Workgroup Update, Senators Hines-Tinsley and Johnson

6.7.2 Success Centers, Senator Holdiness. see attachment titled “Closing Equity Gaps Through Enhanced Support”

6.7.3 Institutional DEIA definitions workgroup, President DeRose see attachment titled “Institutional DEIA Definitions Update”

7. GUEST(S)/PRESENTATION(S) *15 minutes max - None.

8. UNFINISHED BUSINESS *10 minutes max

8.1 Action Item: Academic Senate Student Scholarship recipient selection

8.2 Action Item: Library Resolution/Executive Response follow-up. See attachment titled “Academic Senate: Discussion of the Executive Team’s response to the Library Resolution”

9. NEW BUSINESS *10 minutes max per item

9.1 Action Item: Academic Senate Request to review Mackenzie Scott Gift – see attachment titled “Academic Senate Request to review Mackenzie Scott Gift”

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

11.1.1 Faculty Lecturer of the Year Address, *The Ethic of Love* by Associate Professor, Fashion Merchandising, Tara Johnson. Come and join us! Tuesday, April 16, 2024, 9:30 AM, Chaffey College Theatre.

11.2 Academic Senate for California Community Colleges (ASCCC) Information

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

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

The Next Academic Senate is Scheduled for Tuesday, April 23, 2024

Closing Equity Gaps through Enhanced Support

Experience the transformative power of our enhanced Success Center support, equipping students with essential employability skills, fostering course success, and closing the equity gap.



Student Voices: Empowering Growth and Success

“Using constructive criticism (skill) to improve my work shows a commitment to continuous improvement, is appreciated by employers, and can contribute to my growth.”

“My future goal of counseling requires good note analyzations as I work with different clients so these skills will be a great help.”

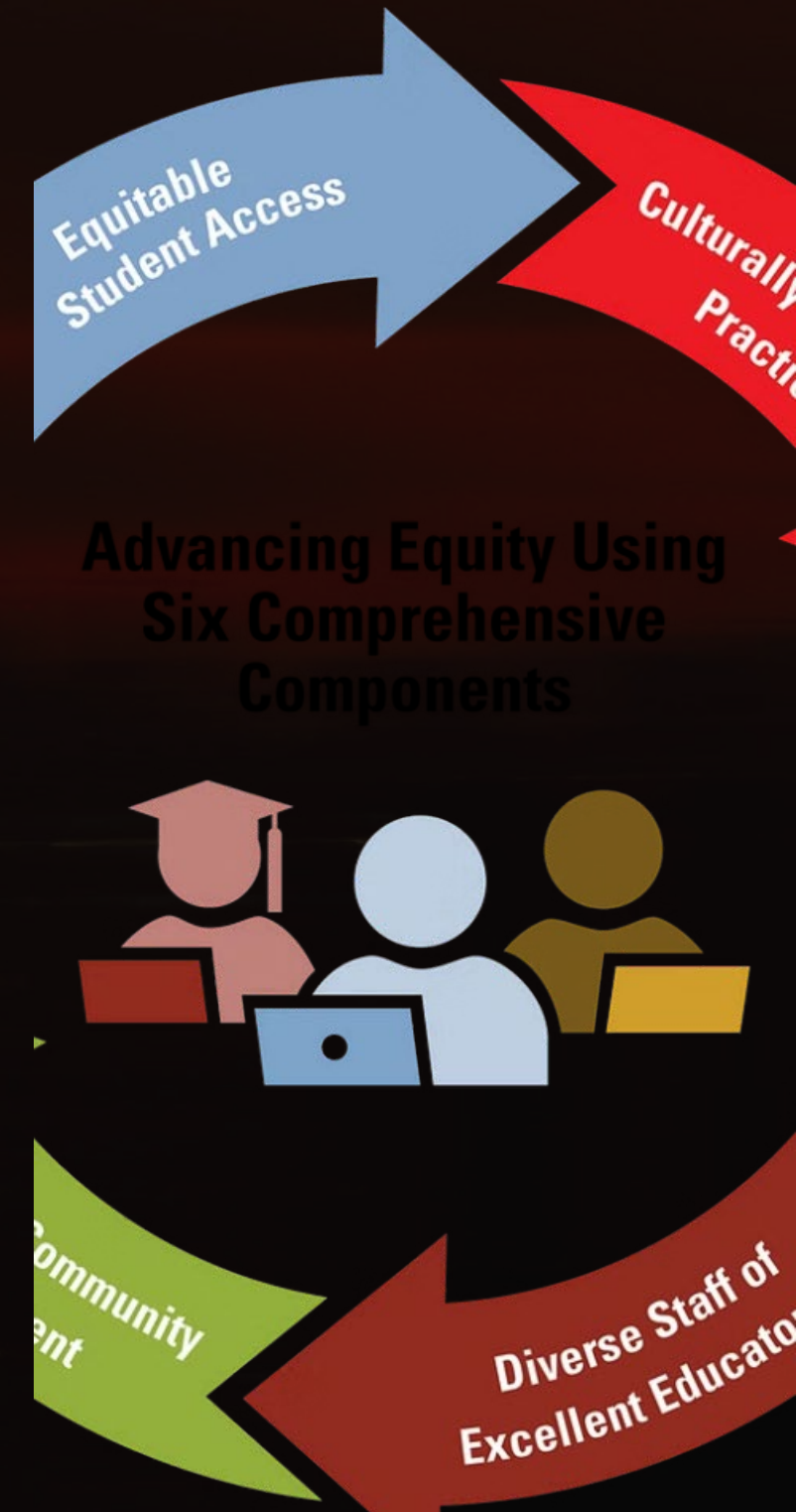
Existing Equity Gaps in Success Center Usage and Course Success

1 Disproportionate Success Center Usage

Black/African American, Hispanic/Latinx, male, and students under the age of 24 are underrepresented among Success Center users.

2 Disproportionate Course Success

Black/African American, Indigenous/Native American, and Pacific Islander students experience lower course success rates.





Key Elements of Enhanced Support

1

Micro-Credentialing Academic and Career Employability Skills

We will partner with you to develop enhanced support that can be utilized for ACES assessments and achievement of micro-credentials for students.

2

Connecting Disproportionately Impacted Students to Resources

Enhanced support is thoughtfully designed with input from underrepresented students. Our activities are specifically geared towards connecting them to important campus resources, while simultaneously fostering a strong sense of belonging.

Development of Enhanced Supplemental Learning Activities

Faculty Creators

We are seeking Faculty who are interested in creating new activities for courses, such as History, Biology, Spanish, Math, English, and more.

Summer and Fall 2024

Faculty ACC Representatives

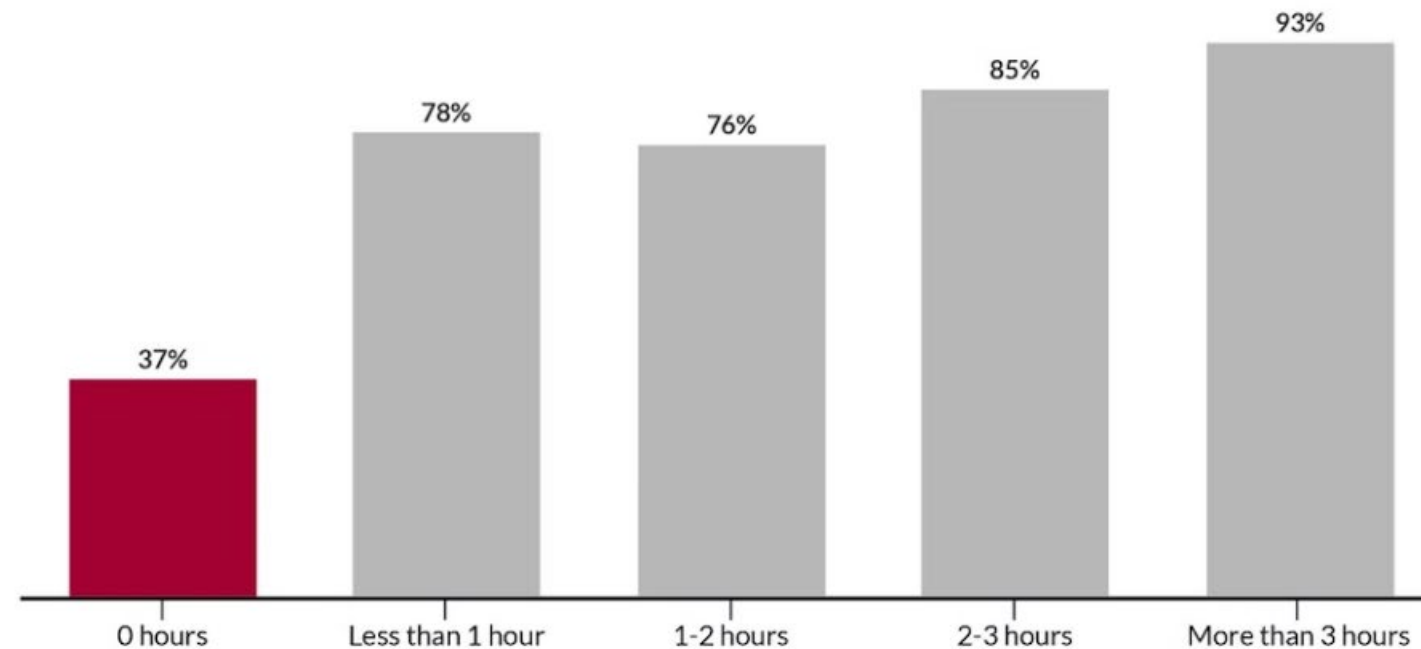
We are seeking Faculty to represent their ACC in a short interview, which will be a part of the new activities.

May or June 2024



Bridging Gaps through Current Success Center Support

Success in English-1A by Hours Spent at a Success Center

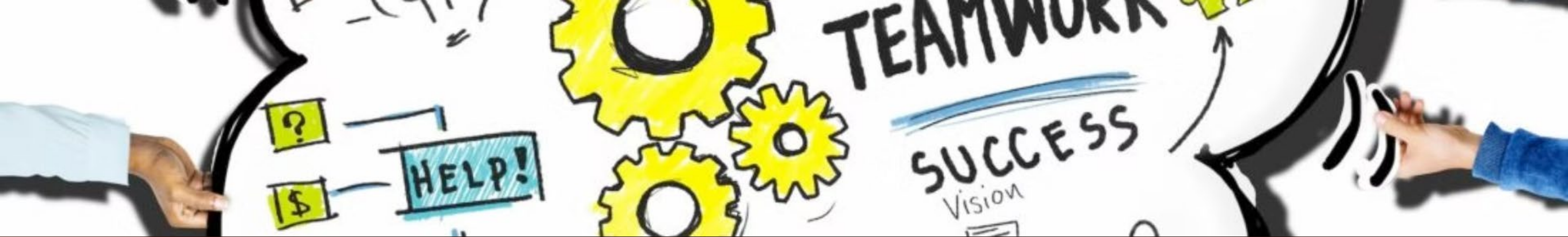


Sources:

California Community College Chancellor's Office
Management Information (COMIS) files;
Positive Attendance Database;
Libwizard Database



Chaffey College
Institutional Research



The Success Centers Request

1

Provide Feedback

Please share any feedback or questions that you may have.

2

Assistance with Sharing Interest Form

We are seeking Faculty to assist with creating new Supplemental Learning activities and/or to represent their ACC in an interview for the activity.

3

Consider Forming a Work Group or Advisory Group to Assist the Success Centers

The Success Centers work to support students across Chaffey College locations and courses. Effectively communicating to our Chaffey partners is important to us and to our student success. We would appreciate a group to assist us in communication.

Institutional DEIA Definitions Update

- Update about the Institutional DEIA definitions workgroup

The following definitions were obtained using [ASCCC's Diversity, Equity, and Inclusion Glossary of Terms](#). The glossary does not currently include a definition of accessibility.

- Diversity: The myriad of ways in which people differ, including the psychological, physical, cognitive, and social differences that occur among all individuals, such as race, ethnicity, nationality, socioeconomic status, religion, economic class, education, age, gender, sexual orientation, marital status, mental and physical ability, and learning styles. Diversity is all inclusive and supportive of the proposition that everyone and every group should be valued. It is about understanding these differences and moving beyond simple tolerance to embracing and celebrating the rich dimensions of our differences.
- Equity: The condition under which individuals are provided the resources they need to have access to the same opportunities, as the general population. Equity accounts for systematic inequalities, meaning the distribution of resources provides more for those who need it most. Conversely equality indicates uniformity where everything is evenly distributed among people.
- Inclusion: Authentically bringing traditionally excluded individuals and/or groups into processes, activities, and decision/policy making in a way that shares power.
- Accessibility:
- Anti-Racism: A powerful collection of antiracist policies that lead to racial equity and are substantiated by antiracist ideas. Practicing antiracism requires constantly identifying, challenging, and upending existing racist policies to replace them with antiracist policies that foster equity between racial groups.

Academic Senate: Discussion of the Executive Team's response to the Library Resolution

Note: Resolution resolved statements are in bold, followed by the Executive Team responses, which are indicated by numbers. Feedback received during the Academic Senate meeting on March 26 appears after each resolved statement/Executive Team response and is underlined. General feedback received after the March 26 meeting has been included toward the end.

Resolved that the Chaffey College Academic Senate advocates for an action plan to reach district compliance with the library staffing minimum standards set forward in California Code of Regulations, title 5, §58724; such an action plan should be created by a work group established by March 2024 which is comprised of library managers, library faculty, and library staff, with said action plan finalized no later than October 2024;

Executive Team Response:

1. A planning meeting will be organized by the Dean in charge of the Library, Distance Education, and Success Centers to discuss operations and access before the opening of the Library Learning Commons. As we previously discussed, the Library Learning Commons designs, program adjacencies, and access concerns were vetted and approved by numerous campus stakeholders that attended frequent planning meetings with two architects over a nearly 18-month process. Our Library facilities are meant to serve all stakeholders, including students, faculty, and staff. Therefore, the dean will clarify access and operations.

Feedback either from Academic Senate and/or others:

The first resolve statement requests to create a workgroup and action plan to meet minimum staffing. How does the Executive Team's response correlate to this request? The Chino and Fontana campuses need to be included in the response.

Resolved that the Chaffey College Academic Senate recommends that the district hire an additional 2.0 FTE classified library clerk II positions by Fall 2024 to work in good faith towards said compliance;

Executive Team Response:

2. Per the 2020-2023 CSEA Agreement, a classification and compensation study for the Library Clerk I and II positions was conducted. This study includes market and internal alignment analyses regarding salaries. Additionally, the District and CSEA have been actively working together to update all classified job descriptions for the Library. As you may be aware, the District is completing its recruitment for the Library Clerk I position. Once the job descriptions have been finalized, the Library Clerk II position will also be advertised.

Feedback either from Academic Senate and/or from others:

The reply states that once job descriptions have been updated, recruitments for Library Clerk II will be advertised. How long does the college anticipate this will take?

If the college does decide to hire classified professionals, will the college delay recruitment for a Library Clerk II (currently as the Classified Prioritization List #1 position) and recruit for other classified positions instead?

The college already started a recruitment for a Library Clerk I position. Was that job description already updated? If not, why recruit for that position but not a Library Clerk II position until the job description changes. This appears to be a reason to delay hiring despite the need.

Resolved that the Chaffey College Academic Senate urges that the library locations should not be opened nor remain open unless at least one (1) classified library clerk and one (1) library faculty are concurrently present in the building in accordance with said California regulations, CCC policies, and Chaffey College procedures.

Executive Team Response:

3. You referenced AP 4040, stating that “certificated librarians” must be present during library hours. Please note that AP 4040 requires “certificated personnel”. Certificated personnel is a term that predates AB 1725. Minimum Qualifications (MQs) replaced certificates/credentials and the term “academic” replaced “certificated”. This is also highlighted, for example, in Education Code section 78103, which reflects libraries being supervised by “academic personnel.” We will update AP 4040 to change the outdated language from “certificated personnel” to “academic personnel”. Of course, faculty are academic personnel, and so are the deans. The Dean overseeing the Library, Distance Education, and Success Centers, as well as those over the Fontana and Chino Campuses, are authorized to supervise these areas. In the absence of a librarian, Deans may allow access to the Library facilities with limited services provided by Library Clerks.

Feedback either from Academic Senate and/or from others:

For the third resolve statement, updating AP4040 is appreciated however since the library is treated as a classroom, faculty presence is required. The library remains open with limited services when no faculty member is present.

Libraries are classroom spaces, and without librarians present, the classroom activities cannot be met.

If services are limited, what are those limited services and how are those communicated to students in real time? If students are working on assignments, planning to come to campus to use the library, and the library cannot offer full services, how will students know in advance for planning purposes?

How long will the college operate the library with limited services?

Which library services can be expected when a faculty member is not present.

College needs to identify what limited services will be performed in the absence of Library Clerk I, Library Clerk II, and Librarians and make this publicly available to students and employees of the college.

Without librarians present, the facility becomes a study space and does not function as a library.

If services are limited, are those services broken out by spaces, and what library services are available in the different campuses?

To have the library open without both a clerk and a librarian present is a reduction in standards.

General feedback:

- The library should not be open with “limited services”. Treating the library as anything other than an extension of the classroom is unprofessional and devalues our stake to support students, faculty, and staff’s ongoing research needs.
- Being committed to staffing and providing support with clearly posted operational hours is key to success in providing equity in meeting our patrons needs.
- Limited services devalues the mission of the college statement “education with a steadfast commitment to equity”. It is detrimental to student success when staffing is not adequate and in the case of Chino and Fontana one Chaffey employee is in the building and they need to either provide instruction, take breaks or relieve themselves, asking students to leave the library because of staffing issues is disrupting the learning environment.
- This is not ideal in building trust and security in our spaces. Students will look elsewhere: where the risk of being asked to leave is less of a factor so they can complete their course work objectives in spaces that are conducive for learning.
- Regarding the “planning meeting” of stakeholders....Representation needs to routinely include Library faculty and staff. Our deans in the past decade and half have not had a library background and have had multiple assignments, meaning their ability to represent us adequately in these high stakes meetings has often been limited. From the Measure P stuff, there is literally no library representation on either the Chino or Ontario planning groups.
- Given the issues that have occurred recently on our campus with hate crime incidents, opening such a large building with limited staff and services is a security risk. At other libraries, both academic and public, there has always been a standard of minimum personnel (by number and job classification) that were required to be present for a building to safely open to the public (and this was prior to our current landscape of active shooter event concerns post-Columbine). We had this informally as part of our department procedures for the 20 years prior to this year (1 librarian faculty, 1 staff to open). It was reported that the Friday of spring break week this year that the dean was off-site and all of the classified personnel were also out, leaving the public area of the Rancho building staffed some of the time only by a short-term worker (Librarian was present until 12:30). This penny-wise, pound-foolish approach by the district is a disaster and liability waiting to happen.

Academic Senate requests access to review the budget allocations and plans related to the MacKenzie Scott Gift \$25 million donation.

Faculty are eager to understand how these funds are being utilized to further student equity at Chaffey College. Transparency around budgeting and resource allocation is important, and reviewing this information on regular and consistent intervals would help stakeholders better appreciate the impact of the continued equity initiatives. In addition, the Academic Senate requests further participatory involvement in the planning of how these funds are utilized, having active representation from all stakeholders.

Academic Senate requests the following information no later than April 30, 2024:

- A detailed breakdown of how the \$25 million donated amount is being allocated across different programs, departments, or initiatives
- Projected timelines and milestones for the utilization of remaining funds
- Any plans or strategies for leveraging this [donation/funding] to secure additional resources or support
- Initiate a workgroup tasked with providing recommendations for the allocation of funds. This workgroup should be comprised of at least one representative for all Equity-focused groups on campus, representatives from Student Government,

ACADEMIC SENATE MINUTES

APRIL 2, 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
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Omar Estrada	Health Sciences	2023-2025	P
Terzah DePonte	Health Sciences	2022-2024	A
Tara Johnson	HFIC	2023-2025	A
Vacant	HFIC	2023-2025	
Christina Holdiness	Instructional Support	2023-2025	P
Terezita Reyes Overduin	Instructional Support	2022-2024	P
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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

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

2. CALL TO ORDER (12:44 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.)

- Patricia Bopko, Director of Financial Aid, provided an update on the status of the financial aid applications for this coming year. The priority deadline has been extended to May 2 so students can continue to apply and still be able to meet that priority deadline. Workshops supporting students to apply for financial aid will continue online and in-person.

4. ADOPTION OF AGENDA

- April 2, 2024
- **Motion for Approval** - Senator Ming moved to adopt the agenda for 4.2.24. Senator Holdiness seconded the motion. The motion was approved. 4.2.24, 22Y/0N/0A.

5. CONSENT AGENDA

5.1 March 26, 2024 Meeting Minutes. See attachment titled, "Academic Senate Minutes DRAFT"

5.2 Academic Senate endorses proposed changes to AP 4100 Graduation Requirements for Degrees and Certificates. See attachment titled, "AP 4100 Graduation Requirements for Degrees and Certificates."

- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to approve the 4.2.24 Consent Agenda. Senator Overduin seconded the motion. The motion was approved. 4.2.24. 21Y/0N/1A.

6. REPORT

6.1 President - no report

6.2 Vice President - no report

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

6.7 Additional Reports - Sabbatical Resources Workgroup Update - Vice President Encarnacion and Senators Overduin and Chamberlain

- Sixteen past sabbaticals were recommended as quality examples from a variety of disciplines.
- Senators reviewed and provided feedback on the **attachment** titled "Sabbatical Leaves Procedures and Documents."

7. GUEST(S)/PRESENTATION(S) *15 minutes max - None.

8. UNFINISHED BUSINESS *10 minutes max

8.1 Action Item: Ratification by Acclamation of the following elections results

- Constitutional Amendments. See **attachment** titled, "Constitutional Amendments Spring 2024: Passed by the Electorate, Election Dates 2/27/2024-3/5/2024)." Constitution Article IV, Section 1 to remove use of "school" as a representation unit
 - Constitution Article IV, Section 5c Brown Act Violation correction and sequence correction
 - Constitution Article V, Section 3.3 Update to the vacancy process
 - Constitution Article V, Section 8 Brown Act violation correction
- Faculty Lecturer of the Year - Angela Cardinale
- Academic Senate Secretary/Treasurer 2024-2025 - Robin Witt
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to ratify by acclamation the election results. Senator Chamberlain seconded the motion. The motion was approved. 4.2.24, 22Y/0N/0A.

8.2 Action Item: Academic Senate Student Scholarship recipient selection - *tabled for next week*.

9. NEW BUSINESS *10 minutes max per item

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.)

- Senator Holdiness announced that the Success Centers are engaged in a Leading from the Middle project which includes creating Directed Learning Activities (DLA) this summer. There will be a call for volunteers to help with the DLAs as well as volunteers to be interviewed from each ACC.
- Vice President Encarnacion updated senators on collaboration cohorts for Zero Textbook Cost (ZTC). The Cohort model is ending. There is interest to model ZTC efforts after the Distance Education program where there is a coordinator and coaches.
- Senators discussed the need to inquire transparency on where funds are being spent for these and other

programs when money is being received for specific purposes.

- Senators would also like transparency on how the large MacKenzie Scott gift was spent or to see the plans on how the money will be spent by April 30, 2024.

11. ANNOUNCEMENTS

11.1 Chaffey College Academic Senate

11.1.1 Faculty Lecturer of the Year Address, *The Ethic of Love* by Associate Professor, Fashion Merchandising, Tara Johnson. Come and join us! Tuesday, April 16, 2024, 9:30 AM, Chaffey College Theatre.

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

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

The Next Academic Senate is Scheduled for Tuesday, April 9, 2024

Lissa A. Napoli, Recording Secretary

Robin Witt, Treasurer / Secretary