

## Academic Senate Minutes

### March 3, 2026

Elizabeth “Liz” Encarnacion	President	2025-2027	Y
Terezita Reyes Overduin	Vice-President	2025-2026	Y
Laura Santamaria Brady	Secretary/Treasurer	2025-2026	N
Angela Burk – Herrick	Curriculum Chair	2025-2027	Y
Laura Santamaria Brady	Arts, Communication & Design A	2024-2026	N
Henry Leonor	Arts, Communication & Design A	2025-2027	Y
Vacant	Arts, Communication & Design B	2025-2026	
Nicole Farrand	Arts, Communication & Design B	2025-2027	Y
Myra Andrade	Academic & Career Counseling	2024-2026	Y
Wendy Whitney	Academic & Career Counseling	2025-2027	Y
Joseph Lee	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2024-2026	Y
Jonathan Polidano	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2025-2027	Y
Hannah Carter	Chino Campus	2024-2026	Y
Manar Hijaz	Chino Campus	2025-2027	Y
Sean Connelly	Fontana Campus	2024-2026	N
Anthony Guaracha	Fontana Campus	2025-2027	Y
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2027	
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2026	
Jayne Clark Frize	Health & Wellness - Health Sciences	2024-2026	Y
Vacant	Health & Wellness - Health Sciences	2025-2027	
Rob Hadaway	Health & Wellness - Kinesiology, Nutrition & Athletics	2024-2026	Y
Candice Hines-Tinsley	Health & Wellness - Kinesiology, Nutrition & Athletics	2025-2027	Y
Terezita Reyes Overduin	Instructional Support	2024-2026	Y
Christina Holdiness	Instructional Support	2025-2027	N
Melanie Bratcher	Public Service, Culture, & Society	2025-2026	Y
Patricia Gomez	Public Service, Culture, & Society	2025-2027	Y
Justin Keller	Science, Technology, Engineering & Mathematics	2025-2026	Y
Louisa Villeneuve	Science, Technology, Engineering & Mathematics	2025-2027	Y
Tamari Jenkins	Senator-At-Large	2023-2026	Y
Sarah Chamberlain	Senator-At-Large	2024-2027	N
Jin Liu	Senator-At-Large	2025-2028	Y
Carolyn Ward	Adjunct Senator-At-Large	2025-2026	N
Etka Kandhway	Adjunct Senator-At-Large	2025-2027	Y
<b>Alternates &amp; Liaisons</b>			
Stephen Shelton	Arts, Communication & Design A	2024-2026	Y
Vacant	Arts, Communication & Design B	2025-2027	
Melissa Johannsen	Academic & Career Counseling	2024-2026	Y
Fabiola Espitia	Academic & Career Counseling	2025-2027	Y
Jay Scott	Business, Technology & Hospitality/Manufacturing, Industrial Design & Technology	2025-2027	N
Vacant	Chino Campus	2025-2027	
Vacant	Fontana Campus	2025-2027	
Vacant	Hospitality, Fashion, Interior Design, and Culinary	2025-2026	
Lisa Doget	Health & Wellness - Health Sciences	2025-2027	N
Annette Henry	Kinesiology, Nutrition, & Athletics	2025-2027	N
Rose Ann Osmanian	Instructional Support	2025-2027	Y
Vacant	Public Service, Culture, & Society	2025-2026	
Vacant	Science, Technology, Engineering & Mathematics	2025-2027	
Vacant	Adjunct Alternate Senator	2025-2027	
Sarah Schmidt	Classified Senate Liaison	2025-2027	Y
Nolan Krueger	Chaffey College Student Government	2025-2027	N
Alilah Mora De Jesus	Chaffey College Student Government	2025-2027	N

**Guests:**

Ryan Hitch, Instructional Specialist  
Andrew Long, Dean, Instructional Support  
Michael McClellan, Associate Superintendent of Instruction  
Lissa Napoli, Administrative Assistant, Academic Senate

**1. Personal Expression (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.*

*-Read by Elizabeth Encarnacion, President, Academic Senate*

**2.2. Attendee Identification** (Chino and Fontana Senators: cameras must be on; turn off all virtual backgrounds.)**3. Public Comment** (Reserved for Guests only and limited to two minutes.)**3.1.** Jin Liu shared the following information regarding three campus events:

**3.1.1.** As shared by Senator Liu, the Lunar New Year celebration will take place tomorrow (3/4) in the quad from 12:00 PM to 2:00 PM. The event will feature a dragon dance, lion dance, and Chinese folk dance.

**3.1.2.** Join us on March 9th at the Chino campus kitchen! We are collaborating with Culinary Professor Wong to make Gao cake (Nian Gao) and Chinese sesame balls.

**3.1.3.** Senator Liu shared that there is a conference next week at the Riverside Convention Center, called the Chief Information System Officers Association Conference.

**4. Adoption Of Agenda****4.1.** March 3, 2026

**4.2. Motion for Approval** - Curriculum Chair Burk-Herrick moved to amend the agenda to include item 5.3 to the consent agenda, the curriculum package that includes three items. Senator Polidano seconded the motion. The motion was approved. 3.3.26, 21Y/0N/0A.

**4.3. Motion for Approval** - Senator Osmanian moved to adopt the amended agenda to include 5.3 to the Consent Agenda, the curriculum package that includes three items. Senator Jenkins seconded the motion. The motion was approved. 3.3.26, 22Y/0N/0A.

**5. Consent Agenda**

- 5.1. February 24, 2026 **Meeting Minutes**. (See attachment titled “Academic Senate Minutes February 24, 2026 Draft.”)
- 5.2. **Faculty representatives who have been requested to serve on these selection/hiring committees:**
  - 5.2.1 Dean, STEM
    - Maryline Chemama, Instructor, Chemistry
    - Jane Warger, Instructor, Geology
    - Erik Kolb, Instructor, Biology
    - Mohammad Tavakoli, Instructor, Mathematics
- 5.3 Curriculum is asking that the Academic Senate endorse the course modifications that are presented in the packet. See attachment titled "2-25-26 Curriculum Endorsements.”
- 5.4 **Motion for Approval** - Curriculum Chair Burk- Herrick moved to adopt the Consent Agenda. Senator Polidano seconded the motion. The motion was approved. 3.3.26, 23Y/0N/0A.
6. **Guest(s)/Presentation(s)** -None.
7. **Report(s)**
  - 7.1. **President**
  - 7.2. **Vice President**

VP Overduin reported that the FLOTY nomination period is currently open. Please keep an eye out for your ballots. If you do not receive a ballot, check your Barracuda spam folder, and then contact me.

VP Overduin also reported that Associate Superintendent Dr. McClellan recently met with the library faculty to discuss the various challenges the department is facing. He has been working to secure additional time for the deselection project and was able to add 3 weeks to the time frame for this project. Further, he is working with the library team to find ways to accommodate some additional shelving in the LLC in the future- a longer-term project, but much appreciated by the library faculty. Lastly, Dr. McClellan secured a laptop cart for one of the LLC classrooms without computers, which also helps to alleviate the space constraints, given that the LLC only had one computer lab. We had a very productive meeting; we feel very thankful for his efforts and advocacy, and we are looking forward to continuing to work together with Dr. McClellan.
  - 7.3. **Secretary/Treasurer** - President Encarnacion informed the Senate of the birth of Morrigan, daughter of Laura Santamaria Brady, on March 2. The Senate extended its congratulations to the family.
  - 7.4. **Curriculum Chair** - Burk-Herrick announced that Sarah Schmidt will join the staff as the new Curriculum Specialist starting Monday. The Senate welcomed and Congratulated Sarah.

- 7.5. **Classified Senate Liaison-** Sarah shared that Classified Senate has a meeting on Friday regarding the institution address and dealing with grief. Classified will be engaging leadership.
- 7.6. **Chaffey College Student Government Liaison** - President Encarnacion wished Student representatives Nolan Krueger and Alilah Mora De Jesus safe flight to their conference in Washington D.C.
- 7.7. **Academic Senate Committees and Workgroups** (See attachment titled “Chaffey Community College District Active Governance Committees,” and the [Academic Senate 10+2 on the Academic Senate webpage](#) of the Chaffey College website.)
- 7.8. Instructional Specialist, Ryan Hitch, shared about AI and Academic Integrity Best Practices. See the attachment distributed, “Academic Integrity and AI Best Practices.”

## 8. Unfinished Business

- 8.1. **Action Item:** Senators have the opportunity to update or report on the following Sabbatical Reports- *Recommendations to the Senate are due by: 3/3*. Refer to "Sabbatical Report Subcommittee & Report Rubric" in the Sabbatical Process Module on the [Academic Senate Canvas shell](#) for resources on reviewer information.

### 8.1.1 Ryan Falcioni (Fall 2025) Reviewers: Senators Jenkins and Hines-Tinsley

8.1.2 The committee reviewed the sabbatical report submitted by Ryan Falcioni, which focused on completing postgraduate training in chaplaincy and mental health within the Veterans Affairs (VA) department. The primary goal of the sabbatical was to enhance support for both veteran and non-veteran populations at Chaffey College.

### Key Accomplishments:

- Completed a post-graduate proficiency program, averaging over 40 hours per week in hospital and outpatient clinic settings.
- Served on the Holistic Mental Health Committee at Loma Linda VA.
- Developed new workshops and presentations for the Acute Psychiatric Unit and collaborated with interdisciplinary healthcare teams on clinical cases.
- Established a network of resources and partnerships with local VA programs to support Chaffey students.

The committee commended the rigor of the report, noting that Ryan surpassed all proposed objectives. It was specifically noted that he has already integrated his research on moral psychology and ethics into his current curriculum. Following minor clerical corrections (acronym definitions and typos), the report was highly praised for its clarity and impact.

**8.1.3 Motion for Approval** - Senator Hines-Tinsley moved to recommend Ryan Falcioni's sabbatical report to the CIO's office for consideration. Senator Jenkins seconded the motion. The motion was approved. 3.3.26, 24Y/0N/0A.

**8.2 Discussion Item:** Board Policy and Administrative Procedure Revisions - Academic Senate review/possible recommended changes to the following Board Policies and Administrative Procedures. The policies and procedures under constituent review are posted on the [Items Under Consideration](#) section of the Policies and Procedures page of the Chaffey Website. Reports from AP/BP subcommittees are to be submitted to the Academic Senate by March 3.

8.2.1 BP 7337 Fingerprinting (Senator Lee and President Encarnacion)

8.2.2 AP 7337 Fingerprinting (Senator Lee and President Encarnacion)

8.2.3 BP 7340 Leaves (Senator Osmanian and President Encarnacion) clarified language about personnel files and collective bargaining agreements.

8.2.4 AP 7340 Leaves (Senator Osmanian and President Encarnacion)

8.2.5 AP 7341 Sabbaticals (Senator Kandhway and President Encarnacion) Clarified eligibility for sabbatical leave (completion of six consecutive years)

8.2.6 AP 7343 Industrial Accident and Illness Leave (Senator Overduin and President Encarnacion)

8.2.7 AP 7344 Notifying District of Illness (Senator Overduin and President Encarnacion) Corrected language about absences.

8.2.8 BP 7345 Catastrophic Leave (Senator Holdiness and President Encarnacion)

AP 4240 Academic and Renewal Policy aligned with upcoming Title changes: more liberal, benefiting students.

**8.2.1 Motion for Approval:** Senator Hines-Tinsley moved to recommend Ryan Falcioni's sabbatical report to the CIOs office for consideration. Senator Jenkins seconded the motion. The motion was approved. 3.3.26, 24Y/0N/0A.

**8.3 Discussion Item:** [Meritorious Nominations](#) are now open and will close on Tuesday, March 24. (See attachment titled "Meritorious Service Award and Guideline.")

## 9. New Business

9.1. **Discussion Item:** Academic Senate Student Scholarship Awards Timeline. (See documents titled "Criteria for Academic Senate Scholarship" and "2026 Academic Senate Scholarship Timeline.")

**10. Floor Items** \*10 minutes each (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**

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

- 11.2.1.** The Academic Senate Foundation is proud to offer scholarships for faculty to attend the [ASCCC 2026 Spring Plenary Session](#) on April 9-11, at the Hyatt Regency Sonoma Wine Country in Santa Rosa.

*Theme: Transformational Love & Joy; Centering Equity, Purpose, and Courage in Academic Leadership.* With a focus on student success, faculty from all disciplines—both full-time and part-time—are encouraged to apply. A total of four (4) scholarships will be offered, *one (1) per Area*. The scholarship will cover registration, travel costs, and lodging for two (2) nights. The submission deadline is **March 6 at 5:00 pm**. Recipients will be notified within two (2) weeks following the application deadline. ASFCCC scholarships are provided as reimbursements. Reimbursement will be issued **after** the conference to allow for any potential changes in plans. To receive reimbursement, recipients must submit valid receipts.

If you have any questions about the [application](#) process, please contact us at [foundation@asccc.org](mailto:foundation@asccc.org) or visit our website at [asfccc.org](http://asfccc.org).

- 11.2.2.** Check out the 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 Academic Senate meeting is scheduled for Tuesday, March 24, 2026.*

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**Lissa A. Napoli, Recording Secretary**

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**Laura Santamaria Brady, Treasurer / Secretary**

## 2-25-26 Curriculum Endorsements

### New Program:

Program Name	Program Type
Artificial Intelligence	Certificate of Career Preparation

## MUSIC PACKAGE

### New Program:

Program Name	Program Type
Music Industry Studies	AS-T

### Program Deactivation:

Program Name	Program Type
Commercial Music	AS

## Chaffey Community College District Active Governance Committees in the (draft) Governance Handbook

**Question for the Academic Senate:** Which Committees, Programs, and/or Advisory Groups demonstrate that their purview falls under the “10+2” of academic and professional matters within the scope of the Academic Senate in such a way that *compels* them to be *charged* with reporting to the Academic Senate on a regular basis?

### Committees, Programs, and Advisory Groups

- Accreditation Oversight Committee
  - 10+2 Alignment? Yes (7)
- Calendar Committee
  - 10+2 Alignment? Yes (5;10)
- Career Education Advisory Committee (CEAC)
  - 10+2 Alignment? Yes (4;10)
- Chaffey Connects
  - 10+2 Alignment? Unclear/Not at this time
- Chino Advisory Team
  - 10+2 Alignment? Yes (5;10)
- Classified Success Network ~~Advisory~~ Committee
  - Aligns to Classified Senate
- Commencement Committee
  - 10+2 Alignment? No further than the Academic Senate President regularly serving on the committee.
- Disability Program Committee/Disability Advisory Committee
  - 10+2 Alignment? Yes (5;8;10)
- Colleague Steering Committee
  - 10+2 Alignment? Possibly (5; 10 if a standing committee of Technology Committee)
- Technology Committee
  - 10+2 Alignment? Yes (5;10)
- Distance Education Committee
  - 10+2 Alignment? Yes (2;3;4;5;6;7;8;10;12)
- Dual Enrollment Advisory
  - 10+2 Alignment? Yes (1;4;5;12)
- Evaluation Procedures (Forms) Committee
  - **President Encarnacion is seeking updated information.**
- EOPS/CARE ~~Advisory~~ Committee
  - 10+2 Alignment? Yes (5)
- Faculty Success Center ~~Advisory~~ Committee
  - 10+2 Alignment? Yes (8; 12)
- Fontana Advisory
  - 10+2 Alignment? Yes (2;4;5;7;10)

- Health and Safety Committee
  - 10+2 Alignment? Unclear/Not at this time
- Honors Program Committee
  - Purpose: To provide direction and focus on the organization, implementation and evaluation of a comprehensive honors program at Chaffey College.
  - Scope:
    - To represent the Chaffey Honors Program on the Honors Transfer Council of California, Western Regional Honors Council, and/or National Collegiate Honors Council.
    - To approve courses and/or honors components of existing courses.
- Honorary Degrees/Titles Committee
  - Purpose: To review nominations of individuals considered for an honorary degree/title award. Nominees for consideration of the honorary degree /title will have distinguished herself/himself through one of the following areas: (1) Outstanding academic achievement, (2) Exemplary service to the community or commitment to her/his profession, and (3) Significant support to the college.
  - Scope:
- LGBTQIA+ Advocates Committee
  - Purpose: The LGBTQIA+ Advocates Committee advocates for a college-wide, coherent support of and resources for LGBTQIA+ students; advocates for and contributes to a climate of inclusion for members of the LGBTQIA+ faculty, staff, and administrators at Chaffey College; and collaborates with the various groups on campus who share the mission to create a more equitable environment for the Chaffey College community.
  - Scope: This committee is open to all faculty, staff, and administrators, as well as select students. The committee will:
    - Embrace, celebrate, and uplift the personhood of students, staff, faculty, and administrators who are LGBTQIA+
    - Advocate for equitable access to resources (including but not limited to physical spaces, physical resources, digital resources, campus support staff/ resources) that help promote/ support the physical, mental/ psychological, social, and academic well-being of LGBTQIA+ students, staff, faculty and administrators at Chaffey College.
    - Conspire with other campus groups to improve access, success, retention, and persistence for historically marginalized student identities; foster a climate of inclusion at Chaffey College; and advocate for the needs of all historically underserved students in campus planning and policy making.
    - Collaborate with the Lavender Coalition, Special Populations/ Equity & the Equity Coalition, the CCSJ, Academic and Classified Senate, CCSG, PEC, FSC, CPC, the Wignall Museum of Contemporary Art, the Student Health Center, Faculty Advising, Success Centers, The Transfer & Career Center, the Foundation Office, and other campus departments, offices, resources or programs.

- Unite Chaffey with local colleges, outside agencies, and advocacy groups.
- Library Advisory Committee
  - Purpose: Supports the promotion of information literacy, access to quality information resources, and instructional services to foster student success. The members of the Library Advisory Committee, representing a wide variety of campus departments, will serve as a support group and source for feedback on Library-related initiatives, services and resources.
  - Scope: The Library Advisory Committee deals with matters pertaining to library operations, such as:
    - Library resources to support curriculum
    - Advocates for appropriate funding and support for resources
    - Interdepartmental partnerships to support student learning
    - Conducting research to help guide library goals and activities
    - Planning and problem-solving library issues in collaboration with library staff and faculty
    - Promotes library usage for student success
- Palestinian Justice and Solidarity Committee
- Rising Scholars Committee
- Trees, Plants and Grounds Committee
- Umoja Advisory Committee
- Undocumented Advocates Committee
- Wignall Museum Advisory Committee
- ZTC/OER Committee

Additional Information:

**Governance Councils**

- Academic Senate
  - Curriculum Committee
- Chaffey College Student Government (CCSG)
- Classified Senate
- Executive Team

**Institutional Council**

- College Planning Council

**Steering Committees**

- Budget Advisory Committee
  - Resource Allocation Committee
- Enrollment and Success Management Committee
- Presidents Equity Council

- Professional Development Committee
- Program and Service Review Committee
- Outcomes and Assessment Committee

## Meritorious Service Award

Academic Senate has acknowledged faculty members through meritorious service awards since the inception of the awards in 1986/87. All full-time faculty, living or deceased, who have been retired for at least one full year or who have died while in service, are eligible for the Meritorious Service Award. Faculty receiving this prestigious honor have clearly shown meritorious service in at least two of the following three areas: Superior Teaching or Job Performance, Professional Achievement, and/or College Service. In order that future students and staff will remember their outstanding contributions to Chaffey, their name is placed on the Meritorious Service perpetual plaque that hangs in the library.

### Meritorious Service Award Guidelines

Criteria Applications shall clearly show meritorious service in at **least two of the following three areas**, one of which must include Section 3.1. Clear indications in all three may strengthen a nomination.

Criteria to be used in evaluating applications are:

#### 3.1 Superior teaching or job performance

- 3.1.1 Examples of meritorious performance include, but are not limited to, excellence in classroom teaching, significant curricular development, instructional innovations and/or successful completion of special projects or assignments, and significant individual assistance to and/or interaction with students in the learning process.
- 3.1.2 Examples of professional commitment include, but are not limited to, having furthered education by attending special courses and institutes or participating in major professional conferences; projects or developmental materials related to contracts, grants or fellowships for instructionally related work or job performance; other appropriate items related to instruction or job performance.

#### 3.2 Professional Achievement

- 3.2.1 Examples of scholarly performance include, but are not limited to, publication of juried, refereed, and/or reviewed work; noteworthy exhibitions, performance, and/or other creative work; offices held in professional organizations; panel discussions or workshops organized for professional meetings; active participation in professional meetings (i.e., delivered papers, addresses, etc.); academic innovation in general and/or other appropriate materials related to professional growth.

3.2.2 Examples of academic achievement include, but are not limited to, significant research, investigative activity or creative activity; contract, grant or fellowship-sponsored activity successfully concluded; editing or consulting activity of a scholarly nature; active participation in research related conferences, courses or institutes; and other appropriate activity of an outstanding nature.

### **3.3 College Service**

3.3.1 Examples of meritorious performance include, but are not limited to, exceptional leadership in college, governance and campus life at the department, division, campus, and/or state levels; and/or other exceptional service consistent with the college mission.

3.3.2 Examples of professional achievement include, but are not limited to, developmental working a service-related project within the college (department, division, campus and/or system); developmental work in a service-related project in the off-campus community (recruitment, outreach, public relations, governmental, etc.); other activity which is likely to produce exceptional service to the college and/or surrounding community.



## **2026-2027 Meritorious Service Timeline**

### **February**

- 17 -** 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.
- 24 -** Resolve list issues if any, and include new list to present to the Senate at the March 3, 2026 meeting or the meeting immediately afterwards March 24, 2026.

### **March**

- 3 -** Present Meritorious Service Award Guidelines, Timeline and revised list of eligible faculty for the award.
- 3 - 24** Send campus-wide email to all faculty; nominations are now open (Include Meritorious Service Award Guidelines, Timeline and List of Eligible faculty. Academic Senate accepting nominations.
- 24 -** Deadline for nominations

### **April**

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

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

**Tuesday, November 10, 2026**

# Academic Integrity and AI- Best Practices

The Academic Senate of Chaffey College affirms the central value of academic freedom and the right of each faculty member to determine how best to meet course objectives, assess and foster student learning, and uphold academic integrity. Accordingly, this guide does not prescribe uniform methods or policies. Instead, it offers a collection of best practices, strategies, and examples drawn from across disciplines and institutions to inspire thoughtful and student-centered approaches to AI usage.

We acknowledge that the field of AI is continually developing, and as such, guidance and practices will continue to evolve. In the spirit of sharing information that can support faculty at this moment, the workgroup has prepared this guide.

## Defining Key Terms

- **Plagiarism:** The [AY25-26 Chaffey College Student Handbook](#) defines plagiarism on page 73 as (among other things), “(3) Submitting as one's own any academic work prepared totally or in part by another individual or by the use of artificial-intelligence (AI) language tools or chatbots,” and “(4) Submitting as one's own any academic work with information copied from computer-based sources, including but not limited to: the Internet and artificial intelligence (AI) language tools or chatbots.”
- **Generative AI (GenAI):** The California Community Colleges Chancellor's Office document titled [The Generative AI Appendix A: Potential Foundational Learning Topics in AI \(PDF\)](#) defines Generative AI as, “A field of AI that uses deep learning trained on large datasets to create new content, such as written text, code, images, music, simulations and videos...” such as ChatGPT, Claude, Gemini, and many more.
- **Agentic AI:** The California Virtual Campus document titled [“Safeguarding Academic Integrity in the Age of Agentic AI”](#) defines Agentic AI as, “[AI] systems such as Perplexity Comet, ChatGPT Agents, and ManusAI [that] log into web platforms, navigate interfaces, and complete actions that mimic authentic user behavior.”

## Recommended AI Best Practices

### Syllabus & Orientation Material

- Define what AI means to you; make sure to provide examples of what tools and uses may be prohibited. For example:
  - “In this course, Grammarly is considered an AI tool. Using it on any assignment in any way is prohibited.”

- Include an AI/Plagiarism Policy in your syllabus, and ensure effective communication of that policy to students. For example:
  - Create a Syllabus Quiz at the beginning of the course to assess student understanding of this (and other) information.
  - Use Community Agreements.
  - Create a student contract that provides this language.
- Provide the Chaffey College Student Handbook “Plagiarism” definition (which includes AI) and information about the larger Academic Integrity process with your students.
- Disclose whether you will use any AI detectors, and if so, which ones.
- Share that there are differences between your class policies and the policies in other classrooms, and why some of those differences might exist (i.e. “ACES”).

## AI in the Classroom

- Be transparent about any faculty AI use with students. We recommend not using AI to grade student work.
- We encourage faculty to develop and maintain their knowledge about AI as it relates to their discipline and the profession of teaching.
- If you want to require students to use an AI tool, be sure to understand the potential effects on their online privacy. Prepare alternate assignments for students expressing hesitation in using the selected AI tool.
- Hallucinations/Factual Inaccuracies
  - Students should be given clear guidance that AI tools often hallucinate and are not experts on any subject. Students should clearly understand that they are responsible for checking the validity, reliability, and truth of any work they submit. Further, students should understand that information generated by AI tools need to be fully checked, as they often do not exist.
- Practical Examples and Authentic Assessment
  - Help students tackle real-world problems using AI. Guide students to which tools are best to use in your discipline and why they are different from others. Train students to use tools that are practically used in your discipline in real-world applications.
- Ensure students have a full understanding of the following issues:
  - Environmental impacts of technology
  - Workforce impacts
  - Intellectual Property impacts
  - Privacy
- When guiding students on use of AI, help students understand the terms of use for selected tools.
  - Some tools will use your data to train the model (ChatGPT vs. CoPilot Enterprise edition).
- If using AI, help students craft prompts that disclose the least amount of personal information as possible.

- Help students understand the ramifications of entering sensitive or copyrighted data into LLMs.
  - **Example:** Nursing students need to understand which AI tools comply with HIPAA laws
  - **Example:** Students cannot input copyrighted texts into GenAI tools or chatbots as source materials without appropriate permissions from copyright holders
- Cite your use of AI.
  - Train your students to cite or disclose their use of AI. Set examples for them by always disclosing your use of AI if you use it to write assignments, create rubrics, write reports, etc. Train students to follow discipline guidance such as that from the APA or MLA. Ensure your students understand that generative AI is not an author, and therefore not a source of information; however, its use in compiling, explaining, or transforming information should be disclosed through the use of citations as prescribed by standard academic practices such as APA or MLA format.

## Maintaining Academic Integrity

- Outline any AI/Plagiarism expectations for students on assignments in your course, i.e. “an AI/Plagiarism policy should live beyond the syllabus.”
- Acknowledge that students come to our class with varying levels of AI literacy, and consequently, AI misuse may be due to a lack of understanding. We recommend a conversation with the student for any first-time offense.
- Understand the role of AI detection tools in your course:
  - AI detection tools function by using artificial intelligence; faculty who use AI detection tools are using AI in their classrooms.
  - AI detection tools are unreliable and can result in accusing students who are innocent (“A Guide to AI Detectors”) (“Generative AI Detection Tools”).
  - Faculty are free to use AI detection tools if they choose. However, we recommend that instructors do not rely solely on the results of one detector. If an AI detector flags a work as being AI-generated, also use human-gathered evidence to support that finding (your history with the student, your observations of their work, etc.).
- Keep written documentation of all conversations with students regarding AI misuse (mistaken or otherwise).
- Develop a policy for repeat offenders in your class, possibly in alignment with Chaffey College Student Handbook, Section III: Student Integrity Process.

## Works Cited

- “A Guide to AI Detectors.” *The AI Campus*, Santiago Canyon College, [The AI Campus Website](#).
- “APPENDIX I - GLOSSARY OF AI TERMS.” *Appendices*, CCCC, [CCCC Website](#).

- “Generative AI Detection Tools.” *University of San Diego Legal Research Center*, University of San Diego, 4 Dec. 2025, [University of San Diego Website](#).
- “Safeguarding Academic Integrity in the Age of Agentic AI.” CVC, Nov. 2025, [CVC Website](#).
- “Student Planner & Handbook 2025-2026.” *Student Handbook*, Chaffey College, [Chaffey College Website](#).

## 2026 Academic Senate Scholarship Timeline

Date	Activity	Notes
March 3, 2026	Present Scholarship Timeline and Scholarship Application to Academic Senate.  <b>Open Scholarship Application (5 week window)</b>	Quick turnaround time - any revisions need to be made this meeting.  Release of scholarship application via website, Instagram, and other Chaffey College social media platforms ASAP.
March 10, 2026		Application open
March 17, 2026		Application open
March 24, 2026	Identify Scholarship Reviewers	Application open
March 31, 2026	<b>Application Window Closes.</b> Eligibility and preparation period for Senator Review of scholarship applications.	<i>No Senate meeting March 31 - Holiday</i>
April 7, 2026	Senate Review of Scholarships	
April 14, 2026	Senate Review of Scholarships	<i>No Senate meeting April 14 - FLOTY.</i>
April 21, 2026	Academic Senate Action Item on Scholarship Award Recipients	<b>Confirm Recipients</b> Call and notify student awardees - Confirm addresses and invite to May 12 Academic Senate meeting celebration.
April 28, 2026	Scholarship requisition to the Foundation Office.	
May 5, 2026	Receive checks from the Foundation Office.	
May 12, 2026	Student Scholarship Award Ceremony!	

## Criteria For Academic Senate Scholarship 2025-2026

The Academic Senate, as representatives of the Chaffey College Faculty, awards a scholarship to students facing barriers to education and congratulates students on their academic achievement and service to the college community.

### Award Amount

\$1000 (multiple recipients may be chosen)

### Application Eligibility:

1. The applicant must be currently enrolled as a student at Chaffey College with a minimum of 12.0 units earned at Chaffey.
2. The applicant must have a minimum Chaffey GPA of 2.0.
3. The applicant must submit a complete application including all of the following elements:
  - a. Application form
  - b. Personal statement
  - c. One (1) copy of current Chaffey transcript (unofficial transcripts are acceptable).
  - d. Two (2) letters of recommendation from Chaffey faculty/staff members.

### Personal Statement Requirements:

Personal statements will be evaluated based on a student's showcasing of community service, overcoming significant hardship, and/or progress toward future goals.

Applicants can choose to include information regarding one or more of the following elements for their personal statement:

- 1. Community Service Recognition:**
  - a. The applicant can demonstrate a record of service to the Chaffey College community through tutoring, student government, internships, club participation, etc., or the community at large (e.g., soccer coach, classroom volunteer, scout leader, service club, church choir, etc). The applicant's personal statement should reflect their service and exemplify how their contributions benefit the community and themselves.
- 2. Significant Hardship:**
  - a. The applicant should discuss how personal, family, or financial hardship has affected their educational journey while attending Chaffey College.
- 3. Progress Towards Future Goals:**
  - a. The applicant's personal statement should reflect their academic and/or career goals, willingness to overcome challenges, and how this scholarship would help to support these aspirations.

## Application Process:

Complete applications must be sent via email to [lissa.napoli@chaffey.edu](mailto:lissa.napoli@chaffey.edu) by **Tuesday, March 31, 2026 end of day**. Complete applications must include all of the following:

1. Application Form
2. Personal statement
3. One (1) copy of your current Chaffey transcript (unofficial or official copies)
4. Two (2) letters of recommendation from Chaffey faculty/staff members

Recipient(s) of the award will be notified by: Friday, April 24, 2026

Recipient(s) will be awarded the scholarship at the Academic Senate Year End Meeting on: Tuesday, May 12, 2026, 12:30 - 1:50 on the Rancho Campus

**Note:** Academic Senate encourages applicants to seek feedback regarding personal statements prior to submission. Applicants are encouraged to contact the Success Center or a faculty member for feedback.

You can meet with Success Center writing tutors online or in-person in 30-minute sessions to discuss your scholarship essay. Make an appointment using [Accudemia](#), and select Writing and Reading Help for the Subject Area. If you need assistance making an appointment, contact the [Success Centers](#)!



## Evaluation Form for Academic Senate Student Scholarship

Student's Name: \_\_\_\_\_

Evaluator's Name: \_\_\_\_\_

After reading the student essay and faculty letters of recommendation, please score the student in the following areas using the scale below.

In reviewing faculty letters of recommendation please consider the information conveyed about the student and not the quality of the faculty member's writing style.

### Scale:

1 – The student minimally discusses this area

2 – The student discusses this area in some detail

3 – The student strongly demonstrates evidence in this area with examples

### Assessment Criteria:

**1. The student discusses one (or more) of the following elements: \_\_\_\_\_ (score out of 3)**

- a. Community Service Recognition
  - i. a record of service to the Chaffey College community through tutoring, CCSG, clubs, or the community at large through internships, volunteering, service clubs, etc. The personal statement should reflect their service and how their contributions benefitted the community and themselves.
- b. Significant Hardship
  - i. Personal, familial, or financial hardship impacts and its affect on their educational journey while attending Chaffey College. The personal statement should reflect how their academic success would benefit from the support of this scholarship.
- c. Progress Towards Future Goals
  - i. Reflection on academic and/or career goals and a willingness to overcome challenges. The personal statement should reflect how this scholarship would help to support these aspirations.

**2. Demonstrates a growth mindset: \_\_\_\_\_ (score out of 3)**

- a. Evidence of improvement in learning, openness to feedback, resilience, and perseverance in the face of obstacles, etc.

**3. Authenticity \_\_\_\_\_ (score out of 3)**

- a. Demonstrates a personalized tone, authentic voice, and clarity of language used in writing.

**Total Score:** \_\_\_\_\_ (a number between 3 and 9)

<i>Alternate Senators Italicized</i>		Present	Motion to amend the 3.3.26 Agenda	Adoption of the amended 3.3.26 Agenda	Motion to approve the 3.3.26 Consent Agenda	Recommnd Ryan Falcioni's Sabbatical Report to the CIO	Motion to accept AP/BP recommendations
Representation	Name						
President	Elizabeth "Liz" Encarnacion	Y					
Vice President	Terezita Reyes Overduin	Y	Y	Y	Y	Y	Y
Secretary/Treasurer	Laura Santamaria Brady						
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y	Y	Y	Y
ACD-A	Laura Santamaria Brady						
ACD-A	Henry Leonor	Y	Y	Y	Y	Y	Y
ACD-A Alternate	Steve Shelton	Y	Y	Y	Y	Y	Y
ACD-B	Vacant						
ACD-B	Nicole Farrand	Y	Y	Y	Y	Y	Y
ACD-B Alternate	Vacant						
ACC	Myra Andrade	Y	Y	Y	Y	Y	Y
ACC	Wendy Whitney	Y	Y	Y	Y	Y	Y
ACC Alternate	Melissa Johannsen	Y					
ACC Alternate	Fabiola Espitia	Y					
BTH/MIDT	Joseph Lee	Y	Y	Y	Y	Y	Y
BTH/MIDT	Jonathan Polidano	Y	Y	Y	Y	Y	Y
BTH/MIDT Alternate	Jay Scott	-	-	-	-	-	-
Chino Campus	Hannah Carter	Y	-	Y	Y	Y	Y
Chino Campus	Manar Hijaz	Y	Y	Y	Y	Y	Y
Chino Campus Alternate	Vacant						
Fontana Campus	Sean Connelly	Y	-	-	-	Y	Y
Fontana Campus	Anthony "Tony" Guaracha	Y	-	-	Y	Y	Y
Fontana Campus Alternate	Vacant						
HFID&C	Vacant						
HFID&C	Vacant						
HFID&C Alternate	Vacant						
HW - HS	Jayne Clark-Frize	Y	Y	Y	Y	Y	Y
HW - HS	Vacant						
HW - HS Alternate	Lisa Doget	-	-	-	-	-	-
HW - KNA	Rob Hadaway	Y	Y	Y	Y	Y	Y
HW - KNA	Candice Hines-Tinsley	Y	Y	Y	Y	Y	Y
HW - KNA Alternate	Annette Henry	-	-	-	-	-	-
Instructional Support	Terezita Reyes Overduin						
Instructional Support	Christina Holdiness	-	-	-	-	-	-
Instructional Support Alternate	Rose Ann Osmanian	Y	Y	Y	Y	Y	Y
PCS	Melanie Bratcher	Y	Y	Y	Y	Y	Y
PCS	Patricia Gomez	Y	Y	Y	Y	Y	Y
PCS Alternate	Vacant						
STEM	Justin Keller	Y	Y	Y	Y	Y	Y
STEM	Louisa Villeneuve	Y	Y	Y	Y	Y	Y
STEM Alternate	Vacant						
Senator-At-Large	Tamari Jenkins	Y	Y	Y	Y	Y	Y
Senator-At-Large	Sarah Chamberlain	-	-	-	-	-	-
Senator-At-Large	Jin Liu	Y	Y	Y	Y	Y	Y
Adjunct Senator-at-Large	Carolyn Ward	-	-	-	-	-	-
Adjunct Senator-at-Large	Ekta Kandhway	Y	Y	Y	Y	Y	Y
*Adjunct Alternate Senator	Vacant						
Classified Senate Liaison	Sarah Schmidt	Y					
CC Student Government	Nolan Krueger	-					
CC Student Government	Alilah Mora De Jesus	-					
	PURPLE indicates reported tardy/leave early						
	RED indicates reported absence	28	21	22	23	24	24
	<b>Total Yes Votes</b>		0	0	0	0	0
	<b>Total No Votes</b>		0	0	0	0	0
	<b>Total Abstentions</b>						
	- = Not available during meeting to vote						
	37 members total - up to 27 voting at any given time. The President is a non-voting member, but counts as quorum. Curriculum Chair now votes per 8.25.20 meeting.						
	President ONLY votes to break a tie.						
	A quorum shall consist of two-thirds of the voting members of the Academic Senate (include the President-but only votes to break a tie)						
	18 members are needed for QUORUM						
	31 Present at this meeting = 28 members, 3 visitors						
	<b>3.3.26 Academic Senate Meeting</b>						