FACULTY SENATE MINUTES
October 2, 2007

Members Present:
President.................................................................Ardon Alger
Vice President—Mathematics & Sciences ..............Cathie Keenan
Secretary/Treasurer—Mathematics & Sciences........Diana Cosand
Curriculum Chair..................................................Sid Burks
Business & Applied Technology.........................Joy Haerens
Business & Applied Technology.........................James Kerr
Health Sciences.....................................................Renee Ketchum
Health Sciences.....................................................Sue Bartell
Language Arts......................................................Laura Hope
Language Arts.....................................................Neil Watkins
Social & Behavioral Sciences..............................Karen Lyman
Social & Behavioral Sciences..............................Angela Sadowski
Student Services...............................................Bob Baiz
Visual, Performing, & Communication Arts ..........Orville Clarke
Senator-at-Large..................................................Bob Toister
Adjunct Senator-at-Large.................................Vanessa Pitts-Ponder

Members Absent:
Social & Behavioral Sciences ..............................Marylee Requa/Sabbatical
Student Services.................................................Monica Molina
Visual, Performing, & Communication Arts ............Tom deDobay/Sabbatical
Senator-at-Large..................................................Jeff Brouwer
Senator-at-Large.................................................Robin Ikeda

Alternates Present:
Business & Applied Technology...........................Abel Chen
Student Services.................................................Carol Hutte
Student Services...............................................Maria Mora
Visual, Performing, & Communication Arts ..........John Machado
Adjunct .................................................................Gail Keith-Gibson

I.   P.E.

II.  CALL TO ORDER

III. APPROVAL OF MINUTES AND CONSENT AGENDA
Minutes of September 18, 2007 and consent agenda were approved 18-0 as amended.
IV. CONSENT AGENDA

- Faculty representatives have been requested to serve as follows:
  - Administrative Assistant I, PE/Athletics (.475 position) Screening Committee
    Arlene McCall, SS
  - Administrative Assistant II, Allied Health/Fontana Workforce Preparation Screening Committee
    Beverly Cox, HS
  - Curriculum Committee Vice Chair
    Charmaine Phipps, LA
  - Educational Services Generalist, Admissions and Records Screening Committee
    Maggie Van Riper, SS
  - PE/Athletic Equipment Attendant Screening Committee
    Jeff Harlow, SS
  - Program Assistant, Transfer Center Screening Committee
    Susan Starr, SS Katherine Wilson, SS
  - Student Success Initiative Task Force
    Sid Burks, BAT Vanessa Thomas, BAT
    Laura Hope, LA Cindy Walker, LA
    Judith Weingartner, LA Emily Avila, M&S
    Leonard Crow, M&S Robin Witt, M&S
    Kathy Brindell, SBS Maria Mora, SS

V. REPORTS

- President
  - State Academic Senate Bi-Annual Plenary Session—President Alger announced the State Academic Senate Bi-Annual Plenary Session is being held November 1-3 in Anaheim. Attending the Plenary gives participants the opportunity to meet with faculty from all over the state and discuss statewide issues. Faculty Senate will provide funding for selected applicants. Faculty interested in attending are urged to contact Ardon Alger at ardon.alger@chaffey.edu by Wednesday, October 10, 2007.
  - State Academic Senate Area D Meeting—President Alger announced that the State Academic Senate’s Area D Meeting will be held on Saturday, October 20 from 10:00 am - 3:00 pm at the NOCCD (North Orange County Community College District) Anaheim Campus. This also addresses statewide issues but the participants are from colleges near Chaffey. Faculty are encouraged to attend. For additional information, agenda, and directions, please contact the Faculty Senate Office at Extension 6965.
  - Add/Drop Reports—President Alger asked Senators about add/drop reports. There is concern that the digital add/drop rosters on ChaffeyView need to be easier to read. Vice President Keenan suggested that a list of adds and drops could be added to the master rosters available on
ChaffeyView. It would be an add roster and a drop roster. The consensus of the Senate was that an add and a drop roster should be added to ChaffeyView.

- **Common Courtesy & Classes that Start on the Hour** — Faculty members have asked Senate to remind all faculty as a courtesy to faculty trying to start a class and students trying to get to their next class to remember that an hour class should finish in 50 minutes, a 1.5 hour class in 75 minutes, and a 3-hour class in 150 minutes.

- **Faculty Get-Together** — President Alger reported that the faculty get-together at Galli’s Piano Bar on Thursday, September 27 was another successful event. Senate’s next bi-monthly get together will be held in conjunction with the One Book, One College event on Wednesday, October 17, 2007 at 4:15 pm at the Fillippi Winery in Rancho Cucamonga. There will be a free tour of the historic winery along with a presentation by Graber Olive House. Wine tasting follows the tour; $5 for five tastes and a souvenir glass. Come and join your colleagues for this social and educational event. Fillippi Winery is located at 12467 Baseline Road, Rancho Cucamonga. Please RSVP to Peggy Madden via email at peggy.madden@chaffey.edu or by phone at 652-6946.

Senate discussed dates for the second October faculty get-together and it will be held at McAlan’s Pub & Grill on Taco Tuesday, October 30, 2007.

- **Senate Representation School of Instructional Support** — Faculty Senate has received a request to add representation to the Faculty Senate from the School of Instructional Support. Senate discussed and voted to add two representatives from the School of Instructional Support to the Senate. Vice President Keenan will conduct the elections for these positions.

- **Email Communication** — President Alger announced that the Marketing & Public Relations Department distributed 16,034 In the News emails in the Spring 2007. Chaffey is doing a better job of communicating with its students via email.

- Senate sent get well wishes to Hal Ludwig, adjunct faculty member in the School of Mathematics & Sciences.

- **Vice President**
  - **Adjunct Senator-at-Large Elections** — Vice President Keenan along with Senate congratulated and welcomed the newly elected Adjunct Senators; Vanessa Pitts-Ponder was elected as the Adjunct Senator-at-Large and Gail Keith-Gibson was elected as the Alternate Adjunct Senator-at-Large.

- **Curriculum**
  - Community Services courses have to be approved by the local district Governing Board and must be conducted in accordance with a predetermined strategy or plan but do not have to go through the Curriculum Committee. Chaffey has an Economic Development Committee to deal with issues of Community Services courses, but it has not met recently. Community Services courses must not undermine
similar courses offered at Chaffey. Confusion results when Community Services offers courses that students might think are equivalent to Chaffey College courses but have far fewer hours. President Alger stated that the Economic Development Committee needs to meet soon to deal with these issues.

- Coordinators
  - Vice President Keenan reported that at the last Coordinator’s meeting they discussed coordinator responsibilities as well as health and safety issues including the necessity of having phones in classrooms.

- Committee
  - **Sign** — President Alger reported that progress is being made on Chaffey Signage. A design has been agreed upon for the big College entrance sign and the contract to build as gone out for bid. He also reported that the campus-wide signage plan has been completed.
  - **Technology** — President Alger reported that there is money for classroom setup. If you have classroom set-up needs, please get them to your Dean. There is also technology travel and conference money available; contact Mike Fink at Extension 6453. President Alger also reported that the bid has gone out for wireless internet coverage for the library and the SSA Building. If it works, it is hoped that it will be expanded to the entire campus.

### VI. OLD BUSINESS

- **Sabbatical Leave Request** — **Sergio Gomez** — Senators Lyman, Machado and Molina are reviewing Sergio’s sabbatical leave request for Fall 2008.

- **Committee Attendance** — Senate discussed the issue of committee attendance. Several suggestions and ideas were presented and discussed. In the past, non-attending members were emailed. If they did not respond or could not attend, the Senate would put out a call for a replacement. Faculty representatives should attend at least 50% of regular committee meetings to be in good standing. Senate will remind the Committee Chairs to help Senate to keep committees actively representing faculty.

- **Administrative Procedure 5.6 Speech: Time, Place, and Manner** — Bob Toister has volunteered to assist Laura Hope in rewriting this administrative procedure.

- **Program and Services Review Committee (PSRC)** — Senate selected Phil Roberts to replace Michelle Dowd on PSRC while she is on sabbatical for the 2007-2008 academic year. Cathie Keenan was appointed to serve as the Faculty Senate President’s designee on PSRC. Ardon Alger will be the alternate Senate designee.

- **Reorganization Task Force** — Senate discussed the addition of a faculty representative from the School of Instructional Support to the Reorganization Task Force. Senate to put out an open call for a faculty representative from the School of Instructional Support.
VII. NEW BUSINESS

• **Student Success Initiative Task Force**—Senate put out a call for a faculty representative from the School of Visual, Performing, & Communication Arts (VPCA) to serve on the Student Success Initiative Task Force. Building on the work of the State-wide Basic Skills Task Force, this group will be working to conduct an assessment of our Success Centers and other basic skills activities. This will involve matching our existing practices against the 26 “best practices” outlined in the *Basic Skills as a Foundation for Student Success in California Community Colleges* document. Interested VPCA faculty are urged to contact the Faculty Senate Office at Extension 6965.

• **Faculty Success Center Task Force**—Senate put out an open call for a faculty representative from each school to serve on a task force to develop a Faculty Success Center to meet the needs of faculty. The Faculty Success Center will be a place faculty can go to attend various workshops or activities. The Faculty Success Center should be a welcoming setting for faculty to share, discuss, and engage. Faculty interested in serving on the Faculty Success Center Task Force are urged to contact their Senator or the Faculty Senate Office at Extension 6965 and ask to have their name added to the faculty interest list.

• **Early Alert Planning Committee**—Early Alert is a new initiative to communicate with students about their progress. The Early Alert Planning Committee will address the development of a computerized early identification system that will permit faculty to refer students in their classes who are experiencing academic difficulty to support programs. It will also email students about the referral so they may be aware of problems identified by the instructor. Ricardo Diaz will be coordinating the new Early Alert Initiative. Senate put out an open call for faculty representatives to serve on the Early Alert Planning Committee. Interested faculty are urged to contact the Faculty Senate Office at Extension 6965 and ask to be added to the list.

• **Vocational Subcommittee**—Joy Haerens and Sid Burks are Co-chairs of this subcommittee. The subcommittee is discussing issues such as support for vocational programs, leadership needs, overall long-term direction for these programs, and the impact of these issues on students. The committee wants to accumulate a list of major vocational program issues. At some point they would like to bring these issues to the Senate. Their ultimate goal will be to present the list of issues to Linda Howdyshell and Dr. Shannon.

• **Sabbatical Reports**—Alec Erkebaev, Gus Gil, Karen Lyman, and Bret McMurrnan have presented their sabbatical reports for Senate’s review. President Alger will email Senators requesting sabbatical report readers.

VIII. ANNOUNCEMENTS

IX. FLOOR ITEMS

X. SUMMARY
XI. ADJOURNMENT
The meeting was adjourned at 1:20 p.m.

Respectfully submitted by,

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Donna Walker, Recording Secretary

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Diana Cosand, Secretary/Treasurer