Faculty Senate Minutes
October 9, 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......................................................Sue Bartell
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 ...................................................Jeff Brouwer
Senator-at-Large ...................................................Bob Toister
Adjunct Senator-at-Large ......................................Vanessa Pitts-Ponder

Members Absent:
Health Sciences......................................................Renee Ketchum
Language Arts .........................................................Laura Hope
Social & Behavioral Sciences .............................Marylee Requa/Sabbatical
Student Services .....................................................Monica Molina
Visual, Performing, & Communication Arts ..........Tom deDobay/Sabbatical
Senator-at-Large ....................................................Robin Ikeda

Alternates Present:
Language Arts .........................................................Cecilia Best
Mathematics & Sciences........................................Alif Wardak
Student Services .....................................................Carol Hutte
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 October 2, 2007 and consent agenda were approved 18-0 as amended.
IV. CONSENT AGENDA

- Faculty representatives have been requested to serve as follows:
  - **Curriculum Committee**
    - Laurie Pratt, VPCA
  - **Library Clerk I Screening Committee**
    - Marie Boyd, LLR
  - **Program Assistant, Scholarship, Foundation Screening Committee**
    - Michael Deschamps, BAT
  - **Resigned — Unable to Serve — Administrative Assistant II, Institutional Services Screening Committee**
    - Melissa Utsler, LA
  - **Resigned — Unable to Serve — Curriculum Committee**
    - Daniel Jacobo, VPCA
  - **Resigned — Unable to Serve — Distance Education Committee**
    - TerriAnn Linn-Watson, HS
  - **Student Success Initiative Steering Group**
    - Laura Hope, LA
    - Emily Avila, M&S
    - Marie Boyd, LLR
    - Kathy Brindell, SBS
    - Sid Burks, BAT
    - Len Crow, M&S, Faculty Success Center Chair
    - John Fay, M&S
    - Renee Ketchum, HS
    - Co-Chair
    - Arlene McCall, SS
    - Marc Meyer, SBS
    - Maria Mora, SS
    - Jeff Moser, SS
    - Carmen Navarro, VPCA
    - Kyle Pennett, VPCA, Immigrant Education Chair
    - Kipp Preble, VPCA
    - Bill Stanford, VPCA
    - Vanessa Thomas, BAT
    - Lynnette Tougas, Adjunct, LA
    - Melissa Utsler, LA
    - Cindy Walker, Instructional Support
    - Judith Weingartner, LA
    - Katherine Wilson, SS
    - Robin Witt, M&S

V. REPORTS

- President
  - **President’s Cabinet** — President Alger announced that the President’s Cabinet (Vice Presidents, Deans, and Senate/Union Presidents) formed a subcommittee to help review and prioritize building and remodeling projects and bring their recommendations to the full Cabinet for review.
  - **Health & Safety Committee** — President Alger announced that David Ramirez, Chair of the Health & Safety Committee, invites additional faculty representation to the Health & Safety Committee. Faculty interested in serving on this committee should contact the Faculty Senate Office at Extension 6965. The Health & Safety Committee meets on Tuesdays from 12:30 – 1:30 pm in the Information Services Meeting Room.
on the following dates for the 2007-2008 academic year: October 30, November 20, December 11, January 8 & 29, February 19, March 11, April 1 & 22, May 13, and June 3.

- **Common Courtesy & Classes that Start on the Hour**—It was brought to Senate’s attention that there was some confusion from the previous minutes related to class hours. For clarification, please be sure to give your classes 10 minutes of passing time.

- **Vice President**
  - **Senate Elections—School of Instructional Support**—Vice President Keenan announced that Mary Jane Ross & Cecilia Best won the election for Senator representing the School of Instructional Support. Mary Jane will serve a two-year term and Cecilia will serve a one-year term.

- **Curriculum**
  - The Committee is dealing with Community Services issues; there are conflicts between credit courses and those offered by Community Services. The problem is that there is no approval process for Community Services. There needs to be a way for the Curriculum Committee to get input on Community Services plans. Another current problem is that CurricUNET sometimes requires instructors to revise entire CORs (Course Outlines of Record) with very short deadlines, which can sometimes be a problem. President Alger suggested that the Curriculum Committee might be able to make exceptions and allow some courses to be offered once without the required revisions, when very short deadlines could not be met. The Committee could decide whether to offer exceptions on a case-by-case basis.

### VI. OLD BUSINESS

- **Sabbatical Leave Request—Sergio Gomez**—Senators Lyman, Machado and Molina have reviewed Sergio’s sabbatical leave request for Fall 2008 and recommend its approval with revisions; Senate concurred.

- **Sabbatical Report Readers**—Senators Brouwer, Ketchum, and Toister have volunteered to review Alec Erkebaev’s sabbatical report. Senators Cosand, Hutté, & Keenan will review Karen Lyman’s sabbatical report. Senators Clarke and Sadowski have volunteered to read Bret McMurrnan’s report, and President Alger and Senator Machado will review Gus Gil’s sabbatical report.

- **Budget Advisory Committee**—Senate reviewed the nominees and appointed Rachel Arciniega as the faculty representative on the Budget Advisory Committee serving a two-year term. Robin Ikeda will serve as the Alternate.

- **Professional Development Committee**—Faculty representatives are still needed from the School of Business & Applied Technology, School of Mathematics & Sciences, and the School of Social & Behavioral Sciences on the Professional Development Committee. Senate to put out another open call for faculty representatives. Interested faculty members 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.
• **Reorganization Task Force**—Senate reviewed the list of nominees and selected Rob Rundquist to serve on the Reorganization Task Force.

• **Student Success Initiative Steering Group**—Senate reviewed the list of nominees and selected Kipp Preble as the Visual, Performing, & Communication Arts faculty representative on the Student Success Initiative Steering Group.

• **Technology Committee**—Senate discussed the nominees and selected Jo Alvarez to serve as a faculty representative on the Technology Committee replacing Karen Encinas.

• **State Academic Senate Bi-Annual Plenary Session**—Senate selected Tim Arner and Sid Burks to attend this year’s State Academic Senate Bi-Annual Plenary Session with President Alger. The session is being held November 1-3 in Anaheim.

VII. **NEW BUSINESS**

• **Susan Lucas, Director of Distance Education & Professional Development**, visited Senate to address the Student Success Initiative. Distance Education will implement the Distance Education Plan that Chaffey approved last year. She also wants to showcase some technologies that faculty can use for distance education. She is curious about technologies that are being currently used. She would like to know what faculty would like to have for Professional Development and showcase some best practices. The process to apply for professional development money is essentially unchanged. She plans to provide support for the new Faculty Success Center. It is coming out of the Basic Skills Initiative. The big issue is the Steering Group, which will break up into assessment, immigrant education, and faculty success center work groups. We are required by the state to be more concerned about assessment. The Faculty Success Center will be chaired by a faculty member and may be located in the VSS building. In 1999, about 10% of our courses were basic skills, and now it is closer to 60-70% basic skills; 96% of students are deficient in one area. We need to take basic skills to the next level. We will also consider the basic skills part of classes. The faculty need to ask for what they want in a Faculty Success Center; if you do not ask, the administration will have to guess what you want and need. Senators suggested that the Center might offer professional development workshops to the faculty. Interested faculty would need to let Susan Lucas know what types of workshops they would want. Susan Lucas will do her best to see that faculty ideas are implemented. Senators suggested that the Faculty Success Center should also be available to adjunct faculty. Senator Alger commented that we still are not close to meeting the needs of adjunct faculty, while they are teaching about half our students. The Faculty Success Center should be run by a full-time faculty member. There will be web space available for advanced courses, and Susan Lucas plans to implement some technology training for distance education instructors. Blackboard and WebCt are filling up. ERes could be utilized more. You can post documents there and it can be also be used as a
chatroom and a message board. At this point, the original Professional Development Committee is focused mainly on travel and conference, but it will begin to include the Support Success Center and the Faculty Success Center. The Support Success Center will deal with such things as effective communication through email, advanced office products and similar things.

- **One College, One Book Program—New Faculty** — Senate’s next bi-monthly faculty 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. Senate agreed to fund the cost of this event for new faculty members. This is a great way to share fellowship about our college book and encourage a few new faculty to consider using the college book next semester.

- **E-mail for Retired Faculty** — Senators suggested that retired faculty should be able to keep their email accounts. President Alger will take it to the Technology Committee.

**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