FACULTY SENATE MINUTES
December 4, 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
Instructional Support.......................................................Cecilia Best
Instructional Support.......................................................Greg Creel
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...............................................................Jeff Brouwer
Senator-at-Large...............................................................Bob Toister

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

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 November 20, 2007 and consent agenda were approved 21-0 as amended.

IV. CONSENT AGENDA
- Faculty representatives have been requested to serve as follows:
  - Bookstore Receiving/Shipping Clerk Screening Committee
    Jacqueline Wall, BAT
  - Counselor, HOPE Grant (Non-tenure track) Screening Committee
    Shelley Eckvahl, HS
    Susan Starr, SS
  - Disabilities Advisory Committee
    Will Carrick, DPS
    Irene Okura, SS
    Greg Creel, Instructional Support
    Cathy Olivera, SS
    Mike Eskew, LA
    Lisa Padgett, M&S
    Bonnie Fuller, SS
    Susan Starr, SS
    Annette Fuller, SS
    Anchalee Sungkakikorane, Adjunct SS
    JoAlice Hunter, Adjunct SS
    Melissa Utsler, LA
    Michael Johnson, Adjunct SS
    Cathy Zmudka, HS
    Amy Nevarez, SS
  - Health and Safety Committee
    Bob Carlson, BAT
  - Multi-Cultural/Gender Requirements Curriculum Subcommittee
    Asiris Cruz, SBS
    Monica Carter, SBS
    Dianne Hagin, HS
  - Resigned – Unable to Serve — Early Alert Planning Committee
    Monica Alexander, SBS
    Ted Jenkins, M&S
    Marc Meyer, SBS
    Angela Sadowski, SBS
    Susan Starr, SS

V. REPORTS
- President
  - Senate approved reimbursement for expenses incurred during CurricUNET hands-on training for Curriculum and Instructional Support staff members in the amount of $40.90.
  - Chino Campus Staffing Plan Draft — The Senate received a 12-page draft from Bob Bell for staffing the new Chino Campus. The first option in full-time staffing of Chino will be to choose from the current faculty at the main campus. The date for transfer requests has not been announced. Faculty transferring will be replaced with new faculty unless their program has been moved to Chino. The following is the list of full-time faculty and areas of study included in the proposal for hiring between the opening of the Campus some time in the spring and 2010:

  It is anticipated that approximately 4,500 students (headcount) will be served at the College Park across the period of Phase I; with the Chino Campus being comprised of the newly constructed facilities at College
Park and the two existing centers in Chino. Schedules will be developed with consideration given to the placement of courses at all college facilities in Chino. However, classes in the following disciplines will be planned at the opening of College Park:

- Business and Applied Technology
- Learning Advancement and Language Arts
- Library/Learning Resources
- Health Sciences (located in the Health Science Building, fall 2008)
- Physical, Life Science/Mathematics
- Social & Behavioral Sciences
- Student Services Faculty
- Visual and performing Arts

Within the various academic disciplines listed above it is anticipated that 12 full-time faculty will be assigned to teach courses at College Park in the following subject areas:

- Biology-1
- Chemistry-1
- Communication Studies-1
- English-2
- Library/Learning Resources-1
- Mathematics-2
- Math Success Center-1
- Multidisciplinary Center-1
- Political Science-1
- Psychology-1

At the opening, an anticipated 2,500 (headcount) students will be served at College Park increasing to approximately 4,500 students by 2010.

The plan also listed managers and staff, and points out the staff will need to be flexible until clear enrollment patterns are established. The entire plan can be accessed from the Faculty Senate ‘Z’ drive public folder or call the Faculty Senate Office at Extension 6965.

- **Budget Calendar 2008-2009** – President Alger distributed a draft copy of the 2008-2009 Budget Development Calendar to Senators.
- **Adjunct Shared Office Space Survey** – President Alger distributed a draft adjunct shared office space survey to Senators. The survey will be sent out to adjunct instructors via email. The survey can easily be completed and returned via email.
- **Senate Holiday Party** – Senate decided to hold their holiday luncheon on Tuesday, December 18. Location to be determined.
- Senate offers its condolences to Joy Haerens and her family on the recent loss of her father.
Faculty sent flowers and condolences to the family of Nan Albert, Adjunct Mathematics Instructor, who recently passed away.

Faculty also sent condolences to the family of Edwin “Ted” Norene, Adjunct English Instructor, who recently passed away. In lieu of flowers, Senate authorized a donation in Ted’s memory to the Inland Empire Hospice, Kaiser Permanente from the faculty of Chaffey College.

- **Vice President**
  - Vice President Keenan announced that on ChaffeyView you have several options under "Class Rosters". "Regular" gives you the most current list of students actually enrolled in the class. "Add" gives you a list of students who have added since the close of regular registration. "Drop" gives you a list of students who were in the class, but have dropped. "Waitlist" gives you a list of students currently on the waitlist.

- **Curriculum**
  - Chair Burks reported that the Curriculum Committee reviewed the proposal to add a one unit PE Activity requirement to the Chaffey graduation requirement for Physical Education, Recreation and Wellness. A significant number of current committee members had not heard the proposal made last year, or the discussion that followed. Bob Baiz was invited to present his proposal again. Bob accepted, and was placed on the agenda for the December 5th meeting.

- **Committees**
  - **Program and Services Review (PSR)** — Ardon Alger distributed a list from PSR of full-time faculty hires requested and that are approved to forward to President’s Cabinet next week. PSR approved 31 new faculty positions. The appeals process for positions not approved by PSR will not occur until after the Cabinet votes on new faculty hires. The new job descriptions should be ready and sent out in time for the Community College Job Fair in Los Angeles on January 20.

Chaffey has dropped from 52% full-time faculty to 50% for 2007-2008. The college hired 24 FTEs worth of adjunct this fall. A 75% full-time to 25% part-time faculty ratio is mandated by AB 1725. It takes approximately 10 new faculty to increase the 75/25 ratio at Chaffey by 1%. Dr. Shannon is concerned about the Governor’s call for a 10% cutback in the state budget. It should be noted at this time that no such request for a budget reduction has been made to Community Colleges.

**VI. OLD BUSINESS**

- **Sabbatical Leave Request — Doug Duno** — Senators Neil Watkins, Laura Hope, and Greg Creel have reviewed Doug Duno’s sabbatical request and recommend its approval; Senate concurred.

- **Senate Elections Best Practices** — Senators Brouwer, Keenan, and Watkins presented an updated best election procedures document. With minor changes, the Senate approved the new procedure.
• **Faculty Get-Together**—Senator Cosand reported that the Faculty Get Together at Stuft Pizza Café was another success. Senate discussed hosting another get together before the winter break and decided to wait until January.

VII. **NEW BUSINESS**

• **Corrections and Consequences Task Force—Jonathan Ausubel, Marie Boyd, and Diana Cosand**—In seeking both corrections for and consequences of academic dishonesty, for the past seven months, Chair Diana Cosand reported that the task force has been gathering legal opinion and subsequently clarifying options. Its work continues.

The law is clear on two points. First, faculty may require students to take a Curriculum Committee approved course as a corrective condition for academic dishonesty. Senate approved the addition of this option to the academic integrity violation form pending the Curriculum Committee's approval of such a course. The task force has already set up a meeting tomorrow with Emily Avila from Ethics Across the Curriculum, DE Creasy from Counseling, and Sid Burks from Curriculum to talk about what that course might look like. Second, Chaffey's current procedure for violations of academic integrity is sufficient to allow suspension. The task force asked Senate to share with their constituents that instructors can recommend full, not just summary, suspension for violation of academic integrity using the existing form.

The task force informed Senate about two questions still pending with the Chancellor's Office for clarification. First, we want to find out if an "I" can be issued for violations of academic integrity. Second, we have asked the CCCC0 to clarify when grades may be issued during the semester. The law is silent on both of these. Senate voted in favor of pursuing the use of an "I" grade in academic integrity cases.

In a separate but related matter, a few months ago the W Task Force considered changing the W deadline. One of the things we might want to reconsider is moving up the W deadline.

Karen Sanders has provided the Senate with a list of reported incidents of Academic Integrity and Behavior violations during the last two years, and Marie Boyd reported that the new form is working fairly well. Senate would like to see more Deans participate in the Academic Integrity consequences process.

• **Withdrawals**—Student withdrawals are authorized after the appropriate faculty member has been notified. Prior notification of the faculty is a legal requirement. It has been brought to the Senate’s attention that this process is not being followed.
• **Maintenance Repair & Review Committee**—Ardon Alger updated Senate on the new Maintenance Repair & Review Committee. This is a newly established sub-committee of President’s Cabinet. This sub-committee is charged with addressing categories of projects (504 Compliance, Safety & Health, New Construction (major & minor), Deteriorating Infrastructure, Impacting Instruction, Damage to Infrastructure, and Pathways/Landscaping), determine what types of projects should be considered, how to assign priority, allocate resources, and communicate realistic expectations to all parties.

**VIII. ANNOUNCEMENTS**

**IX. FLOOR ITEMS**

**X. SUMMARY**

**XI. ADJOURNMENT**

The meeting was adjourned at 1:50 p.m.

Respectfully submitted by,

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Donna Walker, Recording Secretary

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Diana Cosand, Secretary/Treasurer