FACULTY SENATE MINUTES
August 20, 2013

Members Present:
President ................................................................. Ardon Alger
Vice President—Language Arts .......................... Neil Watkins
Secretary/Treasurer—Senator-at-Large ....... Angela Bartlett
Curriculum Chair .................................................. Marie Boyd
Business & Applied Technology ................. David Karp
Chino/Fontana ................................................... Tim Greene
Chino/Fontana ................................................... Laurie Pratt
Health Sciences ............................................... Sue Paplanus
Health Sciences ................................................ Renee Ketchum
Instructional Support ............................... Cindy Walker
Language Arts ............................................. Leona Fisher
Mathematics & Sciences ................................. Alif Wardak
Social & Behavioral Sciences ..................... Vera Dunwoody
Social & Behavioral Sciences ...................... Angela Sadowski
Student Services ........................................ Maria Cuevas
Student Services .......................................... Susan Starr
Visual and Performing Arts ..................... Stan Hunter
Visual and Performing Arts ......................... John Machado
Senator-at-Large ........................................... Tim Arner
Senator-at-Large ........................................... Robin Ikeda
Adjunct Senator-at-Large ......................... Gail Keith-Gibson

Members Absent:
Business & Applied Technology .................. Thierry Bruselle
Instructional Support ................................. Mary Jane Ross
Mathematics & Sciences ............................... Nicole DeRose

Alternates Present:
Business & Applied Technology ................. Vacant
Chino/Fontana ................................................... Daniel Bentum
Instructional Support ................................. Shelley Marcus
Language Arts ................................................ Doug Duno
Mathematics & Science ................................. Diana Cosand
Social & Behavioral Sciences .................... Pak Tang
Student Services ........................................ Vacant
Adjunct ............................................................... Laura Luszcz

Guests:
Candice Brock
I. P.E.

II. CALL TO ORDER

III. APPROVAL OF CONSENT AGENDA
Consent agenda was approved 24-0.

IV. CONSENT AGENDA
- Approval of funds not to exceed $350 for cards and faculty incentives.
- Approval of funds not to exceed $125 to open a purchase order with Sparkletts water for the 2013-2014 academic year.
- Approval of funds not to exceed $250 for miscellaneous supplies for the new employee Welcome Reception.
- Approval of $80 for the addition of the 2013-2014 Faculty Lecturer of the Year to the perpetual sign.
- Faculty representatives have been requested to serve as follows:
  - Alternate Media Technical Specialist Screening Committee
    Rob Rundquist, IS
  - Breeze Advisory Committee
    Michelle Dowd, LA
  - Chaffey Review Advisory Committee
    Patrick Aranda, VPA
    Cathy Decker, LA
    Daniel Jacobo, VPA
    Denise Johnson, Adjunct/ VPA
    Victoria Tulacro, LA
  - Chino Academic Planning (CAP) Committee
    Melissa Utsler, LA
  - Counseling Office Coordinator Screening Committee
    DE Creasy-Valdez, SS
    Ricardo Diaz, SS
  - Curriculum Committee
    Tracy Kocher, BAT
    Shelley Marcus, IS
    Sean Stratton, LA
    Annette Henry, PE/ Athletics
    Kevin Cameron, SBS
    John Machado, VPA
  - Digital Media Lab Specialist Screening Committee
    Kathy Haddad, VPA
  - Disabilities Program Advisory Committee
    Bonnie Fuller, SS
  - Distance Education Committee
    Grace Reotutar, Adjunct/ IS
- **Enrollment & Success Management Committee**
  Melissa Utsler, LA  
  Diana Sanchez, EOPS/SS
- **Facility Maintenance Attendant (.475) Screening Committee**
  Abel Chen, BAT
- **Faculty Success Center Advisory Committee**
  Grace Reotutar, Adjunct/IS
- **Financial Aid Specialist Screening Committee**
  Wendy Whitney, SS
- **Honors Program Committee**
  Kevin Cameron, SBS  
  Ryan Falcioni, SBS
- **Instructional Assistant II, Chino Success Center Screening Committee**
  Marie Boyd, IS
- **Instructional Assistant IV, Language Success Center Screening Committee**
  Greg Creel, IS  
  Eva Rose, LA
- **Library Clerk I Screening Committee**
  Carol Hutte, IS
- **One Book One College Committee**
  Samantha Krag, Adjunct/LA
- **Performing Arts Technician (.475) Screening Committee**
  Kelly Ford, VPA  
  John Machado, VPA
- **Police Officer Screening Committee**
  Bret McMurran, SBS
- **Professional Development Committee**
  Lynn Savitzky, Adjunct/SBS
- **Program Assistant Counseling & Matriculation Screening Committee**
  Monica Molina, SS
- **Research Analyst Institutional Research Screening Committee**
  Vera Dunwoody, SBS
- **Resigned—Unable to Serve—Distance Education Committee**
  Angela Bartlett, LA  
  Alec Erkebaev, M&S
- **Resigned—Unable to Serve—Outcomes & Assessment Committee**
  Dan Kern, SBS  
  Misty Burruel, VPA
- **Software Application Support Specialist Screening Committee**
  Tracy Kocher, BAT
- **Student Activities & Student Government Faculty Advisory Committee**
  Mamta Agarwal, M&S  
  Tim Arner, M&S
  Sergio Gomez, SBS  
  Sandy Hardie-Townsend, SBS
  Timi Hayward, BAT  
  Deckard Hodge, LA
  Mercedes Limon, LA  
  Jack Little, BAT
  Monica Molina, SS  
  Laurie Pratt, LA
  Sherm Taylor, BAT  
  Vanessa Thomas, BAT
- **Technology Committee**
  Lisa Doget, HS
V. REPORTS

• President
  • **New Faculty**—On behalf of Faculty Senate Ardon welcomed the following new full-time faculty members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
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<tbody>
<tr>
<td>Nicole Barbari</td>
<td>Psychology</td>
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<tr>
<td>Sharon Brown</td>
<td>Vocational Nursing</td>
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<tr>
<td>Kristen Burleson</td>
<td>Counselor</td>
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<tr>
<td>Sonia Diaz</td>
<td>Biology</td>
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<tr>
<td>Melissa DiLorenzo</td>
<td>Psychology</td>
</tr>
<tr>
<td>Lisa Doget</td>
<td>Associate Degree Nursing</td>
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<tr>
<td>Mark Gutierrez</td>
<td>Mathematics</td>
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<tr>
<td>Joseph Hewes</td>
<td>Radiologic Technology</td>
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<tr>
<td>John Hudson</td>
<td>Automotive Technology</td>
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<tr>
<td>Daniel Keener</td>
<td>English</td>
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<tr>
<td>Robert Kopp</td>
<td>Mathematics</td>
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<tr>
<td>Meredith Montagne</td>
<td>Anthropology</td>
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<tr>
<td>Celeste Mor</td>
<td>Counselor</td>
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<tr>
<td>Cherlou Opulencia</td>
<td>Counselor</td>
</tr>
<tr>
<td>Victoria Tulacro</td>
<td>English</td>
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<tr>
<td>Douglas Yegge</td>
<td>Mathematics</td>
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<tr>
<td>Annette Young</td>
<td>Librarian</td>
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• **Honorary Titles**—President Alger congratulated the following faculty members on receiving promotions and the following honorary titles:
  • **Assistant to Associate Professor**: Angela Bartlett, Misty Burruel, Stephen Calebotta, Ruth Delgado, Leona Fisher, and Julie Song.
  • **Associate to Professor**: Angela Burk-Herrick, Asiris Cruz, Maria Cuevas, Nicole DeRose, Candice Hines-Tinsley, Stan Hunter, Tamari Jenkins, Meng Khou, Mercedes Limon, Jack Little, Bruce Osburn, Sherm Taylor, Daniel Valdez, Tom Vitzelio, Alif Wardak, Neil Watkins, Wendy Whitney, and Robin Witt.

• **Senate Guests**—President Alger announced that Dr. Shannon will visit Senate next week, August 27, at 1PM, and Dr. Sherrie Guerrero will follow on September 10, at 1PM. President Alger advised Senators to email him with specific questions and/or topics that they would like Dr. Shannon and Dr. Guerrero to address during their visits.

• **New Deans**—Len Crow was selected as the Dean of Student Services and Discipline and Amy Nevarez was selected as the Dean of Counseling & Matriculation. Congratulations. Len will be the “Dean of Darkness” (available until 7pm) at x6508 and 909.477.7432.

• **Convocation—Chaffey’s New Faces**—Senate discussed the presentation of new faces at convocation and feels in order to promote a sense of community and family that all new hires should be included as was done at Convocation 2011. All new employees (temporary faculty, professional experts, etc.) will be invited to the campus-wide Welcome Reception on September 4, hosted by Classified and Faculty Senates. Senate feels that this more inclusive approach is more aligned with Chaffey values.
Faculty Numbers—President Alger reported that 62 new adjunct faculty have been hired for the 2013 fall semester bringing the total number of adjunct faculty to 664 for the 2013 fall semester. President Alger also reported that the total number of full-time faculty is 200 (this includes 7 temporary full-time faculty). The highest number of adjunct faculty in the past was 652 in fall 2009 with a high of 237 for full-time faculty in spring 2009.

Suggested Issues for 2013-2014—75/25 Ratio; Accreditation; Adjunct Issues; Adjunct Shared Office Space (Getting the Word Out/Reserved Office Space); Administrative Rights for Computers; Adult Education; Board Policies & Administrative Procedures; Budget; Committees: Expired Terms, Members Responsibilities, Reports; Community Services Schedule of Classes Review; Counselors & Librarians/50% Law; CTE; Curriculum Chair: Transfer Degrees (SB 1440), C-ID Course Approval, Prerequisite Policy and SLOs for Certificates; Disciplines List Review; Distance Education; Emergency Preparedness; End-of-Year Senate Report; Enrollment & Success Management Committee; Faculty Get-Togethers (Area Get-Togethers); Faculty Handbook Use; Faculty Senate Scholarship Criteria Clarification; FERPA & Section 10.3c (CCFA Contract); First-Day Script; HSI (Hispanic Serving Institution) Grant; Intellectual Property Statement/Policy; Material Fees; New Faculty Orientation; New Hiring Criteria for Prioritization; No Smoking on Campus; Resource Allocation Committee; Resource Development Committee (Grants); Screening Committees: Number of Faculty Representatives; Senate Elections Best Practices (Review/Revise); Senate Orientation; Senate Vice President/Secretary Treasurer Elections; State Academic Senate Resolutions; Student Learning Outcomes; Student Discipline; Student Report; Student Success Task Force Recommendations; Technology Issues & Questions; Travel Report; Waitlist Numbers Report; and Welcome Reception.

Additional IT Issues—President Alger suggested we check the Barracuda spam filter to see if there are emails we need in that folder. It may take some time for the filter to “learn” what to keep and discard. There is also a way to “whitelist” the email addresses you want to exclude from this filter. There are additional concerns about IT changes being made with no notification to faculty.

Online Faculty Handbook—President Alger reminded Senators about the Online Faculty Handbook. This is a one-stop resource for faculty that is continually being updated and revised to meet faculty needs. The online handbook includes the following sections: Introduction and College Structures, Faculty Senate and CCFA, Faculty Information, Adjunct Faculty Information, District Information, Classroom Procedures, College Services, Curriculum and Schedules, Committees, Policies and Procedures,
Emergency Procedures, Staff Directory, Resources, and the Library. The handbook can be accessed at http://www.chaffey.edu/fac-handbook. It can also be accessed from the Chaffey College home page (www.chaffey.edu) under Campus Life.

This summer several new topics were added under the various section headings along with the annual updates and revisions. Your input on the faculty handbook would be very valuable and greatly appreciated. Please email questions, corrections, updates, suggestions, comments, etc., to ardon.alger@chaffey.edu and/or d.walker@chaffey.edu.

- **Adjunct Shared Office Space Locations**—A copy of the adjunct shared office space and a campus map showing these locations was passed around. This information was emailed to adjunct faculty prior to FLEX. Ardon asked Senators to please let their adjunct faculty know where space is available for them to use. Senate is working on identifying private spaces for adjuncts to meet with students as well.

- Senate congratulated Senator Neil Watkins, faculty recipient of this year’s Puck Award, in recognition of innovative ideas and activities to improve students’ success and/or enhance the work environment. Neil was nominated for his outstanding work in combining the Reading and English curriculum.

- Senate approved a donation to the Chaffey College Foundation Scholarship Fund in the memory of Cid Pinedo’s mother, Paula Pinedo, from the faculty of Chaffey College.

- Senate sends its condolences to Jonathan Ausubel, English Professor, on the loss of his mother, Florence Ausubel, and authorized a donation in her memory to The Wildlife Conservation Society, Bronx, New York, from the faculty of Chaffey College. Donations in her memory can be made to The Wildlife Conservation Society, 2300 Southern Blvd., Bronx, NY, 10460, or The Museum of Jewish Heritage, 36 Battery Place, New York, NY, 10280.

- Senate sends its condolences to Victoria Tirado, Spanish Professor, on the recent loss of her mother.

- Senate also sends its condolences to Dean Teresa Hull on the recent loss of her mother.

- **Vice President**

  - **Elections for Alternate Senator Vacancies—Business & Applied Technology and Student Services**—Vice President Watkins announced that elections to fill the Alternate Senator Vacancies in Business & Applied Technology and Student Services are now open. Senator Karp will conduct the elections for Business & Applied Technology and Senator Cuevas or Senator Starr will conduct the elections for Student Services. Faculty members interested in serving as the Alternate Senator in these schools are urged to contact Senator Karp at david.karp@chaffey.edu, Senator Cuevas at maria.cuevas@chaffey.edu, and Senator Starr at susan.starr@chaffey.edu.
- **PRIDE/Hope/Mindset**—Vice President Watkins presented the PRIDE statement to the board and received a positive response. There are multiple FSC (Faculty Success Center) activities related to these issues that faculty are encouraged to attend.
- **Curriculum**
  - **Candice Brock, Curriculum Administrative Assistant**—Curriculum Chair Boyd introduced Candice Brock, the new Curriculum Administrative Assistant, to the Senate. Senators welcomed Candice to the Chaffey community.
  - **Curriculum Chair Boyd**—Two TM Cs have been approved—Geography and Early Childhood Education. Anthropology, Computer Science, and Philosophy have been submitted. There was some discussion about how CSUs are accepting these, but there is constant pressure, from both the CC Chancellor’s Office and the CSU Chancellor’s Office for this to move more smoothly. Students are encouraged to read “Chaffey in the News” and get on the Transfer Center email list to keep up with related announcements.
- **Coordinators**
  - Senator Dave Karp is the new coordinator of BAT.

VI. OLD BUSINESS
- **Accreditation Report—Faculty Senate**—A draft copy of Faculty Senate’s accreditation report for 2012-13 was included in this week’s Senate packet for review and discussion. Senate will review and bring responses to next week’s meeting. Evidence to support each item in the report will be attached in the accreditation Moodle site.

VII. NEW BUSINESS
- **Vice President and Secretary/Treasurer Elections**—Senator Watkins was nominated as Vice President; he accepted with thanks. Senator Bartlett was nominated as Secretary/ Treasurer; she happily accepted.
- **Welcome Reception**—President Alger announced that Faculty Senate and Classified Senate will host and sponsor the 2013-2014 Welcome Reception for all new staff members on **Wednesday, September 4, from 12:30 to 1:30 pm in CAE, Room 102**. The reception will welcome 44 new classified, faculty, and managers to the Chaffey Community. Refreshments will be provided courtesy of the Bookstore, Offices of the Superintendent/ President and Associate Superintendent of Instruction and Student Services. Beverages provided courtesy of the Foundation. Everyone is invited to attend. President Alger asked for Senate volunteers to work the beverage bar and to assist with set-up, welcoming, and serving; Senators Ketchum, Walker, Fisher, Ikeda, and Wardak volunteered.
- **Faculty Senate Foundation Account—Solicitation Letter**—Senate reviewed the draft solicitation letter and approved as revised.
• **Calendar Change**—Beginning on Wednesday was confusing for some students. Senator Ketchum welcomes emails with specific reasons about why the Wednesday start was problematic to discuss the change with the Calendar Committee.

• **BP/APs**—We are three-fourths of the way through reviewing these and will continue to work on them this year.

VIII. ANNOUNCEMENTS

• **Faculty Success Center (FSC)**—Senator Walker announced the first Faculty Engaging in Discussion (FED) will be held next Monday. They will be on the fourth Monday of every month. The discussions will be based around the book *What the Best College Students Do*. This book can be checked out in the FSC and there are also e-book versions available. The FSC will also have a workshop series based on the book *What the Best College Teachers Do*.

• **Monster Dash 5K—October 26, 2013**—Proceeds will benefit a variety of campus activities and friends and family are encouraged to attend. For additional information, please visit the website at [http://www.chaffey.edu/5k/](http://www.chaffey.edu/5k/).

• **New Faculty Orientation**—Senator Walker and President Alger are working with the new faculty every Friday. This helps them connect with one another, learn about the various Chaffey resources, and discuss teaching. They each do a project and implement a specific strategy and activity in the classroom and report back to the group.

• **Convocation**—The convocation video is available on the Professional Development website, including the speech from Jonathan Mooney ([http://www.chaffey.edu/profdev/flex.html](http://www.chaffey.edu/profdev/flex.html)).

• **Service Awards & Retirement Celebration**—The problem with hearing speakers clearly in the Sports Center is being addressed.

• **Music Program**—Senator Machado announced that Grammy Award Winner Arturo Sandoval will perform in a benefit concert at Chaffey on September 12, at 7pm and there will be various new initiatives and events from this department this year.

IX. FLOOR ITEMS

• **Access to Classes**—There are many students who aren’t able to get the classes they need. Wait list lengths, communication with the community, priority registration, number of classes offered, high school outreach, group orientation, and changes resulting from the Student Success Task Force were discussed related to this issue. We can advise students to try Fast Track courses in October, and we should brainstorm ideas about how to address this.

• **Success Centers**—A Senator expressed a desire to have the Math Success Center open the first week of classes. Another Senator reported that his department hasn’t seen a need to use the Success Centers during the first week as the centers are conducting orientations that week for his department’s classes. Senator Walker stated that the other issue with opening the Success
Centers during the first week is that the centers use that first week to do orientations and tutor training. Opening it the first week would also have budgetary implications – they would have to reduce coverage during the semester if they opened the first week.

- Ask Art Sub-committee and One Book, One College—Neil Watkins discussed Occupy the Museum as well as this year’s college book, *The Things They Carried*.

X. SUMMARY

XI. ADJOURNMENT

The meeting was adjourned at 2:00 p.m.

Respectfully submitted by,

____________________________________
Donna Walker, Recording Secretary

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Angela Bartlett, Secretary/Treasurer