

ACADEMIC SENATE MINUTES

SEPTEMBER 3, 2024

Nicole DeRose	President	2023-2025	Y
Elizabeth “Liz” Encarnacion	Vice-President/President-Elect	2024-2025	Y
Robin Witt	Secretary/Treasurer	2024-2025	Y
Angela Burk – Herrick	Curriculum Chair	2023-2025	Y
Joseph Lee	Business & Applied Technology	2024-2026	N
Jonathan Polidano	Business & Applied Technology	2023-2025	Y
Hannah Carter	Chino Campus	2024-2026	Y
Robert Nazar	Chino Campus	2023-2025	Y
Sean Connelly	Fontana Campus	2024-2026	Y
Anthony Guaracha	Fontana Campus	2023-2025	Y
Jayne Clark Frize	Health Sciences	2024-2026	Y
Omar Estrada	Health Sciences	2023-2025	Y
Tara Johnson	HFIC	2023-2025	Y
Vacant	HFIC	2023-2025	
Terezita Reyes Overduin	Instructional Support	2024-2026	Y
Christina Holdiness	Instructional Support	2023-2025	Y
Robert Hadaway	Kinesiology, Nutrition & Athletics	2024-2026	Y
Annette Henry	Kinesiology, Nutrition & Athletics	2023-2025	Y
Laura Santamaria Brady	Language Arts	2024-2026	Y
Phatana Ith	Language Arts	2023-2025	Y
Jinny Lee	Mathematics & Science	2024-2026	Y
Robin Witt	Mathematics & Science	2023-2025	Y
Vacant	Social & Behavioral Sciences	2024-2026	
Patricia Gomez	Social & Behavioral Sciences	2023-2025	Y
Myra Andrade	Student Services	2024-2026	Y
Michelle Martinez	Student Services	2023-2025	X
Daniel Jacobo	Visual & Performing Arts	2024-2026	N
Leta Ming	Visual & Performing Arts	2023-2025	X
Sarah Chamberlain	Senator-At-Large	2024-2027	Y
Tamari Jenkins	Senator-At-Large	2023-2026	N
Jackson Tropp	Senator-At-Large	2022-2025	Y
Vacant	Adjunct Senator-At-Large	2024-2026	
Tina Kuo	Adjunct Senator-At-Large	2023-2025	Y
Alternates			
Jay Scott	Business & Applied Technology	2023-2025	N
Manar Hijaz	Chino Campus	2023-2025	N
Greg Creel	Fontana Campus	2023-2025	N
Lisa Doget	Health Sciences	2023-2025	N
Vacant	HFIC	2024-2026	
Shelley Marcus	Instructional Support	2023-2025	Y
Candice Hines-Tinsley	Kinesiology, Nutrition, & Athletics	2023-2025	Y
Stephen Shelton	Language Arts	2024-2026	Y
Justin Keller	Mathematics & Science	2024-2026	Y
Louisa Villeneuve	Mathematics & Science	2024-2025	Y
Vacant	Social & Behavioral Sciences	2024-2026	
Melissa Johannsen	Student Services	2024-2026	Y
Fabiola Espitia	Student Services	2023-2025	N
Vacant	Visual & Performing Arts	2023-2025	
Vacant	Adjunct Alternate Senator	2023-2025	
Sarah Schmidt	Classified Senate Liaison	2023-2025	Y
Anthony Solomon	Chaffey College Student Government	2023-2024	N

Guests:

Shireen Awad, Curriculum Specialist, Curriculum
Lisa Bruchet, Accountant, Budgeting and Fiscal Service/ Academic Senate Liaison
Angela Cardinale, Coordinator, Distance Education
Melissa Diaz, Senior Accounting Technician, Budgeting and Fiscal Services
Lissa Napoli, Administrative Assistant, Academic Senate
Janeth Rodriguez, Executive Director, Enrollment Services and Student Support
Nan Shea, Biology, STEM
Neil Watkins, English, ACD/Immediate Past President, Academic Senate

1. P.E. (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.

2.2 Attendee Identification (Chino and Fontana Senators, cameras must be on and turn off all virtual backgrounds.)**3. PUBLIC COMMENT** (Reserved for Guests only and limited to two minutes.)**4. ADOPTION OF AGENDA**

- September 3, 2024
- **Motion for Approval** - Curriculum Chair Burk-Herrick moved to amend the agenda to include a Curriculum Chair Report after the President-Elect Report and also to move New Business before Unfinished Business on the agenda for 9.3.24. Vice President Encarnacion seconded the motion. The motion was approved. 9.3.24, 23Y/0N/0A.

5. CONSENT AGENDA**5.1 Faculty representatives that have been requested to serve on these selection/hiring committees:****5.1.1 AAII, Admissions and Records**

Donald Essex, Counselor, Counseling

5.2 Faculty representatives that can no longer serve on these campus committees:**5.2.1 Rising Scholar Advisory Committee**

Angela Burk-Herrick, Chair, Curriculum

5.3 Election Ratification**5.3.1 M&S Alternate Senators**

Justin Keller, Biology, STEM

Louisa Villeneuve, Biology, STEM

5.4 August 27, 2024 Meeting Minutes. See attachment titled, “Academic Senate Minutes DRAFT”

- **Motion for Approval** - Vice President Encarnacion moved to approve the 9.3.24 Consent Agenda. Senator Johnson seconded the motion. The motion was approved. 9.3.24, 23Y/0N/0A.

6. REPORT(S)

6.1 President - see attached pages titled “Academic Senate President’s Report Tuesday, September 3, 2024” and “Academic Senate President Report for 9.3.2024, Supplemental.”

- A meeting regarding the recent incidents in the libraries on the Rancho and Fontana campuses was held last Thursday, August 29. Many library faculty were in attendance as well as President DeRose, CCFA President Jon Ausubel, Lisa Bailey, Susan Hardy, Michael McClellan, and Andrew Long. There will be future meetings to address these concerns as well.
- Last week, President DeRose emailed the Executive Team two questions regarding their request for faculty to serve on an Advisory Group for the \$20 million MacKenzie Scott gift. The response is included in the supplemental attachment. In addition, President DeRose emailed Michael McClellan for clarification on the vision and desirable outcomes for the consultation group he requested faculty to serve on but no response has been received yet.
- Senators are asked to read the both reports and think about how they want to move forward with the information for a future discussion.
- Today President DeRose spoke with CSEA President Holly Rangel. CSEA and the Classified Senate are going to work together to select Classified Professionals to serve on the MacKenzie Scott Advisory Group. President DeRose will reach out to CCFA so together we can select faculty to serve on the Advisory Group as well.
- A Senator asked if the concerns brought during public comment by Angela Cardinale at last week’s meeting will be brought to the Academic Issues Group (AIG) as an agenda item. Specifically, regarding the merging/collapsing of dean positions causing deans to be stretched too thin. President DeRose replied not yet because it needs to be an item on our agenda first. Then the senators can have a discussion so the officers can take the Senate’s recommendation back to AIG.
- Senators expressed the need for a definition of the proposed consultation group that Michael McClellan requested faculty to serve on. In the past, advisory groups have made recommendations that the administration ignored. Can there be some agreements that the administration will listen and take those recommendations seriously? President DeRose replied that we will wait for Michael McClellan’s email response to the questions already asked. Also the work in the AP 2510 group can define consultation groups.
- Guest and Past President Neil Watkins asked if AIG serves as a consultation group? Is this consultation group a way to skirt the work of AIG? No faculty should volunteer for this consultation group until approved by the Academic Senate.

6.2 President-Elect - see attached page titled “ZTC OER Committee Budget Proposal Recommendation Form.”

- The ZTC OER Committee Budget Proposal Recommendation Form is for departments to purchase materials that promote ZTC adoption for specific courses. Deadline for submission is October 18. Applications will be reviewed by the ZTC/OER Committee in November, and accepted applications will be notified soon after for Spring 2025 purchasing.

- The submission is on a JotForm so please do not submit a PDF. The committee will use a rubric to evaluate and vote on which proposal forms will go forward to the administration for approval.
- Question 8 asks about the sustainability of the resource. The evaluation criteria is going to favor resources that can be used across multiple courses.
- For describing the longevity of the investment in question 9, report how long one purchase request of the resource supports the department needs. The cost per layer of the resource needs to be assessed and depending on the department's assessment of that resource will impact the evaluation of whether or not it is a sustainable resource.
- For question 10, you are asked to provide the average number of students enrolled in the course. So the higher number of students impacted is going to be more favorable in the evaluation.
- In question 11, the smaller overall cost, the more favorable it is to evaluators.
- In questions 12-15, the faculty commitment should include both part-time and full-time faculty. We strongly encourage you to have a departmental vote or a written commitment. This is an important factor in student success because it is going to hold substantial weight to purchasing the material and having people actually use the material.
- In question 16, the department needs to figure out and advocate for where this resource will live. The Campus Store cannot house free resources because they cannot supply the overhead costs.
- We are moving to a self-advocacy system so please use our library as a resource.

6.2.1 Curriculum Chair

- My report today is not related to curriculum, but rather in my role as an officer of the Senate. Last week, we all received the email from acting Superintendent President Lisa Bailey that included a copy of her comments to the board in which she seemed to be responding to concerns shared by the Academic Senate leaders and the Academic Senate President about participatory governance and collegial consultation. Although I did not attend the last Governing Board meeting, I have read Lisa Bailey's comments and apology to the Academic Senate and Classified Senate and I also watched a recording of the meeting. After doing so, I feel it is important that we, as the Senate Officers, be transparent about the conversations that were had with the Executive Team members.

On August 15th, the Academic Senate officers were called into a meeting to discuss Dr. Shannon's medical leave and the plan for Lisa Bailey to temporarily step in as Acting Superintendent/President. Present in the room for the discussion was Nicole DeRose, Liz Encarnacion, myself, Lisa Bailey, Alisha Rosas, Troy Ament, Michael McClellan, and David Rentz (representing CCFA). When we finished with the discussion on Dr. Shannon's leave, Lisa Bailey and Alisha Rosas began asking questions about faculty response to the Convocation presentation about the MacKenzie Scott funding, as well as expressing an interest in an overall temperature check of faculty mood. The Academic Senate officers elected not to discuss the faculty response to MacKenzie Scott funding at this time, instead, President DeRose informed them that the Academic Senate would be discussing MacKenzie Scott funding at our first Academic Senate meeting and would know more after Tuesday. Then Lisa Bailey asked for information about Academic Issues Group (AIG) and our input on whether it was working as intended. We were straightforward in communicating that AIG has not been productive for many issues and that the concerns/issues brought directly to the Governing Board by President DeRose had been brought first to AIG multiple times and were seemingly ignored and/or not taken seriously. Lisa Bailey expressed concern at this information and the hope that AIG will work

better in the future. At the time I appreciated the discussion, and what I perceived as genuine interest and willingness to work to improve relations between the executive team and the Academic Senate. Although we talked about a variety of issues, I want to be clear that in this 1½ hour meeting, we did NOT discuss the MacKenzie Scott funding nor did we discuss faculty sentiments about the move from schools to ACCs—despite what was implied in Lisa Bailey’s comments to the board.

I was optimistic after leaving the meeting. I felt that perhaps there was a sincere interest in improving campus culture, if for no other reason than to alleviate the need for President DeRose to air faculty concerns directly with the Governing Board. As you might imagine, this optimism was short-lived, when, in her comments to the board, it was clear the Lisa Bailey had cherry picked the one example of participatory governance failure (mentioned by President DeRose in a non-agendized conversation during another meeting) that would allow the current executive team members to scapegoat former CIOs.

Unfortunately, after the comments at the last board meeting, we, as a Senate, are put in an impossible position. If we stay silent, we join the current Executive Team in their deliberate deception of the governing board that only past employees/CIOs were responsible for ineffective participatory governance and collegial consultation. Being a party to this lie does not sit well with me.

Therefore, given that the Executive Team has expressed an interest in improving participatory governance and collegial consultation, and given that they seem to need a more methodical assessment of the “state of faculty sentiments” than was shared on August 15th, and given that many faculty have expressed discomfort in sharing their concerns in the public setting of the Academic Senate meetings for fear of retaliation, I am proposing that in lieu of our Academic Senate meeting next week, Senators convene in ad hoc workgroups, so we can discuss ways for Senators to connect with constituents to collect feedback on college operations and strategies for leveraging faculty voices in participatory governance and strengthening Academic Senate’s role in collegial consultation.

- Secretary/Treasurer Witt stated agreement for the need for improved communication in college operations and supports convening in ad hoc workgroups.

6.3 Classified Senate Liaison

- Lisa Bruchet stated that the Classified Senate is excited to collaborate on the Welcome Reception for new employees. The Classified Senate appreciates the Academic Senate’s care and appreciation of our workload but would like to participate in the *creation* of a governance handbook and not just be reviewers. This would allow for fewer edits later and give Classified Professionals the opportunity to further engage and strengthen the bond within all groups involved.

The Classified Senate is in agreement with Curriculum Chair Burk Herrick’s statement. They experienced similar ineffective meetings. The Executive Team requested taking meetings off the calendar for the summer and would schedule again once the Fall semester began. Lisa Bailey spoke at the Classified Senate meeting last week and asked why they hadn’t requested any future meetings. She put the burden to schedule those meetings on them when they were supposed to be monthly, scheduled by the Executive Team. We agree with the need for improved communication by the Executive Team.

6.4 Chaffey College Student Government Liaison - no report

7. GUEST(S)/PRESENTATION(S) - None.

8. UNFINISHED BUSINESS *10 minutes max

8.1. Possible Action Item Continued: Academic Senate response to the Convocation F2024 MacKenzie Scott gift, \$1 Million endowment to Academic Senate.

- **Motion for Approval** - Curriculum Chair Burk Herrick moved to postpone 8.1 and 9.3. Senator Holdiness seconded. The motion was approved. 9.3.24, 24Y/0N/0A.
- *Due to time constraints, the Academic Senate may include this agenda item on a future agenda.*

8.2 Discussion/Possible Action Item: Academic Senate steps to improve effective participation, governance, and collegial consultation of the Academic Senate. Formation and selection of senators to serve on an Academic Senate workgroup tasked with selecting and recommending a governance handbook. Preliminary completion/report date is 10/1/24. The date may be extended as needed.

Links to governance handbooks at other colleges:

- [Clovis College Governance Handbook](#)
- [Citrus College Governance Handbook](#)
- [Shared Governance booklet \(cerritos.edu\)](#)

Additional Resources:

- [Participating Effectively in District and College Governance](#) (ASCCC & CCLC, 1998)
- ASCCC's [Local Senates Handbook 2020 Revision](#)
- Volunteers are Senators Holdiness, Lee, Chamberlain, Santamaria Brady, and Vice President Encarnacion for the workgroup tasked with selecting and recommending a governance handbook.
- **Motion for Approval** - Senator Chamberlain moved to approve the formation and selection of Senators Holdiness, Lee, Chamberlain, Santamaria Brady, and Vice President Encarnacion to form a workgroup tasked with selecting and recommending a governance handbook to improve effective participation, governance, and collegial consultation of the Academic Senate. Curriculum Chair Burk Herrick seconded the motion. The motion was approved. 9.3.24, 23Y/0N/0A.

9. NEW BUSINESS *10 minutes max per item

9.1. Action Item: Selection of one (1) person to serve on the [Calendar Committee](#), term 2024-2026. See nominees and candidates statements on the page titled "Committee Nominees and Statements, Calendar Committee and Load Petition Committee". Vote call: 1- Maryline Chemama, 2-Tamari Jenkins, 3- Bob Biaz, 4-Bruce Osburn

- Senator Jenkins was selected with a Senate vote of 1=7 votes, 2=14 votes, 3=0 votes, 4=3 votes. Thank you to Senator Jenkins for your service on this committee.

9.2. Action Item: Selection of four (4) people to serve on the [Load Petition Committee](#) (CBA, Article 18.3.5), term 2024-2026. See nominees and candidates statements on the page titled "Calendar

Committee and Load Petition Committee Nominees”. Vote call: 1=Lisa Doget, 2=Elaine Martinez, 3=Jayne Clark-Frize, 4=Annette Henry, 5=Jonathan Polidano

- Senators Clark, Henry, and Polidano were selected with a Senate vote of 1=2 votes, 2=2 votes, 3=7 votes, 4=7 votes, 5=6 votes.
- A second vote was taken due to a tie between candidates 1 and 2, with the following votes of 1=10 votes, and 2=14 votes. Senator Elaine Martinez-Hu was selected. Thank you for your service on this committee.

9.3 Action Item: Selection of a second Academic Senate Liaison to CCFA. The Liaison will attend CCFA meetings to answer questions that pertain to the Academic Senate and to report back relevant information from CCFA. Current Academic Senate Liaison to CCFA is Tina Kuo.

- *Due to time constraints, the Academic Senate may include this agenda item on a future agenda.*

10. FLOOR ITEMS *10 minutes max (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.)

- To make a public comment during the Governing Board meeting you have to complete a slip with your name. Give the slip to Nora. Public comments can be made during open and closed sessions but most likely faculty would comment during open sessions. The future Governing Board meeting dates are
 - Tuesday, September 24, 2024
 - Tuesday, October 22, 2024
 - Thursday, November 14, 2024
 - Thursday, December 12, 2024
- A meeting is Brown Act compliant if no decisions are going to be made and it must be a simple majority of the members.

11. ANNOUNCEMENTS

11.1 Chaffey College Academic Senate

11.1.1 Save the Date! *Welcome Reception*, Tuesday, September 24, 12:30-2:00 PM, Faculty Success Center. Come celebrate and welcome the new faculty, staff, and managers. Light refreshments will be available.

11.2 Academic Senate for California Community Colleges (ASCCC) Information

11.2.1 Save the Date! [ASCCC's annual Fall Plenary Session](#), November 7-9, 2024. This is a hybrid event taking place at the [Visalia Convention Center](#) 303 E Acequia Ave, Visalia, CA 93291. We hope that all local faculty leaders will plan to join us in Visalia!

11.2.2 Check out Academic Senate for California Community Colleges webpage for other great webinars/events at asccc.org

12. ADJOURNMENT (1:50 P.M.)

Moved to adjourn at 1:50 pm by Senator Chamberlain and seconded by Senator Johnson.

The next Academic Senate meeting will be on Tuesday, September 17, 2024.

Lissa A. Napoli, Recording Secretary

Robin Witt, Treasurer / Secretary

Academic Senate President's Report Tuesday September 3, 2024

QUESTIONS TO THE EXEC TEAM REGARDING THE CONVOCATION MACKENZIE SCOTT UPDATE

- What is the positional composition of the MacKenzie Scott advisory group? How will faculty be selected to serve on the advisory group? As with faculty appointments to college committees, Academic Senate would like to confirm that faculty to serve will be approved by the Academic Senate.
- What are the restrictions/limitations of the \$1M Academic Senate endowment planning and spending?

AIG UPDATE

- AIG agenda items for 9/6 (from A.S.)
 - Follow up on the technology that removes students from the system when they graduate so they have to reapply or submit paperwork to be reinstated if they want to continue taking courses at Chaffey.
 - This was a prior agenda item at the 2/2/24 meeting. Screenshot of summary notes shown below. The second screenshot is from the 3/1/24 summary notes.

(2) Curriculum Design, SCFF, & Applying for Graduation

- The CC shared that a coordinator raised a question regarding students being advised by faculty that if they apply for graduation with a certificate they will be kicked out of the system, need to reapply and lose their financial aid. In some cases, this holds true. There is a technology clean up and solution in need. The CC is requesting priority that once this glitch is fixed she would like the word put out to students and faculty prior to the application for spring graduation.

(3) Mackenzie Scott Gift reporting

- The VPAS expressed appreciation for Superintendent/President Dr

be more helpful to bring everyone together for discussion.

(7) Other

- IASIIIE shared that D1 will be joining the Academics Issues Group in place of Dean, Arts, Communication, and Design, Jason Chevalier
- Review of 2.2.24 Summary Notes
 - PAS asked if the IASIIIE could send over the Measure P list she requested at the last AIG meeting. IASIIIE stated that Troy Ament was contacted and Eva Ramirez is working on it.
 - CC had a follow up question regarding agenda item #2 and asked if there was an update on the validity of the report. ASSSSC shared that she will discuss this issue with D1 when he returns and report back to the CC.

- Is it true that students cannot download a copy of their own ed plan and that they have to have counselors download and send them a copy? If so, why wouldn't we have this feature turned on for students?
- Request for Information/Update on the Permanent CIO Recruitment

- AIG membership since 2019

Academic Year	Faculty Senate/Academic Senate Officers	Administrators	Comments
2019-2020	<ul style="list-style-type: none"> • President: Nicole DeRose • President-Elect: Baron Brown • Secretary-Treasurer: Mark Gutierrez • Curriculum Chair: Angela Burk-Herrick 	<ul style="list-style-type: none"> • CIO: Laura Hope • Dean: Jason Chevalier • Dean: Michael McClellan 	
2020-2021	<ul style="list-style-type: none"> • President: Nicole DeRose • Vice President: Robin Witt/replaced by President-Elect: Neil Watkins • Secretary-Treasurer: Mark Gutierrez • Curriculum Chair: Angela Burk-Herrick 	<ul style="list-style-type: none"> • CIO: Laura Hope • Dean: Jason Chevalier • Dean: Michael McClellan • VPSS: Alisha Rosas 	The Associate Superintendent of Student Services was added between 9/20 and 11/20
2021-2022	<ul style="list-style-type: none"> • President: Neil Watkins • Vice President: Sarah Chamberlain • Secretary-Treasurer: Liz Encarnacion • Curriculum Chair: Angela Burk-Herrick 	<ul style="list-style-type: none"> • CIO: Laura Hope • Dean: Jason Chevalier • Dean: Michael McClellan • VPSS: Alisha Rosas 	
2022-2023	<ul style="list-style-type: none"> • President: Neil Watkins • President-Elect: Nicole DeRose • Secretary-Treasurer: Liz Encarnacion • Curriculum Chair: Angela Burk-Herrick 	<ul style="list-style-type: none"> • CIO: Laura Hope • Dean: Jason Chevalier • VPSS: Alisha Rosas 	Summary notes only indicate one dean attended meetings.
2023-2024	<ul style="list-style-type: none"> • President: Nicole DeRose • Vice President-Elect: Liz Encarnacion • Secretary-Treasurer: Robin Witt • Curriculum Chair: Angela Burk-Herrick 	<ul style="list-style-type: none"> • CIO: Misty Burruel • Dean: Jason Chevalier, later Michael McClellan • Dean: Eric Sorenson • VPSS: Alisha Rosas 	CIO&VPSS replaced Jason Chevalier with Michael McClellan in 3/24
2024-2025	<ul style="list-style-type: none"> • President: Nicole DeRose • President-Elect: Liz Encarnacion • Secretary-Treasurer: Robin Witt • Curriculum Chair: Angela Burk-Herrick 	<ul style="list-style-type: none"> • CIO: Michael McClellan • Dean: Alisha Serrano • Dean: Eric Sorenson • VPSS: Alisha Rosas 	

- [Prior AIG agenda item list](#) (compiled by Liz) Take a look to see what has been brought to AIG from the 2022-2023 & 2023-2024 academic years.
- AIG's first meeting 9/26/2011, agenda item #2 Participatory Governance Handbook (below is a screenshot of agenda item #2 in the summary notes)

Academic Issues Group Summary Notes							
<p>Date: September 26, 2011 Time: 1:30-2:30pm Place: SSA-208</p>	<p style="text-align: center;"><u>Committee Members Present</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input checked="" type="checkbox"/> A. Alger</td> <td style="width: 50%;"><input checked="" type="checkbox"/> E. Bishop</td> </tr> <tr> <td><input checked="" type="checkbox"/> A. Bartlett</td> <td><input checked="" type="checkbox"/> S. Guerrero</td> </tr> <tr> <td><input checked="" type="checkbox"/> N. Watkins</td> <td><input type="checkbox"/> L. Hope</td> </tr> </table>	<input checked="" type="checkbox"/> A. Alger	<input checked="" type="checkbox"/> E. Bishop	<input checked="" type="checkbox"/> A. Bartlett	<input checked="" type="checkbox"/> S. Guerrero	<input checked="" type="checkbox"/> N. Watkins	<input type="checkbox"/> L. Hope
<input checked="" type="checkbox"/> A. Alger	<input checked="" type="checkbox"/> E. Bishop						
<input checked="" type="checkbox"/> A. Bartlett	<input checked="" type="checkbox"/> S. Guerrero						
<input checked="" type="checkbox"/> N. Watkins	<input type="checkbox"/> L. Hope						
<p>Others Present: Hope Ell, Recorder</p>							
<p>Sherrie thanked group members for agreeing to participate and for their willingness to try this new model of meeting.</p>							
<p><u>Accreditation</u> The college must submit a mid-term report in March of 2013 which means we need to get working on that report soon. Committees need to review standards that affect them and need to keep evidence of what they do in meeting minutes. Sherrie hopes to convene the Accreditation Oversight Committee soon; that committee will look at what worked and what didn't during our last accreditation cycle. Accreditation should be an ongoing cycle, not a last minute rush. The ACCJC stated that we need a better planning process; we are good at documenting what we are doing but we don't have plans showing where all these things lead. These are things we need to work on for the mid-term and future reports.</p>							
<p><u>Participatory Governance Handbook</u> Sherrie is participating in an accreditation site visit at Reedley College. Reedley has something called a Participatory Governance Handbook that she thought might be useful here at Chaffey. The handbook talks about the types of committees on campus, clarifies their roles, reporting relationships, and membership composition. It has been a while since Chaffey has looked at the viability of committees. We may have some committees that are no longer needed and others that need to be established. This would be a good start to that process. A suggestion was made to clarify Senate versus union issues in this document. Another suggestion was to possibly create a rubric or criteria for committees.</p>							

ZTC OER Committee Budget Proposal Recommendation Form

* Required

* This form will record your name, please fill your name.

1. Department *

2. Contact Information of person(s) submitting proposal (Name and email) *

3. Type of Resource being requested *

- Book (physical)
- Book (digital)
- Database
- Required Certification Course (registration fees)
- Other

4. Please provide a description of the resource *

5. Please review the ASCCC OER By Discipline resource list: <https://asccc-oeri.org/open-educational-resources-by-discipline/>

Explain the reasons why the available OER/ZTC resources do not meet the needs of this course. (if no OER/ZTC resources are available, please note that in your response).

*

6. Explain the rationale for the purchase request of this resource. *

7. Has the primary course this resource is associated with completed a cohort within the Textbook Transformation Project? *

Yes

No

In the next Cohort Cycle - focus groups for the course have been planned

8. Explain the sustainability of the resource *

Describe how the department plans to use this resource across courses within the discipline.

Is the resource going to be used across multiple courses or a single course?
Is the resource going to be used across multiple sections?

9. Explain the sustainability of the resource *

Describe the longevity of investment that this resource will provide (i.e. the length of time this resource can be reused for future classes/students)

How long can the one purchase request of the resource support the department's needs?

10. Explain the sustainability of the resource *

Provide the average number of students enrolled in the course(s) this resource will be used for per semester.

Consider the total number of students that circulate through this department/course in addition to the need for purchased resources given the availability of ZTC/OER resources in the subject.

11. Explain the sustainability of the resource *

Provide the cost of the resource and the length of time that cost is associated with. (I.e., a textbook that costs \$200 per copy and can be re-used in the department for 5 years before replacing with a new edition).

The smaller the overall cost, the more favorable it is to the evaluators

12. Faculty Commitment to Investment *

Does the department have a current commitment to being ZTC/LCT for this course? If not, does the department plan to create a commitment?

The higher the faculty commitment (PT and FT) the more favorable it is to the evaluators

13. Faculty Commitment to Investment *

Explain how the department plans to promote faculty commitment to using this resource across course sections.

Getting a commitment in writing or through a department vote is more substantial than word of mouth

14. Faculty Commitment to Investment *

Roughly, how many faculty within the department have already, or will commit to using this resource if provided?

100%

Part time and full time

90% - 99%

80% - 90%

70% - 80%

60% - 70%

Under 60%

15. Faculty Commitment to Investment *

Name the faculty that have committed to using the purchased material

16. If the resource being requested is a physical resource (physical book, for example) has the department discussed where this physical resource will be housed and how it will be distributed? *

If the resource is a physical resource, how will the resource be housed and distributed to students? Who will be responsible for the resource?

Note: The Campus Store cannot house *free* resources and must use low cost rental programs to maintain overhead costs.

Committee Nominees & Statements

Calendar Committee – ONE position available. Nominees:

Maryline Chemama

As the faculty/coordinator teaching lecture and lab combo classes, I am interested in joining the Calendar Committee to ensure that the academic calendar meets the specific needs of these courses. My role gives me insight into how start and end dates, holidays, and exam schedules impact faculty and students, particularly in maintaining the flow and quality of instruction. By participating in the committee, I aim to contribute a perspective that supports the effective scheduling of these classes, ultimately enhancing the overall educational experience for our college community.

Tamari Jenkins

I nominate myself, Tamari Jenkins, for the Calendar Committee. With nearly 23 years of experience as a faculty member, my role as an ASCC Senator-At-Large, and my recent position as the Faculty Success Center Facilitator, I am well-prepared to contribute meaningfully to this committee.

I pride myself on being a strong communicator who builds positive relationships with colleagues and students alike. My teaching experience spans all modalities—face-to-face, hybrid, and asynchronous—as well as various terms, including full-term, late-start, fast-track, and summer sessions of both 6-week and 8-week formats. This extensive background has equipped me with a comprehensive understanding of how the college calendar affects student enrollment, retention, and success.

I am particularly interested in exploring equitable adaptations to our calendar that would benefit our diverse student population. If appointed as an ASCC representative, I commit to effectively conveying the concerns and insights of our electorate and ensuring they are kept informed about relevant issues that allow us to share our perspectives.

I respectfully ask for your support in my nomination for the Calendar Committee. Thank you for your consideration.

Bob Baiz

Please accept this message my nomination for myself to be on the calendar committee. I have been at Chaffey since 1998 and have seen many different versions of the academic calendar. I understand the importance if different dates for faculty and students. I believe my experience on multiple committees and knowledge as being a past coordinator of my department is beneficial. Let me know if you need anything further from me.

Bruce Osburn

I think the work of this committee is important as the academic calendar can impact individuals in many ways – both positive and negative. I believe a willingness to spend the time to research those impacts is critical to establish academic dates that consider as many individuals specific situations as possible.

Load Petitions Committee – FOUR positions available. Nominees:

Lisa Doget

Hello, My name is Lisa Doget, and I am running to represent the faculty on the load petition committee. As an active faculty member in the Associate Degree Nursing Program on the Chaffey Campus, I understand our students' needs and the disparity in load factors that must be fairly addressed. As the current director of the ADN program, I am familiar with rubrics and standards as they may be applied to load factors and promise to be fair to all parties if chosen. Thank you!

Elaine Martinez-Hu

To Whom It May Concern:

I am expressing my interest to serve on the Load Petition Committee.

With a background in Kinesiology, Nutrition and Athletics, I would bring knowledge of the disparity affecting these disciplines as well as an understanding of the importance this concern is to any discipline being affected. I will be a fair and unbiased committee member who will take all applications from across disciplines with the lens of equity and due diligence.

To exemplify experience, a colleague and I provided documentation and reasoning to the CCFA for equitable consideration during previous negotiations. Additionally, as a resource, I have contacts across the state in CCC Kinesiology departments which often includes Athletics, Nutrition and Dance. I feel this will serve well since KNA is the lowest with .8 FTEF at Chaffey.

Thank you for your time and consideration.

Elaine Martinez-Hu, Kinesiology

Jayne Clark-Frize

I would like to be considered to work on the Load Petition Committee. This is a committee I am interested in and will have impact on the Vocational nursing department. I have been with Chaffey college since 2012 first as adjunct then full time temp and now I am a tenured faculty member. Several of our faculty work in the skills lab and I am interested in learning about the load petition. I Believe this an important subject for myself and coworkers and all campus employees who are currently working in the lab.

Regards

Jayne Clark-Frize, MSN-ed., PHN.

Annette Henry

Greetings Academic Senate:

I would like to express my interest in joining the Load Petition Committee.

During my time here at Chaffey, I have been involved in many areas of the college and have worked with faculty across multiple disciplines. As a past departmental coordinator for 10 years, I have a full understanding of faculty load and part time hourly pay. I have written and updated many new courses in my area and have worked with other departments on the collaboration of new curriculum.

For many years I sat on the curriculum committee and I am in my second year as an Academic Senator for KNA. Over the years I have continued to have an open and positive working relationship with all colleagues. In past negotiations, I worked with CCFA negotiators providing them with documentation on course load averages from other community colleges. If I am selected for this committee, I will have a fair and unbiased approach when reviewing applications to be considered for load increases.

Thank you for your time and consideration.

Annette Henry

Department of Kinesiology

Jonathan Polidano

Hello,

I'm interested in serving as an academic senate representative on the Load Petitions Committee. As the campus CTE Liaison and coordinator for lab-based CTE programs, I am well-positioned to represent our faculty. I've closely followed the faculty contract changes that led to this committee's formation and have engaged with CCFA negotiators and administrative members about load parity issues. My direct experience with lab course management and understanding of faculty challenges will help me contribute effectively. I am passionate about advocating for fair compensation and am eager to support our faculty through this role.

Thank you for considering my application.

Johnny Polidano

		Present	Approval to adopt amended 9.3.24 agenda by including Curriculum Chair report and to move New Business before Unfinished Business	Approval of Consent Agenda 9.3.24	Selection of 1 person to serve on the Calendar Committee 1- Maryline Chemama, 2-Tamari Jenkins, 3- Bob Blaz, 4-Bruce Osburn	Selection of 4 persons to serve on the Load Petition Committee. 1=Lisa Doget, 2=Elaine Martinez, 3=Jayne Clark-Frize, 4=Annette Henry, 5= Jonathan Polidano	Selection of 2 persons to serve on the Load Petition Committee. 1=Lisa Doget, 2=Elaine Martinez, TIE runoff
<i>Alternate Senators Italicized</i>							
Representation	Name						
President	Nicole DeRose	Y					
Vice President	Elizabeth "Liz" Encarnacion	Y	Y	Y	1	4	2
Secretary/Treasurer	Robin Witt	Y	Y	Y	2	1	1
Curriculum Chair	Angela Burk-Herrick	Y	Y	Y	2	5	2
Business & Applied Technology	Joseph Lee	N					
Business & Applied Technology	Jonathan Polidano	Y	Y	Y	4	4	1
<i>Business & Applied Technology Alternate</i>	<i>Jay Scott</i>	N					
Chino Campus	Hannah Carter	Y	Y	Y	2	3	2
Chino Campus	Robert Nazar	Y	Y	Y	2	3	1
<i>Chino Campus Alternate</i>	<i>Manar Hijaz</i>	N					
Fontana Campus	Sean Connelly	Y	-	-	4	4	1
Fontana Campus	Anthony "Tony" Guaracha	Y	Y	Y	2	4	1
<i>Fontana Campus Alternate</i>	<i>Greg Creel</i>	N					
Health Sciences	Jayne Clark Frize	Y	Y	Y	1	3	2
Health Sciences	Omar Estrada	Y	Y	Y	4	1	1
<i>*Health Sciences Alternate</i>	<i>Lisa Doget</i>	N					
HFIC	Tara Johnson	Y	Y	Y	2	5	1
HFIC	Vacant						
<i>HFIC Alternate</i>	<i>Vacant</i>						
Instructional Support	Terezita Overduin	Y	Y	Y	1	5	2
Instructional Support	Christina Holdiness	Y	Y	Y	1	5	2
<i>Instructional Support Alternate</i>	<i>Shelley Marcus</i>	Y					
Kinesiology, Nutrition, & Athletics	Robert Hadaway	Y	Y	Y	2	4	2
Kinesiology, Nutrition, & Athletics	Annette Henry	Y	Y	Y	2	4	2
<i>Kinesiology, Nutrition, & Athletics Alternate</i>	<i>Candice Hines-Tinsley</i>	Y					
Language Arts	Laura Santamaria Brady	Y	Y	Y	2	3	2
Language Arts	Phatana Ith	Y	Y	Y	2	3	2
<i>*Language Arts Alternate</i>	<i>Stephen Shelton</i>	Y					
Mathematics & Science	Jinny Lee	Y	Y	Y	1	3	2
Mathematics & Science	Robin Witt						
<i>Mathematics & Science Alternate</i>	<i>Justin Keller</i>	Y					
<i>Mathematics & Science Alternate</i>	<i>Louisa Villeneuve</i>	Y					
Social & Behavioral Sciences	Vacant						
Social & Behavioral Sciences	Patricia Gomez	Y	Y	Y	1	5	2
<i>*Social & Behavioral Sciences Alternate</i>	<i>Vacant</i>						
Student Services	Myra Andrade	Y	Y	Y	2	2	2
Student Services	Michelle Martinez						
<i>* Student Services Alternate</i>	<i>Melissa Johannsen</i>	Y	Y	Y	2	2	2
<i>* Student Services Alternate</i>	<i>Fabiola Espitia</i>	N					
Visual and Performing Arts	Daniel Jacobo	Y	-	-	-	-	
Visual and Performing Arts	Leta Ming						
<i>*Visual and Performing Arts Alternate</i>	<i>Vacant</i>						
Senator-At-Large	Sarah Chamberlain	Y	Y	Y	1	5	1
Senator-At-Large	Tamari Jenkins	N					
Senator-At-Large	Jackson Tropp	Y	Y	Y	2	4	1
Adjunct Senator-at-Large	Vacant						
Adjunct Senator-at-Large	Tina Kuo	Y	Y	Y	2	3	1
<i>*Adjunct Alternate Senator</i>	<i>Vacant</i>						
Classified Senate Liaison	Sarah Schmidt	Y					
Chaffey College Student Government	Anthony Soliman	N					
	PURPLE indicates reported tardy/leave early				1= 7, 2= 14, 3= 0, 4=3 (Tamari Jenkins)	1=2,2=2, 3=7, 4=7,5=6 (Jayne, Annette, John)	1=10, 2=14 (Elaine)
RED indicates reported absence							
Total Yes Votes		32	23	23	0	0	0
Total No Votes			0	0	0	0	0
Total Abstentions			0	0	0	0	0
- = Not available during meeting to vote							
40 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 8.2							
President ONLY votes to break a tie.							
A quorum shall consist of two-thirds of the voting members of the Academic Senate							
18 members are needed for QUORUM							
40 Present at this meeting = 32 members, 8 visitors							
9.3.24 Academic Senate Meeting							

