

**ACADEMIC SENATE**  
**Approved Minutes for October 27, 2016**  
**Place: CCC – 414 3:00 pm to 5:00 pm**

<b>ACADEMIC SENATE OFFICERS</b>		<b>PRESENT</b>
President	Bryan Seiling	<b>X</b>
Past-President	Jolena Grande	<b>Absent</b>
Secretary	Joel Gober	<b>X</b>
Treasurer	Paul Kelley for Michael Klyde	<b>X</b>
Curriculum Chair	Mark Majarian	<b>X</b>
<b>ACADEMIC SENATORS</b>		
Business/CIS	Ben Izadi	<b>X</b>
Career Tech. Education 1	Kathleen Reiland	<b>X</b>
Career Tech. Education 2	Paul Kelly for Michael Klyde	<b>X</b>
Counseling 1	Renee Ssensalo	<b>X</b>
Counseling 2	Daniel Pelletier	<b>X</b>
Fine Arts 1	Joyce Patti	<b>Absent</b>
Fine Arts 2	Paul Paiement	<b>X</b>
Health Science 1	Lynn Mitts	<b>X</b>
Health Science 2	Dave McCament	<b>Absent</b>
Health Science 3	Tina Johannsen	<b>X</b>
Language Arts 1	Pat Ganer for Ruth Gutierrez	<b>X</b>
Language Arts 2	Keith Vescial	<b>X</b>
Language Arts 3	Kathy Wada	<b>X</b>
Library/Learning Resource Center	Billy Pashaie	<b>Absent</b>
Physical Education	Bill Pinkham	<b>X</b>
Science, Engineering, Math 1	Adam Eckenrode	<b>X</b>
Science, Engineering, Math 2	Joel Gober	<b>X</b>
Science, Engineering, Math 3	Garet Hill	<b>X</b>
Social Science 1	Will Heusser	<b>X</b>
Social Science 2	Craig Goralski	<b>X</b>
Adjunct Senator 1	Tonya Cobb	<b>X</b>
Adjunct Senator 2	Katie King	<b>Absent</b>
Adjunct Senator 3	Fernando Mallory	<b>Absent</b>
<b>LIAISONS</b>		
Accreditation Self Study	Liana Koepfel	<b>Absent</b>
AdFac	Tonya Cobb	<b>X</b>
Associated Students	Tanya Washington	<b>X</b>
Basic Skills	Christie Diep	<b>X</b>
Campus Diversity	Maha Afra	<b>Absent</b>
Campus Technology	Doug Sallade	<b>Absent</b>
CC Foundation	VACANT	<b>VACANT</b>
Program Planning and Review/ Student Learning Outcomes	Kathleen Reiland	<b>X</b>
Professional Development	Ruth Gutierrez	<b>Absent</b>
Student Learning Outcomes	Sarah Jones	<b>X</b>
United Faculty	Tina Johannsen	<b>X</b>
<b>GUESTS:</b> Cindy Shrout		

- I. After establishing a quorum, Academic Senate President Bryan Seiling called the meeting to order at 3:02 pm with two alternates in attendance.
- II. **Adoption of the Agenda:** On motions duly made, seconded, and carried item E. Sub-Committee to Review Curriculum Processes under VIII. Faculty Issues-Unfinished Business was moved above item A. Item B. SLO and Accreditation Standards under IX. Faculty Issues-New Business was moved above Faculty Issues-Unfinished Business.

On motions duly made and carried the Agenda was adopted as revised.

- III. **Approval of Minutes:** Motion to approve the September 22, 2016 minutes. (Gober/Majarian)

Academic Senate President Seiling shared that a special transcript had been made of the sections questioned during the Oct. 13, 2016 Academic Senate meeting by Senator Kathy Wada and Senator Tina Johannsen, as requested by Senator Wada. The accuracy of the transcript was validated by President Seiling and Past-President Jolena Grande who listened to the recording of the sections in question. Senator Wada created a handout for her requested changes, specifically change the word “remediation” to Academic ESL or Developmental English, correct the spelling of “CELSA,” and clarify one detail of the collaboration process for ESL students.

On motions duly made and carried the September 22, 2016 Academic Senate minutes were approved as amended.

On motions duly made and carried the October 13, 2016 Academic Senate minutes were approved with no amendments.

- IV. **Public Commentary:** Cindy Shroul, Math Department Coordinator and BSI/ESL Co-Chair, provided a handout for the record explaining the current history of BSI/ESL reports to the Senate. In taking over the position of BSI/ESL Co-Chair, Cindy made it clear that attending Academic Senate meetings would not be possible. She shared that she had attempted to get information about BSI/ESL reporting to Senate, but communication was never provided concerning an expectation to attend Senate meetings or send a regular report. Recently she was made aware of the need for reporting at Academic Senate and the BSI/ESL Committee appointed Christie Diep as Academic Senate liaison. Cindy emphasized that she is still unable to attend Senate meetings because of scheduling; however, she is always available via email.
- V. **Faculty Announcements and Invitations:** Will Heusser would like Academic Senate to consider a discussion of the current parking issue as a future agenda item. Parking has become very problematic this semester, and it will only get worse once the construction begins. Will reported that some faculty have had to park off campus because of a lack of available spaces. President Seiling shared that prior to construction parking lots will be relined. It is anticipated that the campus will gain 350 parking spaces.

Craig Goralski commended Anthropology faculty Becky Floyd and her students for their Dia de los Muertos displays on the 2<sup>nd</sup> floor of the Humanities Building.

Mark Majarian reminded faculty of the Theatre Department's production of *Little Women*.

## VI. Special Reports

- A. **Associated Students:** Tanya Washington attended Chancellor Cheryl Marshall's investiture on the 14<sup>th</sup>. On the 21<sup>st</sup> she attended a tour of CSULB with a presentation from Faculty Director of the Multicultural Center. Tanya reminded everyone that Inter Club Council (ICC) is hosting the annual Pumpkin Bash from 4-9 pm by the pond.
- B. **United Faculty:** United Faculty President Tina Johannsen distributed and read a written report (see attached), including information about electronic elections in the spring and Lecture/Lab discussions. UF did not endorse any candidate for the Board of Trustees. Secretary Joel Gober asked how many grievances are active. UF President Johannsen said that she doesn't have the exact number but will give an update at the next Senate meeting. Keith Vescial reported that the District Benefits Committee currently has only one faculty member. UF will be seeking volunteers.
- C. **Adjunct Faculty United (AdFac):** Tonya Cobb reported AdFac accepted the District compensation offer. An unusually high number of ballots were returned, which indicates strong participation. AdFac accepted a one-time bonus of 5.6% and a 3.25% raise across all salary schedules effective January 2017. The next AdFac meeting is on Nov. 18<sup>th</sup> at 12:00 for lunch, meeting starts at 12:30. The AdFac office is located at 305 N. Harbor Blvd. in Fullerton.
- D. **Professional Development:** Keith Vescial reported for Ruth Gutierrez. Applications for the Online Conference are being accepted. Requests must be in by November 14<sup>th</sup>. An email will be going out about upcoming events.
- E. **Curriculum Committee:** Curriculum Committee Chair Mark Majarian shared that the committee is working hard.
- F. **Academic Senate Treasurer's Report:** Alternate Paul Kelley reported that the travel budget is \$4100.00 and the supply budget is \$500.00. He asked that names of the Fall Plenary attendees be identified.
- G. **Cypress College Foundation:** Still waiting for new liaison.
- H. **Basic Skills Committee:** No report.
- I. **Student Learning Outcomes Assessment:** Sarah Jones shared that currently the status of SLO data is 93%, which is up from 35% in 2014.

- J. **Program Review and SLO Data Coordinator:** To be reported on under Item B. SLO and Accreditation Standards.
- K. **Accreditation Self Study:** No report.
- L. **District Council on Budget and Facilities:** No report.
- M. **Diversity Committee:** No report.

## VII. President's Report and Committee Appointments

President Seiling confirmed that the final day for grade submissions for the fall semester will be December 22, 2016.

### Committee Appointments:

**Graduation Committee:** Dave McCament was approved for the position.  
M/S/U

Discussion of possible commencement speakers will be agendaized for the next Senate meeting. Information needs to be forwarded to the committee by December. The Senate will also be discussing suggestions for honoring the Cypress College 50<sup>th</sup> anniversary at commencement.

**Cypress College President Hiring Committee:** President Seiling received six applications for the three remaining positions on the committee. Discussion ensued concerning the three positions. The Senate was concerned to provide overall diversity on the committee. Senators also want to be sure that faculty concerns across campus are represented. President Seiling confirmed that there will be a student representative on the committee. After debate and motions duly made and carried Joel Gober, Ruth Gutierrez, and Mark Majarian were approved with 2 opposed and 2 abstentions. The five faculty serving on the Cypress College President's Hiring Committee are as follows: Jolena Grande, Joel Gober, Ruth Gutierrez, Mark Majarian, and Bryan Seiling.

**Technology Committee:** Peter Molnar was approved for the position.  
M/S/U

### B. SLOs and Accreditation Standards

Program Planning and Review/Student Learning Outcomes Chair Kathleen Reiland shared a handout addressing missing SLOs on 52 courses numbered 295, 298, and 299. The handout provides generic SLOs for these courses. The handout is for departments to use unless they want to write their own. Since these courses are shells for a variety of specific needs, the SLOs should be generic. Kathleen asked for a sense of the Senate to send the handout to all department coordinators

to present to their individual departments. Once the SLOs are entered, a report will be created and posted to the Cypress College Student Learning Outcomes website.

Program Review is still on a four-year cycle and SLO review is on a three-year cycle. This issue will be agendized to discuss and vote on making both cycles four-years.

Kathleen reported that ACCJC is moving towards wanting data that is disaggregated by subpopulation. This means that faculty would have to look at their rosters and check each SLO student by student. She clarified that Cypress College is not jumping on that, but there is a need to do a test with TracDat in order to see if the disaggregated data can be captured easily through the Banner reporting. Kathleen is seeking Senate approval to allow Institutional Research to access TracDat in order to provide data. President Seiling shared that there is no policy to prevent administration from having access. Senator Pelletier stated that faculty need written agreements with administration. Curriculum Chair Majarian expressed concern over the level of detailed information. Discussion ensued over the disaggregation of data for currently unknown reasons and conclusions that might be drawn based on data. Senator Goralski cautioned that data will be used incorrectly based on evidence seen statewide.

Conversation extended with unanimous consent.

Motion to give permission for Institutional Research access to TracDat in consultation with Kathleen Reiland who will report back to the Senate. Motion passes with 4 opposed and 2 abstentions.

Program Learning Outcomes (PLOs) and certificates and degrees and different areas. Work is being done to figure out the best way to track students and gather meaningful data. Not all programs are putting their information into TracDat. Kathleen will bring this issue back to Senate for further discussion. Kathleen expressed that she understands the concerns that faculty have of SLOs showing up on evaluations as a result of the more detailed expectations.

A QFE (Quality Focus Essay) will be written on TracDat and whether or not it is serving our needs. Kathleen will also bring back to Senate an idea for a faculty committee to discuss/assess Institutional Learning Outcomes (ILOs).

## **VIII. Faculty Issues – Unfinished Business**

### **E. Senate Sub-Committee to Review Curriculum Processes**

President Seiling is bringing this forward because he has been getting requests from faculty across campus for more clearly defined curriculum guidelines outlining the process every step of the way. The message he has been receiving is that

faculty want to see the process in greater detail. The goal is to create transparent process guidelines for every aspect of both the faculty role and the Curriculum Committee role. Curriculum Committee Chair Mark Majarian is in support of the sub-committee. In discussing it with the Curriculum Committee, he already has volunteers. Administration also supports the sub-committee. Curriculum Chair Majarian emphasized that because of the systemic changes coming down from the state in how things are handled, this sub-committee will define the protocol for handling new areas of innovation. This is of special concern for the new CTE Pathways.

Alternate Senator Ganer requested a more specific charge for the committee. She would like to see a statement clearly delineating the charge of the committee in order to know exactly what they are supposed to do. President Seiling reiterated that this will be a “soup to nuts” review of all the processes, including ensuring that the stated processes are in compliance with Ed Code, Title 5, and all District and Campus documents. Alternate Senator Ganer argued that the purpose stated on the agenda does not give a clear delineation of the charge. Senator Kathleen Reiland suggested that the process is like a program review process. Curriculum Committee Chair Majarian stated that although there are larger processes that have to be followed, there are locally decided processes for issues that aren’t under the larger umbrella. He argued that without a clearly defined process students and programs might suffer, and the support of the Senate for this sub-committee is important to provide clearly defined, effective protocols for the future of our curriculum development.

After extended discussion and debate, President Seiling will bring the proposal back to the next Senate meeting.

#### **A. Senate Sub-Committee to Revise the By-Laws**

President Seiling stated that the previous committee already did a lot of work, but there are things that need to be finished and new things that need to be added. Motion to create a new Senate sub-committee to revise the By-Laws (Majarian/Gober).

Senator Wada suggested that the By-Laws be revised by the entire Senate in a meeting-by-meeting process rather than through the work of a sub-committee. Curriculum Chair Majarian supported the sub-committee in order to effectively avoid taking too much Senate time, which is what happened with the DE Faculty Coordinator position. Recording secretary Christie Diep explained that she was the chair of the previous By-Laws sub-committee, and the committee was never formally dissolved. She stated that a lot of work has already been done and she would like to continue her work. Senator Johannsen stated that it might be best to put this issue on the “back burner” until the Curriculum Committee sub-committee

issue has been decided. President Seiling will bring this item back to the next Senate meeting.

**B. “Questions for the President” Proposal**

Senator Craig Goralski provided a handout regarding the proposal. He reminded that Senate that previously all Senators except one were in favor of this idea. Based on that, Senator Goralski created the proposal. The process would be the same as for creating agenda items. The Senate Executive Board would look at the questions with the understanding of the timeliness of the question in order to prioritize. Senator Goralski emphasized that he is seeking a greater level of communication between the College President and the Academic Senate. Many faculty questions should be discussed and answered in a public forum in order to have a public record.

Senator Goralski asked that the Senate look at the proposal. He hopes that this process will help the Senate and all faculty to be more proactive rather than reactive by encouraging faculty to ask more questions.

The proposal will be agendized for the next Senate meeting.

**C. Fall Plenary Meeting**

President Seiling asked to be provided with names of faculty who will be going to Fall Plenary.

Support for the ESL resolution (handout) to be presented at Fall Plenary. M/S/U

President Seiling asked for unanimous consent to support the SCE language in support of Proposition 55. M/S/U

**Adjournment:** Meeting adjourned at 5:05 pm. M/S/U

Respectfully Submitted,

Joel Gober  
Academic Senate Secretary

JG/cd

The Minutes of all Academic Senate meetings can be found at <http://www.cypresscollege.edu/facultystaff/senate>.