

**ACADEMIC SENATE**  
**Approved Minutes for August 31, 2017**  
**Place: CCC – 414 3:00 pm to 5:00 pm**

<b>ACADEMIC SENATE OFFICERS</b>		<b>PRESENT</b>
President	Bryan Seiling	<b>X</b>
President-Elect	Craig Goralski	<b>X</b>
Secretary	Joel Gober	<b>Absent</b>
Treasurer	Michael Klyde	<b>Absent</b>
Curriculum Chair	Mark Majarian	<b>X</b>
<b>ACADEMIC SENATORS</b>		
Business/CIS		
Career Tech. Education 1		
Career Tech. Education 2	Michael Klyde	<b>Absent</b>
Counseling 1	Mymy Lam	<b>X</b>
Counseling 2	Yolanda Duenas	<b>X</b>
Fine Arts 1	Katalin Angelov	<b>X</b>
Fine Arts 2	Paul Paiement	<b>X</b>
Health Science 1	Damon de la Cruz	<b>X</b>
Health Science 2	Dave McCament	<b>X</b>
Health Science 3	Lynn Mitts	<b>X</b>
Language Arts 1	Susan Klein	<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>X</b>
Physical Education	Bill Pinkham/Margaret Mohr	<b>X</b>
Science, Engineering, Math 1	Adam Eckenrode	<b>X</b>
Science, Engineering, Math 2	Joel Gober	<b>Absent</b>
Science, Engineering, Math 3	Garet Hill	<b>X</b>
Social Science 1	Gary Zager	<b>X</b>
Social Science 2	Jason Thibodeau	<b>X</b>
Adjunct Senator 1	Wayne Kistner	<b>Absent</b>
Adjunct Senator 2	Nicole Neitzke	<b>Absent</b>
Adjunct Senator 3	Jaclyn Magginetti	<b>Absent</b>
<b>LIAISONS</b>		
Accreditation Self Study	Liana Koeppel	<b>X</b>
AdFac	Tonya Cobb	<b>X</b>
Associated Students		
Campus Diversity	Maha Afra	<b>Absent</b>
Campus Technology	Pete Molnar	<b>Absent</b>
CC Foundation		
CTE	Carlos Urquidi	<b>X</b>
Distance Education	Kathleen McAlister	<b>X</b>
Program Planning and Review	Jolena Grande	<b>X</b>
Professional Development	Ruth Gutierrez/Michael Brydges	<b>X</b>
Student Success Committee	Keith Vescial	<b>X</b>
Student Learning Outcomes	Christie Diep	<b>X</b>
United Faculty	Tina Johannsen	<b>X</b>
<b>GUESTS:</b> Steven Estrada		

- I. After establishing a quorum, Academic Senate President Bryan Seiling called the meeting to order at 3:03 pm with no alternates in attendance.
- II. **Adoption of the Agenda:** On motions duly made and carried, agenda item IX. Faculty Issues—New Business B. Accreditation Update was moved to 4:30 time-sensitive. On motions duly made and carried the Agenda was adopted as amended.
- III. **Approval of Minutes:** Approval of the 5/25/17 Academic Senate minutes moved to the 9/14/17 meeting. (M/S/U)
- IV. **Public Commentary:** None.
- V. **Faculty Announcements and Invitations:** Gary Zagar shared that the Casa Youth Shelter will be having an open house on Sept. 14<sup>th</sup>. He will send out an email to all faculty. Concerns were expressed about the impact of the bumpy roll-out of the new MyGateway.
- VI. **Special Reports**

A. **Associated Students:** No report.

B. **United Faculty:** Tina Johannsen announced that she is the Cypress College Grievance representative. The Chancellor's announcement of a possible early retirement incentive hasn't been discussed with UF, but there is interest in exploring the possibilities.

C. **Adjunct Faculty United (ADFAC):** After meeting with the District several times over the summer, negotiations have reached impasse. ADFAC strongly feels that the District has engaged in regressive bargaining, particularly pertaining to re-hire rights under the new state law, SB 1379. Appropriate next steps have been taken. The next ADFAC meeting is on Sept. 29<sup>th</sup> at 12:30 at the ADFAC office located at 305 N. Harbor Blvd. Suite 313, Fullerton.

All District adjunct faculty are also encouraged to attend the complimentary ADFAC United Happy Hour at the Fullerton Elks Lodge on Friday, Sept. 22. The ADFAC website has detailed information and further information regarding negotiations and other important issues.

D. **Professional Development:** A call for Spring 2018 funding proposals will be going out to all faculty. Going forward, faculty will have input on the mandatory Flex Day meetings. The mandatory Flex Day for Spring 2018 is January 25<sup>th</sup>. Input from faculty will be gathered for the afternoon sessions. The morning activities are coordinated by the District. Emails will also go out to faculty regarding the upcoming Equity Certification. The Professional Development Committee will be

meeting to discuss the changes that have occurred as a result of the added Flex Days.

**E. Curriculum Committee:** Curriculum Chair Mark Majarian distributed the Fall 2017 and Spring 2018 Curriculum Committee meeting dates. All meetings are held in the TLC in the LLRC on Tuesdays from 3:00 pm to 5:00 pm. Please see attachment. Pre-launch is starting Sept. 1, 2017 through Jan. 12, 2018. Launch must be completed by April 6, 2018.

**F. Academic Senate Treasurer's Report:** No report.

**G. Cypress College Foundation:** No report.

**H. Student Success Committee:** No report.

**I. Student Learning Outcomes Assessment:** All of the SLO, ILO, and PLO data is being moved or has been moved from TracDat to eLumen. Starting at the end of the fall semester faculty will submit their data to eLumen. Within two weeks an email will go out to all faculty with the link and login instructions for eLumen. We are at 80% for our SLOs at this point, and every department has participated. eLumen includes a reflection area as a way for faculty to communicate within their own departments on issues that might be used for Program Review. Feedback can be anonymous if desired.

**J. Program Review:** All of the prepopulated statistical data has been prepopulated for the fall program review forms.

**K. Accreditation Self Study:** See agenda.

**L. District Council on Budget and Facilities:** President-Elect Craig Goralski reported that the District summarized their "summer shift" of FTES to last year in order to make last year look good. This will make upcoming FTES look very bad; however, there will be one-time emergency funding from the state to compensate. Council discussions included how the District might spend the economic "windfall." The possibility of an early retirement incentive was brought forward. President-Elect Goralski shared that he expressed his concern that the District think in terms of year-after-year benefits rather than one-time spending. He is also concerned that decisions will be made before the Council has a chance to meet again.

**M. Diversity Committee:** No report.

**N. CTE:** No report.

**O. Distance Education:** Kathleen McAlister reported that the DE Addendum is now live in Curricunet. This is the new process for classifying courses as DE. Canvas pilot continues, and the Canvas Pilot meetings are on the 3<sup>rd</sup> Thursdays of

the month in the TLC. The Flex Day sessions for Canvas were very well attended and faculty gave many positive responses. The DE Plan advisory workgroup will be meeting on the 1<sup>st</sup> Thursdays of each month from 3:00-5:00 pm in the TLC. Faculty are encouraged to attend.

## **VII. President's Report and Committee Appointments**

The District would like to create a District level Dean of CTE. Chancellor Marshall intends to fund this position from the General Fund. The Chancellor believes that a commitment for this position was already made to the former Cypress College Fine Arts Dean, and she must honor the commitment. President Seiling expressed his objections, particularly given that the District is spending money to hire an outside agency to reevaluate the administrative structures. President Seiling explained that this is why we have so many interim management positions, and he is concerned that the District is moving to add a District level dean to the payroll before the outside agency has given an evaluation.

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

### **A. Further Revisions of the Senate By-Laws**

Revisions will be presented at the next Senate meeting.

## **IX. Faculty Issues—New Business**

### **A. Senate 101: The Purview and Rules of the Senate**

President Seiling gave a presentation and distributed handouts regarding Robert's Rules, Education Code and "10 + 1" Academic Senate responsibilities and jurisdiction, Brown Act meeting rules, and general items of process. Discussion ensued about faculty purview over curriculum. President-Elect Goralski asked about the possibility of having the meetings video recorded, as they were in the past. President Seiling suggested that with the hiring of the new Journalism faculty member this might be possible. It was noted that being able to watch the Senate meetings was very popular with faculty. President Seiling encouraged all faculty to look at the Cypress College Academic Senate Handbook (located on the Academic Senate website) for further information.

**B. Accreditation Update (4:30 Time-Sensitive)**

Accreditation Chair Liana Koeppel encourages all faculty to read the accreditation booklet that was distributed on Opening Day and prepared as an accreditation guide. Accreditation Chair Koeppel shared that a meeting is set with the ACCJC Accreditation Team Chair. Faculty questions and concerns that have been raised will be addressed at the meeting. Faculty will be updated after the meeting. A joint Cypress/Fullerton accreditation meeting is also set in order to discuss issues that were of concern regarding the inclusion of Fullerton data in the Cypress Self-Study in connection with the District funding model.

There is now a realization that the accreditation process has changed significantly in comparison to the past, and the work of the Accreditation Chair doesn't end with the writing of the report. There is a real need for the Accreditation Chair to continue with the position beyond the writing of the report. The issue of extending the reassigned time for the Accreditation Chair will be agendized.

**C. Clarification of DE Coordinator Term/Reassigned**

President Seiling passes the gavel to President-Elect Goralski. President-Elect Goralski recognized President Seiling to present on the agenda item. President Seiling motioned to approve Kathleen McAlister as the Distance Education Coordinator for a term of three years at 60% reassigned time. (Seiling/Majarian) President Seiling explained that he was previously under the impression that the position was set for a three year term at 60% reassigned time. Vice-President Bandyopadhyay has argued that "most places give 40% reassigned time for this position," and he would like to reduce the amount after this year. President Seiling reiterated that this is not what the Senate agreed to. President Seiling shared that in doing a search regarding DE Coordinator reassigned time, the average seems to be more at 100%. Kathleen McAlister confirmed this and shared that she had put out an inquiry and received feedback to confirm President Seiling's findings. Senator Pashaie called the question. Passed unanimously. Motion to approve Kathleen McAlister as the Distance Education Coordinator for a term of three years at 60% reassigned time passes unanimously.

**D. Addendum to Program Review Chair Job Description**

**E. Addendum to SLO Data Coordinator Job Description**

President Seiling asked to address agenda items D. and E. together.

President Seiling explained that the addition of eLumen needed to be added to both job descriptions. President Seiling and Kathleen Reiland worked on the language that the Senate is asked to vote on. President Seiling stated that based on the fact that both the English and Reading Departments are going through Program Review this semester, President Simpson believed it would be best if the Program Review chair was not any faculty from either of the two departments. President Seiling moved to accept the addendums to the Program Review job description and the SLO Data Coordinator job description. Discussion ensued over minor changes to the addendums. Curriculum Chair Majarian called for the question. Motion passes. Motion to accept the addendums passed with one abstention. President Seiling moved to accept the switch of Program Review Chair to Jolena Grande and SLO Data Coordinator to Christie Diep. No debate. Approved unanimously. President Seiling moved to switch the reassigned time for Program Review Chair to 60% and SLO Data Coordinator to 40%. Motion passed with 2 abstentions.

**Adjournment:** Meeting adjourned at 4:54 pm.

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>.