

ACADEMIC SENATE
Approved Minutes for April 10, 2014
Place: CCC – 419 3:00 pm to 5:00 pm

DIVISION SENATORS		PRESENT
Jesse Saldana	BUSINESS/COMPUTER INFORMATION SYSTEM	X
Kathleen Reiland	CAREER TECHNICAL EDUCATION DIVISION	X
Renee Ssensalo	COUNSELING/STUDENT DEVELOPMENT DIV.	X
Jim Hormel	FINE ARTS DIVISION	Absent
Jane Walker	HEALTH SCIENCE DIVISION	Absent
Sarah Jones	LANGUAGE ARTS/LIBRARY DIVISION	X
Nancy Welliver	PHYSICAL EDUCATION DIVISION	Absent
Laurie Morvan	SCIENCE/ENGINEERING/MATH DIVISION	X
Bryan Seiling	SOCIAL SCIENCE DIVISION	X
2012-2014 AT LARGE SENATORS		
	Ron Armale	X
	Nancy Deutsch	X
	Cherie Dickey	X
	Christie Diep	X
	Will Heusser	Absent
	Kathy Llanos	X
	Therese Mosqueda-Ponce	X
	Billy Pashaie	Absent
ADJUNCT SENATOR	Wayne Kistner	X
LIAISONS		
Frida Lugo	ASSOCIATED STUDENTS	X
Cherie Dickey	BASIC SKILLS COMMITTEE	X
	CAMPUS DIVERSITY COMMITTEE	
	CAMPUS TECHNOLOGY COMMITTEE	
Mark Majarian	CURRICULUM COMMITTEE	Absent
Rosalie Majid	CYPRESS COLLEGE FOUNDATION	X
Sarah Jones	STUDENT LEARNING OUTCOMES	X
Kathleen Reiland	PROGRAM REVIEW COMMITTEE	X
Rebecca Gomez	STAFF DEVELOPMENT	X
Randa Wahbe	UNITED FACULTY	Absent
ACADEMIC SENATE OFFICERS		
Gary Zager	President	X
Jolena Grande	President-Elect	Absent
Rosalie Majid	Secretary	X
Ron Armale	Treasurer	X
GUESTS: Carlos Carmona (videographer), Amanda M. Avelar, Craig Goralski, Pat Ganer, Susan Klein, Robert Greg Cavin, Kelsey Bleu Vargas.		
ALTERNATES IN ATTENDANCE: Robert Mercer for Will Heusser, Linda Borla for Billy Pashaie, Tina Johannsen for Jane Walker, Kathy Wada for Cherie Dickey		

- I. **Call to Order:** After establishing a quorum, President Gary Zager called the meeting to order at 3:05 p.m. The following alternates were recognized: Robert Mercer for Will Heusser, Linda Borla for Billy Pashaie, Tina Johanssen for Jane Walker, and Kathy Wada for Cherie Dickey.
- II. **Adoption of the Agenda:** On motions duly made, seconded, and carried, the Agenda was approved as amended with the addition to Unfinished Business Section A Funding for the Plenary Session and Section C. SEM Division's Resolution on Summer Course Length (Reiland/Armale)
- III. **Approval of Minutes:** On motions duly made, seconded and carried, approval of the minutes of the March 27, 2014 meeting was postponed.(Deutsch/Seiling)

IV. Public Commentary

Linda Borla read excerpts from a letter from the President of the Academic Senate for California Community Colleges. California Competes, (Shireman) acting under the umbrella of Community initiatives, had filed in March an appeal to the October legal decision upholding the 10+1 responsibilities of the Academic Senate. "Dysfunction" at the local level was cited as a motivating factor for the appeal. Ineffectiveness at the local level compromises the ability of the Statewide Academic Senate to garner legislative and administrative support to fight the appeal.

Kathy Llanos publicly recognized Pat Ganer, Past President of the Academic Senate, for her generosity in donating \$1500 for each of the past three years to fund the three annual faculty awards. Dr. Ganer's anonymous donation to support faculty recognition was pretty awesome and went above and beyond.

Craig Goralski, Social Sciences instructor, encouraged the Senate to approve the amendments to the Constitution and submit for faculty voting.

V. Special Reports

A. Associated Students:

Ms. Lugo encouraged everyone to consider donating at the Blood Drive on April 24 in support of the Cesar Chavez Challenge. Pride Fest is on April 23 and Associate Student General Elections are on April 29 & 30. Senator Ssensalo asked Ms. Lugo if she could remind the Associated Student Advisor to send all users notifications of Associated Student activities that faculty could announce in classes.

B. United Faculty:

Tina Johansson reported UF Elections would be after Spring Break and encouraged everyone to vote in the first election since the revision of the UF Bylaws formed the representative Council. SEM was the remaining Division at Cypress still needing to designate a representative to the Council.

C. Staff Development:

Rebecca Gomez reported the Classified Luncheon was on April 28. Divisions/ Departments are encouraged donate a basket for the opportunity drawing for the End of Year Luau on May 7. Great Teachers Conference is August 3-8 in Santa Barbara. Interested persons are to contact the Staff Development Office. There is an "Emerging Technologies" workshop at Fullerton College.

D. Curriculum Committee: No report

E. Academic Senate Treasurer's Report:

Senator Dickey had not yet closed the School's First account. President Zager reported the Foundation is contributing \$500 toward the Faculty Awards. There is now \$774 which is falls considerably short of the amount needed. The Vice-President of Financial Services said there was no money in the budget to support Faculty Recognition Awards and suggested that President Zager ask the Cypress College staff for donations. President Zager will send an all users e-mail asking for donations to be made to the Foundation.

F. Cypress College Foundation: No report

G. Basic Skills Committee: No report

H. Student Learning Outcomes Assessment: No report.

I. Program Review and Department Planning No Report

J. District Council on Budget and Facilities: No Report

VI. President's Report:

President Zager met with the **President of Cypress College** on April 1, 2014 and discussed plans for the upcoming Colloquium.

There were no meetings of the **Planning and Budget Committee (PBC)**, **President's Advisory Committee (PAC)**, **Institutional Effectiveness Council (IEC)**, and **District Coordinating Council (DCC)** because of the Colloquium.

The Academic Senate was well-represented at the **Planning Colloquium on April 3 & 4, 2014**. The Director of Institutional Research was commended for the diversity of the work groups composed of representatives from each constituency. President Zager felt assembly of such a large group was valuable for institutional planning and developing relationships across campus.

Graduation Planning Committee met on April 8, 2014. There will be no live music at the Commencement exercises as retired Music faculty has not been replaced. There is not one Music instructor to direct student orchestras. Hence, recorded music will be used.

Presentations made by Cypress College CTE programs on the achievement gap were well-received at the **April 8, 2014 Board of Trustees** meeting. Research shows the achievement gap is far less prevalent in the CTE programs than in the general student population.

Committee Appointments: President Zager appointed Deidre Porter and Virgil Adams to the Hiring Committee for the Manager of EOPS. Samantha Simmons and Keith Vescial were appointed to the Student Equity Plan Committee.

VII. Faculty Issues – Unfinished Business

A. Statewide Academic Senate Plenary Funding:

On motions duly made, seconded and carried, funding was approved for Curriculum Chair Mark Majarian to attend the Statewide Academic Senate Plenary Sessions in San Francisco. . (Llanos/Deutsch)

B. Academic Senate Constitution Sub-Committee Recommendations:

Package #1 Clarification of Senate Procedures and Update of Senator Duties presented for consideration included changes that strengthened references to “10+1;” updated Division names; updated language for Senator duties; added collegiality language; added clarifying language for designation of alternates; replaced past-president; incorporated presidential appointments; eliminated proxy voting; added criteria for calling special meetings; referenced Brown Act requirements; and institutionalized requirements for conducting Senate Seminar and maintaining the Academic Senate Handbook and Website.

1. On motions duly made, seconded and carried. Article 3, Section 1b was approved to read as follows: “Academic and professional matters **are defined in the Education Code and Title 5. Section 53200.c of Title 5 defines these as the 10 + 1 areas over which the Academic Senate has primacy:**” ~~means the following policy development and implementation matters.~~ (Llanos/Seiling)
2. On motions duly made, seconded and carried, Article 5, Section 3 a was approved to read as ““Areas of Responsibility. **Being governed by the 10 + 1 areas referenced above in Article 3, Section 1b,** Senators shall ~~of their own determination~~ concern themselves with academic and professional matters and any other matters deemed important to the welfare of the college and the district, including but not limited to....” (Reiland/Ssensalo)
3. The motion to not add Article 3, Section 3 Collegiality failed. (Yays – 9,Nays – 8) (Mercer/Saldana).

The motion to amend Article 3, Section 3 Collegiality by deleting the phrase “and will not tolerate rudeness, bullying, sexism, or racism” passed. (Llanos/Morvan)

The motion to amend Article 3, Section 3 Collegiality by deleting “Senators will conduct themselves in a manner that is respectful of others, recognizing that disagreement and debate can occur without demeaning and disparaging one another” did not pass (Borla/Diep) (Ayes-6, Nays-9)

On motions duly made, seconded and carried, **Article 3 Section 3 Collegiality** was added to read **“The Cypress College Academic Senate is committed to creating a collegial and professional climate in which to share ideas and engage in discourse. The Senate is committed to the principles of respect and decorum [and will not tolerate rudeness, bullying, sexism, or racism, etc]. Senators will conduct themselves in a manner that is respectful of others, recognizing that disagreement and debate can occur without demeaning and disparaging one another.”** (Saldana/Armale) (Ayes-11, Nays-6)

4. The motion to table action on Article 5, Section 2b.11 till after action on the status of At Large Senator roles failed. (Saldana/Llanos)

The motion to amend Article 5 Section 2b.11 to provide for two Senators from each Division failed (Deutsch/Saldana)

On motions duly made, seconded and carried, Article 5 Section 2b Division Senators was approved as follows:

1. Business and Computer Information Systems
 2. **Career Technical Education** *[corrected name of Division in 12]*
 3. Counseling/**Student Development** and ~~Health Services~~
 4. Fine Arts
 5. Health Science
 6. Language Arts
 7. **Library/Learning Resource Center** *[addition]*
 8. Physical Education and Athletics
 9. Science, Engineering, and Mathematics
 10. Social Sciences
 11. **Adjunct Faculty** *[addition]*
 - ~~12. Vocational Technical~~ (Llanos/Dickey)
5. The motion to amend Article 5, Section 3b 5 was approved to read “Submit ~~Place~~ an item ~~on~~ for the agenda as requested by any student, staff, or faculty member, provided that the item falls within the purview of the Academic Senate.” (Wada/Llanos)

The motion to amend Article 5, Section 3b 1 was approved to delete the last phrase “all things academic” to read “Represent the voice of the faculty.” (Seiling/Llanos)

The motion to amend Article 5 Section 3b 4 was approved to change singular “view” to plural “views.” (Seiling/Llanos)

On motions duly made, seconded and carried **Article 5 Section 3b** was approved to read: **“Senators shall**

- 1. Represent the voice of the faculty.**
- 2. Inform their constituencies of Senate business in a timely manner.**
- 3. Determine the will of their constituency.**
- 4. Vote to represent the views of their constituency at all Academic Senate meetings.**
- 5. Submit an item for the agenda as requested by any student, staff, or faculty member, provided that the item falls within the purview of the Academic Senate.”** (Morvan/Ssensalo)

6. On motions duly made, seconded and carried, **Article 5 Section 3c 6** was approved to read **“An alternate shall assume all the rights and privileges of a Senator for the entirety of that meeting.”** (Seiling/Armale)
7. On motions duly made, seconded and carried, **Article 6 Section 4 Replacement Previous-President** was amended to change “Past President” to “Previous President” and delete ~~“An election shall be held to fill any seat vacated by the elected Past President.”~~ (Seiling/Johannsen)

On motions duly made, seconded and carried, Article 6 Section 4 Replacement of Previous President was amended to read **“If the retiring President is not available to serve as Past-President, the Senate may choose to elect a Previous-President from among the current or retiring members who have served as President. If no previous President is able to serve, then the position shall be opened to any full-time Senate member, and an election shall be held to fill the vacated seat.”** (Seiling/Armale)

8. On motions duly made, seconded, and carried **Article 6, Section 6d Presidential Appointments** was approved to read “The President shall **present all potential candidates to the Senators, and shall have** the power to appoint **candidates as** faculty representatives to ~~standing or ad hoc~~ **campus governance committees**. Such appointments may be overturned by a majority vote of the Academic Senate.” (Diep/Reiland)
9. On motions duly made, seconded, and carried Article 6, Section 7b: Conduct Election was approved to read “The President-Elect or Past President shall conduct all **elections according to procedures specified in the By-Laws.**” (Diep/Kistner)
10. On motions duly made, seconded and carried **Article 6, Section 7c Academic Senate Handbook** was added: **“The President-Elect or Past President shall maintain the Academic Senate Handbook, update the Handbook to include a list of Senate appointments to campus committees and any other changes that have occurred during the past**

year, and be required to distribute a copy of the Handbook to all new Senators.” (Diep/Seiling)

11. On motions duly made, seconded, and carried **Article 6, Section 7d: Senate Seminar** was added: **“The President-Elect or Past President shall be required to hold a seminar for Senate Rules and Procedures at the beginning of each academic year.”** (Llanos/Johannsen)

12. On motions duly made seconded, and carried, proposed Article 6, Section 8c was amended to add “or designee” after “Secretary.” (Wada/Seiling)

On motions duly made, seconded, and carried **Article 6, Section 8c: Senate Website** was added: **“The Secretary or designee shall be responsible for keeping the Senate website current with approved agendas, approved minutes, current committee appointments, and any other documents voted on or approved by the Senate.”** (Diep/Seiling)

13. On motions duly made, seconded, and carried, Article 7, Section 2 was amended to move “during the fall and spring semesters” to the end of the section. (Seiling/Armale)

On motions duly made, seconded, and carried, **Article 7, Section 2: Special Meetings** was approved to read “Special meetings may be called by the President of the Academic Senate at the request of any five voting members of the Academic Senate ***during the fall and spring semesters.*** Rules for announcing and conducting special meetings shall be specified in the Bylaws.” (Johannsen/Seiling)

14. On motions duly made, seconded, and carried, **Article 7, Section 7 Proxy Voting** was amended to add “or alternate” after “Each voting member” (Deutsch/Johannsen)

On motions duly made, seconded, and carried, the second sentence was added to **Article 7, Section 7: Proxy Voting**: “No proxy voting is allowed. ***Each voting member, or alternate, shall have only one vote and must be present to vote.***” (Seiling/Diep)

15. On motions duly made, seconded, and carried, **Article 7, Section 8: Brown Act – Secret Ballots** was added “The Academic Senate operates in accordance with the provisions of the Ralph M. Brown Act (Cal. Gov. Code 54950-54963). All votes taken during Senate meetings shall be taken by voice, roll call, or signed ballot. All ballots shall be held for one year and be available for public inspection at any reasonable business hour. The Senate shall not take any action by secret ballot, whether preliminary or final.” (Kistner/Diep)

16. On motions duly made, seconded, and carried, Article 9, Section 2b: Recall of Adjunct Senator was approved **“The recall vote shall be by voice, roll call,**

or a signed ballot (as specified within the By-Laws) at a special meeting called within two weeks of receipt of the petition of recall and at least two **working** days after formal announcement of the meeting.”

(Johannsen/Kistner)

17. On motions duly, made, seconded, and carried, the phrase “and the additional Executive Committee member” was retained in Article 6, Section 3. (Wada/Seiling)

On motions duly made, seconded, and carried, Article 6, Section 3: Election of Officers was approved as amended to read: “For any **elected** Executive Committee **officer** position for which there is more than one candidate, ***the election shall be by voice, roll call, or a signed ballot (as specified in the Bylaws).*** Elections shall be held...The order of election shall be President-Elect (when needed), **Secretary, Treasurer**, and the additional Executive Committee member. **All elections shall be conducted according to the rules provided in the Bylaws....**” (Kistner/Johannsen)

On motions duly made, seconded and carried, proposed amendments to the Cypress College Academic Senate Constitution in “Package #1 Clarification of Senate Procedures and Update of Senator Duties” were approved for presentation to the Faculty for ratification. (Seiling/Diep) (Ayes-12, Nays-4)

On motions duly made, seconded, and carried, the Order of Business was changed to immediately consider agenda item VIII-A Faculty Issues New Business – “Revision of Departmental Planning and Program Review Form.” (Saldana/Reiland)

VIII. Faculty Issues – New Business

A. Revision to Departmental Planning & Program Review Form

Senator Reiland’s motion to modify wording as follows for Questions #6 and #7 on page 4 of the Department Planning and Program Review Form to define SLO reporting with the location and incorporation of TracDat reports was seconded by Senator Seiling.

*#6. After reviewing the **Program SLO Assessment Report (in the Ad Hoc Report section of TracDat)**, please summarize your overall **program SLO** progress.*

*#7. After reviewing the **Course SLO Assessment (also in the Ad Hoc Report section of TracDat)**, please summarize the best practices and challenges in achieving **course SLOs**. (Please summarize the best practices*

Senator Diep’s motion to amend Questions #6 and #7 to include wording for non TracDat users was seconded by Senator Seiling.

Action on both motions was tabled. Senator Reiland will consult with Senator Diep on wording that would address reporting for both TracDat and non TracDat

users and return with the revised language for consideration at the next Senate meeting.

VII. Faculty Issues – Unfinished Business

B. Academic Senate Constitution Sub-Committee Recommendations

On motions duly made, seconded and carried, debate on Academic Senate Constitution Sub-Committee recommendations was limited to an additional fifteen minutes. (Llanos/Deutsch) (Ayes—10, Nays—5)

Package 2 Senate restructure was presented for consideration.

1. On motions duly made, seconded, and carried, the amendment to Article 5 Section 2a were approved and called for consistency in the names of Division – “For the purposes of representation in the Senate, the Counseling/**Student Development**, and Library/**Learning Resource Center**...” (Deutsch/Seiling)

On motions duly made, seconded, and carried, **Article 5 Section 2a Divisions** was added: “**For the purposes of representation in the Senate, Counseling/Student Development, Library/Learning Resource Center, and Adjunct Faculty (as defined by District and State regulations) shall be considered separate divisions.**” (Seiling/Diep)

2. Senator Seiling’s motion to amend Article 5 Section 2d “There shall be **three** Adjunct Senators elected by and from the adjunct faculty, except that Adjunct Senators may be appointed to fill vacancies under special circumstances that are identified in the Bylaws” was seconded by Senator Kistner.

Action on the previous motion was tabled for consideration after discussion of the status of the At Large Senator. (Seiling/Kistner)

3. The motion to table review of Article 5 Section 2b Division Senators after discussion of the status of the At Large Senator failed. (Saldanna/Llanos)

On motions duly made, seconded and carried, debate was extended 15 minutes. (Seiling/Deutsch)

The motion to amend Article 5 Section 2b to provide for two Senators from each Division instead of the proportional representation failed. (Deutsch/Saldana)

On motions duly made, seconded and carried, debate was extended 15 minutes. (Diep/Seiling)

On motions duly made, seconded and carried, **Article 5, Section 2b. Division Senators** was approved: “**To ensure adequate broad representation across campus**, there shall be Senators elected by and from each of the

following divisions *with divisions of up to 14 members having one senator, those with 15 to 29 having two, and those with 30 and over having three (with elections as specified in the By-Laws). Entitlement to these positions will be determined by current Division census data prior to each election. Adjustments upward or downward shall be determined and adjustments made with each election.*" (Seiling/Johannsen)

4. Senator Seiling's previous motion was brought back to the Table and **Article 5 Section 2d:** Adjunct Senators was added as modified: "There shall be **three** Adjunct Senators elected by and from the adjunct faculty, except that Adjunct Senators may be appointed to fill vacancies under special circumstances that are identified in the Bylaws" (Seiling/Kistner)
5. On motions duly, made, seconded, and carried, Article 5, Section 2c was deleted. ~~At Large Senators will be elected by and from the full-time faculty and shall be equal in number to the Division Senators.~~ (Diep/Seiling)

With the elimination of Article 5, Section 2c At Large Senators, references to At Large Senators will be removed from Article 5 Section 2e3, Article 5 Section 3, and Article 9 Section 1.

On motions duly made, seconded and carried, proposed amendments to the Cypress College Academic Senate Constitution in "Package #2 Senate Restructure" were approved for presentation to the Faculty for ratification. (Diep/Johannsen) (Ayes-12, Nays-4)

- IX. **Adjournment:** On motions duly, made, seconded, and carried, the meeting adjourned at 6:05 pm. (Armale/Jones)

Respectfully Submitted,

Rosalie Majid
Academic Senate Secretary