



ACADEMIC SENATE

APPROVED MINUTES

January 25, 2007

DIVISION SENATORS: BUSINESS DIVISION, Susana Jianto;
COUSELING DIVISION, Deidre Porter;
FINE ARTS DIVISION, Rob Johnson;
HEALTH SCIENCE DIVISION, Kathy Boettger;
LANGUAGE ARTS DIVISION, Kathy Llanos;
PHYSICAL EDUCATION DIVISION, Bill Pinkham;
SCIENCE/ENGINEERING/MATH DIVISION, Craig Tomooka;
SOCIAL SCIENCE DIVISION, Will Heusser;
VOCATIONAL TECHNICAL DIVISION, Dan Snook;

SENATORS-AT-LARGE: Michael Brydges, Nancy Deutsch, Cherie Dickey, Michael Flores,
Michael Frey, Pat Ganer, Ian Holmes, Beth Piburn, Karen Watson.

ADJUNCT SENATOR: Catherine Whitsett.

LIAISONS: ASSOCIATED STUDENTS: Josh Luna;
CAMPUS DIVERSITY: Allison Gotoh;
CAMPUS TECHNOLOGY COMMITTEE: Rob Johnson;
CURRICULUM COMMITTEE: Peggy Austin;
FOUNDATION: Beth Piburn;
IQA COMMITTEE: Kathy Alvarez;
SITE AND FACILITIES COMMITTEE: Mark Majarian;
STAFF DEVELOPMENT: Nancy Deutsch;
UNITED FACULTY:

ACADEMIC SENATE PRESIDENT: Steve Gold
ACADEMIC SENATE PAST-PRESIDENT: Fola Odebunmi, Dan Snook
Senators & Officers Absent: Michael Flores, Ian Holmes, Fola Odebunmi, Bill Pinkham
Alternates in Attendance: Regina Rhymes for Will Heusser
Liaisons in Attendance: Nancy Deutsch, Allison Gotoh, Rob Johnson, Josh Luna, Beth Piburn
Guests: Carol Harvey, Deborah Michelle, Ina Rydalch

The meeting was called to order by President Steve Gold at 3:07 p.m.

- I. M/S/3 abstentions (Johnson/Dickey) to approve the minutes of the December 14, 2006, meeting.

- II. Public Commentary: (Public commentary is time made available for issues to be brought before the Senate. No action will be taken at the time of the commentary and statements do not reflect the Senate position absent any action.)

Michael Brydges commented that the practice among Cypress College faculty is not consistent in regards to whether or not children of students are allowed to sit in classes. He noted that perhaps Carol Welsh's Task Force will address this. Steve Gold commented that there is no Board Policy on this issue, just a campus practice.

- III. President's Report *Steve Gold*

- A. Reassigned Time

The Reassigned Time Task Force met and is trying to collect information from faculty in a variety of forms. As part of that effort, the Department Coordinators were asked to meet with their Division Deans to fill out a survey and discuss apportionment of reassigned time. Steve feels that the Administration is serious about doing something about Coordinator Reassigned time. Senators expressed concern about the possibility of losing reassigned time, particularly by departments that already feel their current allocation of reassigned time is significantly too small. Steve noted that while it is not impossible that time could be reduced, the goal is to add to the total pool of reassigned time rather than just redistribute it.

- B. Academic Freedom Policy

The District has made another counterproposal, including the two modifications that Steve had anticipated and discussed at a prior Senate meeting. Steve will email copies (containing strikeouts and changes in boldface) to all Senators and Liaisons.

- IV. Faculty Issues

- A. Selection of Faculty for Hiring Committees for President and Interim Vice-President

For the hiring committee for President, the Academic Senate appoints five faculty members. (The faculty unions will also jointly appoint one member). Last week Steve Gold sent an email to faculty inviting those interested in serving on the hiring committee for President to respond by noon, January 25th. In addition to indicating their interest, faculty members were asked to ... "Please give your reasons for wanting to be on the committee, and answer the questions below.

1. How long have you taught at Cypress College? List full-time and part-time separately.
2. Besides teaching, in what ways have you served the college in the last 5 years?
3. What 3 questions would you like to ask each candidate, whether or not they would be acceptable interview questions?
4. What are some practices or policies of the current administration that you would like to see continued by a new president?

5. What new practices or policies, or what change in emphasis, would you like to see under a new president?"

Six faculty members had responded by Tuesday, January 23rd, and Steve emailed their responses to all Senators. Two others responded by the noon, January 25th deadline, and Steve printed their responses, distributed them at the meeting, and gave Senators time to read them. Senators were instructed to vote for five. Steve will notify faculty of the results.

Last week, Steve also sent an email inviting faculty to volunteer to serve on the hiring committee for Interim Vice-President. The Academic Senate appoints two faculty members to this committee and two faculty members responded.

B. New Class Size Document *Peggy Austin*

This document (Attachment 1) was presented at the December 14, 2006, meeting. Since some Divisions have not yet had an opportunity to discuss the document at a Division Meeting, it was M/S/U (Tomooka/Piburn) to table a vote on the document until the next Senate meeting. Peggy reported that the Fullerton College Faculty Senate approved the document last week. She reminded the Senate that the Fullerton College and Cypress College Curriculum Committees have been working on this document since 2004, and it is the best document that the Curriculum Committees can produce. If the Cypress College Academic Senate does not approve it, then the Curriculum Committees will suggest that the two Senates get together and discuss it.

C. Lab Compensation

Steve Gold reviewed the history, explaining why lab compensation had become an issue. The Nursing faculty had approached Steve Gold for support in obtaining compensation for their hospital/clinical practicum at the same rate as lecture. Steve had suggested that they talk to the Curriculum Committee, the Union, and the Board of Trustees. He also offered them the opportunity to come to Senate and "practice" their presentation. At the Senate meeting where they made their presentation, Beth Piburn suggested that Senate pass a resolution in support of the Nursing faculty's proposal. Since the December 14, 2006 Senate meeting at which the resolution had a first reading, at least three other departments have come forward to also request 1:1 compensation for their labs.

During discussion, it was noted that the Course Outline, which is approved by the Curriculum Committee, must reflect what the student is doing. Currently the Course Master Data Base Form has two classifications of instruction: lecture and lab. The Instruction Office has asked the Curriculum Committee to add a third level of classification of instruction: hospital/clinical hours. M/S/C (Piburn/Boettger) that Senate supports the Nursing Program's request that the Curriculum Committee add a third level of classification of instruction, labeling it "hospital/clinical" hours.

During discussion, it was agreed that in seeking 1:1 compensation for lab time, departments are referring only to labs that involve instruction, preparation, and grading. The increase in compensation would not apply to non-teaching labs where an instructor is present for supervision and tutoring but does not also do preparation and grading. Senate determined that any change in compensation is a matter for the Union to negotiate. It was also determined that any request for action on the part of the Union would require passage of a resolution. Pat Ganer agreed to draft a resolution requesting the union to investigate increasing lab compensation to 1:1 for teaching labs which involve instruction, preparation and grading. It will be presented at the next Senate meeting, on February 8, 2007.

Kathy Boettger distributed copies of the Nursing Department's "Proposal for Equivalent Salary for Lecture/Theory and Clinical Practicum For Nursing Instructors at Cypress College" (on file).

D. State Awards

M/S/1 abstention to endorse Michael Brydges as the Cypress College nominee for the Academic Senate for California Community Colleges "Stanback-Stroud Diversity Award."

E. Local Awards

Steve Gold distributed a Timeline for Local Awards (on file) and suggested that the Subcommittees may want to meet on the 5th Thursday in March, which is the Thursday before Spring Break.

F. Compressed Calendar (16-week semester)

Discussion was postponed.

G. Constitution Update

Senators should bring annotated copies of the Constitution update for discussion at the next Senate meeting.

V. Special Reports:

A. Associate Students *Josh Luna*

Club Rush was January 24-25, 2007. The next big event is Senior Day, on March 22nd. All faculty are encouraged to come out and support this event.

B. Treasurer's Report *Craig Tomooka*

There is \$414 in the Hospitality Fund and \$2,475 in the Conference Fund. Most of the Conference Fund money will be used for Senate representatives to attend the ASCCC Spring Plenary Session and the Faculty Leadership Conference.

C. IQA Committee *Kathy Alvarez (absent)*

A written report was distributed (on file).

D. Curriculum Committee *Peggy Austin*

Refer to discussion of the Class Size Document (under Faculty Issues IV.B. above).

E. Campus Technology Committee *Rob Johnson*

A subcommittee is working on the "Electronic Communication" policy.

F. Site and Facilities Committee

Mark Majarian plans to present a report at the February 8, 2007 Senate meeting.

G. Staff Development *Nancy Deutsch*

The deadline for the next round of Staff Development funding for conferences and travel is Friday, February 2nd, at 4pm. The current annual budget is \$50,000. Steve Gold asked Nancy about how the money is being allocated among conferences and travel. Nancy said she will bring a detailed report to the next Senate meeting. Staff Development tries to fund at least registration and part of travel. The top priority for funding is for training/retraining. The second highest priority is for those presenting at a conference and those who are officers in a professional organization. Nancy noted that there is no staff development money in the Governor's current budget for next year. We will receive \$58,000 one-time money, with three years to spend it. Staff Development would like to pay for an SLO coordinator out of this money.

H. Foundation Report *Beth Piburn*

See Attachment 2 for a written report.

F. Adjunct Faculty *Catherine Whitsett*

There was a presentation on Adjunct Faculty issues at the Joint Senates/Unions meeting on January 11, 2007. The greatest issue continues to be working towards equity.

VI. Resolutions

Nursing Faculty Resolution (Attachment 3): Since some Divisions have not yet had an opportunity to discuss the resolution at a Division Meeting, it was M/S/C (Johnson/Whitsett) to table a vote on the Nursing Faculty Resolution to the next meeting.

VI. Announcements

VII. Adjournment of the meeting at 5:08 p.m. M/S/U (Boettger/Piburn).

Respectfully submitted,

Karen Watson, Secretary
Attachments

Attachment 1 Class Size Document
Attachment 2 Foundation Report
Attachment 3 Nursing Faculty Resolution

Attachment 1

Fullerton/Cypress Class Size Planning & Resource Document - DRAFT 11/30/2006

Statement of Philosophy: While the Curriculum Committee supports the use of this sheet in promoting student success and the economic feasibility of the College, we strongly feel that issues of pedagogy and class size are best determined by recognizing the recommendations of the individual faculty members, departments, and divisions involved.

Assumptions:

1. The purpose of this document is to minimize the differences between class sizes for particular classes at Cypress and Fullerton. Departments at both campuses offering similar courses are encouraged to discuss and agree upon class size prior to submittal of curriculum.
2. In determining class size, faculty should balance four competing concerns: pedagogy, enrollment patterns, labor equity, and economic feasibility.
3. Class size should not be set based on classroom and/or equipment availability.
4. Class size for courses with an online component will be the same as on-site courses.
5. Clear course methodologies should appear in the course outlines to reflect the appropriate class size.
6. Safety, Health, State/Accrediting Regulations, and Vocational Advisory Committees supersede the following descriptions.
7. Class sizes that differ from the grid need to be justified through the curricular process.

| Instructional Method | Class Size | Descriptions |
|---|------------|--|
| Lecture/Discussion | 45 | The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. |
| Lecture /Discussion/ Group Learning / Student Presentations | 35 | While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure. |
| Individualized Instruction/Group Learning/ Student Presentations | 30 | Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. |
| Extensive Writing | 27 | Evaluation mostly through writing assignments with a minimum of 6000-8000 words. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. For developmental classes, the amount of words may be less, but the amount of assignments and scope of assessment are similar to a transfer-level course. |
| Individualized Instruction | 25 | Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds. |
| Internship/Field Practice | 25 | Classes in which the instructor coordinates internship/field practice opportunities and supervises students individually at different locations. |
| Lab – Standard | 35 | Labs in which the instructor supervises students as they proceed in their work and answers questions, but does NOT provide extensive individualized feedback/evaluation on a regular basis. |
| Lab – Individualized Feedback/Evaluation | 25 | Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports) |

Attachment 2

Senate Foundation Report

January 2007

The college has received @\$1,000,000.00 from the swap meet. These funds are being used to offset some construction over-runs and for some one-time purchases.

The foundation has given out \$5000.00 in book loan funds this semester.

Scholarship Awards will be May 7th from 1-4 PM. They are planning 2 ceremonies with a reception between to shorten the process & stay in the Theater Lobby area.

Americana is Feb 24th at Disneyland Hotel.

The foundation is forming a Gift Annuity Program to help with fundraising.

The foundation is @ 50% towards meeting this years grant matching goal of \$75,000.00 goal.

Submitted,

Beth Piburn, Senate Rep

Resolution: Support of Nursing Faculty Gaining 1:1 Compensation for Lecture and Clinical Practicum

Fall 2006

WHEREAS: Nursing is an intense high stress, high acuity profession; and

WHEREAS: Nursing practicum involves the supervision of students caring for multiple acutely ill patients; and

WHEREAS: Nursing faculty spend more than the expected 1:1 preparation time related to practicum hours (such as daily evaluation of students, grading weekly clinical paperwork, preparing for the practicum experience); now, therefore, be it

RESOLVED, that the Academic Senate of Cypress College hereby supports the Nursing Faculty in their request for 1:1 compensation for theory and clinical practicum.