



ACADEMIC SENATE

APPROVED MINUTES

February 8, 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, Nancy Welliver;
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:

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

Senators Absent: Nancy Deutsch, Dieder Porter, Dan Snook

Alternates in Attendance: Peggy Austin for Nancy Deutsch, Deborah Michelle for Deidre Porter

Liaisons in Attendance: Peggy Austin, Rob Johnson, Josh Luna, Beth Piburn

Guests: Karen Cant, Carol Harvey, Katie Kruse, Sally McNay, Judy Swytak, Janet Winckler

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

- I. M/S/4 abstentions (Boettger/Llanos) to approve the minutes of the January 25, 2007, meeting, as corrected.

- 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.)

Kathy Boettger read a statement from Ina Rydalch, asking for Senate support for 1:1 compensation for Dental Hygiene lab hours.

Janet Winkler, Jennie Swytak and Sally McNay spoke as representatives of the Nursing Program, asking for Senate support for their resolution. They indicated that they were not speaking against the needs of other divisions, but felt that lack of Senate support for their resolution would stall their efforts. They also felt that if their proposal goes through, then it might pave the way for other divisions to follow with their own proposals. They additionally emphasized their position that clinical practicums are different than labs.

- III. Special Guest: Karen Cant (Director, Budget & Finance)

In speaking of the ongoing Senate issue regarding working towards an increase in Division supply budgets, Karen indicated that it is unclear to the Administration what is not being accomplished and what student needs are not being met. This is particularly true when, in recent years, there has been supply budget money left in Division accounts at the end of the fiscal year. She distributed copies of a handout entitled "Cypress College Instructional Division Discretionary Budget History." It showed the following Total Year End Balances (across all Divisions): Fiscal Year 2004/2005 \$35,907; Fiscal Year 2005/2006 \$25,568. She also noted that Deans have discretion to move their Adopted Budget money around among categories and departments within their Divisions.

Craig Tomooka indicated that in the SEM Division, it has been difficult to obtain clear information on how much money remains in various accounts. The problem has not been in communication with the Dean, but in confirming through Banner that money is available and in processing the paperwork to get supplies ordered. SEM feels that there is a lack of good communication between Purchasing and SEM. Rob Johnson noted that the Fine Arts Division has also experienced difficulties in finding out what the balances are. Karen responded that training has been held both campus-wide and specifically for SEM. She is willing to arrange additional training, as needed, and agreed to be the contact point for any SEM problems that arise in the future. During discussion, she explained that anyone with Banner Access to the fiscal module can look at any Division's budget balances. Accordingly, the information is available in Banner. Per Karen, each Division Dean has complete discretion to decide who needs access to Banner. Access is granted on an individual basis and is not based on position title. She confirmed that in the past there have been problems where the individual with Banner Access was on vacation or absent due to illness. In these cases, the Division Dean can request a temporary Banner Access for someone else in the Division.

When asked to confirm that supply budget levels have still never reached what they were before the Orange County Bankruptcy, Karen indicated that Division-level pre-

bankruptcy numbers are no longer easily accessible. Steve Gold noted that Division records may be a better source for this information.

Karen stated that the Budget Officers for both Fullerton College and Cypress College have been asking the District for increases in operational budgets, which could then be used for supply budgets. COLA goes to the District, and money is taken “off the top” for increases in salaries and increases in the costs of utilities and insurance.

Karen confirmed that the Accreditation team had said that the District needed to look at the model used for allocation within the District. In response to that suggestion, the District did an allocation model evaluation last spring and decided there were no gross inequities. Steve Gold pointed out that the evaluation did not look at the costs of programs, however.

IV. President’s Report *Steve Gold*

A. Selection of Faculty for the Interim Vice-President Hiring Committee

Donna Friess was appointed to this committee, but she is on sabbatical leave and will not return in time for the initial meetings. Steve will send an email to faculty, asking for volunteers to fill this position.

B. Reassigned Time

The members of the Reassigned Task Force are: Steve Gold, Cherie Dickey, Dan Snook, Rob Johnson, Ina Rydalch, Steve Donley, Carol Welsh, and Mike Kasler.

Department Coordinators were asked to estimate their total hours spent yearly on Coordinator duties. Also, the Coordinators in each Division were asked to meet and, together with their Dean, decide what percentage of the Division’s total reassigned time should be allocated to each department. This information will be combined with the data collected weekly last fall. However, last semester less than half of the Department Coordinators participated at all, and of those who did, many did not send a report every week.

Senators reported that Coordinators who had participated last fall found it difficult to accurately extrapolate to a full year. There was also general concern about putting a lot of effort into this and then having the result be that nothing changes. Steve continues to believe that there will be significant increases in reassigned time. He stated that the Task Force hopes to have this resolved well before the President’s retirement date, but noted that the money has to come from somewhere. The source from which to pay for the increase in reassigned time has not yet been identified.

V. Faculty Issues

A. New Class Size Document *Peggy Austin*

M/S/1 abstention (Austin/Ganer) to approve the Fullerton/Cypress Class Size Planning & Resource Document - DRAFT 11/30/2006 (Attachment 1). This document is intended as a guideline. The actual class size for each course is determined by the Curriculum Committee.

B. Learning Communities *Michael Brydges*

Postponed to the next Senate meeting.

C. Local Awards

Cherie Dickey sent an email to all faculty and all adjunct faculty announcing that nominations are now being accepted for the Senate's Outstanding Full-Time Faculty Award, Outstanding Adjunct Faculty Award, and Charger Faculty Award (formerly Faculty Development Award). Nominations are due by Thursday, February 22nd.

D. Compressed Calendar (16-week semester)

United Faculty plans to take up the issue. Steve Gold noted that the Senate needs to decide how to proceed on our campus. He estimates that about thirty-five Cypress College faculty attended the compressed calendar panel discussion presentation at the Joint Senates/Unions Meeting in January. Josh Luna reported that during discussion at an Inter-Club Council meeting, the students were split (4 for; 6 against). A small, informal poll done by Associated Students found that students were split 50/50: students against the compressed calendar indicated that two of the main reasons were 1) the lack of a final exam week and 2) a desire to have fewer school hours per week, spread over more weeks, which allowed them more hours for work during the semester. Some Senators noted that when polling students in their classes, the majority were for the compressed calendar. The Business Division reported that they have more students enrolled when they offer classes in a shorter format. Senators who had attended the Joint Meeting reiterated a concern raised there about the impact a shortened semester would have on the workload within Admissions and Records and on accomplishing important committee work.

After discussion, it was agreed that a Senate Subcommittee would be formed 1) to work in concert with United Faculty in developing proposed models of 16-week compressed calendars and 2) to make a list of key issues/questions to be considered. Michael Frey, Will Heusser, and Fola Odeunmi agreed to serve on the subcommittee. In support of this effort, faculty should email their ideas and/or concerns to Steve Gold.

At this time, the subcommittee is not charged with educating the faculty about the issues. It was noted that the three models presented at the Joint Meeting were significantly different and did not provide the level of detail needed to accurately

assess the impacts associated with implementing them. After detailed models are investigated, Senate will determine how to educate faculty about the models and associated issues.

E. Constitution Update

Postponed to the next Senate meeting.

VI. Special Reports:

A. Associate Students *Josh Luna*

A Blood Drive will be held on February 14th. Senior Day is March 22nd. All faculty are encouraged to come out and support both of these events. A student club Presidents Meeting will be held on February 13 with President Margie Lewis, Executive V.P. Mike Kasler, Dean of P.E. and Athletics Diane Henry, and Academic Senate President Steve Gold.

B. Curriculum Committee *Peggy Austin*

Refer to approval of the Class Size Document (under Faculty Issues V.A. above).

C. Site and Facilities Committee *Mark Majarian (absent)*

Mark Majarian submitted a written report (Attachment 2).

D. Staff Development *Nancy Deutsch (absent)*

A CC Leads flyer was distributed (on file).

VII. Resolutions

A. Nursing Faculty Resolution (Attachment 3)

There was discussion about whether the two resolutions under consideration might give mixed messages. It was agreed that the two resolutions are not mutually exclusive and that they both serve a purpose (one specific and the other one more general).

The Nursing Department submitted a rewording of their resolution, which Senate agreed to accept as a second reading since the substance of the resolution was unchanged. M/S/C (Piburn/Boettger) to approve the resolution.

B. Compensation Resolution (Attachment 4)

M/S/1 abstention (Piburn/Boettger) to waive the first reading.
M/S/2 abstentions (Ganer/Piburn) to approve the resolution.

VIII. Announcements

IX. 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	Site and Facilities Committee Report
Attachment 3	Nursing Faculty Resolution
Attachment 4	Compensation 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)

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“Site & Facilities Planning Committee”
February 8, 2007

PCM3 has a current contract with us through July. They will be phasing out at the end of this month. Their contract will not be renewed. A new general contractor CW Driver is currently phasing in with the help of PCM3.

CW Driver has been the general contractor for Fullerton College and for work done at the District. CW Driver is a bigger contractor than PCM3 and they have done a good deal of work for K-12 districts for the state. Margie Lewis and Nancy Brynes are confident that they will be very effective in their completion of the current bond project.

The Co-Generator plant has been running successfully for two weeks. The campus is scheduled for a “Black Start” on the holiday, Monday, February 19th. The Co-Generator is not designed at this point to do more than maintain the heat for the pool. The pipes channeled to provide heat are too small to do more than help maintain the pool’s heat setting. The present engines used to heat the pool are old and they are wearing out. Nancy will be meeting with Noresco to address this shortcoming. A second company has been brought in to evaluate Noresco. Noresco has not yet been paid their contingency fee.

There will be new activity behind the LLRC where sewer and water lines are being improved to service the athletic fields.

The third and fourth floors of the Cypress Complex are due to be completed in March pending resolution by the State of the fire sprinklers operation.

The SEM final project has been approved by the State Chancellor’s Office. It needs to be approved by the Board of Governors and it will then appear on the state ballot in about 2 years.

There is serious consideration of replacing the new, current electronic marquee.

Resolution: Support of Nursing Faculty 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 direct supervision of students caring for multiple acutely ill patients, in an unpredictable off-campus environment; and

WHEREAS: Nursing faculty spend extensive preparation time and clinical practicum hours (such as 12 hour practicums, daily evaluation of students, daily evaluation of clinical documentation, preparing for the practicum experience with outside agencies and contracts); 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 lecture and clinical practicum.

Attachment 4

Compensation Resolution

Whereas significant concerns have been raised regarding the differential in the lecture-lab compensation rates and

Whereas significant concerns have been raised regarding the potential impact on both instruction and faculty treatment/recruitment due to the compensation differentials and

Whereas the Academic Senate is committed to maintaining the integrity of the instructional process, to the equity of faculty treatment, and to the importance of high quality recruitment,

Therefore be it resolved that the Academic Senate requests the United Faculty to reexamine the compensation differentials between lab and lecture pay rates and further

Be it resolved that the Academic Senate urges the United Faculty to give serious consideration to including this issue as one of its next contract reopeners.