



ACADEMIC SENATE

APPROVED MINUTES

March 8, 2012

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
CAREER TECHNICAL EDUCATION DIVISION, Carlos Urquidi;
COUNSELING DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Molly Schulps;
HEALTH SCIENCE DIVISION, Judy Swytak;
LANGUAGE ARTS DIVISION & LIBRARY, Michael Brydges;
PHYSICAL EDUCATION DIVISION, Bill Pinkham;
SCIENCE/ENGINEERING/MATH DIVISION, Fumio Ogoshi;
SOCIAL SCIENCE DIVISION, Bryan Seiling;

2010-2012

SENATORS-AT-LARGE: Ron Armale, John Alexander, Vicki Castle, Nancy Deutsch, Joe Gallo,
Jolena Grande, Kathy Llanos, Rosalie Majid, Gary Zager;

ADJUNCT SENATOR: Kari Ann Pike

LIAISONS: ASSOCIATED STUDENTS: Jasmine Lee;

BASIC SKILLS: Cherie Dickey;

CAMPUS DIVERSITY:

CAMPUS TECHNOLOGY COMMITTEE: Rosalie Majid;

CURRICULUM COMMITTEE: Mark Majarian;

FOUNDATION: Beth Piburn;

PROGRAM REVIEW COMMITTEE: Jolena Grande;

STAFF DEVELOPMENT: Rebecca Gomez;

UNITED FACULTY: Vacant

ACADEMIC SENATE PRESIDENT: Pat Ganer

ACADEMIC SENATE PRESIDENT-ELECT: Gary Zager

Senators and Officers Absent: John Alexander and Jesse Saldana

Alternates in Attendance: None

Liaisons in Attendance: Cherie Dickey, Rebecca Gomez, Jolena Grande, Jasmine Lee, Rosalie Majid, Mark Majarian, and Beth Piburn.

Guests: David Nusbaum, SEM Faculty; David Halahmy, History Faculty; Kathy Wada, ESL Faculty, and Sarah Jones, English/Reading Faculty; Ned Doffoney, Chancellor, Barbara Dunsheath, Board of Trustees, and Molly McClanahan, President – Board of Trustees

The meeting was called to order by President Pat Ganer at 3:03 PM.

I. Approval of Minutes

The motion to approve the minutes of February 23, 2012, passed with minor changes. M/S/P, 2 abstentions (Armale/Gallo). The minutes from February 9, 2012, will be held until the next meeting to allow senators to review the corrections made to the President's Report.

II. Public Commentary

None.

III. Special Reports

A. Associated Students – Jasmine Lee

- The Associated Students participated in the March in March in Sacramento. While there, they spoke with the legislators and their staff members to advocate against budget cuts.
- Associated Students held annual Senior Day today, where local high school students visit the campus and are encouraged to come to Cypress College.

B. United Faculty – Vacant

No report.

C. Staff Development – Rebecca Gomez

- The Opening Day evaluation was sent out with a link to complete the survey developed by the Research Office. Rebecca asked senators to take a few moments to respond to the survey and encourage other faculty to do the same.
- The next deadline for conference funding will be in April. Rebecca reminded senators that faculty need to provide backup documentation supporting their request for funding, being as specific as possible, so that the committee can evaluate the request.
- The Staff Development Committee is preparing for the Classified Appreciation event and will forward information soon.

D. Curriculum Committee – Mark Majarian

- The issue raised at the last meeting regarding the apportionment for seminars seems to be settled for the short term. Dr. Simpson received information from the state chancellor's office that indicates experimental courses (seminars) will be covered.
- Mark is working with Stacey Howard to create a handbook on how to create and submit Transfer Model Curriculum Arts and Sciences degrees .

E. Campus Technology Committee – Rosalie Majid

- No report.

F. Academic Senate Treasurer's Report – Ron Armale

- No report.

- G. Foundation Report – Beth Piburn
 - The Americana Awards event netted \$115,000 in donations for the Foundation. Beth commented on how well the event was received by those in attendance.

- H. Basic Skills Committee – Cherie Dickey
 - No report.

- I. Student Learning Outcomes Assessment – Nancy Deutsch
 - Nancy provided information on SLO assessment completion and distributed the January report that showed 70% of courses have closed the loop. We are currently at 71%. The goal is 100%, as set by ACCJC.
 - She received notice last week that the requirement to close the loop on courses, programs, and institutional outcomes will be due in spring 2013.
 - Nancy will be attending the SLO Regional Coordinators meeting next Friday. She reported that the results of SLO completion would be published by community college (listed individually by name). Until this point, the reporting has been done as a whole system report, but the new report will show where each community college falls.
 - Nancy asked that any division that has courses needing to close the loop do so as soon as possible.
 - Mark Majarian questioned what would happen in the second or third round of closing the loop. Nancy said that right now ACCJC is only looking at having the loop completed once and demonstrating proficiency in the process of closing the loop.

- IV. President's Report – *Pat Ganer*

President Ganer emailed the following report to Senators:

 - A. Board of Trustees – February 28, 2012
 - The Board recognized Mary Lou Giska for her upcoming retirement from Cypress College; several people spoke about the impact she has had on both Health Services and the College at large.
 - Fred Williams presented the Board with the underlying preliminary budget assumptions that are being used in the development of the budget for 2012-2013. He indicated that it is still early in the budgeting process and they are working off the Governor's January budget. However, both the May Revise and the outcome of the Governor's Tax initiative in November may have serious implications for budgeting. Both "best case" and "worst case" scenarios are being planned for. Most current assumptions reflect a desire to continue operating under our past provisions for funding and budgeting. Ultimately, we are probably looking at a 2012-13 preliminary budget deficit of \$15.5 million; reserves will be used to plug the hole.
 - A couple of Board members questioned whether we are still operating too much on a "business as usual" approach and whether we need to be planning for deeper cuts.

- President Ganer presented the conclusions of the Senate resolution adopted last week regarding the Buena Park High School-Cypress Collaboration and indicated that a subcommittee had been appointed and is working on guidelines for any future involvement in such a project. Trustee Miller commended everyone for working together to try to get the program going in an acceptable manner.
- The Board approved 14 sabbatical leave proposals to be used in the 2012-2013 academic year. Two of the sabbaticals are for Cypress faculty, Fola Odebunmi and Ambika Talwar. Trustee McClanahan commented on the great value of sabbaticals.
- The Board approved the Cypress and Fullerton accreditation follow-up reports.

B. DISTRICT CONSULTATION COUNCIL (REVISED NAME AND STRUCTURE OF THE OLD DPC AND CHANCELLORS CABINET) – February 27, 2012

- Discussion occurred regarding the principles and charges of the new Council, based upon the Decision-Making Manual that had been adopted at the last meeting.
- An Accreditation update was provided by Deborah Ludford. Both Cypress and Fullerton have finalized their updates and they will be presented at the Board of Trustees meeting on Feb. 28.
- Because of the new structure, budget representations were not made to DCC; those will now be discussed in the Budget and Facilities Council.
- DCC had a first read regarding an AP regarding the “Use of Photographs and Video Surveillance Recordings.” Suggestions were made for revisions and it will be brought back to the next meeting for further consideration.

C. Chancellor and Senate Presidents Meeting – February 27, 2012

- The Chancellor agreed to attend the Senate meeting of March 8, immediately following his “Coffee with the Chancellor” meeting on campus.
- Further discussion was held regarding Marcus Wilson’s proposal to transfer SCE non-credit courses to the colleges for administration of the programs.

D. Planning and Budget Committee – March 1, 2012

- PBC reviewed the materials related to the Preliminary Budget Assumptions presented to the Board of Trustees.
- Discussion was held regarding submissions for the One-Time Budget Process. Eight submissions came in for the Advance Funding Programs and an additional 23 have also been submitted, including 9 for safety issues.
- Information was provided regarding the development of the committees for the different Directions of the Strategic Plan. Most seem to be proceeding fairly well.
- Santanu Bandyopadhyay presented an update on the College’s AARC report.
- Bob Simpson discussed enrollment management in terms of priority registration issues; ultimately, any decisions will need to be District decisions. He also discussed planning for the next year in terms of enrollment. It is anticipated that Cypress will reduce the Fall FTES by approximately 200 in order to both stay under our cap and balance the two semesters. It is highly unlikely that there will be summer school in 2013.

- Mike Kavanaugh discussed technical terms with respect to standardizing the purchase of iPads. In most cases, it is impossible to buy applications on a system wide basis since purchases must be made through individual iTunes accounts.
- E. President's Advisory Cabinet – March 1, 2012
- Discussions of the budget, enrollment, the Strategic Plan Directions committees, ARCC, and the DCC changes were all the same as the earlier meetings.
 - Considerable discussion was held regarding the campus Publicity Guidelines for the dissemination of information on flyers, posters, etc.
- F. General
- Mike Kasler's Retirement Reception will be held on Wednesday, May 16, from 2-4 p.m. in the Theater Lobby. All campus staff are invited to attend. An electronic invitation will be sent to all users on campus.
 - A separate community reception will be held on Thursday, June 7, from 5:30-8:00 p.m. at the hotel at Knott's Berry Farm.
- G. Comments and Questions
- Michael Brydges asked about President Ganer's comment regarding Board Members mentioning that we are operating on a "business as usual". Pat explained that many believe the state budget may be much worse and the question will arise about building in layoffs and salary cuts into the budget. The District is expecting at this point, in order to continue operating, to go into the reserves for \$15 million
 - In terms of publicity guidelines used by student activities office for flyers, posters, etc., there was discussion about having the signs removed within 2 weeks, but for those groups meeting all year long, the 2-week timeline may be problematic. Student activities will consider possible revisions to the Publicity Guidelines.
- H. Additional Items
- The Annual Teacher of the Year Award sponsored by the Orange County Department of Education for high school and community college instructors is changing. The new policy will be one nomination per district instead of one nomination per college. The program is run by the Student Activities office, and they need two faculty to serve on the committee. Student Activities will do the original screening and select the finalists. Paul Bottiaux said that they will need to have the two faculty present when they meet at the end of March. Mark Majarian mentioned that last year's celebration was held at Disneyland and was an incredible experience. President Ganer suggested that our two most recent faculty award recipients be asked to serve on the committee (Mark Majarian and John Payne). Mark agreed to serve unless he needs to work on a theater production. It was the sense of the Senate to have President Ganer ask John and Mark to serve. If they are not able, she will return to the Senate for confirmation of new appointments.

- The Plenary Session resolution documents have been distributed and President Ganer will forward them to the Senators. She mentioned that there is a document on enrollment management and counseling along with a number of other resolutions to be discussed at the plenary session, April 19-21. President Ganer asked the senators to look over the documents and let her know of any concerns.
- Gary Zager sent an email regarding the Outstanding Faculty, Adjunct Faculty, and Charger Award. Nominations need to be in by March 20th.

V. Faculty Issues – Old Business

Senator Kathy Llanos asked the Senate to allow Kathy Wada and Sarah Jones to make their presentation before the Buena Park High School issue. The Senate agreed.

A. Resolution: District Direction 3 Language Clarification – *Kathy Llanos*

- Kathy Wada and Sarah Jones passed out documents to the Senators regarding the evolution of the wording in regards to District Direction #3. SCE and Basic Skills/ESL wording in the district direction is not quite clear as to the actual pathways. When working on the Comprehensive Master Plan, they were told to focus on the action plans. Kathy and Sarah stated that there are five District Directions and one is inaccurate. The direction did not clearly explain the pathways for non-credit, credit, and college level. The direction lumps credit and non-credit together.
- Cherie Dickey addressed the Senate and mentioned that this item was discussed at the Basic Skills Committee, which wrote the resolution to address the concerns:

Whereas the workgroup clarified the language of Direction 3 to accurately capture the three levels of instruction offered by the District as (addition in **bold**; deletion in ~~strikeout~~):

The District will annually improve the success rate for students moving into:

- **The highest level possible credit basic skills courses in mathematics, English, and English-as-a-Second-Language from noncredit basic skills instruction in the same disciplines and**
- College-level courses in mathematics, English, and English-as-a-Second-Language from credit ~~or noncredit~~ basic skills ~~instruction~~ **courses** in the same ~~these~~ disciplines and
- The next higher course in the sequence of credit or noncredit basic skills courses in mathematics, English, and English-as-a-Second language. (no change)

Whereas the clarified language created by the SCE and CC workgroup was submitted to the appropriate parties in a timely manner but was rejected by the District;

Whereas the Cypress College Basic Skills/ESL Initiative committee supports the language clarification submitted by the SCE and Cypress College workgroup;

Therefore, be it resolved that the Academic Senate likewise supports the clarification by the SCE and CC workgroup;

And it further be resolved that the Academic Senate endorses the change in District Direction 3 to reflect the clarification by the workgroup;

And be it further resolved that the Academic Senate convey this resolution to the appropriate college governance structures.

- There was a motion to waive the requirement for a second reading which passed (Llanos/Gallo), M/S/P. It was moved to adopt the resolution, which is a simple clarification of the language, (Armale/Brydges) M/S/P. The entire ESL and Reading Departments are in support of the resolution and the Basic Skills Committee supports the clarifying language. Cherie has communicated with the Basic Skills Special Projects Director at Fullerton College and will also share the resolution with Marcus Wilson, Fullerton Senate President, for him to present to his Senate.
- B. Meeting with the Chancellor regarding BPHS Collaboration – *Pat Ganer*
Discussion completed before the Chancellor and Trustees arrived.
- The Senate ad hoc subcommittee distributed a memo and report entitled “Guidelines for Possible Program/Collaboration Between Cypress College and Buena Park High School.” This item will be held for discussion at the next Senate meeting.
 - There was a motion to reconsider the English Department Resolution from the previous meeting (Llanos/Michelle); the motion failed. President Ganer asked senators if there were any clarification questions that needed to be addressed before the Chancellor met with the Senate. Four members of the ad hoc subcommittee that worked on the collaboration guidelines were present to answer questions. Bryan Seiling complimented the subcommittee for their work and had a couple of enforcement questions. He asked about collaboration with the high school and what provisions in the guidelines would ensure control over what takes place within the course. Nancy Deutsch pointed out that the guidelines do not address every concern. There was a question about quality and integrity of courses, much like an adjunct faculty or tenure track faculty member teaching a course. Nancy suggested bringing the high school teacher and college faculty together for collaboration. David Nusbaum explained that this is a set of criteria to be used as a guide for BPHS to draft their plan that would then come to the Senate for approval.
 - Joe Gallo questioned how the process would work. Mark Majarian mentioned that it could take a longer period of time, with the Curriculum Committee reviewing the course, and the discipline faculty reviewing and commenting, etc. He is still concerned with the any liability issues that may arise from what has already transpired. He is also interested in authorship and ownership of curriculum, i.e. Who ultimately owns the curriculum that has gone through the state chancellor’s office. Rosalie Majid questioned whether the Fullerton Unified Union High School District grant and funding is still available and for how long. Kathy Llanos also wanted to know about the timeframe of the grant. She also mentioned how much time this program will take in terms of Senate involvement and efforts.
 - Nancy Deutsch suggested that we should be courteous to Buena Park High School teachers and that we should see these faculty as colleagues.
 - Discussion ensued after the Chancellor and Trustees arrived. When Dr. Doffoney and Trustees Barbara Dunsheath and Molly McClanahan arrived, President Ganer addressed the Chancellor and Trustees regarding the high school collaboration and the wording clarification for District Direction #3.

- Dr. Doffoney mentioned that he is familiar with middle college high schools, and that he has created two in his career. He provided the following example: the Ford Foundation was initially involved with creating the middle college for students having difficulty transitioning from high school to college. Those classes were taught by college faculty. In some cases, a separate high school was created on the college campus. He mentioned that the BPHS got ahead of the game with the collaboration, and he had been under the impression that only discussions were being conducted last year. The intent of the program was for students to experience college while still in high school, either on the high school campus or at the college.
- Mark Majarian asked the Chancellor who owns the curriculum and what are the liability issues related to college curriculum which is taught off campus. Dr. Doffoney answered Mark's concern, by stating, "Technically, the Board owns the curriculum," noting that the Board relies on the faculty for their expertise. Mark questioned if there is a liability issue with BPHS students who may be under the impression that they would receive college credit for the courses completed. The Chancellor stated that because there is no formal agreement between the board and high school, the liability does not exist. However, the credibility of the high school and community college are at risk.
- Kathy Llanos asked how we should address the issue that 100 students have gone through these courses that may not have met our standards. She expressed concern for how those students are going to be treated since they apparently were told by BPHS that they were going to get credit. What will happen to those students? According to the Chancellor, they need to be assessed to see if they have met the course objectives.
- Bryan Seiling questioned giving credit to those students who took courses before the written agreement was signed. Dr. Doffoney reiterated that faculty have not been asked to accept substandard performance. The standard is not modified for BPHS. The Chancellor said that Buena Park High School was unauthorized to extend the belief that their students would be getting credit for Cypress College courses. Molly McClanahan mentioned that the BPHS principal has agreed to explain the situation to the parents. Though this is not our problem, the District is going to help the principal with this issue and resolution. Dr. Doffoney mentioned that we have a responsibility to maintain this relationship with the principal and students.
- Molly Schulps asked what the understanding is with the principal. Dr. Doffoney responded that he has had some very difficult clarifying conversations with the superintendent and campus administrators have also spoken to the Superintendent and the Principal in recent weeks. Fumio Ogoshi mentioned that he went to BPHS recently to see what was happening with the Biology class. He had a conversation with the biology teacher. It appeared that she was not aware of everything that is going on regarding the collaboration. Fumio mentioned that he is not comfortable with leaving this to the principal in terms of communicating with the students, teachers, and faculty. Dr. Doffoney mentioned that it is not appropriate for Cypress to go on to the BPHS campus and tell them what to do. Dr. Doffoney believes that we should have a meeting once we have a framework, because it is not productive to focus our discussions on what went wrong.

- Bryan Seiling mentioned that he is hearing the Chancellor say that we cannot control what is going on at BPHS. Bryan believes that BPHS is not a good partner for collaboration. Dr. Doffoney believes that there are many good opportunities for collaboration with BPHS, though this situation may have not been as desired.
- Trustee Barbara Dunsheath commended the Senate for its concern for BPHS students, our curriculum, and issues with this situation. The board believes it is an idea that has great value if done in the correct way. She will support faculty as the content experts and will support us in our jobs. Molly McClanahan agreed with Barbara's comments.
- Dr. Doffoney believes that these are important discussions to have at the board level and with faculty. He said that this grant is from the high school district's general fund and that it exists as long as they wish to fund it, unless BPHS chooses another partner.
- Gary Zager mentioned that we should ask our President and Paul de Dios how this happened, since from the district perspective, this problem is within our "family." Dr. Doffoney stated that we don't need to be playing the "blame game" and that a circular firing squad does no one any good.
- Dr. Doffoney mentioned that he met with some of our retirees and they are proud of the time they spent with Cypress College. They are interested in protecting their retiree benefits as well.
- Kathy Wada mentioned to the Chancellor that there is a fundamental flaw in District Strategic Direction #3. Dr. Doffoney said that there is a process within the Comprehensive Master Plan for revising the document. Dr. Doffoney mentioned that only with coordination between Fullerton, Cypress, and SCE, would the board make changes, and only if there are fundamental errors in terms of the language and not in terms of philosophical differences.

C. Grade Submission – *Michael Brydges*

Hold for next meeting.

D. Honorary Degrees – *Pat Ganer*

Hold for next meeting.

E. Access to SLO Assessment Completion – *Nancy Deutsch*

- Nancy provided a handout earlier in the meeting when she reported on the SLO Committee and closing the loop on courses. The handout provided to Senators is the only official information the managers receive about SLO completion rates.
- The SLO Committee does not give the information on how individual departments have completed the loop to the deans. The concern is that deans need to know, by department, how departments are doing with completing the SLO loop. The SLO Committee has asked Nancy Deutsch to ask the Academic Senate to allow the SLO Committee to share the SLO completion by department with the division deans.
- It was moved that the Academic Senate approve the sharing of department SLO completion rates, with the division deans. (Deutsch/Michelle) M/S/P

F. Other

VI. Faculty Issues – New Business

A. State Academic Senate Plenary in April – *Gary Zager*

- Gary requested that the conference, travel, and lodging for the ASCCC Spring Plenary Session be funded. The meeting will be held in San Francisco, and registration is \$395. Deutsch/Seiling moved to approve all costs associated with attending the Senate Plenary Session for Gary Zager, M/S/P.

B. Other

- None.

VII. Announcements

- None.

VIII. Motion to adjourn the meeting at 5:42 PM.

Respectfully submitted,
Jolena Grande, Secretary