



ACADEMIC SENATE
APPROVED MINUTES
January 22, 2009

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
COUNSELING DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Ian Holmes
HEALTH SCIENCE DIVISION, Rosalie Majid;
LANGUAGE ARTS DIVISION, Barbara Kashi;
PHYSICAL EDUCATION DIVISION, Bill Pinkham;
SCIENCE/ENGINEERING/MATH DIVISION, Victoria Castle-Donovetsky;
SOCIAL SCIENCE DIVISION, Regina Rhymes;
VOCATIONAL TECHNICAL DIVISION, Dan Snook;

SENATORS-AT-LARGE: Nancy Deutsch, Michael Frey, Pat Ganer, Ed Giardina, Steve Gold, Kathy Llanos, Mark Majarian, Beth Piburn, Alan Ransom;

ADJUNCT SENATOR: Nora Simoes;

LIAISONS: ASSOCIATED STUDENTS: José Gonzalez;
CAMPUS DIVERSITY: Allison Gotoh;
CAMPUS TECHNOLOGY COMMITTEE: Rosalie Majid;
CURRICULUM COMMITTEE: Cherie Dickey;
FOUNDATION: Beth Piburn;
PROGRAM REVIEW COMMITTEE: Kathy Alvarez;
STAFF DEVELOPMENT: Nancy Deutsch;
UNITED FACULTY: Alan Ransom

ACADEMIC SENATE PRESIDENT: Rob Johnson
ACADEMIC SENATE PAST-PRESIDENT: Cherie Dickey
Senators and Officers Absent: Ed Giardina, Nora Simoes
Liaisons in Attendance: Nancy Deutsch, José Gonzalez, Beth Piburn, Alan Ransom
Guests: Will Heusser, Nathan McDonough, Jeanne Miller, Fola Odeunmi, Sean Oh, Jessica Puma

The meeting was called to order by President Rob Johnson at 3:10 p.m.

I. Approval of Minutes

The December 11, 2008 Minutes were approved as written M/S/P (2 abstentions) (Piburn/Dickey).

II. Public Commentary

Dr. Mike Kasler introduced Dr. Santanu Bandyopadhyay, the newly hired Director of Institutional Research and Planning. Santanu comes from Zane State College in Ohio.

Nathan McDonough, a member of the Cypress Chronicle (Cychron) staff and the producer of C-Scope, encouraged the Academic Senate to pick up a copy of

Divergence, the student monthly magazine, and to view C-Scope podcasts. Both of these media are part of the Cypress Chronicle, the student news organization based in the convergence journalism program at Cypress College, a program defined as “all students working in all media at any time from anywhere.” Divergence can be found on newstands around campus. Go to <http://www.cychron.com>, a 24/7 news website, for C-Scope weekly podcasts. Nathan also introduced his photographer, Sean Ho.

III. President’s Report – Rob Johnson

A. The State Budget

Although the State Budget has not yet been approved, the District Budget Subcommittee is reviewing suggestions from District personnel to reduce District expenditures to meet this coming budget crisis. Karen Cant, Anna Novisoff, and Rob serve on the District subcommittee. The Cypress College Planning & Budget Committee has also established a subcommittee (Karen Cant, Cherie Dickey, Deann Burch, and Rob) to review the budget reduction and revenue generating suggestions collected by the district, specifically those for Cypress.

At issue is the thought that the District should make the decisions that affect the entire district and the idea that budget centers (Fullerton, Cypress, and SCE) should be able to handle their own budget reductions. How these budget reductions will occur will depend on the amount of funding the district receives once the State has adopted a budget. The District is looking at a possible shortfall of \$6 to \$15 million.

B. Joint Senates/Unions Meeting – January 8

Many suggestions were made to identify budget cuts and to identify expenditures that should not be cut. Once the list is collated, Rob will send the list to the Senators. One discussion centered on the use of general funds on capital outlay and construction projects. The question discussed was whether we should spend general funds on capital outlay projects or should we pull back on construction to save the money we have.

C. Construction

The remodel of the Cypress College Humanities Building is on schedule.

D. Planning and Budget Committee

- The forms for the one-time budget requests have been emailed to all users. Division/work area prioritization is due February 27.
- Enrollment targets were discussed, as well as a chart of the seat-count summary comparison between Spring 2008 and Spring 2009. It was pointed out that the College had become much more efficient, because the fill rate has increased. Although fewer sections were offered in Spring 2009, more students enrolled in 2009 than in 2008. Based on past experience, some faculty questioned the percentages reported for individual departments.

- The prioritization of the Classified Needs Assessment will be completed by March 1.

E. President's Advisory Cabinet

- PAC approved the creation of the Institutional Effectiveness Task Force. Seven faculty members will serve on the task force to review all program review, planning, and SLO assessment processes in preparation for configuring the TracDat outcomes management system.
- Although the dates for summer school were approved, concerns with the process were expressed by the Academic Senate President and Past President during the meeting.
- The upcoming emergency drill scheduled for the first week of February was also discussed. Procedures have been refined to address issues that emerged from the Fall 2008 emergency drill. The Board of Trustees has also completed disaster emergency training.

IV. Faculty Issues

A. Distance Education Plan – Jeanne Miller and Jessica Puma

Jeanne Miller outlined the approval process for the Distance Ed Plan:

- Jeanne emailed the first draft of the Distance Ed Plan to all users the previous week and will send it out again next week. The plan is to receive all feedback on the Distance Ed Plan by the end of February.
- Revisions based on feedback will be made in time to submit the Plan to the President's Advisory Cabinet by mid or late March.
- A web-based survey is available for anyone in the college community to submit input on the Distance Ed Plan. From this survey, the Distance Education Committee will receive a spreadsheet listing all comments and suggestions for revision.
- The writers will make revisions based the survey feedback and then email the revised draft to the college community for one week of review and feedback. This draft will show the revisions made to first draft.
- Jeanne Miller will visit all divisions except for two, the Curriculum Committee, and the Planning & Budget Committee, as well as this visit to the Senate. Copies of the Plan have been sent to Dale Craig and Barbara Bennett of United Faculty and to the officers of AdFac.

This Plan is the first documentation of the Distance Education Program at Cypress College. Jeanne explained that the writers used previously written planning documents as models, but also decided to document the history of the distance ed program and the current status of the Cypress program.

It was pointed out that the revised draft of the Distance Ed Plan must be approved by Senate and the Curriculum Committee before it goes to PAC. Jeanne Miller said that there will be time to allow for the revised plan to go to Senate and the Curriculum Committee.

One comment was made that the document was very well-written. But major concern was also expressed about the power of the Distance Education Committee to set the standards, i.e. required online training, for instructors to meet before they could teach online courses or offer web-enhanced classes on Blackboard. This is one of several curriculum issues that must be decided by the Curriculum Committee who then makes recommendations to the Academic Senate. There are also work issues that may need to be approved by the union.

Jeanne Miller replied that she will take these concerns seriously and will seek input from all entities. A Senator noted that these concerns should be discussed among the Curriculum Committee, the Academic Senate, and the college administration, as the Senate has authority in academic and curriculum matters.

Other issues discussed included the following:

- The Distance Education Committee is exploring ways to encourage participation; one option would establish divisional representatives, with the understanding that no distance education courses would be approved from divisions without faculty representation. It was pointed out that it might be very difficult to get divisional representatives, and that the proposed requirement replicated the established Curriculum process.
- Another Senator strongly asserted that the success and retention rates, not just student satisfaction surveys, must be included in the program review process for distance education courses. It was also pointed out that the course, not the instructor, should be evaluated.
- Jeanne Miller mentioned she receives retention and success rates of distance education programs at other colleges with which to compare our program. Also the State Chancellor's Office, in collaboration with 50 community colleges, is conducting a survey of the distance ed students who drop after the census date and before the end of the semester to determine reasons why distance ed students drop out of their courses.
- In response to a question of whether Cypress College's Distance Ed Plan had to match Fullerton College's plan, Jeanne Miller said that Fullerton College has a completely different telecourse and distance education history and climate; hardware, software, and course management system; and technological support. Despite ongoing discussions, Cypress and Fullerton has yet to agree on a common course management system. The goal for next year is to use the same course management system to cut costs.
- Extensive discussion about evaluation of faculty who teach the majority of their classes online ensued. One suggestion was that if a faculty member teaches a majority of classes online, then evaluators with online experience and expertise should evaluate online classes, not just face-to-face classes. It was pointed out that at this time the faculty evaluation criteria are the same for both online and face-to-face classes. In regards to online student evaluations, the results of the online student evaluations are collated and given to the instructor in the same way and timeframe as written student evaluations. Only the instructor can give permission to a person, whether dean or colleague, to visit his/her course site.

- Some of the questions that need to be addressed in the future were discussed:
 - Who determines whether a course should be offered online?
 - Should a rubric of effective practices be written as a standard for online instruction? Who should write such a rubric?
- Jeanne pointed out that for a course to receive online approval, the department faculty members must address ten criteria that she must review and sign off on before the course goes through the curriculum process. Cherie Dickey, the Curriculum Committee Chair, recommended that a distance ed expert should be available during Curriculum Committee meetings to address issues that arise during meetings.

Jeanne Miller strongly encouraged Senators to review the goals and objectives of the Plan on pp. 10-12 and note that the people responsible for reaching those goals are identified in the Appendix. All revisions and suggestions are welcome.

B. Resolution on Length of Intersession Under Compressed Calendar – Steve Gold

Since the first reading of this resolution took place at the last Senate meeting, the meeting was open to discussion. Concerns that were expressed included:

- A six-week intersession would interrupt year-long academic programs like the Fine Arts Programs and probably would not receive support.
- It was agreed that the present 1-2 week intersession was too short.
- The SEM division would not be able to offer 4-unit and 5-unit classes with lab sessions in four weeks; only some 3-unit classes could be offered.
- In the Business Division, there was support for a 4-week intersession, but some faculty expressed concern that a 5-6 week intersession would impact the length of summer school and the amount of time between summer session and the regular fall semester.
- It was suggested that the Math Department look at a five-week, five-day a week schedule so that 4-unit courses could be fit into the time period. The response was that the students needed the 3-day weekend to process material and complete homework successfully.
- One Senator would like the Senate to answer several questions before he takes the resolution back to his division:
 - How will a five-week intersession benefit students and faculty of the SEM Division and other divisions?
 - How many students and faculty will take advantage of offering courses during that time?
 - Will faculty take advantage of the intersession to do program review and SLO assessment and other departmental duties?
- Another Senator reported that her division supported the 4- to 5-week intersession, but not six weeks or two weeks.
- It was pointed out that if the college offered a six-week intersession, then the offerings could be more robust, and that faculty could spread their load over two semesters and an intersession, leaving time to complete professional and departmental duties. Also with a robust 6-week intersession, students who must take multiple pre-collegiate math courses

before taking college-level math classes could possibly progress through three courses instead of two within a September-to-June time frame.

- The Senate was reminded that prior to November 2007, the vote on a faculty survey gave approval to the United Faculty to research the ramifications of a compressed calendar, but did not approve any particular compressed calendar. The faculty also overwhelmingly supported starting the Fall semester after Labor Day; however, upon closer review, it was determined that the Fall semester would then end on December 23 or 24.
- In November 2007, the faculty from all three campuses overwhelmingly voted for a four-week intersession. Faculty also favored not having a finals week, but rather a final day or two days to give final exams.
- The United Faculty Subcommittee is still gathering feedback from the faculty as they research and develop a model compressed calendar schedule. It was pointed out that a 4-week intersession is similar to summer sessions in length; some courses cannot be taught in four weeks.
- Will Heusser, the chair of the United Faculty Subcommittee on the Compressed Calendar expressed the hope that the Senate would hold back on a resolution until the model schedule is complete.

It was M/S/P (1 abstention) (Gold/Piburn) to table this resolution as written until the next meeting.

C. Academic Senate Special At-large Election — Cherie Dickey

Cherie Dickey received six nominations and will send out ballots next week.

D. Fall 2008 Program Review Report

In a memo, Kathy Alvarez, the Chair of the Program Review Committee, reported that the section heading of Developmental Education was confusing for some departments undergoing review, because of the different interpretation of the meaning of the term. The Program Review Committee also thought the two questions under this heading on p. 2 of the Cypress College Program Review Form were redundant. Kathy Alvarez asked the Senate to approve the addition of Basic Skills in parenthesis after the words of Developmental Education. She also requested that the Academic Senate provide clarifying language in this section to explain the meaning of the two questions. Nancy Deutsch, Cherie Dickey, and Deborah Michelle offered to write the clarifying language.

Kathy Alvarez also reported that her term ends in May of 2009, but she asked if she could stay on one year as chair of the Program Review Committee. She asked the Senate to identify a candidate for Fall 2010 so that she could mentor the candidate for a year before he/she assumed the position. It was the sense of the Senate to allow Kathy Alvarez to serve as chair for one more year.

E. Enrollment Management Plan – Rob Johnson

This item was tabled until the next meeting.

F. Faculty Awards – Nancy Deutsch

In order to meet the timeline for the faculty awards process that the Academic Senate set in September, the Senate must approve the nomination forms. After a review of the nomination form, the Senate approved several suggested revisions to the content of the form. Cherie Dickey, the Senate Past President, will make these revisions and then email the form out to faculty.

G. Summer School – Rob Johnson

In December, Rob Johnson was asked by the administration for feedback about a summer school start date of June 22. He brought the issue to the Senate on December 11. At that meeting, faculty expressed major concern that a summer session start date of June 22 was too late, and that classes should start on June 15 to allow for a break between summer session and the fall semester.

At the January 15 PAC meeting, it was announced that the decision had been made at Chancellor's Staff to set June 22 as the start date of summer school to allow adequate time for replacement of the Cypress College SEM chillers and to allow high school students to register for the High School Bridge Program which includes math courses. Another reason given for the timing of the summer school calendar decision was that the summer school schedule had to be at the printers the first week of February. Senators were concerned that this schedule only gives students and faculty a 3-day weekend between the end of summer session and the start of the Fall semester. Also some departments need about three weeks to refurbish their labs in preparation for the new academic year. Although Rob Johnson received an apology from the administration for not waiting for his feedback, he asked what course of action the Senate wanted him to take in response to this issue.

In the discussion that followed, there were conflicting reports from Senators. Some Senators were told by their deans that they could start earlier than June 22, and others were told no. Senators questioned why courses not housed in SEM had to wait until June 22 to start and were most unhappy that the SEM chiller replacement schedule was used to determine the start of all summer school classes, especially for non-SEM classes. It was pointed out that in previous years Cypress College has offered a summer school calendar with different start dates. Rob will take these concerns to the administration.

H. Accelerated AA Degree

This item was tabled until the next meeting.

I. Other — Emergency Drill

Several Senators expressed their frustration with the disruption in instruction that the emergency drill causes and wondered why management will not tell the faculty the exact time of the drill so that faculty could plan their lessons accordingly. Divisional Senators were asked to survey their faculty to determine how faculty feel about not knowing the date and the time of the drill, especially

when the emergency drill consumed one hour of instruction time last semester. Senators also requested that there only be one emergency drill a year.

V. Special Reports

A. Associated Students — José Gonzalez

Associated Students are planning a trip to Sacramento on March 16 to participate in a rally to keep student fees down.

B. Treasurer's Report — No report.

C. Program Review Committee (IQA) — Previously discussed.

D. Curriculum Committee — No report because the Committee has not yet met.

E. Campus Technology Committee — No report because no chair has been named.

F. Staff Development

The Sharing Best Practices Event may be rescheduled from February 6 to August optional flex days because few people have signed up to attend. Further information will follow.

G. Foundation Report — Beth Piburn

AT&T donated \$10,000 for Basic Skills.

H. Adjunct Faculty — No report.

I. United Faculty — No report.

J. Campus Diversity — No report.

IV. Announcements — None.

VII. Adjournment of Meeting

M/S/U (Piburn/Llanos) to adjourn the meeting at 5:25 p.m.

Respectfully Submitted,
Nancy Deutsch,
Academic Senate Secretary