



ACADEMIC SENATE
APPROVED MINUTES
January 28, 2010

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
CAREER TECHNICAL EDUCATION DIVISION, Dan Snook;
COUNSELING DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Molly Schulps
HEALTH SCIENCE DIVISION, Sally McNay;
LANGUAGE ARTS DIVISION, Cherie Dickey;
PHYSICAL EDUCATION DIVISION, Nancy Welliver;
SCIENCE/ENGINEERING/MATH DIVISION, Alex Mintzer;
SOCIAL SCIENCE DIVISION, Regina Rhymes;

SENATORS-AT-LARGE: Ron Armale, Michael Brydges, Nancy Deutsch, Michael Frey, Pat Ganer, Ed Giardina, Kathy Llanos, Beth Piburn, Alan Ransom;

ADJUNCT SENATOR: Catherine Whitsett

LIAISONS: ASSOCIATED STUDENTS: Danial Shakeri;
CAMPUS DIVERSITY:
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 PRESIDENT-ELECT: Pat Ganer
Senators and Officers Absent: Michael Brydges
Alternates in Attendance: John Alexander for Michael Brydges
Liaisons in Attendance: Nancy Deutsch, Cherie Dickey, Beth Piburn, Alan Ransom, Danial Shakeri
Guests: Bob Hughes

The meeting was called to order by President Rob Johnson at 3:06 p.m.

I. Approval of Minutes

The December 10, 2009 Minutes were approved as revised. M/S/U (Piburn/Ransom).

II. Public Commentary

Ron Armale invited all faculty to attend the February 11 Science Lecture "Time's Up, the Great 2012 Scare," a presentation by Dr. E.C. Krupp, Director of the Griffith Observatory. This lecture will detail how the 2012 beliefs about global transformation, solar system alignment, rogue planets, catastrophic pole shifts, and calamitous sunspots have been fabricated and marketed and what the universe is really doing on the winter solstice in 2012.

John Alexander informed the Senate about the issue of parking instructional cars in Lot 2 during the instructional day. The campus administration has been adamant about moving these cars out of Lot 2 to make room for staff parking, but during the instructional day, there is no other place to park the cars used by the Auto Technology and the Auto Collision Repair Programs. He said that it has taken much of his time to try to alleviate the situation and would like direction from the Senate. Rob Johnson told John that according to the Senate rules, the Senate could not respond during public commentary. However, he suggested that John and Dan Snook, the CTE Division Senator, should bring this forward as an agenda item at the next Senate meeting.

III. Guest Speakers –Bob Hughes – Banner Waitlists

Bob Hughes reported that Whittier College, which is using the Banner waitlist, has experienced some issues. First, Whittier College found that students can place themselves on waitlists for any number of sections of the same course, except where there is a time conflict. This can only be changed by modifying the Banner system. Second, Whittier College found that there are many students who have applied to the college, received financial aid, and are considered students, but they have not been able to register for any classes and are on numerous waitlists. This brings up the question, “Is there any institutional obligation to those students who have not registered in any classes?” related to financial aid and other support services.

One Senator said that the faculty in his division have a serious concern that students are “camping out” by putting themselves on several waitlists to get the class they want. It was pointed out that students are doing that this semester without electronic waitlists by petitioning as many classes as they can in hopes of registering for a class.

Bob Hughes pointed out that Banner global settings on prerequisites can be set so that students who are registered for a class cannot put themselves on a waitlist for a class scheduled at the same time. He also ran a report that confirmed that this semester the district has the largest number of students ever who have applied who have not gotten into any classes.

It was pointed out that students now run from class to class, hoping to receive an add code. With a wait list, they do not have to physically run from class to class. Bob was asked if Banner could be set so that students cannot put themselves on the waitlist for more than one class at a time. He replied that there were several options: students could only put themselves on one waitlist at a time; they could put themselves on several waitlists at the same time; or they would not be allowed to put themselves on a waitlist for courses that meet at the same time. It was pointed out that we already have students who have put themselves on several petitioner lists for the same class.

Whittier College was also concerned that they had students who were trying to register for any 12 units just for the financial aid. An instructor could allow five students on a waitlist, but there is no way to tell if those students are really going to register.

The Associated Students representative asked the question of how long petitioners should be allowed to sit in the class until registered students drop the class, opening up seats for petitioners. Having the waitlist allows the students to see what kind of chance they have to register for a class.

One major concern is that currently instructors have created waitlists with the names of petitioners. Now if a registered student drops or is dropped for non-payment of fees, then the first student who happens to be on WebStar when that class opens can register for the class, regardless of the paper waitlists the instructor has created. This is not fair to the waitlisted students. Bob Hughes answered that Banner could be set up so that on the first day of class, no one could grab the seat before those on the waitlist.

Despite the issues discovered by Whittier College, it was the consensus of the Senate to go ahead with piloting electronic waitlists in the summer, if summer school is scheduled. Pat Ganer is chairing a subcommittee to establish the parameters for using waitlists.

After Bob Hughes left, another Senator pointed out that notification to students on the waitlist should be by email and text messages. Faculty have noticed that students check messages on their phone much more frequently than they check email.

IV. President's Report – Rob Johnson

A. Full-time Faculty Vacancies

The Faculty Prioritization Committee, made up of three Senate representatives, the deans, and the Executive Vice-President, met to establish the priorities for Cypress College positions for hiring this spring. Cypress was allotted seven positions to fill: culinary arts, dental hygiene, radiologic technology, dance, anthropology, biology, and reference librarian.

The District policy is that once a full-time faculty member retires, the position is called a replacement position for a year. If the faculty member is not replaced within a year, then the position is lost and a case must be made for replacing the position. In this way, 40 positions district-wide were removed as full-time faculty positions which would have reduced the district's full-time obligation. The Senate Presidents were not consulted when this decision was made. However, the State did not accept this reduction and the District will be hiring 15 positions – seven at Cypress and eight at Fullerton.

B. State Budget

The Governor's budget proposal included 2% growth and a negative COLA (cost of living allowance). Last year, we received no COLA. The Governor made no mid-year cuts, but that does not mean cuts will not happen. Prop 98 may be set aside because the State does not have the money. There is talk in Sacramento of removing the gasoline tax from the general fund, which would reduce the total amount that would go to K-12 and colleges.

Fred Williams thinks that the budget woes will not get better until 2014. It was mentioned that categorical funding might be used for general fund expenditures.

At Cypress College, all classes are overenrolled. College is over target and over the State's cap which means there are students that the State is not paying us to

teach. In trying to bring the District budget into balance, the discussion centers on whether to have summer school. Enrollment at Cypress is much higher than expected; the seat count is so high that we are over FTES. We are down about 160 sections from Fall 2007, but college enrollment is higher. Instructors are taking in more students than their seat counts. The Extended Day budget is over budget. Extended day includes classes taught by adjunct instructors as well as full-time faculty overload classes.

Division deans are being asked to consult with faculty about the cancellation of summer school. Faculty will be asked: In what way does summer school contribute to the continuity of your program? If reductions need to be made, should classes be cut in summer, fall, or spring? All faculty need to be aware that these discussions are occurring and that they should be involved.

If the College cuts sections, but instructors take more students, the increase of students impacts student services, instructional labs, and library services. Students now wait for over an hour to see a counselor or financial aid technician.

Also if instructors take more than the class size, which was determined by the curriculum process, how can faculty argue that class size is pedagogically correct if we are taking many more students, even though we are trying to help students? It could be argued that class size should be increased because faculty have taken that many more students. Several Senators recommended that instructors take up to 10% over but no more than 10%.

C. District Educational Master Plan (EMP)

Consultants have met with every division on this campus to discuss needs and issues. They have met with the EMP Campus Committee. There may be a meeting between consultants and the Academic Senators. It is proposed that the Senate, the Planning & Budget Committee, and the President's Advisory Council have a meeting together on March 25. However, the consultants don't want to come at that time; they just want to give a presentation rather than have a Q&A session or discussion.

D. Sixteen Week Calendar

The 16-week compressed calendar is finally being negotiated.

E. CLASS Initiative

The purpose of this initiative, which has grown out of models in Texas and Florida, is to improve community colleges and K-12 schools. The State Academic Senate (ASCCC) has had very little participation in this initiative, even though they have requested meetings. On February 9, the District was invited to participate in a meeting. Cherie Dickey and Rob Johnson will be going. ASCCC passed a resolution at the Fall 2009 Plenary that ASCCC work with local senates, chancellors/presidents, and trustees involved in the CLASS Initiative to ensure faculty primacy in the determination of policies that are within the academic senate purview of academic and professional matters. The ASCCC

has also published an article in the November 2009 Rostrum that addresses some concerns related to the initiative.

The CLASS Initiative from University of Texas supports the ACCJC approach. CLASS Initiative leaders are not inviting faculty (Academic Senate of California Community Colleges) to participate. Faculty have been asked to submit proposals for presentations at a conference in the summer of 2010, but only those faculty who are chosen to present will be allowed to attend the conference.

F. Board of Trustees Meeting, January 26, 2010

1. Categoricals – The District’s biggest challenge will continue to be managing the state funding cuts to categorical programs.
2. Issue of transparency in the District – Fred Williams said that most of the budget is fixed so there is not much of the budget to discuss. It seems that the District puts more money into some categories that is never spent and then is used for discretionary or emergency spending. But Rob Johnson told the Senate that it is important that faculty be involved in the initial planning that takes place in Chancellors’ Staff. Chancellor Doffoney has committed to allowing faculty to be part of process at the college level.

V. Faculty Issues – Old Business

A. Catalog Rights and Continuous Enrollment – Rob Johnson

Stacey Howard, the Articulation Officer, asked that the discussion of catalog rights be delayed until counselors can attend division meetings in March. She has initiated discussions on the issue with her counterpart at Fullerton.

The Senate, with the acquiescence of Stacey Howard and Dana Bedard who were representing the counselors at the last Senate meeting, removed requirement 2 from the proposed addendum to the Cypress College Catalog. The counselors want that requirement to remain in the addendum. Stacey has asked the Senators to postpone divisional discussion until March.

Senators asked that Kelly Carter and other counselors come to the Senate in February to discuss why the counselors want the second requirement put back into the Catalog Rights policy in order to have some clarity before the divisional meetings take place.

B. AP 2431 Chancellor Selection – Pat Ganer

The District Planning Council subcommittee met most of the fall to discuss the concerns with members of the Board. The subcommittee submitted recommended changes to DPC which agreed to those changes. It is a matter of how the Board sees the changes and whether they will accept them.

C. General Education Student Learning Outcomes – Nancy Deutsch

Nancy Deutsch asked how many divisions had reviewed the General Education SLOs. Six divisions have reviewed the Gen Ed SLOs; three had not. The next meeting of the Gen Ed SLOs is Thursday, February 4. It was stressed how important the divisional review of the SLOs were. Unfortunately, the Counseling Division does not meet until February 22. CTE meets next week. The Fine Arts Division will have to schedule a meeting.

D. Other—Five Day Rule – Regina Rhymes

Regina stated that Social Science faculty members expressed concern that grading essays or written exams cannot be done within five days after the instructor's last final. In addition, the day advertised by Admissions & Records as the deadline was January 5. This issue will be put on the next Senate's agenda.

VI. Faculty Issues – New Business

A. SLO Assessment Committee – Nancy Deutsch

A proposal to establish an SLO Assessment Review Team as a subcommittee of the Academic Senate, as recommended by the Institutional Effectiveness Plan adopted by the Academic Senate on May 14, 2009, was submitted to the Senate.

A motion was made to approve the proposal. M/S (Deutsch/Ransom)

During the discussion that followed, a motion was made to table the issue until the next Senate meeting. M/S/U (Schulps/Giardiana)

B. Novell GroupWise CC Email Limit – Alex Mintzer

Alex Mintzer explained that the 50 megabyte limit on each instructor's email is too limited, that it is impossible to email a large attachment to colleagues in order to share a large instructional or multimedia file. The 50 megabyte limit was set eight years ago when the campus first started using email. Now, the 50-megabyte limit is very restricting and frustrating. The size should be five or ten times the 50 megabyte limit. He recommended that the Senate President talk with Mike Kavanaugh. Ed Giardina, graphic arts instructor, also commented that he could not receive graphic projects from his students, so uses a different email system for this function.

Rob Johnson reported that he had talked with Deborah Ludford, the District Director of Information Services. She said that IS is planning to upgrade the District servers. Rob suggested that we get a campus server that is compatible with the District servers so that the email limit could be raised.

C. Other – Honorary Degrees – Rob Johnson

In the late 1970s or early 1980s, the Senate passed a resolution declaring that it would not confer honorary degrees. The Senate needs to consider whether or not it wants to change its position. If it does, the Senate would have to rescind its original resolution.

The Senate approved a motion that stated that the Academic Senate will confer honorary degrees upon a vote of the Academic Senate. M/S/U (Piburn/Whitsett)

D. Other – DSPS Testing – Deborah Michelle

DSPS (Disabled Students Programs and Services) now allows faculty the ability to email tests in a PDF file, so that DSPS can administer tests to students who are authorized to take tests in the DSPS office. Senators asked that DSPS send faculty a confirmation email to confirm that the electronic tests had been received from the instructor.

VIII. Special Reports

A. Accreditation Self-Study – Cherie Dickey

The Accreditation Self-Study subcommittees have finished their research and have started writing the initial drafts of their portions of the self-study.

B. Associated Students — Danial Shakeri

- AS held its Welcome Back Event on January 27 and 28 of this week.
- Club Rush will be held on February 10 and 11.
- Associated Students is working with the Giving Children Hope Foundation to collect items for Haiti relief. In addition to money, AS is asking for donations of items which are listed on the collection boxes.

C. United Faculty – Alan Ransom

As Rob reported earlier, the 16-week compressed calendar is now being negotiated.

D. Staff Development – Nancy Deutsch

The deadline for the submittal of Requests for Conference and Workshop Funding is Thursday, February 11.

E. Curriculum Committee – No report.

F. Campus Technology Committee – No report.

G. Academic Senate Treasurer's Report — No report.

H. Cypress College Foundation — Beth Piburn

- The Foundation is now on Facebook and Twitter. This has increased campus visibility and improved communication with students.
- Americana is scheduled for February 20 at the Disneyland Hotel. Tommy Lasorda has been named “Man of the Year.” This year baseball is the theme with decorations, activities and entertainment. Contact the Foundation Office to receive discounted faculty tickets.
- Student scholarship applications are on the website and available at the Foundation Office. Encourage your students to apply.
- The call for mini-grant requests will come out this spring.

I. Basic Skills Committee – Cherie Dickey

The Mid-year Report has been completed, sent to the District, and will be submitted by February 1.

J. Student Learning Outcomes Assessment – Nancy Deutsch

The initial TracDat Training for inputting SLOs is almost completed. Make-up sessions will be announced soon for those faculty members who could not attend their divisional workshops.

VII. Announcements

All are invited to the opening night of the photo exhibit “From Nothing to Infinity: What you need to know about everything” on the second floor of Tech Ed I.

VII. Adjournment of Meeting

The Senate adjourned at 5:25 p.m. M/S/U (Piburn/Dickey)

Respectfully Submitted,
Nancy Deutsch,
Academic Senate Secretary