



ACADEMIC SENATE

APPROVED MINUTES

October 11, 2012

**DIVISION SENATORS:** BUSINESS AND COMPUTER INFORMATION SYSTEMS DIVISION, Jesse Saldana;  
CAREER TECHNICAL EDUCATION DIVISION, Carlos Urquidi;  
COUNSELING AND STUDENT DEVELOPMENT DIVISION, Deborah Michelle;  
FINE ARTS DIVISION, Robert Johnson;  
HEALTH SCIENCE DIVISION, Judy Swytak;  
LANGUAGE ARTS DIVISION & LIBRARY, Michael Brydges;  
PHYSICAL EDUCATION DIVISION, Bill Pinkham;  
SCIENCE/ENGINEERING/MATHEMATICS DIVISION, Fumio Ogoshi;  
SOCIAL SCIENCES DIVISION, Bryan Seiling;

2012-2014

**AT-LARGE SENATORS:** Ron Armale, Cherie Dickey, Christie Diep, Nancy Deutsch, Jolena Grande, Will Heusser, Kathy Llanos, Rosalie Majid, Therese Mosqueda-Ponce

**ADJUNCT SENATOR:** Art Goldman

**LIAISONS:** ASSOCIATED STUDENTS, James Drake;  
BASIC SKILLS COMMITTEE, Cherie Dickey;  
CAMPUS DIVERSITY COMMITTEE, Vacant;  
CAMPUS TECHNOLOGY COMMITTEE, Vacant;  
CURRICULUM COMMITTEE, Mark Majarian;  
CYPRESS COLLEGE FOUNDATION, Vacant;  
PROGRAM REVIEW COMMITTEE, Jolena Grande;  
STAFF DEVELOPMENT COMMITTEE, Rebecca Gomez;  
STUDENT LEARNING OUTCOMES COMMITTEE, Nancy Deutsch;  
UNITED FACULTY, Vacant;

**ACADEMIC SENATE PRESIDENT:** Gary Zager

**ACADEMIC SENATE PAST-PRESIDENT:** Pat Ganer

**Senators and Officers Absent:** Cherie Dickey, Will Heusser, Therese Mosqueda-Ponce, Deborah Michelle, Bill Pinkham and Bryan Seiling.

**Alternates in Attendance:** None

**Liaisons in Attendance:** James Drake, Mark Majarian, Jolena Grande, Nancy Deutsch

**Guests:** Dale Craig – United Faculty; Dr. Simpson – Cypress College President; Dr. Steve Donley, VP Instruction; Santanu Bandyopadhyay – Institutional Researcher; Marianne Mu – Associated Students

The meeting was called to order at 3:00 PM by President Gary Zager, and began with a moment of silence in honor of Kathy Godshalk. The funeral will be held on Saturday, October 13, 2012. See President Zager for more details. President Zager also introduced Art Goldman as the adjunct faculty senator for this school year. He also provided an update on Jim Dedic. He will going home from the hospital tomorrow.

## **I. Approval of Minutes**

The minutes of the September 27, 2012, meeting were approved with no corrections, (Llanos/Armale), M/S/P, no abstentions.

## **II. Public Commentary**

Fumio Ogoshi was asked by the Math Department to request funding to complete a plaque that Kathy Godshalk was making to honor Elizabeth Hamman and Karen Watson, both Math faculty members who have died. The plaque was to be placed in the Math Learning Center. The plaque will now include Kathy Godshalk's name as well. There was some discussion about the plaque the Associated Students have placed on the wall near the stairwell of Admissions and Records. Pat Ganer reminded Senators that the AS plaque is for all faculty and staff who have died while employed with the campus and was started last year, but is separate from the Math Learning Center plaque.

Jesse Saldana reminded the Senators about the ballot propositions on the November ballot. Prop 30 and Prop 38 are competing for votes. Whichever initiative passes with more than 50% of the vote will prevail. He encouraged Senators to vote for Prop 30 rather than Prop 38, or vote for both.

Jolena Grande received an email from a faculty member interested in knowing more about any campus or district policies regarding faculty to faculty bullying. It was suggested that Ken Robinson at the District should be able to answer this question. There are Board Policies (BP 3510 and AP 3510) that address harassment and hostile work environments.

Carlos Urquidi thanked President Zager for the recognition provided in the President's Report emailed to Senators regarding his recent acquisition of tenure.

## **III. Special Reports**

### **A. Associated Students – *James Drake***

James reported on the "Donate a Day of Service" hosted by Honors and AS yesterday. It was a modest success but is building each year. Next week is Club Rush featuring the student clubs on campus. It will highlight what the clubs have to offer.

The Blood Drive collected over 200 units of blood; the second highest in terms of units donated and the most successful event to date.

### **B. United Faculty – *Vacant***

President Zager reported that Dale Craig is putting together a group of faculty members to talk about SLOs. The faculty will equitably represent the senates of Fullerton, Cypress, and SCE. They are looking for ways to establish guidelines for evaluating participation in the SLO process into a unified system for all the campuses.

**C. Staff Development – *Rebecca Gomez***

Rebecca reported that conference funding proposals have been evaluated and she will be notifying the recipients as to who has been funded.

The Comm Psych Program was not well attended. Rebecca mentioned the site regarding the Employee Assistance Program. She thinks that it should be captured on CCCConfer so that faculty can see it and familiarize themselves with the program offerings. Ron Armale mentioned that there is an adjunct faculty who is facing financial difficulties and could benefit from the EAP financial counseling resources. Kathy Llanos is interested in seeing the EAP Benefits extended to adjunct faculty since it already included family and dependents. President Zager suggested that a presentation to the Senate regarding the EAP may be beneficial. Rebecca will check with Human Resources to see about these items.

**D. Curriculum Committee – *Mark Majarian***

Mark had several items to report to the Senate:

- Passed 74 courses through the curriculum process this week. There are more than 426 remaining along with programs, certificates, and degrees.
- There is a desire in DCCC to move from the class size guidelines to policy for campuses to use. Mark distributed the class size guidelines to Senators. There is a need for Senate approval on the guidelines before moving through DCCC.

Rob Johnson addressed the Senate in regard to deleting the TBA lab component in Fine Arts. In order to have all TBA labs deleted by fall 2013, there are several Fine Arts courses that must be added to the already heavy workload of the Curriculum Committee this year.

**E. Campus Technology Committee – *Rosalie Majid***

The committee met last Tuesday, and there were a couple of issues. The Google Mail contract has been signed at the State Chancellor's Office for all statewide community college use. SCE has completely transitioned to Google mail. Mike Kavanaugh is looking at Microsoft 365 for email services. He is assembling a user's group to see if Microsoft 365 might be a better choice for campus email services. There is an issue with whether or not students must have the application (Microsoft Service Exchange). There is a possibility that students remain with Google while faculty and staff transition to Microsoft 365. All emails would be cloud based.

Rosalie brought the issue of availability of computer classrooms to faculty. Mike Kavanaugh suggested that the deans be consulted since they control the classroom utilization space.

**F. Academic Senate Treasurer's Report – *Ron Armale***

Senate has an account at the credit union with \$175, and Ron received a letter about it being a dormant account because there has been no activity for more than 2 years. Ron

Armale needs to have his name placed on the account in order to access the funds. He needs to contact Cherie Dickey to have his name placed on the account.

**G. Foundation Report – *Vacant***

No report provided. There will be a foundation representative appointed later today.

**H. Basic Skills Committee – *Cherie Dickey***

No report.

**I. Students Learning Outcomes Assessment – *Nancy Deutsch***

Yesterday the seventh division (Business/CIS) was doing their SLO linking. There are only two more divisions remaining. TracDat was down along with the other servers since yesterday afternoon. It is now back online as of this morning. Nancy encouraged full-time faculty to help adjunct faculty complete the assessments and linking.

**J. Program Review and Department Planning – *Jolena Grande***

The completed program review forms were due to the division deans by October 8, 2012, and must be submitted to the Program Review Committee by November 1, 2012. Career Technical Education Programs also need to complete the biennial Vocational Program Review forms within the same timeframe. The forms were due to division deans last week and are due to Program Review Chairperson by October 31 for the following programs: Art, Auto Collision Repair, Auto Technology, Chemistry, Communication Studies, Court Reporting, Culinary Arts, Dental Assisting, Economics, Geography/GIS, Management/Marketing, Mathematics, Political Science, Psychiatric Technology, and Radiology Technology.

**IV. President's Report – *Gary Zager***

**A. District Coordinating Council (DCC) – previously DPC**

There has been no meeting since the last Senate meeting.

**B. Board of Trustees – October 9, 2012**

President Zager reported that this was the shortest meeting of this new year, having lasted only 45 minutes. It included a sabbatical presentation by Dr. Monica Lee from Fullerton College on her revamp of and her new instructional book for the Fullerton College Piano Program.

Fullerton College reported through their president and their senate president that they are now on track to have their SLO's complete by December.

**C. Institutional Effectiveness Council (IEC)**

There has been no meeting since the last Senate meeting.

#### **D. Planning and Budget Committee**

The District Allocation Committee has had only one meeting this year. President Zager brought up faculty concerns regarding the Swap Meet expansion into Lot # 8. Karen Cant responded with an email. It reads:

*“Good morning. Just a couple points of clarification. Special parking needs can be accommodate, but we need advance notice (minimum 10 days) if we need to reserve parking areas for events. There are several dates on the calendar already for particular theater performances, rehearsals, and one Saturday class in Humanities.*

*There are no contract revisions required for the expansion. Always expansion of the Swap Meet is at our discretion. Also, security for the Swap Meet is and always has been required. They hire a third party event security service (many of the staff are off-duty officers) and there is regular communication with our Campus Safety staff who are primarily responsible for the interior of the campus. The Swap Meet has already been advised that we do not want foot traffic through the buildings associated with the Swap Meet. Since this frequently happens when people are on the hunt for restrooms we are in negotiations for the Swap Meet to rent the restrooms adjacent to the Humanities lecture halls since they are accessed from outside the building. As always it is helpful to know if you have specific security concerns (like the ceramic yard) so that security staff can be alerted to be watchful. In addition to issues related to the Swap Meet, it is also helpful if you are here in off hours that you let Campus Safety know you are in a building and report anything you see that seems unusual. We have experienced vandalism and theft in buildings and discovered (video replay) that we have students who have apparently eyed vulnerable spots from the inside, taken keys, propped exterior doors open for later access, or followed unaware staff members into a building on a weekend, etc. I appreciate the feedback that Gary was able to provide - it is very helpful.  
Karen”*

#### **E. President’s Advisory Committee (PAC)**

Update on the budget – If Prop 30 passes there will still be a \$5 million deficit to the District. We are fine for this year and have the money to support our programs next year. If it fails, there will be a \$15 million deficit. This may result in a workload reduction. This could mean a cut of up to 250 sections this next academic year. President Zager is unsure if it this is just for Cypress College or District-wide, but will find out.

Full-Time Faculty Prioritization results were discussed. Dr. Simpson will release his final list soon.

#### **F. Graduation Planning Committee – October 9, 2012**

President Zager missed the meeting but the following is from the minutes:

*“Steve Donley reported that the time will stay at 6:00 pm and the Board of Trustees will split to go to both Fullerton and Cypress graduations. We do not know at this time what school the Chancellor will attend. The Administration will be selecting the speaker for 2013. Academic Cap and Gown will keep the cost of*

*the student gowns and also the faculty rentals the same cost as last year. There will not be an increase. She also discussed that the company will come on campus to sell regalia to the faculty. Becky will set up a time for the Spring semester.”*

**G. Full-time Faculty Prioritization Committee**

Pat, Cherie, and Gary sat on the committee along with the Deans and Dr. Donley to determine the Full-Time Faculty Prioritization recommendation to Dr. Simpson for the academic year. If Prop 30 passes there may be up to six full-time hires. Dr. Simpson will be releasing the final list soon.

**H. Additional Items**

President Zager personally congratulated the newly tenured faculty at Cypress College: Carlos Urquidi – Career Technical Education; Nancy Corrales – Health Sciences; Elizabeth-Ann Pacheco – Health Sciences; Sarah Jaffray – Fine Arts; and Parwinder Sidhu – Social Sciences.

President Zager appointed the following faculty to serve on committees;

- Vietnamese Club – Megan Tanaka
- Cypress College Foundation – Rosalie Majid

**I. Responses to President’s Report**

President Zager asked for questions, concerns, or comments about the report. There was a question about the faculty prioritization process. President Zager explained that there is a list created in the event there are funds available for hiring. There are six of the 19 proposals that have a strong likelihood of being included as possible for hiring if Prop 30 passes.

**V. Faculty Issues – Old Business**

**A. High School Collaboration Guidelines – Pat Ganer**

There was a motion (Ganer/Armale) to approve the guidelines distributed previously. M/S/P, 2 abstentions

During discussion, Christie Diep mentioned that there appears to be 5 items missing from the current proposed guidelines:

1. Prerequisites
2. How would the collaboration impact the department’s numbers and SLO-CATS
3. No possibility of future reductions of campus courses based on high school collaboration
4. Hiring faculty to be the instructor of record – are they adjunct faculty and are they in the adjunct pool
5. If a class receives dual credit, the faculty member must have a preliminary credential and pass CSET exams for the subject areas being taught

Christie would like to get additional input from the articulation officer and other resource personnel on campus who may have specific issues with high school collaborations.

Jesse Saldana questioned what options are available for collaboration with high schools.

Pat Ganer reminded the senate that the process would require approval from the senate for each collaboration.

There was a motion (Saldana/Diep), to refer to committee that failed.

**B. SLO Coordinator – Nancy Deutsch**

Nancy distributed the job description approved by the senate in March 2012. There is going to be a review of appropriate reassigned time for local area SLO coordinators. Nancy asked President Zager to send out another call to full-time faculty interested in serving as SLO coordinator. Dr. Donley would support presenting a proposal if it comes to Planning and Budget to increase the reassigned time.

**C. SLOs Discussion – Gary Zager**

President Zager asked Dr. Simpson to discuss the SLOs process compliance and timeline. Dr. Simpson addressed the Senate regarding our progress on SLOs. In order to make sure the campus is in compliance with ACCJC standards, he has been in contact with the ACCJC office to get guidance. Information is available from Dr. Simpson regarding this issue.

Dr. Simpson shared an article with Senators: Accreditation Notes from the ACCJC – Where do course SLOs live? Where are the standards that identify SLO compliance. Official course outline must have course SLOs, college catalog must link to SLOs, and the course syllabus must inform students of course SLOs.

Dr. Simpson believes that every course has SLOs written, and they are being housed in CurricuNet. Nancy Deutsch doesn't know if all are housed in TracDat. The college must provide concrete evidence that we are meeting the requirements. Since the college has chosen to use TracDat, he thinks that there needs to be a conversation about how to collect the demonstrated evidence that we are in compliance.

Gavilan College submitted their college report on SLOs. It is an informative document regarding compliance with SLOs. Dr. Simpson will send the report to all senators. The college must demonstrate a good faith effort to comply with the assessment requirement for all courses.

Dr. Simpson spoke about faculty member performance and SLOs. The current in-place collective bargaining agreement includes an assessment of a faculty member's participation in the SLO process. The question is about the faculty member's participation in the process; it is one component of evaluating the faculty member.

Mark Majarian asked for some clarification regarding those courses that have not been offered and are without defined SLOs. He wanted to know if these courses should be deactivated. Nancy Deutsch mentioned that the SLO Committee discussed those courses without SLOs (new courses) or those that have not been offered and therefore

have not been assessed. For those courses that are new or have not been offered, Nancy will report them as inactive in her report on SLO completion and assessment. Many of the courses that have not been assessed are taught by part-time faculty members who are not compensated for completing SLO assessment. Full-time faculty are encouraged to assist in completing the assessment for those courses

**D. Class Size Guidelines – *Mark Majarian***

Mark will distribute the draft to Senators for discussion at the next meeting.

**VI. Faculty Issues – New Business**

**A. Block Scheduling – *Gary Zager***

President Zager invited Dr. Donley and Dr. Santanu Bandyopadhyay to present a proposal to facilitate high school students being able to move efficiently through the college. Santanu distributed several pages of information regarding the proposal. There are about 200 students who come to Cypress assessing into college level math and English.

There would be criteria for students interested in participating in a scheduling block. There was much discussion on the impact of offering a block of classes to students entering from high school.

The overall commentary tended to support the idea of block scheduling. There was some discussion about structuring the cohort as a learning community.

This item is being re-agendized for the next meeting.

**B. Other**

None.

**VII. Announcements**

None.

**VIII. Adjournment of Meeting**

Meeting adjourned at 5:33 PM.

Respectfully submitted,

Jolena Grande, Secretary