



ACADEMIC SENATE

APPROVED MINUTES

October 13, 2011

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;

2010-2011

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

ADJUNCT SENATOR: Jay Gardner

LIAISONS: ASSOCIATED STUDENTS: Jasmine Lee;

BASIC SKILLS: Cherie Dickey

CAMPUS DIVERSITY:

CAMPUS TECHNOLOGY COMMITTEE: Rosalie Majid;

CURRICULUM COMMITTEE: Mark Marjarian;

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, Nancy Deutsch, Joe Gallo, and Jay Gardner

Alternates in Attendance: None

Liaisons in Attendance: Cherie Dickey, Jolena Grande, Rebecca Gomez, Rosalie Majid, and
Mark Marjarian.

Guests: Liana Koeppel, Faculty – Language Arts; Christie Diep, , Faculty – Language Arts; Eldon
Young, Dean – Language Arts; Randa Wahbe, Faculty – Language Arts; Jeanne Miller,
Faculty – Business/CIS

The meeting was called to order by President Pat Ganer at 3:02 PM.

I. Approval of Minutes

The motion to approve the minutes of September 8, 2011, with minor grammatical corrections was approved. M/S/P, 1 abstention (Michelle/Llanos). The motion to approve the minutes of September 22, 2011, was approved. M/S/P, 1 abstention (Llanos/Michelle)

II. Public Commentary

President Ganer introduced Lynn Mitts, faculty member in Radiology Technology, as the Health Science Division Senator for the remainder of the fall semester.

Cherie Dickey distributed a list of the ACCJC official recommendations to Cypress College regarding the accreditation self-study 2011. She mentioned that there have been references to the ACCJC comments regarding faculty participation in decision-making and lack of transparency. She thought it was important for Senators to have the clear, direct language from ACCJC's report to the college on this matter.

Jeanne Miller, Distance Education Coordinator, brought to the Senate the issue of student authentication in courses. As an issue that potentially impacts all faculty, she suggested that the Senate consider the possibility of reducing the possibility of fraud in enrollment, and suggested ways that the campus could reduce the likelihood of another person taking a class for someone. She mentioned that Cypress College complies with the state chancellor's office and federal laws regarding student authentication in online courses using a unique login and password for enrolled students. All instructors are trained in technologies for interactive assessment, which is important in terms of student authentication. Identifying and certifying that the student earning the grades in the classes is in fact the person receiving/earning the grade is important for all courses. She referred Senators to a Craigslist ad offered over the summer where someone was willing to take an online class for another person—which is only possible when there is no campus orientation or requirement to come on campus. To help with student authentication, proctored exams requiring students to present an ID card are encouraged. Although not available on this campus, Jeanne encouraged the Senate to consider it in the future. When she met with the Curriculum Committee last week, she was informed that in Banner, there are photos available if the user clicks on "my Student ID" and has had his/her picture taken by campus Photo ID in Admissions and Records. There is also a possibility to have class rosters with student photos included for the first day of class. Although there has never been a request for this before, the district could use the Banner add-on if the Senate were to request it. The use of a student ID photo may be useful, but Jeanne mentioned that the student need only present his/her printout showing payment for the campus ID card in order to have a photo ID issued, and that it may be issued without another form of identification verifying the authenticity of the person having the ID issued. She is also requesting that consideration be given to adding another step to verify the identity before issuing an ID card at A & R.

Michael Brydges suggested that the use of technology in the classroom by students be addressed, particularly in relation to laptops and cell phones. He believes that the

Senate may want to take up the issue because some students are taking pictures of other students and faculty members while in class without permission. There may be a need for a policy regarding the use of technology by students in the classroom. Ron Armale mentioned that some students are taking a picture of the board to capture instructions for lab assignments rather than writing down the notes, which can be both positive and negative. Vicki Castle mentioned that students are recording the lecture rather than taking notes. Gary Zager provided an example of a student apparently texting continuously during a lecture, for which the instructor chastised the student only to find after class that she was taking notes on her Smartphone and had the entire outline completed. Kathy Llanos suggested that Linda Borla be contacted for more information about students' use of technology, noting that students are writing more with the use of technology than before.

III. President's Report – *Pat Ganer*

President Ganer emailed her report to Senators that included information through the Tuesday night Board meeting. There are two items for which action needs to be taken and/or the issue discussed: program discontinuance and district master plan draft. President Ganer solicited feedback for the draft version of the program discontinuance policy that she emailed to all Senators. In addition, she mentioned that the draft version of the district education master plan will be agendaized for the next Senate meeting and that Senators should review the draft before the next meeting. The Senate needs to provide input before the district plan is approved. President Ganer asked the Senate for comments regarding the President's report she sent out earlier. Jesse Saldana asked for clarification on whether the Senate would be involved with the program discontinuance policy. While the Senate was always to be involved, The last revision added a specific reference to the Senate (5.1.1) as part of the governance process and clarified the involvement of Senate so everyone understands that the Senate is involved. The committee is still working on the draft.

Michael Brydges asked about the 16-week calendar discussion and the possible misperception of the 16-week directive. President Ganer clarified the discussion regarding the 16-week calendar. There are only three criteria that the District is focusing on according to the Chancellor. President Ganer raised the issue at DPC, addressing that the problem appears to be that there is no clear answer about who and when the decisions were made and the parameters. There was a lengthy discussion at DPC and the Chancellor indicated there were only three criteria that are insisted on: FTEs, room utilization, and student access.

Michael Brydges also asked for clarification regarding summer school offerings in 2013. Right now, the summer session is extremely unlikely based on the economy. The District may change its perspective if the economy turns around. Currently, the District is going through \$9 million in reserves each year, and since we are already over cap, there is no need for summer school to help generate FTEs. This will affect staff in the event they are furloughed if the campuses are shut down, effectively cutting their salaries. There may be exceptions for vocational programs and grant-funded offerings

A. Board of Trustees Meeting – September 27

1. Deborah Ludford provided a status report on the District's Comprehensive Master Plan. The process includes a timeline indicating the intent to present the CMP to the Board at its Nov. 22 meeting. November 11 will be the deadline for responses to the CMP that were circulated on Oct. 7. The issue will be agendaized at the Oct. 27 meeting for full vetting by the Academic Senate.
 2. Deborah Ludford reported on the status of the District's response to the recommendations of the Accrediting Commission. The intent is that the four workgroups will provide a revised and completed document by Dec. 2. Drafts of the Decision-Making Manual and the Strategic Plan have been submitted to the work groups for review.
 3. Employees of the Year were honored
- B. Board of Trustees Meeting – October 11
1. Deborah Ludford provided updates on work being done on both the Master Plan and the Responses to the Accrediting Commission.
 2. Linda Borla presented her sabbatical report on "Does Writing Matter" discussing changes in writing habits of current students with respect to technology
 3. Faculty members Liana Koeppel and Christie Diep and student Robert Parlor spoke to the Board regarding the advantages of adopting a Staggered Model for class scheduling
- C. District Planning Council/Chancellor's Cabinet - October 10
1. Deborah Ludford provided updates on work being done on both the Comprehensive Master Plan and the Responses to the Accrediting Commission. The files for the Master Plan have since been sent to all faculty via the college Presidents. It is important that senators review the Master Plan so that it can be discussed at the next Senate meeting. Any concerns need to be addressed so that they can be taken forward for further investigation
 2. The budget update reiterated the fact that "triggers" are likely to be pulled in December, necessitating mid-year budget cuts
 3. The District will proceed with a "focused summer school" in 2012, similar to what was offered this past summer. However, the expectation is that there will not be any summer school in 2013. Broader consequences of that (e.g., potential shut-downs of the campuses) will need to be discussed at a future point
 4. A lengthy discussion regarding the 16-week calendar was held. The focus was primarily on the process of decision-making regarding the issue rather than the substance of the issue. The Chancellor indicated that the three criteria that need to be met in developing the scheduling calendar are that it: 1) allows us to reach our target FTES; 2) maintains efficient use of our classrooms; and 3) meets student needs in terms of progressing through their programs. The Chancellor indicated that there are no a priori assumptions from the District regarding the parameters of the scheduling template
 5. Updates on the Program Discontinuance Policy were provided. Senators should review the most recent distributed draft and bring any concerns to my attention; the item is on the agenda for the Oct. 13 meeting
 6. Several noncontroversial revisions and/or creations of Board Policy (e.g., service animals on campus) were approved
- D. Planning and Budget Committee – October
1. In the budget discussion, it was indicated that, while the collection of the increase in student fees has been delayed by the state until next summer, the

funds involved still need to be covered by the District, entailing approximately a \$1 million dollar cost to the District in the missing offset

2. PBC approved the permanent hiring of a 50% classified position to supply support for curriculum. This has been a temporary position for seven years
 3. A debriefing of the Strategic Colloquium was provided
 4. One-time funding was approved for a basketball backboard in Gym I
- E. President's Advisory Cabinet – October 6
1. PBC reviewed several of the same items discussed at PBC
 2. A review of the progress being made on the Program Discontinuance Policy was offered
 3. Karen Cant indicated that the group concerning smoking on campus is progressing
 4. PAC was informed that the Senate had rescinded its earlier recommendation regarding the Academic Honesty Policy
 5. PAC discussed the 16-week calendar. Discussions focused on both the procedural and substantive issues involved
 6. PAC approved Kristin Vangness as the graduation speaker for 2012
 7. The AS President brought forth issues related to revisions of Association Students Benefit and Student Representative Fees, including the issue of whether “opt out” provisions are viable. The issue is still being investigated by AS
- F. General Comments
1. The Faculty Hiring Prioritization Committee met and developed its priorities among the 30 positions that have been requested. All parties recognized that hirings for next year are likely to be extremely limited

IV. Faculty Issues – Old Business

- A. Program Discontinuance Policy – *Pat Ganer*
President Ganer asked for potential issues that Senators have regarding the draft policy so that the committee can resolve them before the final policy is implemented. Program discontinuance has been removed from any consideration within the official program review cycle.

President Ganer mentioned that she has communicated with Mark Marjarian as to whether the Curriculum Committee division representative should be included on the special review committee during the program discontinuance process. His concern was in regards to any accreditation issues that should be considered in the process.

Deborah Michelle questioned where to find the draft BP and AP sections that were distributed. President Ganer mentioned that there do not currently exist and will be created once the policy is approved.

Kathy Llanos questioned the reference in the draft to Workforce Data Scans. President Ganer provided an example that includes programs that are clearly obsolete (small appliance repair), particularly in the CTE areas. Llanos questioned what “statistically significant declining retention rate for at least 2

academic years” is. it is not a fixed number according to President Ganer. The committee had determined that since programs differ so much in size, Institutional Research officers can better assess each program based on its specific date. The cost of maintaining a program may become a consideration. Michael Brydges questioned when is a program determined to be too costly. Program cost is only a trigger for special review but would not immediately discontinue the programs according to President Ganer. Only after a full review of the entire program would a decision be made.

President Ganer asked the Senate if it is preferable to add a date to student achievement of program goals. Student achievement of program goals does not currently have a date, but Senate suggested the addition of 2 years to the draft.

President Ganer questioned Senators about their preference for the composition of the special review committee. The intention was that the department coordinator, a non-voting resource person, would be involved in the program discontinuance process. The AP language is designed to include the special limitations that are involved with SCE. Only three voting members are included before it goes to the other levels for consideration. The special review committee makes a recommendation, and then the appropriate campus governance processes are to be followed.. Abeyance and discontinuance are also potential outcomes in addition to improvement measures are included.

Student input in program discontinuance is not currently included, as a resource person or otherwise. The committee never considered student input, and it has not been discussed to have students involved. The Senate did not see a need to include students on the Special Review Committee.

B. 16-Week Schedule – *Bryan Seiling*

Bryan Seiling introduced Liana Koeppel, co-chair of the special committee investigating proposed 16-week scheduling templates to report her findings to the Senate. A review of the district guidelines for scheduling was covered and Liana presented a staggered schedule with complementary rather than common passing periods. It is the opinion of the committee that common passing periods do not serve students’ interests. The question about common passing periods and the generation of FTEs and its impact on room utilization was posed. She explained that the proposed staggered schedule is very similar to what is currently being done on campus. Kathy Llanos complimented the subcommittee for the work that was done on the proposed staggered model. President Ganer mentioned that, the next step involves PAC and then PBC. Armale/Zager moved to accept the staggered schedule Liana presented. M/S/P, 1 abstention.

Llanos/Seiling moved to reject the common passing period model previously that had been initially proposed. M/S/P, 1 abstention.

C. Other – none

V. Faculty Issues – New Business

- A. **Common Placement Exams – *Pat Ganer***
 A bill recently signed by the governor would require a common placement test be used at community colleges in California for English, Math, and ESL. The state Chancellors Office and the Community College League are in favor of a common placement test. The concern raised by Eldon Young involves the selection of exam and those responsible for the selection criteria. There are concerns involving the vendor that may be chosen to administer the statewide exams, as well as what cutoff scores will be used. The use of a statewide common placement exam will become effective in January and Eldon Young believes the state Chancellors Office will determine the vendor. With such short notice, Eldon believes that the timeline is not workable and hopes that the state Academic Senate questions the process of implementation and selection of the exam. (Note: Further investigation after the Senate meeting seems to indicate that, while the legislation goes into effect on January 1, 2012, the State Chancellor's Office has until Dec. 31, 2012 to report on progress regarding the Common Placement Exams.)
- B. **Distance Education Course Evaluation Draft – *Jeanne Miller***
 Jeanne Miller provided Senators with the draft version of the Distance Education Course Evaluation process as well as an overview of how the document could be used to guide faculty members preparing for evaluation. It is designed as a tool to help faculty preparing for course evaluations, but it is not a requirement that it be used. Deborah Michelle provided several suggestions for changes. There was a motion to endorse the draft presented (Brydges/Michelle) with the proposed changes M/S/P. Cherie Dickey suggested that a change be made in CurricuNet to address the new definition of distance education Jeanne shared with the Senate. Jeanne will contact Mark Marjarian to discuss the issue.
- C. **Distance Learning Lab – *Michael Brydges***
 Michael Brydges brought it to the attention of the Senate that there is no longer a designated place to work with students on computers, since the lab originally used for distance learning orientation and hybrid courses is now unavailable. Gary Zager questioned why the Senate was not involved in the process for realigning the use of that room. Suggestions were provided by Senators regarding other potential locations that could be considered.
- D. **Other**
 None

VI. Special Reports

- A. **Associated Students – *Jasmine Lee***
- Last Wednesday, AS held Donate a Day of Service, where clubs tried to get students to volunteer.
 - At the blood drive, 121 pints of blood were donated
 - In early November, AS is going to San Jose to attend workshops on leadership

- B. United Faculty – *Vacant*
 - No report.

- C. Staff Development – *Rebecca Gomez*
 - The first conference-funding period ended on September 30. Requests were reviewed and recommendations from the Committee will be forwarded to the President on October 14.
 - The “Dealing with Difficult Students” workshop will be presented on October 18. Please register as soon as possible to assure your place.
 - The Office 2010 Training has been delayed due to the unavailability of the trainer. Upon her return, these workshops will be scheduled.
 - The Chancellor has placed a greater emphasis on Staff Development. However, the process and expectations are still being addressed.
 - All faculty should have received an e-mail with the current Flex Documents and FAQ.
 - Any proposals for Flex activities are welcome for submission.

- D. Curriculum Committee – *Mark Marjarian*
 - No report.

- E. Campus Technology Committee – *Rosalie Majid*
 - The Social Media Guidelines were approved and the Mobile Computing Guidelines were discussed, but the last two meetings have been cancelled.

- F. Academic Senate Treasurer’s Report – *Ron Armale*
 - No report.

- G. Foundation Report – *Beth Piburn*
 - No report.

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

- I. Student Learning Outcomes Assessment – *Nancy Deutsch*
 - No report.

- VII. Announcements
 - None.

- VIII. President Ganer adjourned the meeting at 5:43 PM.

Respectfully submitted,
Jolena Grande, Secretary