



ACADEMIC SENATE  
APPROVED MINUTES  
October 22, 2009

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;  
CAREER TECHNICAL EDUCATION DIVISION, Dan Snook;  
COUNSELING DIVISION, Deborah Michelle;  
FINE ARTS DIVISION, Molly Schulps  
HEALTH SCIENCE DIVISION, Rosalie Majid & Sally McNay;  
LANGUAGE ARTS DIVISION, Cherie Dickey;  
PHYSICAL EDUCATION DIVISION, Bill Pinkham;  
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: Ken Vialva;  
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: Ed Giardina, Molly Schulps, Dan Snook  
Alternates in Attendance:  
Liaisons in Attendance: Nancy Deutsch, Cherie Dickey, Beth Piburn, Alan Ransom, Danial Shakeri  
Guests: Jim Dedic, Stacey Howard, Susan Johnson, Velia Lawson, Daniel Lind, Armando Mendoza, Fola Odebunmi, Deidre Porter

The meeting was called to order by President Rob Johnson at 3:05 p.m.

I. Approval of Minutes

The October 8, 2009 Minutes were approved as revised. M/S/P (2 abstentions)  
(Llanos/Piburn).

II. Public Commentary

Daniel Lind, the Social Science Division representative on the Curriculum Committee, spoke for his division in favor of including a statement in the catalog that requires that students must complete at least 50 percent of course work in one of the four areas of major emphasis at Cypress College in order to receive a Liberal Arts Associate of Arts

(AA) Degree from the College. Without this requirement, students could receive a Liberal Arts AA Degree in a particular area of emphasis without having taken any coursework in that area at Cypress College as long as they establish residency by completing at least 12 units of the required Liberal Arts AA Degree coursework at Cypress College.

### III. President's Report – Rob Johnson

#### A. Planning & Budget Committee and President's Advisory Council, October 15, 2009

- State-wide, there is a \$30-\$40 billion reduction in tax revenue. An allocation to the colleges and SCE based on these new figures has been made at the district level; Karen Cant will send an email about the allocation in the near future.
- The CCCE 42-year-old temporary buildings now housing Language Arts and Social Sciences classes will be removed from the campus in December.
- Under the direction of HMC, a consulting firm hired by the District, the development of a District Educational Master Plan is moving forward.
- Four District committees have been formed, one of which has an instructional emphasis. In the past the EMP was primarily a master facilities plan for the district. These four District committees will be comprised of members from the campus committees from Cypress College, Fullerton College, the School of Continuing Education, and the District. The Academic Senate needs to appoint five faculty members to serve on the 12-member campus committee. There is an 18 –month timeline to write the EMP. The times and number of campus EMP meetings have not been set.
- In regards to accreditation, Santanu Bandyopadhyay was asked if the College didn't have all SLO assessment completed by the time of the site visit, would this adversely affect the accreditation of the college. Santanu replied that it would not, as long as the College has a plan to complete all SLO assessment by 2012 and the plan was achievable.
- The Student Equity Plan was approved by both Planning & Budget and the President's Advisory Council.
- A subcommittee of the Campus Technology Committee is still working on the website guidelines.

#### B. District Planning Council (DPC) – October 19, 2009

- The District is expecting mid-year cuts which may affect summer school. Department Coordinators are being asked to prioritize the courses in anticipation of this possible action.
- BP 7210 Faculty, approved by the Cypress College Academic Senate at its October 8 meeting, was approved at DPC.

#### C. Graduation Speaker

Plans for a graduation speaker for the May ceremonies have not been finalized as yet.

D. Board of Trustees Meeting – October 20, 2009

- Cherie Dickey and Miguel Powers from Fullerton College made a joint presentation on the progress of each campus' accreditation self-study.
- Cypress College and Fullerton College made a joint presentation on the Extended Opportunities Program and Services (EOPS) on each campus. This presentation was well-received by the Board and the audience.
- It was announced by Debbie Ludford that the District will participate in a pilot project for e-textbooks starting next summer.
- Everyone is encouraged to participate in the Strategic Conversation on Tuesday, October 27. Social hour is scheduled for 4 pm, while the Conversation itself will begin at 5 pm.

IV. Faculty Issues – New Business

A. 50% Rule for Liberal Arts AA Degree Catalog Statement – Cherie Dickey

Because there were numerous guests who wished to discuss this issue, the Senate agreed to amend the published agenda and address this item next. Cherie Dickey explained that the Curriculum Committee had been asked to add language into the Liberal Arts degree requirement indicating that 50% of the courses from the Area of Emphasis for the Liberal Arts AA Degree be taken at Cypress College. With 9 voting no, 3 voting yes, and 4 abstaining, the Curriculum Committee voted not to include the 50% requirement for the Area of Emphasis into the catalog statement. For all other degrees, the 50% requirement is included to protect the integrity of those academic and career technical programs. Because there was no clear consensus, Cherie Dickey as Curriculum Chair was bringing the issue to the Academic Senate for discussion.

Deidre Porter, the Counseling Division Coordinator, spoke to the issue, giving a history of the Liberal Arts AA Degree. Prior to 2008, Cypress College offered a General Studies AA Degree, but per Title 5 Ed Code, the General Studies Degree has been subsumed into the new Liberal Arts AA Degree which must now include areas of emphasis; at Cypress College, those areas include Arts & Humanities, Human Communication, Social & Behavioral Sciences, and Math & Science. This degree was designed for students who planned to transfer to a four-year university and who had no particular major in mind. She assured the Academic Senate and guests that when a student transfers from another college or university, they are encouraged to take courses in their area of emphasis at Cypress College to complete their degree requirements. In a few cases, however, a student has already completed the required number of courses in their chosen area of emphasis. If the 50% requirement were enforced, then students would have to take an additional nine units to receive their degree from Cypress College.

When asked about other area community colleges, Deidre said that none has a 50% in residence requirement for the Liberal Arts AA Degree. The small minority of students who have already completed the 18 units in an area of emphasis

would probably transfer without applying for a degree or simply go to another community college which does not have the 50% requirement. One Senator commented that since the Liberal Arts AA Degree was not a specialized degree, the College would be creating more barriers for the small number of students who wish to come to Cypress to receive their AA degree. At a time when Cal State Long Beach is reducing their enrolment by 3500 students, why would Cypress College require transferring students to retake articulated courses that they have already received credit for at other colleges? These courses are directly tied to the CSU General Education and IGETC requirements and have been articulated with the UC and the CSU system. Another Senator commented that he encourages his student athletes to complete an AA degree, but if the 50% rule were in place, his students would have to take more courses and delay their transfer to a four-year college or university, placing a possible scholarship in jeopardy.

It was the sense of the Senate by a vote of 12 yeases, 1 no, and 1 abstention to support the vote of the Curriculum Committee and leave out the language requiring that students must take at least 50% of the coursework in their area of emphasis at Cypress College for the Liberal Arts AA Degree.

V. Faculty Issues – Old Business

A. AP 2431 Chancellor Selection – Pat Ganer

The Senate subcommittee sent revised language to District Planning Council (DPC) representatives working on versions of the proposal. When those representatives respond, then Dr. Ganer will report back to the Senate.

B. Enrollment Management Plan – Cherie Dickey

Cherie Dickey reported that she received no comments, questions, or concerns from Senators prior to the meeting. This is the second reading for this document. One Senator was concerned that Cypress College was allowing the District to make all the decisions related to planning. Cherie pointed out that on p. 10 under 2.0 Establishment of Annual College Enrollment Targets, 2.2 states “For annual planning purposes, in any year in which the District FTES targets are delayed, the College shall assume a two percent growth factor, with the flexibility to increase or reduce the number of courses when the District targets are finalized.” Therefore, Cypress will do its own planning first, rather than wait for the District to set targets.

The Enrollment Management Plan group is a subcommittee of the Planning & Budget Committee. The EMP group will deal with the results of the District allocation. The Senate approved the Enrollment Management Plan. M/S/P 1 abstention (Piburn/Llanos)

C. Wait List – Alan Ransom, Jesse Saldana, and Rob Johnson

Jesse Saldana reported that there was not a lot of new information. Rob Johnson asked Jesse and Alan to identify the action that they wanted the Senate

to take on this subject. Jesse thought that the Senate should ask that the wait list be implemented as a trial in the spring. Further discussion ensued. One of the students' concerns is that the use of the wait list should be uniform across all classes. Several Senators emphasized that a better system than what we used this semester is needed, when up to 20 students came to the first class to ask for an add code. These Senators felt that the wait list would be a more equitable way to assign add codes and reduce the number of petitioners the first week. It was the consensus of the Senate that Dave Wassenaar be invited to the next Senate meeting to provide information on the wait list and to address questions and concerns.

D. Other – None

VI. Faculty Issues – New Business (continued)

B. Other – TBA Lab Hours – Cherie Dickey

The State Chancellor's Office has been sending memos to all community colleges warning of a new audit compliance item that focuses on TBA hours. Cherie will be emailing a memo to all faculty members concerning the guidelines and requirements necessary for a course to include TBA hours:

1. An instructor with minimum qualifications in the discipline is available.
2. There is a qualified instructor in line of sight to the students.
3. Instructional activities in the course outline are clearly specified for those TBA hours the student is working (cannot be activities student may do from home or as a part of homework).

Faculty members have two choices: remove the TBA from the course or keep the TBA and make sure the three requirements are met. The Curriculum Committee has created a "Quick Fix" for courses eliminating TBA hours and for courses keeping TBA hours. She also outlined the long-term fix starting with the next Curriculum Review Cycle.

For non-supervised TBA in the Learning Resource Center, non-credit courses are being created for foreign language, reading, and ESL.

B. Other – ASCCC Plenary – Rob Johnson

The ASCCC Plenary Session is scheduled for November 12, 13, and 14 in Ontario. The Senate approved the expenditure of funds for Michael Brydges to attend Friday, November 13, and for Cherie Dickey and Rob Johnson to attend all three days. M/S/U (Piburn/ Frey)

Because the Plenary Session is scheduled on an Academic Senate meeting day, there was much discussion on whether the Senate should meet on November 12, especially when four members of the Senate Executive will be off campus that day. Rob Johnson will consider the need to hold a meeting on November 12, make a decision accordingly, and email Senators of his decision.

## VII. Special Reports

### A. Associated Students — Danial Shakeri

- Today the Staff vs. Students Softball Game is underway from 4 to 7 p.m.
- On October 29, the Associated Students is holding a Pumpkin Bash around the pond.
- The Associated Students have scheduled its annual Thanksgiving Food Drive from November 2 to November 19.

### B. Treasurer's Report — No report.

### C. Foundation — Beth Piburn

Beth encouraged all faculty to give to the Pull for Cypress Campaign.

### D. Accreditation Self-Study — Cherie Dickey

Cherie has sent out an email to all full-time and adjunct faculty, notifying them of the requirement to include student learning outcomes (SLOs) on their course syllabi, in addition to instructional objectives. It was suggested that the SLOs should appear immediately following the instructional objectives. Cherie has given copies of the memo to the Curriculum Committee divisional representatives to make paper copies to put in every faculty member's mailbox.

### E. Basic Skills Committee — No report.

### F. Curriculum Committee — Cherie Dickey

Cherie asked the Divisional Senators to encourage faculty members who have submitted courses through CurricUNET to respond quickly to the suggestions for revision that they have received as a result of the technical review. A large number of courses have gone through technical review and have been sent to the faculty originators for revision. Very few of them have been launched. If everyone waits to the last minute to respond to the technical review, the Curriculum Committee will not have enough time to process all the courses.

### G. Campus Technology Committee — Rosalie Majid

The Campus Technology Committee has not met. The whole issue of using students' names and Banner ID numbers on email subject lines needs to be researched. Regina Ford has asked an expert on FERPA from Chapman College about the issue, but he has not yet responded.

### H. Staff Development — Nancy Deutsch

1. Staff Dev Com has reviewed 18 requests for Conference and workshop funding and sent its recommendations to President's Staff. Upon

approval of President's Staff, then letters will be sent to those who submitted requests.

2. More than 135 people have registered to attend Strategic Conversations #11 "Student Success in NOCCC" on Tuesday, October 27. 35 faculty, classified, students, and managers from Cypress; 60 from Fullerton.
3. The Staff Development Committee is selling Holiday Door Bells to raise money for Classified Appreciation Luncheon and the End of the Year Luau Awards. We appreciate your support.

I. Student Learning Outcomes Assessment

*Nancy Deutsch*

1. The General Ed SLO Committee, consisting of volunteers and divisional representation, met on Thursday, October 15, and started work on the Gen Ed SLOs for the entire college. The Committee expects to have a draft of Gen Ed SLOs to present to the college at the Leadership Team Meeting on November 20. They hope to have a first reading of the Gen Ed SLOs at the December 10 Academic Senate meeting. The Committee meets on October 29, November 5 & 19, and December 3 from 3 to 4:30 pm in CCC-419. All faculty are welcome to attend the meetings.
2. Jessica Puma is conducting TracDat training to enter SLO assessment plans and results in to TracDat on a division by division basis. Faculty who cannot attend will have the opportunity in the spring to attend additional open sessions.
3. The TracDat consultant is coming December 9 & 10 to finalize the configuration of TracDat.

J. United Faculty – None.

K. Distance Education – Jesse Saldana

Yesterday, the Distance Education Committee discussed developing a training class and materials as outlined in the Distance Ed Plan. Two questions were asked: what kind of training needs to be developed and who will be creating and implementing the training. In addition, the Committee has to make a decision on whether to continue with Blackboard or contract with another course management system.

VII. Announcements

1. Next Tuesday, the Astronomy Dept. has scheduled a sunset viewing by the pond.
2. The 12<sup>th</sup> Annual Nursing Job Fair will be held on October 23, from 10 am to 1 pm.

VII. Adjournment of Meeting

M/S/U (Dickey/Michelle) to adjourn the meeting at 5:20 p.m.

Respectfully Submitted,  
Nancy Deutsch,  
Academic Senate Secretary