



ACADEMIC SENATE

APPROVED MINUTES

October 25, 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, Lynn Mitts;
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, Rosalie Majid;
CURRICULUM COMMITTEE, Mark Majarian;
CYPRESS COLLEGE FOUNDATION, Rosalie Majid;
PROGRAM REVIEW COMMITTEE, Jolena Grande;
STAFF DEVELOPMENT COMMITTEE, Rebecca Gomez;
STUDENT LEARNING OUTCOMES COMMITTEE, Nancy Deutsch;
UNITED FACULTY, Randa Wahbe;

ACADEMIC SENATE PRESIDENT: Gary Zager

ACADEMIC SENATE PAST-PRESIDENT: Pat Ganer

Senators and Officers Absent: Fumio Ogoshi.

Alternates in Attendance: None

Liaisons in Attendance: Nancy Deutsch, James Drake, Rebecca Gomez, Jolena Grande, Rosalie Majid, Randa Wahbe

Guests: Damon De La Cruz – Health Science Division Faculty, Sarah Jones, Language Arts Division Faculty, Mike Kavanaugh – Academic Computing

The meeting was called to order at 3:00 PM by President Gary Zager, and began with an introduction and welcome to Randa Wahbe, the United Faculty Liaison.

I. Approval of Minutes

The minutes of the October 11, 2012, meeting were approved with minor corrections, (Dickey/Brydges), M/S/P, 5 abstentions.

II. Public Commentary

None.

III. Special Reports

A. Associated Students – *James Drake*

James commented on the softball game last Thursday, mentioning how “close” the game was with students winning 15-6. He commended faculty for a good game.

Club Rush, where students are encouraged to become involved in campus organizations, was held last Wednesday and Thursday, and had a good turnout.

The Pumpkin Bash will be held next Tuesday from 4:30 to 6:30, where students will dress up. There will be activities and candy distributed.

Next Thursday will launch the Thanksgiving food drive.

Associated Students are interested in the campus use of surveillance systems. AS will discuss the issue next Monday (in regard to BP 3720, computer and electronic communications systems). James will report the AS position on it to senate at the next meeting.

B. United Faculty – *Randa Wahbe*

Randa also mentioned the Computer and Electronic Communications Systems proposed policy. President Zager commented that the proposed policy stems from an incident last year, where the Cypress Police Department sought surveillance photos, and there was no policy regarding Cypress College to releasing that footage. It has been discussed at DCC. The UF is reviewing it to see if it violates privacy. The wording talks about including it in classrooms, walkways, and offices, While not yet discussed at DCC, some have asked whether the video will have microphones attached and since faculty have confidential conversations in faculty offices, there is concern if those conversations were recorded. There are also cost and privacy concerns.

Pat Ganer provided clarification that the policy being written is to cover cameras on campus. There are already surveillance cameras on campus to protect private property. There has been no discussion at any District meetings of placing cameras in private offices and no talk about putting cameras in faculty offices. The District is trying to write the policy to cover classrooms with valuable property, like in PE, where there has historically been theft and office areas such as the Bursar’s Office where theft has also been a concern There has been no discussion of putting them everywhere.

Bill Pinkham mentioned that the fitness lab has had a number of thefts of personal property. There are two cameras right outside the classroom that can be used to identify potential thieves. There are many bike thefts each year as well.

There will be a calendar survey coming out regarding the 2013/14 calendar regarding start and end dates. There will be an election soon to fill vacant UF positions. There is a

process in development to evaluate deans, and there are three deans one each campus who would be evaluated first. The SLO committee will be meeting within the next two weeks to discuss the ACCJC requirements. Lastly, UF has allocated \$250 from their community outreach fund for the Fullerton College Food Bank that all students should have access to.

CCA is looking for a new accrediting body to replace ACCJC, since so many of their colleges are on some form of warning status. There are other accrediting bodies that are less expensive, and have fewer colleges on warning, such as the Northwester Association of Schools and Colleges. The Ed Code allows community colleges to switch, but the Chancellor's Office at the state must make the change for all community colleges and CSUs. The sanction rate for ACCJC is much higher than other accrediting bodies that accredit even more colleges. The ACCJC accredits the 112 colleges in California.

UF has been doing phone banking to members to explain the difference between Proposition 30 and 38 and the importance of voting. Randa explained to senators the differences between the initiatives and the impact each would have if it passes or does not pass. She also explained the other initiatives impacting teachers unions. Prop 30 funds all schools while Prop 38 is for K-12 schools. Both increase taxes. In the event that both pass, whichever proposition has more votes will be funded. Prop 32 includes provisions to restrict campaign contributions from unions.

There was a question about talking about the initiatives in the classroom. President Zager mentioned that describing the issues, without taking a side, is acceptable, but advocating for a position is not acceptable. Faculty should not advocate a position, but can wear buttons or display stickers, during class time. President Zager mentioned that if Prop 30 fails, over 700 sections in this district would have to be cut, and over \$9 million in the district. The information from UF is much higher.

C. Staff Development – *Rebecca Gomez*

Rebecca reported that the folks receiving conference funding have been notified. The next conference funding period ends November 16, and a reminder will be sent out in the next week.

There is a needs assessment at the district level to identify what the staff development needs are. A needs assessment survey will come out next week. It will guide staff development activities for the next year and will determine how staff development funds are spent.

D. Curriculum Committee – *Mark Majarian*

Mark reported to President Zager that things are going really smoothly and that there are no concerns. The seat count issues to be taken to DCCC will be put on hold until spring semester. It will come back before the senate then.

Bryan Seiling, representing the Social Science Division, mentioned that the Curriculum Committee Representative from their division has exceeded the term limit identified for Curriculum Committee members.. The SS Division has unanimous support to allow Danny Lind to continue representing them on curriculum. They are asking Academic Senate to reevaluate the term limits for curriculum committee and other shared governance committees. He also is asking that all faculty participation in campus activities be used to determine participation with students rather than just participation in shared governance committees. He is asking that Senate support the SS Division position. Cherie Dickey provided some background information regarding Curriculum Committee term limits and the senate's guidelines for faculty participation and rotation of committee membership. There was question about term limits for other committees as well. President Zager suggested that this item be placed on the next agenda in two weeks when Mark is available to participate in the discussion. There was a question about what would happen if the division does not select another representative.

E. Campus Technology Committee – *Rosalie Majid*

There has been no meeting since the last senate meeting.

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

Ron received a request from SEM to fund a plaque for the Math Learning Center, which he will bring up during new business.

G. Foundation Report – *Vacant*

Rosalie reported that the next meeting is November 15 and she is meeting with Raul to get caught up. She mentioned that the Pull for Cypress Campaign was successful and we met the goals set for both dollar amount and level of participation.

H. Basic Skills Committee – *Cherie Dickey*

Cherie shared the long-term goals and top five action plan items that the committee developed as part of its End-of-Year Report to the State Chancellor's Office. The committee noticed that success rates are good, but there is significant drop off in students continuing to the next semester/course. When the committee was filing out the action plans and looking at a particular cohort for the report, they found those students who remain in the course are successful, but there is an issue with retention and course progression, and it is listed as issue number 1 on the action plan. They need to find out why students are not enrolling in the next class in progression, and/or if there are personal issues that are keeping them from continuing. The committee will be looking at this issue further. They are interested in finding out where the students are going and what we can do to get them into the next course in succession. The data set they got from the state chancellor's office was looking at students over a three-year period starting with their first basic skills course.

There was a question about the data collection and impact on Cypress College students. Cherie mentioned that the DataMart Program from the state had the committee looking at a particular cohort of students. The specific data mart information was limited.

I. Students Learning Outcomes Assessment – Nancy Deutsch

Nancy reported that she and Santanu Bandyopadhyay are writing the first draft of the SLO implementation report and they would be writing the first portion of the report to be taken to the SLO committee on November 7. She will bring it to senate on November 8. She mentioned the number of divisions that are almost at 100% completion, 89% of divisions are closing the loop on almost 100% of the courses. She has held all the division SLO/ILO linking workshops.

J. Program Review and Department Planning – Jolena Grande

Jolena reminded everyone that the completed program review forms are due to the Program Review Committee by November 1, 2012, with many having already been received. She thanked the senators for any influence they may have wielded on having program reviews completed and submitted in a timely fashion.

IV. President's Report – Gary Zager

A. District Coordinating Council (DCC) – previously DPC – October 22, 2012

There will be no budget update until after the Nov. 6th elections. Dr. Doffoney did state that if Prop. 30 fails that there will be extensive cuts – possibly up to 700+ sections District-wide.

The Technology Consultation Council (old TAC) announced their new charter and operating procedures which remain unchanged but for their name.

The Computer Replacement Plan was passed. Basically the same as in the past.

President Zager is now on a new workgroup – the Strategic Plan Fund workgroup. The plan is only to meet for two times and he does not know yet precisely what they will be doing. He will bring Senate up to date following the first meeting.

There was a very long discussion on who can sit on a workgroup. This was brought about by a concern from Fullerton College regarding the DSPS Allocation Workgroups where there is a sitting non-district employee (Chris Terry). President Zager got the sense that Fullerton College does not believe that they are receiving their fair share of District DSPS funds as measured against the work that they are doing on their campus.

Priority Registration had a first read. This will be brought back to DCC.

B. Board of Trustees – October 23, 2012

President Zager reported the following highlights in the email he distributed to senators:

- Had a great sabbatical presentation by Ms. Lisa Clark on Student Success and Engagement Best Practices in Career Technical Education.
- Dr. Bob Simpson showed the newest EOPS Newsletter that is in a new video format. The Board loved it! Check it out at <http://www.youtube.com/watch?v=gmSdVTAokAU&feature=youtu.be>
- Dr. Doffoney announced again Vickie Castle's award and spoke about her dinner. You can see photos on Facebook

- The Board has asked us all to help our friends and relatives to understand the differences between Prop. 30 and Prop. 38

C. Institutional Effectiveness Council (IEC) – October 15, 2012

President Zager reported that there was an excellent demonstration of new software – a database report program. This program can pull data out of Banner and tabulate results instantly allowing for the drilling down of data extremely efficiently. If the District decides to use it eventually, we all will have access to its use, which will help us with Program Review.

D. Planning and Budget Committee

There is a new idea to have Administrative Unit Outcomes (AUOs). These are similar to SLOs but are non-instructional/non-academic. Dr. Donley has asked to use M & O as the first example and bring back to PBC to determine effectiveness. The idea is that the variety of administrative units will be using these to evaluate their effectiveness over the next few years.

FT Faculty Prioritization list will now be presented to the District by Dr. Simpson.

Aviation and Travel Careers have now been united into one department.

Based on concerns due to the passing of four SEM faculty, the SEM Building is going to have an environmental study to assure that the building is not at risk to the staff. The study will start soon (this week or next) and we will have results soon.

There was a Special Funding Request to send a student (Ryan Billings) and two faculty (Kathryn Sonne & Penny Gabourie) to the National Collegiate Honors Council Conference in Boston, Mass. where the student will present a paper. The request was recommended and sent to PAC

There was a Special Request for funds for bussing Swimming and Diving to their away events. This request was recommended and sent to PAC:

E. President's Advisory Committee (PAC)

There was a discussion of the concerns Fullerton College has over the DSPS Allocation Workgroup.

A new Risk Assessment Team will be formed to allow for the centralization and organization of reports of at-risk students and to allow for the organized assessment of such students. Need for this was based on last year's events. Team would be primarily administrative with some faculty asked to serve based on their expertise. Karen Cant cited Psychology professors as examples. President Zager suggested Virgil Adams due to his counseling background and his 26 years in law enforcement.

The two special requests from PBC were granted.

F. Graduation Planning Committee

No meeting since the last senate meeting

G. Additional Items

President Zager sent out a call for SLO Coordinator and someone to sit on the District Innovation Fund Committee

H. Full-Time Faculty Prioritization

The following list has now been approved by Dr. Simpson – (The ones in bold (*) are critical)

1. **Math***
2. **Counseling (Career Counseling)***
3. **ESL***
4. **Human Services***
5. **Airline Travel Careers***
6. **Math***
7. Oceanography
8. HIT
9. Mortuary Science
10. MAD
11. Nursing
12. Counseling (BUS/VA/HS)
13. Management
14. Music
15. Philosophy & Religious Studies
16. Chemistry
17. PE/Coaching (Soccer)
18. Photography
19. Geography/GIS

I. Responses to President's Report

President Zager asked for questions, concerns, or comments about the report.

President Zager discussed the full-time faculty prioritization list, which will be presented to the district by Dr. Simpson. If Prop 30 passes, the top six positions will be forwarded, but if Prop 30 does not pass, there is likelihood that none of the positions will be filled. If Prop 30 passes, there may be 13-14 positions filled district-wide.

There was a question about the SEM building being tested by an environmental company to determine if there are any concerns since there have been four deaths of faculty and staff from that building recently.

Regarding the AUO (Administrative Unit Objectives) draft presented to PBC, Christie Diep questioned whether the attachment is coming from Chaffey College. There was an exchange of remarks regarding that comment, to which President Zager reminded everyone that the document was distributed at PBC and is from the institutional researchers. President Zager also explained that as per Steve Donley that several people and schools were involved in a ListServ to create the document, and Cypress College - as well as Chaffey College - has adopted the guidelines. The statewide institutional researchers and planners, worked jointly to create the document, Administrative Units Objectives. It will be used similar to SLOs for administrative units to be used to determine if their objectives have been met.

V. Faculty Issues – Old Business

A. **DSPS Services - *Deborah Michelle***

Deborah Michelle reported that there has been some discussion about what the law requires in terms of DSPS services. She distributed copies of a form that provides faculty with information regarding recording class sessions. There have been some concerns by faculty regarding recording in class for a disability: instructors may have some concerns with signing the form that allows students with disabilities to record lectures. The student brings the form to the instructor and the instructor signs and returns to DSPS. Deborah Michelle has updated the form.

She is concerned with why faculty may be objecting to having the class tape recorded for a disabled student. The form notifies the faculty that the recording will not be used for any other reason than providing students with the content that cannot be written fast enough during the lecture. Deborah mentioned that the form is normally provided to the instructor by the student after obtaining it from DSPS, because the accommodation has been verified as needed.

Instructors need to know that the law mandates that reasonable accommodations be made for DSPS students. Faculty who do not provide the accommodation are placing the campus at risk of liability. Deborah mentioned that students could report the campus to the Office of Civil Rights to enforce compliance of section 504 of the Rehab Act. There are faculty and staff handbooks and various websites that faculty can access to learn more about providing accommodations.

There was a question about student's rights about not wanting to be recorded in class. Another question came up about a classmate's desire to not provide an accommodation in the event a sign language interpreter cannot keep up with the student presenting information. Deborah explained that the faculty member is required to provide an acceptable environment for the interpreter to be able to provide the student with the information being presented, so in the event a student is making a presentation, and asked to slow down, the student is required to provide that accommodation. Otherwise, the instructor could be placing the campus in jeopardy of liability.

B. **High School Collaboration Guidelines Amendment– *Christie Diep***

Christie brought up issues at the last senate meeting when the guidelines were discussed. She distributed language that would clarify the prerequisite component of the guidelines in order to protect the college, students, and curriculum. In regard to item 7 of the guidelines, she would like to change the language, and distributed proposed language to Senators. Christie has consulted with Stacey Howard and Kris Nelson to clarify the impact of students transferring dual credit courses (high school and college credit obtained for the same class). She explained that Stacey is concerned that students may be denied credit because of a prerequisite glitch.

There was a motion (Diep/Saldana) to accept the proposed language with editorial changes. M/S/P.

C. SLO Coordinator – Gary Zager

President Zager Call for SLO Coordinator – sent out an email to all faculty. President Zager received a response that questioned the amount of reassigned time provided for the position. There was another response that suggested the SLO Coordinator be an administrator rather than a faculty member with reassigned time

Interested faculty who may want to serve as SLO coordinator with 40% reassigned time should contact President Zager. At Fullerton College, the reassigned time is almost 100%.

D. Class Size Guidelines – Mark Majarian

Will be brought back to another senate meeting in the spring semester when Mark is able to attend.

E. Block Scheduling – Gary Zager

President Zager reminded the senators about the presentation provided by Steve Donley and Santanu Bandyopadhyay at the last meeting. Steve and Santanu would like to have a sense of the senate to begin working on this possibility. Steven has indicated that he intendeds to apply for funding from the new district Innovation Fund to support the freshman block idea. Some senators found issues with designating specific sections for certain students that would take away availability from all students.

After much discussion, President Zager determined that there is still a need for more information and he will ask Steve to return to the senate to answer remaining questions. Some senators do not support blocking courses when students are struggling to get classes. There were discussions about providing a pathway for new students who need classes and are interested in transferring as a way to keep classes from being filled with students only looking to complete units to move up the priority registration schedule. Although creating a new program is troublesome for some senators, the informal sense of the senate was that there seems to be support for continuing the discussion to determine the feasibility of the concept.

VI. Faculty Issues – New Business

A. Reassigned time on campus - Will Heusser

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

B. Active Directory Cutover and New Email System – Gary Zager

Mike Kavanaugh addressed the senate regarding Academic Computing and the Active Directory. One of the goals is switching email to a cloud-based version. Google is one option, which SCE is using exclusively. There is a signed contract with the State Chancellor's office to be used by the Cal State and community college systems. We are looking at Microsoft 365, which contains some features that we need such as file sharing.

Many people are being moved to Active Directory (a different way of logging into the computer). You must log in to the system. In the future, they will be able to remotely turn on and off our computer stations to be able to do updates during our down time.

In the next phase of the computer replacement plan, Windows XP will be replaced with Windows 7 as the old computers are replaced. He hopes to have everyone on Windows 7 by spring break, though not everyone will be on Active Directory. It will allow Academic Computing to perform upgrades overnight and reduce the amount of time faculty need to wait to start their workstations and will allow frequent software upgrades with minimal disruption since it will be performed when faculty are away from their systems. Mike provided an analysis of the strengths and weaknesses of Google and Microsoft systems.

Two choices for email: Google mail – comes with Google docs (converts the Word document) and Microsoft 365 – comes with Microsoft Office (no conversion), Word, Excel, and PowerPoint editing. Also includes calendaring – staff likes the calendar better than Google’s calendar application because it is more similar to Novell. This is a cloud-based not client-based system.

Mike is looking for people interested in participation in testing the new system and finding the flaws. There is not a current interest to provide an email for students at this time. There is no cost for Google or Microsoft. There is a \$24,000 fee for Novell. Both systems would provide greater storage for email. Mike would like to migrate email systems by end of spring semester especially for a shared calendaring system district-wide. It should be finished by summer.

C. SLO and Funding Request – *Pat Ganer*

To be held for next meeting

D. Plenary Conference Funding – *Gary Zager*

President Zager requested funding of \$355 for registration plus mileage. The motion to approve (Llanos/Seiling) passed. M/S/P.

E. Funding for Plaque – *Ron Armale*

Will be held for next meeting

VII. Announcements

None.

VIII. Adjournment of Meeting

Meeting adjourned at 5:47 PM.

Respectfully submitted,

Jolena Grande, Secretary