



ACADEMIC SENATE
APPROVED MINUTES
October 8, 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;
VOCATIONAL TECHNICAL DIVISION, Dan Snook;

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: Michael Brydges, Michael Frey, Beth Piburn, Bill Pinkham, Regina Rhymes, Jesse Saldana
Alternates in Attendance: John Alexander for Michael Brydges, Robin DeRoo for Michael Frey
Liaisons in Attendance: Nancy Deutsch, Cherie Dickey, Rosalie Majid, Alan Ransom, Ken Vialva
Guests: Danial Shakeri

The meeting was called to order by President Rob Johnson at 3:10 p.m.

I. Approval of Minutes

The September 24, 2009 Minutes were approved as revised. (M/S/P/1 abstention Dickey/Ransom).

Rob Johnson welcomed Catherine Whitsett, the new Adjunct Senator.

II. Public Commentary – None

III. President's Report — Rob Johnson

A. Planning & Budget Committee, October 1, 2009

- Bob Simpson reported that the \$37 million federal backfill had been reduced to \$35 million which will be divided among 81 community college districts.
- Recipients of one-time funding will now be required to complete an evaluation to report on the progress of spending their one-time monies. This evaluation will be due when all the funding is spent, but no later than the end of the fiscal year in which it is awarded.

B. President's Advisory Council, October 1, 2009

At this time, the College is considering rolling over last summer's schedule in terms of the number of sections and total hours offered; however, the specific courses and sections may change. There is no discussion of increasing the number of classes or hours. Depending on the money received from the state, Summer Session 2010 will be adjusted accordingly.

C. Senate Presidents' Meeting with the Chancellor

Dr. Doffoney talked about his goal to create a district foundation, like that of Miami Dade College Foundation. Miami Dade College receives a third of their funding from the state of Florida. Two-thirds of their funding for operations comes from private funding endowments. It should be noted that their tuition is also higher at \$67.60 a credit hour.

D. State Budget

The latest state budget contains a 5% COLA (cost of living adjustment) and 3% growth, both of which will probably disappear when the final budget is adopted.

E. Graduation Committee

The Graduation Committee is moving forward in its preparation for the May ceremonies. It is administration's turn to invite a graduation speaker, not the Academic Senate's as previously reported.

F. Campus Technology Committee

The CTC continues to work on the campus website guidelines.

IV. Faculty Issues — Old Business

A. Student Equity Plan — Rob Johnson

After discussion of several versions of the Student Equity Plan sent to Rob, the Senate approved a motion to accept the Student Equity Plan (SEP) submitted to

the Senate, if the following three changes are incorporated into the document.
(M/S/U Deutsch/Dickey)

1. The “Student Equity Plan Purpose and Requirements” page replaces the “Definition of Terms” page on page 7.
2. The term “Latino” is changed to “Hispanic” throughout the entire Student Equity Plan to be in compliance with Title V, the California Education Code.
3. The following sentence is inserted after the first sentence of the second paragraph on page 32: “However, the data for ESL DSPS students are statistically inconclusive due to the limited sampling.” The chart on “new” page 32 refers to ESL DSPS students, but the numbers seem statistically inconclusive because the study only reports statistics on 7 students.

B. AP 2431 Chancellor Selection — Rob Johnson

After a brief discussion of the proposed AP 2431, the Senate President appointed Pat Ganer, Cherie Dickey, and Molly Schulps to serve on a Senate subcommittee to compose language to address the Senate’s concerns about AP 2431. Pat Ganer will serve as chair of this subcommittee.

C. Enrollment Management Plan — Cherie Dickey

The Enrollment Management Plan had been emailed to Senators prior to the meeting. Presentation of the EMP at this meeting constituted the first reading of the entire document. Cherie Dickey asked if there were any questions or comments. One Senator commented that the plan was very comprehensive and gave a detailed history of FTES. Cherie asked that Senators email her any comments/suggestions for revisions that she can share with the EMP Committee in order to provide faculty feedback before the Senate votes at the next meeting.

D. Wait List — Alan Ransom

Alan Ransom reported on a discussion he had with Dave Wassenaar, the Dean of Admissions and Records. Dave reported that Banner 8, which is now being implemented by District Information Services, allows the wait list to be activated on a class-by-class basis. When a student drops, then an email notification with a deadline to register is sent to the next student on the wait list.

Senators had several questions and comments. One Senator wanted to know the default setting for the wait list and suggested that the faculty be polled to determine if the majority of the faculty wanted to use the wait list or not. Another Senator wondered if the wait list setting should be the default setting for the entire campus, because from a student’s perspective, having a wait list option for each instructor would be confusing. Another question concerned the length of the wait list; previously, the list was limited to ten names. One Senator commented that it is important that prerequisite checking be in place to make sure the students who are wait-listed have met the prerequisite(s) for the class and those students who have not met prerequisites are told immediately.

E. Other — None

V. Faculty Issues — New Business

A. BP 7210 Faculty — Rob Johnson

A copy of BP 7210 was mailed to Senators prior to the meeting. The Senate approved a motion to waive the first reading of the document. (M/S/P/1 abstention, Llanos/Michelle) The Senate approved the motion to approve BP7210 Faculty as revised. (M/S/P/1 abstention, Llanos/Michelle)

B. Academic Responsibilities for SLO Assessment — Pat Ganer

The issue of whether SLO assessment is an academic responsibility of the Academic Senate or a working condition to be negotiated by United Faculty was prompted by an email from the President of the Community College Association (CCA), Ron Reel, who referred to SLO assessment as a working condition.

Pat Ganer asserted that SLO Assessment falls under the Academic Senate's 10+1 academic and professional matters: curriculum, degree and certificate requirements, grading policies, educational program development, faculty roles and involvement in the accreditation processes, including self-study and annual reports, processes for program review, and processes for institutional planning and budget development. SLO assessment touches each and every one of these academic and professional matters. Whether faculty members like SLOs or not, SLO assessment does fall under the purview of the Academic Senate.

The motion was made and seconded (Ganer/Dickey) that the Academic Senate regards the process of defining, identifying, and assessing student learning outcomes as being under the purview of the Senate. Discussion ensued. Some Senators in departments with several instructors can work together to share the work of SLO assessment of less than 10 classes. Other Senators pointed out that some departments have only one full-time instructor and up to 30 courses, which becomes a work-load issue for that instructor. One Senator commented that SLO assessment was both an Academic Senate responsibility and a working condition under the purview of the United Faculty.

The motion was amended to read: "The Cypress College Academic Senate regards the process of defining, identifying, and assessing student learning outcomes (SLOs) as an 'academic and professional' matter, as does the Academic Senate of California Community Colleges (ASCCC), pertaining to educational program development, faculty involvement in accreditation, professional development activities, curriculum, program review, and student preparation and success, and thus SLO assessment properly falls within the purview of the Academic Senate." The Senate approved this revised motion. (M/S/U Dickey/Giardina)

Alan Ransom reported that the issue of faculty workload, including SLO assessment, was being addressed in two reopeners for negotiation: Article 16 – Department Coordinator and Article 5 – Instructor Workload. He also reported that CCA has been granted a Public Employee Relations Board (PERB) hearing with ACCJC in the near future to evaluate the SLO work load situation.

C. Other: Appointment of Staff Development Coordinator — Rob Johnson

Rob Johnson, in consultation with College President Mike Kasler, announced the reappointment of Nancy Deutsch as Staff Development Coordinator for a term of three years.

VI. Special Reports

A. Associated Students (AS) — Ken Vialva

- During the Blood Drive on September 30 and October 1, 240 pints of blood were collected.
- On November 14 and 15, a special election will be held because errors were found on the ballots for the September election.

B. Academic Senate Treasurer's Report — No Report

C. Foundation — No Report

D. Accreditation Self Study — Cherie Dickey

ACCJC has sent Cypress College and Fullerton College several options for the accreditation site visit during March 2011. The two campuses, the District, and SCE have coordinated their first and second choices and are waiting to hear from ACCJC as to which week the site teams will be here. On Tuesday, October 13, the self-study chairs from Cypress and Fullerton will make presentations to the Board of Trustees about the progress of the self-study process. All Cypress College self-study committees have met and are gathering data.

E. Basic Skills Committee — Cherie Dickey

The Basic Skills Committee just received word that although the original allocation has been scaled back, Cypress College will receive \$4,670 in additional BSI funds. The Committee has completed the 2009-2010 BSI Action and Expenditure Plan which has been submitted to the state Chancellor's Office.

F. Curriculum Committee — Cherie Dickey

The Curriculum Committee is busy reviewing new and revised curriculum. One of the two departments who do not have department coordinators has sent the Curriculum Committee the name of the faculty designee who will sign off that the curriculum has been reviewed by the department.

One Senator questioned whether all full-time and adjunct faculty members were aware that the Academic Senate and the Curriculum Committee were requiring that SLOs be included on each faculty member's syllabus, per accreditation standards. In Spring 2009, the Academic Senate recommended that in Fall 2009 all faculty be informed of this new requirement so that there would be enough time to insert SLOs into each syllabus for Spring 2010. Cherie Dickey will work in consultation with division Senators, department coordinators, and

deans to inform all faculty members. One Senator suggested that one full-time faculty member in each department should have the responsibility to send adjunct instructors the list of SLOs for the course(s) they teach, including a model of how the SLOs might be added to the syllabus.

G. Campus Technology Committee — Rosalie Majid

Regina Ford is still working on finding the FERPA source about not inserting students' names into the subject line of emails.

H. Staff Development — Nancy Deutsch

The Staff Development Committee will be reviewing all Requests for Conference and Workshop Funding and forwarding their recommendations to the President's Staff for review and approval. The Business/CIS Division was the first division to receive TracDat training to input SLO assessment information into the system.

I. Student Learning Outcomes Assessment

The WASC/ACCJC Conference on SLO Assessment that the SLO Team attended on September 24 was beneficial, especially working with Bob Pacheco, the ASCCC mentor. The General Education Forum on September 29 was attended by 30 faculty, several deans, and the college president. As a result of the forum, at least 10 faculty members and deans volunteered to serve on the General Education Committee to review the college's Institutional Learning Outcomes and the General Education SLOs as they appear in the ACCJC standards and to write a proposal for general education SLOs to bring to the Academic Senate for approval.

J. United Faculty – Alan Ransom

Fola Odebunmi, the UF President, is still gathering information concerning faculty receiving equivalent unit credit for completing Emergency Management Training and will send out an email when a decision is made.

VII. Announcements

1. Because the presentation on writing sabbaticals will be held at the same time as the October 22 Senate meeting, Steve Duncan will meet individually with anyone who wants information.
2. All Cypress College faculty are encouraged to attend the Strategic Conversation on October 27 at Fullerton College. The deadline for registering is October 16.

VII. Adjournment of Meeting

The Senate voted to adjourn the meeting at 5:00 p.m. (M/S/U Michelle/Dickey).

Respectfully Submitted,
Nancy Deutsch,
Academic Senate Secretary