



ACADEMIC SENATE

APPROVED MINUTES

November 8, 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: Art Goldman and Therese Mosqueda-Ponce.

Alternates in Attendance: None

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

Guests: Sarah Jones, Lawrence Keel, Barbara Marshall, Kathleen McAlister, and Kathy Wada, Language Arts Division Faculty; Dale Craig, United Faculty; and Raul Alvarez – Cypress College Foundation

The meeting was called to order at 3:01 PM by President Gary Zager. President Zager reminded all senators to be courteous to one another during our exchanges in Senate meetings. He cited the Board Policy regarding civility, and encouraged all remarks to be directed to the Chairperson when things are getting heated during an exchange. He also asked senators to agendaize commentary and questions brought up during special reports so that a complete discussion can be scheduled.

I. Approval of Minutes

The minutes of the October 25, 2012, meeting were approved with several substantive corrections, (Llanos/Dickey), M/S/P, 2 abstentions.

II. Public Commentary

Cherie Dickey shared with the Senate that the Fine Arts presentation of *The Sound of Music* was a phenomenal performance and encouraged faculty and staff to attend future events.

Raul Alvarez, Cypress College Foundation Director, addressed the Senate regarding the protocol for selecting the Alumnus of the Year. He asked for senators' assistance in developing a system for encouraging more submissions to expand the pool of nominees.

Will Heusser spoke to the passage of Proposition 30, and thanked all those responsible for getting the word out, especially the students and faculty. He also mentioned that there is a need to offer more sections (course offerings) in the spring semester in addition to offering summer school.

III. Special Reports

A. Associated Students – James Drake

James commented on the passage of Proposition 30 as well.

The Pumpkin Bash last Tuesday had several students dressed in costumes distributing candy.

The Thanksgiving Food Drive is the Associated Students event for the month of November. He encouraged faculty to participate by donating canned food items using the bins located in each division.

The Associated Students Leadership Retreat will be held this Friday where students leaders will learn skills on working together.

B. United Faculty – Randa Wahbe

Randa introduced the President of United Faculty, Dale Craig, and allowed him to address the Senate first. Dale commented on the passage of Prop 30 and the rejection of Prop 32 by the voters in Tuesday's election. The budget situation on all campuses and in the district is better because of the passage. There will be \$1.5 million in additional money coming to the district each year in an increase to the FTEs base,

allowing the campuses to offer more classes. Fullerton College is offering more sections for the Spring 2013 semester, though they will not be included in the printed schedule of classes since the decision to increase course offerings was so recent.

UF will be talking to the district about using the additional money for faculty salaries, since COLA has not been given in several of the previous years. The increase would approximately be 1.5% across the board.

Dale Craig also thanked Gary and Nancy for attending the United Faculty and Joint Senates SLO meeting. He mentioned how productive the meeting was, especially when compared to other meetings he attends.

Randa mentioned that the Language Arts Division has already begun to plan for additional sections to be offered in Spring 2013 because of the passage of Prop 30. Randa expressed a wish for other divisions to be able to have additional offerings as well.

C. Staff Development – *Rebecca Gomez*

Rebecca reported that the conference funding reminder went out. The next funding period requests are due next week, November 16, and reminded senators to check their email for the request reminder.

There was an interest survey that went out as well from the District Staff Development group. Rebecca will check to make sure that all faculty received the email. It also has a deadline of next week. She asked that senators take a few minutes to complete it.

D. Curriculum Committee – *Mark Majarian*

President Zager reported that Mark Majarian reported to him that the Curriculum Committee is extremely overwhelmed, that they have approved 50 courses so far, and are working hard to get the remaining proposals passed.

Pat Ganer reported that Mark mentioned that with the workload, the committee has not been able to discuss the issue of term limits previously brought to the Senate for discussion although they did take an informal vote on the item regarding term limits for Curriculum Committee members.

E. Campus Technology Committee – *Rosalie Majid*

No report.

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

No report.

G. Foundation Report – *Rosalie Majid*

No report.

H. Basic Skills Committee – *Cherie Dickey*

No report.

I. Students Learning Outcomes Assessment – Nancy Deutsch

Nancy will be distributing the SLO Draft Report via email for discussion at the December 13 meeting. She encouraged senators to review the report prior to the meeting so it can be discussed.

J. Program Review and Department Planning – Jolena Grande

The first official meeting of the fall semester was conducted on Monday. The committee reviewed several of the Career/Technical Education Biennial Program Reviews and created a schedule for reviewing the Program Review documents submitted this semester. Those Programs undergoing the process will be invited to attend the Program Review Meeting, on a particular date and time.

IV. President’s Report – Gary Zager

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

There has not been a meeting since our last Academic Senate Meeting.

B. Board of Trustees –

There has not been a meeting since our last Academic Senate Meeting.

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

There has not been a meeting since our last Academic Senate Meeting.

D. Planning and Budget Committee

The Meeting was cancelled.

E. President’s Advisory Committee (PAC)

Last meeting was cancelled.

F. Graduation Planning Committee

Next meeting is November 13.

G. Additional Items

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

H. Responses to President’s Report

President Zager reported that he emailed his report. There were several meetings either not scheduled or cancelled. The next Senate meeting would normally meet on the Thanksgiving Holiday but no special meeting has been called for; and the Senate will not meet until December 13, during the last week of the semester.

V. Faculty Issues – Old Business

A. SLO Coordinator - *Gary Zager*

There is one person considering the position, but needs more time to think about it. President Zager hopes to an appointment by the next meeting.

B. Funding For Plaque– *Fumio Ogoshi*

Fumio reported that they have a quote for the plaque of \$125 and is asking the Senate for funding. Ron Armale, Senate Treasurer, mentioned that the Senate money is normally for travel and attendance at conferences. Several senators suggested that there be a call for contributions made to the faculty to provide them with an opportunity to fund the plaque.

There was a suggestion about creating an account with the Foundation to pay for the plaque and to have donations to a memorial fund. Any excess money collected could be used for other memorialization activities, possibly a scholarship fund.

It was mentioned that Kathy Godshalk's husband has created a scholarship fund in her name. President Zager will talk to Raul Alvarez about the feasibility of creating a fund that staff and faculty can donate to, with excess funds going to future memorials.

Ron Armale reminded faculty that the checks will need to be made out to the Cypress College Foundation and specified to which fund it should be deposited to avoid any problem with having them applied.

Pat Ganer also reminded senators that the funds for pay for Outstanding Faculty Awards and the Charger Awards, given at the end of each year, have been depleted. The Senate will need to agendize this issue for discussion.

C. Academic Senate Website Update – *Christie Diep*

President Zager mentioned that the website is in development. Christie reported on the feedback they are receiving regarding components of the website. There is some interest to have a discussion board or blog on the site. There was a suggestion that the bylaws and committees with members be included (with dates of service and terms). Christie believes that people want transparency and information about the Senate. Christie and Fumio will be working on the site over the break

D. Other – *Gary Zager*

President Zager mentioned to Dr. Simpson that the High School Collaboration guidelines (as amended at the last meeting) have been passed. A copy of the guidelines will be distributed.

VI. Faculty Issues – New Business

A. Reassigned time on campus - Will Heusser

Will Heusser is interested in having Senate distribute a listing of the current distribution of reassigned time across the campus. He provided an example of the differences between reassigned time at Cypress College and at Fullerton College. A comparability study between the campuses would be beneficial since the last comparability study illuminated concerns that have not been addressed.

Will also mentioned that there is a desire from faculty to know more about the positions, both with reassigned time and without, to be able to get involved. President Zager mentioned that there is a need to get the information from the district and that there is a need for the discussion. There was some discussion about faculty willingness to serve if they knew that reassigned time was included in certain positions.

Michael Brydges mentioned that new faculty members tap into the resources that staff development makes available. Rebecca Gomez mentioned that the new faculty training can include the overview of the different committees and reassigned time.

President Zager will ask Karen Cant to provide a listing of reassigned time. He will also ask Fullerton College for the same list.

B. SLO and Funding Request – Pat Ganer

Pat Ganer reported on the draft proposal of the resource allocation model from September that Santanu presented to PBC. The proposal addressed the tying of funding with program reviews as required by ACCJC guidelines. ACCJC wants evidence that SLOs are being considered in funding. While PBC does consider the reviews, it was felt it would be beneficial to have the statement included in the PBC procedures. It was agreed that Pat would work with Santanu to revise some of the language in the draft proposal. At the October meeting, a draft proposal was presented that specifically spelled out the relationship.

Pat Ganer addressed the concern articulated by some on campus that the Academic Senate was presenting positions at PBC and PAC that may not have been through the Senate, because the draft minutes from PAC erroneously attributed the draft proposal language to the Academic Senate. The draft minutes were later corrected to reflect that Pat provided the proposed revisions. Pat distributed to the Senate the draft language and proposed language that Pat suggested to PBC.

Kathy Llanos questioned the general process of distributing draft minutes to anyone prior to having them approved by the committee for which they were prepared.

Nancy Deutsch mentioned that resource people on PBC are there to provide information, but may not have input on how PBC evaluates the information provided. Pat Ganer suggested that draft versions are very common and that once the proposals

are further along in the process, they can be brought to Senate for discussion if the issue necessitates such involvement.

C. Term Limits – *Bryan Seiling*

This item will be held for another meeting. Bryan has had a conversation with the Curriculum Committee Chair and there are several avenues to address this issue. There are additional elements that need to be considered.

D. English Department – *Randa Wahbe*

Randa Wahbe, the English department coordinator, read a department memo for the record (see attached) to the senators regarding the previous Senate meeting. Christie Diep also addressed the Senate and read a separate statement to the Senate.

E. The Decision-Making Process – *Kathy Llanos*

Kathy Wada, Randa Wahbe, and Sarah Jones addressed the Senate regarding faculty involvement in decision-making before Senate approval and/or feedback of decisions. There is a desire for the Senate to create a process for disseminating the information from Senate. When people bring ideas to the Senate for a sense of the Senate, there needs to be a distribution of that information at each division before a sense is taken. If the Senate were to consult with faculty involved before a sense of the Senate is taken, greater faculty support would follow. The efficiency of Senate would be preserved if impacted faculty were involved in earlier stages and determine the level of support. Jesse Saldana mentioned that the information be dispersed by the senators, and it should be a regular sharing of information. Kathy Llanos hopes that these issues be brought to higher levels, and that faculty need to be involved sometimes at the concept level.

Nancy Deutsch and Rebecca Gomez both serve on the Direction 4 committee and are involved in drafting a model of the decision making and communication process on campus. Classified staff are not getting information from their representatives on shared governance committees. There is a need to outline the communication and decision making processes on campus. Christie Diep suggested that a flow chart be created. The faculty handbook was created by the Office of Instruction, but there is no longer a requirement to serve on a committee.

There was some discussion of Senate creating a procedure for distributing the information. Students, classified staff, and faculty all need to be kept informed. Kathy Llanos would like the Reading Department memo be included in the approved minutes from this meeting. There was some discussion of how the committees' communication are documented in their individual meetings and how that information is disseminated to divisions. It was suggested that there be a protocol for agenda items being presented to the Senate that includes a provision about consultation with affected faculty prior to Senate action. There are some faculty issues that are within the purview of United Faculty and are not under the auspices of Senate. There is also a need to share information at the division level as well. Nancy Deutsch suggested that Senate may

want to bring back the standing committees so that when a particular issue is brought up, faculty know they are required to disseminate the information.

It was decided that a subcommittee will be formed to create Senate procedural guidelines for how issues coming to Senate are distributed on campus – Committee with Kathy Wada, Sarah Jones, Randa Wahbe, Liana Koeppel (possibly), Sylvia Paek (possibly), and Bryan Seiling. Ron Armale suggested that information be shared electronically instead of paper, which is easier to forward to those who need to be consulted.

F. Release Form for Letters – *Fumio Ogoshi*

Dean Richard Fee and Regina Ford have asked Fumio to bring this item/concern regarding a standard release form for letters of recommendations that may include academic information. Dean Fee and Regina Ford ask that Senate draft a letter. Fumio has created a draft and will wait for feedback from Dean Fee and Regina before bringing it back to Senate. This item will be re-agendized for the next meeting.

G. Academic Senate Decisions – Dispersal on Campus – *Gary Zager*

President Zager asked for the senators' expectations for distribution of information regarding the items brought before the Senate. It is suggested that the website be used to distribute the information.

VII. Announcements

None.

VIII. Adjournment of Meeting

Meeting adjourned at 5:24 PM.

Respectfully submitted,

Jolena Grande, Secretary

Memo

To: Academic Senate
From: English Department
CC: Dr. Steve Donley, VPI; Dale Craig, UF President
Date: 11/8/2012
Re: Academic Senate Meeting, 10/25/12

The hostile, unprovoked attack against our colleague that occurred in the last Academic Senate meeting has prompted concern from the English Department about a lack of collegiality and professional courtesy in the Senate. An atmosphere of intimidation is not conducive to the free exchange of ideas.

Senators are elected to represent their colleagues by soliciting information in order to make informed decisions. When a Senator's simple statement of fact results in berating and finger-pointing by an Officer of the Senate, the Senate ceases to function as a viable arm of shared governance, in violation of the spirit of AB 1725.

This statement is for the record, as presented to the Cypress College Academic Senate on November 8, 2012.