



ACADEMIC SENATE

APPROVED MINUTES

November 10, 2005

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
COUSELING DIVISION, Deidre Porter;
FINE ARTS DIVISION, Rob Johnson;
HEALTH SCIENCE DIVISION, Kathy Boettger;
LANGUAGE ARTS DIVISION, Kathy Llanos;
PHYSICAL EDUCATION DIVISION, Bill Pinkham;
SCIENCE/ENGINEERING/MATH DIVISION, Craig Tomooka;
SOCIAL SCIENCE DIVISION, Will Heusser;
VOCATIONAL TECHNICAL DIVISION, Dan Snook.

SENATORS-AT-LARGE: Cindy Alibrandi, Nancy Deutsch, Cherie Dickey, Pat Ganer,
Steve Gold, Beth Piburn, Doug Sallade, Randa Wahbe, Jane Wood.

ADJUNCT SENATOR: Catherine Whitsett.,

LIAISONS: ASSOCIATED STUDENTS: Daniel Sarwono;
CAMPUS DIVERSITY: Randa Wahbe;
CAMPUS TECHNOLOGY COMMITTEE: Gary Zager;
CURRICULUM COMMITTEE: Peggy Austin;
FOUNDATION: Beth Piburn;
IQA COMMITTEE: Renee Ssensalo;
SITE AND FACILITIES COMMITTEE: Mark Majarian;
STAFF DEVELOPMENT: Nancy Deutsch;
UNITED FACULTY: Linda Borla.

ACADEMIC SENATE PRESIDENT: Fola Odebunmi
ACADEMIC SENATE PAST-PRESIDENT: Michael Brydges
Guests: *Margie Lewis, Randy Martinez, Betty Disney*
Senators Absent: Randa Wahbe, Dan Snook

The meeting was called to order by President Fola Odebunmi at 3:02 p.m.

- I. M/S/U (Boettger/Johnson) to approve the minutes of the October 27, 2005, meeting.
- II. Public Commentary
- III. President's Report – Fola Odebunmi

PAC and Planning & Budget did not meet last week.

Board of Trustees – Margie gave Cypress College's End-of-Year Report. Fola passed around a copy of the report.

Educational Master Plan committee met this week. Looking at the format that will be presented in the spring to the divisions for input for the framework. It will come to senate for an overview of what is being done. Please encourage faculty to be ready early in the spring for this format and to provide information as to trends they see in their own department over the next five to ten years based on national data. Fola explained that the accreditation team listed the need of an Educational Master Plan as one of the items that Cypress needed to develop.

Class Size – One of the board members had asked how and why the different class sizes are determined. Peggy Austin explained that our curriculum committee uses the Class Size Guidelines that were created by a committee that included administrative and faculty representatives from both campuses.

IV. Faculty Issues:

A. Presentation on SLO/Classroom Assessment Training – Betty Disney
Betty passed out the draft of the “SLO/CATs” Training Overview which is to find out what our colleagues are doing and to develop some competencies and figuring out some assessments. It will be starting early in the spring. The goal is to have one class from every dept develop SLO’s and an attached assessment plan by the end of spring. The depts. will decide how and when they want the training and how many members of their dept will be participants. There will be a timeline at the spring opening day ceremony as well as definitions of SLO’s and CAT’s, and some breakout sessions. Primary emphasis in the spring is to write the student learning outcomes and think about the ideas for classroom assessments.

B. Report from Academic Senate Plenary

Steve passed out a handout of the resolutions that passed at the Plenary session (on file). Cherie passed out a summary of some of the various breakout sessions that were held (on file). Summaries of all of the sessions will be on the State Academic Senate website.

C. Naming of Campus Buildings – Margie Lewis

Currently, there are several classrooms, conference rooms, and the soccer field that have been named in memory of different people. We’re looking at the possibility now - with the renovation of the buildings - to see if there are potential donors interested in supporting the college and having the recognition of the building being named for them. Process will involve going through a subcommittee, to PAC, and to the board for approval. There is nothing about the amount needing to be donated to have the naming, so we are looking into what the policies are at other colleges. Margie has talked with the Foundation about this. She suggested that if we were to have someone interested, we would have the first monies go to the Foundation’s Title V match account. Once that is secured, the remaining funds would go into the college’s capital outlay fund for additional equipment, furnishings, etc. Take the contributions, and in recognition, you have the opportunity to have a building named after you or a classroom or

conference room. Cypress and Fullerton are looking for some comparability when determining the amounts accepted before the naming of a building is considered.

The Institutional Effectiveness Report is a first for Cypress College. Margie will be sending copies to the senate.

Fullerton College has voted to make their campus a non-smoking campus. Representatives from Fullerton's Associated Students came to Cypress AS and asked them to support their policy, but they are not asking Cypress AS to join them.

Classified Needs Assessment – have indicated to managers that they need to include faculty and staff in discussions to prioritize their needs. Eventually there will be a prioritized list.

Michael asked Margie about some concerns about safety issues in the Administration Building and having people still working and using the building during construction. Margie explained that there was no swing space to move them, but also the librarians were consulted when making the decision, as well as careful consideration of safety concerns for staff and students using the library.

Margie explained that Straight Talk Clinic has been operating the swap meet for years. We realized that by law we are not to have an agreement that exists longer than 5 years without opening it up to proposals. We had 3 proposals come in. Decision to recommend to the board that a company other than Straight Talk be allowed to operate the swap meet.

V. Special Reports:

A. Site and Facilities – *Mark Majarian* (absent)

B. IQA Committee: *Renee Ssensalo* (absent)

C. Treasurer's Report: *Beth Piburn*

Spent \$1,180 from Senate's Travel account to send executive committee members to Senate Plenary. Current balance in our OCTFCU checking account is \$221.75.

D. Adjunct Faculty Report: *Catherine Whitsett*

Some adjunct are having trouble with getting supplies, but Catherine is not sure if it's a division issue or Extended Day issue – especially for those teaching at night. Some division reps reported that they have a classified office person there in the evening; however, not all do. A person is in the Extended Day office, but with the temporary move, there are very few supplies available.

E. Associated Students: *Daniel Sarwono*

Graduation committee meeting. One idea they have come up with is to have faculty line up and students to walk passed. The Associated Students would like

the members of Academic Senate to go back to their divisions and remind everyone to attend the graduation. Hopefully the Stand-by Me program will also be in place again.

F. Campus Diversity: *Randa Wahbe* (absent)

G. Campus Technology Committee: *Gary Zager* (absent)

H. Curriculum Committee: *Peggy Austin*

The Chancellor informed the board that we are setting up a subcommittee of DCCC to look at non-credit and credit courses, certificate duplication, etc., to make sure that we're following Title V. Fola announced that we need a representative for this subcommittee – preferably a rep with a vocational background.

I. Foundation Report: *Beth Piburn*

Beth went to the Safety committee meeting. Discussion re. some of the fences being loose. Having problems with information being relayed when telling construction crew. Contact Campus Safety if you see a safety issue. They will go out and take a picture and report the concern. If you see a problem inside a building, report it to your dean for him/her to report to M&O. In trying to get all of the buildings safety checked, they are going to propose that each dean do an inspection of his/her building twice a year.

J. Staff Development: *Nancy Deutsch*

Requests for funding for conferences is due next Friday, November 18th. The funding covers registration, but if you are a presenter or an officer for an organization, they try to cover more of the cost.

L. United Faculty: *Linda Borla* (absent)

Linda sent an email to report that they have not received a response.

VI. Resolutions:

VII. Announcements:

Monday, November 21, will be a tour of the Tech Ed III building. An allusers email will be going out to invite everyone.

VIII. Adjournment of the meeting at 5:10 p.m. M/S/U (Deutsch/Llanos).

Respectfully submitted,

Cherie Dickey, Secretary