



ACADEMIC SENATE

APPROVED MINUTES

November 11, 2010

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
CAREER TECHNICAL EDUCATION DIVISION, Dan Snook;
COUNSELING DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Molly Schulps
HEALTH SCIENCE DIVISION, Sally McNay;
LANGUAGE ARTS DIVISION & LIBRARY, Cherie Dickey;
PHYSICAL EDUCATION DIVISION, Bill Pinkham;
SCIENCE/ENGINEERING/MATH DIVISION, Alex Mintzer;
SOCIAL SCIENCE DIVISION, Regina Rhymes;

2010-2011

SENATORS-AT-LARGE: Ron Armale, John Alexander, Vicki Castle, Nancy Deutsch, Joe Gallo,
Jolena Grande, Kathy Llanos, Rosalie Majid, Gary Zager;

ADJUNCT SENATOR: Julia Jordanides

LIAISONS: ASSOCIATED STUDENTS: Tiffany Saw and Jasmine Lee;

CAMPUS DIVERSITY:

CAMPUS TECHNOLOGY COMMITTEE: Rosalie Majid;

CURRICULUM COMMITTEE: Cherie Dickey;

FOUNDATION: Beth Piburn;

PROGRAM REVIEW COMMITTEE: Jolena Grande;

STAFF DEVELOPMENT: Nancy Deutsch;

UNITED FACULTY: Regina Rhymes

ACADEMIC SENATE PRESIDENT: Pat Ganer

ACADEMIC SENATE PAST-PRESIDENT: Rob Johnson

Senators and Officers Absent: John Alexander, Rob Johnson, Rosalie Majid, and Dan Snook

Alternates in Attendance: None

Liaisons in Attendance: Nancy Deutsch, Cherie Dickey, Jolena Grande, Regina Rhymes, and
Tiffany Saw

Guests: Jeanne Miller, Jessica Puma, Bob Simpson, and Ramona Veregge

The meeting was called to order by Pat Ganer at 3:04 PM.

- I. Approval of Minutes
The minutes of October 28, 2010, were approved. M/S/P, 2 abstentions (Gallo/Piburn)
- II. Public Commentary
Cherie Dickey presented Steve Gold's proposal to match donations contributing to the American Cancer Society supporting Prostate Cancer Awareness Month ("Mo'vember"). Donations can be mailed to Steve Gold's residential address. Contact Cherie Dickey for more information.
- III. Guest Speakers
 - A. Vice President of Instruction – *Dr. Bob Simpson*
Dr. Simpson greeted the Senate and introduced the three issues that he wanted to discuss:
 1. Course repetition and withdrawals – Because of changes to Title 5, there is a need to change District policy to comply with the new laws. There is a proposal to recommend limiting students to enrolling in a course three times (for non-repeatable courses). For students with three "W"s in a course, the campus can claim apportionment one additional time. A significant lapse of time since the student's completion of a course might impact repeatability, especially for students needing to upgrade skills previously learned or for those programs that restrict the length of time that a course can be used for program completion. Students with disabilities may also be affected since they may need to re-enroll in a course a number of times in order to successfully complete the course.

Students will be informed through orientation and catalog/schedule publications regarding the number of times a course can be taken and the limits imposed for re-enrolling.
 2. Priority registration – More students are finding it difficult to register for the classes they need because continuing students with higher units completed at Cypress are given priority in registration. Dr. Simpson suggested that the Senate consider setting an upper limit to the number of units used to determine registration appointment date and time. There may be an issue with program/degree completion if registration priorities are altered. There can be exceptions created for Career-Technical Education programs, and others as needed.

Senators were reminded that the California Community Colleges Systems Office determined the focus of community colleges to be CTE, Basic Skills, and transfer to four-year colleges and universities, through open access to college courses. Although important, lifelong learning is not as high a priority.
 3. Honors at graduation – (handout provided and available upon request) – Dr. Simpson encouraged the Senate to establish standards for graduation with honors, high honors, and highest honors. President Ganer reminded

the Senate that a subcommittee was previously established to consider this issue.

- B. Distance Education – Jeanne Miller and Jessica Puma
Jeanne Miller distributed handouts (available upon request) regarding Distance Education Week at Cypress College. Several activities have been held, including an open house in the Distance Learning Lab for faculty, staff, and students during the lunch hour on Tuesday. On Wednesday, Jayme Johnson, a speaker from the High Tech Center (funded by a grant for all colleges in the state) was on campus to teach/train faculty and staff.

The new Distance Education Faculty Basics course (handout available upon request) is available on Blackboard for faculty interested in receiving training in teaching online and hybrid courses. This is the renamed Hybrid-Online Training Course offered previously. The new course has three primary focal points: student orientation, what an effective course looks like, and how to teach in an online/hybrid environment. This is a training course for all faculty wishing to teach DE course offerings, provides three units of continuing education credit for salary advancement, and requires 54 hours of class time to complete. Faculty need to complete a basic technology assessment before getting started in the course.

An electronic version of the Cypress College Distance Education Course Quality Rubric is available through Blackboard and on the J drive in the Distance Education folder. It is useful for helping faculty members evaluate their own courses. Faculty members enter the information and receive an email report upon completion of the review process. Jessica and Jeanne were grateful to George Ishak from Academic Computing for putting the rubric together.

The Distance Education Coordinator will be sending out announcements listing the available training to all faculty interested in completing the new faculty basics course.

Ron Armale questioned Jeanne and Jessica regarding whether the Blackboard application for Smartphones allows students full Blackboard functionality. Jeanne and Jessica indicated that a student is not currently able to perform all tasks on a Smartphone that can be completed on a PC or MAC.

IV. President's Report – *Pat Ganer*

A. Board of Trustees – *Pat Ganer*

President Ganer reported that at the Board of Trustees' meeting last Tuesday night a number of reports were presented, creating a lengthy meeting. One report of particular importance was provided from the "Closing the Latino Achievement Gap Summit" hosted at Fullerton on behalf of the District. With nearly 300 people in attendance, the discussion at the summit centered on the issues to be resolved regarding the achievement gap between Latinos and other students, primarily in K-12 education.

Cypress College presented its annual report along with the Institutional Effectiveness report, with both being well-received. Cypress College was singled out for being awarded the federal Title V Hispanic-serving Institutions grant. SCE and Fullerton College both presented drafts of their respective accreditation self-studies. Another report provided information on accountability for 2010.

Re-elected trustees were recognized as well.

B. District Planning Council – *Pat Ganer*

Marcus Wilson, Fullerton College Faculty Senate President, again brought the issue of SCE funding to DPC. Wilson indicated the State Chancellor's Office states the primary mission of the colleges is basic skills, career education, and transfer; SCE does not directly fall within these categories but encourages students to move from SCE into a college pathway. Wilson stated there should be a reduction in the funding allocated to SCE since those classes are designed for a different population, outside of the mission of the colleges specified by the state chancellor's office. After discussion, the Cypress College Academic Senate expressed its belief that although the funding structure for non-credit (much of which is fee-based and designed to be self-supporting) is different from the colleges, SCE is an integral part of the District and important for fulfilling the mission of NOCCCD. SCE students feed into the colleges. NOCCCD policy articulates a role for SCE and any change would require a change in district policy. It is the consensus of the Senate to recognize the importance of continuing education and is committed to supporting SCE.

C. District Planning Council/Chancellor's Cabinet – *Pat Ganer*

The meeting focused on budget issues and discussions regarding growth funding (relabelled "access funding") for campuses. The governor-elect is convening groups to analyze funding cuts since the economy has remained stagnant. There is about \$22 billion that has been deferred into the following fiscal year, and there is the possibility that the District might have to tap into reserves. The meeting also dealt with issues of course repeatability.

D. Planning & Budget Committee (PBC) – *Pat Ganer*

Karen Cant is estimating that this year the swap meet will raise \$1.5 million that can be used to pay for items such as campus refurbishment. There has been a suspension of budget direction committees for funding requests because there is no budget allocation outside of the one-time funding process for critical needs. Karen Cant asked constituent groups to discuss whether the budget direction committees should remain suspended until the budget improves and multiple issues can be addressed.

The budget direction committees will be reinstated when the budget improves. The Senate is comfortable with this resolution. Cant also asked the groups to consider changing the criteria from critical needs to significant needs for PBC one-time funding requests. The Senate was also comfortable with that approach.

- E. Liaison with Michael Kasler – *Pat Ganer*
President Ganer met with Dr. Kasler regarding the Staff Development Coordinator position and current job description. A revised job description was distributed (and available upon request) for the Senate to review and approve before distribution to faculty. There is a need to have a replacement seated for spring 2011, when Nancy Deutsch will be available to train the new coordinator. Cherie Dickey made suggested changes to the job description that will be incorporated--with resulting renumbering, before distribution. Motion to accept the revisions passed (Llanos/Piburn).

V. Faculty Issues – Old Business

- A. Presentation of Accreditation Self Study – *Cherie Dickey*
Cherie Dickey presented the final (third draft) version of the self study prominently displayed on the Cypress College home page (in red). The Planning Agenda items with comments by the Self Study Steering Committee were emailed to Senators. Along with the Planning Agenda Items, the two revised paragraphs regarding Learning Communities were emailed to Senators. Language will be added to clarify the mandatory orientation piloted in 2008-2009 (complete with statistics regarding the success of students participating) along with the program discontinuation (elimination) process.

Marc Posner and Cherie Dickey will select photos to separate the sections of the self study.

After approval by the Senate the self-study will go to PAC next week, the researchers will finish reference documents, and the completed report will be ready to present to the Board of Trustees on December 14. During the Spring Opening Day ceremonies, a presentation will be provided regarding the site visit in March 2011.

Motion passed for the Academic Senate to accept and approve the self study for continued WASC accreditation and approval for Cherie Dickey to make minor editorial changes and add photographs (Piburn/Gallo).

The Senate also expressed its appreciation to Cherie Dickey for her guidance and hard work in the self-study process.

- B. Standard for Graduation with Honors – *Pat Ganer*
This item will be held until next meeting.
- C. Graduation Regalia – *Pat Ganer*
A committee has been formed to consider official recognition of graduation regalia items in the commencement program. Any questions and issues should be forwarded to subcommittee members.

VI. Faculty Issues – New Business

- A. Department Planning and Program Review Reports – *Jolena Grande*
Program Review Committee Chair, Jolena Grande, reported to the Senate on several issues facing the committee this semester in regards to programs/departments completing program review reports. Some departments/programs have expressed a desire to postpone completing the reports until a full-time faculty member is available to write the report. Jolena sought guidance from the Senate regarding the acceptability of delaying rotation for some programs/departments. It was the consensus of the Senate that program review reports need to be completed in a timely manner when the program is in rotation for completion.
- B. Academic Senate Plenary Session - *Regina Rhymes*
Regina Rhymes brought forward the Economics Department concern regarding a vote on the minimum qualifications for faculty in economics scheduled to take place during the state Academic Senate Plenary Session. She expressed the desire of the Economics Department to reject any proposal to change the minimum qualifications for economics faculty.

VII. Special Reports

- A. Accreditation Self-Study – *Cherie Dickey*
- The self-study was approved by the Senate and will be forwarded to PAC and the Board of Trustees.
- B. Associated Students – *Tiffany Saw*
- Last Friday the Leadership Retreat was held. Students met at a local park for team building and other activities.
 - The Pumpkin Bash held on October 28th was a success.
 - Thanksgiving Food Drive ends on November 18th and will help 25 families. On November 16th, students bringing two cans of food will receive food prepared by Associated Students in appreciation for the donation.
 - December 8-9th – Associated Students will be giving out Scantrons, BlueBooks, and coffee for the first two days of final exams.
- C. United Faculty – *Regina Rhymes*
- The 16-week calendar is in negotiation. There will be two open forums in the spring, one at Cypress College, and the other at Fullerton College, to solicit responses from those interested in sharing concerns regarding the proposed change to a 16-week calendar. It is also on the agenda for the Joint Senates/Unions Meeting in spring.
- D. Staff Development – *Nancy Deutsch*
- Nancy Deutsch expressed gratitude to Gary Zager and Deborah Michelle for their willingness to serve as a resident expert. She needs an expert for

Turnitin.com and hopes at least one person per division will volunteer to be the “local expert.”

- A call for workshop presenters in January for flex workshops will be emailed shortly to faculty.

E. Curriculum Committee – *Cherie Dickey*

- Report will be emailed out to Senators.

F. Campus Technology Committee – Rosalie Majid

- No report

G. Academic Senate Treasurer’s Report – *Ron Armale*

- No report.

H. Foundation Report – Beth Piburn

- Beth encouraged all faculty to participate in the Pull for Cypress fundraising campaign.

I. Basic Skills Committee – *Cherie Dickey*

- No report.

J. Student Learning Outcomes Assessment – *Nancy Deutsch*

- Nancy reported that a template would be sent out to faculty for use to assist in collecting data from adjunct faculty for input into TracDat. Assistance is available for adjunct faculty needing to input assessment reports into TracDat.

K. District Technology Committee – *Gary Zager*

Gary reported on the meeting of the District Technology Committee that included discussion of global computing, PC and printer replacement, the creation of a single sign-on, data security awareness, the role of technology in curriculum, and desktop virtualization. For more information on these and other technology concerns, please contact Gary Zager.

VIII. Announcements

- Joe Gallo announced that he has a syllabus template he is willing to share with faculty to help them format a course syllabus using the revised syllabus guidelines approved last year. It was created to help adjunct faculty turn in syllabi that contain all the catalog requirements necessary to meet the syllabus guidelines.
- Deborah Michelle expressed her gratitude for the Veterans who have served in the armed forces.

IX. President Ganer adjourned the meeting at 5:31 PM.

Respectfully submitted,
Jolena Grande, Secretary