



ACADEMIC SENATE
APPROVED MINUTES
November 13, 2008

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
COUNSELING DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Ian Holmes
HEALTH SCIENCE DIVISION, Rosalie Majid;
LANGUAGE ARTS DIVISION, Barbara Kashi;
PHYSICAL EDUCATION DIVISION, Bill Pinkham;
SCIENCE/ENGINEERING/MATH DIVISION, Victoria Castle-Donovetsky;
SOCIAL SCIENCE DIVISION, Regina Rhymes;
VOCATIONAL TECHNICAL DIVISION, Dan Snook;

SENATORS-AT-LARGE: Nancy Deutsch, Michael Frey, Pat Ganer, Ed Giardina, Steve Gold, Kathy Llanos, Mark Majarian, Beth Piburn, Alan Ransom;

ADJUNCT SENATOR: Nora Simoes;

LIAISONS: ASSOCIATED STUDENTS: José Gonzalez;
CAMPUS DIVERSITY: Allison Gotoh;
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 PAST-PRESIDENT: Cherie Dickey
Senators and Officers Absent: Cherie Dickey, Michael Frey, Dan Snook
Liaisons in Attendance: Nancy Deutsch, José Gonzalez, Beth Piburn, Alan Ransom
Guests: Mike Kasler, Karen Cant, Kris Nelson

The meeting was called to order by President Rob Johnson at 3:05 p.m.

I. Approval of Minutes

The October 23, 2008 Minutes were approved as written M/S/P (Llanos/Michelle).

II. Public Commentary

Steve Gold noted that the final drop date is often changed from the date published in the class schedule. He pointed out that drops dates are an academic matter, recommended by the senates and adopted by the Board of Trustees, and that AP 5075.2.1.1 states, "Withdrawals, or drops, are authorized through the last day of the fourteenth week of instruction or 75% of the term, whichever is less." Since finals end on December 18 (18th week), 75% of 18 weeks is 13.5 weeks. So, course drops should

be no later than halfway through the 14th week, not the Saturday of the 14th week, as announced in an email.

III. Special Guest — Mike Kasler and Karen Cant

Mike Kasler shared information about the state budget from an email from the state Chancellor's Office. The state will experience a shortfall of \$24 billion dollars in revenue over the next two years, \$11 billion of which is projected for this year. The projected shortfall for California Community Colleges is \$303 million this year; the projection for the North Orange County Community College District is \$9.5 million; the projection for Cypress College is \$3.3 million. The District has set aside \$5.5 million for spring semester cuts, but Cypress College will still have to make cuts in the spring. What the College is most concerned about is the 2009-2010 fiscal year.

To address these shortfalls, the decision has been made to hold back on filling two full-time classified positions and the Accounting Manager position. As to faculty retirements, a process to prioritize faculty hiring is being followed. The College's obligation is 4.8 positions to fill in the District. The College needs to fill only those faculty positions in critical areas. The LLRC Dean is retiring and there may be an alternative there.

Mike invited all faculty to attend a brown-bag luncheon on December 4 with Chancellor Ned Doffoney and Vice-Chancellor Fred Williams who will discuss the budget crisis.

Karen Cant then distributed the Principles for Budget Reductions, approved on May 15, 2008, by the President's Advisory Cabinet, in anticipation of the budget crisis. She stated that the news about the budget situation changes daily. She pointed out that 80% of the College's budget is full-time positions, so the only way to make budget cuts is to hold off on replacing vacancies so no personnel will be let go.

The Legislative Analyst Office has recommended that the credit fee be increased to \$26 per unit (up from \$20 per unit), effective January 1, 2009, and then further increase the credit fee to \$30 per unit, effective July 1, 2009. Students and the community do not understand that the College has no control over fee increases, nor does the College collect any of these fee increases. In effect, the credit fee for students is being increased, while the allocation to colleges is being reduced.

When asked how long this shortfall will last, Karen said that several sources project that the state will not hit the bottom until December 2010, and then it will take some time to build back up.

When asked if Basis Skills Initiative funding will be cut, she said that she didn't know yet, but that the Basic Skills/ESL Committee should go ahead and spend the funds.

Enrollment, productivity, and transfers are all up. One senator commented that we might not all agree on what is essential. We could cut fewer classes if we put all of our resources into the classroom, but this is neither practical nor desirable. The College needs to consider a balance between offering FTES-generating classes and funding instructional and campus support services such as the library, grounds keeping, special

programs, and SLOs. José Gonzalez reported that Associated Students is working to inform students and write petitions against the fee raise.

IV. Special Guest — Prerequisites & Electronic Registration — Kris Nelson

Kris Nelson, the Matriculation Manager, distributed a handout, “Pre and Corequisites, Advisories, and Other Limitations on Enrollment,” developed in 1999 by the statewide Academic Senate at the state Chancellor’s Office Annual Conference. Kris reviewed with the Senate this document: definitions, significance, reasons for establishing these conditions, state and local responsibility, implementation, formal policies and procedures, challenges, enforcement, and waivers. Additional information is also available at www.cccco.edu/SystemOffice/StudentServices/Matriculation; click on Matriculation Resources on the left side.

One Senator asked if experience in a computer application qualified as a challenge. Kris confirmed that students in Business and CIS, Theater, some of the sciences, Health Sciences, and Photography can challenge a prerequisite if they have the knowledge and ability to succeed in a course/program despite not meeting the prerequisite. However, counselors, admission staff, assessment staff, and instructors can review records and information to determine if student has the ability to succeed. Kris has asked the counseling staff to enforce prerequisites as stated in the handout.

In 2000, Cypress College set prerequisites in math, English, and ESL in Banner. The College has been slowly moving from division to division to turn on prerequisites. This summer the prerequisites for the entire Science Division were turned on. The rest of the timeline is computer sciences and then Fine Arts. Career Technical Education can turn on their prerequisites whenever they want. But we must go in lock-step with Fullerton College so that the prerequisites are equal. In some disciplines like ESL, Cypress and Fullerton have different prerequisites. However, we are moving toward an electronic Student Ed Plan so all prerequisites must be cleaned up.

Banner will block students after January 6, so they will be petitioning for classes, because they registered for classes in early December before finals. If students try to register for a class for which they do not have the prerequisite in January, then a message will be sent on MyGateway. The student will then be directed to call in or email an online counselor. Every query is answered that day, even if counselors have to stay late. Then Kris reviewed the “Top 10 Reasons to Welcome Electronic Prerequisite Checking,” Appendix A.

V. President’s Report

- A. Planning & Budget Committee — No meeting.
- B. President’s Advisory Cabinet — No meeting.
- C. District Planning Council — No meeting.
- D. Board Meeting

Mike Kasler presented the Cypress College Annual Report and Institutional Effectiveness Report. The Board approved a request for 2008-09 membership in the Hispanic Association of Colleges and Universities (HACU) for Cypress College, Fullerton College, and the District and also a membership in the Orange County Business Council (OCBC) for the District. Dr. Doffoney explained that the cost of these memberships was worthwhile due to the improved availability it will provide our district in receiving Federal grants and specifically Title V grants.

The Board Meeting was adjourned in honor of Robert Chavez, Cypress College Automotive Technician.

E. Plenary Session of the Academic Senate of California Community Colleges

Rob Johnson will bring a report to the next meeting of the Senate and send a list of all passed resolution to the Senate. He pointed out that faculty evaluation regarding student learning outcomes is an issue because different accreditation teams are evaluating this accreditation standard differently from other teams, because the accreditation team training is not consistent. Alan Ransom pointed out that faculty evaluation must be negotiated by the union.

F. Chancellor's Meeting with Senate Presidents

Dr. Doffoney asked each of the Senate Presidents what their college does best, and then said, "Back it up." He emphasized the need for evidence, evidence, and more evidence when the Colleges make statements about the success of their programs. Rob Johnson also talked with Dr. Doffoney about the budget process at Cypress College, because Rob felt that the Planning and Budget Committee and the President's Advisory Cabinet only looked at a budget that had already been decided. He reported that Dr. Doffoney supports faculty participation early in the budget process.

G. Adjunct Senator

Nora Simoes is now the Adjunct Senator.

IV. Faculty Issues

A. Class Cancellation Guidelines

Alan Ransom reported that he spoke with the CTA representative, who said that Adjunct United must negotiate the inclusion of "United Faculty" into their contract, so the guidelines stand as originally written. Another Senator pointed out the Senate does recommend the deletion of the dates in the bullet points of the Class Cancellation Guidelines.

B. Other — Memorial Gift for Robert Chavez

This was tabled until a later date.

C. Other — Adjunct Faculty Load

It has been reported that adjunct faculty will be able teach 67% of a full load with the passage of AB 591. However, it is uncertain if this provision has to be negotiated before it can go into effect. This will be researched to determine what needs to be done to implement this new law at NOCCCD.

D. Other — Safety Issue

A Senator pointed out that there is a problem in Parking Lot 5 where the crosswalk for wheelchairs intersects every lane in the parking lot. Students and others speed through the parking lot and across the crosswalk. It is almost impossible to see wheelchairs which are below car level. It was suggested that stop signs be erected to slow down the speeders. This matter will be taken to Shirley Smith, chair of the Safety Committee.

E. Other — Counseling for Spring 2009

Senators were asked to encourage their students to get counseling before registration begins on December 2.

V. Special Reports

A. Associated Students — José Gonzalez

Diana Arbas and a group of Cypress student journalists were asked to make presentation at a journalism conference on the new Divergence Magazine, rather than a traditional newspaper, and were recognized for operating at an university level and quality.

José reported that the faculty and staff softball team won the game with the Associated Students softball team. The students want a rematch.

The Associated Students have established a Legislation Action Committee to inform students of the change in tuition planned for Spring 2009. They continue to work on the Sustainability Committee, the Textbook Committee, and the Diversity Committee. AS representatives will be attending a regional meeting of local community colleges this coming Saturday. AS is conducting a food drive for EOPS students. They are also conducting a letter-writing campaign about the fee change and ask if they can make presentations to students in classes.

B. Treasurer's Report — No report.

C. Program Review Committee (IQA) — No report.

D. Curriculum Committee — Cherie Dickey

In a written account, Cherie Dickey reported that Jeanne Miller and Jessica Puma came to Tuesday's Curriculum Committee meeting to provide a history of the formation of the Distance Ed Plan Committee and also passed out a timeline. There was an excellent discussion and the Committee provided Jeanne and

Jessica with feedback to help them answer guide questions from the ACCJC Distance Education Manual.

Copies of the Distance Education Strategic Plan Timeline were distributed to the Senators. A concern was raised that possibly aspects of the Distance Ed Plan should be approved by the Curriculum Committee and the Senate. Another concern voiced was that the Distance Ed Committee should report to the Curriculum Committee, rather than making decisions in isolation.

E. Campus Technology Committee — Rosalie Majid

The Campus Technology Committee approved the latest draft of the Technology Plan and a draft of website guidelines and will send both drafts to PAC. Also Jessica Puma has developed Web Contributor Training which all faculty must attend in order to create instructor and department pages. This training is being scheduled by divisions.

F. Staff Development

The Leadership Team will meet tomorrow and discuss many of these issues.

G. Foundation Report — No report.

H. Adjunct Faculty — No report.

I. United Faculty

UF has created an ad hoc committee to explore the 16-week calendar to prepare a proposal that will be ready when all building remodels are completed. Will Heusser from Social Science is chairing this UF ad hoc committee. If you are interested in serving on the committee, please contact Will Heusser.

J. Campus Diversity — No report.

VI. Announcements

Mark Majarian invited everyone to attend William Saroyan's "The Time of Your Life."

Rob Johnson will send out the "Response to the 1999 Facilities Master Plan Recommendations" and asked every Senator to read the document before the next Senate meeting.

VII. Adjournment of Meeting

M/S/U (Michelle/Gold) to adjourn the meeting at 5:20 p.m.

Respectfully Submitted,
Nancy Deutsch,
Academic Senate Secretary