CYPRESS ⓒ COLLEGE

ACADEMIC SENATE
APPROVED MINUTES
December 10, 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;
PHYSICIAL EDUCATION DIVISION, Bill Pinkham;
SCIENCE/ENGINEERING/MATH DIVISION, Alex Mintzer;
SOCIAL SCIENCE DIVISION, Regina Rhymes;
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: None.
Alternates in Attendance:
Liaisons in Attendance: Nancy Deutsch, Cherie Dickey, Beth Piburn, Alan Ransom
Guests: Dana Bedard, Stacey Howard, Bob Hughes, Dave Wassenaar,

The meeting was called to order by President Rob Johnson at 3:04 p.m.

I.   Approval of Minutes

The October 22, 2009 Minutes were approved as revised. M/S/P (1 abstention)
(Llanos/Frey).

II.   Public Commentary

A Senator voiced concern with our research office distributing the campus climate
survey at this late point in the semester because the Office would receive fewer
responses or these responses might be skewed due to the timing of the survey during
finals. He heard that the campus climate survey analysis needed to be done next
semester, but any other time in the semester would have been better than right now.

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III.   Guest Speakers – Dave Wassenaar & Bob Hughes – Banner Wait Lists

Dave Wassenaar, the Dean of Admissions and Records, reported that the District just went through Banner 8 upgrade, which has resolved some of the issues we used to have using the Banner waitlist. With a wait list, seats do not open up automatically. Dave and Bob Hughes, the District Applications Support Manager asked: How would wait lists help faculty and students?

The discussion centered on how to prioritize the students who want to add the class; the number of petitioners has grown exponentially, especially for English, math, and science classes. Faculty do not like the idea of doing a lottery which must take place when students show up the first day to petition. The wait list would automatically place them in order as to who gets in first, second, etc.

There was concern expressed that if the wait list is turned on or off for different CRNs, then students would be confused because some classes would have wait lists and others would not. Who's going to turn the switch for each CRN? Division office managers would have to turn the wait list switch on for each CRN.

Bob Hughes reported that currently SCE uses a wait list for some courses. When students try to register for a class, they get a message that the class is closed and asks them if they like to go on the wait list. Faculty can see what day/time students put themselves on the wait list. Even if someone drops the class, the wait list people just sit there; there is no mechanism to move the people into the class if an opening occurs, so someone can jump in line. This was the way wait lists worked at Cypress as well.

With Banner 8, automated functions alert students that they can go on the waitlist. If a spot opens up, no one else can add an opened seat until faculty use the waitlist group. The first person on the wait list gets an email and will have a period of time to register for the class. (The faculty decide the length of time that a student has to register.) If the student misses the deadline, it goes to the second person. One thing Bob wanted to make sure everyone understood was that if each person has, say, 12 hours to register, and opportunities move through the entire list, it could take quite some time to move through the list; also, students can say they didn't get the email, etc. Some benefits are that Banner 8 can check for pre-reqs and course conflicts, which the old wait list couldn't do.   Also Banner 8 can limit students from putting themselves on a waitlist for several sections of the same course.

The concern was expressed that students who don't pass a course can't register to repeat the class until the grades are in. While they're waiting for grades, other people are registering for the class.   This could potentially put those students at the end of the waitlist. Bob explained that Banner has a "reserved seats" function. A faculty member can identify who is eligible for those seats or hold out a particular number of seats that are not open during open registration. The faculty member can also use the waitlist. If faculty decide not to use the reserved seats function, then they would release those seats from "hold" and open those seats to the waitlist students.

The Senate approved a motion that the College implement the new Banner 8 wait list in the near future. M/S/P (3 abstentions) Armale/Ransom

After lengthy discussion, the Senate decided to work with Bob Hughes to test the Banner waitlist in the summer with full implementation in the fall. Bob will need at least four weeks to test the wait list system before it is turned on for Summer 2010.

Kathy Llanos, Ron Armale, Michael Brydges, Catherine Whitsett, Pat Ganer, and Molly Schulps volunteered to form a Senate subcommittee to work with Bob Hughes and Dave Wassenaar to set up the parameters with an A&R workgroup. It was suggested that the subcommittee draw up the recommendations that Bob's office would need to address and have the parameters set by the first Senate meeting in February. Those parameters include how many seats should be reserved for the waitlist (10% or more), when to turn off waitlist and use add codes, and what text language to use to notify students of the waitlist via email and Banner self-service. It was suggested that Division Senators talk with their divisions during the first meeting of the spring semester and give feedback to the subcommittee.

IV.   President's Report – Rob Johnson

   A.   Joint Senates and Faculty Unions Workshop – January 14, 2010

         All faculty are invited to attend the workshop. Rob strongly encouraged the Senators to attend the sessions because of the emphasis on budget and SLOs.

   B.   District Educational Master Plan (EMP)

         Rob stated that there has been some discussion with the other senate presidents and the District Chancellor to have the consultants meet with the faculty representatives to discuss the District EMP. One of the campus meetings has already been arranged to have the consultants come out to the Academic Senate to talk about the educational part of the District EMP. From what Rob heard from his Division meeting, the District EMP is focused on facilities, but a consultant is coming out to talk about the educational philosophy of it. Mike Kasler was in favor of that emphasis at the last PAC meeting.

         The meeting at Cypress may not be with the Senate alone but may include the Planning and Budget Committee and the President's Advisory Council as well. Fullerton College may be doing something similar. However, the School of Continuing Education has not been included. Should the senate presidents take this to the Board? After discussion, it was suggested that Rob should talk with Andrea Sibley-Smith to see if there are still concerns about SCE participation.

V.   Faculty Issues – New Business

   A.   Catalog Rights and Continuous Enrollment – Deborah Michelle

         Deborah Michelle introduced Stacey Howard, our Articulation Officer, and Dana Bedard, Counselor. Stacey explained that the Curriculum Committee discussed the issue of revised language to catalog rights and continuous enrollment a few weeks ago. If Senate is comfortable voting on the new language, it would stay as an addendum in the catalog; if not, then it would be removed.

The Senate looked at current catalog language for "continuous enrollment" and catalog rights. Currently the language gives a student continuous enrollment if only attending Cypress College, but does not include Fullerton College. Stacey has heard various scenarios from counselors that explained how this has impacted students with the policy as written, which she shared with the Senate. The major change that is being proposed is that rather than restricting the continuous enrollment only to Cypress College, continuous enrollment would refer to enrollment at all regionally accredited institutions. Stacey also shared an older catalog language (2001-2002) that shows we did include that language at that time. Stacey pointed out that we do accept transcripts from other regionally accredited courses, so it seems reasonable to allow those same schools to be part of our continuous enrollment policy.

When the catalog year is "broken," the student's major requirements may change, i. e. the math degree requirement has changed, number of units required to graduate, etc.

The question was asked: Is there a unit minimum that students must have taken at Cypress? The answer was 12 units from Cypress College and they must be in attendance during the final year.

Fullerton has the same Catalog Rights policy that we currently have. Stacey has asked the Fullerton Curriculum Committee to review its policy as well so that we can work toward having the same policy.

Stacey surveyed other community colleges. There were varied approaches: nine allowed regional accreditation for continuous enrollment; twelve allow only their own campuses; and six allow only other colleges in their district .

It was M/S that the Senate accept the revision language of the third option. (Piburn/Armale)   No vote was taken.

It was M/S/P to table until we return in January so that the Division Senators can discuss this with their division faculty.   (Piburn/Deutsch)   (1 against)

B.   General Education Student Learning Outcomes – Nancy Deutsch

Since Spring 2005 the College has been assessing the SLOs for the 1,169 courses. ACCJC says we need to start on the Gen Ed and Program SLOs. A form for Gen Ed SLOs was held in September. Faculty who volunteered met four times. A draft was taken to the Leadership Team Meeting in November. The subcommittee addressed the comments with a revision. Nancy passed out the draft proposal that includes the tracked changes based on the comments from the Leadership Team meeting, which constituted a first reading. Nancy asked that senators take this to their first division meeting in the spring and get feedback.

It was suggested that this document be emailed to all faculty as well as deans to inform them that they need to discuss this at their division meeting.

C.   Other—SLO Assessment Committee – Nancy Deutsch

       This item was tabled.

VI.   Faculty Issues – Old Business

AP 2431 Chancellor Selection – Pat Ganer

Pat Ganer reported that a major contentious point has been about whether the constituency groups are to appoint their own representative or send forward three names for the Board to then select. The District Planning Council (DPC) subcommittee, of which she is a member, has been working on a proposal that could be supported by all constituent groups. The subcommittee's proposal will be submitted to DPC in January.

It was the sense of the Senate to support the position of the subcommittee .

VIII.   Special Reports

A.   United Faculty -- Alan Ransom

       The District has included the following sections as reopeners:
          11 - "Clarify provisions regarding the establishment and modification of maximum class size for courses and provisions relating to compensation or multiple sections."

          12 – "Clarify provisions regarding minimum class size and the circumstances under which classes may be cancelled or withdrawn."

       The following faculty members were elected as UF officers for 2010-2011: Fola Odebunmi - President, Les Doak - Vice-President, and Linda Borla – Secretary. Sharon Portman was elected for a two-year term as Treasurer.

B.   Associated Students — Danial Shakeri – No report.

C.   Treasurer's Report — No report.

D.   Foundation — Beth Piburn

       Beth thanked faculty for their participation in the Pull for Cypress campaign. More college faculty and staff participated this year than ever before.

E.   Accreditation Self-Study — Cherie Dickey

       The Steering Committee met a few weeks ago, which gave the chairs of the various committees a chance to hear what the other groups are doing and to get clarification on how they should proceed. Cherie and Santanu will be meeting with the Standard Chairs in the beginning of spring semester to help prepare them for what they'll be doing once the drafts have been submitted.

F.   Basic Skills Committee — No report.

G.   Curriculum Committee — Cherie Dickey

The Curriculum Committee has one more meeting for the semester with over 50 courses still to approve. Cherie explained that one of the difficulties for the committee is that once courses have gone through Tech Review and returned via CurricUNET to the originating faculty, it can be weeks before the course is resubmitted to the committee for final approval. This creates a real log jam. In the spring, the committee will be looking at ways they can try to relieve this situation.

H.   Campus Technology Committee — Rosalie Majid – No Report

I.   Staff Development — Nancy Deutsch

The Staff Development Committee is conducting a needs assessment, but will not be sending it out until the beginning of the spring semester.

J.   Student Learning Outcomes Assessment – Nancy Deutsch

The SLO Team is working with a consultant from Nuventive the last two days of the fall semester to configure TracDat for the Department Planning and Program Review process. They will then consult with the Program Review Committee to review the process before bringing it to the Academic Senate for approval.

VII.   Announcements—None

VII.   Adjournment of Meeting

M/S/U (Llanos/Michelle) to adjourn the meeting at 5:25 p.m.

Respectfully Submitted,
Nancy Deutsch,
Academic Senate Secretary