



ACADEMIC SENATE
APPROVED MINUTES
December 11, 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: Michael Frey, Ed Giardina, Ian Holmes, Barbara Kashi, Bill Pinkham, Nora Simoes, Dan Snook
Liaisons in Attendance: Nancy Deutsch, José Gonzalez, Beth Piburn, Alan Ransom
Guests: None

The meeting was called to order by President Rob Johnson at 3:06 p.m.

I. Approval of Minutes

The November 13, 2008 Minutes were approved as written M/S/P (1) (Ransom/Majid).

II. Public Commentary – None.

III. President's Report – Rob Johnson

A. District Planning Council

The District is expecting to have budget cuts totaling from \$6-\$15 million in 2009-2010; the estimate for Cypress College is \$5 million. The Chancellor has formed a DPC Budget Subcommittee to generate ideas and strategies for the District to meet the budget challenge over the next few years. Everything will be considered: budget categories, personnel – dormant positions; operating allocations; Extended Day budgets; District-wide expenses; self-supported programs/grants; and carryovers. Also to be considered are updated vacancy list for all positions; campus on-going expenses; list of all administrators by budget centers; and list of all faculty including efficiency information. Members of the Budget Subcommittee from Cypress College are Rob Johnson (Academic Senate), Anna Novisoff (CSEA), Rod Lusch (CSEA), Sam Russo (AdFac), Karen Cant (Vice-President), and Jeannette Vasquez (Associated Students). Fred Williams, the Vice-Chancellor of Finance, serves as Chair.

Fred Williams has asked the State Chancellor's Office to suspend the full-time faculty obligation for the District for 2009-2010. However, the decision was made to hire six faculty so we will not need a waiver this coming year.

One cost-cutting strategy being considered is the consolidation of some of the functions at the District: centralizing Academic Computing and centralizing the Research function. Several Senators expressed concerns about these two strategies, especially centralizing Academic Computing.

The Senators and faculty were asked to send any ideas for achieving a reduced budget to the Chancellor.

B. Planning and Budget Committee

Karen Cant distributed the Guidelines for Budget Reductions and the One-time Budget Process documents for review by the Committee. Discussion centered on the need for division prioritization if the Direction Subcommittees are instructed to ignore the division priorities. PBC decided that the divisions will not be asked to prioritize their requests.

C. President's Advisory Cabinet

- The Guidelines for Budget Reductions were reviewed and discussed.
- PAC approved the Guidelines for Class Cancellation by consensus. The faculty representatives were concerned that adjunct classes had different enrollment standards. The faculty accepted the guidelines without fully approving them.
- Construction update: The odor problem in Student Center has not been solved.
- A state memo about state capital outlay bonds may lead to a cash flow problem for the District's construction projects.
- The District has a skateboarding and bicycling policy, so Cypress will not write another one. Karen Cant has asked for attractive anti-grinding devices.
- The College has scheduled Swap Meets on Monday, Tuesday, and Wednesday of Christmas week since classes are not in session.

- Three full-time positions for 2009-2010 have been approved to replace instructors who have retired from these departments: Nursing, Psych Tech, and Automotive Technology. All are needed to maintain the integrity of these programs.
- The College will be hiring an Interim Manager for Academic Computing.
- The College is discussing furloughs of 1 day a month for administrators or having deans covering two divisions instead of one division, as Cypress College has done in the past. Other possibilities include rollback of salaries, increase in teaching load, and reducing the Extended Day program.

D. PAC Enrollment Management Subcommittee

This subcommittee, created under the 2008-2011 Strategic Plan, is under development. More information about the purpose and membership of the subcommittee will be shared in coming months.

E. Campus Climate Survey Results

A summary of the campus climate survey reported: "Helping students succeed provides satisfaction and a goal for Cypress College employees. We also rate our college as a friendly environment. We seem to believe that minority employees and students (either based on gender, ethnicity, or sexual orientation) are treated fairly and are not blocked from success. However, participation in decision-making was rated as problematic." The faculty (combined full-time and part-time) and classified staff were not as satisfied with the decision-making process as managers, nor did they feel that their present position satisfied their professional goals and aspirations to the extent that managers did.

F. Joint Senates and Faculty Union Meeting – Thursday, January 8, 2008

All Senators and faculty members are encouraged to RSVP and attend this meeting. Some Senators commented that in the past, presenters did not speak to the printed topics and encouraged the organizers to keep the presenters on topic.

IV. Faculty Issues

A. Curriculum Institute – Rob Johnson

It was MSP (Piburn/Llanos) that if funding is available, the Senate authorizes Cherie Dickey's attending the Academic Senate of California Community Colleges (ASCCC) Summer Curriculum Institute in Anaheim in July 2009.

B. Institutional Effectiveness/TracDat Task Force – Nancy Deutsch

The proposal for establishing an Institutional Effectiveness Task Force with the purpose of configuring TracDat, a relational database and outcomes management system, was presented and approved by consensus by the Academic Senate.

C. Deadline for Submission of Grades — Deborah Michelle

Much concern was expressed that the January 5th deadline for submission of grades was too late for some students to register, especially those students who had not passed a class and had already signed up for the subsequent class. Because classes were filling quickly, students might not find an open section of the class they needed. It was M/S/U (Ganer/Ransom) that the deadline for submission of grades should be five (5) calendar days after the instructor's last final, not the fifth day of the next month.

D. Length of Intersession Under Proposed Compressed Calendar – Steve Gold

Steve Gold, on behalf of the Math Department, presented the first reading of a Senate resolution asking that any compressed calendar proposed by United Faculty include a winter intersession of no fewer than five weeks and no fewer than 19 potential days of instruction. Steve explained that Dale Craig, UF President, had told a colleague that United Faculty was considering a compressed calendar with a 4-week intersession. Regina Rhymes confirmed that the United Faculty subcommittee had discussed a six-week winter break, among other alternatives. Steve presented a chart outlining the length of January intersessions offered by surrounding districts: five are offering 6-week intersessions, one is offering a 5-week intersession, and two are offering 4-week intersessions. He explained that the Math Department would prefer a 6-week intersession but believed a 5-week intersession would have a better chance of being approved. He said he would welcome an amendment to change the resolution to read six weeks instead of five, and several senators indicated their support for such an amendment. Steve asked division Senators to discuss this issue at January division meetings, focusing on course integrity and difficulty, as well as the start dates and end dates of the fall semester, the winter intersession (if scheduled), the spring semester, and summer school.

E. Distance Ed Strategic Plan

This discussion was tabled until the January 22, 2009, meeting.

F. Other — Class Size

The Cypress College administration will be asking faculty to add a few extra students to their classes to increase productivity. The administration is also pushing to increase class size to increase FTES.

G. Other — Reassigned Time

The administration is looking at rolling back reassigned time as a cost-cutting measure.

H. Other — Summer School Session

The College is scheduling only one summer school session with a start date of June 22 and ending by the beginning of the fall semester in order to serve high school seniors. Concern was expressed that with this timeline, eight-week summer school courses would end the Thursday before the first day of the Fall 2009 semester. It was suggested that the summer session begin on June 15.

I. Other — Budget Reduction Strategy

Another cost-cutting strategy being discussed by the District is increasing faculty full-time load from 15 units to 17 units each semester.

V. Special Reports

A. Associated Students — José Gonzalez

- AS hosted a barbeque today to support students during final exams. Hot dogs and punch were served from 11 am to 1 pm.
- Coffee and cookies will be served Monday through Thursday (December 12-18) in the Student Activities Center as another Finals Week event.
- The “Welcome Back” event is scheduled for January 28 and 29 from 11:30 am to 1:30 pm. AS is considering options such as carne asada, pizza, and hamburgers.
- A teeth-whitening fundraiser is being planned for next semester. The cost will be \$100. The event dates are yet to be determined, but they could be as early as the first Thursday of the Spring Semester.

B. Treasurer’s Report — No report.

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

D. Curriculum Committee — No report.

E. Campus Technology Committee — No report.

F. Staff Development — No report.

G. Foundation Report — No report.

H. Adjunct Faculty — No report.

I. United Faculty — No report.

J. Campus Diversity — No report.

IV. Announcements

Victoria Castle distributed a one-page summary encouraging students to participate in the new \$1.2 million STEM Program funded by the Federal College Cost Reduction and Access Act for Hispanic-Serving Institutions Grant awarded to Cypress College.

VII. Adjournment of Meeting

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

Respectfully Submitted,

Nancy Deutsch,
Academic Senate Secretary