



ACADEMIC SENATE

APPROVED MINUTES

December 13, 2012

DIVISION SENATORS: BUSINESS AND COMPUTER INFORMATION SYSTEMS DIVISION, Jesse Saldana;
CAREER TECHNICAL EDUCATION DIVISION, Carlos Urquidi;
COUNSELING AND STUDENT DEVELOPMENT DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Robert Johnson;
HEALTH SCIENCE DIVISION, Lynn Mitts;
LANGUAGE ARTS DIVISION & LIBRARY, Michael Brydges;
PHYSICAL EDUCATION DIVISION, Bill Pinkham;
SCIENCE/ENGINEERING/MATHEMATICS DIVISION, Fumio Ogoshi;
SOCIAL SCIENCES DIVISION, Bryan Seiling;

2012-2014

AT-LARGE SENATORS: Ron Armale, Cherie Dickey, Christie Diep, Nancy Deutsch, Jolena Grande, Will Heusser, Kathy Llanos, Rosalie Majid, Therese Mosqueda-Ponce

ADJUNCT SENATOR: Art Goldman

LIAISONS: ASSOCIATED STUDENTS, James Drake;
BASIC SKILLS COMMITTEE, Cherie Dickey;
CAMPUS DIVERSITY COMMITTEE, Vacant;
CAMPUS TECHNOLOGY COMMITTEE, Rosalie Majid;
CURRICULUM COMMITTEE, Mark Majarian;
CYPRESS COLLEGE FOUNDATION, Rosalie Majid;
PROGRAM REVIEW COMMITTEE, Jolena Grande;
STAFF DEVELOPMENT COMMITTEE, Rebecca Gomez;
STUDENT LEARNING OUTCOMES COMMITTEE, Nancy Deutsch;
UNITED FACULTY, Randa Wahbe;

ACADEMIC SENATE PRESIDENT: Gary Zager

ACADEMIC SENATE PAST-PRESIDENT: Pat Ganer

Senators and Officers Absent: None.

Alternates in Attendance: None

Liaisons in Attendance: Nancy Deutsch, Cherie Dickey, James Drake, Rebecca Gomez, Jolena Grande, Mark Majarian, Rosalie Majid, Randa Wahbe

Guests: Dr. Simpson, Cypress College President; Akilah Courtney and Regina Ford, Admissions and Records; Dan Snook, CTE Division Faculty; Sarah Jones and Kathy Wada, Language Arts Division

Faculty; Joe Gallo and Ian Holmes, Fine Arts Division Faculty; and Damon de la Cruz, Health Science Division Faculty

The meeting was called to order at 3:02 PM by President Gary Zager. President Zager asked that the agenda be modified to move the Freshman Block Business item to the February meeting. All senators were in agreement to re-agendize the item.

I. Approval of Minutes

The minutes of the November 8, 2012, meeting were approved with minor corrections, (Dickey/Johnson), M/S/P, no abstentions.

II. Public Commentary

James Drake, the Associated Students Representative, thanked the Senate for allowing him to serve as a liaison this semester. He will not be attending Senate meetings next semester. Kathy Llanos thanked James for his service.

President Simpson thanked the Senators for their commitment to the college. He commented on the High School Collaboration Guidelines and explained his intentions to incorporate our concerns with his proposed revisions, which senate will be discussing today. He is presenting a different structure to the collaboration and suggested we consider a joint committee to look at feasibility matters to bring forward to the Senate for consideration and approval.

Pat Ganer mentioned that she would like the public record to reflect that she alone is the person referred to in the comments made in the English Department Memo attached to the minutes of the previous meeting, held on November 8, 2012.

Dan Snook, CTE division faculty member, addressed the Senate regarding blocking students from registering for classes in which they are eligible, in order to preserve space for other students. There is a course that is being blocked for registration and uses an interview process to determine which students will be issued add codes.

III. Special Reports

A. Associated Students – *James Drake*

No report.

B. United Faculty – *Randa Wahbe*

UF Calendars have been distributed to members, and Randa noted that the Joint Senate-Union Meeting will be held on Thursday, January 31, 2013. Speakers will be presenting information about benefits and privacy issues. Dale Craig will be sending out additional information.

The district will be sending out W-2 reports to employees listing the cost of employee health benefits.

In February, deans' surveys will begin, with three deans at Cypress and three deans at Fullerton being evaluated by United Faculty. This additional survey, outside of the campus comprehensive evaluations conducted every three years, will allow faculty outside of the dean's division/area to evaluate the dean's performance.

There will be UF General Meetings scheduled on April 10 and 24 for which all faculty are invited.

There has been no UF appointment to the Cypress College VP Instruction hiring committee yet, and Randa mentioned that since the meeting will take place during the break, faculty members should be compensated for the additional time.

C. Staff Development – *Rebecca Gomez*

No report.

D. Curriculum Committee – *Mark Majarian*

Mark reported that 555 courses, 67 degrees and certificates, and 11 new transfer degrees have been approved. 15 Associate Degree – Transfer were also approved. They are trying to get Political Science and History in the catalog and up to 17 more are being planned for next year. These ADTs have been approved by the State Chancellor's Office and the State Academic Senate.

There was a question about how many CSUs and UCs will be accepting the ADTs. The state Academic Senate is in the process of securing acceptance for the CID Descriptors across the state.

E. Campus Technology Committee – *Rosalie Majid*

No report.

F. Academic Senate Treasurer's Report – *Ron Armale*

The Academic Senate has not spent much money this year with only one Plenary Session attended by President Zager. Gary will submit his receipts for reimbursement to Louella in the President's Office.

G. Foundation Report – *Rosalie Majid*

The Outstanding Alumnus nomination forms have been distributed along with Foundation Scholarship forms for students. Rosalie reminded Senators that the American Awards will be February 23, 2013, at the Disneyland Hotel.

H. Basic Skills Committee – *Cherie Dickey*

Cherie presented the new action plan to the Senate and mentioned which items the Basic Skills Committee will be working on. Over 1,000 Stop-Out surveys were collected regarding why students do not progress into the next successive course. She also

reported that the BSI Committee is interested in setting up a dialogue with area high schools regarding college expectations of high school graduates. This dialogue will create an understanding between the institutions. The BSI group is also interested in participating in the Counselors and Principals Breakfasts held each year. In addition, the BSI Committee has a new funding request form that will be available on the Campus (J) Drive.

I. Students Learning Outcomes Assessment – Nancy Deutsch

Report deferred – under Old Business.

J. Program Review and Department Planning – Jolena Grande

All programs required to submit Program Review documents, along with CTE biennial reports, have been reviewed by the Committee. Jolena expressed gratitude to the Senators who may have helped spread the word about the importance of completing Program Review documents in a timely fashion. In addition, she complimented those programs who attended the Program Review meetings to present their program reviews and answer questions.

K. District Council on Budget and Finance

Jolena reported on the workgroup meetings charged with the task of creating a district budget allocation model proposal. She provided some information about the data being gathered to create the proposal. The next meeting will be January 11 at the District.

IV. President's Report – Gary Zager

A. District Coordinating Council (DCC) – previously DPC – November 26, 2012

1. Budget overview by Mr. Fred Williams

Fred stated that it will take us until February 2013 until we find out just how much will be our revenue from Prop 30. Everything until then is nothing more than an estimate.

2. Announcement of the Strategic Plan Funding Committee Report

Gary Zager served on this committee. This is very similar to a One-Time Funding Request or an Innovation Fund Request. Next semester, personnel may request one-time funds if they can link it specifically to the Strategic Plan. Details will be sent by email soon.

3. Priority Registration Discussion

Dr. Bob Simpson announced the results of the work of the Priority Registration Committee. He shared the new suggested tiers as we have seen in Senate.

The Banner Steering Committee representatives countered with a different plan as they felt that with so much happening with A&R and Counseling as well as with Banner that to add these new tiers would create an administrative bottleneck.

After a very spirited discussion, the item was tabled until the next meeting.

**B. Board of Trustees –
November 13, 2012**

1. Everyone congratulated each other on the passing of Prop 30. Mr. Fred Williams gave a detailed report on what the passing of this proposition means. I did not hear anything new. You can look at the updated 2012 – 2012 Budget & Financial Report at: <http://www.nocccd.edu/Departments/FandF/documents/2012-13ProposedBudget.pdf>
2. Dr. Robert Simpson gave the Cypress College Annual Report. President Zager reported that he did a super job representing our school. The PowerPoint looked fabulous. The stats were positive. President Zager felt that we all have a lot of be proud of. There were several questions from the Board regarding “Closing the Gap” and how Basic Skills are succeeding at CC.
3. There was a presentation and discussion on transferring an existing Bond loan to a lower interest rate saving the average homeowner money in the coming years as well as a substantial savings in interest to the District. There was considerable discussion and questions by the Trustees on this issue and was eventually passed.
4. President Zager confirmed to the Board that we were meeting our obligations regarding SLO’s and were on target to present a favorable report to ACCJC in March.

November 27, 2012

1. Dr. Rajen Vurdien, President of FC, gave the State of Fullerton College Report (see handouts at our meeting)
2. The Educational Plan / Degree Audit System Acquisition was proposed, discussed and approved. The project has now begun and it is expected to be completed by March 1, 2014.

December 11, 2012

1. Pat Ganer attended in President Zager’s place.
2. There were several “Certificates of Election” of the Trustees who were up for and succeeded in their elections Nov. 6th. There were several “Certificates of Appointment” where the BOT make appointments to community groups such as the Fullerton Museum Association of North Orange County.
3. Dr. Greg Schulz, Provost of SCE gave the SCE Annual Report (see handout at our meeting)
4. Recommended to approve the Self-Assessments of each of our three institutions.

C. Institutional Effectiveness Council (IEC) – November 19, 2012

There was discussion on how to measure persistence and how to measure success. The Council viewed the new database report manager Bookit and discussed how we are going to define the terms of our report. Gary is very impressed with how our IR Dept. is leading the way with the District

D. Planning and Budget Committee - November 15, 2012

1. There was a budget update by Karen Cant. The committee discussed Prop 30 and how it will help us. We are still \$1.5M in a deficit at Cypress College, but reductions are achievable by July 1.
2. Santanu reported on the Institutional Effectiveness Report that was presented to the Board of Trustees by Dr. Simpson on Nov. 13th.
3. Review One-time Funding Criteria
4. Threat Assessment Team Update - the new "Team" will be meeting for the first time end of November.

December 6, 2012

1. There was a budget update and FTES Update - For Spring there are 12,000 + enrolled and 5 – 6,000 on waitlists
2. Grade Change Policy Update – Going from 5 years to 2. Regina Ford to speak to this at the next PBC meeting (also in our Senate Meeting 12/13)
3. SLO Report (we will hear about this also in Senate 12/13)

E. President's Advisory Committee (PAC) (Everything discussed in PAC has already been mentioned in the above sections).

November 15, 2012 - See Planning and Budget Section

December 6, 2012

1. Meeting began with a budget update and Bookstore update – There are tentative language agreements between CC and CSEA. Once the previous is ratified, an RFP will be issued next semester with the goal of transfer by the beginning of Fall, 2013
2. DSPS Allocations – District Committee still working on this item. There were also SLO Report, DCC Report, and FTES Update.
3. As of 12/6, all Communication, Math and English courses are filled leaving none for incoming Freshmen.

F. Graduation Planning Committee

In our last two meetings (Nov. 13 and Dec. 11) we have discussed possible graduation speakers (it is Administration's choice this year) and how to select our Graduate of the Year (Must have a 3.75 GPA and must have completed 45 units at CC). The committee also discussed facility issues such as staging, seating, food, music, etc.

G. Additional Items

Since our last meeting, President Zager had the opportunity to attend the Fall Plenary of the Academic Senate for California Community Colleges. Below is a hyperlink that will take you to a listing of the resolutions that were passed. There were over 120 delegates from 112 of the California community colleges who debated about 28 resolutions and amendments (8 resolutions were on the newly developed consent calendar) on topics such as equity and diversity, curriculum, disciplines list, technology, intersegmental issues, matriculation, professional concerns, etc. The website is <http://asccc.org/materials>

You can also download and view PowerPoints of the breakout presentations at:
<http://asccc.org/events/2012/fall-plenary-session/presentations>

President Zager has put a call out for the following two positions:

SLO Coordinator – The person who had hinted at interest is not ready to make a commitment. President Zager will re-post the call next week.

District Innovation Fund Committee – No one has volunteered. President Zager will re-post the call next week.

Executive Vice-President Hiring Committee - there are three faculty to appoint to this committee: Mark Majarian, Jolena Grande, and Joe Gallo

H. Responses to President's Report

President Zager entertained questions regarding the President's Report. Gary asked the Senate to affirm his appointment of Mark, Jolena, and Joe to the EVP Hiring Committee. There was some concern about having two faculty members from the same division. With the first meeting scheduled for December 21, and another meeting to be held in January, President Zager mentioned the urgency of selecting appointments. The remaining meetings will be held after school resumes in February. Pat Ganer outlined the Senate's protocol for soliciting and selecting from the pool of volunteers. The role of the Senate is to approve or disapprove the suggested appointments. Pat suggested that the Senate propose an alternative appointment if there is concern with President Zager's selections for appointment. President Zager asked Senate to approve his appointments, (M/S/P, Armale/Seiling with no abstentions)

V. Faculty Issues – Old Business

A. ACCJC Implementation Report - *Nancy Deutsch*

Nancy listed members of the SLO Committee who have helped with closing the loop on SLOs for their respective divisions. The SLO Implementation Report was distributed for commentary. Nancy answered questions regarding contents of the report. There is a need to complete the loop on all of the college programs. The student support services program loop completion is low. President Zager asked for a motion to authorize Gary and Nancy to complete the report to be sent out two weeks before the next Senate meeting for editing and revisions. On February 14, 2013, the Senate will vote on final approval. It was so moved (Llanos/Urquidi, M/S/P).

B. Freshman Block– *Gary Zager*

This item is being held until the February 14, 2013, meeting.

C. SLO Coordinator – *Gary Zager*

There is no one interested in serving as SLO Coordinator at the present time. President Zager will send out another call.

D. Funding for Plaque – Foundation Update – *Gary Zager*

SEM Division Faculty are interested in raising funds within the division.

E. Academic Senate Website Update – *Christie Diep*

Christie Diep provided an update on the development of the Senate website. She asked Senators to take a look at different Senate websites and see what items are desirable. Decisions regarding layout, design, font, and color palette will need to be made so that she and Fumio have some direction regarding the website. The shell will not be available through Academic Computing, but Gary is working on it.

F. Draft of Senate Decision-Making Protocol – *Kathy Wada*

Kathy Wada distributed a copy of the draft protocol for comment and feedback. There were several questions regarding the draft proposal, including concern that there needs to be a record of when calls for participation are made by the Senate. This item will be re-agendized for the next meeting.

G. High School Collaboration Guidelines – *Gary Zager*

President Zager mentioned that Dr. Simpson has proposed some changes to the Senate High School Collaboration Guidelines. Dr. Simpson would like to have a special committee created for determining which high school collaborations would be entertained. The Senators requested that more time be given, and to re-agendize the guidelines. Seiling/Diep moved to table the item until the next Senate meeting (M/S/P)

H. Other – *Gary Zager*

President Zager invited Akilah Courtney and Regina Ford to address the Senate regarding reducing the grade change time limit from 5 years to 2 years. Regina addressed the Senate, which previously discussed the issue September 27, 2012, and supports the request to limit the amount of time. Christie Diep asked for clarification regarding when the change will become effective. Regina and Akilah suggested that it become effective in fall 2013. Carlos Urquidi asked about which records must be maintained by faculty, to which it was answered that attendance records and grade records must be maintained.

VI. Faculty Issues – New Business

A. Reassigned time on campus - *Gary Zager*

President Zager distributed a list of reassigned time provided by Karen Cant. There was concern that there is a disparity between the reassigned time provided at each campus. Senators discussed the possibility of being able to have additional reassigned time provided.

B. SEM Parking – *Ron Armale*

Ron Armale brought to the Senate issues regarding SEM parking. The parking available in lot 7 is inadequate. Ron asked if Humanities faculty could park in lot 8 rather than in lot 7, and that Senators announce his request within their divisions.

C. Term Limits – *Bryan Seiling*

This item will be held for another meeting.

D. Release Form for Letters – *Fumio Ogoshi*

This item will be held for the next meeting.

E. Student Registration – Limitation Issues – *Dan Snook*

Dan Snook brought forward to Senate the special program limitations on enrollment issue under Public Commentary. It was suggested that the Senate President speak with the EVP or the Dean of Admissions and Records, and the Chair of the Curriculum Committee to gain clarification regarding the issue.

F. Senate Faculty Awards – *Pat Ganer*

Hold for next meeting.

G. Other

None.

VII. Announcements

None.

VIII. Adjournment of Meeting

Meeting adjourned at 6:10 PM.

Respectfully submitted,

Jolena Grande, Secretary