



ACADEMIC SENATE

APPROVED MINUTES

December 14, 2006

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
COUSELING DIVISION, Deidre Porter;
FINE ARTS DIVISION, Rob Johnson;
HEALTH SCIENCE DIVISION, Kathy Boettger;
LANGUAGE ARTS DIVISION, Kathy Llanos;
PHYSICAL EDUCATION DIVISION, Bill Pinkham;
SCIENCE/ENGINEERING/MATH DIVISION, Craig Tomooka;
SOCIAL SCIENCE DIVISION, Will Heusser;
VOCATIONAL TECHNICAL DIVISION, Dan Snook;

SENATORS-AT-LARGE: Michael Brydges, Nancy Deutsch, Cherie Dickey, Michael Flores,
Michael Frey, Pat Ganer, Ian Holmes, Beth Piburn, Karen Watson.

ADJUNCT SENATOR: Catherine Whitsett.

LIAISONS: ASSOCIATED STUDENTS: Samantha Tinsay;
CAMPUS DIVERSITY:
CAMPUS TECHNOLOGY COMMITTEE: Rob Johnson;
CURRICULUM COMMITTEE: Peggy Austin;
FOUNDATION: Beth Piburn;
IQA COMMITTEE:
SITE AND FACILITIES COMMITTEE: Mark Majarian;
STAFF DEVELOPMENT: Nancy Deutsch;
UNITED FACULTY:

ACADEMIC SENATE PRESIDENT: Steve Gold
ACADEMIC SENATE PAST-PRESIDENT: Fola Odebunmi, Dan Snook
Senators & Officers Absent: Michael Flores, Pat Ganer, Fola Odebunmi, Bill Pinkham
Alternates in Attendance: Jolena Grande for Kathy Boettger; Dan Pelletier
Liaisons in Attendance: Nancy Deutsch, Rob Johnson, Beth Piburn, Josh Luna for Samantha Tinsay
Guests: Deborah Michelle, Regina Rhymes

The meeting was called to order by President Steve Gold at 3:04 p.m.

- I. M/S/U (Dickey/Johnson) to approve the minutes of the November 30, 2006, meeting.

- II. Public Commentary: (Public commentary is time made available for issues to be brought before the Senate. No action will be taken at the time of the commentary and statements do not reflect the Senate position absent any action.)

No public commentary.

- III. President's Report *Steve Gold*

A. Appointments to Committees

Faculty have been appointed to serve on the following committee, and were confirmed by Senate:

- Fine Arts Dean Hiring Committee -- Michael Johnson, Cliff Lester, and Kate Reid

B. IQA

It is important that each division is represented on the IQA committee. In the fall, meetings are held 3:00-5:00pm every Monday, in Mortuary Science. In the spring, meetings begin in February. Steve would like to be sure there is adequate faculty representation on the committee. P.E. is represented by their dean in lieu of a faculty representative. The senators from Social Science and Counseling reported that their deans are working to get faculty representatives for the committee. (The Social Science Dean is currently a member of the committee, but the faculty position is vacant.)

Rob Johnson reminded everyone that the Direction Committees use the IQA reports as a basis for one-time funding.

Several senators raised questions regarding how the IQA process now fits with the Educational Master Plan (EMP). Steve will invite the new IQA chair, Kathy Alvarez, to a Senate meeting to answer questions.

C. Memo from Karen Cant, Director - Budget & Finance

Karen Cant is concerned that information is not being disseminated regarding Administration's efforts to meet budget needs on campus. She also shared with Steve that COLA to the District does not automatically go to the college. Steve has invited Karen to come and speak at the second meeting of the Spring semester.

Steve distributed copies of a memo (Attachment 1) from Karen Cant, in response to the Academic Senate Minutes, October 12, 2006. It includes the information that the SEM supply budget has been increased by \$23,690. Craig Tomooka reported that Administration had asked Biology and Chemistry how much additional money would be needed to support the offering of additional classes (beyond current levels), and they calculated the cost to be \$23,690.

D. Faculty Hiring Policy

Chancellor's Staff have proposed a faculty hiring policy/procedure which is essentially the old policy updated to remove affirmative action language and with some "unpopular" provisions removed (such as the requirement for a president to serve on the hiring committee if all recommended candidates are rejected). Andrea-Sibley Smith, SCE Senate President, took the old policy and did strike-outs and underlines to identify the changes, and the faculty representatives on Chancellor's Cabinet will ask to have some of the original language restored.

IV. Faculty Issues

A. Limiting the Size of Email Attachments *Craig Tomooka*

Senators are concerned that emails with attached flyers take up a significant amount of space and result in campus mailboxes filling up. This then prohibits faculty from responding to email from students or from sending email to other faculty until the volume is reduced. Flyers from the Transfer Center were cited as being particularly large. Catherine Whitsett shared that the problem occurs primarily with attachments sent in .pdf (Adobe) format. Deidre Porter shared information from Penny Gabourie indicating that for budgetary reasons, the Transfer Center has been encouraged to use email rather than paper copies. Since transfer is a major goal of the college and it is the responsibility of all faculty to promote it, information needs to be disseminated to all faculty. Senate agreed that it is vitally important for all faculty to be aware of information from the Transfer Center and other programs on campus. It was also noted that the creative use of color, diagrams, and clip art make the flyers more effective. Several alternatives were discussed, including:

- The current email format could be used but instead of an attachment, the email could:
 - Reference a location on the J: drive where the flyer is stored
 - Include a link to a webpage on the Cypress College website where the flyer is posted (similar to the way notices are sent for the newest version of @Cypress)
- All users of email on campus should be encouraged to check that the size of their attachment is "small" before sending it.
- A text version of the flyers could be attached, which would be significantly smaller.

Senate asked Rob Johnson to take this information back to the Campus Technology Committee for further suggestions and recommendations.

B. Voting for Professor Emeritus Status *Craig Tomooka*

James Robert Harkrider has served as a faculty member in the Biology Department for over three decades. He is retiring, effective in January 2007. M/S/U

(Tomooka/Piburn) to grant Dr. Harkrider Professor Emeritus status with all the associated rights and privileges.

C. New Class Size Document *Peggy Austin*

Peggy distributed copies of the new class size document (Attachment 2), which was produced as a joint effort of the Class-Size Curriculum Subcommittees from Fullerton and Cypress Colleges. Peggy noted that this is the best document that the Curriculum Committees are going to be able to produce. Division Senators should take this back to their divisions for discussion. If any changes are going to be suggested, these changes would have to be negotiated between the Fullerton and Cypress Senates.

At the next Senate meeting, January 25, 2007, Peggy would like the Senate to vote on accepting the document.

D. Campus-Wide Testing Center *Craig Tomooka*

Craig reported that the LLRC does have a facility and an established procedure for proctoring individual exams. However, Dr Welsh stressed that the facility is for individual make-up exams only and should not be used when instructors are absent or for entire classes to take exams. Division Senators should let their divisions know and Department coordinators should share the information with adjunct faculty.

E. State Awards

The Academic Senate for California Community Colleges has announced the "Stanback-Stroud Diversity Award." Each college's Academic Senate may send forward one nominee for this award. So that we have time to review the applications and have our senate's selection to the State Senate office by their deadline, please submit your packet to Cherie Dickey by Monday, January 22nd, 2007. Cherie sent an email to all faculty on December 5, 2006 describing what needs to be in the application packet.

F. Local Awards

The process for selecting the Cypress College Academic Senate award recipients needs to begin early in the Spring semester. The timeline and process will be discussed at the January 25, 2007 meeting.

G. Constitution Update

Discussion began on the proposed updates to the Cypress College Academic Senate Constitution. Will Heusser distributed a handout of suggested additional changes and/or alternative language and these were briefly discussed. Discussion of the Constitution update will continue at Senate meetings in the Spring semester.

V. Special Reports:

A. Associate Students *Josh Luna*

Club Rush will be January 24-25, 2007. A Presidents Summit will be held February 13, 2007, with Dr. Lewis and all club presidents and vice presidents. A.S. would also like Peggy Austin (Curriculum Committee Chair) and Steve Gold (Academic Senate President) to attend.

B. Curriculum Committee *Peggy Austin*

Peggy distributed copies of the Fullerton/Cypress Class Size Planning & Resource Document - DRAFT 11/30/2006 (Attachment 2). See IV.C. above.

All 100 courses went through the CurricUNET process. The committee would normally review three times that many courses, so the approval process will be revisited for revising and streamlining.

Issues for the Spring semester will be:

- CurricUNET and Distance Ed -- Jeannie Miller (the new Distance Education Coordinator) and Jessica Puma (Title V Instructional Designer) will meet with the Curriculum Committee to discuss Distance Ed and how courses are monitored for instructor/student contact hours, as required by Title V.
- Math 20 vs. Math 40 as the math requirement for an Associates Degree
- Training on content as well as process
 - For faculty developing curriculum
 - For Curriculum Committee division representatives
 - For Deans and Department Coordinators – Since they are part of the approval process, they need to be trained regarding the important things to look for and focus on.

All paperwork is on the J: drive.

January 22, 2007, is the deadline for seminars and online courses (where only the online component is being added), both of which are due the “old-fashioned way”, i.e., 20 paper copies are due to the Instruction Office. Peggy noted that to request an online component for a course that exists is currently an easy process.

Peggy encouraged faculty to start thinking now about courses they want to revise. Make a list and have the Curriculum Committee division representative give the list to the Instruction Office so that a cleaned-up version of the course paperwork will be ready in CurricUNET.

C. Campus Technology Committee *Rob Johnson*

The committee is working on a Laptop Usage Policy. Some of the issues to consider are:

- Security
- Software installation

- How the laptop connects to the campus network (hardwire vs. wireless)
- How to determine who needs one (“needs” versus “wants” plays a role since laptops are generally more expensive than desktop computers)
- Philosophical issues of moving toward a mobile computing society (e.g., potential network and internet connectivity for students/staff/faculty on laptops, phones, pda’s, etc.)

A complete redesign of the entire campus website is planned. A group is working to develop an RFP that will be sent to web design firms. There is a desire to maintain website consistency from the top level through to Division and Department levels, so that the entire site will have the same general design elements but still allow for variability. They hope that development can begin in April.

Senators asked about any plans regarding Office 2007 and Vista. Rob reported that this was briefly mentioned but no decision has been announced yet. Jesse Saldana noted that it impacts the books they order.

D. Site and Facilities Committee *Dan Pelletier*

The construction company has poured sample concrete panels on part of the piazza. Once the sample panels are approved, work on the piazza will resume.

Other current projects seem to be going along fine.

Kathy Llanos indicated concern about whether the upcoming Humanities building renovation will alleviate the problem of water pooling in front of some of the outer doors.

Dan reported that everyone is aware that the electronic sign is inadequate. Solutions under discussion include the idea of purchasing a new sign for that location and moving the current sign to a different location on campus.

E. Staff Development Nancy Deutsch

Faculty are encouraged to attend the Joint Senates/Unions meeting on January 11, 2007, especially to discuss the compressed calendar (16-week semester).

Spring Opening Day is an optional flex day.

Randy Martinez is continuing with SLO-CATS training during the Spring semester. Adjunct Faculty are encouraged to attend the Hire Me Workshops that will be held at the Anaheim Campus on February 3rd and 10th.

The deadline for the next round of Staff Development funding for conferences and travel will be in early February.

F. Adjunct Faculty *Catherine Whitsett*

The District has offered COLA + ½ %, which Adjunct Faculty United has rejected. They are working toward equal work for equal pay and an increase in the number of steps. Catherine pointed out that a percent raise for adjunct faculty is not equal to a percent raise for full-time faculty since their base is lower.

VI. Resolutions

Beth Piburn presented a resolution (Attachment 3) in support of the Nursing Faculty gaining 1:1 compensation for lecture and clinical practicum. The resolution was given a first reading. Discussion will occur at the next meeting, January 25, 2007. Division Senators should discuss the resolution with their divisions prior to the meeting.

VI. Announcements

VII. Adjournment of the meeting at 5:10 p.m. M/S/U (Llanos/Piburn).

Respectfully submitted,

Karen Watson, Secretary
Attachments

Memo

To: Steve Gold, President – Academic Senate

From: Karen Cant, Director – Budget & Finance

Date: December 11, 2006

Re: Academic Senate Minutes, October 12, 2006

This is a bit of a delayed reaction because I was not on the original distribution for minutes from the above meeting but they were forwarded to me because some relevant information was missing in the discussions that occurred on the subjects of “Supply Budgets” and “Process for Allocation of One-Time Funds”. I did request an opportunity to come to Academic Senate and share information on these topics but in lieu of visiting a Senate meeting I am respectfully requesting that you share the following written comments with the Academic Senate.

Regarding supply budgets for SEM, it is correct that over the last several semesters decisions have been made to add courses in this division in particular for biology. Similar decisions have been made for adding ceramics courses in the Fine Arts Division. In all cases there was consultation with the deans in those areas and they forwarded recommendations on what funding would be required for instructional supplies. All these requests were funded and as sections were added funding for those sections was also added. In addition to these semester to semester course additions, a long term pent up demand for biology and chemistry classes was identified by the campus research office and this fall funds were identified to move forward with the hiring of a permanent classified lab assistant and to permanently increase the supply budget for SEM by \$23,690.

There have been numerous discussions about instructional supply budgets and other ongoing needs funded on a year to year basis in the Planning & Budget Committee and in other venues within the district. In addition to supplies, we are dependent on one-time funding for a long list of other operational needs. Each year in which NOCCCD receives new ongoing funding no funding can be considered for allocation to the campus budget until salary negotiations are settled. Once salary settlements are complete typically a discussion takes place at the District Planning Council (DPC) that includes a recommendation for awarding ongoing funds to campus operating budgets. If an allocation is made it usually is for the same amount as COLA for that year. This year we were able to increase the operating budget by \$94,748 which was based on the 05/06 COLA. Of this amount \$26,904 went to instructional supplies across the campus and the largest allocation went to our cross discipline tutoring program which has also been primarily funded with one-time funds. In 2006/07 the COLA is 5.92%. After salary settlements are complete for the 06/07 year if the result of discussions in DPC is a distribution of COLA to the campus operating budgets we would receive about \$130,000.

In addition to a concern about instructional supply budgets Cypress College has a list of programs and services of at least \$700,000 (including tutoring and most of the Academic Computing budget) which are funded on a year to year basis. We will again have to make choices about how to allocate funds when the need for ongoing funds is far greater than what is available.

Regarding the Process for Allocation of One-Time Funds, each year the Planning & Budget Committee reviews the criteria used to evaluate the appropriate prioritization of campus budget requests. For several years now the primary criteria used to evaluate budget requests has been how closely the request connects to the Cypress College Strategic Plan. This coming year connection to the Educational Master Plan will become one of the overriding criteria used for evaluation of a request. While Budget Units have been submitting their top five requests in the funding process at no time in my memory was the number one "priority" of Budget Unit a basis for funding. It is possible that the number one "priority" may have been funded but each request is evaluated by Direction Committees and Planning & Budget based on: 1) support of the college mission and Strategic Plan, 2) evaluation of the growth in an area, 3) evaluation of the quality of the program, 4) demonstrated need, and 5) health/safety/security issues. These criteria are printed on the budget request form itself so anyone submitting a request knows in advance what criteria are used in the evaluation process. The prioritization that the Planning & Budget Committee agrees to honor, unless there is additional information to consider, is the work of the five Direction Committees which each submit prioritized lists of requests after evaluation based on the above criteria. The job of the Planning & Budget Committee is to merge the work of the Direction Committees into one campus wide list of prioritized budget requests. Also, during the evaluation process if a budget request is identified as belonging in a Direction Committee other than the one it is submitted to, it is part of our process to notifying the Budget Unit that this has occurred. If this did not happen in some instance it is an anomaly and we will be sure to review the procedure so that it does not happen again.

As always I am available to anyone who would like more information or additional clarification on either of these issues.

Attachment 2

Fullerton/Cypress Class Size Planning & Resource Document - DRAFT 11/30/2006

Statement of Philosophy: While the Curriculum Committee supports the use of this sheet in promoting student success and the economic feasibility of the College, we strongly feel that issues of pedagogy and class size are best determined by recognizing the recommendations of the individual faculty members, departments, and divisions involved.

Assumptions:

1. The purpose of this document is to minimize the differences between class sizes for particular classes at Cypress and Fullerton. Departments at both campuses offering similar courses are encouraged to discuss and agree upon class size prior to submittal of curriculum.
2. In determining class size, faculty should balance four competing concerns: pedagogy, enrollment patterns, labor equity, and economic feasibility.
3. Class size should not be set based on classroom and/or equipment availability.
4. Class size for courses with an online component will be the same as on-site courses.
5. Clear course methodologies should appear in the course outlines to reflect the appropriate class size.
6. Safety, Health, State/Accrediting Regulations, and Vocational Advisory Committees supersede the following descriptions.
7. Class sizes that differ from the grid need to be justified through the curricular process.

Instructional Method	Class Size	Descriptions
Lecture/Discussion	45	The primary mode of instruction is lecture and may include discussion and/or group learning. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.
Lecture /Discussion/ Group Learning / Student Presentations	35	While the instructor does lecture, much of the class time focuses on discussion, group learning, and/or formal/informal student presentations. Evaluation primarily through objective exams. Writing assignments are assessed mostly for concepts and structure.
Individualized Instruction/Group Learning/ Student Presentations	30	Class time focuses on individualized instruction, student presentation time, and/or group learning. Requires three or more writing assignments using advanced analytical and critical thinking skills. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics.
Extensive Writing	27	Evaluation mostly through writing assignments with a minimum of 6000-8000 words. Writing assignments are assessed for critical thinking, conceptual understanding, structure, style and mechanics. For developmental classes, the amount of words may be less, but the amount of assignments and scope of assessment are similar to a transfer-level course.
Individualized Instruction	25	Most of the time the students are engaged in practicing the skill(s) they are learning and the instructor gives each student individual instruction as the class proceeds.
Internship/Field Practice	25	Classes in which the instructor coordinates internship/field practice opportunities and supervises students individually at different locations.
Lab – Standard	35	Labs in which the instructor supervises students as they proceed in their work and answers questions, but does NOT provide extensive individualized feedback/evaluation on a regular basis.
Lab – Individualized Feedback/Evaluation	25	Labs in which the instructor provides extensive individualized feedback/evaluation on a regular basis. (e.g. problem sets, scientific experiments, vocational skills, lab reports)

Resolution: Support of Nursing Faculty Gaining 1:1 Compensation for Lecture and Clinical Practicum

Fall 2006

WHEREAS: Nursing is an intense high stress, high acuity profession; and

WHEREAS: Nursing practicum involves the supervision of students caring for multiple acutely ill patients; and

WHEREAS: Nursing faculty spend more than the expected 1:1 preparation time related to practicum hours (such as daily evaluation of students, grading weekly clinical paperwork, preparing for the practicum experience); now, therefore, be it

RESOLVED, that the Academic Senate of Cypress College hereby supports the Nursing Faculty in their request for 1:1 compensation for theory and clinical practicum.