



ACADEMIC SENATE

APPROVED MINUTES

February 14, 2013

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, Judy Swytak;
LANGUAGE ARTS DIVISION & LIBRARY, Michael Brydges;
PHYSICAL EDUCATION DIVISION, Bill Pinkham/Nancy Welliver;
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, Michael Amaya-Veloz;
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: Art Goldman, Deborah Michelle, and Bill Pinkham.

Alternates in Attendance: None

Liaisons in Attendance: Michael Amaya-Veloz, Nancy Deutsch, Cherie Dickey, Rebecca Gomez, Jolena Grande, Mark Majarian, Rosalie Majid, Randa Wahbe

Guests: Tianna Buttice, Associated Students; Dave McCament, Health Science Division Faculty; Dale Craig, United Faculty; and Santanu Bandyopadhyay, Institutional Research Office

The meeting was called to order at 3:02 PM by President Gary Zager. President Zager announced to the senators that since the meeting agenda was distributed late, action on individual items could not take place, but discussion would allow for the expeditious attention to the action items at the next meeting, February 28, 2013. In addition, a special meeting would take place after today's regular senate meeting to address two particular items: the SLO Implementation Report and committee appointments.

I. Approval of Minutes

The minutes of the December 14, 2012, meeting were discussed and a few changes were suggested. The motion to approve the minutes is being held until the next meeting. There was a question regarding the dean's survey being administered by United Faculty; specifically, senators questioned the purpose of the evaluation. According to United Faculty, it would allow additional faculty, outside of the division, to comment on the dean's performance.

II. Public Commentary

Dave McCament, Health Science Faculty member, was introduced as a replacement for Judy Swytak, when her term of service ends. He will share representation responsibilities with Lynn Mitts

Kathy Llanos asked senators for information regarding how Cypress College interfaces with Yahoo email accounts. She reported that students are experiencing problems with receiving information if they have a Yahoo account. Randa Wahbe commented that there are announcements in Blackboard regarding the problem with Yahoo subscribers.

III. Special Reports

A. Associated Students – *Michael Amaya-Veloz*

Yesterday and today, Associated Students held their Welcome Back event, which served 800 students. On February 27 and 28, Associated Students will be holding a blood drive on campus.

B. United Faculty – *Randa Wahbe*

UF will be holding meetings on April 10 and 24 to review benefits and discuss what is happening in higher education and how trends in higher education will impact Cypress College faculty. UF and AdFAC have not been given a 2% bonus as some have reported was presented on Opening Day because negotiations have yet to take place. Negotiations will take place in March. Dale Craig reported that with the new ongoing money (3.7%) coming in to the District, and faculty not receiving COLA in several years, UF believes that the District is not in a severe financial condition. The District's consolidated financial report was read to the Board of Trustees during their meeting and will be sent to the state. In the opinion of UF and CTA, the District has enough funds for

the union to ask for COLA. Dale reminded senators that negotiations have not yet begun.

C. Staff Development – *Rebecca Gomez*

Conference Funding requests were due today and the committee has received about a dozen to review. The committee is also planning several workshops. These workshops will be offered at different locations, but will cover the same topics.

D. Curriculum Committee – *Mark Majarian*

Mark reported on the discussion regarding term limits for curriculum representatives. The committee is in the midst of meeting state deadlines for Associate Transfer Degrees. Cypress College is on target to meet the state's goal including creating new courses and revising courses to meet the standards for Associate Degree - Transfer.

There was a discussion of compensation for Curriculum Committee Representatives because of the increasing workload each semester. They need more time to get the work done. Also, there is a need for more release time for the campus articulation officer.

Mark also discussed the level of curriculum coming through the committee and being forwarded to DCCC. He stated that 20% of the proposals are not being submitted cleanly and in a timely manner, which creates a pressure on the curriculum committee chairperson and articulation officer. The committee would like to limit proposals in the spring semester by reducing the pre-launch window of opportunity, possibly to the month of June. Because of the rush to meet deadlines in the fall, the curriculum committee would consider making provisions for exceptions, but they are still in the initial discussion phase.

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. There is \$4,000 in the account and the funds are available for travel to Senate activities. Since the spring plenary session is in San Francisco, there will be significantly more expenditures for attendance. Ron reminded senators to apply for funding if they are attending senate activities. He also reported that there is \$500 available for faculty awards that are given at the end of the semester. There is interest in seeing if some of the travel funds could be used for faculty awards.

G. Foundation Report – *Rosalie Majid*

Rosalie reminded Senators that the American Awards will be February 23, 2013, at the Disneyland Hotel, and that the Foundation is preparing for the event. Faculty and staff are invited to attend and have a reduced price of \$200 per ticket (regular price is \$225).

Eight citizens of the year and Kaiser Permanente (distinguished business partner) are being recognized for their contributions.

H. Basic Skills Committee – *Cherie Dickey*

No report.

I. Students Learning Outcomes Assessment – *Nancy Deutsch*

No report.

J. Program Review and Department Planning – *Jolena Grande*

This semester the program review committee will be looking at revisions to the program review documents.

K. District Council on Budget and Finance– *Jolena Grande*

The Budget Allocation Workgroup met on February 1 to continue discussing those factors that impact the allocation model. Discussion focused on substitutes and faculty overload compensation. The workgroup should have more information at the next meeting and a proposal is expected soon.

IV. President's Report – *Gary Zager*

A. Meetings with Dr. Simpson

President Zager reported that he meets with President Simpson for an hour every other week in order to discuss common interests and concerns.

Last week, Dr. Simpson informed Gary that the California Legislative Analyst's Office sent recommendations to the governor regarding credit/non-credit classes being offered at community colleges as well as classes that are below college transfer level in Math, ESL, English, and Reading. Gary reported that the governor is under no obligation to follow the LAO's recommendations, but that generally he does. Dr. Simpson is sending Gary a copy of the LAO report so that he has more complete information available to senators. As of now, the LAO is recommending that all non-credit classes be moved to Adult Ed institutions such as SCE. Also, credit classes that are far below transfer level would be changed to non-credit and moved to Adult Ed. How far below transfer level depends on the subject.

Gary has meet with the Academic Senate presidents from SCE and Fullerton and they recommended a joint senate meeting to discuss this issue and brainstorm how to deal with the academics once more information is available from Sacramento. Both Fullerton and SCE support a joint meeting.

B. Joint Senate/Faculty Union Meeting

Richard Schwab reported on surveillance cameras on campus and addressed certain issues which included: reasonable expectations of privacy, student confidentiality, and academic freedom. Gary has an informal agreement with Dr. Doffoney that no cameras

will be placed in offices or classrooms and the proposed board policy will reflect this understanding. Dr. Simpson also agrees with exception for high theft areas and areas where medications are stored, as in the Health Center. Additional information was presented on retirement benefits and educational reform (see handouts in folder at the Senate Meeting).

C. District Coordinating Council (DCC) – previously DPC – January 28, 2013

1. Budget overview

There was a budget review that showed, even with Proposition 30, the District is still in a deficit. See PBC notes below for more information.

2. Weapons on Campus

It was reasserted that staff and faculty are not allowed to carry guns on campus. Even those with concealed carry permits, such as retired police officers, are not allowed to have weapons on campus.

D. Board of Trustees – February 13, 2013

This was a very short meeting with limited application for Academic Senate.

E. Institutional Effectiveness Council (IEC) – February 4, 2013

There was an update on the District Institutional Effectiveness Report, and the council is deciding which Banner fields are to be included. They also developed the content and timeline for a district-wide satisfaction survey regarding both district-wide communications and district services

F. Planning and Budget Committee - February 7, 2013

1. There was a budget update that shows we are still \$1.5M in a deficit at Cypress College. As non-faculty retire, those positions may not be back filled.
2. Enrollment and FTE Update - Per Dr. Donley, there may be a schedule conflict with the new calendar that students are unable to take as many classes as previously enrolled. With 1,328 sections, there are 4,220 seats filled. With 150 FTEs including the late start courses, there are 5,799 students and Cypress has a 100% fill rate.
3. Program Discontinuance – the process has started for reviewing the continuation of court reporting. A memo was sent to Gary (it was forwarded to Senators), with information regarding appointing a faculty member to serve on the review committee. Gary stated his interest in serving. Since 2009, the court reporting program has had three students complete at a cost of more than \$200,000 per degree/certificate. This is calculated by taking the total cost of the program and dividing by the number of certificates/degrees awarded.
4. Social Science Lab – there is a need for a Social Science lab with computers (the preference for laptops vs. desktops will be discussed) as many existing labs have been repurposed or are no longer available. Administration/PBC/Academic

Computing no longer wants to use laptops in labs, with a preference for desktops. This discussion will continue in 2 weeks.

5. Bookstore – the discussion about contracting out the bookstore included the hiring of a consultant/expert to write the request for proposal that will post on March 4, 2013
6. ARC report – available online at testsite.cccco.edu/arcc (password: success)

G. President’s Advisory Committee (PAC) – February 12, 2013 (the Items discussed at PAC were covered in the PBC information)

H. Graduation Planning Committee – February 12, 2013

Scott Lay of the California Community College League will be the keynote speaker. The committee is working on purchasing a stage and chairs. Faculty regalia will be sold in sets in the Associated Students conference room on April 3 and 4.

I. Additional Items

President Zager would like to appoint the following faculty members to committees:

Dao Do Evaluation Committee: Margaret Mohr
Shirley Smith Evaluation Committee: Mark Majarian
Special Program Review: Gary Zager + 1

J. Responses to President’s Report

President Zager entertained questions regarding the President’s Report. Gary reiterated that the LAO is going to recommend to the governor that colleges change the way credit and non-credit classes are offered. This will impact funding for our district and on campus. There was some discussion of a joint senate meeting with Fullerton and SCE to discuss this issue. The meeting will likely take place after the spring plenary session and once there is a better idea of the State Academic Senate’s standing on this issue. The policy will take several years to implement. In addition, there is some discussion of restricting funding for non-college level courses. Though the classes could be offered, they would not be funded at the same level as credit courses. The proposal would move those courses to the School of Continuing Education. The LAO website (www.lao.ca.gov) has the complete report—Analysis of Higher Education Budget. The report focuses on ESL, math, and English, and would eliminate ESL 80-83, and all elective ESL courses, English 57, 58, and 60, and one level below transfer math.

Kathy Llanos mentioned that ESL is different between SCE and college level courses. It was also noted that there is a trailer bill coming from the governor’s office that would change the funding mechanism for SCE. SCE generates about 6,000 FTEs and those would transfer to the credit side.

V. Faculty Issues – Old Business

A. ACCJC Implementation Report - *Nancy Deutsch*

Gary sent copies of the implementation report to senators for their review. He also thanked Nancy and the committee for getting the report done. The proficiency rubric statements are carried over from December and the self-assessment from page 8 and level of implementation summary are newly revised. Nancy entertained questions regarding the self-assessment. On page 2, Nancy is updating those courses that have recently closed the loop and is revising the percent complete. 92% of courses and 62% of the programs.

B. Freshman Block – pathways to success – *Gary Zager*

Santanu addressed the senate regarding students being assessed into math and English but not being able to enroll because they do not have enough units completed to have priority registration. He explained the idea of implementing a cohort concept that would allow students to enroll in a block of courses including those math and English courses. It would create a one-year pathway that would build momentum during the first year and aid students in completing the associate degree. The Education Trust has done research and created a report, *Advancing by Degree*, by conducting a large-scale research project on California community colleges. After analyzing the data, the findings support the formation of a freshman block.

There was some discussion of the achievement gap and how creating a cohort would not impact the disparity. Santanu mentioned that there is some research that suggests mandated course sequencing does not work for all students and is a philosophical concern. In addition, senators questioned the impact the Pathway to Success would have on students currently enrolled. Santanu suggested that the District Innovation Grant could be used to fund the special classes for the cohort. The English faculty are concerned that limiting access to students who have been waiting to take the classes for some time would be unjust. This item will be reagendaized for the next meeting, and Gary invited Santanu to return.

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. Gary asked senators to talk to peers and see if anyone is interested in serving.

D. Academic Senate Website Update – *Christie Diep and Fumio Ogoshi*

Christie and Fumio provided an update on the development of the Senate website. There are some design features that need to be revised, and there is a necessity of appointing someone to maintain the site.

- E. Draft of Senate Decision-Making Protocol – *Kathy Wada***
This item will be re-agendized for the next meeting.
- F. High School Collaboration Guidelines – *Gary Zager***
This item will be held for the next Senate meeting.
- G. Release form for letters – *Fumio Ogoshi***
A draft of the letter was sent to senators.
- H. Funding for Academic Senate Awards – *Gary Zager***
Gary will check with Karen Cant to see if the money can be moved from other sources.
- I. Student Registration – Limitation Issues – CTE – *Gary Zager***
This item will be held for the next meeting.
- J. Term Limits – *Bryan Seiling***
This item will be held for the next meeting.
- K. Other**
None

VI. Faculty Issues – New Business

- A. Special Program Review - *Gary Zager***
President Zager reported that it has been recommended that court reporting come under a special review for the program discontinuance committee.
- B. Priority Registration – TIERS draft– *Deborah Michelle***
Hold for the next meeting.
- C. Other**
None.

VII. Announcements

None.

VIII. Adjournment of Meeting

Meeting adjourned at 5:18 PM.

Respectfully submitted,

Jolena Grande, Secretary