



ACADEMIC SENATE

APPROVED MINUTES

February 25, 2010

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
CAREER TECHNICAL EDUCATION DIVISION, Dan Snook;
COUNSELING DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Molly Schulps
HEALTH SCIENCE DIVISION, Sally McNay;
LANGUAGE ARTS DIVISION & LIBRARY, Cherie Dickey;
PHYSICAL EDUCATION DIVISION, Nancy Welliver;
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: Danial Shakeri;
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 PAST-PRESIDENT: Pat Ganer

Senators and Officers Absent: Jesse Saldana, Dan Snook

Alternates in Attendance: None

Liaisons in Attendance: Kathy Alvarez, Nancy Deutsch, Cherie Dickey, Beth Piburn, Alan Ransom, Danial Shakeri

Guests: Mary Forman, Robert Mercer, Luis Otero, David Wassenaar

The meeting was called to order by Rob Johnson at 3:05 pm.

I. Approval of Minutes

The minutes of February 11, 2010, meeting were approved as revised. M/S/P 1 abstention (Piburn/Ransom)

II. Public Commentary

Robert Mercer, a member of the United Faculty Board, stated that the writing and assessing of student learning outcomes (SLOs) should be compensated. He pointed out that included in the 40-hour faculty obligation are 25 hours on campus. Community service is also included in the 40 hours. He stated that some deans think we should be devoting this time to SLOs. Deans can designate what service to the community is. Some deans are saying that SLOs are more important than service to the community. United Faculty believes that writing and assessing SLOs constitute extra work and that this work should receive extra compensation.

III. Guest Speaker: Dave Wassenaar

A. Five-Day Deadline for Submitting Final Grades

When asked who set the five-day deadline for submitting grades, Dave Wassenaar affirmed that in Spring 2009, the Academic Senate did set that deadline. Admissions & Records (A&R) established a final grade submission deadline of the fifth day of the next month following final exams. There was confusion in December 2009 because two deadlines were announced via email.

When finals start, A&R rolls grades daily, so that students can see them. If an instructor leaves a grade or grades blank, those individual students cannot see their grades. A&R completes the final roll of the grades on the fifth day of the next month. For those students for whom an instructor has not submitted grades, a grade of RD (report delayed) is posted after the final roll. Once an RD grade has been posted, the instructor must go to A&R and fill out an individual grade change card for the student to receive a grade.

In January 2009 before the Senate established the five-day deadline, there were over 100 grades which had not been submitted; however, in January, 2010, only 20 grades were not submitted. Establishing the five-day deadline did help to encourage instructors to submit grades on time. Because some students need their grades to transfer or for financial aid, it is important for faculty members to submit grades on time. However, A&R will work with faculty who for unforeseen reasons, such as illness or a death in the family, turn in grades late.

B. Proposals for Veterans Priority Registration

Dave Wassenaar brought a proposal for priority registration for veterans. Currently the law requires Cypress College to provide priority enrollment in classes to any member or former member of the armed services for the first academic term attended if the veteran enrolls and begins classes within two years of leaving active duty. To continue to improve services to student veterans, it was proposed that priority registration be granted to all student veterans who are receiving GI Bill benefits, not just those who left active duty in the past two years.

The Senate unanimously approved a motion to extend priority registration to all student veterans who are receiving GI Bill benefits at the college. Once a veteran

is admitted into the current GI Benefits program, his/her priority registration would not expire. M/S/U (Piburn/Ganer)

The Senate approved a motion to suspend the agenda. M/S/U (Deutsch/Piburn)

IV. Faculty Issues – New Business

A. Program Review Coordinator Vacancy – Rob Johnson

Rob Johnson congratulated Kathy Alvarez on her upcoming retirement. He pointed out that under her leadership the Program Review Committee, previously known as the Instructional Quality Review Committee, has done a very good job in streamlining the program review process. Kathy reported that the Program Review Committee received program reviews from all of the departments being reviewed, but many departments did not respond to the Committee's questions about those program reviews. She said that the Committee will be bringing proposed revisions to the program review process later in the spring.

Kathy distributed the list of duties of the IQA Chair published four years ago, when she was selected as chair. Cherie Dickey will research the qualifications, duties and responsibilities of the Program Review Chair as outlined by the Cypress Academic Senate some years ago. She will also review the ASCCC (State Academic Senate) guidelines. If needed, the job description will be revised, and a call for applications for a new Program Review Chair beginning in Fall 2010, a three-year term, will be sent out this spring. The Senate thanked Kathy Alvarez for her service as Program Review Chair.

The Senate approved a motion to suspend the agenda. M/S/U (Rhymes/Armale)

B. Email Postings for Individual Inquiries – Cherie Dickey

Cherie Dickey introduced Mary Forman who explained that she had sent out an allusers email asking for assistance and resources to help her get rid of a virus on her home computer. Several individuals responded to her email, but others said that they needed help as well and would she please share the information. She was subsequently told that requesting help for her home computer was an inappropriate use of an allusers email. A Senator pointed out that according to the classified contract, classified staff cannot engage in non-college related communication during work hours. This became an issue when allusers was used to discuss global warming several years ago.

Mary came to the Senate asking that clear guidelines for appropriate use of allusers be published, but more importantly, she stated that there was a need for a campus referral service or entity where people could go to get assistance with home computers. Because many full-time and adjunct instructors teach online courses and all faculty communicate with students via email, the possibility of picking up viruses on our home computers also compromises the campus computers because faculty use flash drives and shared campus drives to access

their instructional files at home as well as in their offices or classrooms. Adjunct faculty are encouraged to check their college email on a regular basis. In addition, all of us have received spam with infected attachments through college email that could infect our home computers. She felt that it was in the interest of the college to help faculty get rid of viruses on their home computers. She also learned that other colleges encourage faculty and staff to ask for help if their home computers become infected with viruses.

Much discussion ensued as to the appropriateness of using allusers for such a query. It was suggested that a group could be set up on MyGateway as a discussion board for any and all kinds of help. Another Senator pointed out that there is no shortage of free listserves for such a dialogue. But others pointed out that the communication should be somehow connected with the college for ease of access/communication rather than going to something outside of the college since people might be less likely to do so.

It was also suggested that this issue be discussed by the Campus Technology Committee, especially who determines what the guidelines are for appropriate use of allusers. Rob Johnson said that he will check into the current policy and into the use of MyGateway for setting up a resource group.

V. President's Report

A. Community College Enrollment

According to a press release, CCCO Chancellor Jack Scott has announced a decline in community college enrollment across the state of 1% or 21,000 students. "The current forecasts parallel historical data that show community colleges suffer enrollment declines and loss of student access when funding is decreased." The percentage of decline will increase if measures are not taken to safeguard college funding. The North Orange County Community College District has experienced a 1.8% decline in actual headcount from 2008-09 to 2009-10.

B. Legislative Analyst's Office (LAO) Recommendation

In an email dated February 25, Scott Lay, President and Executive Office of the Community College League summarized the LAO recommendations for higher education, including community colleges. In summary, the LAO recommends:

- raising fees to \$40/unit effective fall 2010, which would provide approximately \$150 million in new revenue
- eliminating the general fund augmentation for student enrollment growth, funding it through student fees instead
- eliminating the proposed "negative" COLA, using the additional fee revenue
- rejecting the proposed suspension of the competitive Cal Grant program, and instead implementing other cost containment measures within the Cal Grant program

Scott Lay pointed out that “Raising fees to \$40 per unit--a doubling over 18 months--is the both the wrong message and impractical given the stagnation in per capita personal income.”

C. Planning & Budget Committee (PBC)

- The College is over cap on FTES, but the District has made the commitment to go ahead with summer school. The College will offer the same number of sections as last summer, but not necessarily the same classes.
- At the present time, there are thirteen classified and management positions that are vacant on this campus. The PBC will review the College’s classified needs assessment and other data to determine which vacancies need to be filled. There may be a need to move some employees to critical vacant positions.
- The PBC voted to approve the establishment of a Veterans Center across from CCC-216 on the second floor of the Complex for veterans to gather.

D. Budget – District Planning Council, and Board of Trustees

The issue of transparency of the budget process was brought forward by the Fullerton College Faculty Senate President Marcus Wilson. The FC Senate has concerns about the budget process on their campus and at the District. Because the District is in a budget crisis, he feels the District needs to prioritize classes, and expressed reservations about courses that are avocational and in the non-credit School of Continuing Education. There was discussion that some of the SCE classes should be moved to a fee basis. His position was that that the Extended Day budgets should be the priority. Money should come from the operations and supplies budgets that are carried over every year. Basic skills, work-force training, and transfer courses should be the priority.

The Chancellor has made it clear that the District is not going to cannibalize its own offerings. Instead the District needs to focus on its vision and mission statements. Will the mission and vision drive the budget or vice versa? The District and the campuses are in the process of developing a District Educational Master Plan (EMP) which includes prioritizing each campus’s own offerings rather than others. On March 25, the Academic Senate will be having a combined meeting with the President’s Advisory Council and the Planning and Budget Committee to discuss the Cypress College section of the District EMP.

E. Meeting with the Chancellor – CLASS Initiative

Rob Johnson was asked for feedback after a presentation to the faculty leaders. Although the presentations for each entity – faculty, management, and board – were supposed to be the same, the presentations were different. Rob emphasized the importance that all leaders be in the same room at the same time rather than listening to a presentation for each level. Pat Ganer expressed the concern that action was to be taken at the state level as dictated by the CLASS leaders. The initiative, which comes from the University of Texas, is not intended

to involve any faculty, not even the State Academic Senate. She asked why there was a need for another group to do something else for student success without faculty participation. In the CLASS Initiative materials, it is stated that the purpose was to reach out to the administration and trustees of California Community Colleges to effect policy changes at the state level to improve student success.

Dr. Doffoney also wanted to discuss e-books as well as the CLASS Initiative. Rob thought it was time to remind the Chancellor about the 10+1 responsibilities of the faculty as stated in AB 1725.

F. Accountability Reporting for the Community Colleges (ARCC)

According to the ARCC report, Cypress is higher than its peers and the state rate in six accountability measures, but lower in one measure -- the completion of credit vocational courses.

The Senate approved a motion to suspend the agenda. M/S/U (Ganer/Whitsett)

G. New Business – Faculty Awards – Pat Ganer

Pat Ganer reported that she had received nominations for the Charger Award. She reminded all the division Senators that they needed to have met with their division department coordinators to complete the nomination process for the Outstanding Full-time and Adjunct Faculty Awards by the next Senate meeting.

H. Board of Trustees Meeting, February 23, 2010

- Debbie Ludford presented a District Technology Update that included organization and resources, systems, and services, and a future vision. There is agreement across the District that a Technology Plan is needed.
- The Board considered two revised versions of a resolution that advocates that the “State work with a balanced approach to resolve State budget problems that are negatively affecting the ability of the NOCCCD to fulfill its higher education mission for the communities it serves.” It adopted a position to endorse a simple majority to change existing laws instead of a two-thirds majority.

VI. Faculty Issues – Old Business

A. SLO Assessment Committee – Nancy Deutsch

The Senate approved a motion to remove this item from the table. M/S/U (Dickey/Michelle)

Nancy Deutsch reiterated a proposal she presented on January 28 to create an SLO Assessment Committee comprised of five members all approved by the Senate: two members of the Core SLO Team and three faculty reviewers who may or may not be members of the Expanded SLO. This proposal was prompted

by a recommendation from the Institutional Effectiveness Plan (p.24), approved by the Academic Senate on May 14, 2009. The purposes of the SLO Assessment Committee include the following:

- review submitted course-level and program-level Student Learning Outcomes for elements of context, performance, and standard;
- review SLO assessment reports for inclusion and completion of stated SLOs, means of assessment,(i.e., CATs), assessment results, and action plans based upon the assessment results;
- make recommendations for revisions; and
- make periodic reports to the Academic Senate on the progress of SLO assessment and the recommendations of the SLO Assessment Committee.

Several Senators from one division expressed concern that the committee as proposed was an oversight committee, whose purpose was to force faculty to revise their SLOs and assessment plans to conform to guidelines established by the SLO Team. They said that the entire faculty in their division were very upset that the SLO Coordinator had questioned all of the SLOs and assessment plans that they submitted. The faculty felt that they were the content area experts and should decide how to write their SLOs and assessment plans, especially the standards for their courses. One Senator commented that she found it beneficial to have more than one person review her course SLOs and assessment plans and offer recommendations for revisions.

Nancy Deutsch responded that the guidelines that were written in Fall 2007 as a result of a series of forums were approved by the Academic Senate. The guidelines were also written in an attempt to meet the ACCJC standards. She suggested that concerned faculty discuss these issues with the SLO Coordinator Ben Izadi and SLO Facilitator Randy Martinez.

Two other faculty members stated that they would have to change the way they taught if they had to write and assess the course SLOs according to the directions that the SLO Coordinator and SLO Facilitator had given them.

It was the consensus of the Senate not to approve the formation of the SLO Assessment Committee at this time. Instead the Academic Senate President will invite the SLO Team to the next Senate meeting to discuss this issue.

B. Novell GroupWise CC Email Limit – Alex Mintzer

Alex Mintzer deferred the issue until the next Senate meeting when Mike Kavanaugh can attend. One Senator mentioned that she had just learned about archiving email to the H Drive which releases space for new emails. She recommends that if faculty are not archiving important email, that they contact Academic Computing to learn how.

C. Honorary Degrees – Rob Johnson

The Senate approved a motion to grant Tommy Lasorda an AA Degree. M/S/U (Michelle/Giardina). Mr. Lasorda is this year's graduation speaker.

D. Other – None

VII. Faculty Issues – New Business

A. Computer Issues – Regina Rhymes

This item was tabled until the next meeting.

B. UAH Shootings – A Teaching/Learning Lesson – Deborah Michelle

Deborah was concerned that the District does not have an effective policy for dealing with violence on campus. Discussion ensued about workshops to familiarize faculty and staff on how to identify warning signs of violence. She distributed a handout on the preventive measures and warning signs of violence in the workplace.

C. Other – March in March on Sacramento – Cherie Dickey

Last March Cherie Dickey accompanied the Associated Students on their March in March to the Capitol in Sacramento to advocate for community colleges. They would like an Academic Senate representative to march with them on the Capitol this year on March 22 as well. They must have a faculty accompany them. Cherie will send an email to all Senators asking for volunteers.

VIII. Special Reports

A. Accreditation Self-Study – Cherie Dickey

Many self-study reports have been written and submitted, which is on schedule.

B. Associated Students – No report.

C. United Faculty – Alan Ransom

Faculty and staff are invited to attend the Rally for Support of Our Students and California's Future on Thursday, March 4, from 11 am until 1 pm. Those who wish to participate should meet in the Fullerton College sculpture garden.

D. Staff Development – Nancy Deutsch

The Staff Development Committee has sent its recommendations for funding conference and workshop requests to the President's Staff for final approval.

E. Curriculum Committee – Cherie Dickey

Several items are on the Committee's agenda for the spring semester.

- The Committee will discuss the issue of how to get all the revised and new courses through the approval process in a timely manner in the fall semester.
- The Committee will determine how to encourage faculty to submit all the information needed for state approval by the state deadlines. Programs are listed in the catalog as "pending" state approval; however, sometimes the paperwork is not completed.
- The Committee will review syllabus guidelines which have not been revised in a decade.

F. Campus Technology Committee – No report.

G. Academic Senate Treasurer's Report – No report.

H. Cypress College Foundation – Beth Piburn

Approximately \$85,000 was raised at Americana on Saturday, February 20.

I. Basic Skills Committee – Cherie Dickey

The Committee provided funding for scanners for Supplemental Instruction leaders to track student participation in SI sessions, for programming TutorTrac so that instructors will receive reports if their students receive tutoring, for UTAP instructional expenses, and for several local conferences.

J. Student Learning Outcomes Assessment – Nancy Deutsch

Nancy explained that ACCJC requires the College to submit yearly in March an eight-page detailed report of the percentage and names of the courses, programs, and degrees that have written SLOs, assessment plans, and final reports and whether or not improvement of student learning has occurred as a result of those SLO assessment reports.

IX. Announcements – None.

X. The Senate adjourned at 5:27 p.m. M/S/U (Piburn/Dickey)

Respectfully submitted,
Nancy Deutsch, Secretary