



ACADEMIC SENATE
APPROVED MINUTES
February 28, 2008

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
COUSELING DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Rob Johnson;
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: Michael Brydges, Nancy Deutsch, Kathy Llanos, Karen Watson,
Michael Frey, Pat Ganer, Ian Holmes, Beth Piburn, Ed Giardina.

ADJUNCT SENATOR:
LIAISONS: ASSOCIATED STUDENTS: Pauline Allen;
CAMPUS DIVERSITY: Allison Gotoh;
CAMPUS TECHNOLOGY COMMITTEE: Rob Johnson;
CURRICULUM COMMITTEE: Peggy Austin;
FOUNDATION: Beth Piburn;
PROGRAM REVIEW COMMITTEE: Kathy Alvarez;
STAFF DEVELOPMENT: Nancy Deutsch;
UNITED FACULTY: Dale Craig

ACADEMIC SENATE PRESIDENT: Cherie Dickey
ACADEMIC SENATE PAST-PRESIDENT: Steve Gold
Senators and Officers Absent: Regina Rhymes, Bill Pinkham, Dan Snook, Ian Holmes, Cherie Dickey,
Alternates in Attendance: Nancy Welliver
Liaisons in Attendance: Nancy Deutsch, Rob Johnson, Beth Piburn, Kathy Alvarez, Pauline Allen,
Guests: Bob Simpson, Stacey Howard, Mary Kay Davis

The meeting was called to order by President-elect Rob Johnson 3:10 p.m.

- I. M/S/U (Piburn/Giardina) Minutes for 2-14-08 were approved as amended.
- 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.)

Executive Vice President Bob Simpson noted that our enrollment is up from last year's by 3.5%. Next year we will not have growth funding though we will plan for 1% growth. The District can handle the cuts for next year. He stated his commitment to deal with department coordinator reassigned time to everybody's satisfaction.

III. President's Report

Planning and Budget

Bob Simpson reported that the focus was on the One-Time budget requests. A construction update was presented. It reported that the new bookstore construction was on time; that the new Gateway bidding process was done and that all quotes were under \$750,000. Unfortunately, the Fine Arts building does not qualify for state re-modeling funds.

IV. Special Presentations

Dental Assisting Mary Kay Davis

Enrollment for the program is low, though the number of students in the program does vary from semester to semester. Mary described the dental assistant program and noted that our facilities for teaching dental assisting are among the best in the state. Mary asked the senate to encourage students to go into the program. Mary will retire at the end of the semester.

Program Review Revisions Kathy Alvarez

Kathy went over the changes to the new Program Review document where the administrator's report will be placed. There will be a two year cycle for all departments. A handout which listed the schedule for department reviews was handed out to the senate and is on file. Kathy expressed concern regarding how to motivate departments and programs to turn the reports in on time: reports are due in the fall, but some departments and programs are not getting them in until spring. Senators confirmed that consideration for one-time funding is tied to completion of the program review report, but Kathy noted that this is neither punitive nor motivating for programs that do not rely on one-time funding. During the discussion of program review, Senators noted that a program discontinuance policy was developed and has been submitted to the district. All reports submitted will be placed on the J-drive. Kathy will come back to the senate for the 3-13-08 meeting to finish the discussion about the changes to the program review.

V. Faculty Issues

A. Department Coordinator Reassigned Time

The policy for department coordinator reassigned time is that the number of hours placed on the staff assignment sheets should equal the number of hours of reassigned time. The department coordinator must be in the office only if necessary. If the coordinator is not in their office during these hours, then he or she must call the Division office.

One of the duties that the coordinators must perform is adjunct faculty evaluations. There was concern by senate members about the legal protections given to faculty who are asked by coordinators to perform adjunct faculty evaluations.

B. Calendaring of Course Offerings – Dates and Lengths.

Calendaring is a duty between of the department coordinator and the Dean. It was noted that it was not clear yet how the curriculum committee can be involved.

C. DCCC – AP 4020

Postponed.

D. Senate President Term of Office

Postponed.

VI. Special Reports

A. Associated Students Pauline Allen

Associated students held a successful blood drive.

B. Treasurer's Report Karen Watson

None

C. IQA Committee Kathy Alvarez

See above.

D. Curriculum Committee Stacy Howard

The revised Associate degrees must be submitted to the state by July 1st. She presented the Associate Degree options for Liberal Arts and the General Studies Degree for Fine Arts. These degrees have been approved by the Curriculum Committee. They must be presented to the District by March 7th and need to be approved by the senate.

M/S/U (Deutsch/Piburn) The motion to wave the rules to require a second reading of the motion to approve the revised Associate degrees.

M/S/U (Ganer/Piburn) The motion that the academic senate supports the Curriculum Committee's revisions to the Associate Degree in addition to the revisions made in the following week.

E. Campus Tech Committee

The website development progress has slowed some. It is presently being beta tested. The Library of images that will go onto the website is being reviewed. If anyone has any images that they would like to go onto the website submit them to Michael Johnson.

F. Staff Development Nancy Deutsch

The Staff Development activities for spring 2008 include: MyGateway Workshops end on February 22 with individual appointments available; SLO Dialogues and Training has contributed to the writing of SLOs for 24% of all courses and SLO assessment plans written for 13% of courses by February 1; the Basic Skills Initiative Planning Matrix is due to the Academic Senate March 12; the third Staff Development Conference and Travel Funding Period is February 1; the New Faculty Seminar will be held February 1, March 7, April 4, and May 2; the Hire Me Workshops are February 2 and 9. The Interview Workshop is on February 9 where Part I had 145 participants, Part II had 135 participants and Elizabeth mailed out 23 packets to individuals we turned away; the CC Website Train the Trainer training was held February 13 and 14; the Strategic Conversations was held February 26 in the Theater Lobby; the Classified Orientation and Mentoring Luncheon was held March 7; the Cypress College Colloquium will held March 26 – 28; the Classified Appreciation Luncheon will be held April 18 and is entitled “American in Paris”; and the End-of-the-year Luau will be under the LLRC on May 7.

G. Foundation Report Beth Piburn

The Foundations scholarship deadline is March 1.

H. Adjunct Faculty

None

I. United Faculty

None

J. Campus Diversity

None

VII. Announcements.

None

VIII. Adjournment of the meeting at 5:13 p.m. M/S/U (Saldana/Piburn)

Respectfully Submitted,
Michael Frey
Academic Senate Secretary