



ACADEMIC SENATE

APPROVED MINUTES

March 11, 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 PRESIDENT-ELECT: Pat Ganer
Senators and Officers Absent: Sally McNay, Beth Piburn, Regina Rymes
Alternates in Attendance: Carlos Sandoval for Regina Rhymes
Liaisons in Attendance: Nancy Deutsch, Cherie Dickey, Alan Ransom, Danial Shakeri
Guests: Santanu Bandyopdhyay, Karen Cant, Ben Izadi, Sarah Jaffray, Mike Kavanaugh, Randy Martinez, Luis Otero, Jessica Puma, Doreen Villasenor

The meeting was called to order by Rob Johnson at 3:03 p.m.

I. Approval of Minutes

The minutes of February 25, 2010, meeting were approved as revised. M/S/P 1 abstention (Dickey/Ransom)

II. Public Commentary -- None

III. Guest Speakers

A. Room Utilization – Karen Cant

When asked why the College had so many empty classrooms and offices that were unavailable for use, Karen Cant confirmed that there were scattered pockets of locked empty spaces. If the College's construction program had not been interrupted, then that space would have been used for swing space for remodeling the Fine Arts (FA) and the Science, Engineering and Math (SEM) Buildings.

There are facility standards for usage of space per Title V Ed Code. The State standard assumes the College runs a 70-hour week. The State assumes that the College uses every space 50 hours a week for labs, lecture rooms, offices, and storage space, which equals using that space efficiently for 75% of the time. The College may qualify to grow into the Library/Learning Resource Center for study space, tutoring, and Supplemental Instruction (SI) study groups. Right now the College has approximately 11,800 FTES. In order to use the unoccupied space, the FTES would have to be 14,000. If we use the space and fall below the 75% efficiency rating, the consequence is not being eligible for state construction funding of more than \$40,000,000 for the FA and SEM remodels. The College receives points for how efficiently it uses the space for placement on the state construction list. Part of the problem is that the SEM building has large labs in relation to the small number of students working in the labs, thus reducing the efficiency rating.

The College's scattered locked areas can only be used for study or library space. Karen hopes that the Educational Master Plan will help the College plan and use this locked space more efficiently. Sometimes a division can swap unused space so that usable space is closer to the division that needs it.

One Senator said that his department has 30 telescopes to store, but there is no storage space in his building. He asked what the process was for finding storage space and if there was a way to analyze the storage space currently being utilized campus-wide to see if those areas were being used efficiently. Karen Cant responded that one division needed room for SI study groups. That division cleaned out storage space so that two study rooms could be created. She suggested that faculty members talk to their deans about finding space. The Senator asked if areas on campus could be found that have inactive storage space, could that space be inactivated so that an area closer to where storage was needed could be activated. Karen and Rob will work on an email to query the campus to find inefficiently used space.

B. Email Limit – Mike Kavanaugh

Mike Kavanaugh was asked to explain what faculty could do to receive more email space. For some faculty, fifty megabytes has been a problem, especially when they receive a large group of assignments from students or when they try to

send or receive large media files. Mike responded that some instructors have asked for more email space. Academic Computing has given out space in 25 MB increments.

He explained that sometimes when 30 or 40 emails arrive via Groupwise, the security system slows down email delivery. Academic Computing staff have to look at each email separately for viruses and malware. He suggested that faculty ask their students to put the CRN in the subject line which will tell his staff that the big batch of email is not spam.

Because there are costs to increase the email limit, Mike suggested that faculty archive important emails and delete those of no importance. This would increase the capacity of the email mailbox. He did point out that a faculty member has to use Groupwise on campus or use Citrix off campus to archive.

Questions: Rather than storing everything locally, what about renting space elsewhere? Why can't the College use Google mail? Mike responded that data security is of major importance, i.e., student data and FERPA guidelines. The College has to have control of security. He did point out that faculty members can request that increments of 25 MB to be added to their mailbox.

IV. Faculty Issues – Old Business

A. SLO Assessment Committee – Nancy Deutsch

At the last Senate meeting, the need for an SLO Assessment Committee as a subcommittee of the Senate was discussed. The Senate invited the SLO Team – Ben Izadi, Randy Martinez, and Santanu Bandyopadhyay – to the Senate for further discussion about this proposed committee. Nancy Deutsch is also a member of the SLO Team. Jessica Puma, who conducts the TracDat training, attended the meeting to answer any questions about the training.

The most important concerns were related to the kind of powers the committee would or would not have. Because Ben and Randy already review the SLO reports, why is there a need for another committee to be an oversight committee?

Ben Izadi, the SLO Coordinator for the past 2½ years, responded that he does not consider the SLO Assessment Committee as an oversight committee, but rather a Senate subcommittee that gives feedback on SLO reports. At present, Ben and Randy Martinez have reviewed 400 course SLO reports. At times the review takes only a few minutes, but others take longer. One Senator stated that Ben and Randy need help in reviewing all 1147 courses.

As to the need for the committee, Ben stated that when the site visit team comes next March, the team will have access to all completed SLO reports. There are only a few faculty members on the site visit team, and obviously, those faculty cannot be experts in all disciplines. If a report ties assessment to students' grades, then that assessment will trigger feedback from the team. If there is no

action plan, this will also trigger feedback. If there is only one multiple choice question as an assessment, that will trigger feedback. Because Ben and Randy have 800 courses more to review, they need additional people. If other people from other divisions are involved, this increases the integrity of the review. Ben and Randy are experts in their own area, but they need more people with expertise from other disciplines to review the reports.

One Senator asked, "Wouldn't it be beneficial for our own departments to read our own reports?" Ben responded that department review was a great idea, but all the SLOs should meet the guidelines. The problem is that some departments are not writing the SLO course reports according to the guidelines.

One Senator commented that she sees the SLO Assessment Committee as an extra level of help which was of great benefit to her department as they assessed their SLOs. She felt it was very similar to the Curriculum process, because the College's curriculum is published. Others argued that curriculum has to meet state-wide guidelines, as well as being articulated with 4-year colleges and universities. SLOs are not meant to be perfect and can be modified to improve learning as a result of department review and dialogue.

Other Senators stated that they were not against the SLO Assessment Committee per se, but their divisional faculty felt that the feedback from the Committee would mean extra work in revising the SLO reports as a result of the feedback. Another added that the faculty in SEM were afraid that a committee would prompt more work with constant revisions.

Another Senator felt that TracDat has clarified the process and made the steps for inputting information easier. Jessica Puma pointed out that TracDat is an empty vessel. The quality of the information is dependent on the data and analysis that is inputted into the system.

Ben Izadi assured the Senate that the course reports would be reviewed only once. Even for the departments that have only one question for one SLO, they could leave the revision until the next time the course is reviewed. But Ben emphasized that the department must include the proposed revision in the action plan. In TracDat, there would be a box for feedback from the SLO Assessment Committee and a box for the Action Plan, which would include the response from the department on how they would address the feedback.

One faculty member asked that if the feedback were just a suggestion, then what was the point of having a committee? She reported that at Santa Ana College the department faculty conducted their own SLO review. Ben responded that if the departments were doing their job, that would be great. But that was not the case. Another Senator said that she had heard that some faculty were ignoring the comments and some were completely ignoring TracDat. Ben responded that out of the 370 reports submitted and reviewed, only 30 reports had not been resubmitted. He has heard from division representatives that these reports were being worked on. To assist faculty in writing SLO reports and responding to

feedback, Nancy Deutsch suggested that a “cheat sheet” be developed by the SLO Team to outline the components of SLO assessment and reports.

The Senate approved a motion to call for the question. M/S/U (Frey/Ransom)

The Senate approved the motion to create the SLO Assessment Committee as proposed in the original motion made on January 28. M/S/P 4 abstentions. (Llanos/Frey)

One Senator told the SLO Team that no matter how much the faculty dislike and complains about SLOs, the Senate appreciates the job the SLO Team has done in helping the faculty write and assess SLOs to meet accreditation standards.

B. Faculty Awards – Pat Ganer

Pat Ganer reported that she had received five nominations for the Charger award, but not so many for the Outstanding Instructor and Outstanding Adjunct Faculty Awards. The Charger Award nominations will go to the At-Large Senators. If any division Senators had paper work for the Outstanding Faculty Awards, she requested that they send those documents to her so that she can get them to all division Senators.

All Senators are to meet at 2:30 pm in CCC-419 on March 25, 2010, to select the finalists for the awards. Rob Johnson reminded the Senators that the next Senate meeting will not take place in CCC-419, but in CCC-414, for a joint meeting with the Planning & Budget Committee and the President’s Advisory Council. He asked the Senators to be prepared to ask questions about the educational section of the Educational Master Plan.

C. Other – None

V. President’s Report

A. Special Program Quality Review Form

All of the Special Programs – Legacy, Honors, Service Learning, Study Abroad, Supplemental Instruction, Teacher Preparation, Tutoring, University Transfer Achievement Program, and Puente – are being required to conduct a Special Programs Quality Review this semester. Because there is an instructional component to these programs, the Academic Senate has been asked to approve the revision of the form that was piloted three years ago.

The intent of the special programs quality review is to have these special programs, which are an integration of instruction and student support services, undergo program review, as do our other instructional, student services, and campus support programs. The ACCJC Accreditation Standards also require that special programs undergo program review. It was the consensus of the Senate to approve the Special Programs Quality Review form.

B. Grade Reporting

Dave Wassenaar provided a report on the number of report delayed grades to Rob, revising the data he gave at the last Senate meeting on February 25, 2010. The actual statistics of report delayed grades on WebStar are as follows:

- Summer 2008 – 8 report delayed grades
- Fall 2008 – **287** report delayed grades
- Spring 2009 (5-day deadline email sent out) – **45** report delayed grades
- Summer 2009 – **140** report delayed grades
- Fall 2009 (5-day deadline email sent out) – **35** report delayed grades

VI. Faculty Issues – New Business

A. Computer Issues – Regina Rhymes

With the absence of Regina Rhymes and her alternate, the discussion on this agenda item will continue at the next regular Senate meeting.

B. Other – Adjunct Scheduling in May

Catherine Whitsett reported that adjunct instructors will not receive offers for employment from Cypress College until May for the summer session and the fall semester. Other colleges are already offering courses to adjuncts. This has been financially, emotionally, and spiritually devastating to adjunct instructors. She commended the Fullerton College Senate for bringing three faculty members to every Board of Trustees meeting to talk about not cutting classes, since 300 FC sections have been cut for the fall. She said that Cypress College has made similar cuts and should ask faculty to make presentations at each Board meeting. Rob Johnson explained that the state has deferred a second payment of \$300 million. Unfortunately, most of the cuts for balancing the budget apply to the extended day schedule taught primarily by adjunct faculty.

VII. Special Reports

A. Accreditation Self-Study – None

B. Associated Students – Danial Shakeri

- Associated Students (AS) is sponsoring a text message campaign “No More Cuts” from March 12 to 19. AS is asking faculty to enter the number 69302, type in “no more cuts” and press “send.” Citrus College is collecting all the text messages and forwarding the number of text messages to the Legislature. Danial cautioned that the system will only take one text message from each cell phone.
- On March 24 the Associated Students are holding a Town Hall Meeting from 3-5 p.m. on the State budget situation. They are asking faculty to give extra credit to students for attending the Town Hall Meeting.

C. United Faculty – Alan Ransom

Fola Odebunmi, the United Faculty President, requested that Alan suggest that the Cypress Academic Senate send three faculty members to each Board of Trustee meeting, as does the Fullerton College Faculty Senate, to speak during Public Commentary about the cutting of classes from the Fall 2010 Schedule.

D. Staff Development – Nancy Deutsch

- The Staff Development Committee has notified those receiving conference and workshop funding, which was recently approved by the President's Staff.
- Mary Lou Giska is willing to offer a 6-hour Nonviolent Crisis Intervention Workshop, but the last time she offered it, only four or five people signed up. There are four members of the Cypress College community who are certified trainers, but all of those who signed up last year did not attend. She is willing to do the workshop, if faculty and staff make a commitment to attend.
- The Classified Appreciation Luncheon is scheduled on April 30.
- The call for nominations for Outstanding Classified Employee has been distributed by email. Nancy Deutsch asked that individuals nominate or write a letter of support for a classified employee who has done an exemplary job.
- The End of the Year Luau is scheduled on May 11; the Opportunity Drawing for gift baskets will be held again this year.

E. Curriculum Committee – Cherie Dickey

The Committee is dealing with issue bin items this spring.

F. Campus Technology Committee – No report.

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

H. Cypress College Foundation – No report.

I. Basic Skills Committee – No report.

J. Student Learning Outcomes Assessment – No report.

VIII. Announcements – None.

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

Respectfully submitted,
Nancy Deutsch, Secretary