



ACADEMIC SENATE

APPROVED MINUTES

March 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, Dave McCament/Lynn Mitts;  
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: Elayne Roberts

LIAISONS: ASSOCIATED STUDENTS, Michael Amaya-Veloz/Tiana Buttice;  
BASIC SKILLS COMMITTEE, Cherie Dickey;  
CAMPUS DIVERSITY COMMITTEE, Michael Brydges;  
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: Jesse Saldana

Alternates in Attendance: None

Liaisons in Attendance: Tiana Buttice, Nancy Deutsch, Cherie Dickey, Jolena Grande, Rosalie Majid, Randa Wahbe

Guests: Damon de la Cruz, Health Science Division Faculty; Dale Craig, United Faculty; Santanu Bandyopadhyay, Institutional Research; Robert Mercer, Fine Arts Division Faculty

The meeting was called to order at 3:02 PM by President Zager, wishing senators Happy Pi Day, since it was 3/14.

**I. Approval of Minutes**

The minutes from February 28, 2013, were approved (Johnson/Dickey, M/S/P, one abstention) with minor changes.

**II. Public Commentary**

Ron Armale wanted to congratulate Rob Johnson for being recognized on Wikipedia with a photo of The Great Picture on the homepage. The Senate joined Ron in congratulating him.

Santanu presented the Senate with information required in the annual ACCJC report. He provided an overview of the changes that involve demonstrating institutional effectiveness. There is emphasis on course completion rates, but using our standard course completion rate doesn't really mean much since what may be good for math, may be poor for nursing. President Zager thanked Santanu for bringing this issue to Academic Senate.

Bryan Seiling reported on the Social Science Division support for his position asking senate to follow Robert Rules of Order, 11<sup>th</sup> edition, to keep senate meetings in order. Bryan would like to write a list of what we are supposed to do during the meeting so that everyone feels as though the meetings are open and that they are free to participate.

Carlos Urquidi mentioned that he is concerned with outsourcing the bookstore but is happy that the employees will remain on campus, since the administration has been able to find positions on campus for them.

**III. Special Reports**

**A. Associated Students – *Tiana Buttice***

Tiana reported on Club Rush that was held today and yesterday. The Associated Students are also participating in KinderCaminata tomorrow. A group of Associated Students are also going to the state capitol to deliver letters to legislators. Students are writing letters to share their experiences with the budget cuts. Tiana shared that the AS blood drive broke the all-time record.

**B. United Faculty – *Randa Wahbe***

UF is currently in negotiations regarding: salary, librarian's hours, calendar, and some of the contract language. More information will come from the chief negotiator later on. There was a reminder that UF will be holding meetings at Fullerton and Cypress with a focus on education reform, which will allow a chance for members to ask questions. A flyer will be coming out before spring break.

**C. Staff Development – *Rebecca Gomez***

No report.

**D. Curriculum Committee – *Mark Majarian***

No report.

**E. Campus Technology Committee – *Rosalie Majid***

The meeting is taking place right now. President Zager mentioned that if faculty would like to be a tester with one of the two email groups, to contact Mike Kavanaugh. Mike is setting up groups and will start transitioning users in summer and most faculty and staff by next fall.

**F. Academic Senate Treasurer’s Report – *Ron Armale***

No report.

**G. Foundation Report – *Rosalie Majid***

No report.

**H. Basic Skills Committee – *Cherie Dickey***

The first meeting is tomorrow.

**I. Students Learning Outcomes Assessment – *Nancy Deutsch***

The committee met last week, and they only meet once a month. They are reviewing what still needs to be done to close the loop. Nancy will be writing out instructions on how remaining programs can close the loop. Also, the reps are looking to see when courses were last assessed.

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

The first meeting of the Spring 2013 semester was March 4, 2013. The committee is reviewing the CTE biennial report form right now. The representative from each division should be soliciting feedback from faculty regarding proposed changes.

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

President Zager and Jolena attended via teleconference from Cypress College. The collegiate, pre-collegiate, and SCE discussion took the majority of the meeting. The funding rate differentials were also discussed.

Dale Craig, who also attended, reported that Fred Williams mentioned that there is still a lack of clarity regarding funding from the state for credit versus non-credit courses. Until the state has determined what will be done regarding basic skills, credit and non-credit funding, much uncertainty will remain with budgetary allocations.

**IV. President’s Report – *Gary Zager***

**A. Meetings with Dr. Simpson**

President Zager meets with President Simpson every other week for an hour to talk about common interests and concerns.

This last week we spoke on the issue of how reassigned time is distributed by Division. Our contract is very unclear on the issue and the Administration/Senate agreement from years ago appears to be out of date. How does it get amended? One practice on campus is for Deans to decide with their departments the load. While others hold strict adherence to the old agreement. This is a topic that should be put on the agenda.

We also discussed the High School Collaboration with Bob wanting to make a clear distinction between the Buena Park situation of the past with the concept of putting an existing Cypress College instructor in an off-site classroom to teach an existing class with students who meet Cypress College qualifications.

**B. District Coordinating Council (DCC) – previously DPC**

There has not been a meeting since February 25, 2013

**C. Board of Trustees – March 12, 2013**

1. The primary focus of this meeting was the Strategic Conversation that took place prior. This event was held at Fullerton College. The food was good and plentiful. The topics of the conversation(s) included:
  - a) The Students of the Future
  - b) Advances in Technology
  - c) The Changing Community College Mission
  - d) Workforce Development Issues
2. There was a presentation of the Fullerton College Child Development Lab School. This was a great presentation on a very exciting program.

**D. Institutional Effectiveness Council (IEC)**

No meeting since February 4, 2013.

**E. Planning and Budget Committee - February 21, 2013**

1. Budget Update: No new updates
2. Enrollment and FTE Update:
  - a) Fall was 110 FTES short of goal and 38 FTES were miscoded by the District due to a faulty formula not taking into account the change to a 16-week calendar.
  - b) Spring is also looking “soft”. More sections have been added to the spring 2013 second session/short-term classes
  - c) More sections have been added to Summer School.
  - d) If successful we will end up with a 2% growth.
  - e) DegreeWorks should help in the planning process
3. We could end up spending over \$400K to realign. (I am not sure what this means but I do intend to find out.)

4. Bookstore memo from Dr. Simpson was emailed earlier in the week.
5. One –Time Budget requests are now in. There were 25 separate requests of which 10 were safety related. Direction Committees are developing priority lists at this time.
6. A capital projects priority list has been developed in case the District goes with the Local Bond proposal which would be a match to the State Bond proposal. Local bond would be about \$250M. If all goes well construction would be 2015/16 with a move-in of 2018/19.
7. Technology Plan - The new three year plan is written and is very similar to the last. You can check it out at J:/CTC/tech plan/rev\_8
8. New Email System - Contact Mike Kavanaugh if you would like to test the two systems being considered to replace GroupWise (Gmail & Microsoft 360). The goal is for the new system to go into place for most of Cypress College over the fall, 2013 Semester.

**F. President’s Advisory Committee (PAC) – February 21, 2013** (Most everything discussed in PAC has already been mentioned in the above sections.)

1. **Accreditation Liaison Officers (ALO) Meeting Report** - As per Dr. Bandyopadhyay, ACCJC is only one of 6 accreditation bodies that our school could be under. We are NOT wedded to ACCJC. Some campuses have an Accreditation Steering Committee that is generally a shared governance committee. Dr. Simpson was supportive of this idea and would like for us to discuss in Senate.

**G. Graduation Planning Committee**

There has been no meeting since February 12, 2013

**H. Additional Items**

President Zager is seeking interested faculty for the following Committee Appointments:

- In reference to the Ad Hoc Senate Committee Member Request regarding the Pathways to Success/Freshman Block proposal that was sent out: President Zager had 5 senators who volunteered for the committee. Afterwards he had two faculty members asking him if he was sending it out to the entire faculty. In thinking about it and re-reading the Senate’s new protocol, President Zager realized that the call should have gone out to the entire faculty. He resent the email and is awaiting response.
- President Zager is awaiting word from prospective volunteers for SLO Committee Chair

## **I. Responses to President's Report**

President Zager mentioned that he attended the Strategic conversation before the BOT meeting on Tuesday night. He commented on the collegiality and hospitality extended by Fullerton faculty and staff.

Michael Brydges asked about the SLO committee chair position. – SLO committee chair still remains vacant, but there is an interested individual.

## **V. Faculty Issues – Unfinished Business**

President Zager asked to have a motion to accept the agenda. There was a motion to accept the agenda as written, (Dickey/Seiling) M/S/P. President Zager asked for any other agenda items to be added. Gary mentioned that agenda items need to be brought forward by senators.

### **A. Pathways to Success – Freshman Block – *Bryan Seiling***

Fumio read a statement from the math department. Their current position is open to the idea of creating blocks of classes for fully matriculated entering students, as long as it doesn't reduce the number of seats available. The math faculty would like to meet with other faculty and discuss options. Ron Armale also reported that the SEM Dean outlined the formation of the Pathway to Success and its origins. There is a desire to have new projects begin at the faculty level and proceed upward toward administration.

President Zager placed a call to all faculty for interest in serving on the ad hoc committee to discuss the Pathways to Success; he has eleven people interested in serving, including himself. He asked for some direction regarding size limitation on ad hoc committees. There was a suggestion that representation be inclusive of those departments with an interest in the pathway to success.

Christie Diep reported on faculty concerns regarding being able to serve on committees. In order to not discourage people from volunteering to serve. Pat Ganer mentioned that having more faculty willing to serve than space available provides the best pool of candidates. Since constraints such as divisional overrepresentation may affect some possibilities of appointment, Pat indicated that while she was president, she kept track of those who previously volunteered so that she could use them on subsequent committees. Both Cherie and Rob stated that they used a similar approach during their terms as president.

### **B. SLO Coordinator – *Gary Zager***

President Zager mentioned that there is one person who has expressed strong interest in the position. There was some discussion about possibly having an interview process, with someone from administration, SLO committee members, and maybe a senate representative since this is a senate appointment. Nancy outlined the previous interview process and members of the interviewing team.

Fumio asked if there was anything that could maybe make it more enticing, since the call has yielded very few interested faculty.

There was a motion to create an interview committee that includes Santanu, Nancy, and Gary, (Armale/Johnson) M/S/P, which was amended to add a division SLO representative (or someone from the Senate or an interested faculty member) as a fourth member of the interview committee (Armale/Seiling, M/S/P)

There was a question about having an even number of people serving. There was discussion about needing a majority, for which it was pointed out that the senate could provide the deciding vote, since the outcome of the interviews come back to the senate.

President Zager will send an email tomorrow asking for the fourth person who may be willing to serve. He asked Nancy for a list of current SLO representatives so that he may solicit their interest in serving on the interview committee.

**C. High School Collaboration Guidelines – Gary Zager**

President Zager turned over the chair to Pat, Past President, so that he could offer a motion. Gary provided some background regarding other courses that have been offered off-site using Cypress College faculty and Cypress College class. Gary provided a Human Service example of faculty teaching at an off-site location every semester.

Gary moved that “Off-site instruction, using existing Cypress College faculty to teach existing Cypress College courses off site, would not come under the high school collaboration guidelines,” that passed with one abstention (Zager/Mosqueda-Ponce) M/S/P.

Bryan questioned whether these courses would meet the exact same standards as other on-campus courses. Gary agreed that these offerings meet the same requirements.

In response to the Los Alamitos request, Gary mentioned that that course would be restricted to high school students on that campus.

Randa mentioned that UF would like some clarification on how the assignments are determined, and asks that no guidelines be followed until it is settled. According to Gary, the right of assignment would be with the dean and follow the existing UF contract. Christie asked if the dean, with right of assignment, could require a faculty member to teach at an off-site location. Ron Armale provided an example using a Computer Science instructor who was required to teach between Cypress and Fullerton to make sure he had enough load. The question was further refined to address whether faculty could be required to teach outside of the district. Pat Ganer provided another example where she was teaching COMM 100 at Oxford High School when her planned semester abroad schedule was suddenly cancelled.

Dale mentioned that there are some unresolved questions regarding the collection of FTEs being at the high school, though the faculty would be paid by NOCCCD. There are also questions about faculty still being under the contract as well as some liability concerns. UF is seeking an MOU on this issue. Will Heusser mentioned that Saturday is a day that faculty could be scheduled, but the contract provides that Monday would be non-scheduled for those faculty who have a Saturday class.

After the vote, Pat returned the meeting to President Zager. Pat Ganer provided Senators with draft versions of high school collaboration guidelines that compare and contrast the suggestions provided by Dr. Simpson. Pat would like to see the adoption of President Simpson's version as a replacement of the original.

There was discussion of the proposal provided by Dr. Simpson. Deborah Michelle requested that the counselor collaboration considerations from the original version be included as an amendment to Simpson's draft. The (Michelle/Mosqueda-Ponce) motion to add #16 to Dr. Simpson's proposal passed. M/S/P. The motion (Ganer/Brydges) to adopt Dr. Simpson's version of the high school collaboration document to replace the high school collaboration previously passed by the senate, passed (M/S/P, 9 yea, 7 nay, 2 abstentions).

Christie Diep mentioned that in Dr. Simpson's version the final decision was with the president, and it would be taken out of the purview of the senate. She also believes that there are contractual issues that may come up. She thinks Dr. Simpson's version takes away the senate's decision, and places it in the president's hands alone. Pat reminded senators that the Board of Trustees makes the ultimate decision regarding collaborating with high schools. The Senate makes recommendations to the Board of Trustees.

Several senators expressed a desire to retain the original senate guidelines passed last year during the lengthy discussion. Pat provided a comparison of the two documents and the rationale for each of the changes offered in Dr. Simpson's proposal, and answered questions regarding the changes.

Dale Craig provided some clarification regarding current contract language and had several questions regarding the guidelines under review. The contract has provisions for assigning and scheduling classes. Concern of United Faculty regarding high school scheduling is that the scheduling procedures should align with the contract language regarding coordinator duties.

**D. Release form for letters – *Fumio Ogoshi***

A draft of the letter was sent to senators. Fumio will make the letter available to all faculty. Rosalie mentioned guidelines that were discussed at the adjunct faculty opening meeting. Gary specified the FERPA guidelines that need to be followed when providing recommendations.

**E. Funding for Academic Senate Awards – *Gary Zager***

At times, the three awards have had a monetary component. The Foundation has always provided funding for the Outstanding Full-Time Faculty Award (\$1000). At one point, the Perkins Family funded the Charger Award at \$100 but that funding ceased. At times, the Adjunct Award was funded for \$500 from somewhere and at other times it was not. A few years ago, the Senate approved giving \$1000 for the Full-Time and Charger awards, and \$500 for the Adjunct Award. However, the only guaranteed funding is the \$1000 Foundation support for the Full-Time Faculty Award. There is no guaranteed funding for the other awards, but a donation has been made to the

Foundation over the past couple of years. There was a suggestion to set up a foundation account that could be endowed.

There was some discussion of sources for funding. The Pull for Cypress Campaign allows faculty to designate where the funds would go. Alternatively, the Academic Senate could also consider a fundraising activity

There was a suggestion to invite Raul to Senate to provide some information about how to address this situation. President Zager asked Rosalie to provide this information to the Foundation.

**F. Term Limits – *Bryan Seiling***

Bryan asked to have this item held for the next meeting.

**G. Special Program Review - *Gary Zager***

President Zager reported that there was a representative selected from the Curriculum Committee to serve.

**H. UF Resolution: District Negotiations – *Bryan Seiling***

Held for next meeting.

**I. Other**

None

**VI. Faculty Issues – New Business**

**A. Improved 16 Week Calendar – *Fumio Ogoshi***

Fumio provided a handout with a resolution regarding the implementation of a start date that provides for a weekend at the end of the semester so students could prepare for finals.

**B. Other**

None.

**VII. Announcements**

None.

**VIII. Adjournment of Meeting**

Meeting adjourned at 5:27 PM.

Respectfully submitted,

Jolena Grande, Secretary

