

ACADEMIC SENATE

APPROVED MINUTES

March 22, 2012

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
CAREER TECHNICAL EDUCATION DIVISION, Carlos Urquidi;
COUNSELING DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Molly Schulps;
HEALTH SCIENCE DIVISION, Judy Swytak;
LANGUAGE ARTS DIVISION & LIBRARY, Michael Brydges;
PHYSICAL EDUCATION DIVISION, Bill Pinkham;
SCIENCE/ENGINEERING/MATH DIVISION, Fumio Ogoshi;
SOCIAL SCIENCE DIVISION, Bryan Seiling;

2010-2012

SENATORS-AT-LARGE: Ron Armale, John Alexander, Vicki Castle, Nancy Deutsch, Joe Gallo,
Jolena Grande, Kathy Llanos, Rosalie Majid, Gary Zager;

ADJUNCT SENATOR: Kari Ann Pike

LIAISONS: ASSOCIATED STUDENTS: Jasmine Lee;

BASIC SKILLS: Cherie Dickey;

CAMPUS DIVERSITY:

CAMPUS TECHNOLOGY COMMITTEE: Rosalie Majid;

CURRICULUM COMMITTEE: Mark Majarian;

FOUNDATION: Beth Piburn;

PROGRAM REVIEW COMMITTEE: Jolena Grande;

STAFF DEVELOPMENT: Rebecca Gomez;

UNITED FACULTY: Vacant

ACADEMIC SENATE PRESIDENT: Pat Ganer

ACADEMIC SENATE PRESIDENT-ELECT: Gary Zager

Senators and Officers Absent: John Alexander, Molly Schulps, and Carlos Urquidi

Alternates in Attendance: None

Liaisons in Attendance: Cherie Dickey, Rebecca Gomez, Jolena Grande, Jasmine Lee, Rosalie
Majid, and Mark Majarian.

Guests: Christie Diep – Faculty, English

The meeting was called to order by President Pat Ganer at 3:02 PM.

I. Approval of Minutes

The minutes from February 9, 2012, were approved (Llanos/Gallo, M/S/P) with corrections made to the President's Report and the discussion that took place during that section. The motion to approve the minutes of March 8, 2012, passed with minor spelling corrections. M/S/P (Deutsch/Armale).

II. Public Commentary

Gary Zager mentioned that he has recently read the minutes from the Fullerton College Senate and reported that our Senate minutes seem to have a positive perspective even during times of contention, which is in contrast to those of Fullerton

III. Special Reports

A. Associated Students – Jasmine Lee

- The Associated Students will participate in the General Assembly, where students will spend the weekend at a hotel in workshops and meetings with other colleges in Region 8 and community colleges from other regions of the state. Although the advisor is unknown at this time, 12 AS representatives from Cypress College will be going to the meeting on April 27th.
- Diversity and AS Tea today, all the women received certificates
- KinderCaminata will be held tomorrow with more than 300 kindergartners on campus

B. United Faculty – Vacant
No report.

C. Staff Development – Rebecca Gomez

- Classified Employee of the Year nominations are due on Monday to Staff Development
- Staff Development is planning a CCCConfer workshop, working with distance education, tomorrow at 10 AM in the Library
- Next funding period for conference funding is next month, and there is a little money left over for summer conferences

D. Curriculum Committee – Mark Majarian

- Transfer Model Curriculum (TMC) has been in development for the past several years. They have gotten to the point where they are now on the website that serves as the repository. These TMC degrees have been through a review from discipline faculty from the community colleges and the CSUs and been approved. They include 18 units of core courses and general education courses. Currently, there are TMCs for Communication Studies, Sociology, and Psychology.
- Pressure is on to see completion of programs at the community college level. Students may not be able to find room in a CSU for transfer, and high unit majors may not be able to be completed within two years.
- President Ganer added that CSUs are still in the process of making decisions regarding transfers in the spring semester of 2013. The CSUs have tentatively

indicated that all applicants will be on a waitlist. 15 CSUs are not admitting any students for the fall 2013, but eight institutions, including Cal State Fullerton, Los Angeles, and San Bernardino are still open for a limited number students, essentially only those who have completed a TMC.

- Mark is strongly encouraging division curriculum representatives to become proficient with how to create TMC degrees. Mark was on the CID website today (the repository for TMC), and explained how the CID numbering impacts the courses being vetted. Faculty can register their comments on TMCs being created
- Jesse Saldana said that he participated in CIS discussions for a TMC with university and community college representatives, but that there was some question about whether or not the transfer model would be accepted at CSUs.
- It was suggested that maybe the TMC model might be useful for admission for transfer students at CSUs in the future. Joe Gallo mentioned that the music TMC includes two years of music theory courses and that Cypress College students are only given the opportunity to complete one year of music theory. Impacted programs are not guaranteed for admission with TMC major and is an area of concern for the music department
- President Ganer mentioned that if the enrollment issues continue with the CSUs, the TMC might be the pathway for students from community college to transfer to the CSUs.

E. Campus Technology Committee – Rosalie Majid

- There was a meeting last week. Monica Doman and Michael Johnson are the Academic Senate representatives, and Rosalie attends for personal interest because of her program. If Senators have a comment or question, Rosalie asked them to contact the Senate representatives on the committee.
- A couple of months ago, there was a separation of classroom wireless networks and the campus wireless network. The public network has a 30 minute time limit to provide for greater access, and users must log back in after 30 minutes if space permits
- Mike Kavanaugh is trying to get all computers purchased with grant funds on the PC replacement list so that these stations can be upgraded on rotation, but it does not include software upgrades. He is looking at the possibility of having annual software maintenance
- Although there is no replacement plan for media equipment (projectors, scanners, etc.), there is an interest in developing a replacement rotation plan. Right now there is a swap-out plan, equipment can be swapped with older equipment, but with a replacement plan, eventually rooms would get new units on a rotation basis
- Rosalie reminded Senators that any type of campus email or work- even sent/received on a personal device is subject to subpoena, which can allow the unit to be taken, in the event of litigation
- Another area of discussion was in regard to accessible textbooks/electronic textbooks. There were questions about whether those textbooks are capable of being read by a screen reader (used by visually impaired students). More research is needed to see what it takes for students who need screen readers. Ron Armale mentioned that some books from the publishers are accessible,

but as an image file only and not really “accessible.” Apple is trying to make books on the iPad accessible because they are general population books, but not textbooks.

- F. Academic Senate Treasurer’s Report – Ron Armale
 - Ron is trying to get a balance inquiry from Louella and is waiting for a reply to determine the current balance.
 - G. Foundation Report – Beth Piburn
 - No report.
 - H. Basic Skills Committee – Cherie Dickey
 - The committee is working on developing a program review process for itself and a template for evaluating the purchase of items and other funding that has used the BSI funds. For example, the purchase of software for a course would include an evaluation to determine the effectiveness or usefulness before purchasing more software.
 - Richard Fee and SCE are presenting to the Board next Tuesday regarding a pilot program between the Math Department and SCE.
 - I. Student Learning Outcomes Assessment – Nancy Deutsch
 - At a regional SLO meeting, Nancy received notice that we need to link ILOs to course SLOs. She is taking this issue to the SLO Committee. The Cypress ILOs were written in 2004,. She believes that all that is needed is a tweaking on the language so that CTE courses are linked. She mentioned that it should be really easy to link courses, certificates, and degrees. Nancy will come to the Senate with a draft of ILOs being linked with courses.
 - Nancy received notice that the SLO report is due to the ACCJC in spring 2013.
 - No one has applied for the SLO coordinator position. Nancy is asking the senate to approve changes in the SLO coordinator description, omitting the TracDat Administrator functions. Academic Computing does the software updates and troubleshoots any technical difficulties with the software. Jessica Puma is acting as the TracDat administrator right now. The task may go to Institutional Research to would help with TracDat issues such as adding information fields or data.
 - The motion (Armale/Swytak) to amend the SLO Coordinator job description distributed to Senators by Nancy Deutsch passed. M/S/P, 1 nay, no abstentions
- IV. President’s Report – *Pat Ganer*
President Ganer emailed the following report to Senators:
- A. Board of Trustees – March 13, 2012
 - Student representatives from Cypress reported on their visits with state legislators during the March in March.
 - Assemblyman Norby’s assistant addressed the Board regarding actions he is proposing for the K-12 system.

- Bob Jensen from Fullerton presented an overview of Fullerton's One Hundred Years of History, part of the Fullerton College Centennial program.
 - The Board adopted two resolutions, one opposing Assembly Bill 2482 regarding training for interior designers and a Resolution Supporting the Middle Class Scholarship Act, which would reduce fees by \$23 for students from families with incomes below \$150,000.
 - The Board also officially adopted the BP on a Commitment to Equal Employment Opportunity and Diversity.
 - The Board received the Cypress College 2011-2014 Strategic Plan.
- B. District Consultation Council – February 27, 2012
- Because of the new schedule, no meeting was held
- C. Chancellor and Senate Presidents Meeting – February 27, 2012
- No meeting was held.
- D. Planning and Budget Committee – March 15, 2012
- Bob Simpson presented a budget update; there have been no significant changes in the operating assumptions recently.
 - The Requests for Advance Funding for Special Programs were distributed. They are to be reviewed and discussed at the next meeting.
 - Bob Simpson discussed class scheduling for the 2012-2013 academic year. Cypress will need to reduce offerings by approximately 200 FTES. The intention is to reduce the fall offerings by a slightly greater amount in order to bring into better balance the number of seats available in the spring and fall semesters. There is a possibility that, after the November elections, there may be another 5.6% reduction if the tax initiatives do not pass.
 - Santanu Bandyopadhyay reported on the status of the Strategic Planning efforts under way
 - PBC approved an emergency funding request for the Forensics Team to attend the State and National Tournaments
- E. President's Advisory Cabinet – March 15, 2012
- Several of the items discussed at PAC mirrored items that were discussed at PBC. Those included the budget update, enrollment/FTES and class scheduling, and Strategic Planning.
 - There was further discussion regarding the Student Activities Publicity Guidelines and posting requirements. Additional bulletin boards are being placed on campus.
 - The students indicated that the Memorial Plaque is being completed and will be located in the Student Activities Center
 - Mike Kasler briefly discussed the issue of priority registration and noted it will be on the calendar at the next DCC meeting.

- F. Liaison
- The Graduation Committee has been meeting and all is proceeding as scheduled. Faculty have just been notified regarding the rental of caps and gowns for graduation. The Senate may wish to discuss any post-graduation party at the Senate meeting.
- G. General
- The Senate will need to appoint two individuals to serve on the newly constituted Institutional Effectiveness Coordinating Council. This will be discussed at the Senate meeting.
- H. Vice President's Report
- Gary mentioned that he has only received one nomination for awards that were due to him on Tuesday. Gary will send out a new announcement with revised deadlines for the Wednesday before the next Senate meeting. He also confirmed that those who were nominated last time are being included as nominations for this year.
 - President Ganer mentioned how important and timely it is to select the award recipients so that the graduation programs can be printed and the awards ordered
- I. Comments and Questions
- President Ganer mentioned that the basic skills/ESL clarifying language is going before DCCC and distributed a diagram of the Direction 3 clarifying language provided by the Reading and ESL departments
 - President Ganer asked for faculty to participate in graduation ceremonies. Nancy Deutsch mentioned that ordering cap and gown early might be problematic for checks that are held for a longer period of time. President Ganer will check to see if there is a way to use the Bursar's Office for accepting payments from faculty.
 - Post-Graduation Party: President Ganer asked if it was the pleasure of the Senate in continuing to have a gathering after graduation. A location will need to be confirmed so that people can be notified.
 - Under the new organizational/governance structure in the District in response to the Accrediting Commission recommendations, there is a new Institutional Effectiveness Coordinating Council. It will meet once a month on the third Monday of the month at 2 PM at the district office. The Senate needs two faculty, with one who also serves on DCC, which means at least Pat or Gary needs to serve. This committee will be responsible for keeping tabs on accreditation and reports that go to the state. Gary volunteered to serve on the committee. Motion to approve appointment of Gary Zager to the committee (Llanos/Seiling), M/S/P. Mark Majarian indicated a tentative interest in serving. If Mark cannot do so, President Ganer will make a general call to all interested faculty, but the first meeting is April 16, and timing is an issue. She is asking that the Senators do an email authorization of the appointment once she received the names of interested faculty.

V. Faculty Issues – Old Business

A. Subcommittee Report: BPHS Collaboration – *Pat Ganer*

- Guidelines for Possible Program/Collaboration between Cypress College and Buena Park High School were previously distributed. President Ganer relinquished the gavel to Vice President/President Elect Gary Zager
- Pat Ganer spoke on the issues and concerns she sees with the proposal distributed. Several senators discussed the possible revisions that could be made to the draft proposal.
- Christie Diep addressed the Senate about concerns that the English Department has regarding how the collaboration would be funded.
- Mark Majarian mentioned that the focus of our concern should be on curriculum.
- Deborah Michelle mentioned that there are additional requirements for disabled high school students that are not the same for community college students. Those students need to be instructed that they will be held to community college accommodations, not the more lenient high school standards.
- There was some concern over how the CRNs that were issued and students enrolled are being included in the department's success and retention rates, along with how students' grades will be closed out since "W"s will negatively impact a student's transcript.
- The history department supports the idea of a collaboration, but not the current program. The biology department originally supported the idea, but with more thought, they are reconsidering.
- Judy Swytak would like to have Dr. Simpson and President Kasler attend the next senate meeting to address these concerns.
- Kathy Llanos suggested that we set aside the collaborative proposal and ask Paul de Dios along with Kasler and Simpson to address the Senate regarding open CRNs and report delays, along with people who administered the assessments

B. Grade Submission – *Michael Brydges*

- There is presently a five-day turnaround for grades to be submitted at the end of a course. Michael asked Senators to reconsider the 5-day period.
- From a registration perspective, prolonged grade submissions may delay students from enrolling, transferring, etc.
- The proposal from some faculty is to increase the deadline by 2 days. Deborah Michelle will speak with the AR and Counseling workgroup about the possibility of increasing the number of days and seek clarification on when the five days begins to run: the day of the final exam, the last time the class meets, or from the last day of the semester.

C. Honorary Degrees – *Pat Ganer*
Hold for next meeting.

D. Other

VI. Faculty Issues – New Business

A. Institutional Learning Outcomes – *Nancy Deutsch*

- Discussed previously during the SLO report.

B. Other

- None.

VII. Announcements

- None.

VIII. Motion to adjourn the meeting at 5:44 PM.

Respectfully submitted,
Jolena Grande, Secretary