



ACADEMIC SENATE
APPROVED MINUTES
March 26, 2009

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
COUNSELING DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Ian Holmes
HEALTH SCIENCE DIVISION, Rosalie Majid;
LANGUAGE ARTS DIVISION, Barbara Kashi;
PHYSICAL EDUCATION DIVISION, Nancy Welliver;
SCIENCE/ENGINEERING/MATH DIVISION, Victoria Castle-Donovetsky;
SOCIAL SCIENCE DIVISION, Regina Rhymes;
VOCATIONAL TECHNICAL DIVISION, Dan Snook;

SENATORS-AT-LARGE: Nancy Deutsch, Michael Frey, Pat Ganer, Ed Giardina, Steve Gold, Kathy Llanos, Beth Piburn, Alan Ransom, Molly Schulps;

ADJUNCT SENATOR: Irene Barnett-Foster

LIAISONS: ASSOCIATED STUDENTS: José Gonzalez;
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: Cherie Dickey
Senators and Officers Absent: Michael Frey, Ian Holmes, Dan Snook
Alternates in Attendance: Jolena Grande for Rosalie Majid, Ryan Billings for José Gonzalez
Liaisons in Attendance: Cherie Dickey, José Gonzalez, Alan Ransom
Guests: Jeanne Miller, Kris Nelson, Jessica Puma

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

I. Approval of Minutes

The March 12, 2009 Minutes were approved as corrected M/S/P (Ransom/Llanos).

II. Public Commentary – None

III. President's Report – Rob Johnson

A. Budget Update from Scott Lay, Community College League of California

Two weeks ago, the Legislative Analyst's Office released its first comprehensive view of the spending plan. "It cautioned that revenues for 2009-2010 will be \$7.8 billion less than approved in the budget act, which creates a shortfall accounting for 8.0% of the overall budget." Now, many analysts believe that even the LAO's forecast was too optimistic. They are now predicting \$10-12 billion, even with the \$12.5 billion increase in taxes over the 18-month spending plan. "With lower revenue projections, the proposition 98 guarantee for community colleges could drop from between \$3.6 billion (LAO) to over \$5 billion (latest rumors). . . . It is possible that funds could be cut significantly in 2009-2010 for K-12 and community colleges, but the largest impact wouldn't be felt by community college until the 2010-2011 fiscal year."

B. Senior Day

The campus hosted area high school students in tours of the campus, informational workshops, and exhibits of Cypress College programs.

C. Nominee for Orange County Teacher of the Year

Arlene Brackett, an adjunct faculty member in dance, was named as Cypress College's nominee for Orange County Teacher of the Year. This is the first time that an adjunct instructor has been nominated for this award.

D. Board of Trustees Meeting, March 24, 2009

The School of Continuing Education (SCE) made an impressive presentation about their program to help students to transition from SCE to the colleges. There was continuing discussion concerning the Fullerton College Athletic Field. The Fullerton College Faculty Senate presented a resolution that requested that "campus and district administration involve affected faculty and staff members, construction management experts, landscape experts, and maintenance personnel at all stages of facility improvement processes" in an effort to avoid "change orders on the construction of Fullerton College instructional facilities . . . which have "totaled \$1.67 million in the past calendar year."

E. Planning & Budget Committee and President's Advisory Cabinet (PAC) – March 19, 2009

- A Cypress College Budget Subcommittee pored over multiple pages of 400 suggestions to reduce expenditures. Emails have been sent to Cypress deans and managers to determine the savings if reductions were made.
- The Schedule of Classes will no longer have a glossy cover, saving \$7500.
- A list of proposed Advanced Funding, primarily comprised of faculty coordinator positions, was presented. These faculty coordinators and special project managers need to know before the end of the semester if they will be receiving reassigned time or if they have a job for 2009-2010.
- The Classified Needs List was finalized. Each representative on PAC was asked to take the list to the constituencies. Senators were asked to review

the list and direct any questions or concerns about the list to Rob Johnson and Cherie Dickey.

- When the Language Arts and the Social Science Divisions move back to the new remodeled Humanities Building in Spring 2010, the 40-year-old temporary bungalows on Holder and near Gym II will be demolished and removed, because the floors are rotting. Even with the removal of the temporary bungalows, there will be 34,000 square feet of space that must be labeled “excess space.” A consultant was hired to take an inventory of campus space and analyze usage in order to maximize state funding for capital outlay projects. State rules dictate specific space utilization, i.e., library services, tutoring, book stacks, etc. in order to get on the capital outlay list for funding. To maximize state funding for capital outlay projects, this “excess space” cannot be used for classrooms or offices.
- The mailroom clerk position was presented and discussed. Mail is being sorted and delivered by an hourly employee out of the Production Center. However, when the Production Center coordinator is not there, the Production Center must be locked. Any faculty or staff person who wants access to the adjunct mailroom or the Production Center must go to the Bookstore to have someone open the center. Delivery of packages has also been delayed due to lack of staffing. The new position would allow for additional coverage in the Production Center, backup support to the Warehouse Coordinator, and delivery of packages to the Production area rather than M&O, to streamline delivery. The full-time position (Facilities Assistant) will actually have us see a net savings of approximately \$13,000 due to being able to eliminate the hourly costs we’ve incurred for the year.
- A committee to select the Accreditation Self-Study Chair consists of two faculty members, one classified staff, one student, and the Accreditation Liaison. The Senate agreed to appoint Rob Johnson and Regina Rhymes as the two faculty representatives.
- The Direction One Subcommittee only received 17 requests this year, rather than the usual 30-40.

IV. Guest Speaker – Prerequisites for Business/CIS – Kris Nelson

Electronic prerequisite blocking has been updated and is now in place for Business/CIS and all of the sciences. Banner electronic blocking was based on 2001 business and science prerequisites. For summer, Physical Education, Career Technical Education, and Social Sciences prerequisite blocking will be updated and put in place. In fall, Fine Arts, Language Arts, and Social Sciences prerequisites will be updated and put in place. The College has not decided whether to “turn on” Health Science prerequisites because of special circumstances. Members of the Matriculation Self-Study Site Visit Team, who visited the campus on February 25-27, were alarmed that Cypress College was just now updating and “turning on” prerequisite blocking.

IV. Faculty Issues

A. Distance Education Plan – Jeanne Miller

Jeanne Miller reported to the Senate that she, Jessica Puma, and Steve Donley had reviewed the changes sent to Jeanne on Monday, March 23, by Rob Johnson and Cherie Dickey and had made changes to the DE Plan. She asked the Senate to approve the March 25 version of the DE Plan. Several Senators stated that the changes were not acceptable as written. After extended discussion, the following revisions were mutually agreed upon.

It was MSP (Dickey/Kashi) with 1 abstention, that the March 25 Distance Education Plan be approved with these revisions:

- The section outlining the rights and responsibilities of the Academic Senate was moved from p. 21 under the heading “Faculty” in the March 25 draft to p. 12. On p. 12, the words “Participatory Governance” will be replaced with “Academic Senate” so that the heading will read “Distance Education and Academic Senate.”
- The last sentence of the “Faculty” section on p. 21 of the March 25 draft stated “This Distance Education Plan recognizes the role of the Academic Senate in these areas, and the DE Program will work with the Academic Senate to ensure that goals, objectives, and final outcomes in these matters meet with the Senate’s primary responsibilities in the areas of curriculum and academic standards.” As a result of the discussion, this sentence will be replaced with the sentence “This Distance Education Plan recognizes the role of the Academic Senate in these areas, and the DE Program will work with the Academic Senate to ensure that goals, objectives, and final outcomes in these matters receive the Senate’s approval” in the section “Distance Education and Academic Senate.”
- On p. 27, the Distance Education Program Organizational Chart will be revised to include a box labeled “Academic Senate” above the box labeled “Curriculum Committee.”

B. Enrollment Management Plan (EMP) – Cherie Dickey

The following changes were made to the EMP:

- Establishment of long term enrollment goals.
- Establishment of annual College enrollment targets.
- Focus upon improvement in student persistence, retention and success. This involves partnerships, rather than being exclusive to direction subcommittees. The EMP should ensure that coordination between the direction subcommittees and other committees exist, such as the Basic Skills Committee and scheduling implications for a desired outcome, i.e. the Summer Bridge Program.
- Relevant marketing and outreach activities.
- Coordination of effort with District planning and budgeting process. Presently, Planning & Budget Committee just shares information from Chancellor’s Staff. The EMP needs to address this in order to coordinate our efforts.

- Identification of budget requirements related to FTES production. The Executive Vice President worked with deans in reducing extended day and then informed Planning & Budget Committee (PBC); the PBC did not make the decision.
- Incorporation of a continuous review process that provides for timely and appropriate revisions, when needed, of our enrollment management plans.

It was suggested that the Enrollment Management Planning Group be made an advisory committee of Planning & Budget. The membership was increased from 1 faculty representative to three, as recommended by the Academic Senate. Some items were moved and combined. The reference to assessing reassigned time was removed.

C. Reassigned Time – Rob Johnson

Bob Simpson asked Rob to appoint faculty to a new task force to review reassigned time for non-department coordinators. The previous task force, made up of five faculty and three managers, had been called together in November to review the non-department coordinator reassigned time. However, when announced, the new task force only had two faculty members. Rob also said that he had talked with Mike and confirmed the make up of the previous committee and that it had been charged with also reviewing reassigned time of non-department coordinator positions. Rob felt that the reconvened task force should have as many faculty members as the old task force, including as many of the faculty who served on the old task force as possible.

D. AP 7210-5 Faculty Code of Ethics – Rob Johnson

Steve Gold pointed out that the District used the American Association of University Professors' "Statement on Professional Ethics" as the basis of this "administrative policy. He distributed a copy of the AAUP Statement with a mark-up of how the District either deleted language or substituted language. Steve believes that in some cases these revisions change the original meaning of the document. He asked Senators to note the responsibilities of faculty members: Part 1 outlines responsibilities to knowledge and their discipline; Part 2 lists the obligations to students; Part 3 delineates obligations to the colleagues; Part 4 lists to the institution; and Part 5 outlines the obligations to the community. This item was tabled until the next meeting.

E. Institutional Effectiveness Task Force – Nancy Deutsch

In December the Senate approved the creation of a task force to review all the planning, program review, and student learning outcomes processes of the College to prepare for the configuration and implementation of TracDat, an electronic outcomes management system. Copies of the Institutional Effectiveness Plan (IE Plan) and a chart of Accreditation Standards and CC IE Processes and Reports were distributed to the Senate. The chart demonstrated that Cypress College has all of the components of institutional effectiveness as outlined in the Accreditation Standards. However, these components have not

been combined into one process, i.e. program review. Much of the IE Plan is a history of planning, program review, and SLO assessment at Cypress. The attention of the Senators was directed to the recommendations on pp. 21-24 of the IE Plan. The IE Plan has been emailed to the entire campus for review. The Senators were encouraged to read the IE Plan and send their revisions to Santanu Bandyopadhyay by April 13. A revised version of the IE Plan will be discussed at the Leadership Team meeting on April 17. The campus will have another chance to send revisions before the next Senate meeting on April 23.

V. Special Reports

A. Associated Students — José Gonzalez

- On Monday, March 2, 15 representatives from Cypress College Associated Students, as well as Cherie Dickey for Academic Senate and Sonia Duran from EOPS, went to Sacramento for the “March In March” rally and met with several legislators.
- Associated Students elected positions have been updated. Annual elections will be held on April 22 and 23.
- The Senate asked José to send out an allusers Worldfest announcement.

B. Treasurer’s Report — No report.

C. Foundation — Beth Piburn

Americana raised \$110,000 for scholarships. The call for faculty mini-grants has sent out. Beth asked faculty to encourage students to apply for student scholarships. The Scholarship Tea is scheduled for May 11.

One Senator expressed dismay that only previous donors were contacted for additional donations. The Foundation was encouraged to also send letters to those faculty and staff who do not contribute to the Foundation.

D. Curriculum Committee — No report.

E. Campus Technology Committee — No report.

F. Staff Development — Nancy Deutsch

A report on SLO Assessment Progress, dated February 10, 2009, was distributed to the Academic Senate. As of February 3, 2009, course SLOs were posted for 667 out of 1166 courses, 453 course assessment plans were posted, and 56 reports to close the loop were posted. A forum to discuss the defining of programs will be held on April 22, if a room can be found.

Beth Piburn stated that she had closed the loop on 26 Nursing courses and the program SLO assessment, but she has not received any credit. She reported that the SLO Coordinator said that the Nursing assessment reports needed revision, and if Nursing was given credit for the work, then they would not revise

their reports. Beth stated that she had taken the Program SLO report to the Program Subcommittee on SLOs and that they had approved the report. She pointed out that not one of the reports is listed on the progress report. She said she understands that the reports may need to be corrected, but she felt strongly that the Nursing Department should be given credit for the two years of work they have done. Nancy Deutsch will bring Beth's concerns to the SLO Team at the next meeting.

Nancy Deutsch pointed out that the Accrediting Commission for Community and Junior Colleges (ACCJC) is an accrediting entity, responsible only to the U.S. Department of Education. ACCJC is independent of California Ed Code and California labor laws. ACCJC wrote the Accreditation Standards, but provided no instructions or training on how to meet the standards. Each college was to develop its own process. However, ACCJC trains the site visit teams to look for evidence. If there is no evidence of the college meeting the standards or if the evidence is not documented in a certain way, then ACCJC makes recommendations for changes that must be done within one or two years. The SLO Coordinator, who attends Academic Senate of California Community Colleges (ASCCC) SLO assessment workshops, institutes, and regional meetings, brings back recommendations for change to meet the ACCJC changes. This ever-changing situation is frustrating for faculty members and the SLO Team.

As an example, it was mentioned that ACCJC is changing the wording of Standard II to say that the course student learning outcomes must be printed on each course's syllabus. Cherie Dickey, the Curriculum Chair, said that the Curriculum Committee would be looking at the best way to address this change. Several Senators emphasized that a determination and announcement should be made soon so that syllabi can be revised before the semester ends.

G. United Faculty – Alan Ransom

Alan Ransom reported that there was a better than 50% turnout for this vote. Of those voting, 83.2% were in favor of sending the proposed 16-week semester with a four-week intersession to negotiations. Next week, United Faculty will be sending out a survey on SLO assessment asking faculty how much work they have done on assessing SLOs.

V. Announcements – None

VII. Adjournment of Meeting

M/S/U (Piburn/Llanos) to adjourn the meeting at 5:30 p.m.

Respectfully Submitted,
Nancy Deutsch,
Academic Senate Secretary