



ACADEMIC SENATE

APPROVED MINUTES

April 12, 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, Lynn Mitts;
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;
STUDENT LEARNING OUTCOMES ASSESSMENT: Nancy Deutsch
UNITED FACULTY: Vacant

ACADEMIC SENATE PRESIDENT: Pat Ganer

ACADEMIC SENATE PRESIDENT-ELECT: Gary Zager

Senators and Officers Absent: John Alexander, Kari Ann Pike, Molly Schulps, and Bryan Seiling

Alternates in Attendance: None

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

Guests: David Nusbaum – Faculty, SEM; Santanu Bandyopadhyay, Institutional Research Office

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

I. Approval of Minutes

The minutes from March 22, 2012, were approved (Michelle/Gallo, M/S/P) with minor corrections.

II. Public Commentary

President Ganer recognized Senator Vicki Castle for being selected by the students as Outstanding Teacher of the Year.

III. Special Reports

A. Associated Students – Jasmine Lee

- Today, there was an event to bring awareness to students of state budget cuts to education. Students were asked to sign petitions and participate in a picture campaign that will be used to show members of the legislature the “face of education” and help them understand who is impacted by the cuts. The pictures will be sent to legislators.
- The Political Science Club is having an event next Wednesday where a few people running for Congress will be on campus to answer questions and speak with students. Associated Students hope to have the event televised as it occurs between 6-8:30 PM.
- The Associated Students will participate in the General Assembly, April 27-29, where students will spend the weekend in Ontario participating in workshops focused on building leadership skills.

B. United Faculty – Vacant

President Ganer reported that Dale Craig provided her with a group of petitions regarding the Governor’s/CTA compromise tax initiative. There is a need to collect signatures to have the initiatives included on the November ballot. Any individuals who are residents of Orange County can sign.

C. Staff Development – Rebecca Gomez

- The last Conference Funding Deadline of the year is Friday, April 13, 2012. All requests and supporting documentation must be submitted to Staff Development electronically and hard copy with appropriate signatures by April 13, 2012, at 4:00 PM.
- Mark calendars for the End of the Year event that is scheduled for Thursday, May 10, 2012. Planning for silent auction baskets is encouraged. More information will be forthcoming.

D. Curriculum Committee – Mark Majarian

- The CSU system has indicated that in spring 2013, the Transfer Model Curriculum (TMC) will provide a preference for students with TMC to have priority for admission at the CSUs. Mark is working with Stacey Howard to get a training handbook for TMC so faculty can begin working on TMC proposals.
- Mark distributed the revised class size document that is being considered. He asked Senators to review these documents (current and revised) for discussion at the next senate meeting. The underlying issue is of equity between Fullerton and Cypress for students and faculty workload. The question of access (more students

being given the opportunity to take a class) is also a concern. There is a need to minimize the divergence between the campuses. President Ganer suggested that the Curriculum Committee discuss the proposal before the Senate takes any action. Some Senators believe the Administration may be taking advantage of the economic situation as justification in adding additional students in the class size, providing access to courses in times when not enough seats are available. President Ganer mentioned that in order for the class to break even within state funding guidelines, the campus-wide average class size would need to be 35. Joe Gallo would like to see both campuses use the class size document, not merely using it as a guideline.

- E. Campus Technology Committee – Rosalie Majid
 - At the last meeting, the Committee reviewed three documents that included Budget and Planning considerations that Mike Kavanaugh had put forth, including what to do with the computers and other equipment when a program is discontinued. The computers would be distributed to the remaining division faculty. The committee also discussed when equipment and workstations are to be replaced.
 - The Technology Plan and iPad policy were also discussed. The District is proposing the iPad policy, which will be shared with the Senate at the next meeting.
 - The email system is changing, moving from Groupwise and migrating to Google Mail (possibly over summer). The contract negotiations are in progress with Google and may be completed soon. Deborah Michelle mentioned that Google may not be fully accessible for disabled students. Gary Zager will have more details soon. Currently, SCE is using Google Mail, and Gary will ask at Tuesday’s meeting about accessibility issues. Gary reminded us that our email address of @cypresscollege.edu will stay the same.
- F. Academic Senate Treasurer’s Report – Ron Armale
 - No report.
- G. Foundation Report – Beth Piburn
 - . Beth mentioned that there is a need for a new faculty representative to the Foundation, and she would provide an orientation before the end of May.
- H. Basic Skills Committee – Cherie Dickey
 - No report.
- I. Student Learning Outcomes Assessment – Nancy Deutsch
 - Nancy reported that the SLO Coordinator job description and call for applications will need to be sent out again for interested faculty.

IV. President’s Report – *Pat Ganer*
President Ganer emailed the following report to Senators:

- A. Board of Trustees – March 27, 2012
 - The Chancellor discussed the coffees he has held with various groups.

- The Board was made aware of pending legislation that would make student health fees optional; there was concern that adoption of such a policy would be extremely detrimental to the Student Health Centers in the District.
- Richard Fee and Kris Nelson from Cypress and Dione Carter and Valentina Purcell from SCE offered a presentation on the “Non- Credit Open Lab as an Alternative Model of Developmental Education.”

April 10, 2012

- Jackie Philbrick, Assemblyman Chris Norby’s local representative, presented a list of bills that he is sponsoring. She also indicated Mr. Norby has an “Open Door” policy and welcomes visits from constituents. President Ganer, in turn, invited him to visit Cypress, especially our non-transfer areas such as CTE and the Health Sciences.
- Fred Williams offered a presentation regarding a Bond Refunding Proposal. The proposal really presents no financial benefit to the District and the District Administration recommended against adopting such a proposal. The Board unanimously agreed.
- The Board re-adopted the Board Policy regarding Student Trustees.
- The Board adopted resolutions regarding both Teacher Appreciation Week and Classified School Employee Week

B. District Consultation Council – March 26, 2012

- Discussion was held regarding the appointment of a District Priority Registration Task Force and it was agreed to establish such a group.
- DCC agreed to change the wording in Direction 3 of the Strategic Plan to reflect the changes in the references to Basic Skills and ESL that were addressed in our Senate by Kathy Wada and Sarah Jones.
- DCC approved the adoption of the District-wide Strategic Plan with the changes noted above.
- DCC approved the recommendation from the Council on Budget and Facilities regarding the setting of FTES targets.
- DCC began a discussion regarding the establishment of a Strategic Plan Fund. While there is general support, further discussions will be held.

C. Chancellor and Senate Presidents Meeting

- No meeting was held.

D. Planning and Budget Committee

- No meeting was held because of the 5th Thursday and Spring Break.

E. President’s Advisory Cabinet

- No meeting was held because of the 5th Thursday and Spring Break.

F. Liaison

- Dale Craig has indicated that the UF has adopted a resolution regarding faculty involvement in the hiring of adjunct faculty who teach our courses at outside institutions. He is asking for support from the three district Senates. Copies will be distributed at the Senate meeting.

G. General

- President Ganer attended the Area D Regional meeting of the Statewide Academic Senate on Saturday, March 31. Most of the day focused on a discussion of the resolutions that will be offered at the state Plenary Session in April.
- Information was provided and discussion ensued regarding matters such as enrollment priority, ARCC and common assessment standards, the State Senate budget difficulties, changes in the State Chancellor's Office, the Santa Monica College price differential proposal, and changes in the repeatability standards.

H. Comments and Questions

- President Ganer mentioned there is a proposal in Sacramento to make Health Fees optional for students. The income from student health fees would decrease and the services offered through the Health Center would be impacted if the proposal passes.
- There is a need for a faculty representative from each of the Faculty Senates to sit on the District Priority Registration Task Force. Deborah Michelle volunteered to serve to which the Senate moved to accept Deborah Michelle as the Academic Senate representative to the District's Priority Registration Task Force, M/S/P (Zager/Llanos) David Nusbaum indicated his willingness to provide assistance to Deborah.
- President-elect Gary Zager mentioned that faculty awards need to be selected before the end of the month. He has received a number of nominations. The Charger Award will be selected by the At-Large Senators and the Outstanding Full-Time and Adjunct Faculty will be selected by division Senators. Gary Zager will email the nominations to Senators, so they can meet 30 minutes before the next meeting to make selections.
- There is a need for At-Large Senators to be elected for the coming two years. There will be a call for those interested in serving. Nine At-Large Senator positions are available. The new senators will be seated at the May meeting. Also at that meeting, there is a need to elect new officers. Incoming at-large senators and divisional senators will vote on secretary and treasurer positions.

V. Faculty Issues – Old Business

A. Priority Registration – *David Nusbaum*

- The Enrollment Management Planning Group revised the proposal previously discussed. David has been in contact with colleagues at Fullerton College. The Fullerton Faculty Senate is hearing this proposal at their senate meeting. David is seeking a sense of the Senate for support of the proposal he distributed.
- Enhanced registration is provided to students who have been fully matriculated , informally, at this point, according to Kris Nelson. There is currently no way to

know which students have completed educational plans. There is, however, an interest at the District to create an electronic student educational plan through the Banner system this year. The incentive of the priority registration system is to reward students who are working toward an academic goal by ensuring that they have earlier access to their courses. Deborah Michelle suggested that completing the educational plan is labor intensive and requires an adequate number of counselors available to meet with students, which can be problematic because counselors have not been replaced as they have retired or resigned.

- Santanu mentioned that the Strategic Plan mentions a commitment that Basic Skills students be able to enroll in Basic Skills courses within the first semester (priority for these courses would only be given for the first semester of admission), and as such, additional sections would be offered.
- David is asking the Senate for their support. It was moved (Deutsch/Armale) to support the proposal with revisions as discussed and presented to the District Registration Priority Task Force, M/S/P, 1 nay, no abstentions.

B. SLO Reporting to ACCJC – *Santanu Bandyopadhyay*

- Previously, the Senate addressed Department Level SLOs being shared with division deans. Santanu recently attended a Deans and Directors Meeting, where deans mentioned that they are unaware of which courses have SLOs completed. Deans are potentially responsible for making sure that course SLOs are completed, but they are not privy to which courses are lacking.
- Santanu distributed the report template required to be completed and submitted to ACCJC. He mentioned that the Senate may need to appoint a committee to complete the report (possibly a workgroup), and questioned how that person or group can access the data necessary to complete the report Without having access to the supporting evidence He mentioned that developing mutual trust and sharing information is the foundation for this process and necessary for report completion. There is some question about how this information will be used and some concern about it being tied to assessment and evaluation of faculty. Further comments were made regarding the UF position that SLOs are a bargaining issue.
- The course SLOs are linked with Program Learning Outcomes and ILOs, which make it an institutional issue, not just a faculty-only process. Thus, there is a need to get all faculty to participate and give deans the ability to see the course level SLOs.
- There was a motion to table the discussion until Senators discuss the issue with their division, M/S/P (Zager/Brydges). President Ganer will draft a bulleted list of items that need to be addressed as well as provide points of the Senate's discussion.
- There are two separate issues for discussion: the motion for deans to see course level SLOs and for the collaboration of all faculty within the process.

C. Subcommittee Report: High School/Cypress College Collaboration Guidelines – *Nancy Deutsch*

- The response from Dr. Simpson was submitted to the Senators earlier today. Nancy asked senators to review his responses so they can be discussed at the next senate meeting.

- D. Institutional Learning Outcomes – *Nancy Deutsch*
- Since the ILOs need to be revised, Nancy distributed the proposed revisions considered by the SLO Committee when they met on April 11. The ILOs form the umbrella for all program and course SLOs.
 - Nancy took the certificate ILOs and created phrases under the ILOs. There was some discussion about the breadth of knowledge statement and the inclusion of computer literacy. These ILOs will now go to Student Support Services and the instructional support programs, and will come back to the Senate in two weeks for a second reading. It was the general sense of the Senate to forward these to constituencies for comment as well.
- E. Honorary Degrees – *Pat Ganer*
- The Senate needs a subcommittee to review the awarding of honorary degrees, including whether they can be awarded posthumously. President Ganer would like to see the Senate address this issue at the beginning of the fall semester with the new Senators.
- F. Program Review Revisions – *Jolena Grande*
- The Program Review Committee has revised the Program Review form and developed a schedule of training for faculty completing the process. The form will be available soon.
- G. Other
- Deborah Michelle spoke with Admissions and Records and clarified that grades are due 5 days after each final, not merely at the end of the semester. This was the process determined by the Senate two years ago (2010) to assist with students needing their grades as soon as possible in order to register or request a transcript.

VI. Faculty Issues – New Business

A. Other

- None.

VII. Announcements

- None.

VIII. Motion to adjourn the meeting at 5:59 PM.

Respectfully submitted,
Jolena Grande, Secretary