



ACADEMIC SENATE

APPROVED MINUTES

April 22, 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: Michael Brydges, Ed Giardina, Molly Schulps  
Alternates in Attendance: None  
Liaisons in Attendance: Nancy Deutsch, Cherie Dickey, Alan Ransom, Danial Shakeri  
Guests: Kathy Boettger, Linda Borla, Jolena Grande, Robert Mercer, Jeanne Miller, Kris Nelson, Luis Otero, Jessica Puma

The meeting was called to order by Rob Johnson at 3:06 p.m.

I. Approval of Minutes

The minutes of March 25, 2010 meeting were approved as revised. M/S/U  
(Ransom/Piburn)

## II. Public Commentary

Linda Borla, a Cypress College English instructor and United Faculty Board Secretary representing United Faculty (UF), read from a prepared statement, stating that the UF was concerned with the Senate resolution regarding political action contributions. Such a resolution was not part of the 10+1 responsibilities of the Academic Senate per Ed Code. She stated that the Senate President-elect, the author of the resolution, is not a member of the United Faculty, and is a good friend of one of trustees up for re-election, has served with that trustee on the Buena Park Library Board, and has actively campaigned for her in the past. Therefore, Pat Ganer should not be speaking on this issue. Furthermore, the Academic Senate is an agent of the District. Therefore, the Senate was committing an unfair labor practice by reading and discussing this resolution in a Senate meeting and putting the District at risk for being sued for using an unfair labor practice. If the Senate pursued this action, they were at risk of being sued.

Kathy Boettger, a Cypress College Mortuary Science instructor and United Faculty Board Member, also spoke to the resolution stating that she had served as the Academic Senate Secretary for four years. She said that she enjoyed that experience and that she hoped that the United Faculty could have a positive working relationship with the Senate. Kathy alluded to input from other organizations who suggested that the administration would like nothing better than for unions and academic senates to work against each other.

## III. Guest Speaker: Wait Lists – Kris Nelson

When Banner was upgraded, everyone was very excited about the wait list. But when it was tested, there were problems. The Banner Student Team WAIT LIST Workgroup has addressed these problems.

The Workgroup reviewed all necessary validation tables setting the following parameters for the Wait List (WL):

- Automatic WL notifications are sent to student via email. (Student has 48 hours to respond.)
- Student sees WL position on web.
- Student can only wait list 1 class per course.
  
- WebStar/myGateway verbiage created to display on WL status
- Banner will check for prerequisites/co-requisites and time conflicts.
- WAIT LIST does not check for repeatability until student registers.
- **Add Codes will be turned on once the class begins.**
- **WL and Add Codes cannot work together.**
- **Do not alter seat count to accommodate more students because then the wait list will not work.**
  
- WL will be turned on at course level by CRN. The division will decide the number of students per course to be waitlisted.
- All sections of same course will have the same number of waitlisted students.
- Cross-listed courses will be handled by each division by CRN.
  
- Faculty can view wait list in the bottom section of their roster in myGateway.

- 48 hrs WL notification deadline is sent to students; then their name drops from the faculty wait list.
- Faculty should remind students to update email address on myGateway.
- The Workgroup will solicit feedback from Summer School instructors.

Kris stated that it was important that the Division faculty decide which courses will have wait lists. Wait Lists are turned on by CRN only. Do not change seat counts to accommodate more students because then the wait list does not work. If the seat count is changed, then the first student to see an open seat can register, rather than the students on wait list.

Kris Nelson said that if faculty members think that they want to use the Banner Wait List, they should try it in the summer. If they don't like it, they can turn it off for fall.

#### IV. Associated Students Report – Danial Shakeri

Because of a schedule conflict, Danial asked if he could give his report early so that he could leave. He then presented the AS event schedule.

- AS Elections were held on April 21-22.
- April 30 is General Assembly.
- April 28 is World Fest.
- May 5 is Spirit Day.

The Senators encouraged AS to send out announcements before the events.

#### V. President's Report – Rob Johnson

##### A. Planning and Budget Committee and President's Advisory Council

- **Budget** - Fred Williams came to talk to PBC, PAC and DPC about budget planning for next year. He identified 5-6 potential courses of action in case we have a \$12 million shortfall in 2011-12. He made it very clear that none of these actions have been proposed, only discussed.
  1. Institute furloughs for classified, management, faculty.
  2. Place a cap on the medical benefits at a certain amount, but the employee could pay the difference for more expensive plans.
  3. Institute a 1% rollback on salaries.
- **Enrollment Management Committee** – Rob needs to make two appointments to this committee.
- **Classified Priority List** – Cypress administrators are still working on a plan for reallocating funding for employees who work in categorical programs whose funding has been cut by the state.
- **Educational Master Plan** - The draft has yet to be distributed.
- **Cypress College Strategic Plan for 2011-2014** – A process for developing the new strategic plan has been proposed by the Director of Institutional Research and Planning.
- **Staff Parking** – Campus Safety surveyed all available spaces in all lots on an hourly basis for a week. Karen Cant will be making a recommendation soon to designate 35 slots in Lot 8 (a staff parking lot) for student parking and add 35 staff parking spaces in Lot 4. When the college repaves the

parking lots this summer, the size of all parking spaces in Lot 4 will be increased to accommodate all sizes of vehicles.

B. District Planning Council (DPC)

Rob Johnson distributed the proposed District Institutional Code of Ethics. Rod Lusch, the President of CSEA, objected because he thought this code of ethics would be used against classified. Fred Williams said that the code of ethics was really aimed at the District Finance Department. The strike-outs on the proposed document were requested by Rod Lusch.

The discussion centered on these questions: What should the code of ethics be? Should it list unethical behaviors, or should it espouse the ideal codes of behaviors? Rod thought that it should be the latter.

Rob Johnson asked the Senators to review the proposed Institutional Code of Ethics. He asked Senators to send him any philosophical or specific changes they would like to suggest to DPC.

C. Graduation Committee

- Tommy Lasorda will be the key note speaker. He will also receive an honorary Associate Degree. After some discussion, it was decided that the Senate would award the degree, but that Mike Kasler would physically hand the degree to Mr. Lasorda.
- Rob Johnson will make sure the Professor Emeritus list and the Faculty Awards list are included in the graduation program.
- Kathy Llanos agreed to read the names of graduates at graduation as in previous years. Rob will ask Carol Lewis to read names this year as well.

D. Board of Trustees Meeting

Dr. John Sciacca and eight faculty members from Health Science presented "Training Tomorrow's Community Health Care Providers," an overview of the Health Science programs at Cypress. The eight programs in the Health Science Division are ranked among the highest in the state and nation. Pass rates on licensure exams consistently exceed the national average, and students are actively recruited due to the "hands-on" experience received through the numerous work-study and externship opportunities with local businesses, hospitals, and clinics.

E. ASCCC Plenary Session Resolutions - April 15-17, 2010

The following resolutions were among those discussed by Academic Senate of California Community Colleges on Saturday, April 17.

- Resolution regarding ongoing concerns with the Accreditation Commission for Community and Junior Colleges, including seven recommendations to

ACCJC about the accreditation process and selection of and training for visiting-team members.

- Resolution in opposition to proposed modification of the Community College Mission, which would allow 4-year degree programs to be offered at the community college because community colleges are having a difficult time fulfilling their mission without adding more.
- Resolution recommending that the 50% law be left unchanged until more research data collected to justify any change.
- Resolution supporting new transfer degrees that would guarantee students admission into the CSU or UC, although perhaps not the campus they prefer.

F. May 13 Senate Subcommittees

Rob asked Senators to consider and choose the Senate subcommittees they would like to serve on next year. Appointments to the subcommittees will be made during the last Senate meeting on May 13.

VI. Faculty Issues – Old Business

A. Distance Education Quality Rubric – Jeanne Miller

Jeanne Miller thanked Senators for their feedback on the DE Quality Rubric. Under *Objectives & Outcomes* on p. 6 a change, prompted by a concern expressed by the Senate, was made to the second part of Exemplary #1 after the semicolon. Also, during the meeting it was agreed that the following sentence be inserted at the end of the first paragraph on p. 2: “This rubric shall not be used for the evaluation of faculty by management.”

The Senate approved the motion to accept the Distance Education Quality Rubric as revised. MSU (Piburn/ Frey)

B. Faculty Awards – Pat Ganer

Pat Ganer announced the recipients of the three faculty awards selected by the Academic Senate, based on nominations and letters of support:

- Outstanding Full-time Faculty Award – Carolee Freer, Court Reporting
- Outstanding Adjunct Faculty Award – Barbara Pinkowitz, Health Science
- Charger Award – Liana Koeppel, Communication Studies

Pat commented that all of the nominees were outstanding and it was very difficult to select the recipients. The Senate passed the motion to approve these award winners. MSU (Frey /Piburn)

C. General Education & Basic Skills Program Learning Outcomes – Nancy Deutsch

Nancy Deutsch reported that the draft of the General Education and Basic Skills Program Learning Outcomes had been disseminated to the entire campus community and that no further revisions were sent to her.

The Senate passed the motion to approve the document. MSU (Llanos/Dickey)

VII. Faculty Issues – New Business

A. District Code of Ethics – Rob Johnson

Rob Johnson distributed a proposed revision of the District Code of Ethics and asked Senators to give Pat or him feedback to take to DPC before 1 pm on Monday, April 26.

B. Syllabus Guidelines – Cherie Dickey

Cherie Dickey informed the Senate that several requests for revision had been received.

- Additional language for web-enhanced courses is needed.
- More specific information on Academic Honesty Policy should be added.
- Class Day and Time should be optional.
- The Distance Ed rubric will not be used for faculty evaluation.

Cherie will add these items to the syllabus draft and send it out again.

C. Elections: At-large and Senate Officers – Pat Ganer

Pat Ganer reported that she had received seven nominations for nine Senator At-Large positions. She reminded everyone that she needs all nominations by the beginning of next week. She asked Senators to encourage other faculty to run for the Senator At-Large positions.

The Senate will also need to elect two Senate officers, Secretary and Treasurer, during the last Senate meeting on May 13. Only the Division Senators and the newly installed Senators At-Large will vote to determine the Secretary and Treasurer for the coming year.

D. Program Review Chair – Rob Johnson

A revised job description for the Program Review Chair was presented to the Senate. Most of the revisions dealt with the change of the committee name from the Instructional Quality Review Committee to the Departmental Planning and Review Committee. It was the sense of the Senate to approve the job description as revised.

E. Professor Emeritus Confirmations – Rob Johnson

The Senate approved the conferring of Professor Emeritus on the following faculty members. M/S/1 absention (Piburen/Saldana)

- Kathy Alvarez, Dental Hygiene
- Michael Bird, Culinary Arts
- Sharon Easton, Counseling
- Jean England, Counseling
- Tom Nordee, Counseling
- Cynthia Owens, Counseling
- Alan Ransom, Accounting

F. Resolution Regarding Political Action Contributions – Pat Ganer

Pat Ganer distributed the resolution for a first reading, indicating that she would not ask for a waiver of the second reading because she wanted time for everyone to discuss the issues. She indicated that after she read the resolution and after the Senate had discussed it immediately following the reading, then she would request a point of personal privilege because of comments that were made earlier in the meeting against the Academic Senate and against her personally.

Pat Ganer read the resolution and stated that the resolution is written for the people's right to know. In this case, some faculty may be unaware of the fact that they can, at any time, decline to have a portion of their local union dues moved from the general funds to the Political Action Committee by signing a simple statement directed to the UF advising them of that decision.

Linda Borla read a letter from Fola Odebunmi, the United Faculty President, and the CTA local representative, also a lawyer. This letter to the Senate stated that the Senate's resolution was outside of the purview of the Academic Senate. The Title 5 Ed Code is a legal document that says that the Senate is an agent of the District, and the Senate discussing political endorsements and the Senate encouraging faculty to redirect their PAC (Political Action Committee) funds were unfair labor practices.

Pat Ganer responded by stating that the UF letter was written before any of the UF Board saw the resolution, so how could they write a letter saying that it was an unfair labor practice, if they had not seen the resolution. She argued that it could just as well have been in favor of contributing to the Political Action Committee. She pointed out that the United Faculty has threatened the Senate before they even read or heard the body of the resolution. She stated that she does not believe that the resolution is an unfair labor practice because it does not name any Board members nor does it encourage anyone to redirect their dues.

One Divisional Senator expressed his concern that the subject of the resolution was not an Academic Senate matter and that the Senate should immediately stop talking about the issue.

Alan Ransom, Cypress College Senator and United Faculty Treasurer, read a letter that he sends to all new United Faculty members. Part of letter reads: "If at any time you wish to" not contribute to political action fund, "please notify" the UF Treasurer.

Rob Johnson, the Academic Senate President, expressed a statement of personal opinion. In response to Kathy Boettger's comments about wanting to work together, he was surprised that the UF is threatening legal action. He said that he had just talked to Fola Odebunmi yesterday and she expressed concern about the agenda item. The tone of the conversation with Fola was very collegial and so the threat of a lawsuit comes as a big surprise. He did not consider the UF delivering a threat to the Senate as "working together." He stated that he was insulted by the tone that the UF members are using to address the Senate. Now he said, he "is leery about talking to UF Board because he doesn't want to go and be harangued."

Rob also stated that it is his hope that the Senate wouldn't have to pass the resolution and that an alternative solution could be found.

A Senator At-large wanted to respond to Alan. She said that many of the faculty signed the paper releasing part of their local dues to the Political Action Committee a long time ago and "do not remember what we signed." Alan said he would not send individual letters to everyone in the United Faculty because he will not longer be treasurer as of April 28 and it would be a monumental task to do so. Alan suggested that perhaps there could be an article in the UF newsletter.

A Divisional Senator stated that in past Board of Trustees elections, the UF had recommended candidates. He asked why this situation was different, and again stated that the Senate should stop discussing the issue. Another Divisional Senator also stated that the Senate should not be discussing the issue. However, the first Divisional Senator stated to the UF guests that he did not appreciate the threats. Two other Senators also stated that they did not like the threats of a lawsuit.

Pat Ganer then requested a point of personal privilege to address the remarks made by Linda Borla at the beginning of the meeting. First, she responded to the charge that the Academic Senate had no right to be discussing these matters. The election of the Board could have a major impact on the policies and procedures in this district in areas that the Senate is specifically charged with; therefore, the senate does have a right to discuss some items related to the upcoming board elections. It is not something that only the union has a right to be discussing on behalf of the faculty.

Pat Ganer indicated that she had not intended to even mention Donna Miller's name because specific candidates are not germane to the issue of the resolution; however, since Linda Borla introduced the subject, it becomes necessary to respond to her comments.

In her personal comments, Pat Ganer stated that she has always been open about not being a member of the United Faculty. She also said that many people know that she is a good friend of Donna Miller, has been so for 46 years when they met at a high school debate seminar and has served with her on the Buena Park Library Board. She also said that she chooses her friends based on intelligence, integrity, knowledge and awareness of different areas of interest, a sense of social justice, and a good sense of humor. She stated that she failed to see how any of these would disqualify her from speaking on the subject and may, in fact, make her more qualified than most.

Linda Borla responded by saying, "This is still an unfair labor practice." Robert Mercer commented that having the first reading and discussing the resolution as the people's right to know, even if the resolution is later withdrawn or not approved by the Senate, will have the same effect on faculty. He said that several years ago, a faculty member who thought that students should know that they did not have to pay Associated Students fees walked the line informing students of their rights. Told that they had a choice, the students opted not to pay the AS fees. Consequently, many programs, including Journalism, did not receive a portion of the fees to keep their programs going. Likewise, he said, if faculty members are told that they will save money, they will not contribute to the PAC funds.

A Divisional Senator pointed out that the AS fee analogy was not the same, that faculty would not save any money, only that the \$2 a month for the PAC fund would be directed back to the United Faculty general funds. It was also pointed out that none of the fees paid by non-United Faculty employees were used to support the Political Action Committee.

#### VIII. Special Reports

A. Accreditation Self-Study – No report.

B. Associated Students

Danial Shakeri made his report earlier in the meeting. (See page 3.)

C. United Faculty – Alan Ransom

United Faculty had the Cypress College campus meeting last Wednesday.

D. Staff Development – No report because of time limitations.

E. Curriculum Committee – Cherie Dickey

The Curriculum Committee discussed the NOCCCD Guidelines and Verification document which she will send to Senators before the next Senate meeting.

F. Campus Technology Committee – No report.

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

H. Foundation Report – Beth Piburn

The letters announcing the funding of Foundation Mini-grant proposals have been sent out to those who were funded.

I. Basic Skills Committee – No report.

J. Student Learning Outcomes Assessment – No report.

IX. Announcements

Catherine Whitsett distributed a flyer on Assembly Bill 1807 which requires districts to re-hire part-time faculty who have positive evaluations and who have worked for the district for at least three years. Districts must only re-hire part-time faculty if there is sufficient work for them. The petitions are being collected by Adjunct faculty to be presented en mass to the board at a BOT meeting. Catherine asked that faculty submit a petition to the Board of Trustees to communicate to the California legislature their support of AB 1807.

X. The Senate adjourned at 5:45 p.m. M/S/U ( Piburn/Dickey)

Respectfully submitted,  
Nancy Deutsch, Secretary