



ACADEMIC SENATE
APPROVED MINUTES
April 23, 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: Irene Barnett, Ed Giardina, Ian Holmes, Molly Schulps, Nancy Welliver
Alternates in Attendance:

Liaisons in Attendance: Nancy Deutsch, Cherie Dickey, José Gonzalez, Rosalie Majid, Beth Piburn,
Alan Ransom

Guests: Ryan Billings, Daniel Park

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

I. Approval of Minutes

The March 26, 2009 Minutes were approved as revised M/S/P (Ransom/Piburn) with one abstention.

II. Public Commentary – None

III. President's Report – Rob Johnson

A. Board of Trustees Meeting – April 14, 2009

- The Board approved the appointment of Christine Terry as the Provost of the School of Continuing Education.
- The Board approved a recommendation to change the Fullerton College Child Care Center to a lab school of 48 children, effective 2009-10. It is estimated that the change to a lab school of 48 students could reduce the deficit from \$260,000 to \$138,000 annually. The portion of District funds no longer needed to cover the Center's annual deficit now could cover the cost of maintaining as many as 40 college classes, each with 35 students.
- Fred Williams presented a state budget update to the Board. Even though the NOCCCD has used reserve funds to manage cash flow difficulties with the state this year, and even though the state's community colleges dodged cuts in the 2009-10 budget approved by the Legislature this spring, the budget news from the state predicts an even bigger state revenue shortfall than previously expected. Consequently, NOCCCD is moving ahead with planning for potential phased budget cuts next year. When asked, Mr. Williams explained that 401 budget-cutting and cost-saving suggestions that were presented by many staff members in January have been referred to the appropriate campuses or District departments for further study and consideration. Mr. Williams demonstrated how each \$1 billion worth of deficit at the state level equates to a \$1.2 million funding shortfall for the NOCCCD.

B. Graduation – May 21, 2009

This year, only 67 faculty members have signed up to attend graduation ceremonies; last year there were 80+ faculty. Jack Scott is the keynote speaker; Associated Students are paying for his travel expenses. The Graduate of the Year will be selected soon.

C. District Budget Subcommittee and District Planning Council – April 20, 2009

Ned Doffoney sent an email to members of the District Planning Council with more information on Vice Chancellor Fred Williams' budget update at the April 14 NOCCCD Board of Trustees meeting. Rob Johnson distributed the information to the Senate which outlined **possible** NOCCCD budget cuts if there were a \$5,000,000 reduction in state funds, a \$10,000,000 reduction in state funds, or a \$15,000,000 reduction in state funds.

D. SB 518 – Parking

A memo from Scott Lay of the Community College League of California warned all community colleges that SB 518 would make several changes to dissuade state subsidy of vehicle parking throughout government, including the prohibition of the use of any state funds for direct or indirect support of student, employee, or visitor parking. This would increase parking costs dramatically for community college students and employees.

E. Planning & Budget Committee and President's Advisory Cabinet (PAC) – April 16, 2009 (presented by Cherie Dickey)

- The Cypress College FTES Summary of the 2008-09 320 P1 and P2 reports were presented. Cypress College is 1256 FTES over target, but with 3% growth being funded by the state, we are now 600 FTES over our funded FTES. However, the College has the funds to cover these FTES.
- The Planning and Budget Committee completed the prioritization of one-time budget requests in record time, because these were only 29 requests, rather than the usual 60+ annual requests.
- \$85,000 was approved to fix major potholes on campus.
- Because some chillers on campus are leaking Freon, which is a safety issue, funds were approved to fix the leaks.
- All faculty members were reminded to remind their students to register for summer school and the fall semester as soon as possible and not to procrastinate. The College is expecting that once registration is open to new students, the classes will fill very quickly because all community colleges are offering a greatly reduced number of classes.

F. Academic Senate of California Community Colleges Plenary Session, April 16-17

ASCCC discussed critical issues concerning the Accreditation Commission of Community and Junior Colleges (ACCJC). The ASCCC Executive Board was extremely concerned about evidence that some onsite teams have no faculty members. Some onsite teams do not visit classrooms, but rely heavily on paper and electronic evidence. Much concern was expressed that Barbara Beno, the ACCJC Executive Director, often changes her position on procedure and policy, creating confusion. The percentage of California community colleges on probation or warning is twice that of any other U.S. accrediting region.

Jack Scott, the new Chancellor of the California Community College System, told faculty at the plenary session that he is willing to “weigh in” on the significant problems with ACCJC.

IV. Faculty Issues

A. Institutional Effectiveness Plan – Nancy Deutsch

This was the second reading of the Institutional Effectiveness Plan (IE Plan). Nancy discussed the revisions recommended by members of the campus community and reviewed by the Institutional Effectiveness Task Force through the month-long review which included presentation to the Curriculum Committee, the Program Review Committee, and the Leadership Team, as well as Planning & Budget and President's Advisory Cabinet.

It was MSU (Piburn/Ransom) to approve the April 22 draft of the Institutional Effectiveness Plan with the correction of minor typographical errors.

B. Classified Support for CurricUNET – Cherie Dickey

It was pointed out the Instruction Office Administrative Assistant II 50% position for CurricUNET will end on June 30. The Administrative Assistant in this position has administrative rights to CurricUNET and is available to answer questions about CurricUNET from faculty, classified staff, and managers who are writing or revising curriculum. Although this position was included in the Classified Needs Assessment, it was low on the priority list. Without the CurricUNET Administrative Assistant, all ten division office manager would have administrative rights to CurricUNET.

It was MSP (Ganer/Piburn) to support the funding of this position for one year and directs the Curriculum Chair to submit an emergency request for funding for 2009-2010.

C. ACCJC's Changes to the Standards regarding SLOs – Cherie Dickey

In the Spring 2009 ACCJC **Accreditation Notes** article "Where Do Course SLOs Live?" the Accrediting Commission for Community and Junior Colleges states that a single set of core SLOs for each course should appear in the official course outline, in the current institutional catalogues, and in the faculty members' course syllabi. Cherie stated that Cypress College will have met the requirement for two of the three official institutional documents by providing the SLOs on CurriUNET and then providing a link from TracDat, where SLOs also reside, to the online catalogue in WebStar. The third institutional document is the course syllabus.

It was the consensus of the Senate to set a target date of Spring 2010 to have the core course SLOs appear on the course syllabi for every course in the college. This gives the Curriculum Committee, the Academic Senate, and department coordinators a semester to inform full-time and adjunct faculty that course SLOs must appear on their course syllabi.

D. Accreditation Self-Study Timeline – Cherie Dickey

Cherie Dickey distributed a five-page document summarizing the key areas scrutinized by accreditation site visit teams and setting a timeline for completion of the Self-Study in December 2010 and the site visit by the Accreditation Team in March 2011. Campus personnel will be invited to serve on Accreditation Committees through a college-wide call for volunteers and through individual solicitations.

E. Faculty Awards – Cherie Dickey

It was MSP (Piburn/Kashi) to approve the following award recipients: the Outstanding Full-time Faculty Award — Mariye Takahashi, who teaches Japanese; the Outstanding Adjunct Faculty Award — Luke Latham of Biological Sciences; and the Charger Award — Robert Parelli of the Radiologic Technology Program. Members of the Senate Executive will make surprise visits to these instructors' classrooms to inform them of their selection.

F. Conferring of Professor Emeritus Status – Rob Johnson

It was MSU (Deutsch/Dickey) to confer Professor Emeritus status to Jerry Burchfield, Michael Capsuto, Steve Gold, Jeanne Higgins, Peggy Miller, Noreen O'Brien, and Charles Sherard, all of whom are retiring or who have already retired this semester.

G. Associate Students Environmental Sustainability Committee – Rob Johnson

José Gonzalez, the Associated Students Liaison to the Academic Senate, asked that this issue and the one that follows be put on the agenda so that there could be dialogue in the Senate rather than just an Associated Students report on the research the students have done this year in these two areas.

José emphasized that Cypress College does not have a campus-wide Environmental Sustainability Committee which could serve several purposes, including but not restricted to the following.

- This campus-wide committee could establish a campus recycling center or a more efficient way to recycle on campus, rather than relying on the efforts of individual departments or work areas.
- Such a committee could recommend exchanging utensils in food services and supplies in the Bookstore with more eco-friendly ones.
- This committee would promote “green technology.”

H. Associate Students Textbook Relief Committee – Rob Johnson

Ryan Billings, also from Associated Students, also discussed the establishment of a campus-wide Textbook Relief Committee of faculty, students, classified staff, and managers working together to explore textbook rental programs, open source textbooks, agreements with textbook companies, purchase of a textbook license from publishers for one semester, the cost of bundling, and department adoption of textbooks to reduce costs.

The Senate agreed that establishing these campus-wide committees was an excellent idea and would support the Associated Students in the establishment of these campus-wide committees.

I. Faculty/Staff Parking in Lot 1 – Jesse Saldana

Although the lack of faculty and staff parking in Lot 1 has been discussed several times in the Academic Senate, no additional staff parking spaces will be added. The Senate leadership has been told there will be no relief for staff parking in Lot 1 until after Lot 8 reopens sometime in Fall 2009 with the completion of the Humanities Building remodel.

J. Other: Enrollment Management Plan – Cherie Dickey

The newest version of the Enrollment Management Plan was distributed to Senators who were asked to read the document before the next Senate meeting on May 14.

K. Other: Shared Governance Pamphlet – Steve Gold

It was MSP (Llanos/Saldana) to approve the Shared Governance pamphlet designed and produced by Steve Gold. Copies of the pamphlet will be distributed to new faculty. Nancy Deutsch will research the cost of printing the pamphlet by District Production so that the pamphlet can be distributed to all full-time and adjunct faculty.

L. Other: After Graduation Party – Cherie Dickey

Cherie announced that she will be hosting the party at her home again this May.

V. Special Reports

A. Associated Students (AS) — José Gonzalez

- Worldfest is scheduled for April 29; almost all clubs will be participating. The Senate asked José to send an email to all users to advertise the event.
- The Voters Registration Drive is scheduled for Thursday, April 30 from 10 am to 4 pm. AS also plans to educate students on Propositions 1A and 1B.
- Students are invited to participate in Honors Service Learning to promote community service.
- Here are the results of the recent Associated Students elections:
President: Jose Gonzalez; Executive Vice President: Wei-Sheng Peng;
Vice President of Campus and District Affairs: Ryan Billings; Vice President of External Affairs: Anthony “Tony” Ignacio; Vice President of Campus Activities: Jamie Buffehr; Vice President of Student Organizations: Ryan Ayers; Vice President of Fiscal Affairs: Kristine Macalma; Vice President of Public Relations: Daniel Park; Executive Secretary: Kevrese Flamer; Webmaster: Nassir Azieh; Student Trustee: Cindy Garcia; Activities Coordinator: Michelle Abboud, Duy Huynh, and Sarkis Tatarian; Senator: Javier Melgarejo and Ken Vialva.

B. Treasurer’s Report — No report.

C. Foundation — No report.

D. Curriculum Committee — Cherie Dickey

- By the end of the semester, the Curriculum Committee will distribute a Frequently Asked Questions sheet about CurricUNET and a new training manual. New help icons will also be added to CurricUNET.
- Kris Nelson shared the new NOCCCD course repeat rules for admission.
- New members to the Curriculum Committee were welcomed: Ruth Gutierrez for Language Arts, Scott Pickler for P.E., and Dee Ann Sato from Science, Engineering and Math.
- The Curriculum Committee approved the use of the CLEP Test results to allow military personnel to receive category credit for the Associate Degree.

- E. Campus Technology Committee — No report.
- F. Staff Development — Nancy Deutsch

The Staff Development Committee is preparing for the Classified Appreciation Luncheon scheduled for Friday, April 24. All faculty are invited to attend the End of the Year Fiesta on May 5 to honor those who are receiving service pins, 25-year certificates, and a 40-year commemorative rosewood clock. All of the employees who are retiring within this academic year will also be honored. Rob Johnson will be presenting professor emeritus certificates at the event. Tickets for the Basket Opportunity Drawing will go on sale at 8 am on May 5.

- G. United Faculty – No report.

IV. Announcements

Michael Frey of the Astronomy Department invited Senators to come to the pond on April 30 for the last STAR Party to view Saturn.

VII. Adjournment of Meeting

M/S/U (Llanos/Dickey) to adjourn the meeting at 5:20 p.m.

Respectfully Submitted,
Nancy Deutsch,
Academic Senate Secretary