



ACADEMIC SENATE

APPROVED MINUTES

April 28, 2011

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, Cherie Dickey;
PHYSICAL EDUCATION DIVISION, Nancy Welliver;
SCIENCE/ENGINEERING/MATH DIVISION, Alex Mintzer;
SOCIAL SCIENCE DIVISION, Regina Rhymes;

2010-2011

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

ADJUNCT SENATOR: Julia Jordanides

LIAISONS: ASSOCIATED STUDENTS: Tiffany Saw and Jasmine Lee;
CAMPUS DIVERSITY:
CAMPUS TECHNOLOGY COMMITTEE: Rosalie Majid;
CURRICULUM COMMITTEE: Cherie Dickey;
FOUNDATION: Beth Piburn;
PROGRAM REVIEW COMMITTEE: Jolena Grande;
STAFF DEVELOPMENT: Nancy Deutsch;
UNITED FACULTY: Regina Rhymes

ACADEMIC SENATE PRESIDENT: Pat Ganer

ACADEMIC SENATE PAST-PRESIDENT: Rob Johnson

Senators and Officers Absent: John Alexander, Julia Jordanides, Rosalie Majid, Regina Rhymes,
and Molly Schulps,

Alternates in Attendance: None

Liaisons in Attendance: Jolena Grande, Beth Piburn, and Tiffany Saw.

Guests: Santanu Bandyopadhyay, Institutional Researcher, Ben Izadi, SLO Coordinator, Mike
Kavanaugh, Academic Computing, Luke Latham, Adjunct Faculty – Biology; and Julie
Zweig, Faculty – Language Arts

The meeting was called to order by Pat Ganer at 3:05 PM.

I. Approval of Minutes

The minutes of April 14, 2011, were approved with slight revisions regarding the wording that included “delete” throughout the paragraph. It was noted that Gary Zager was the second on Alex Mintzer’s motion to approve the revisions to the Academic Honesty policy. M/S/P with three abstentions (Gallo/Armale).

II. Public Commentary

None

III. President’s Report – *Pat Ganer*

A. District Planning Council – *Pat Ganer*

President Ganer reported on the email from Scott Lay, Community College League of California, which provided that the Governor’s May Revise to the state budget would be available on May 16, 2011.

There was some discussion of the Program Discontinuance Policy. The last proposed version of the policy from almost five years ago, mentioned collegially consulting the Academic Senate regarding program discontinuance and Pat indicated she wanted that included in the new version. Dr. Simpson and President Ganer will work on the wording of the Program Discontinuance Policy. The Administrative Procedures, the complement to the Board Policy, which is ten pages long and has been in abeyance, has been distributed to everyone on DPC. It indicates where some of the problems exist. Data for three years must be considered for program discontinuance, provided that data is already available. Otherwise, data collection for three years must begin. There is some concern that we are looking at a potential 6-year process. There is no current policy and courses are simply not being offered, an implicit discontinuance. The majority of the programs tend to be on the vocational side of program offerings. Cherie Dickey pointed out certificates recognized by the State Chancellor’s Office are different from those approved at the local level and that will need to be reflected in the policy.

B. Senate Presidents and Chancellor Meeting – *Pat Ganer*

There was discussion of AB515, proposed legislation which would permit community colleges to collect a local fee from students not served via state apportionment. This legislation would allow the District to offer credit courses through “extension” and thus charge higher fees for those courses. It would allow additional sections to be offered at a higher fee that would serve more students, with two potential side-effects: (1) it could create two-tier system, where students who can afford to add the course will be served while others are not, and (2) it fundamentally affects the general mission of the community college system. The statewide Academic Senate opposes the proposal.

Alex Mintzer wondered about charging more for out of area students. President Ganer mentioned that Prop 13 in effect sent the funding to the state level, which effectively ended the in-district versus out-of-district tuition consideration.

C. Chancellor's Cabinet – *Pat Ganer*

It was reported that the State Senate is holding three regional hearings regarding the budget. There will be one tomorrow, Friday, April 29, 2011, at Cal Poly Pomona, dealing with issues of public safety and education. President Ganer encouraged anyone who wanted to go to attend. The last panel will be dealing with higher education.

D. Planning and Budget Committee – *Pat Ganer*

No report since there was no meeting last week due to the holiday.

E. President's Advisory Cabinet – *Pat Ganer*

No report since there was no meeting last week due to the holiday.

F. Board of Trustees Meeting – *Pat Ganer*

The Board of Trustees met last Tuesday night, April 26, 2011. President Ganer reported that it was a relatively lengthy meeting, which recognized all new tenured faculty members in the district, Although UF had not announced the results of the vote regarding the 16-week calendar, it obviously passed as the 16-week calendar was on the agenda for Board approval, to become effective for fall 2012. The Board approved the implementation of a 16-week calendar, with the following dates:

Fall semester begins August 27, 2012, for students/instruction

Fall semester ends December 15, 2012

Mandatory Fall Duty Day for faculty is August 24, 2012

Spring semester begins February 4, 2013 for students/instruction

Spring semester ends May 31, 2013

Mandatory Spring Duty Day for faculty is February 1, 2013

21 newly tenured faculty were recognized along with a Cypress College Art Program presentation by Ed Giardina and Devon Sujo. While they were making their presentation, Pat took the opportunity to announce that Devon Sujo was selected by the Senate as Outstanding Adjunct Faculty of the Year. The Board also presented the Academic Senate with a certificate in recognition of Teacher Appreciation Week, which will be on display in the Senate office.

There was a lengthy closed session during the meeting, but no actions were taken.

G. General Comments – *Pat Ganer*

1. Hiring committee – the current hiring freeze restricts approval to only essential positions, and there was a recent emergency request to hire a full-time faculty member for Automotive. They have a faculty member who will not be here next year, and whose teaching load includes a 12-unit class, which is greater than an adjunct is allowed to teach. There is currently only one faculty member in the department. The committee approved hiring a faculty member on a one-year contract to teach the 12-unit class in Automotive, but the position may become tenure-track.

2. Rob Johnson reported on the spring plenary session issues from the State Academic Senate. There was a resolution passed regarding the inevitability of increasing fees for community college students and calling upon the state and local senates to stay engaged in the debate and strive to keep fees as low as possible. A proposed revision to the disciplines list regarding the creation of Art History as a separate discipline was passed. Art History is now a separate discipline with its own minimum qualifications. The revision does allow those districts that have difficulty finding qualified applicants to still assign Art faculty to teach Art History classes. The senate is also investigating possible changes to curriculum for PE and the visual and performing arts. Resolutions were proposed that would eliminate or severely limit repeatability for many courses in those disciplines. Only one passed and it recommends the elimination of “activity” courses in Title 5 and seek acceptable definitions of repeatability for specific disciplines. Removing the word “activity” and defining repeatability, will allow the state senate and chancellor’s office to do research on this issue before the legislature takes specific action to eliminate course repeatability. There will be some cap on course repeatability and there may be a need to create separate classes to solve the repeatability issue..
3. There is one more Senate meeting this semester, on May 12, 2011, and division Senators will need to be elected and seated at that meeting. It was reported that Judy Swytak (spring) and Lynn Mitts (fall) were elected by the Health Science Division, Brian Seiling will represent Social Science, Nancy Welliver (spring) and Bill Pinkham (fall) will continue to represent PE, and Fumio Ogoshi will represent SEM. There is also a need to elect officers at that meeting: positions available include president-elect, secretary, and treasurer, which are all one-year terms. President Ganer appointed Rob Johnson, past-president, and two senators, Cherie Dickey and Joe Gallo, to serve on the nominating committee. Rob Johnson will chair the committee and bring forth recommendations at the next meeting.
4. Accreditation wants the campus to evaluate the decision-making process on campus, which will involve the Academic Senate as well. President Ganer distributed a draft to be reviewed and commented on prior to the next meeting. She asked Senators to review the draft, noting that she used the Senate Constitution to match the items included on the draft. Cherie Dickey announced her support of the concept and noted her pleasure with senate addressing the issue. There are two types of evaluations that need to be conducted: evaluating ourselves and evaluation by our constituents (the faculty served).

IV. Faculty Issues – Old Business

- A. Subcommittee Report on Dishonesty Policy – *Alex Mintzer*
At the previous meeting, it was moved (Saldana/Llanos) that discussion of the proposed policy be tabled until Senators have an opportunity to distribute, discuss, and compile feedback from division faculty members regarding the potential revisions to the Academic Honesty Policy. Luke Latham has subsequently found additional documentation to aid Senators on this issue, and

distributed the material where he summarized K-12 court cases and parallel language useful for post-secondary education. Jesse Saldana suggested that the Senate adopt the proposed revisions and start the process of changing the language, knowing that other committees will likely make additional changes to the proposal. Jesse stated that faculty should include in their syllabi explicitly if students will fail the course for academic dishonesty. Judy Swytak and Beth Piburn provided examples from the Nursing Program where students are dropped for academic dishonesty. The use of penalties for academic dishonesty was discussed as well. It was moved (Mintzer/Zager) to adopt the proposed revisions. M/S/P, one abstention. President Ganer will take the proposed revisions to PAC.

B. Professor Emeritus – *Pat Ganer*

President Ganer asked the Senate for additional names to be discussed for professor emeritus designation, in addition to Donna Freiss from last semester. It was moved (Deutsch/Llanos) to grant Professor Emeritus status to Minnie Allison, from SEM. M/S/P. President Ganer will forward the names to Marc Posner for inclusion in the commencement program.

V. Faculty Issues – New Business

A. Academic Computing: Mike Kavanaugh – *Pat Ganer*

Mike Kavanaugh addressed the Senate regarding the current activities in Academic Computing. Reporting on the District Technology Advisory Committee, Mike mentioned that the district is working on issues involving social media and acceptable use for students, faculty, and clubs. Once guidelines for social media are created they will go to DPC, which is made up of faculty, administrators, CSEA representatives, certificated staff, and District IT directors who serve as resources. After DPC, it will come to Academic Senate for commentary and review.

Mike also discussed the role of e-mail in discovery. e-Discovery that includes emails can be used in litigation and the contents are fully discoverable in a court of law. He reminded Senators to be mindful of the contents of email and the archival data available by subpoena. The following definition of e-discovery was provided:

Any relevant material, including information stored electronically, can be the object of a discovery request. The federal rules and most state rules (as well as court decisions) specifically allow individuals to obtain discovery of electronic "data compilations." Electronic evidence, or e-evidence, consists of all computer generated or electronically recorded information, such as e-mail, voice mail, spreadsheets, word processing documents, and other data. E-evidence can reveal significant facts that are not discoverable by other means. For example, computers automatically record certain information about files (Metadata)—such as who created the file and when, and who accessed, modified, or transmitted it—on their hard drives. This information can only be obtained from the file in its electronic format—not from printed-out versions. The Federal Rules of Civil Procedure deals specifically with the

preservation, retrieval, and production of electronic data. Although traditional means, such as interrogatories and depositions, are still used to find out whether e-evidence exists, a party usually must hire an expert to retrieve the evidence in its electronic format. An expert uses software to reconstruct e-mail exchanges and recover computer files that the user thought had been deleted. Reviewing back-up copies of documents and e-mail can provide useful information about how a particular matter progressed over time. Electronic discovery, or e-discovery, has significant advantages over paper discovery, but it is also time consuming and expensive.

Relevant cases include: *Columbia Pictures Industries v Brunnell*, 207 WL 2080418 (C.D.Cal. 2007); *John B. v Goetz*, 531 F. 3d 448 (6th Cir. 2008); *Wingnut Films, LTD. v. Katija Motion Pictures*, 2007 WL 2758571 (C.D.Cal. 2007); and, *In re Intel Corp. Microporssor Antitrusr Litlgation*, 2008 WL 2310288 (D.Del 2008).

Additionally, AP3720

(<http://www.nocccd.edu/Policies/documents/AP3720.revised.C-Cabinet4-28-08.pdf>) is our own policy governing electronic systems provided for use to faculty, staff, and students in our District.

Addressing the server and storage projects, Mike mentioned that the quotes are in for the projects and that they are considering implementing cloud email. SCE is going to pilot Google Mail for email. In addition, Microsoft Exchange is another possibility for email administration, but there is a need for more functionality with email and storage capabilities. With Google, storage would be 7 gigabytes, whereas current GroupWise limits are originally set at 50 megabytes of storage. Julie Zweig asked about potential security issues and the possibility of receiving more spam. Gary Zager mentioned that Apple products do not have the same virus issues that PCs have. Ron Armale mentioned that Mozilla Thunderbird software could be used with GroupWise to store messages on a computer and remove from the GroupWise server, in an effort to deal with the issue of space.

Mike also mentioned that Cypress College webpage URLs for faculty have been added by George in Academic Computing. He also stated that the district-wide searchable class schedule is available. There are several links to the searchable class schedule available, but there is no longer a faculty webpage link nor a textbook link for classes. They are working to reconstruct these links in another area of the Cypress webpage. There is also a searchable directory on the website, but it is not fully populated yet.

Mike also reported that the myGateway/Banner committee met yesterday, April 27, 2011, to discuss the new software coming out. There are apps available from Banner for Smartphones, and enabled apps are included with the newest version of myGateway, which can be branded to our campus. Students will be able to see their grades and class schedules. These are available on Window-based phones and Apply has opened up their software for students also.

In response to a question about registration slowing down Banner and the myGateway server, Mike reported that there are only so many sessions available per hour, and students are scheduled at certain times to limit the number of users. Unfortunately, students do not register when they are scheduled and the rollover effect causes more users than sessions available, slowing down Banner.

B. Curriculum Chair Position - *Cherie Dickey*

There is still no faculty member who has committed to serving as Curriculum Committee Chair. The chair position provides 60% reassigned time in the fall and 20% reassigned time in the spring. Joe Gallo mentioned he would be willing to serve in the event that no other faculty member can be found.

C. Institutional Research Office Access to TracDat – *Nancy Deutsch*

Santanu Bandyopadhyay, a member of the core committee for SLO development addressed the Senate regarding access to TracDat, the software system used to manage SLOs. Currently, the access to the system is limited, with Ben Izadi as a superuser, which allows him access to all components of TracDat. The newly hired Administrative Assistant through the Title V grant will input data into TracDat, but in the event there are issues and Ben is not available, Santanu would like to be able to assist. Her position is divided with 20 hours in staff development and 20 hours for SLO/TracDat. With Ben off campus over summer, she may find it difficult to continue inputting information should a problem arise. Santanu is asking for access to TracDat so researchers can input the information needed. He posed two questions to the Senate:

(1) Who makes the decision to grant TracDat access? And

(2) Who should have access?

There was a motion to grant authorization for determination of who should have access to the materials on TracDat to rest with the core committee (M/S/P Llanos/Saldana) and another motion (Gallo/Zager) that the sense of the Senate was to suggest to the Core Committee to grant authorization to the Institutional Research Office to access TracDat, along with a record of who has access.
M/S/P

D. Smoking Near Humanities Building – *Julie Zweig*

Julie Zweig addressed the Senate regarding the possibility of establishing designated smoking areas on campus. Ron Armale suggested seeking the division dean's or Maintenance & Operations' help. Rob Johnson suggested that this be taken to PBC, which Karen Cant chairs, and PAC to express concerns. The consensus of the Senate was for President Ganer to take the issue to PBC and ask Karen Cant and Albert Miranda to solicit feedback from all the deans as to the appropriate designated location for smokers on campus and possibly finding other ways of solving this problem. The Senate directed President Ganer to approach PBC for a recommendation to create a smoking area on campus that is away from entrances and any other air entry spaces/compressors to buildings.

VI. Special Reports

- A. Accreditation Self-Study – *Cherie Dickey*
- This item remains on the agenda until June when the official report comes through. The report read at the exit interview has been received.
- B. Associated Students – *Tiffany Saw*
- Yesterday, April 27, 2011, was Charger Day of Service. AS has sold out of the Hope for Japan bracelets and raised more than \$500.
 - Next week, May 2-6, 2011, are special elections for executive vice president, and a leadership retreat,
- C. United Faculty – *Regina Rhymes*
- No report.
- D. Staff Development – *Nancy Deutsch*
- New staff development administrative assistant to start, Sharon Lauderback, with her time split between SLO-TracDat and Staff Development duties.
 - Classified Appreciation Luncheon is tomorrow, Friday, April 29, 2011, with the theme SS Cypress College cruise
 - End of Year Luau is May 17, 2011
 - Flex contracts are due on Monday, May 2, 2011
- E. Curriculum Committee – *Cherie Dickey*
- No report.
- F. Campus Technology Committee – *Rosalie Majid*
- No report
- G. Academic Senate Treasurer's Report – *Ron Armale*
- The Senate spent money from the travel budget to send Rob Johnson to the State Senate Plenary Session.
- H. Foundation Report – *Beth Piburn*
- The following report was emailed to Jolena Grande, Academic Senate Secretary: The Foundation has been busy the past month, having awarded 12 mini-grants to faculty, and \$100,000.00 in scholarships. The annual scholarship award ceremony is on Monday, May 16, 2011, from 1-3 PM
 - John Moore has been selected as Alumni of the Year.
 - The Foundation is starting a "Friends of Cypress College." We will be seeking contributions from the community, friends & families of Cypress College students/graduates and others willing to support the college. There is a college history tie to this: suggest start gift is \$66.00, another is \$196.60 (college started 1966).

- I. Basic Skills Committee – *Cherie Dickey*
 - No report.
- J. Student Learning Outcomes Assessment – *Nancy Deutsch*
 - No report.
- VII. Announcements
 - None.
- VIII. President Ganer adjourned the meeting at 5:30 PM.

Respectfully submitted,
Jolena Grande, Secretary