



ACADEMIC SENATE

APPROVED MINUTES

April 8, 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 Frey, Alex Mintzer, Dan Snook
Alternates in Attendance: None
Liaisons in Attendance: Nancy Deutsch, Cherie Dickey, Alan Ransom, Danial Shakeri
Guests: Felisha Corona, Jeanne Miller, Luis Otero, Jessica Puma

The meeting was called to order by Rob Johnson at 3:08 p.m.

I. Approval of Minutes

The minutes of March 11, 2010 meeting were approved as revised. M/S/P 2 abstentions (Llanos/Michelle)

II. Public Commentary -- None

III. President's Report – Rob Johnson

A. Board of Trustees Meeting on March 23, 2010– Pat Ganer

- Four managers from District Disabled Student Programs and Services gave an informative presentation “Everything You Want to Know About DSPS.”
- Claudette Dain, District Director of Fiscal Affairs, made a presentation on the 2010-2011 budget assumptions. Some trustees stated that the role of the Board is to consider the overall district budget parameters and not micromanage campus-level decisions. The campuses should decide whether or not their enrollment will go over cap and to what percentage.

B. Senate Presidents' Meeting with the Chancellor

The Senate Presidents asked about the status of the CLASS Initiative and expressed again that the role that faculty play is extremely limited. It seems that the objective of CLASS is to come up with goals and objectives to improve student success for California community colleges, including legislative initiatives, all with minimum faculty participation.

The summer CLASS Initiative Institute is in July; the deadline for submitting agenda items and registering for the institute was March 24. Jennifer Combs, Curriculum Chair from Fullerton College, was the only faculty member in the district who was invited to the summer CLASS Initiative Institute.

C. SAFRA – Student Aid and Fiscal Responsibility Act

An email from Scott Lay of the Community College League of California announced the passage of SAFRA. This act will allow students to apply for loans directly through college and university financial aid offices, rather than applying for federal loans through banks, thus saving the federal government millions of dollars in third party costs.

D. District Planning Council, March 22, 2010

- All scheduling of Extended Day classes is delayed until the Governor's May revise of the state budget is published.
- The Fullerton College Senate President presented an agenda item asking that funding for as many School of Continuing Education (SCE) non-credit classes as the Ed Code under Title 5 would allow should be fee-based rather than free. Any savings should be reassigned to fund Fullerton College and Cypress College credit classes. It was noted that SCE does offer fee-based classes and that the Ed Code providing for non-fee-based non-credit courses is followed by the School of Continuing Education. The District Planning Council declined to recommend the suggested action.

IV. Faculty Issues – Old Business

A. Faculty Awards

Pat Ganer

Divisional Senators will meet at 2:15 pm in CCC-419 to make the selection of the Outstanding Full-time and Part-time Faculty recipients. The At-large Senators will meet at 2:30 pm in the same room to make their selection of the Charger Award recipient.

B. General Education Student Learning Outcomes

Nancy Deutsch

The final draft of the General Education SLOs was distributed to the Senators in preparation for a vote to approve the SLOs at the April 22 meeting. An electronic copy will be sent out to the entire faculty for any last minute revisions.

V. Faculty Issues – New Business

A. Computer Issues

Regina Rhymes

Regina reported that the issues have been resolved.

B. Distance Education Quality Rubric

Jeanne Miller

Jeanne distributed a handout that summarized the history, timeline, and explanation of the rubric as an introduction to the DE Quality Rubric. She encouraged all Senators to post their comments, suggestions, and concerns on the Google survey so that there is documentation of faculty review.

The deadline for posting comments is Monday, April 12. Then Jessica Puma, Steve Donley, and Jeanne will review all the comments and make revisions and write their justifications if changes are made or not made.

Concern was expressed with the clause in the section “SLOs & Objectives, Exemplary #1” on page 6 of the Rubric: “it is evident that the SLOs guide the course content, pedagogic approach, and assessments.” Several Senators stated that SLOs do not guide the course content, pedagogic approach, and assessment. Jeanne encouraged Senators to make their recommendations on the survey posted on Google.

C. Website Guidelines

Rob Johnson

Concern was expressed that the website guidelines do not allow faculty to put links on their home pages to outside servers to showcase student work. It was explained that federal law requires that all web sites are accessible. If student work were posted on outside servers, the college could not guarantee that those websites would be web accessible and compliant with 508 guidelines. It was the consensus of the Senate to approve the guidelines as written.

D. Campus Email Guidelines

Rob Johnson

There was discussion concerning guideline #6 “regarding descriptive subject lines” that states “FERPA regulations prohibit including student ID information in the subject line.” In the February 25 Senate meeting, Mike Kavanaugh suggested that instructors direct their students to include the CRN number in the subject line to make security checking easier for Academic Computing staff, especially when major assignments are due. One Senator asked if the name of the course could be substituted for the CRN in the subject line of emails submitted by students to the instructor. Rob will contact Mike Kavanaugh to find out. It was the consensus of the Senate to approve the guidelines as written.

E. SENSE – Effective Practice with Entering Students

Rob Johnson

This document was distributed to Senators as an informational item at the request of the Chancellor. Rob Johnson pointed out that this document was produced by the same organization as the CLASS Initiative. One Senator noted that many of the effective strategies included in the document’s research are already being used at Cypress College by instruction and student services.

F. Other – Director of Public and Government Affairs Selection Committee

Pat Ganer informed the Senate that Christie Wallace Noring, the District Director of Public Affairs, had left the District. Pat has been asked to serve on the selection committee to replace her. Administrative Procedure AP 71204: Management Employee, Section 3.6.1 states: “The composition of screening committees for other administrator positions shall be determined by the appropriate Executive Officer using the appropriate consultation processes. The committee shall include representatives of affected constituencies appropriate to the nature of the position and may include the supervising administrator.”

- Issue: Does the Senate have the authority to approve the appointment of Pat to serve on the selection committee? It was the sense of the Senate that Pat would not be representing faculty on this committee as it is not a shared governance committee. Therefore, the Senate can only give its blessing.
- Issue: Some Senators asked if the District really needed to replace the Director of Public Affairs during these difficult budget times. It was suggested that the job responsibilities be distributed to other individuals in the District.
- Issue: The Senate had concerns about the selection process of other administrators as outlined in AP72104, Section 3.6.1. It was the sense of the Senate that consideration be given to making the selection processes more detailed in the District Administrative Procedures.

It was the sense of the Senate that Pat should take these three issues back to the Vice-Chancellor of Human Resources.

G. Other - Work Experience

Cherie Dickey distributed copies of the draft of the Cooperative Work Experience Education (CWEE) Plan, a state document that must be approved for Cypress College, Fullerton College, and SCE and submitted as a District document. There is agreement in the District to check three types of CWEE In Part II: Responses to Plan Requirements, Section (3):

- Occupational Work Experience Education
- Work Experience Programs for Students with Developmental Disabilities
- Work Experience Education Involving Apprenticesable Occupations.

The colleges and SCE do not at this time offer General Work Experience Education. However, if in the future they decided to offer General Work Experience Ed, the District would have to reapply to the state to offer this type of Cooperative Work Experience. Therefore, the Cypress College Deans and Curriculum Committee want the option (a) General Work Experience to be marked on the District's Cooperative Work Experience Education Plan. This document must be submitted to the state by August 31.

The Senate approved a motion to support the inclusion of option (a) General Work Experience in the District CWEE Plan. M/S/U (Piburn/Whitsett)

VI. Special Reports

A. Accreditation Self-Study – Cherie Dickey

Drafts are being submitted to the subcommittee chairs - and in some cases to the Standard Chairs before the actual deadline. There have been a few small holes here and there that the chairs are doing a great job of filling in information. Everything is on schedule to have all of the drafts reviewed and edited by the Standard Chairs by May 21st and turned over to Cherie to work on this summer.

B. Associated Students – Danial Shakeri

The General Election is scheduled for April 23; the General Election for the Assembly is scheduled for April 30.

C. United Faculty – Alan Ransom

The United Faculty open meeting to meet the candidates for the Board of Trustees is scheduled for April 14 from 2 pm to 5 pm, but the location has been changed. An email will be sent out with the new location.

D. Staff Development – Nancy Deutsch

- Michael Flores will report the findings of his dissertation in the presentation "Instructors' Understanding and Use of Learning Styles: Instructional Delivery for Student Success," on Thursday, April 15, in H-101, from 3 pm to 4:30 pm.

- The Classified Appreciation Luncheon is scheduled on April 30.
- The End of the Year Luau is scheduled on May 11; the Opportunity Drawing for gift baskets will be held again this year.

E. Curriculum Committee – Cherie Dickey

Cherie emailed to the Senators drafts of the Syllabus Guidelines and Checklist that the Curriculum Committee has worked on this semester. She asked that all Senators share these drafts with the faculty in their divisions. Then the Senate can discuss these syllabus guidelines and the checklist at the next Senate meeting on April 22 with the goal of approving the new guidelines by the end of the semester.

One of the other issues that the Curriculum Committee has worked on is the problem of the log jam of curriculum at the end of the semester. The problem has been that once faculty have been provided the Technical Review comments, there is no deadline for those comments to be looked at, corrections made if needed, and the course launched for the final review steps. The Curriculum Committee believes that three weeks should be enough time (keeping in mind that all of the other review steps are only five days). If the course is not launched in that amount of time, it should go into "holding" and the Committee will get back to approving that course if and when the Committee has time. The Senate supported the establishment of limits/deadlines for the launching of courses. Cherie will confirm with the Curriculum Committee that the limit should be three calendar weeks.

F. Campus Technology Committee – Rosalie Majid

Michael Johnson, Monica Doman, and Jessica Puma are faculty representatives on this committee. Rosalie serves as a resource person.

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

H. Cypress College Foundation – No report.

I. Basic Skills Committee – No report.

J. Student Learning Outcomes Assessment – No report.

VII. Announcements

- The Photography Department is sponsoring a Photo Expo tomorrow, April 9.
- Tuesday, May 4, is the annual Night with Forensics.
- The Art Department will hold a student “cup and bowl” ceramics sale next week.

VIII. The Senate adjourned at 5:23 p.m. M/S/U (Llanos/Piburn)

Respectfully submitted,
Nancy Deutsch, Secretary