



ACADEMIC SENATE

APPROVED MINUTES

May 13, 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;

2009-2010

SENATORS-AT-LARGE: Ron Armale, Michael Brydges, Nancy Deutsch, Michael Frey, Pat Ganer,  
Ed Giardina, Kathy Llanos, Beth Piburn, Alan Ransom;

2010-2011

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

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:

2009-2010 ACADEMIC SENATE PRESIDENT: Rob Johnson

2009-2010 ACADEMIC SENATE PRESIDENT-ELECT: Pat Ganer

2010-2011 ACADEMIC SENATE PRESIDENT: Pat Ganer

2010-2011 ACADEMIC SENATE PAST-PRESIDENT: Rob Johnson

Senators and Officers Absent: Nancy Welliver

Alternates in Attendance: None

Liaisons in Attendance: Nancy Deutsch, Cherie Dickey, Alan Ransom, Danial Shakeri

Guests: Kathy Boettger, Mary Forman, Robert R. Mercer, and Kris Nelson

The meeting was called to order by Rob Johnson at 3:05 p.m.

## I. Approval of Minutes

Rob Johnson explained that since the May 13 Senate Agenda had been sent out 70 hours before the meeting, rather than 72 hours before, as required by the Brown Act, the meeting was to be an informational meeting only. No action could be taken at the meeting, but the Senate could discuss each of the items on the agenda. The Brown Act and the Cypress College Academic Senate Constitution does allow the Senate President to call a Special Meeting and publish the agenda for a Special Meeting at least 24 hours prior to the meeting, at which time the Senate can take action. He then explained that the Senate's Constitution states: "A special meeting may be called to consider a single topic." In order to act on all of the May 13 agenda items that were critical, Rob said that he would call a number of Special Meetings so that the Senate could act on all of these critical items, one special meeting at a time.

After discussion with current and incoming Senators, Rob Johnson set the date for a series of Special Meetings for Wednesday, May 19, starting at 3 p.m. in CCC-419.

Rob then called for discussion concerning the minutes of April 22. One Senator stated that minutes must report action taken by the Senate, but not all discussion. He suggested that the minutes, especially reporting on the April 22 Public Commentary, should be as vague as possible, without reference to names. Another Senator commented that the extent of the inclusion of detail in minutes was discretionary. The first Senator also suggested that the same was true if all the detail in Section VII.F were also included in the official minutes. He suggested that all discussion be kept vague until the Senate takes action on it because if there is too much discussion about the issue included in the minutes, the Senate will have the same problem it would have if the resolution is passed. If the legalities expressed at the last meeting were true, the Senate could be opening up a problem. Therefore, he suggested that these two sections of the minutes be extremely short and vague. One Senator pointed out that the length of these two sections were out of proportion to the rest of the minutes of the meeting.

Pat Ganer responded by saying that under these circumstances she would favor more complete minutes. Because this Senate was told, the SCE Senate was told, and the Chancellor was told that the UF intended to sue and/or file a complaint, she didn't know which action of the two that the UF would be taking, perhaps both. The UF indicated that those complaints/suits would be filed based not on any action that was taken, but on the mere fact of discussion. If that is, in fact, the case on the basis of discussion, it helps to have as accurate a rendition of the discussion that is the subject of the suit or the complaint or the combination of the two as possible.

The Senate was asked to consider these issues and come prepared to vote on the approval of the April 22 minutes.

## II. Public Commentary – None.

### III. Guest Speakers

#### A. Wait Lists – Kris Nelson

Kris stated that the faculty from each department must decide which courses to wait list. She reminded Senators that all sections of the same course must be waitlisted or not. The department also will decide how many students are allowed on the wait list for all sections of the same course. The Division Office Manager will turn on the switch for the wait list for each section.

The faculty from some divisions reported that they had been asked whether or not they wanted their classes to have a wait list; some faculty from other divisions reported that they had not been asked.

Kris was asked if she was going to survey the faculty who are teaching summer school to ask if the wait list system worked well for them. She responded that since June 21 was the start date for the summer session, she and Dan Willoughby from Fullerton College would send a survey out after the first week of summer classes to ask faculty if they used the wait list and if it worked well.

A faculty member asked if he could override the wait list. Kris responded that if a faculty member gave out add codes or increased their class size before the first day of class, it would break the wait list program for their class. For the wait list to work, the class size could not be increased nor add codes given out until after the first day of class. Then faculty should give out add codes to students in the order they appear on the wait list. If a faculty member is not sure if their summer classes have a wait list, they should ask their dean. Faculty should decide before July 19 if their department wants to use the wait list because registration for the fall semester begins on July 21. The decision must be made prior to the start of fall registration.

#### B. Learning Communities – Michael Brydges

Michael Brydges stated that being part of learning communities (LCs) was one of the best experiences he has had at Cypress. This year, he was fortunate to participate in the University Transfer Achievement Program with Mary Forman and Peggy Austin. He pointed out that LCs are mentioned throughout the Basic Skills Initiative Self-study document as one of the most successful strategies for promoting student retention and success. Recently, Mary, Peggy, and Michael attended a LC consortium. Each of the presentations focused on the benefits of integrated instruction among several disciplines. The UTAP learning community practices integrated instruction among three disciplines in the fall semester and three disciplines in the spring semester.

There are also benefits for faculty who participate in LCs. Mary Forman stated that she has worked with 18 faculty members since the inception of UTAP six years ago. The faculty members sat down and discussed what was important in

their classes, what skills and ideas were important, what strategies they used to teach, and what outcomes they wanted their students to achieve. Faculty have learned from each other, so the learning community for students became a learning community for faculty. At a time when there are fewer resources to do staff development and there are pressures to work on projects outside the classroom, it has been refreshing to come together and work together to improve teaching. The LC has become a model of academic success for students; it has also become a model for faculty to collaborate and have fun. LC faculty members try to help students make interdisciplinary connections. The members of the LCs share strategies with colleagues on campus and those from other campuses. LC activities support the Educational Master Plan, the Basic Skills Initiative, and Accreditation. Mary and Michael are asking the Academic Senate for support and are looking for more faculty members who may be interested in starting a learning community.

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

##### A. Board of Trustees Board Meeting, May 11 – Pat Ganer

- Fullerton College EOPS students spent 40 minutes telling heartrending stories. The Board pointed out that it was the State that was cutting categorical funding, not the Board. The Board has provided backfill funding to keep these programs going.
- Cherie and Santanu Bandyopadhyay presented an accreditation report, as did Fullerton College and the School of Continuing Education.
- Pat Ganer from the Resource Table highlighted the three faculty recipients of Cypress Senate awards and the nine Cypress College faculty retirees.

##### B. District Planning Council, May 10

- Everyone in the state is waiting for the Governor's May revise. Very little change for community colleges is expected. Fred Williams expressed concern that changes detrimental to the community colleges might happen in the summer, as well as very severe cuts in the coming year.
- There was definite lack of support from Fullerton College for spending \$40,000 to make sure that two projects at Cypress College—Fine Arts (FA) and Science, Engineering, and Math (SEM) Buildings—and two projects at FC are put on the State's capital outlay list. Fullerton College argued that the money should be spent to fund more classes. At Cypress College, the feeling was that it was important to keep our programs updated to support instruction. The main issue was "Do we want the State to know that this District is interested in being part of the next round of capital outlay projects?" However, the general consensus on the DPC was that the District needs to get itself in line for capital outlay funds, rather than wait four years and then the District would be far behind other colleges already in line. One CSEA member indicated he could live with the decision while two representatives, one each from the United Faculty and the Fullerton Senate, did not vote.

- The Cooperative Work Experience document was approved with changes approved by the Senate; this document will move to the Board for approval.
- The Institutional Code of Ethics was approved with new edits and changes.

C. Planning & Budget Committee (PBC), May 6, 2010

- Karen Cant distributed a list of possible budget cuts, i.e. closing the College for one or two months in the summer, increasing faculty work load, and/or reducing every employee's salary by 1%, 5%, and so on. Nothing has been concretely discussed.
- The following changes in parking lot spaces will be made this summer: 10 spaces in Lot 2 will be marked for the Auto Technology and Auto Collision Programs; 10 spaces at the south end of Lot 1 will be designated for staff use; 35 spaces in Lot 8, which is underutilized for staff parking, will be designated as student parking; 35 spaces for staff parking will be added to Lot 4; and all parking spaces in Lot 4 will be re-stripped for normal-sized vehicles.
- PBC rated and approved a priority list for one-time budget requests but no money is available until fall, if then.
- The need for an Institutional Security Policy was presented by Karen Cant as a new requirement by the national government. Karen pointed out that because of the emergency drills and training we have conducted over the past few years, Cypress College is already in compliance.
- PBC approved special funding for the baseball and softball teams to go to the next round at regional and state meets, if they win.

D. President's Advisory Cabinet, May 6, 2010

- Bob Simpson stated that the Extended Day budget is \$600,000 over budget. That will mean budget cuts for fall, but the college administration will try to equalize the cuts between spring and fall by reducing sections. In the short run, the impact of these cuts will fall on the adjunct faculty.

One Senator questioned the claim by administration that the Extended Day budget was \$600,000 over budget, when several years ago it was reported that that the Extended Day budget was in balance. In the past few years, many sections have been cut, so the cost of the sections to the College should have decreased, even though the number of students served has increased dramatically because the fill rate has risen to over 100%. The only cost to the College was the cost of paper for more syllabi.

One Senator pointed out that the increase of FTES in SEM was not merely the cost of paper for printing more syllabi, but also increased lab costs for all the SEM lab classes. He also pointed out that at the Joint Senates and Union meeting in January, Dr. Doffoney said that the District had made a conscious decision to offer more classes than the State was paying for. It was also pointed out that the College made a conscious decision to go into the red, so that we could offer more classes. In the past, a certain number of

classes were offered, but after studying enrollment data, the college administrators knew that a certain percentage of classes would not make and would be cancelled, thus reducing the cost of Extended Day. With the influx of more students, the classes that traditionally would not have made were filled to capacity with students, thus increasing the Extended Day budget.

Another Senator asked why the College wasn't cutting summer school instead of cutting fall and spring. Rob answered that part of the reason had to do with not closing facilities during the summer. It also might have to do with contracts with CSEA and other groups who work during the summer. Another argument was to provide classes for students. One of the arguments from Fullerton College was that the District needed summer school classes for the faculty who count on the income generated by teaching summer classes to augment their regular salary.

- It was pointed out that there was a need to comply with the State TBA Process. The College is in compliance with the TBA guidelines. These guidelines are in place at the request of internal auditors.
- Requests came from Associated Students, the Psychology group, and Nursing Program to wear graduation stoles. Because there are so many groups who have requested stoles, it was determined there should be some guidelines. PAC approved these requests for this year, but next year a group will be put in place to review all stoles to develop guidelines, even for those who already have stoles. Academic Senate will have a part in developing these guidelines as it was determined to be an instructional issue.

#### V. Faculty Issues – Old Business

##### A. Syllabus Guidelines – Cherie Dickey

Several Senators pointed out that one required item on the checklist did not match one item in the guidelines. Cherie will check to make sure that all the required items are so indicated on both the checklist and the guidelines.

##### B. Program Review Chair – Rob Johnson

Two letters of interest were received. Rob asked Senators to review the letters and be prepared to make a selection at the Special Meeting on May 19.

##### C. Professor Emeritus Confirmations – Rob Johnson

Two full-time faculty members, Ina Rydalch and Dave Petrie, have submitted retirement letters. The Senate will vote to confirm Professor Emeritus status during the Special Meeting on May 19. It was stated that Professor Emeritus status will be conferred next August on any faculty members who retire after the last Senate meeting in May.

## VI. Resolution Regarding Political Action Contributions – Pat Ganer

Pat Ganer stated that her original intention for the meeting would have been to offer a motion to postpone consideration of this item indefinitely, but she said that she could not offer any such motion at this time because the meeting was informational. She said she would probably offer the same motion next Wednesday, but she couldn't guarantee that depending on events that might occur in the next week. A motion to table, she explained, would require the Senate to discuss the resolution at some point and then take a vote. A motion to postpone, however, indicates that the Senate does not have to discuss it, but it can be brought up at any time. She thought that motion would be beneficial for the UF. She further pointed out that a motion to postpone was not a motion to withdraw the resolution. She emphasized that she did not intend to withdraw this resolution.

Again she reiterated that this Senate was told that discussing this resolution was a violation of fair labor practices. The SCE Senate was told the same thing, and the Chancellor was told the same thing. At this point the Senate had taken no action whatsoever. Any suit or complaint has to be on the fact that the Senate has merely discussed this item. She said that she will not withdraw the resolution; she is more than happy to have any legal action taken and decided on the grounds of freedom of speech. The Senators have never been told by the UF what specific violation they have committed. The UF has not pointed to a specific board policy, a violation of the UF contract, the government code, the labor code, or the education code. Pat has personally looked at all of them and has not seen any violation. Preliminary discussions with attorneys lead her to believe there is no violation. Preliminary discussions with the chair of the Freedom of Expression Foundation lead her to believe there is no violation. She urged Senators to ask for a specific code or law before they accept the claim that discussing this issue is some type of violation.

One Senator stated that he still was not clear that the resolution was an Academic Senate issue to begin with. He understood that the resolution was an attempt to make faculty aware of their rights. He stated that if this issue was a Senate issue, then the Senate should go forward, but he still does not see that it is a Senate issue. Pat Ganer responded that Section 2 of the Cypress College Academic Senate Constitution states "The Academic Senate shall also have the purpose of increased communication, awareness, and understanding with and among various entities, including the members of the college faculty as a whole, other groups concerned with the policies, welfare, and growth of the college." Pat stated that whatever happens in regard to Board of Trustee elections clearly impacts what happens to this college and a person cannot separate the two. She stated that she believes the issue is certainly within the Senate's purview. The UF board member at the last meeting stated that the Senate should be restricted to the 10+1 responsibilities as outlined by the education code. If that were the case, the Senate should not have been talking about parking, it should not have been giving awards for outstanding faculty members, and Senators should not have been doing many other things. While the listing of the 10+1 items gives the Senate primary authority in those areas, the Senate has never restricted its actions to just the 10+1 duties. She stated that Senators talking about what affects faculty is

absolutely within the purview of the Senate and faculty being aware of what their rights are is paramount.

One Senator stated that he thought that it was the right of the Academic Senate to discuss issues. He thought it was reasonable for the UF to come and tell us why we shouldn't discuss the resolution, but not to threaten the Senate if we even discussed the issue. Whether or not the Senate should vote on the resolution is not the most important issue. The most germane issue is that the UF would threaten the Senate.

Rob Johnson, the Senate President, concluded by saying that anyone is welcome to come to the Senate to discuss issues and the Senate generally keeps a detailed record of what happens in the Senate. Whether or not he would vote for the resolution was not the issue. He stated that he would hope that the issues would be able to be discussed. He pointed out that freedom of speech was one of the fundamental rights people have in this country and he would hate to see that freedom abridged in the Senate room.

Rob reminded everyone that they would have the opportunity to vote on the issue during the first of the special meetings he had called on Wednesday, May 13.

#### VII. Passing of the Gavel, Seating of New Senators, and Election of New Officers

Rob reminded everyone that since this was an informational meeting, there would be no official passing of the gavel, no seating of new Senators, and no election of new officers. However, Rob said that he wanted to make a point of personal privilege at the meeting. He has served as Senate President for two years. Pat Ganer will take over as Senate President at one of the special meetings next Wednesday. Rob thanked the members of the Executive: Beth Piburn who served as Senate treasurer for four years, Nancy Deutsch who served two years as Senate Secretary, Pat Ganer who served this past year as President-Elect; and Cherie Dickey, Senate Past-President who served as his mentor. Pat Ganer presented Rob with the traditional plaque for outgoing Senate Presidents and a copy of the book, *Photo-Wisdom*, which had been signed by current Senators. Rob reminded everyone that the Senate needed to elect three new officers at one of the Special Meetings on Wednesday, May 19.

#### VIII. Faculty Issues – New Business

##### A. Journalism Work Space Issues – Molly Schulps

This issue was deferred until fall semester 2010.

##### B. NOCCCD Guidelines and Verification: Scheduling and Reporting Requirements for Credit Courses with TBA hours – Cherie Dickey

Cherie Dickey explained that this document was developed to show auditors that the College has in place the criteria for what happens with the TBA hours, according to state law, such as faculty line of site. Cherie Dickey asked if there were any specific questions about the document that she could answer. There

were none. One incoming Senator asked that a copy be sent to new Senators before the meeting next week.

## IX. Special Reports

### A. Accreditation Self-Study – Cherie Dickey

Cherie Dickey gave a presentation on the College's progress of the accreditation self-study to the Leadership Team on May 7. She and Santanu Bandyopadhyay presented an accreditation report to the Board of Trustees on May 11. Drafts of the Self-study are currently being reviewed by all the Standard Chairs; the drafts will be given to Cherie by May 21. Basically the development of the Accreditation Self-Study is on schedule.

### B. Associated Students – Danial Shakeri

- Associated Students conducted elections; Danial was elected President of Associated Students.
- World Fest was saved by the Culinary Arts Club; Danial thanked them.
- Spirit Day was also a success.

Pat Ganer asked Danial to take back to the Associated Students the message of how impressed the Academic Senate has been by the quality of the representation provided by the Associated Students representatives who have served on various campus committees. The student representatives did a tremendous job on these committees. Nancy Deutsch also thanked the Associated Students for providing servers for the Luau.

### C. United Faculty – No report.

### D. Staff Development – Nancy Deutsch

- The Staff Development Committee has received the results of the Campus Support Services Quality Review Survey. On the Survey, the Staff Development Office dropped about 4% on all of the items except for the Classified Appreciation Luncheon and the Luau, which had an increase. The comments and responses that faculty and staff made will be used to write a three-year plan for the Staff Development Program.
- About a month ago, the State Chancellor's Office announced a webinar on completing flex calendar certification, including the Title 5 requirements. Essentially the State Chancellor's Office stated that many colleges were out of compliance in regards to flex certification and requirements. However, Sacramento wiped the slate clean for next year and all colleges that had flex calendars needed to provide the following to be in compliance:
  - A flex committee of faculty, classified, managers, and students,
  - A faculty and staff needs assessment,
  - A flex calendar that outlined the faculty/staff flex activities for the year,
  - A flex plan that every full-time faculty must submit early in the fall,

- An independent activity plan for flex activities not sponsored by college, and
- A spreadsheet of all faculty/staff development activities with the number of faculty, classified staff, managers, and students in attendance.
- Nancy will be working with the FC and the SCE staff development coordinators to develop flex materials and workshops for the district.
- Nancy will compile a list of staff development activities that have already been presented so that faculty members can generate ideas for new workshops.

E. Curriculum Committee – Cherie Dickey

- Cypress College had several items presented at the District Curriculum Coordinating Committee (DCCC) meeting last Friday.
- The last Curriculum Committee meeting will be next week on May 18.
- The Committee is updating some of its links on Curricunet.
- There will be changes that will help all of the Curriculum reps in the fall.

F. Campus Technology Committee – No report.

G. Academic Senate Treasurer’s Report – Beth Piburn

- In the Schools First Federal Credit Union Checking Account (a hospitality account), there is \$183.75, and \$5.24 in the Share Account.
- In the Banner Travel Account, there is \$1293.00; in the Banner Supply account, there is \$500.00.

H. Foundation Report – No report.

I. Basic Skills Committee – No report.

J. Student Learning Outcomes Assessment – No report.

X. Announcements – None.

XI. Rob Johnson adjourned the meeting at 5:11 p.m.

Respectfully submitted,  
Nancy Deutsch, Secretary