



ACADEMIC SENATE

APPROVED MINUTES

May 24, 2012

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
CAREER TECHNICAL EDUCATION DIVISION, Carlos Urquidi;
COUNSELING DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Molly Schulps;
HEALTH SCIENCE DIVISION, Lynn Mitts;
LANGUAGE ARTS DIVISION & LIBRARY, Michael Brydges;
PHYSICAL EDUCATION DIVISION, Nancy Welliver;
SCIENCE/ENGINEERING/MATH DIVISION, Fumio Ogoshi;
SOCIAL SCIENCE DIVISION, Bryan Seiling;

2010-2012

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

2012-2014

SENATORS-AT-LARGE: Ron Armale, Nancy Deutsch, Cherie Dickey, Christie Diep, Jolena
Grande, Will Heusser, Kathy Llanos, Rosalie Majid, Therese Mosqueda-
Ponce

ADJUNCT SENATOR: Kari Ann Pike

LIAISONS:

ASSOCIATED STUDENTS: Jasmine Lee;

BASIC SKILLS: Cherie Dickey;

CAMPUS DIVERSITY:

CAMPUS TECHNOLOGY COMMITTEE: Rosalie Majid;

CURRICULUM COMMITTEE: Mark Majarian;

FOUNDATION: Beth Piburn;

PROGRAM REVIEW COMMITTEE: Jolena Grande;

STAFF DEVELOPMENT: Rebecca Gomez;

STUDENT LEARNING OUTCOMES ASSESSMENT: Nancy Deutsch

UNITED FACULTY: Vacant

ACADEMIC SENATE PRESIDENT: Pat Ganer

ACADEMIC SENATE PRESIDENT-ELECT: Gary Zager

Senators and Officers Absent: John Alexander, Lynn Mitts, Kari Ann Pike, Cherie Dickey, and Molly
Schulps

Alternates in Attendance: Rob Johnson for Molly Schulps

Liaisons in Attendance: Becky Gomez, Jolena Grande, Rosalie Majid, and Mark Majarian.

Guests: Therese Mosqueda-Ponce – Faculty, Counseling; Christie Diep – Faculty, Language Arts;
Lawrence Keel – Faculty, Language Arts

The meeting was called to order by President Pat Ganer at 3:00 PM.

- I. Approval of Minutes
The minutes from May 10, 2012, were approved with minor additions (Armale/Brydges, M/S/P, no abstentions).
- II. Public Commentary
Kathy Llanos suggested that Senate send a congratulatory note to Dr. Simpson, Cypress College president-elect. President-elect Zager will send a note.
- III. Special Reports
 - A. Associated Students – *Jasmine Lee*
 - No report.
 - B. United Faculty – Vacant
 - Dale Craig reported to the Senate that at the board meeting on Tuesday, the Student Learning Outcomes (SLO) language was accepted, with extended discussion at the Trustees meeting over the language itself. Dale stated that some members of the Board have a misunderstanding about what SLOs are and what the data is used for. Dale will send an email to Senate presidents to set up a joint meeting with all three senates and United Faculty to work out guidelines about SLOs. Contract language leaves it up to divisions and departments, but there are still misunderstandings about how the data is produced, where it goes, and how it is going to be used. Some regulation is needed for this process. The issue will be discussed next semester.
 - Dale reported that there is some talk about publishing the SLOs success by course on college websites, and there are some legislators, possibly at the federal level, who are interested in seeing that done, in order for colleges to continue receiving federal PELL grants and other funding. State and federal legislators are interested in having these published at the class level. Then a decision would need to be made about accepting federal funding or withholding the SLO assessment data, if publishing this information is ever mandated. The faculty need to discuss and be prepared with a plan. Dale Craig suggested that all three Senates meet to make sure all faculty are saying the same thing.
 - C. Staff Development – *Rebecca Gomez*
 - Rebecca reported that the staff development activities are winding down. She requested that faculty turn in their travel conference funding reports as soon as possible. She is trying to finalize the cost of the luau, and track down all faculty who need to be paid for conference funding. They tried to fund as many faculty as they could. The committee wanted to make sure that faculty know that it is important that faculty try to support the proposal with actual, not inflated, costs, so the committee will consider a realistic proposal more carefully.
 - All the flex reporting by faculty was complete, and in the future, there are no flex obligations, but there are mandatory duty days in the fall and spring, and missing these days constitutes an absence.

- D. Curriculum Committee – *Mark Majarian*
- The state chancellor’s office is encouraging more Associate in Science Transfer (AST) and Associate in Arts Transfer (AAT) development. Cypress has 4 transfer degrees, some campuses have 10. The Curriculum Committee wants to encourage faculty to develop transfer degrees based on Transfer Model Curriculum (TMC).
- E. Campus Technology Committee – *Rosalie Majid*
- No report.
 - Gary gave an update from the District Technology Council. The changeover from Groupwise to Gmail is taking longer than anticipated. Beta testers from this campus will try it over the summer. It will be up to our campus technology department to decide how to migrate over to Gmail. Academic Computing is looking for volunteers to beta test Gmail. The goal now is to implement in fall, but it will take a year to migrate. We will be phasing in over that time. The same email addresses will be used, and faculty will have more storage space.
- F. Academic Senate Treasurer’s Report – *Ron Armale*
- The Senate is within budget, and there is money remaining.
- G. Foundation Report – *Beth Piburn*
- President Ganer mentioned that we still need a Cypress College Foundation representative for the Senate. A call will be sent out this fall for interested faculty.
- H. Basic Skills Committee – *Cherie Dickey*
- No report.
- I. Student Learning Outcomes Assessment – *Nancy Deutsch*
- Nancy went to the Dean’s meeting on Tuesday with a list of all the courses in TracDat. She asked the Deans to identify the courses that have not been taught in the last three semesters, and will not be offered this fall. Those inactive courses will be removed from the SLO and not be counted in the SLO completion rate. Nancy has requested that departments let her know what courses are not active so that she can remove them from the excel spreadsheet that tracks courses completing the assessment loop. The courses will not be removed from CurriCUNET or TracDat; she is only removing the course listing from the spreadsheet used to compute percentage of SLO assessment completion.
- J. Program Review Committee – *Jolena Grande*
- The revised form and rotation schedule are available on the campus shared drive and the college institutional research website. The biennial Career/Technical Education program review is also due this fall. For those CTE programs in Program Review rotation, there are two forms to complete.
Fall 2012 CYCLE:

Art

Economics

Auto Collision Repair
Auto Technology
Chemistry
Communication Studies
Court Reporting
Culinary Arts
Dental Assisting

Geography/GIS
Management/Marketing
Mathematics
Political Science
Psychiatric Technology
Radiology Technology

IV. President's Report – *Pat Ganer*

President Ganer emailed the following report (A-F) to Senators:

A. Board of Trustees – May 22, 2012

- In the Public Commentary section, Denny Konshak and Sam Russo from AdFac spoke about the dismissal of an adjunct faculty member and showed a video of students participating in his class and offering testimonials about the instructor. The instructor also briefly addressed the Board.
- There was a lengthy presentation of a ceremonial nature. Honorees included those who retired from the District, the Student Trustees, employees who have completed 25+ years of longevity with the District, various certificates of commendation and Mike Kasler and Chris Terry upon their retirements. Vicki Castle was also recognized for her achievement of being named the Orange County Community College Teacher of the Year.
- During Cypress College Senate President's report, I had the honor of informing the Board of the selection of the Academic Senate Award Winners Christina Plett, Brinda Subramanian and Jackie Barretto.
- There was a lengthy discussion of the UF Contract revision regarding Student Learning Outcomes. Further information will be provided in the Senate meeting.

B. District Consultation Council – May 18, 2012

- A budget update was provided. The Committee decided to postpone the purchase of an online electronic student ed plan. New policies regarding the election of new student members were presented. The committee dealt briefly with library services. These items will be held over until the fall.

C. Chancellor and Senate Presidents Meeting – No meeting was held; it is scheduled for May 25, 2012.

D. Planning and Budget Committee – May 17, 2012

- Karen Cant provided a budget update. Much is dependent upon the results of the November election on the tax initiative. If it passes, there will be more funding but most of it will be used to buy-down all the deferrals.
- The Library Use Guidelines were discussed and will be further discussed in the fall.
- Santanu Bandyopadhyay reported on the Senate's approval of the ILOs with revisions. The revisions were discussed and PBC approved the ILOs.
- The Legacy Program was deemed to have responded to the committee's questions and funding will be extended for next year.

- Revisions to the forms for the Program Review Process were considered. They will be discussed by the deans in the fall.
 - PBC approved the Distance Education Plan.
- E. President's Advisory Cabinet – May 17, 2012
- The information and responses of PAC were the same as those at PBC for the following items: the budget update, the Library Use Guidelines, the Program Review Process and the ILOs.
 - PAC approved an increase in the Student Health fee of \$1. This will be implemented in the spring semester of 2013.
- F. Liaisons
- A meeting was held on May 22 with (Pat Ganer), Bob Simpson Dave Wassenaar, Regina Ford, and several of the evaluators regarding Honors at Graduation. Several issues arose and will be discussed at the Senate meeting
- G. General Discussion and Senate Action on Topics in President's Report
1. Appointments
 - Professional Growth and Development Appointment.
This committee is responsible for approving sabbaticals, assisting in workshops on campus, and working with faculty members to put together sabbatical proposals. Wendy Valencia's term is ending. Several years ago, it became apparent that the rotation was off and there was a need to re-stagger the terms with the following appointments: Daniel Pelletier – one year, Wendy Valencia – two years, Lynn Mitts – three years. Jane Jepson replaced Daniel Pelletier at the end of his term. Wendy Valencia is interested in serving again. President Ganer has had two other individuals interested in serving. It is the sense of the Senate to appoint Marcus Marquardt for the next three-year term on the Professional Growth and Development Committee. (Gallo/Llanos) The motion to approve the appointment passed, M/S/P.
 - Campus Technology Committee. This item was discussed at the last meeting. President Ganer sent out a call. President Ganer suggested we appoint Michael Johnson and Monica Doman. (Zager/Johnson) motion to approve Michael Johnson and Monica Doman for appointment to the Campus Technology Committee, M/S/P.
 - Diversity Committee Appointments for the future. President Ganer received an email today that said two positions are ending right now. There is no time to send out a call for interested faculty. President Zager will send a call at the beginning of the next semester asking for interest and why they want to serve. First meeting of the Diversity Committee is September 12. It was also suggested that calls for interested faculty include a brief description of what the purpose of the committee is.
 2. Honors Issues:
 - a. Honors at Graduation: President Ganer mentioned that there would be some tweaking that needs to be done to the policy that passed, especially in regards to only degree-applicable classes. Admissions and Records is

concerned next year with the 16-week calendar and the short turnaround. Identifying honor students can be done automatically in Banner for students who have completed all their coursework here, but evaluators may have difficulty during a very busy time for to determine if students with transfer coursework qualify for honors. Vice President Simpson indicated that additional support would be provided to A & R for this process.

b. Students receive letters each semester for the President and Dean's Honor Roll, based on their grades for that semester. This has led to some confusion since some of those students were expecting honor cords at graduation, not realizing that the graduation honors are based on total grades, not just those for one semester. To avoid this, the catalogue in the future will use the terms. President's List and Dean's List for semester based honors, and Academic Honors at Graduation will use the term "honor roll."

c. We have a section in the college with "honors at entrance" for students coming in from high school with above a 3.5 GPA, and it is printed on the transcript. Very few students go through the steps necessary to fill out the paperwork. The Senate will need to agendaize this issue for next year to discuss whether we wish to continue the process.

3. Ten days ago, President Kasler received a letter from ACCJC, the accrediting commission, that confirmed receipt of the March visiting team's report. Nothing is official until the commission meets in July. Whatever the visiting team says does not mean that it will be in the ACCJC's final report and recommendations. President Ganer reminded Senators of the three District recommendations and two Cypress recommendations from 2011 report from the ACCJC visit. Generally, the response of the visiting team in March 2012 has been very good. The visiting team's letter concludes that the District has fully addressed the 2011 recommendations. Regarding the college recommendations, the follow-up visiting team has found Cypress College had responded to recommendation #1 in a thoughtful way. The team is confident the college will fully implement the plans. In regards to college recommendation on program discontinuance, the visiting team noted the approved policy provides a solid framework for program discontinuance. College recommendation #2 has been addressed and implemented. The team noted that Cypress has a spirit that "is rare and refreshing." These are the visiting team's reported findings and do not represent the final report.

V. Faculty Issues – Old Business

A. Priority Registration – *Pat Ganer*

- Fullerton has appointed their representative for the first meeting, which is tomorrow. Deborah Michelle is on this committee and will report to the senate.

B. High School Collaboration Guidelines – *Nancy Deutsch*

- Nancy distributed the latest version to senators. Cherie and Nancy consulted an attorney regarding the contract language. They rearranged the wording so the most important items are at the beginning. She explained the recommendations made by Deborah Michelle regarding disabled students' accommodations. Kris Nelson also provided recommended changes regarding student services in admissions, assessment, and counseling. (Llanos/Michelle) motion to approve adoption of the guidelines for possible program/collaboration
- Considerable discussion ensued regarding the nature and process of the high school collaboration.
- President Ganer suggested that this collaboration issue be separated into two parts: (1) If the Senate is interested in any kind of collaboration, then adoption of guidelines can be discussed. (2) If the Senate decides not to approve any collaboration, then there is no need to look at the guidelines. After much discussion, Senator Gallo offered a substitute motion.
- (Gallo/Zager) Motion that Cypress College should not engage in any collaboration with high schools for the purpose of awarding Cypress College credit to students at those high schools. It was noted that a special admit student at Cypress College is not a collaboration with those institutions as specified in the motion. M/S/P, 2 nays, 3 abstentions.

C. Other
None

VI. Faculty Issues – New Business

A. Seating of At-Large Senators, 2012-2014 – *Pat Ganer*

- The following senators were seated:
Ron Armale
Nancy Deutsch
Cherie Dickey
Christie Diep
Jolena Grande
Will Heusser
Kathy Llanos
Rosalie Majid
Therese Mosqueda-Ponce

B. Election of New Officers, 2012-2013 – *Pat Ganer*

- President Ganer provided gifts of DVDs to the Executive Committee: (Secretary, Treasurer, and President-elect). To each Senator she gave a 4 GB flash drive as thanks for serving on the Senate this year.
- The President-elect gave the report of the Nominating Committee. The following individuals were nominated:
Secretary – Jolena Grande
Treasurer – Ron Armale
Fifth Member – Cherie Dickey

- Using the recommendations from the Nominating Committee – (Llanos/Deutsch) – motion to appoint Jolena Grande as Secretary by acclamation, M/S/P
- (Deutsch/Brydges) – motion for Ron Armale to be approved by acclamation as Treasurer M/S/P, one abstention
- (Zager/Armale) – motion to approved Cherie Dickey by acclamation as fifth member, M/S/P
- President Zager – presented to past-president Ganer a plaque in recognition of her years of service as Academic Senate President (four terms), 1976-77, 1977-1978, 1991-1992, 2010-2012

C. Honors at Graduation – *Pat Ganer*

Previously discussed during president’s report.

D. Late Instructor Guidelines – *Pat Ganer*

- This item was previously brought to the Senate and the general sense of the Senate was to consider the implementation of guidelines. The proposed wording was distributed to Senators earlier and will be included in the College Catalog:

Wait Time for Late Instructors

Instructors are to either include on their course syllabi or to notify students at the first class meeting of the instructional term that if, due to unforeseen emergencies, the instructor does not arrive at the scheduled start time for class, students are to remain in class for fifteen minutes. If the instructor notifies the division within the 15 minute wait time and if the division posts a wait time longer than that, students should remain for the time indicated. After the 15 minutes or the posted time, students may leave with no penalty for absence or assigned work during that class time.

- Motion to approve the guidelines, (Ganer/Brydges) M/S/P

E. DSPS Services – *Deborah Michelle*

Deborah reminded Senators about the DSPS Handbook available on the DSPS website and asked Senators to help adjunct faculty with complying with DSPS guidelines.

F. Other

- None.

VII. Announcements

- A post-graduation party is being hosted by Cherie Dickey.
- Next Senate meeting is September 13, 2012.

VIII. Motion to adjourn the meeting at 5:25 PM.

Respectfully submitted,
Jolena Grande, Secretary