



ACADEMIC SENATE

APPROVED MINUTES

August 26, 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, Judy Swytak;
LANGUAGE ARTS DIVISION & LIBRARY, Cherie Dickey;
PHYSICAL EDUCATION DIVISION, Bill Pinkham;
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: Catherine Whitsett

LIAISONS: ASSOCIATED STUDENTS: Omar Pichardo;
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

2010-2011 ACADEMIC SENATE PRESIDENT: Pat Ganer

2010-2011 ACADEMIC SENATE PAST-PRESIDENT: Rob Johnson

Senators and Officers Absent: John Alexander, Rosalie Majid, Molly Schulps, Dan Snook

Alternates in Attendance: None

Liaisons in Attendance: Nancy Deutsch, Cherie Dickey, Jolena Grande, Omar Pichardo

Guests: Michael McCombs

The meeting was called to order by Pat Ganer at 3:04 p.m.

I. Approval of Minutes

By a block vote, the minutes of the nine special meetings held May 19, 2010, were approved. M/S/U
(Deutsch/Castle)

II. Public Commentary

President Ganer invited faculty comments regarding the sudden and unexpected death of Mathematics faculty member Elizabeth Hamman. Several faculty members commented on Hamman's personal and professional qualities. President Ganer noted that comments about Professor Hamman were offered at the Board of Trustees meeting held shortly after her death and that the meeting was adjourned in her honor.

III. President's Report – Pat Ganer

A. Board of Trustees Board Meetings – Pat Ganer

- President Ganer reported on the Board of Trustees meetings held over summer. State and district budget issues remain considerable topics of discussion. Specifically, it was reported that for every \$1 billion dollars in state budget cuts, the district will incur approximately a \$1 million loss.
- Cherie Dickey and Santanu Bandyopadhyay presented an update on accreditation.
- The Educational Master Plan (EMP) was discussed.
- The newly hired Fullerton College President, Rajan Vurdien, has assumed office.
- The Chancellor withdrew the announcement of the position for an Interim Vice Chancellor of Instruction. The Board, upon the recommendation of the DPC, hired Nancy Byrnes as a professional expert to finish the work on the District's EMP.

B. District Planning Council (DPC) – Pat Ganer

- In a specially called meeting of the DPC following the withdrawal of the announcement of the Interim Vice Chancellor position, DPC discussed options to complete the work of the EMP. In a consensus action, the DPC recommended the hiring of a Professional Expert to fill certain responsibilities regarding the EMP; DPC also indicated its favorable reaction to the potential hire of Nancy Byrnes for that position..

C. Planning & Budget Committee (PBC) – Pat Ganer

- Did not meet.

D. President's Advisory Cabinet (PAC) – Pat Ganer

- Did not meet.

E. Leadership Liaisons – Pat Ganer

- Fullerton College Academic Senate President is interested in determining if the Cypress College Academic Senate is open to investigations regarding changes in the priority registration process. Without an indication of possible interest—which was provided by the group—he did not wish to take any further action.

IV. Faculty Issues – Old Business

- A. Journalism Work Space Issues - *Molly Schulp*
Topic removed from agenda until journalism faculty and Fine Arts senate representative are present.
- B. Course Wait Lists - *Rob Johnson*
There appears to be some concern regarding the use of course wait lists after the class meets the first week. President Ganer will ask Dave Wassenaar from Admissions and Records to visit senate and answer questions regarding wait list policies.

V. Faculty Issues – New Business

- A. Revision of Flex Plan Process - *Nancy Deutsch*
Staff Development Coordinator, Nancy Deutsch, indicated that there has been clarification from the State Chancellor's Office as to what colleges must do to be in compliance with the State Education Code regarding the Flexible Calendar Program.

It was moved and seconded (Saldana/Gallo) that the flex approval process at Cypress College will consist of a faculty member seeking a review and approval by another full-time faculty member from the same division; any change to the plan needs subsequent review by a full-time faculty member of the division.
M/S/P (15 Ayes, 1 Nay, 1 Abstention)

- B. Revision of Senate Constitution Bylaws, Article 2, Section 3a – *Nancy Deutsch*
M/S/P (Deutsch/Pinkham) to accept the proposed changes to Article 2, Section 3a. Section 3a will read "A special meeting may be called to consider a single topic or multiple topics." See attached proposal.
- C. Senate Appointments – *Pat Ganer*
President Ganer has appointed the following faculty to serve on evaluation committees:
- Jeanne Miller from Accounting and Margaret Mohr from PE will serve on the hiring committee for the Campus Accounting Manager – Bursar Office
 - Rob Johnson will serve on the comprehensive evaluation committee of Bob Simpson
 - Joe Gallo will serve on the comprehensive evaluation committee of Karen Cant
 - John Payne from Language Arts was appointed to serve on the Staff Development Committee after a recently appointed faculty member had to resign due to class schedule conflicts
 - Pat will send call for participation for a faculty member to serve on the Campus Diversity Committee
- D. Faculty Awards - *Pat Ganer*

- The Senate selects three awards yearly: The Outstanding Full-Time Faculty, the Charger Award and the Outstanding adjunct Faculty
- Traditionally, the OTFF Award received \$1000 from the Foundation, an amount based on a donation by the Perkins family.
- Traditionally, the CA received \$500 from a Senate account of unknown origins. In 2010, the Foundation added \$500 from its account to equalize the awards to FTF.
- The consistency of presentation, and source, of a \$500 award to the OAF is not clear in the records.
- President Ganer will bring the awards up in the future when Raul Alvarez is able to provide more information. However, the Senate should be aware of the fact that the Senate funds are quickly being spent down.

F. Election of Adjunct Senator - *Rob Johnson*

- Rob Johnson will send out a call for adjunct faculty who are interested in running for election to contact him

G. Other

1. Petitions to Walk - Paul Bottiaux

Paul Bottiaux is seeking senate approval for Petition to Graduate (see attached form). This form would provide the parameters under which students who graduate in summer may walk in May commencement exercises.

M/S/P (Llanos/Gallo) to approve the petition to graduate form.

2. Graduation Committee – Rob Johnson

President Ganer will serve on graduation committee. Also, it is the Academic Senate's turn to find a speaker for graduation

3. 16-week calendar - Bill Pinkham

Faculty in PE wants to know about the progress being made on the 16-week calendar. President Ganer indicated the UF has the responsibility for calendar negotiations and any inquiries should be directed there.

VI. Special Reports

A. Accreditation Self-Study – *Cherie Dickey*

By mid-September, the self-study draft will be on hard drive for faculty to review. Campus forums at end of September will allow faculty to comment on the self-study. Currently, feedback from subcommittees is being addressed. Academic Senate approval – will come to Senate in October

B. Associated Students – *Michael McComb*

- New student welcome night on Friday, August 13, 2010, went well.
- Committee appointments are being made and the AS liaison to Academic Senate will be Omar Pichardo. Omar Pichardo introduced himself and provided some biographical information

- Wednesday and Thursday next week Associated Students will host a “Welcome back” event, serving hotdogs, and with a cowboy theme
 - Club rush (September 13 and 14) – Associated Students will provide pizza and do voter registration at the same time
- C. United Faculty – *Regina Rhymes*
- No report
- D. Staff Development – *Nancy Deutsch*
- Nancy Deutsch asked that departments and divisions scheduling activities to forward the information so she could include it on the district calendar. These activities might involve curriculum development, SLOs review, program review, etc.
 - Upon request of the State Chancellor’s Office, Nancy Deutsch indicated the campus must maintain records regarding the description, and number of activities scheduled and the number of college employees and students involved in those activities
- E. Curriculum Committee – *Cherie Dickey*
- The first Curriculum Committee meeting will be September 7, 2010 at 3 PM.
 - The deadlines for seminars and courses were sent out to all faculty, deans, and division office managers.
- F. Campus Technology Committee – *Rosalie Majid*
- President Ganer reported that Mike Kavanaugh would like to meet with the Academic Senate each year to help with technology issues and concerns
- G. Academic Senate Treasurer’s Report – *Ron Armale*
- No report
- H. Foundation Report – *Beth Piburn*
- No report
- I. Basic Skills Committee – *Cherie Dickey*
- First meeting will be Friday, August 27, 2010
- J. Student Learning Outcomes Assessment – *Nancy Deutsch*
- Members of the committee are planning a meeting in September to review their charge and the assessment committee will only be looking at the process and not the content of the SLO review
- VII. Announcements – None.
- VIII. President Ganer adjourned the meeting at 5:07 PM.

Respectfully submitted,
 Jolena Grande, Secretary

Section 6. Standing Committees

1. Senators shall serve on one of the standing committees of the Academic Senate — Faculty Affairs, Judicial, or Student Affairs.
2. The Faculty Affairs Committee makes recommendations on issues that primarily affect and involve instructional and/or administrative personnel including affirmative action.
3. The Judicial Committee makes recommendations on issues involving the governance of the college.
4. The Student Affairs Committee makes recommendations on issues that primarily affect and involve the student body.

Article 2 – Meetings

Section 1. Quorum

The Academic Senate quorum shall consist of a majority of the membership.

Section 2. Rules of Procedure

- a. Matters not specifically covered in the Constitution or By-Laws shall be governed by the current edition of *Robert's Rules of Order*.
- b. Motions proposed to the Academic Senate may be voted on in the same meeting they are proposed.
- c. Resolutions shall be presented to the Academic Senate for consideration at one meeting and voted upon at the next meeting. Resolutions represent the “voice of the Senate” and express the Senate’s rationale and proposed actions.

Section 3. Special Meetings

- a. A special meeting may be called to consider a single topic or multiple topics.
- b. A special meeting may be called by the President.
- c. A special meeting also may be called at the request of five members of the Senate. The written request must be presented to the President and the Secretary. The President will then set the time and place for the meeting, no less than two days nor more than one week from the time the request was received. If the President does not act, the President-Elect may schedule and conduct the meeting.

DEADLINE DATE MAY 1ST.

Petition to Walk in the Graduation Ceremony:

Permission to walk in the graduation ceremony does NOT mean that you have completed the graduation requirements. You **MUST** apply to graduate in the Admissions and Records Office by the posted deadline date. Application for graduation establishes a graduation file and evaluation process for the purpose of granting the Associate Degree. Your petition to walk will only be considered for approval if you meet the following criteria:

1. No more than 2 classes and/or 6 total units to be completed in summer semester to meet A.A. Degree requirements.
2. Application for summer graduation is submitted before May 1.
3. A copy of the summer graduation application form is attached.

Name: _____
(Please Print) Last First Middle
Student I. D. Number: _____ Date of Birth: _____

Address: _____

City: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

Student Signature _____
My signature above indicates my understanding of this criteria

Please complete all information above line.

Recommendation of Counselor: (FOR COUNSELOR USE ONLY)

- Verify Student has applied for summer graduation
- Complete a graduation check for student
 - Cumulative 2.0 GPA (including other college transcripts)
- Grade adjustment form(s) needed?
- Academic Renewal form needed?
- Petition for exception due to extenuating circumstances beyond the student's control – see attached

_____ Date _____
Counselor Signature

_____ Approved _____ Denied _____
Paul Bottiaux, Student Activities Office
Graduation Chair