



ACADEMIC SENATE
APPROVED MINUTES
August 28, 2008

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
COUNSELING DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Ian Holmes;
HEALTH SCIENCE DIVISION, Rosalie Majid;
LANGUAGE ARTS DIVISION, Barbara Kashi;
PHYSICAL EDUCATION DIVISION, Bill Pinkham;
SCIENCE/ENGINEERING/MATH DIVISION, Victoria Castle-Donovetsky;
SOCIAL SCIENCE DIVISION, Regina Rhymes;
VOCATIONAL TECHNICAL DIVISION, Dan Snook;

SENATORS-AT-LARGE: Nancy Deutsch, Michael Frey, Pat Ganer, Ed Giardina, Steve Gold, Kathy Llanos, Mark Majarian, Beth Piburn

ADJUNCT SENATOR:

LIAISONS: ASSOCIATED STUDENTS: Jose' Gonzalez;
CAMPUS DIVERSITY: Allison Gotoh;
CAMPUS TECHNOLOGY COMMITTEE: Rosalie Majid;
CURRICULUM COMMITTEE:
FOUNDATION: Beth Piburn;
PROGRAM REVIEW COMMITTEE: Kathy Alvarez;
STAFF DEVELOPMENT: Nancy Deutsch;
UNITED FACULTY: Alan Ransom

ACADEMIC SENATE PRESIDENT: Rob Johnson
ACADEMIC SENATE PAST-PRESIDENT: Cherie Dickey
Senators and Officers Absent: Michael Frey, Barbara Kashi, Regina Rhymes, Dan Snook
Alternates in Attendance:
Liaisons in Attendance: Nancy Deutsch, Jose' Gonzalez, Rosalie Majid, Beth Piburn, Alan Ransom
Guests: Peggy Austin, Michael Brydges, Joshua Luna, Bob Simpson

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

I. Approval of Minutes

The May 8 Minutes were approved as amended M/S/P (Llanos/Dickey).

II. Public Commentary: (Public commentary is time made available for issues to be brought before the Senate. No action will be taken at the time of the commentary and statements do not reflect the Senate position absent any action.)

Bob Simpson, the Executive Vice-President of Educational Programs and Support Services, expressed appreciation to the Academic Senate members for a great start to the academic year with full classrooms. He encouraged the Senate to invite him if issues arise. Everyone in the college community were encouraged to participate in the college community during Opening Day; he thanked the Senators for their participation.

Josh Luna, the Associated Students Vice-President, told the Senate that in 2006, there were 25 student clubs or organizations; in 2008, the number dropped to 8. Without advisors, student organizations cannot meet. Josh distributed a list of inactive clubs (on file) and encouraged faculty to volunteer as club advisors.

Michael Brydges, Learning Communities Coordinator and Communication Studies instructor, spoke to the Senate on the importance of transparency in the decision-making process, a condition mentioned in the Accreditation Report. Recently he learned, after the fact, that the UTAP Office, which he had been sharing and using, had been temporarily reassigned to another program for one year. He encouraged members of the college community to invite and involve, as a courtesy, all individuals who might be affected by a decision to participate in a discussion before a decision is made.

Rob Johnson, Academic Senate President, highlighted information from the Orange County Health Care Agency (on file) about how to defend you and your family against the West Nile virus.

Rob Johnson also extended an invitation to the “emerging (1) 3” exhibition (on file) of silver-based, fine-art student photographic work from colleges and universities in the Southern California area, as well as the United States. The reception is tonight, August 28 in the Cypress College Photography Department.

III. President’s Report — Rob Johnson

A. Welcome

Everyone introduced themselves. Rob Johnson welcomed Jose' Gonzalez, the Associated Students representative, and Alan Ransom, the United Faculty representative.

B. Opening Day

Rob Johnson commented that he thought that the morning session of Opening Day was one of the better ones in recent years.

C. College Gateway

The new entry to the college looks very good, even though it is not quite finished, and the campus is starting to look like a college again.

D. Thanks to the Executive

The President expressed his appreciation to the Senate for their assistance in preparing for the new Academic Senate year.

E. Possible Reduction of Class Offerings in the Spring Schedule of Classes

There is a possibility of selective or across the board reduction of class offerings for the spring. This action is prompted not by the state budget reduction but by the overspending of the Cypress College extended day budget by \$600,000. Early this week, a department coordinator was asked to provide a list of classes to cut for the spring. He was told that any classes he listed would be cut from the spring schedule. According to the College's Budget Reduction Guidelines, housed on the "J" drive, the College should consider everything else first before cutting the number of classes. This faculty member wondered how many other department coordinators have been asked to provide a list of classes to cut. He asked what requests for cutting classes had been made by the deans and what parameters for the cuts were given?

Another Senator reminded the Senate that five years ago, Cypress College cut classes and has been trying to increase enrollment for the last five years and finally succeeded during the past year. His concern was that if the College cut classes again, the same cycle would occur. He urged that the College should look at cutting other things rather than classes. He cautioned against cutting classes that were necessary for a certificate program or for transfer. Some Senators confirmed that they had been asked to cut low enrollment classes. Senators from Fine Arts, Science, Engineering, and Math, and Health Science had been told to cut classes for the spring. Other department coordinators reported that no such cuts had been discussed with them.

Extended discussion continued. Rob Johnson asked for feedback about the number and the kind of cuts in classes that department coordinators are being asked to make. One Senator stated that the deans should ask the coordinators and teachers: "Why shouldn't I cut this class?" rather than "What classes should be cut?"

The discussion ended when the Senate asked Rob to ask Bob Simpson to come and speak to the Senate about this concern.

IV. Faculty Issues

A. Senator-at-Large Election — Rob Johnson, President

Mark Majarian, the Fine Arts representative on the Curriculum Committee, is concerned about that position's time commitment and whether he will have enough time to participate as a Senator. The Senate asked him to continue in both positions for a short time and then evaluate the time required for both jobs.

In addition, Ian Holmes, who was elected in spring 2008 as an At-Large Senator, is now the Fine Arts Senator. Cherie Dickey, the Past President will send out a call for nominations for an At-Large Senator to fill this vacancy.

B. Curriculum Chair — Rob Johnson

With the resignation of Joe Gallo as Curriculum Chair, the Senate recognized its responsibility for finding a faculty member who is willing to chair this committee. At this time, no member of the Curriculum Committee has stepped forward to take this position.

Peggy Austin, past Chair of the Curriculum Committee, attended the meeting to answer questions at the request of Rob Johnson. She asserted that a bigger problem is getting faculty to participate on the Curriculum Committee as divisional representatives. At this time, there are two vacancies; no curriculum from those divisions will be considered without a division representative serving on the Committee.

According to the Curriculum Handbook, "A faculty Chair" is "appointed by the Academic Senate" and receives six units reassigned time. "Any person appointed as chair shall have served a minimum of two years as a member of the Curriculum Committee as a condition to such appointment." When asked, Peggy Austin clarified that there is no official training session or period for the Chair. The past Chair has always been available to the new Chair. Usually there is a member of the Curriculum Committee who has expressed an interest in the position and so prepares for the position in an informal manner the semester or year prior to assuming the position.

At least one person, who meets the criteria for appointment, has expressed an interest, but needs time to consider and would prefer to become chair in spring 2009, because of a full teaching load. Peggy Austin recommended that a faculty member who is now on the Curriculum Committee should chair the Committee for the fall, with the understanding that chairing the Committee is the only required responsibility as Curriculum Chair. Curriculum Committee divisional representatives should conduct the CurricUNET training for their divisions, rather than relying on the Committee Chair.

At the request of the Senate, Peggy Austin agreed to chair the first meeting of the Curriculum Committee to lead a discussion of how to proceed this coming year. At was M/S/P (Ganer/Majarian) that Peggy Austin be named interim chair of the Curriculum Committee for the September 9 Curriculum Committee meeting only. Rob Johnson will communicate to Bob Simpson that Peggy will chair that meeting. The Senate recognized that the Curriculum Committee is the hardest working committee on campus and commended members for the time and effort they expend to get curriculum approved. Rob thanked Peggy for attending the meeting to discuss the issue with the Senate.

C. Strategic Plan — Rob Johnson

Rob Johnson introduced the proposed new 2008-2011 Strategic Plan; ideas for the Plan were generated at the Strategic Planning Colloquium in March 2008, with a review of a first draft by the Leadership Team in May 2008. A major goal in writing this Strategic Plan was to simplify the format of previous strategic plans so that there were fewer goals and objectives. No written action plans were included in this Strategic Plan.

Several Senators noted typographical errors and gave their marked copies to Nancy Deutsch to give to Karen Cant. Several Senators voiced their concern about several objectives:

- Direction One: Instruction, Goal 4, Objective #5 –***By December 2008, develop an enrollment management plan to be implemented shortly thereafter.*** There were several questions from Senators: “What does enrollment management plan mean? It can mean a lot of different things to a lot of different people. What is going into the plan? Who will work on the plan? Who will be involved with the creation of the plan?”
- Direction One: Instruction, Goal 4, Objective #6 –***Beginning in Fall 2008, initiate a review (with significant faculty participation) of factors affecting student success in all courses that includes consideration of curriculum, pedagogy, class size, and out-of-class support.*** Senators had more questions: “It is almost September and how can you initiate a review with ‘significant faculty participation?’ When they have to put that phrase in parentheses, I worry about what ‘significant faculty participation’ means? Who is going to initiate the review? How can you initiate a review of major factors affecting student success in all courses and consider curriculum, pedagogy, class size, and out-of-class support? This is a huge objective. What are we are talking about? What are we trying to get? Who is going to look at the pedagogy and determine if it is good or bad? And there is no timeline.”
- Direction Three: Campus Support and Infrastructure, Goal 1, Objective #19 –***By Fall 2010, develop framework for discontinuance of programs and services.*** There was some confusion as to whether this objective referred to instructional programs. Several individuals who attended the colloquium responded that this objective referred not to instructional programs, but to special programs relating to campus support. It was suggested that such a distinction should be clearly made in the plan.
- Direction Four: Climate, Involvement, Communication, Goal 2, Objective #28 –***By Fall 2010, establish a task force which will consider the development of a weekly College Hour, explore potential effects on students and staff, and forward a recommendation in Spring 2011 for campus approval.*** Some Senators asked “Why wait two years to

establish a task force to consider the development of a weekly College Hour? If it is so important to put into the plan, why wait to develop it?"

- Direction Two: Student and Academic Support Services, Goal 2, Objective #14 – ***By Summer 2009, develop a summer College Readiness Program for appropriate new student populations to develop educational plans and academic goals.*** Senators asked, "How can we develop a summer College Readiness Program if we are only going to offer one session next summer and we are reducing our summer school offerings?" Rob Johnson replied that he thought this objective was to develop the program and then implement it in better times.

D. Technology Plan — Rob Johnson

When introducing the plan, Rob Johnson stated that the Technology Plan was mandated by the Accreditation Report. He acknowledged that this is a very rough draft. Anyone who had marked typos was directed to give their marked copies to Nancy Deutsch. One Senator pointed out that there was a replacement plan for computers but none for printers. Another Senator commented that there was no mention of accessibility requirements in the Technology Plan. Several Senators who served on the Campus Technology Committee (CTC) recalled that the CTC recommended that accessibility requirements and actions to address those requirements be added to the Technology Plan. One Senator questioned the use of the term "academic freedom" on page 14, paragraph 1 and surmised that what was meant was faculty access. Other Senators also felt that this sentence should be revised to more accurately reflect the issue.

Because Gary Zager had resigned from the CTC, Rob Johnson will put out a call for a faculty member to serve on the Committee.

E. Local Awards Process — Rob Johnson

This item was tabled.

F. Reassigned Time — Rob Johnson

Rob Johnson asked Senators to ask the department coordinators in their divisions if their reassigned time appeared as specific hours on their staff assignment sheet or noted at the bottom of the page. Those Senators who were department coordinators replied that the hours appeared at specific times. However, those in attendance said that their deans do not require them to be in their offices during those specified times.

There is still concern on the part of the United Faculty that the 2006-2007 Cypress College Reassigned Time Task Force created a list of duties for the department coordinators. Rob Johnson asserted that the list was not a list of duties negotiated by the Task Force. Rather, it was a list of possible duties that deans and department coordinators could discuss and agree to as coordinator

duties at the time the department coordinator is selected, as stated in the UF Contract.

G. Title V Hispanic Serving Institutions Grant Opportunity — Nancy Deutsch

Nancy Deutsch presented information about the new Title V Grant proposal which is being planned and written with a submission date of March 2009. Nancy asked all Senators to encourage their faculty to generate and submit ideas for possible inclusion in the grant proposal.

V. Special Reports

A. Associated Students — Jose' Gonzalez

Jose' Gonzalez announced that Associated Students were hosting a Welcome Back All-Student Barbeque on Wednesday and Thursday, September 3 and 4 from 11:30 a.m. to 1:30 p.m. for all students in front of the Associated Students Center.

B. Treasurer's Report — Beth Piburn

The balances in the Senate accounts are as follows:

SchoolsFirst (OCTFCU) contributions from Senate members	\$189.75
College Accounts:	
Hospitality (managed via Bursar's Office)	\$533.00
Supplies and Materials (40000 account under President's Office)	\$500.00
Travel/Conference (50000 account under President's Office) and Postage (25000 account under President's Office)	\$4,100.00

C. Program Review Committee (IQA) — Kathy Alvarez

No report. However, it was noted that department program reviews in the current cycle are due to deans on October 8.

D. Curriculum Committee

No report.

E. Campus Technology Committee — Robert Johnson

Rob Johnson notified the Senate that he has resigned from the committee. It was the consensus of the Senate that Rosalie Majid, who is a Senate representative, be appointed to act as the CTC liaison to the Senate.

F. Staff Development — Nancy Deutsch

No report.

G. Foundation Report — Beth Piburn

The foundation has given out over \$6,000.00 in book loans to students since the beginning of school. Over the summer, 23 faculty mini-grants were awarded.

The date for Americana is February 28, 2009. Jack Scott, former Cypress College President, State Senator, and soon to be California Community Colleges Chancellor, was named Americana Man of the Year. The Woman of the Year is Jan Domene, an Anaheim resident who is the National PTA President. SchoolsFirst Federal Credit Union (formerly Orange County Teachers Federal Credit Union) will be the title sponsor with a \$25,000 donation.

H. Adjunct Faculty

No report.

I. United Faculty — Alan Ransom

Alan Ransom told the Senate that their deans have copies of the new United Faculty contract. The District has been slow at printing copies for distribution to the faculty. Any faculty wanting a copy of the contract should contact the District Human Resources Department.

J. Campus Diversity

No report.

VI. Announcements

A. Rob Johnson again reminded faculty to attend the “emerging (1) 3” reception and exhibition (on file) of silver-based, fine-art student photographic work from colleges and universities in the Southern California area, as well as the United States that evening.

B. He also reminded everyone to remember the “5 D’s about the West Nile virus.”

VII. Adjournment of Meeting

M/S/U (Llanos/Piburn) Adjournment of the meeting at 5:10 p.m.

Respectfully Submitted,
Nancy Deutsch
Academic Senate Secretary