



ACADEMIC SENATE
APPROVED MINUTES
September 10, 2009

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
CAREER TECHNICAL EDUCATION DIVISION, Dan Snook;
COUNSELING DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Molly Schulps;
HEALTH SCIENCE DIVISION, Rosalie Majid & Sally McNay;
LANGUAGE ARTS DIVISION, Cherie Dickey;
PHYSICAL EDUCATION DIVISION, Bill Pinkham;
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:
LIAISONS: ASSOCIATED STUDENTS: Ken Vialva;
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: Ed Giardina, Bill Pinkham, Regina Rhymes, Molly Schulps
Alternates in Attendance:
Liaisons in Attendance: Nancy Deutsch, Cherie Dickey, Rosalie Majid, Beth Piburn, Alan Ransom, Ken Vialva
Guests: Mary Lou Giska, Danial Shakeri, Bob Simpson

The meeting was called to order by President Rob Johnson at 3:15 p.m.

I. Approval of Minutes

The August 27, 2009 Minutes were approved as revised. M/S/U. (Dickey/Ransom).

II. Public Commentary

Rob Johnson announced that Jerry Burchfield, who served as Academic Senate President in 1999-2000, was in grave condition and not expected to live.

III. Guest Speakers

A. Mary Lou Giska, "Update on H1N1 with Current CDC Recommended Guidelines."

Ms. Giska, the Director of the Health Center, distributed four documents: "Recommended Responses to Influenza for the 2009-2010 Academic Year," "Cold vs. Flu Tool," "Cover Your Cough," and "Interim Centers for Disease Control & Prevention Guidance for Institutional of Higher Education." These documents have been sent out to the campus via email and @cypress.

This year at least two different types of flu have emerged. She highly recommends that staff receive the regular flu shot, which will be distributed on campus in October – free for students and a nominal fee for staff. The swine flu is also on campus and is considered a disease of the young – 25 years and younger. She is in constant contact with the Orange County Health Department, receiving updates and working with them. In addition, a District Task Force has been established.

Faculty can assist by taking the following actions:

- Please help the CCHHealth Center follow the CDC recommendations.
- Don't panic people.
- **Encourage students to stay at home if they have flu-like symptoms and are running a fever. The illness can last from five to 16 days.**
- **Help students to "self-isolate" and stay away from class and limit interactions with other people, except to seek medical care (shortness of breath or chest pains), for at least 24 hours after they no longer have a fever, or signs of a fever, without the use of fever-reducing medicines.**
- **Encourage students to phone or email their health care provider or the College's Health Center for instructions on how to care for themselves.**
- **Try not to penalize students for staying home.**
- Use and provide sanitizer in classroom for students, but you cannot force them to use it. Hand sanitizer is available in the Health Center.

B. Dr. Bob Simpson, "2009-10 Enrollment"

Dr. Bob Simpson, the Executive Vice President, presented three charts that compared enrollments from Summer 2006 through Summer 2009, Fall 2006 through Fall 2009, and Spring 2007 through a projected Spring 2010. From Summer 2006 to Summer 2008, the enrollment in summer school grew from 4,690 to 6,053. It is important to note that in those summer sessions, many of the students being served were CSU, UC, and private university students who came to take advantage of inexpensive summer classes. In Summer 2009, the College delayed the start of summer school and reduced the number of sections offered by 95 sections, in order to stay within our enrollment target and reduce the extended day expenditures. At the same time, delaying the start of summer school meant that we were better able to serve our continuing students and any

high school students who were planning to attend in the fall. Even though the college offered fewer sections, we filled more seats per section.

From Fall 2007 to Fall 2009, the College offered 89 fewer sections, yet our unduplicated headcount grew from 13,812 to 16,528 (as of 9/1/09), because more seats were taken in fewer sections. From 2007 to 2009, we grew from 81% of cap to 103% of cap. The cap on student enrollment is set by the state; the expenses incurred to educate those students over cap must be paid by the college. Dr. Simpson expected that 48 sections would be under-enrolled in Fall 2009 and would have to be cancelled. In reality only 24 undersubscribed sections were cancelled, thus contributing to the higher unduplicated headcount.

When asked what effect the record-breaking enrollment for Fall 2009 would have on the 2010 Spring schedule, Dr. Simpson responded that there will be disproportionate cuts in the number of classes. Cypress College had already sent out assignment sheets for Fall 2009 and so according to the UF Contract, full-time faculty schedules for Fall 2009 could not be changed. For Spring 2010 all weekend classes will be eliminated, because the students who were taking weekend classes were also taking classes during the week and so were being served. It is projected that the equivalent of 150 fewer sections will be offered in Spring 2010 than in Spring 2009 by eliminating undersubscribed classes and reducing section and a half classes to one section. In addition, deans have been asked to work with department coordinators to reduce, in a judicious manner, the number of sections, yet still keep traditionally low-enrolled sections, which are necessary for graduation or certificates available for students.

For the 2009-2010 academic year, there were 941 FTES in Summer, 5872 FTES in the Fall, and a projected 4356 FTES scheduled for the spring for a total of 11,170 FTES. With flex hours earned by faculty members, the total FTES is 11,230. The target FTES for Cypress College is 11,030, which includes 83 FTES added in, due to a 2009-2010 budget agreement with the School of Continuing Education to give Cypress College the FTES generated by non-credit lab hours earned by Cypress College students. Based on a decades-old agreement, SCE had earned the FTES from the non-credit lab hours of Cypress College students, even as the College paid for the personnel, facilities, and supplies. Dr. Simpson pointed out that it is important for Cypress College not to fall below the target FTES because then we would receive less funding from the state. On the other hand, any extra FTES we generate must be paid by the College, leaving fewer funds for other financial demands.

The issues still to be addressed are as follows:

- Are we scheduling a 2010 summer session? This is an issue that needs to be decided in October. Dr. Simpson feels that we should offer a limited summer session for our own continuing students, but that may change.
- How do we avoid the imbalance between Fall 2009 and Spring 2010 so that all of our students will be able to take classes in both semesters in the 2010-2011 academic year? Dr. Simpson believes that we have time now to plan 2010 fall and 2011 spring semesters to better serve our students.
- Will there be deeper budget cuts for 2010-2011? Dr. Simpson does not expect deeper cuts at this time.

IV. President's Report — Rob Johnson

Planning & Budget and President's Advisory Council — September 3, 2009

- Faculty and staff are encouraged to plan extra time and write appropriate justifications for any requisitions they wish to submit.
- The Physical Education Division made an emergency request to replace the floor in the Aerobics classroom in Gym II for safety reasons. The request was granted.
- All prioritized one-time budget requests are on hold, pending the finalization of the state budget.
- The state budget continues to change from day to day.
- The 130 million dollars in federal money that community colleges expected to receive to offset the reduction in categorical funding has been reduced to 12-25 million dollars.
- The completion of the Humanities Building remodel continues to be on schedule for a move-in date of late December/early January in time for Spring 2010.
- Parking should improve in October when Lot 8 is open for staff and proposed student parking.

IV. Faculty Issues — Old Business

A. Electronic Course Materials, including Textbooks — Nancy Deutsch

Cherie Dickey, the Curriculum Chair, in her report from the Curriculum Committee, read the policy adopted by the Academic Senate in 1988 that states that every instructor is “required to prepare and distribute a syllabus at the beginning of the course. The goals in the syllabus must conform to the goals in the Title V revised course outline.” (See VII. Special Reports, E. Curriculum Committee, p. 5.) It was the consensus of the Senate, based on the recommendation of the Curriculum Committee, that faculty can provide either a paper or electronic copy of the syllabus to their students and meet the intent of the original policy.

There was much discussion about the cost of paper copies of textbooks vs. electronic copies of textbooks. Many publishers are pushing electronic copies of textbooks exclusively which eliminates the resale of used textbooks; therefore, the companies have complete control of the market when no paper copies are available. Associated Students has a Textbook Task Force to explore ways to reduce the cost of textbooks. The Bookstore is now stocking materials for photography classes at a reasonable price so that students do not have to travel to photography stores around the county looking for supplies.

B. Student Equity Plan — Rob Johnson

The August 27 Senate recommendations for revision of the Student Equity Plan were sent to Kim Bartlett. The Student Equity Committee will review and send their revisions back to the Senate for approval at the September 24 Senate meeting.

C. A&R Policy Regarding Petitioners — Kathy Llanos

Kathy Llanos was concerned that the directions from A&R, "Registration Information 8/2009," prohibits petitioners from sitting in a class they are hoping to add.

Q. **Should a student be allowed to sit in a classroom if they are not *officially* enrolled?**

- A. Students not listed on an official class roster should not be allowed to sit in the class until they are officially enrolled. Unofficial classroom participation presents an enormous liability for the college.

Having petitioners sit during the first two weeks of class is important so that they do not miss important class instruction. When seats become available, the petitioners are given add codes and encouraged to add the class immediately.

Kathy reported that Eldon Young, the Language Arts Dean, had taken her concern to the Deans and Directors Team meeting. It was reported that the intent of the A&R memo was not to prohibit petitioners from sitting in a class during the first few weeks, but to encourage faculty to make sure that students did officially add the class within the add/drop period to reduce liability for the college. The deans agreed that the A&R directions needed to be rewritten to clarify the circumstances.

D. Other — Accreditation — Cherie Dickey

The Senate approved the appointment of Paul Paiement and Jane Jepson to serve on Accreditation Committees and Sub-committees. M/S/U (Piburn/Snook)

The standard and sub-committee chairs are busy setting the schedules for their meetings. Cherie also requested that Accreditation should be a standing special report on the Senate's bi-weekly agenda. The Senate agreed.

V. Faculty Issues — New Business

A. Senator-At-Large Election — Pat Ganer

The Senate welcomed Ron Armale, Physics/Astronomy, and Michael Brydges, Communications Studies, as the newly elected Senators-At-Large. Pat Ganer expressed her delight that seven faculty members ran for the two positions.

B. Other — None

VI. Special Reports

A. Associated Students (AS) — Ken Vialva

- AS appointed two new activities coordinators which brings the membership of Associated Students Council to 42.
- On October 9, Cypress AS is hosting the Region 8 Summit for student association presidents and student trustees.

- The Welcome Back event, held on September 2-3 was a great success.
 - Club Rush will be held on September 23-24.
- B. Academic Senate Treasurer's Report — No Report
- C. Foundation — No Report
- D. Basic Skills Committee — No Report
- E. Curriculum Committee — Cherie Dickey

Cherie Dickey read the policy adopted by the Academic Senate in 1988 that states that every instructor is "required to prepare and distribute a syllabus at the beginning of the course. The goals in the syllabus must conform to the goals in the Title V revised course outline." The Curriculum Committee, as well as respondents on the curriculum list serve, agreed that faculty can provide either a paper or an electronic copy of the syllabus to their students and meet the intent of the original policy. The Senate concurred. Cherie will send a memo to the faculty.

Cherie Dickey is asking division representatives to check with all faculty members who have a TBA lab attached to their credit course(s). If the TBA lab does not have a faculty member with the appropriate minimum qualifications present during all hours the lab is open, then the instructor(s) of that course are requested to contact Cherie before the end of next week to write new non-credit lab curriculum for affected course(s). The Education Code requires that to receive FTES for TBA lab assignments for credit courses, the college must hire instructors with the appropriate minimum qualifications to work in the Learning Resource Center (LRC) or other lab, who are always in line of sight of students working on TBA lab assignments, for every hour the LRC or lab is open. It is next to impossible to hire enough Spanish, French, Japanese, Chinese, Portuguese, ESL, and English/Reading faculty members to be the instructors of record for all TBA courses. Instead, the faculty members who teach these classes are writing the curriculum for non-credit labs, in order to be in compliance with the Education Code.

- F. Campus Technology Committee — Rosalie Majid

Several issues were discussed at the last meeting:

- For the Accreditation Self-Study, the Senate will be asked to review the draft policy on emails and blogs. A survey will be distributed to determine how emails and blogs are handled now.
- Kim Bartlett mentioned that a student's name and Banner number should never appear in the subject line of an email. Instead the term "Confidential" should be used.
- The College is trying to set up a meeting with San Bernardino Valley College to investigate the use of Edustream to rent space to store streaming videos.

- The Planning & Budget Committee has approved money for the Computer Replacement Plan at the top of the One-Time Budget List. However, that money has not been released yet. If money becomes available, it will be used to replace computers in student labs, not in faculty and staff offices.

G. Staff Development — Nancy Deutsch

The call for “Requests for Conference and Workshop Funding” will be sent out by email within the week. The priorities for funding will be “training or retraining necessary to fulfill job duties, as required by federal, state, or accrediting agency, the district, or the college” and “conference attendance by a student organization advisor so that students can attend a conference.”

H. Student Learning Outcomes Assessment – Nancy Deutsch

The General Education Forum has been scheduled for Tuesday, September 29, in CCC-414, from 3 pm to 5 pm. Randy Martinez, Ben Izadi, and Nancy Deutsch will be attending the WASC Retreat on General Education and Program Assessment on September 24-25 in Long Beach.

I. United Faculty – Alan Ransom

Alan opened the floor for questions:

- Is there a possibility for a salary raise? Probably not.
- Is the issue of making class size an item for negotiation being discussed? Not at this time. It would have to be presented as a reopener.
- Is Emergency Management Training (EMT) required? Fola Odebunmi will be sending out an email soon in response to this question. Faculty members can use the EMT for flex hours or for equivalent unit credit toward advancement on the pay scale.

VII. Announcements – None

VII. Adjournment of Meeting

The Senate voted to adjourn the meeting at 5:05 p.m. M/S/U (Frey/Ransom).

Respectfully Submitted,
Nancy Deutsch,
Academic Senate Secretary