



ACADEMIC SENATE
APPROVED MINUTES
September 11, 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: José 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: Dan Snook
Alternates in Attendance:
Liaisons in Attendance: Nancy Deutsch, José Gonzalez, Rosalie Majid, Beth Piburn, Alan Ransom
Guests: Bob Simpson, Erica Peterson, Nora Simoes

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

I. Approval of Minutes

The August 28, 2008 Minutes were approved as amended M/S/P(2) (Dickey/Majarian).

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.)

None.

III. Special Guest — Bob Simpson

Upon the invitation of the Academic Senate, Bob Simpson, the Executive Vice-President of Educational Programs and Support Services, addressed the issue of cutting classes from the Spring 2009 Schedule of Classes, as some department coordinators had been asked to do. Dr. Simpson confirmed that he had asked deans to prepare for him a list of low enrollment classes that could be cut from the spring schedule by their September 22 meeting. He emphasized that such cuts should not do harm to any program nor prevent a student from taking a class that was needed for a certificate or degree. Department coordinators and deans should have as much information as possible before the decision is made to cut classes.

He stated that enrollment management is a dynamic process, especially in light of the district waiting for a state budget to be adopted. On Tuesday, September 9, the District adopted a budget based on the May revise, though a revision may be necessary when the state legislature does approve a budget.

Bob distributed a handout (on file) that listed the Cypress College Budget Balance/Availability as of August 29, 2008. Although the 07/08 Discretionary Carryover Funds of \$4,042,450 seemed quite large, a zero balance exists. The campus set aside a contingency fund for emergencies, reserved funds to pay for new parking lots and the Humanities Building furniture, allocated 08/09 Advanced Funding and One-time Budget Requests, and reserved 09-10 Advanced Funding so that on-going programs that do not have a line item budget, but which the College deems extremely important, will be able to continue for at least two more years. Also included is the Extended Day budget to cover a deficit of \$550,000, an amount that is less than previously thought because of the high fill rate of 2008 summer school classes.

Using a chart of FTES trends, Bob pointed out that in 2003 at the direction of the District, Cypress College cut classes before the schedule was printed. Neither Fullerton College nor SCE cut classes. Cypress' cuts reduced the FTES base, which determines how much the college is paid. The College pays for full-time staff from college funds, but must pay for adjunct faculty and overload out of extended day funds.

In the five years since 2003, Cypress College has worked extremely hard to build the FTES base back to the pre-2003 level. To build our base, Cypress offered a large amount of sections, but many had low enrollments. This strategy accomplished its task and FTES increased. The plan was to cancel undersubscribed courses. But in summer 2008, the classes filled and so were not cancelled. Last year, most courses were not under-enrolled, thus increasing FTES. In 2007-2008, the College generated 694 more FTES than was projected, an 8% growth. However, the State is proposing to pay only 1.6% or 2% growth, not 8%. The College must come up with the funds to pay for this growth. The College is carrying this unfunded FTES in order to build its base to pre-2003 levels. This growth will eventually increase the base and the amount of money we receive from the state.

The District's FTES budget allocation is a traditional model and rolls over from year to year. Bob acknowledged that because of our low enrollment in some health science classes (as required by accrediting agencies for nursing, dental hygiene, etc.), Cypress

College has always had a lower efficiency rate than Fullerton College. The District is planning to take another look at the budget allocation model, but for now the traditional model is in place.

The College plans to reduce the extended day budget by reducing the number of traditionally undersubscribed courses without cutting into the base. The College needs to reduce the Extended Day deficit by \$250,000 this year, and then reduce it again next year. To reduce the Extended Day deficit, only a small percentage of one-time budget requests are being funded this year.

The Academic Senate wanted to know what criteria were established for reducing sections and if the criteria were being used uniformly across the divisions. Bob reiterated that the criteria were that the cuts would not cause program harm. He will survey the deans to determine if the criteria are being used uniformly. The new Strategic Plan Goal # 5 is to have a draft of the enrollment management document by November; Bob plans to reach this goal.

IV. President's Report — Rob Johnson

A. Planning & Budget Committee

The Technology Plan and the Strategic Plan was discussed, especially those items of concern to the Senate. Because there was no quorum, items could not move forward.

B. President's Advisory Cabinet

Because there was a lack of a quorum in Planning & Budget, the agenda could not move forward.

C. District Planning Council

Dr. Doffoney talked at great length about the development of a District-level Educational Master Plan. A sub-committee was created to examine other district's Educational Master Plans for ideas. The District will review and integrate the Educational Master Plans of the two colleges and SCE, rather than have the colleges rewrite their plans.

D. Board of Trustees meeting

The 2008-2009 District budget was presented and adopted.

V. Faculty Issues

A. Senator-at-Large Election — Cherie Dickey, Past President

Ballots have been distributed. Votes will be counted at the next Senate Executive Committee meeting on Tuesday, September 16. Three people were

interested in running for the Adjunct Faculty senator. Sam Russo will be conducting this election.

B. Local Awards Process — Rob Johnson

This item was tabled. However, the issues as to the awards schedule and process will be discussed at the next Senate Executive meeting.

C. Strategic Plan/Technology Plan — Rob Johnson

All concerns expressed in the previous Academic Senate meeting were expressed in the Planning and Budget Committee meeting.

E. Other: Curriculum Chair — Cherie Dickey

Cherie attended the Curriculum Committee meeting on Tuesday, September 9, to discuss the lack of a curriculum chair. Some faculty said that it is difficult to find qualified adjunct faculty for their department. Many are teaching overloads now. The Curriculum Committee discussed the need to set stronger priorities for what curriculum to review and also set deadlines and follow the deadlines. No current member of the Curriculum Committee wanted to serve as chair.

After serious consideration and discussion, Peggy Austin and Cherie Dickey developed the following proposal. For the fall semester only, Peggy Austin will chair the Curriculum Committee meetings, attend the three scheduled District Curriculum Coordinating Council (DCCC) meetings plus the Board of Trustee meetings as needed, work with the Instruction Office on the Curriculum Committee agenda, process all curricula being submitted in Fall 2008, and decline to take on new projects. She will receive one-half of the 40% reassigned time in Fall 2008.

Cherie Dickey will attend as many Curriculum Committee meetings as possible for training and orientation, attend Planning & Budget as Past President and as the Curriculum resource person, serve as the Curriculum Committee resource person during Academic Senate meetings, attend DCCC and Board of Trustee meetings with Peggy, chair a subcommittee to look at assessing the roles and responsibilities of the Curriculum Chair as well as the operating procedures of the Committee, and take on the position of Curriculum Chair in Spring 2009. She will receive one-half of the 40% reassigned time in Fall 2008 and 40% reassigned time in Spring 2009.

It was MSP (Deutsch/Piburn) to approve this proposal. The Academic Senate President will inform Bob Simpson and the Curriculum Committee of this decision.

F. Other: Parking

Many Senators commented on the issue of reduced staff parking. With the closure of Lot 8, many faculty are unable to park in Lot 1 or Lot 7 after 9 am.

This is a major problem for adjunct faculty members who come to campus in late morning or early afternoon. While additional parking spaces have been added in Lot 5, even these are filled by mid-morning.

VI. Special Reports

A. Associated Students — Jose' Gonzalez

Jose' Gonzalez announced that the Associated Students Welcome Back All-Student Barbeque on September 3 and 4 was successful. Club Rush is scheduled for September 17-18, the Blood Drive is scheduled at the same time, and Voter Registration is scheduled for September 16 and 30 from 9 am to 11 am.

B. Treasurer's Report — No report.

C. Program Review Committee (IQA) — No report.

D. Curriculum Committee — No report.

E. Campus Technology Committee — Rosalie Majid

The Committee will be meeting in two weeks.

F. Staff Development — No report.

G. Foundation Report — No report.

H. Adjunct Faculty — No report.

I. United Faculty — No report.

J. Campus Diversity — No report.

VII. Announcements — None.

VIII. Adjournment of Meeting

M/S/U (Majarian/Dickey) Adjournment of the meeting at 4:58 p.m.

Respectfully Submitted,
Nancy Deutsch
Academic Senate Secretary