



ACADEMIC SENATE

APPROVED MINUTES

September 13, 2012

DIVISION SENATORS: BUSINESS AND COMPUTER INFORMATION SYSTEMS DIVISION, Jesse Saldana;
CAREER TECHNICAL EDUCATION DIVISION, Carlos Urquidi;
COUNSELING AND STUDENT DEVELOPMENT DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Robert Johnson;
HEALTH SCIENCE DIVISION, Judy Swytak;
LANGUAGE ARTS DIVISION & LIBRARY, Michael Brydges;
PHYSICAL EDUCATION DIVISION, Bill Pinkham;
SCIENCE/ENGINEERING/MATHEMATICS DIVISION, Fumio Ogoshi;
SOCIAL SCIENCES DIVISION, Bryan Seiling;

2012-2014

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

ADJUNCT SENATOR: Vacant

LIAISONS: ASSOCIATED STUDENTS, James Drake;
BASIC SKILLS COMMITTEE, Cherie Dickey;
CAMPUS DIVERSITY COMMITTEE, Vacant;
CAMPUS TECHNOLOGY COMMITTEE, Vacant;
CURRICULUM COMMITTEE, Mark Majarian;
CYPRESS COLLEGE FOUNDATION, Vacant;
PROGRAM REVIEW COMMITTEE, Jolena Grande;
STAFF DEVELOPMENT COMMITTEE, Rebecca Gomez;
STUDENT LEARNING OUTCOMES COMMITTEE, Nancy Deutsch;
UNITED FACULTY, Vacant;

ACADEMIC SENATE PRESIDENT: Gary Zager

ACADEMIC SENATE PAST-PRESIDENT: Pat Ganer

Senators and Officers Absent: Rob Johnson

Alternates in Attendance: None

Liaisons in Attendance: James Drake, Cherie Dickey, Mark Majarian, Jolena Grande, Rebecca Gomez, Nancy Deutsch

Guests: Santanu Bandyopadhyay – Institutional Research; Damon De La Cruz – Health Science Adjunct Faculty;
Michael Amaya-Veloz – Associated Students

The meeting was called to order at 3:01 PM by President Gary Zager. He also asked Senators for permission to modify the order of the agenda when President Simpson arrives. All agreed. After providing welcoming remarks, President Zager had all Senators and guests introduce themselves.

I. Approval of Minutes

The minutes of the May 24, 2012, meeting were approved with minor corrections, (Ganer/Armale), M/S/P, 3 abstentions.

II. Public Commentary

Pat Ganer announced to the Senators that she had additional flash drives available for those Senators who were unable to attend the last meeting of the spring semester on May 24, 2012. Those Senators not in attendance should see Pat to receive their flash drive.

Jesse Saldana informed the Senate that the management reassignments email that was distributed by Dr. Simpson read as though the Senate had discussed the new delegation of duties. President Zager clarified that he met with Dr. Simpson, as did Pat Ganer, but that the Senate did not discuss the reallocation of duties for the managers. Dr. Simpson sought faculty input regarding management decisions by speaking with the current and past senate presidents.

III. Special Reports

A. Associated Students – *Michael Amaya-Veloz*

Michael provided information about the first Associated Students-sponsored event this semester. He also reported that 7 senators and 2 activities coordinators have been appointed to vacant positions. There is a special election going on to fill additional positions. James Drake was introduced as the Associated Students Representative to the Senate, and Michael will serve as the alternate. Both AS students will attend Senate meetings. There will be a Blood Drive on October 16 and 17. They have selected Cedar-Sinai as the blood drive host to replace the American Red Cross.

B. United Faculty – *Vacant*

There is no designated representative to the Senate, though several Senators provided the following information: there is a proposal by UF to ask Jeff Horsley to wait until after the November elections to begin negotiations. With the Propositions on the November ballot, there is potential impact on the community college budget. Pat Ganer provided additional information about the likely impact on the District if Proposition 30 fails. Staff Development – *Rebecca Gomez*

Rebecca announced that the next conference funding deadline is September 28, 2012. She has emailed faculty the revised form and reminded Senators to have faculty use the current forms. The following funding deadline will be in November. Rebecca reminded faculty to complete the opening day survey and encouraged feedback that would improve opening day activities. There was an adjunct faculty orientation the evening before opening day.

C. Curriculum Committee – *Mark Majarian*

No report provided.

D. Campus Technology Committee – *Rosalie Majid*

No report provided.

E. Academic Senate Treasurer’s Report – *Ron Armale*

No report.

F. Foundation Report – *Vacant*

No report provided. There is still a need for a foundation representative.

G. Basic Skills Committee – *Cherie Dickey*

The first meeting was held during the first week of the semester. The annual end-of-year report is due to the state Chancellor’s Office by October 10. Cherie will make a report to the Senate in October once the committee completes the forms.

H. Students Learning Outcomes Assessment – *Nancy Deutsch*

Nancy distributed a timeline for the ACCJC Implementation Report on SLOs that is due March 15, 2013. Santanu and Nancy will be attending a conference on October 3-5 to learn more about the SLO Assessment Report. She stressed the need to provide evidence to ACCJC that Cypress College faculty are completing SLOs.

Previously, Nancy asked for the Senate’s approval for SLO Committee Member access to SLO Completion Reports for their respective divisions because SLO representatives were frustrated with the lack of access to TracDat information for courses within their divisions and are unable to help faculty. The Senate agreed that division representatives should be able to access the TracDat information. Every division that has been asked has agreed to provide access and receive help from the SLO representative.

Nancy is still serving as interim SLO coordinator and will be conducting meetings within each division regarding the assessment report. She thoroughly discussed the rationale for completing the ILO pathways (for transfer, career technical education, and personal lifelong learning). The division meetings should not take longer than 30 minutes. Nancy suggested that faculty bring their course syllabi (if SLOs have been included) when they arrive for training on matching ILOs to SLOs. She provided a handout with more information on the assessment process. Kathy Llanos asked that Nancy distribute the handouts to all faculty, as well as what to bring to the meetings.

Considering the work previously submitted to TracDat, there was some question as to the duplication of labor and redundancy of matching ILOs to SLOs. In addition, there was a question regarding the necessity for linking SLOs to ILOs. A second document was distributed and Santanu Bandyopadhyay addressed the tasks that need to be completed and the groups involved in the process. Nancy suggested that any further questions be emailed to her, while Santanu will forward the ACCJC forms to Gary for distribution to Senators.

President Zager mentioned that Dr. Simpson will be addressing the Senate regarding moving SLOs within the Academic Senate purview since it is a faculty-driven process.

I. Program Review and Department Planning – *Jolena Grande*

The Program Review Committee, along with the Institutional Research Office, worked throughout the spring 2012 semester to alleviate many of the concerns faculty expressed in regards to completing the program review process every three years. The Institutional Research Office offered to pre-populate the program review forms with the data required in an attempt to streamline the process and allow programs to focus their department planning and program review efforts on identifying patterns and explaining results. Division deans should have received the pre-populated program review forms for distribution to those programs undergoing review this year. The completed program review forms are due to the division deans by October 8, 2012. Career Technical Education Programs also need to complete the biennial Vocational Program Review forms.

IV. President's Report – *Gary Zager*

A. District Consultation Council (DCC) – previously DPC – August 27, 2012

Fred Williams presented a PowerPoint presentation on the budget that provided for the different scenarios if Proposition 30 passes or fails. The decision on summer school is on hold until after the November election. The discussion on smoking on campus was tabled. Fullerton College does not allow students to smoke on campus, but staff and faculty are allowed. The Anaheim Campus restricts smoking to a designated area off the parking lot on the first level.

The District Technology Committee presented a list of standards for classrooms, which was actually started on the Cypress College campus by CTC. The district is now using the CTC as a Model.

A Strategic Plan Fund was presented with the idea that the funds would be sent to each campus as "Block Funds" to be used as the campus sees fit. President Zager mentioned that faculty could get more information on MyGateway in the DCCC folder file titled StrategicPlanFund.doc

B. Board of Trustees – August 28, 2012

President Zager reported that during public commentary there were several speakers who commented on the changes to the course enrollment policy that is decimating Musical Chorale at Cypress College. Due to the change in repeatability, many of the "regulars" are no longer able to enroll in the classes and participate in the productions.

There was a budget presentation by Fred Williams. It was the same presentation provided at DCC.

C. Board of Trustees – September 11, 2012

During public commentary, Kay Bruce addressed the board regarding getting the vote out. A spokesperson for AdFAC presented a PowerPoint presentation on the Luke Latham situation. There was no request for the board to act, though. A report regarding the Musical Chorale concerns that were presented at the prior Board meeting will be addressed in a future Board meeting by Provost Greg Schultz. There is a connection between SCE and CC on this issue.

There was a budget PowerPoint presentation by Fred Williams regarding the official 2012-13 Proposed Budget and Financial Report. President Zager will circulate the bound report during the Senate meeting.

D. Institutional Effectiveness Council (IEC) – August 20, 2012

Jolena Grande attended on behalf of President Zager. The meeting involved a discussion of the template for populating data required by ACCJC. The next meeting will be held September 17, 2012.

E. Planning and Budget Committee – September 6, 2012

Karen Cant provided a budget report with much of the same information that was provided on Opening Day. Several charts were distributed, with one that covered “carry overs.” Overall, the district reserves will cover this year’s expenses but if Prop 30 does not pass in November, there will need to be severe cuts across the board for the 2013-14 academic year. About 10% will be cut with some programs having larger cuts while other may have less.

The Bookstore has been losing money for several years, as have many college bookstores. Many students use online options for obtaining textbooks. There is contemplation of partnering with an online bookseller or a large bookstore chain. Karen Cant will continue to provide faculty with information as it becomes available.

Dr. Donley reported that Cypress College FTES are within range, with 10,515 as a goal and currently at 10,740 (225 over). One-time Funding Requests were rank ordered and approved (numbered 1-8 on the attachment provided). The other requests are on hold until after the election. Those prioritized funding requests will now be forwarded to PAC.

A special request to cover accreditation expenses was made by Health Science and approved for Mortuary Science and Radiologic Technology. The amount was \$6,410, and will now be forwarded to PAC.

Mike Kavanaugh from Academic Computing presented PBC with iDevice Guidelines outlining new guidelines for iPads and similar devices purchased by the campus. President Zager included the handout. The document was approved and will now be forwarded to PAC. Mike also distributed a Technology Plan Proposed Revisions document (forwarded to Senators by President Zager). It was also approved and will be forwarded to PAC.

F. President’s Advisory Committee (PAC) – September 6, 2012

Many of the items discussed at PBC were presented to PAC and approved. President Simpson distributed Management Assignments and Organizational (Re)Structure

effective this year. He recently distributed an email outlining these changes and will be visiting the Senate to answer any questions regarding the restructuring. Dr. Simpson also provided a new organizational chart for the college that included all the administrative positions.

Karen Cant discussed a proposed expansion of the existing Swap Meet into Lot 8 which could provide an additional \$100,000 annually. She also introduced the idea of erecting a fence around Lot 9, similar to fencing surrounding Disneyland, which would allow for the charging of admission. Other schools are doing similar things and could net, once the cost of fencing is paid, up to \$500,000 more per year.

G. Graduation Planning Committee – September 11, 2012

The first monthly meeting was held and it was noted that the graduation program listed program-related sashes, which was not in alignment with the resolution passed by the Senate the prior year. Both Becky Rojas and Paul Bottiaux agreed it was an oversight in proofreading the commencement program and it will be corrected for the next graduation. In addition to the normal issues of seating, staging, audio, color guards, and speakers (this year is the Administration's selection for commencement speaker); the issue regarding criteria used for Student of the Year was addressed. Pat Ganer brought the issue before the committee last year. A special meeting has been scheduled to address these concerns.

President Zager asked if any of the Senators had questions regarding the President's Report that was distributed. Pat Ganer clarified for the Senate **the issue** regarding the Graduation Committee's selection the graduate of the year. There was a concern about a question on the application **asking students to identify** the obstacles that have been overcome. Too much **focus** may be given to overcoming obstacles. The Graduation Committee may be looking at the application form and the inclusion of the question. **The committee may also consider whether minimum standards for units completed at Cypress should be** set.

President Zager mentioned that the final budget is dependent on the November election and the propositions. There will be some significant changes in the event the measures do not pass. There is the possibility of hiring faculty next year. The District may be able to hire 2 or 3 positions, depending on the November election. The current district budget of \$147 million would require a \$9 million cut if Proposition 30 does not pass.

Jesse Saldana referred to the bookstore outsourcing issue. He recently learned that, at another campus that decided to lease the bookstore to a for-profit vendor, students paid more for the books than when the bookstore was operated by the campus. President Zager will take the concerns to PAC.

V. Faculty Issues – Old Business

A. ACCJC SLO Implementation Report – Nancy Deutsch

Already addressed in the previous SLO Committee report presented earlier in the meeting.

B. High School Collaboration – Gary Zager

As the Senate was informed in an email at the beginning of the summer, Los Alamitos contacted Cypress College regarding the opportunity to have an adjunct faculty member teach a Math class (Advanced Calculus) on their campus using contract education.

Given the Senate action at its May 24 meeting, the discussion with Los Alamitos was postponed until the Senate could meet in the fall. . President Zager mentioned that Dr. Simpson asked for the Senate to consider the difference in the proposal from that with BPHS Collaboration. Pat Ganer announced that she plans to offer a motion at the Sept. 27 Senate meeting to rescind the May 24 Senate vote. Jesse Saldana is in support of rescinding the previous motion. There was some discussion about the previous decision which could “close the door” on high school collaboration.

C. Honors at Entrance – Pat Ganer

Pat Ganer addressed the Honors at Entrance in the college catalog. This item will be held for the next meeting.

D. Other

None.

VI. Faculty Issues – New Business

A. Committee Appointments – Gary Zager

President Zager would like to appoint several faculty members to serve on campus and district committees. On the Full-Time Faculty Prioritization Committee, there are three faculty member positions that have been filled by current and past senate presidents. Gary Zager, Pat Ganer, and Cherie Dickey will represent the Senate on this committee. There was a motion to approve the following appointments (Saldana/Armale). M/S/P.

1. District Equal Employment Opportunity Advisory Committee

President Zager would like to appoint Fernando Oliveira.

2. District Budget and Finance Committee

Robert Johnson will not be able to attend because of scheduling conflicts.

President Zager would like to appoint Jolena Grande with Cherie Dickey as the alternate.

3. Campus Diversity Committee

President Zager would like to appoint Larry Curiel.

4. District Professional Growth and Development Committee

This committee is responsible for approving sabbaticals. President Zager mentioned that during a previous senate meeting, Marcus Marquardt had been appointed to serve.

5. Campus Technology Committee

President Zager would like to appoint Michael Johnson and Doug Sallade. Both already sit on the District Technology Committee. There would be a sense of continuity with Michael and Doug serving on the campus committee.

B. Dr. Simpson Visit – Gary Zager

Dr. Simpson welcomed the Senators back to a new academic year. He mentioned that the campus was prepared for some challenges with the new 16-week calendar and found that the only logistics problem was a greater parking impact than in the past because there is not as much turnover in the parking lots. The auxiliary lots were made available and eased the parking problem.

He reviewed the college Strategic Plan directions in regards to transfers, achievement gap, etc. He mentioned that the achievement gap is not just based on race and ethnicity. The gap extends to gender and disability. His focus is on overall student equity. President Simpson suggested that we develop an action plan by the end of this school year so that it can be implemented for two years and determined to see if it is working and make changes as necessary.

Dr. Simpson is committed to working with the academic senate and with local high schools and to find an acceptable framework for cooperation between the two. He answered several questions regarding the Buena Park High School Collaboration situation.

Dr. Simpson addressed the SLOs issues and believes that the senate should take a leadership role since it is a faculty driven process.

One of the issues revealed in the campus climate survey was in regard to transparency in decision-making on the campus. Dr. Simpson is committed to operating in a transparent decision-making mode. He wants to make sure that forums are available for input. He charges the committee members with disseminating the information to their constituents. Dr. Simpson would like to reinstitute a town hall type of forum. He is also considering "president's office hours."

C. English Department – Computer Lab in the LRC – Christie Diep

Christie provided a handout regarding computer access for faculty to use for students. One suggestion is the use of the TLC for computer lab access for faculty to take their students to. The English Success Center was created by the Title V grant, which required rearranging of room usage in the Library Learning Resource Center and the elimination of the room used for classes to reserve. There was lengthy discussion of the use of the TLC by students. Gary suggested that this item be reagendaized for the next meeting. Gary was instructed to take the issue to PBC before coming back to the senate for discussion.

D. Other

None.

VII. Announcements

None.

VIII. Adjournment of Meeting

Meeting adjourned at 5:30 PM.

Respectfully submitted,

Jolena Grande, Secretary