



ACADEMIC SENATE

APPROVED MINUTES

September 22, 2011

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;  
CAREER TECHNICAL EDUCATION DIVISION, Carlos Urquidi;  
COUNSELING DIVISION, Deborah Michelle;  
FINE ARTS DIVISION, Molly Schulps  
HEALTH SCIENCE DIVISION, Judy Swytak;  
LANGUAGE ARTS DIVISION & LIBRARY, Michael Brydges;  
PHYSICAL EDUCATION DIVISION, Bill Pinkham;  
SCIENCE/ENGINEERING/MATH DIVISION, Fumio Ogoshi;  
SOCIAL SCIENCE DIVISION, Bryan Seiling;

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: Jay Gardner

LIAISONS: ASSOCIATED STUDENTS: Jasmine Lee;  
BASIC SKILLS: Cherie Dickey  
CAMPUS DIVERSITY:  
CAMPUS TECHNOLOGY COMMITTEE: Rosalie Majid;  
CURRICULUM COMMITTEE: Mark Marjarian;  
FOUNDATION: Beth Piburn;  
PROGRAM REVIEW COMMITTEE: Jolena Grande;  
STAFF DEVELOPMENT: Rebecca Gomez;  
UNITED FACULTY: Vacant

ACADEMIC SENATE PRESIDENT: Pat Ganer

ACADEMIC SENATE PRESIDENT-ELECT: Gary Zager

Senators and Officers Absent: John Alexander, Vickie Castle, and Jesse Saldana

Alternates in Attendance: Michael Amaya for Jasmine Lee, and Rob Johnson for Molly Schulps

Liaisons in Attendance: Cherie Dickey, Jolena Grande, Rebecca Gomez, Rosalie Majid, Mark Marjarian, and Beth Piburn.

Guests: Luke Latham, Adjunct Faculty – Science, Engineering, Math; Liana Koeppel, Faculty – Language Arts; Dale Craig, UF President; Christie Diep, Lawrence Keel, Barbara Marshall, Kathleen McAlister, Faculty – Language Arts; Dr. Kasler, Cypress College President; Dr. Bob Simpson, Cypress College EVP;

The meeting was called to order by President Pat Ganer at 3:02 PM.

I. Approval of Minutes

The motion to approve the minutes of September 8, 2011, was tabled. M/S/P, 2 abstentions (Grande/Deutsch).

II. Public Commentary

None

III. President's Report – *Pat Ganer*

President Ganer emailed her report to Senators and provided additional information as needed, and clarified sections as requested by Senators. President Ganer sent the initial draft of the program discontinuance policy to all Senators. The Program Discontinuance Committee met again and will revise the draft that will probably remove the Program Review processes from program discontinuance. These changes will also be distributed. The trigger mechanisms were divided into different tiers and will need additional feedback. President Ganer once again reminded Senators that any concerns or issues need to be brought to her attention in order for her to take them forward to the Working Group.

Ron Armale asked for clarification on the district budget and the use of reserves to cover operating expenses. Pat Ganer also reported that the Governor signed a bill yesterday that would postpone community college fee increases until summer, 2012 as had been been expected There will be no fee increase for spring 2012. In addition, President Ganer Discussed the fact that the state legislature is considering the cessation of funding for courses that are two levels below transfer level courses.

Eva Conrad has received feedback from Fullerton College, where faculty would like to see changes in the wording of the District Strategic Directions. #1 and #3. Those directions set have specific numerical targets that Fullerton College would prefer not be indicated in the District plan but that, if they are desired, should be set by the individual campuses. Fullerton College wants to delete the numerical targets to provide flexibility in allowing campuses to decide on their own approaches to the targets.

Eva Conrad is concerned that the lack of specificity, if removed, would make achievement of the goal difficult to assess. It is her belief that the measurement of attainment may be questioned by the accreditation team. The percentages were determined using goals enumerated by President Obama when he outlined the need for increasing transfers and completion, according to Dr. Kasler. Dr. Simpson added that the value of comparing ourselves to other colleges in terms of meeting goals is important, and having specific target numbers helps determine how Cypress compares. There was a question about the input from Institutional Research Office in determining acceptable numerical goals. Joe Gallo questioned the potential negative consequences if goals are not met.

There is some concern about Fullerton and Cypress becoming more divergent in terms of setting targets, especially since the Accreditation Team cited this divergence in their report. President Ganer asked for a straw poll regarding whether there should be a

specific number in the District's Strategic Plan in the first place. There was support of including specific numbers in the Plan.

President Ganer also reported on the work of a committee discussing the issue of priority registration. Nancy Deutsch and Deborah Michelle indicated an interest in serving on this committee.

A. Board of Trustees Meeting – September 13

1. Dr. Doffoney reported on an agreement with the Transportation Security Administration regarding a program in which the District will provide training for those personnel working on commercial aircraft. The programs will involve both the Cypress Flight Attendant Program and the Fullerton Police Academy.
2. Deborah Ludford provided a status report on the District's Comprehensive Master Plan. The process includes a timeline indicating the intent to present the CMP to the Board at its Nov. 22 meeting.
3. Deborah Ludford reported on the status of the District's response to the recommendations of the Accrediting Commission. The intent is that the four workgroups will provide a revised and completed document by Dec. 2.
4. Considerable discussion focused on the presentation of the proposed 2011-2012 District Budget. The District's plans are anticipating a 5% workload reduction, a \$12 million apportionment reduction, and a \$10 per unit fee increase. It is expected that the District Reserve, which was \$19 million on June 30, 2011, will be down for \$10.9 million in June 2012.

There are a number of issues that still need to be addressed. Among those are: a) salary negotiations—no increase is anticipated b) temporary suspension of \$1.5 million payment to the retiree benefits fund c) ongoing categorical program cuts d) 50% law concerns e) anticipated increases in PERS and STRS employer contribution rates f) Evaluation of the District's Budget Allocation Model

5. There was a brief contretemps between the Fullerton Senate President and the Classified representative regarding issues of who was bearing the brunt of the fiscal decline.

B. District Planning Council/Chancellor's Cabinet – September 12

1. The proposed budget was discussed thoroughly. The District is approximately 3300 students over cap, about a 9% gap over what it should be. Discussion was held regarding both the FON (Faculty Obligation Number) and the 50% law. Discussion was held regarding carry-over funds, the unfunded liabilities, categorical contributions, and workload reduction measures.
2. The process for responding to Accreditation recommendations was discussed. It is expected that responses will be presented to the Academic Senates by Oct. 22.

3. Priority registration was discussed and a number of potential changes were addressed. Such changes could include reassessments regarding priority registration for those with over 90 units, for those with excessive numbers of Ws, limitations on the number of units per semester, etc.

C. Chancellor and Senate Presidents Meeting – September 19

1. The Chancellor wants greater attention given to district-wide staff development. He would like to see a focus on improved abilities to communicate, greater knowledge of community colleges and advancements in student performance. He believes that current approaches are disjointed and not integrated. He would like to see a type of training provided in these areas on a two-year cycle with adequate means of assessment. His hope is to have approximately 20 people undergoing a two-year development that may result in actions such as salary enhancement, completion of certificates, etc. Although still in preliminary stages, he would like to see an educational program that is integrated.

2. The Chancellor indicated that RFPs for District Innovation Fund projects will be going out next month.

3. The Chancellor discussed proposed legislation that would reduce/eliminate funding for courses that are two levels below transfer level. There was also discussion about the relationship of SCE to those courses.

4. The Chancellor raised concerns about differences between the campuses on class size and on the utilization of double sections for many classes.

5. The Chancellor discussed the 16-week calendar in terms of the potential negative impact on the workload/pay of classified staff.

D. Planning and Budget Committee – September 15

1. PBC was presented with the same information regarding the budget, accreditation, and the Comprehensive Master Plan as noted in earlier meetings.

2. PBC provided funding for special requests from the PE Department for purchases in the Fitness Lab, a sound system for the gym, and timing devices for the water polo program.

3. Considerable discussion took place regarding the scheduling of classes for the 16-week calendar. Bob Simpson will be attending the Senate meeting on Sept. 22 to more fully address the issues

E. President's Advisory Cabinet – September 15

There was no report as Pat Ganer had to miss this meeting.

F. General Comments – *Pat Ganer*

1. An appointment is needed for the District Professional Growth and Development Committee. Jane Jepson from Counseling was approved as the Senate representative

2. A meeting has been called for Thursday, Sept. 22 at 1 pm to discuss the faculty hiring prioritization process. The Senate Approved the approved the appointment of Cherie Dickey as the third representative on the committee in addition to Pat Ganer and Gary Zager.

3. The Graduation Committee met on Tuesday, Sept. 20. The students have selected Kristin Vangsness, a former Cypress student now appearing on the television show Criminal Minds, as the speaker and she has agreed. Graduation this year will be on Tuesday, May 29. At the committee meeting, There was considerable discussion related to the length of the graduation ceremonies.

4. The Program Discontinuance Policy Task Group met on Monday, Sept. 19. At the meeting, An issues was raised as to whether the Academic Senates want the sole say in program discontinuance or whether it is part of shared governance. The group also had Considerable discussion focused on whether there should be any explicit connection between Program Review and Program Discontinuance; the original draft is being revised to remove that connection. The group raised Issues regarding the “trigger mechanisms” evaluation of programs for discontinuance. The Task Group is looking at whether there should be “Tier 1” and “Tier 2” indicators in which different criteria would be required to trigger some action. The Task Group is also interested in hearing if there are any other “health indicators” that should be used in addition to those in the first draft.

5. The Senate has had an opportunity to look at the Social Media Guidelines. If there is no objection to the draft as presented, Pat Ganer will support it at upcoming DPC meeting.

#### IV. Faculty Issues – Old Business

- A. Clarifying Change to August 25, 2011, Meeting Minutes – *Nancy Deutsch*  
On page 8 of the minutes, the pronoun “she” should be replaced with Dr. Ganer in each instance. There was unanimous consent to make the clarifying change.
- B. Academic Honesty Policy – *Pat Ganer*  
At the prior meeting, The Senate voted to reconsider the action taken last spring that revised the Academic Honesty Policy at Cypress College. there was a motion to limit the time to 15 minutes (Llanos/Michelle), M/S/P, 10 ayes, 3 nays. Luke Latham provided handouts outlining the material in his slideshow in support of revising the Academic Honesty Policy to allow instructors to give students found cheating an “F” grade. After discussion, the previous question was moved. (Grande/Gallo), M/S/P. The Senate then voted on a motion to rescind the action taken last spring to revise the Academic Honesty Policy (Zager/Seiling), M/S/P, 7 ayes, 4 nays, and 2 abstentions.
- C. Program Discontinuance Policy – *Pat Ganer*

Dr. Simpson was asked to address the Senate regarding the progress being made on the policy.. The Accreditation Commission has cited the need for a Program Discontinuance Policy as a recommendation to the college. Michael Brydges questioned Dr. Simpson on the inclusion of previous work done by former committees in the discussions of this new committee. Dr. Simpson mentioned that there were several models considered by the work group, which were each reviewed before work began on the working model.

D. Other – none

V. Faculty Issues – New Business

A. Student Learning Outcomes Coordinator – *Nancy Deutsch*

Nancy asked that this item be removed from the agenda at the current time.

B. 16-Week Scheduling Template – *Pat Ganer*

Dr. Simpson provided a historical perspective on the development of the 16-week calendar. In addition to the request to be approved for authorization of a 16 week calendar, the district was required to submit to the State Chancellor's Office a potential template for class schedules. . The State Chancellor's Office has not yet given formal approval for the 16 week calendar although there is no reason to assume it will not be approved. . State law mandates that the college provide 175 days of instruction within the fall 2012 and spring 2013 semesters. Early last spring, all of the deans were asked to work with the faculty to develop simulations to demonstrate the ability to schedule classes effectively within a 16-week semester. The expectation was that there were significant communications and that all of the issues had been vetted. there is a need to schedule classes so that students can enroll in multiple sections. In order to facilitate student enrollment in multiple sections, there is a belief that it is necessary to provide common passing periods. Under the current 18-week format, classes begin and end on the hour and half-hour, which provide passing periods at each hour and half-hour. With the 16-week calendar, the schedules will need to change somewhat in order to meet the required number of hours. Dr. Simpson articulated his belief that In order to facilitate and ensure that students can enroll in multiple sections, artificially designed passing periods must be included. Although there are cases for exceptions within programs, the majority of classes need to include the passing periods. Dr. Simpson mentioned that there appears to be a critical mass of faculty expressing discontent with the both the lack of communication regarding the scheduling of classes in the 16-week semester and the proposed schedule itself. He would like to form a super committee to work within a very short timeframe to discuss scheduling. He proposed including three deans whom he has selected and three faculty members, to be selected by the Senate. It is his intention that The committee would only look at the template and make slight modifications, and develop guidelines for exceptions. Dr. Simpson has asked Steve Donley, Joyce Carrigan, and Richard Fee to serve on the committee (without Dr. Simpson). Kathy Ilanos suggested that Liana Koeppel be included on the committee. Rob Johnson suggested that Fine Arts be represented with either himself or Molly Schulps being the representative.

Judy Swytak suggested that Jolena Grande represent the Health Science Division. Christy Diep also volunteered to serve.

There were questions about following other colleges that have already formed 16-week calendars successfully. Liana Koeppel mentioned several problems with the template previously distributed; specifically, that the passing period philosophy might be flawed. Several Senators provided examples of potential consequences of the scheduling template. Dr. Kasler mentioned that changes can be made the following year once we see the consequences of implementing the suggested template. There were additional questions regarding the transparency in the decision-making process for 16-week calendar implementation.

Dale Craig, United Faculty President, mentioned that the State Chancellor's Office does not approve class schedules, but approves academic calendars. They will look at sample class schedules only to determine if colleges know what they are doing in terms of implementing academic calendars. The district is making major attempts to make sure that students can enroll in multiple sections.

Cherie Dickey mentioned that PBC suggested we start with the ending time rather than a particular starting time and work backwards to create class schedules. Mark Marjarian mentioned that differences between three-unit classes may have an impact on scheduling, since some 3-unit courses require more than three contact hours. He suggested that the super committee include those divisions that have high variances in contact hours and units be included.

- C. Other
- None

## VI. Special Reports

### A. Associated Students – *Jasmine Lee*

- No report.

### B. United Faculty – *Vacant*

- No report.

### C. Staff Development – *Rebecca Gomez*

- Conference Funding Requests are due Friday, September 30. Please submit a signed hard copy and an electronic copy to the Staff Development office by September 30. The next Conference funding period will end November 4, 2011.
- More workshops for Microsoft Office 2010 are being planned which will include Word, PowerPoint and Excel.
- We are working on a Workshop for "Dealing with Difficult Students" for Tuesday afternoon October 18. More details to follow.
- The Flex Form for this year will be distributed within the next week.

- Please continue to check My Gateway to register or view upcoming events.
- D. Curriculum Committee – *Mark Marjarian*
- No report.
- E. Campus Technology Committee – *Rosalie Majid*
- No report.
- F. Academic Senate Treasurer’s Report – *Ron Armale*
- No report.
- G. Foundation Report – *Beth Piburn*
- No report.
- H. Basic Skills Committee – *Cherie Dickey*
- Richard and Cherie are attending an all-day meeting tomorrow to complete the report that needs to go to the state.
- I. Student Learning Outcomes Assessment – *Nancy Deutsch*
- No report.
- VII. Announcements
- Deborah Michelle announced that DSPS has put together a faculty and staff handbook for presentation to divisions this semester. It is available on the DSPS website and on the campus J drive.
- VIII. President Ganer adjourned the meeting at 5:41 PM.

Respectfully submitted,  
Jolena Grande, Secretary