



ACADEMIC SENATE
APPROVED MINUTES
September 24, 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: Nancy Deutsch, Michael Frey
Alternates in Attendance: Robin DeRoo for Michael Frey
Liaisons in Attendance: Cherie Dickey, Rosalie Majid, Beth Piburn, Alan Ransom, Ken Vialva
Guests: Danial Shakeri

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

I. Approval of Minutes

The September 10, 2009 Minutes were approved as revised. (M/S/U Llanos/Piburn).

There was discussion about a section in the minutes referring to Kim Bartlett's request that student name and banner number not be placed in the subject line; rather, use "confidential." Faculty would like clarification as to whether that means using both is a problem and only using one is fine. Also, if we ask our students to send us emails that make reference to the class name or use their name in the subject area so that we know it's not spam, is that a problem? Rosalie will ask Kim for clarification.

II. Public Commentary – None

III. President's Report — Rob Johnson

A. Senate Representative on Management Evaluation Committee

The Senate approved the appointment of Beth Piburn to serve on the management evaluation committee for Raul Alvarez. (M/S/U Ransom/Pinkham)

B. Fall Area D Meeting for Academic Senate of California Community Colleges

The fall Area D meeting will be held on October 31 at Mt San Jacinto from 10am – 3pm. Please let Rob know if you are interested in attending so that he can coordinate how many are going.

C. Disaster Drill on September 16, 2009

Rob asked the Senate for feedback regarding our recent disaster drill and any questions or concerns that need to be reported. Points made included the following:

- It is important that the backpacks for the floor marshals have radios that are efficient at communication.
- There was no communication around the portable buildings, so people were milling around and knew nothing.
- One positive aspect was that there was good dialogue with students on this scenario.
- Some Senators wondered how we can really practice the “reality” of this type of situation. It is important that everyone see the DVD.
- The main communication methods of text messages and email during a disaster drill are very difficult or almost impossible for faculty to access when they are teaching classes.
- An outdoor intercom system would be excellent when we can afford it.

D. Summer School, 2010

Department Chairs are being asked about summer school. Please let Rob know if there is anything that the Senate would like Rob to communicate about the issue. The College is not looking at cancelling summer school, but it definitely won't be more than it was last year. Because there were relatively minor cuts to fall and major cuts to spring, the College will be trying to create a balance that so that it is more equitable for both semesters. Discussion ensued; some felt that if we don't offer summer school, then students will go elsewhere and possibly stay at another college. There was concern that summer school courses ending just as the fall semester begins makes it difficult for students who suddenly need to make adjustments to their class schedule if they did not pass the summer class. Two weeks would be a better interval between the end of summer classes and the beginning of the fall semester.

E. Parking Issues

There is concern that the parking spots in Lot 4 are smaller than elsewhere on campus. Also, faculty and classified have complained to Rob of their concerns about Lot 2 having an average of twenty-two T-10 (Toyota) cars taking faculty parking slots in the lot at all times. The explanation that it is taking time to move cars in from other lots doesn't seem a reasonable response for taking so many spots if it's supposed to be a faculty lot.

F. Board of Trustees Meeting – September 22, 2009

Pat Ganer attended for Rob Johnson. The Personnel Section of the Board Agenda had a block vote item that named Sam Schauerman as Fullerton College's interim president, whose contract runs through June of 2010. The Board gave commendations to employees for various awards. Three of the awards mentioned were the Cypress College Outstanding Faculty, Outstanding Adjunct Faculty, and Teacher of the Year. Pat pointed out that the Cypress College Charger Award was awarded to Robert Parelli who passed away in May. Selection of the Orange County Teacher of the Year nominee is a different process, not within the Academic Senate's area of awards. Also, Mike Kasler asked Pat to say a few words about Jerry Burchfield during her report to the Board; the Board adjourned the meeting in his memory.

G. Planning & Budget and President's Advisory Council — September 17, 2009

- The College is still awaiting the midyear revision for the state budget. Karen Cant mentioned that the drop in property values in the county will affect the revenue and will have about a 5% negative effect on the state budget. Federal backfill will only address approximately 11% of our budget deficit. The College is hoping to balance the FTES between next spring and fall, depending on decisions made on summer school.
- In regards to Accreditation, Santanu Bandyopadhyay noted that to comply with Accreditation Standards, there is a need to connect the planning process and the assessment of what we are doing as a college into one process to drive our budget process. When the ACCJC site visit team comes in 2011, the College must have a roadmap in place to assess all SLOs by 2012.
- In regard to capital outlay projects, the Science, Engineering, and Math (SEM) project initially had priority over the Fine Arts project. However, the criteria to evaluate the proposals changed in 2008, so now Fine Arts has priority over SEM. Unfortunately, the SEM project has been removed from the state list, and the College has to initiate the application process again. For the Fine Arts project to go forward, a bond is required. The District will need to come up with approximately 20 million dollars in matching funds.
- Election of Adjunct Senator: Pat reported that after the call for those interested, one person responded that she would be interested in serving as adjunct senator. The language in our constitution regarding the election of the adjunct position can be interpreted different ways. Pat asked if the Senate prefers that she send out a ballot with one name, have Rob appoint the person, or send out another call for nominations. The Senate authorized

the Senate President to appoint the person as adjunct senator. (M/S/1 Abstention Piburn/Ransom) The Senate confirmed the appointment of Catherine Whitsett. (M/S/U Piburn/Saldana)

IV. Faculty Issues — Old Business

A. Student Equity Plan — Rob Johnson

One of the Senate's requests was that data corroborating the statistics regarding success rates on page 31 be provided in the document. That data has been provided in the revised version. The chart on the "new" page 32 refers to ESL DSPS students, but the numbers seem statistically inconclusive because the study only reports statistics on 7 students. Senators would like to see a sentence inserted after the first sentence of the second paragraph on page 3: "However, the data for ESL DSPS students are statistically inconclusive due to the limited sampling."

Since the state and federal governments are using specific categories for demographic data, specifically Hispanic vs. Latino, why isn't the Student Equity Plan using these governments' categories as well? All demographic descriptors in the Student Equity Plan should be consistent with the descriptors used in other campus documents and the surveys used by the Institutional Research Office.

There was an observation made and concern expressed that even though this plan focused on English, Math, and ESL students, no faculty members from those disciplines were consulted nor participated in the committee's work.

B. Other — None

V. Faculty Issues — New Business

A. Fall Registration in April or May — Deborah Michelle

Deborah Michelle reported that a fellow counselor had asked, "Why can't students register earlier than July?" Senators asked what the advantage would be to registering earlier. The faculty member had suggested that students should register for their fall classes in April or May before summer because other community colleges register in April and May and it saves the colleges and the students lots of problems. The Associated Students representatives who serve as liaisons to the Academic Senate didn't feel there was a problem with our registration timeline as it is. Concerns were also raised during the discussion whether or not having early registration would make it economically more difficult for students to afford registration months before the fall semester. It was suggested that a check should be made with those creating the Schedule of Classes to see what deadlines would be affected. Workload in A&R might be greater as well.

Several colleges around us register at the same time that we do. Another problem raised with an earlier registration date is that high school students

wouldn't be ready for registration in April or May. It was suggested that the Associated Students should be asked their views on this issue to see if this is something that they are interested in pursuing.

A Senator pointed out that priority registration starts December 1st and if students miss their appointment, they will have a difficult time in getting their classes.

B. Wait List for Students During Registration — Jesse Saldana and Alan Ransom

Alan Ransom and Jesse Saldana distributed a handout regarding the Banner Wait Lists (on file) which explains why we do not have wait lists now. Faculty stated that it seems that having wait lists would be more of a priority to reinstate now than ever before. If a student drops a class, then another student who happens to check the online registration at that moment can grab the class over other waiting students. Wait lists designed to help the instructor give the petitioning student attending the class the next available seat.

There's a possibility that the wait list can be put into place with the new Banner system. Alan and Jesse will ask Dave Wassenaar about any need for change to our procedure to be coordinated with the District. Students commented that one reason they like the system as it exists now is that being able to go in and talk personally with an instructor gives them a better chance to be added rather than sitting on the wait list. A wait list would make registration first come, first served.

C. Other: CurricUNET Approval Process — Cherie Dickey

Cherie explained that this past week she received an email from Nina DeMarkey, Dean of Social Sciences, stating that two departments had voted not to have department chairs this semester. As a result, "How do we go about removing their names from the "Department Chair" slot in the CurricUNET process?" (The faculty members involved as well as the divisional Curriculum Representative were included in the email exchange)

Cherie replied that the technical aspect on the CurricUNET screens was one thing, but that she was very concerned about the ramifications of not having anyone representing the department showing approval because the Department Chair sign-off is a required part of our curriculum review process. Cherie took the issue to the Curriculum Committee later that day. After discussion, the sense of the Curriculum Committee was for Cherie to take the Committee's position to the Academic Senate. That position is this: The Curriculum Committee has determined the Department Chair's sign-off is an integral part of the curriculum review process in order to assure the Committee that the curriculum has been reviewed by and approved of by a representative of that department. The Committee feels that unless that step of department review has been completed, the Committee will not review the curriculum.

After discussion, the following motion was made, seconded, and unanimously approved: The Academic Senate supports the Curriculum Committee's decision

to require that a departmentally designated representative fulfill the responsibility of moving the curriculum through the campus process and further support the position that a department without such a designated representative will not be able to move its curriculum forward. (M/S/U Ganer/Piburn)

One Senator asked if the PE Department could charge lab fees for the open lab because of the added cost of towels, antibacterial material, etc., due in part to concerns about the spreading of flu and current skin problems that have developed. It was suggested that the PE Department submit an emergency one time funding request.

Another Senator asked about the status of the 16 week calendar. Alan Ransom, the United Faculty liaison, explained that the issue is in the early stages of negotiation.

Another question concerned the homepages: When a person clicks on the pages for various departments, the margins have ads for other departments (e.g. concerts, plays) and a staff member is concerned that the ads for some events aren't being displayed at all. What is the process to make sure that all departments are also getting their ads and events presented? Rob explained that the initial company that set up our webpage explained that it would take several full-time employees to keep it running and we currently have two 50% employees trying to do all of the work to keep it running. It may simply be impossible time-wise for anyone to switch out the side margin information in a timely manner. It was suggested that the faculty member talk with Marc Posner about the concern to see what can be done about the issue.

VI. Special Reports

A. Associated Students (AS) — Ken Vialva

- Club Rush was held yesterday and today, September 23-24. Sixteen clubs participated and the event went well.
- A special election will be held on Sept 28 – 29 to vote in a senator and activities coordinator.
- The Blood Drive is scheduled on September 30 and October 1 from 10 am – 4:30 pm in Student Activities.

B. Academic Senate Treasurer's Report — No Report

C. Foundation — No Report

D. Accreditation Self Study — Cherie Dickey

Cherie reported that all of the subcommittees have scheduled their first meetings for the semester and will be starting their research.

E. Basic Skills Committee — Cherie Dickey

The Committee meets tomorrow to work on the Action Plan for 2009-2010 which is due to the state by October 15.

F. Curriculum Committee — Cherie Dickey

The pre-launch deadline was this past Friday, September 18. The Committee currently has approximately 301 pieces of curriculum this semester. There are 40 new courses, 9 non-credit new courses, 159 revised courses, 15 new programs, 37 program revisions, and 41 deactivations of courses and/or programs.

G. Campus Technology Committee — No report

H. Staff Development — No Report

I. Student Learning Outcomes Assessment

Rob Johnson reminded the Senate that the General Education Forum has been scheduled for Tuesday, September 29, in CCC-414, from 3 pm to 5 pm.

J. United Faculty – Alan Ransom

The question was asked before about the disaster training and Fola Odebunmi, the UF President, was going to send something out. Alan said that Fola is talking with Jeff Horsley and she will be sending out a memo soon.

VII. Announcements – None

VII. Adjournment of Meeting

The Senate voted to adjourn the meeting at 5:10 p.m. (M/S/U Piburn/Saldana).

Respectfully Submitted,
Cherie Dickey for
Nancy Deutsch,
Academic Senate Secretary