



ACADEMIC SENATE

APPROVED MINUTES

September 27, 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: Theresa Mosqueda-Ponce, and Bill Pinkham

Alternates in Attendance: None

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

Guests: Dale Craig – United Faculty; Damon De La Cruz – Health Science Adjunct Faculty; Wilson Peng – Associated Students

The meeting was called to order at 3:01 PM by President Gary Zager.

I. Approval of Minutes

The minutes of the September 13, 2012, meeting were approved with minor corrections, (Llanos/Dickey), M/S/P, 2 abstentions.

II. Public Commentary

Kathy Llanos reminded everyone that President Zager had sent out an email to all faculty to find someone interested in serving as an advisor to the Vietnamese Club. Kathy encouraged faculty to consider serving as an advisor for these Vietnamese students who really want to get the club going once again. There are currently 15 highly motivated students, one of whom is a student of hers. President Zager announced that he has received interest from 3 faculty members and hopes by the middle of next week to have an advisor for the Vietnamese Club.

Carlos Urquidi relayed a concern brought to him by Richard Hock regarding the open space between Tech Ed II, III, and SCE. There are some delivery trucks going in and out near the tables that students use for smoking and studying. Carlos mentioned that Richard Hock has already sent an email to Shirley Smith, Campus Safety, regarding the potential safety hazard posed by trucks backing into this area. President Zager suggested that Carlos have Richard contact Karen Cant as well.

Michael Brydges made a comment about the high cost of food available in the student center food service and his concern that students cannot afford the cost of food provided in the cafeteria.

Will Heusser brought a public safety concern to the attention of Senators. The street south of campus, Orange Avenue, is being used by students crossing from the residential area, across the train tracks, coming to campus. He believes that a crosswalk may need to be installed to protect students walking across the street. Will has contacted his dean to talk to Karen Cant about working with the city of Cypress since this is a public safety issue for students coming to campus. He would like the Senate and Associated Students to support the discussion in the future.

Deborah Michelle reported that Deidre Porter, a counselor who previously served for many years on the Senate, is recuperating in the hospital. Deborah is circulating a card for senators to sign.

Ron Armale also announced that Kathy Godshalk, a mathematics professor, is in ICU, hospitalized with terminal cancer. He asked Senators to keep Kathy in their thoughts. If anyone is interested, her family has created a website that they can get access to by contacting the SEM Division Office or emailing Ron.

Pat Ganer reported on her recent attendance at the Cal State Fullerton 50th Anniversary Dinner and Reception for their debate program. She spoke with a former student who participated on her debate squad at Cypress College 30 years ago. The student shared with her that he would not be where he is today had it not been for the education he received at Cypress College. He competed at Cypress College before attending Cal State Fullerton, where he graduated before getting his Master's degree from USC. He believes that Cypress made the difference. Pat wanted to remind Senators that students go on to other institutions, but know that Cypress College is where they got their start. Pat wanted to remind faculty that they make a difference.

III. Special Reports

A. Associated Students – *James Drake*

James reported on the voter registration drive that took place on Tuesday, in conjunction with the Women's League of Voters. He also provided the following event announcements:

- On October 4, 2012, Associated Students will be holding elections
- On October 3 and 4, 2012, there will be a Blood Drive
- On October 10, 2012, AS is hosting Donate a Day of Service in conjunction with the Honors Program. The event is designed to get everyone more involved. There will be 12 outside organizations and student organizations participating
- On October 11, 2012, the annual faculty and student softball game will be held
- On October 16 and 17, AS will host Club Rush
- Vote for Ed, an event to encourage people to vote for the education initiatives and propositions on the November ballot, and Pumpkin Bash are also upcoming. There will be more information to follow.

B. United Faculty – *Dale Craig*

Dale announced to the Senate that United Faculty (UF) will be holding a meeting at Cypress College on Wednesday, October 24, 2012, from 2-3 PM to provide information on retirement and benefits changes. Some changes will impact only new employees while other changes will impact all employees. This meeting will take place prior to the UF Board meeting, and faculty are invited to stay for both meetings. Board members will be available to answer questions during the open meeting from 2-3 PM. There is a similar meeting scheduled at Fullerton College on October 10, 2012. Email notices will be mailed out with more information.

Dale also reported that the UF website is currently under renovation. It is being updated with important information and the names of current board members. Ron Armale complimented Dale on the communications being sent out from UF. Ron noted that the notices are helpful to read and appreciated the fact that they were being distributed via email.

Dale also addressed the issue of SLOs and the faculty obligation under the UF contract. He is trying to set up a joint committee of representatives from UF and the three senates to meet to discuss guidelines on SLOs. SLOs are the purview of the Senate, and the Board of Trustees will rely on the Senates regarding SLO processes. As stated in the union contract, faculty are to be evaluated on creating SLOs and participating in the SLO process. Dale believes UF needs to have guidelines for the evaluative process. With guidelines that faculty agree on, faculty will be assessed accordingly (participation in the process, not on the results of the SLOs), and all campuses must have the same guidelines. He would like to keep the committee small, with only 2-3 members from each campus. Dale is suggesting a minimal set of criteria that is equivalent on all 3 campuses, whether using TracDat or paper forms. There was a lengthy discussion on the SLO process and its ability to be used to evaluate faculty. The entire process is

based on faculty participation. Dale is asking for the Senate to select 2-3 representatives for the subcommittee.

There was a motion (Johnson/Seiling) to have the Cypress College Academic Senate participate on the UF subcommittee. M/S/P. President Zager will put out a call for faculty to serve on the committee.

C. Staff Development – *Rebecca Gomez*

The following report was distributed via email:

- The First Conference Funding Requests are due tomorrow, Friday, September 28, at noon. There have been 8 applications submitted as of today. The next funding will be in November.
- Thanks to those who responded to the Opening Day survey. The results are being reviewed and suggestions for future opening days will be considered.
- Christine Diep and Rebecca spoke regarding the LLRC. Christie was agreeable to seeing if other computer labs on campus were available for faculty to use with their students.

D. Curriculum Committee – *Mark Majarian*

Mark had several items to report to the Senate:

- Associate Degree for Transfer (ADT) – there are 10 pre-launched that are going to the System Office (Chancellor's Office) for approval. There is a push to have 8% in compliance by 2013, and the remainder by 2014. Five have met compliance so far, and there are an additional 5 that are planning to prelaunch. In addition, there are 3 ADT that involve 2 different disciplines to make it work. The committee is currently discussing the efficacy of those degrees.
- There are more than 500 pieces of curriculum coming through this year, which is the largest amount of changes being made in Mark's experience on the committee. These changes affect teaching load, course content, System Office compliance mandates, etc. Specifically, in the area of leveled courses, with repeatability being taken away, several PE and Fine Arts courses will need to be written as leveled courses within a tight timeline to comply with the mandate that repeatability be removed by fall 2013. Also of concern is the possibility of discrepancies in units/hours/content between Cypress and Fullerton course offerings.
- Along with the number of pieces of curriculum being presented this year, Mark made the Senate aware of the heavy workload for faculty representatives on the Curriculum Committee. In the past, faculty representatives were provided Flex Credit for serving, since the demands were so great on their time. With the 16-week calendar, there is no longer a Flex Time requirement, and faculty are working longer to get all the curriculum approved in a shorter time frame. Mark is concerned with the workload. Cherie Dickey suggested that the Academic Senate President bring this matter to Planning and Budget Committee and share with the college president. There is a need to see if something can be done about the large workload and if help is available for the curriculum representatives.

Rob Johnson addressed the Senate in regards to deleting the TBA lab component in Fine Arts. In order to have all TBA labs deleted by fall 2013, there are several Fine Arts courses that must be added to the already heavy workload of the Committee this year.

E. Campus Technology Committee – *Rosalie Majid*

No report provided since there has been no meeting.

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

No report.

G. Foundation Report – *Vacant*

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

H. Basic Skills Committee – *Cherie Dickey*

No report.

I. Students Learning Outcomes Assessment – *Nancy Deutsch*

There have been three division meetings so far, with another 6 scheduled for linking SLOs to ILOs in TracDat. Nancy reported that by October 15, all meetings will have taken place.

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

The Program Review Committee, along with several division deans, and faculty of programs undergoing review, were trained on how to complete the pre-populated program review forms that were distributed to those programs undergoing review this year. The completed program review forms are due to the division deans by October 8, 2012, and must be submitted to the Program Review Committee by November 1, 2012. Career Technical Education Programs also need to complete the biennial Vocational Program Review forms within the same timeframe. It was noted that not all divisions were represented at the training and Jolena asked for Senators to help encourage faculty representatives to attend the meetings so they can provide assistance to those programs undergoing the program review process. Michael Brydges asked that a list of faculty representatives be sent to Senators so they can remind faculty to attend.

IV. President’s Report – *Gary Zager*

A. District Coordinating Council (DCC) – previously DPC – September 24, 2012

There was discussion of the Student Educational Planning Software Program Proposal. Ellucian Limited Services is the contract agency that won the project. The goal is to have consistency between campuses and increase the number of services to be provided. Administration is hoping to lower costs in the end and increase effectiveness.

A workgroup was established to develop guidelines on how Strategic Plan Funds will be allocated to each campus. Pat Ganer previously served on this committee and can answer questions that Senators may have about the Strategic Plan Fund.

A Priority Registration Regulations Proposal handout was provided and discussed. There is a different ranking of students, with some of the positions ranked according to California statutory mandates.

B. Board of Trustees – September 25, 2012

President Zager reported that Bob Simpson provided a report to the Trustees that included a compliment to us on the work Cypress faculty has done on SLOs. During the meeting, NOCCCD Employees of the Year were honored and recognized with certificates.

A recent LA Times article on California Community Colleges was discussed.

BP 4040 - Library Services passed. The proposal allows administration and/or campus safety to ask a non-student to leave if he/she becomes disruptive.

There was a breach of Fullerton College's computer system relative to student data. An investigation is in progress.

C. Institutional Effectiveness Council (IEC) – September 17, 2012

The committee discussed the template that will be used for accreditation. In addition, there was a discussion of the study that compared students taking MATH 10 and 15 at SCE and Cypress College.

D. Planning and Budget Committee

There was no further discussion on the budget until results of the November 6th election and proposition 30 are available.

A discussion of expanding the Swap Meet continues. By October 8, Lot 8 will be in use. The Dean of Fine Arts reported that administration has met with division faculty to discuss the impact of this expansion. Fine Arts faculty are comfortable with the expansion into Lot 8. The fence around Lot 9 will be discussed at a later meeting. The construction of a fence would allow charging for admission to the Swap Meet, which could increase the portion Cypress College receives each year by as much as \$300,000 to \$400,000. The Academic Senate will discuss this proposal.

Santanu Bandyopadhyay presented a proposal tying SLOs to the budget. Dr. Donley stated that PBC already looks at program review and department planning reports, which have an SLO section, when making budget allocations. There was a fair amount of resistance to the proposal. Pat Ganer and Santanu will work together to create a proposal with better wording. President Zager will keep the Senate informed on this item. There is a Transcript Analysis Project interested in researching the relationship between local high school GPA and placement exam performance as to which is a better predictor of college success.

E. President's Advisory Committee (PAC)

Campus FTES are now at 5116. The goal is 5188, and we are now over cap by 153, 103% of cap.

The theme for this year's Diversity Committee is "Bridge the Gap," which refers to the achievement gap.

Santanu Bandyopadhyay provided a report on the CC/SCE Math Bridge Program.

President Simpson will be holding a Town Hall Meeting for campus faculty and staff, and he will be setting aside several hours each week for "President's Office Hours".

F. Graduation Planning Committee

There was no meeting since the last Academic Senate meeting.

G. Additional Items

There is a call for a faculty to serve as the Club Advisory for the Vietnamese Club. Three faculty members have expressed interest.

Adjunct Faculty Representative to Senate/Senator – voting is underway with 5 adjunct faculty self-nominating for the position. Votes must be cast by Friday, September 28, 2012, at 5 PM. President Zager will have the results next week and will have the new adjunct senator seated for the next Senate meeting.

President Zager emailed the ACCJC SLO Report Form with Cover Memo to all Senators for their review.

H. Responses to President's Report

Nancy Deutsch asked President Zager about the new district policy impacting the library being able to ask disruptive people to leave the building. Gary shared the changes in the policy necessitated by events occurring at Cypress College. He will send out the new Board Policy to Senators.

Rosalie Majid questioned the electronic degree evaluation software. According to President Zager, the contract is being signed, and the system will be in place for the spring semester. It should be completely implemented by next year. Nancy Deutsch mentioned that she recently approved the purchase through the Title V Grant for the software.

Michael Brydges asked for more information regarding the bookstore and outsourcing. President Zager mentioned that the discussion continues and that no (shared governance) decision-making process (similar to that used for food services) has been developed yet. The strongest ideas are to link with a national corporation that provides bookstores on campus and has an online presence. There is concern about the cost to students and actual efficiency. Will Heusser mentioned that if the bookstore is outsourced, and the contract bookseller goes bankrupt, there are serious ramifications if they leave halfway through a semester. The shared governance committee will consider these items along with protecting the current employees. There is a need to return the bookstore to its previous profitability, after the last three years seeing such significant declines in revenue with students increasingly purchasing books online.

Bryan Seiling questioned the proposal of tying SLOs to budgeting mentioned at PBC. Pat Ganer reported that ACCJC accreditation standards requires all budgeting to be tied to planning, with a component that there needs to be a connection between SLOs and

budgeting. The wording must indicate how resources are being tied to SLOs. She will work with Santanu to develop wording that meets the accreditation guidelines regarding the connection between budgeting and SLOs.

V. Faculty Issues – Old Business

A. Rescission of the May 24, 2012, Motion on High School Collaborations – *Pat Ganer*

After a lengthy discussion, there was a motion to rescind the action taken on May 24, 2012, regarding the possibility of collaborating with high schools. M/S/P (Ganer/Armale), 1 nay, 3 abstentions.

Pat asked that the High School Collaboration Guidelines developed last year and discussed in Senate be placed on the next meeting's agenda where she will ask for a motion approve the previous guidelines. The guidelines will be sent out to all current Senators for their review prior to the next Senate meeting.

B. SLO Discussion – *Gary Zager*

President Zager reported to the Senate that Dr. Simpson does not see administration requiring faculty to use TracDat for SLOs. The English Department is not using TracDat, but is keeping SLOs in paper form. President Zager met with some departments that are not using TracDat for SLO assessment. He also commented on the timelines previously presented to the Senate. Nancy Deutsch, the Interim SLO Coordinator, has created a paper form for SLO Assessment that would meet the guidelines for compliance for those not using TracDat. She would then compile that information into the report.

Nancy asked Senators to encourage faculty to close the loop on their course SLOs and participate in the linking exercise before November 30, 2012, when the Senate will be looking at the report. Nancy hopes to be pulling things together between October 15 and November 1, 2012. Nancy also mentioned that the division SLO representatives are available to help. Several faculty expressed how easy completing the assignment is on TracDat.

Nancy will ask Dr. Donley to clarify if there are any consequences for those courses that have not closed the loop. There was a question raised by a senator as to whether closing the loop was a condition for continuing to offer the course.

C. Swap Meet Expansion – Gary Zager

Reported previously, President Zager mentioned that there is a desire to expand the number of parking lots available for the swap meet vendors, specifically into Lot 8 on Saturdays and Sundays. There was some concern about securing the Fine Arts building with having vendors so close to the building. Karen Cant and the Fine Arts Dean have discussed the need for additional security. Michael Brydges mentioned that certain Saturdays, when Forensics is competing, that there will be an impact when the high schools come on campus. The buildings impacted by the expansion would normally be locked, which could be problematic for those students and their parents who come on campus for the competition. There was also some question as to the increase need for security with the expansion. Gary will take all concerns to the next PBC meeting.

D. Honors at Entrance – Pat Ganer

Pat Ganer addressed the Honors at Entrance designation in the college catalog. There are few students applying for it and Admissions and Records staff would like to see it removed from the catalog since it really performs no significant function. There was a motion to remove the Honors at Entrance section from the college catalog (Ganer/Swytak), M/S/P.

E. English Department Computer Use in the LRC – Christie Diep

Christie Diep reported that Eldon Young confirmed faculty could use the TLC in the LRC for student access to computers during class. She will continue talking with Eldon about the issue because there is a continuing need for computer access. Rosalie Majid will take the issue to the Campus Technology Committee. With Windows 7 there is no DeepFreeze software loaded to return the desktop configuration after students' use of campus computers. Changes are not being erased as previously accomplished with the DeepFreeze software when the machine was powered down. The computers running Windows 7 is storing the students' identification numbers on the Blackboard site accessed from individual computers.

F. District Video Recording Policy – Gary Zager

President Zager reported that there are cameras at the entrance of every building on campus. They are not surveillance cameras that can be used to protect individuals because no one is monitoring the activities being recorded. Gary asked if any Senators have concerns. There is currently no policy that allows sharing recordings in evidentiary hearings. We are presently precluded from providing the video images to law enforcement. The purpose is to protect property and they are not designed to protect people. Often, the main function of the cameras is to serve as deterrents to criminal acts.

VI. Faculty Issues – New Business

A. Academic Senate Webpage – *Christie Diep*

President Zager commented that the Fullerton Faculty Senate has a webpage that looks professional but is not updated on a regular basis. Christie is interested in having the Academic Senate create a webpage as well. There was consensus that there needs to be a commitment to maintaining the site or taking it down to prevent it becoming outdated. There was a motion (Diep/Johnson) to commit to creating a website, accessible through the Cypress College homepage, by next spring. M/S/P, 1 abstention. President Zager is appointing Christie Diep and Fumio Ogoshi to the Academic Senate Website Development Team, with additional support from Will Heusser.

B. Grade Change Timeline From 5 Years to 2 Years – *Mark Majarian*

Mark mentioned to the Senate that Akilah from Admissions and Records has asked the Senate to consider reducing the timeframe for changing a grade from 5 years to 2 years. Most community colleges do not presently have a five year timeline. The Senate is supportive of a two-year time frame. (Llanos/Dickey) Motion to change the catalog from 5 years to 2 years for grade changes and recordkeeping. M/S/P, 1 abstention.

C. Program SLO Assessment Report – *Nancy Deutsch*

Nancy Deutsch will be contacting the Program Review and Department Planning Committee regarding this issue.

D. Priority Registration Regulations – *Gary Zager*

Motion to table (Ganer/Deutsch), M/S/P.

E. Other

Deborah Michelle has an agenda item for the next meeting regarding complying with accommodation guidelines. The item will be held for the October meeting.

VII. Announcements

None.

VIII. Adjournment of Meeting

Meeting adjourned at 5:38 PM.

Respectfully submitted,

Jolena Grande, Secretary