



ACADEMIC SENATE

APPROVED MINUTES

September 9, 2010

DIVISION SENATORS: BUSINESS DIVISION, Jesse Saldana;
CAREER TECHNICAL EDUCATION DIVISION, Dan Snook;
COUNSELING DIVISION, Deborah Michelle;
FINE ARTS DIVISION, Molly Schulps
HEALTH SCIENCE DIVISION, Judy Swytak;
LANGUAGE ARTS DIVISION & LIBRARY, Cherie Dickey;
PHYSICAL EDUCATION DIVISION, Bill Pinkham;
SCIENCE/ENGINEERING/MATH DIVISION, Alex Mintzer;
SOCIAL SCIENCE DIVISION, Regina Rhymes;

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: Catherine Whitsett

LIAISONS:

ASSOCIATED STUDENTS: Tiffany Saw;

CAMPUS DIVERSITY:

CAMPUS TECHNOLOGY COMMITTEE: Rosalie Majid;

CURRICULUM COMMITTEE: Cherie Dickey;

FOUNDATION: Beth Piburn;

PROGRAM REVIEW COMMITTEE: Jolena Grande;

STAFF DEVELOPMENT: Nancy Deutsch;

UNITED FACULTY: Regina Rhymes

ACADEMIC SENATE PRESIDENT: Pat Ganer

ACADEMIC SENATE PAST-PRESIDENT: Rob Johnson

Senators and Officers Absent: John Alexander, Alex Mintzer, Bill Pinkham, and Dan Snook

Alternates in Attendance: None

Liaisons in Attendance: Nancy Deutsch, Cherie Dickey, Jolena Grande, Tiffany Saw and
Jasmine Lee

Guests: Michael McCombs; Robert Mercer, Dave Wassenaar

The meeting was called to order by Pat Ganer at 3:03 PM.

- I. Approval of Minutes
The minutes of August 26, 2010, were approved without revision. M/S/P 1 abstention (Llanos/Dickey)
- II. Public Commentary
President Ganer invited Michael McCombs to introduce the Associated Students representatives to Academic Senate. Previously introduced representative, Omar Pichardo, had a scheduling conflict with meetings. Tiffany Saw, a biochemistry major, with aspirations to transfer to UCLA, will serve as the AS liaison, with Jasmine Lee, majoring in Political Science, as the alternate.
- III. Guest Speaker – Course Wait Lists
Dave Wassenaar, Dean of Admissions and Records, discussed the course waitlist implementation and addressed concerns regarding use of the waitlist. Dean Wassenaar provided an extensive explanation of the waitlist process (including screen shots students see when registering), along with instructions students receive via email to register for a course once available.

He addressed several faculty concerns regarding email notifications, specifically addressing problems students using Yahoo! Email encounter, and accepted suggestions for possible text messaging options for notifications in the future. Dean Wassenaar invited comments and suggestions from those in attendance to make the waitlist process easier to navigate for students and faculty.

- IV. President's Report – *Pat Ganer*

Representatives Responsibilities: President Ganer began her report by reviewing the responsibilities of division senators to keep faculty informed about senate activities. In addition to distributing "10+1" wallet cards, President Ganer reminded faculty representatives that they are the liaison between the divisions on campus and the Academic Senate.

Committee Appointments: President Ganer indicated that there appear to be committees that have moved out of their normal rotational terms, largely due to partial terms having to be filled. As a result, the continuity and change needed on committees has often been lost. Specifically, she shared that there is one committee with three faculty vacancies, and if all three were appointed for the same term of service, there would be a need to replace all three at the same time instead of by rotation. By consensus, the Senate agreed that the President can ensure the rotation by making shorter term appointments where necessary. . President Ganer once again expressed her delight with the number of faculty volunteering for committee assignments. Currently, the Professional Growth and Development Committee is seeking faculty for service. President Ganer has received letters of interest from several individuals. After sharing the names with the senate, she asked that senate representatives who may have any input regarding any of the volunteers see her individually.

- A. Chancellor's Cabinet – No meeting
- B. District Planning Council – No meeting
- C. Board of Trustees – No meeting
- D. Chancellor's Cabinet – No meeting
- E. Planning & Budget Committee (PBC) – *Pat Ganer*

In addition to continuing discussion on the state of the state budget as well as the district budget, one-time funding requests were addressed. Members voted to approve a classified position for the transfer center to perform state-mandated tasks required for continued funding, and use \$80,000 in carryover funds to pay individuals currently volunteering as coaches in physical education. President Ganer mentioned that very compelling arguments were presented to PBC regarding these two funding requests, which included loss of state funding for the classified position and liability issues for the unpaid coaching staff.
- F. President's Advisory Cabinet (PAC) – *Pat Ganer*

President Ganer mentioned that many of the topics presented at PBC are repeated at PAC, since some of the same committee members are present for both meetings. The district is considering hiring approximately 20 new faculty for next year, with requests for positions being solicited by the end of September on each campus, for campus prioritization through the Faculty Prioritization Hiring Committee, which includes faculty participation.
- G. Leadership Liaisons – *Pat Ganer*
 - Fullerton College Academic Senate President Marcus Wilson expressed concerns about Deans at Fullerton being told that they cannot approve overloads for full-time faculty of more than 10 units per semester; he wondered if Cypress Deans had a similar prohibition. In a conversation with EVP Bob Simpson, he indicated that there is no specific prohibition but that Deans are asked for a strong justification for doing so, such as program operability; there are only two current cases at Cypress. Ned Doffoney, Chancellor, will be meeting with all the deans district-wide to discuss issues such as overload and amount of time required on campus by faculty
 - President Wilson also indicated that the Fullerton Senate is interested in reviewing the student priority registration process, especially with respect to withdrawals or failures. He asked if our Senate would be interested in reviewing the policy by establishing a joint committee with Fullerton. The Cypress Senate expressed its willingness to participate on such a committee.
 - Mike Kasler noted that the original Reassigned Time Task Force indicated that the policy could be reviewed. It is likely that a Task Force will be constituted to review the policy; such a Task Force will include faculty. At the present time, discussion has only focused on potential changes on reassigned time within divisions, not a reduction of such time. However, the entire policy could be reviewed.

V. Faculty Issues – Old Business

- A. Journalism Work Space Issues - *Molly Schulps*
Department Coordinator, Robert Mercer, addressed the Senate representatives regarding the current space occupied by the Journalism Department. Currently located in the former Faculty/Staff Conference Room in Fine Arts, the program is experiencing issues with adequacy of space, appropriate use of facilities, and need for renovation. After lengthy discussion, Mr. Mercer agreed with the Senate that the first avenue of redress is within the purview of the Fine Arts Dean to bring forth the issue with the Planning and Budget Committee. (Senate recommended that Robert contact his dean to request that the appropriate forms be submitted to PBC.)
- B. Election of Adjunct Senator - *Rob Johnson*
- Rob Johnson has sent out a ballot to all adjunct faculty that is due next week. He will need to count votes and it is expected that the new Adjunct Senator will be seated at the next meeting..
- C. Revision of Senate Constitution Bylaws, Article 2, Section 3a – *Nancy Deutsch M/S/U* (Llanos/Deutsch to accept the proposed changes to Article 2, Section 3a. Section 3a will read “A special meeting may be called to consider a single topic or multiple topics.” See attached proposal.

VI. Faculty Issues – New Business

- A. Naming of Radiology Technology Lab – *Pat Ganer*
President Ganer shared Rad Tech and Division Dean's proposal for naming of the Radiology Technology Lab (see attached letter). The senate moved to approve a recommendation that a donation plaque be created in lieu of room naming for the Rad Tech lab (Dickey/Gallo) M/S/P 1 nay, 1 abstention. While the Senate expressed reservations about the concept, the Senate also indicated it did not feel it should tell the Department and Division what they should do.
- B. Graduation Speaker and Regalia - *Pat Ganer*
Postponed until next meeting. Senate representatives asked to bring back suggestions for graduation commencement speaker.
- C. Other
Web-enhanced course descriptions and revisions to Distance Education Plan – *Cherie Dickey*
Cherie Dickey, Curriculum Committee Chair, shared the proposed revision (see attached document) with those in attendance regarding campus courses requiring online access or web-enhancement of instruction. After lengthy discussion, including suggestions of how to provide campus-wide announcements through myGateway, the college catalog, and the schedule of

classes, regarding web-enhancement of courses and student responsibilities, she reported that the revisions to the Distance Education Plan are in initial stages of development and that more discussion is necessary. She will take concerns shared today to the Distance Education Committee. In general, the senate was comfortable with the rewording of the definition that DE was proposing.

VII. Special Reports

- A. Accreditation Self-Study – *Cherie Dickey*
- The second draft of the Self Study will be loaded on the campus website this weekend for the campus to review. Cherie and Santanu Bandyopadhyay will hold three campus forums at the end of September to allow the college community to comment on and ask questions regarding the self study. Faculty can earn flex credit for attending the campus forums.
- B. Associated Students – *Michael McComb*
- “Welcome back” event was a success
 - Club Rush will be on Monday and Tuesday next week (September 13 and 14)
 - A blood drive has been scheduled for September 30th
- C. United Faculty – *Regina Rhymes*
- No report
- D. Staff Development – *Nancy Deutsch*
- Nancy Deutsch passed out a schedule of activities for this semester (see attachment)
- E. Curriculum Committee – *Cherie Dickey*
- The first Curriculum Committee was on September 7, 2010. Cherie Dickey reminded all those present that the deadline to pre-launch courses is next Friday, September 17, 2010
- F. Campus Technology Committee – *Rosalie Majid*
- No report
- G. Academic Senate Treasurer’s Report – *Ron Armale*
- No report
- H. Foundation Report – *Beth Piburn*
- No report
- I. Basic Skills Committee – *Cherie Dickey*
- No report

- J. Student Learning Outcomes Assessment – *Nancy Deutsch*
- The committee has met but has not started work yet

VIII. Announcements – *Gary Zager*

Lucinda Alibrandi, faculty member in Human Services Department, is now able to receive visitors at the nursing facility. Interested faculty should contact Pat Ganer or Gary Zager for more information.

- IX. President Ganer adjourned the meeting at 5:35 PM.

Respectfully submitted,
Jolena Grande, Secretary

Waitlist Process

Step #1

Via myGateway, students can select a waitlist. A waitlist will control seats once the maximum enrollment has been met. When a student attempts to register into a CRN an error message will appear advising that the CRN is closed and how many people are on the waitlist. To be considered waitlisted for that class, a student must select the option –‘Wait Listed’.

Steps

- Enter CRN
- Confirm Choice
- See status error and select ‘Wait Listed’
- Confirm Choice again

The screenshot shows the myGateway interface for Cypress College. At the top, there is a navigation bar with 'Back to Student Tab' and 'mygateway cypress college'. Below this is a table of classes with columns for 'Drop On-Line on May 14, 2010', 'Action', 'CRN', 'Subj Crse', 'Sec Level', 'Cred', 'Grade Mode', and 'Title'. The classes listed are:

Drop On-Line on May 14, 2010	Action	CRN	Subj Crse	Sec Level	Cred	Grade Mode	Title
None		30393	ETHS	100 C	002	Cypress College	0.000 Standard Letter American Ethnic Studie
None		30007	ART	100 C	001	Cypress College	0.000 Standard Letter Fundamentals of Art
None		30009	ART	150 C	001	Cypress College	0.000 Standard Letter Ceramics Handbuilding
None		30010	ART	151 C	001	Cypress College	0.000 Standard Letter Ceramics Throwing
None		30012	ART	182 C	001	Cypress College	0.000 Standard Letter Freehand Drawing

Below the table, there are statistics: Total Credit Hours: 0.000, Billing Hours: 31.000, Minimum Hours: 0.000, Maximum Hours: 19.000, and Date: May 14, 2010 01:40 pm.

A section titled 'Registration Add Errors' shows a table with columns: Status, Action, CRN, Subj Crse, Sec Level, Cred, Grade Mode, Title. The entry is: Closed - 0 Waitlisted, None, 30189 BIOL 101 C, 002 Cypress College, 5.000 Standard Letter, General Biology. A dropdown menu is open over the 'Action' column, showing 'None' and 'Wait Listed'.

Below this is the 'Add Classes Worksheet' section with a 'Class Search' input field and a 'CRNs' section with several empty input boxes.

At the bottom, there are two numbered steps: 1) Confirm Your Choices and 2) Complete Registration.

Note: not all CRN's will have a waitlist. All BLUE status errors are clickable and will provide additional information.

Waitlist Process

Step #2

- After a student chooses the option to be waitlisted, the system will assign a priority number to each student. Waitlist Status can be viewed on myGateway.
- Only when a seat becomes available will the system notify the student via email. The email will instruct them on how to change their waitlisted status to a registered status and they will have 48 hours to complete the registration process.

Note: If no action is taken, then the next student on the waitlist will have the opportunity to register for the available seat. An example of the email notification is below.

<FIRST_NAME>
|

You requested to be waitlisted for <TERM_DESC> <SUBJ_DESC> <COURSE_NUMBER> <CRN_KEY>. A seat is now available.

You must officially register for this class no later than <DEADLINE_END_TIME>. If you receive this notification less than 48 hours before the first day of instruction, return to myGateway and officially add this class no later than midnight prior to the first day of class.

Access myGateway and go to 'Registration Tools'. Select 'Add or Drop Classes' and choose the term 'Fall 2010 Cypress/Fullerton College'. Click the down arrow beside this class and change your status from 'Waitlisted' to 'Registered-Web'. Click on the buttons 'Confirm Your Choices' and 'Complete Registration'. The required enrollment fees are due immediately.

If no action is taken, the seat will then be offered to the next student on the waitlist.

Do not respond to this system generated email. For more registration information, access the Class Schedule at www.cypresscollege.edu OR www.fullcoll.edu.

Account: Novell GroupWise

Waitlist Process

Step #3

- To complete the process a student must log into myGateway.
- Select the specific waitlisted class and click on the drop down arrow and select 'Registered – Web'.
- Click 'Confirm Your Choice' and 'Complete Registration' to be considered officially registered.

The screenshot shows the myGateway to NOCCCD website interface. At the top, there is a navigation bar with links for 'Calendar', 'Groups', 'Admin', 'Help', and 'Logout'. Below this is a table of classes with columns for enrollment status, class number, section number, college name, credit hours, and class name. The last row in the table is highlighted, indicating a waitlisted class: 'Wait Listed on May 14, 2010' for class '30189 BIOL 101 002 Cypress' with '0.000 Standard' credit hours and the name 'General Biology'. A dropdown menu is open for this class, showing options: 'None', 'Drop On-Line', and 'Registered--Web'. Below the table, there is a section for 'Add Classes Worksheet' with a 'Class Search' input field and a 'CRNs' section. At the bottom, there are two buttons: 'Confirm Your Choices' and 'Complete Registration'.

Enrollment Status	Class Number	Section Number	College	Credit Hours	Class Name
Drop On-Line on May 14, 2010	30188 ENGL 105 C	005 Cypress College	0.000 Standard Letter	Critical Reasoning and Writing	
Drop On-Line on May 14, 2010	30393 ETHS 100 C	002 Cypress College	0.000 Standard Letter	American Ethnic Studies	
Drop On-Line on May 14, 2010	30007 ART 100 C	001 Cypress College	0.000 Standard Letter	Fundamentals of Art	
Drop On-Line on May 14, 2010	30009 ART 150 C	001 Cypress College	0.000 Standard Letter	Ceramics Handbuilding	
Drop On-Line on May 14, 2010	30010 ART 151 C	001 Cypress College	0.000 Standard Letter	Ceramics Throwing	
Drop On-Line on May 14, 2010	30012 ART 182 C	001 Cypress College	0.000 Standard Letter	Freehand Drawing	
Wait Listed on May 14, 2010	30189 BIOL 101	002 Cypress	0.000 Standard	General Biology	

Total Credit Hours: 0.000
Billing Hours: 31.000
Minimum Hours: 0.000
Maximum Hours: 19.000
Date: May 14, 2010 01:41 pm

Add Classes Worksheet

Class Search:

CRNs

- The student must pay for all enrollment fees upon completion of registration. All unpaid fees will either result in being dropped for non-payment or an academic hold placed on the student's record.

WHAT IS A WAITLIST?

A waitlist is an electronic list of students who are petitioning a closed class. Waitlist size is determined by the Division. Waitlisting does not guarantee enrollment into any class and not all classes have waitlists. Waitlisted students must meet all registration requirements.

HOW DO I PLACE MYSELF ON A WAITLIST?

Go to myGateway, and go to "**Registration Tools**" and click "**Add/Drop Classes**". Enter the 5 digit CRN. You will be advised if the class is closed, and if there are open positions on the waitlist. To place yourself on the waitlist, use the drop down menu beside the closed class message. Select "**Waitlist**" then click "**Confirm Your Choices**". If the waitlist is full you will not be allowed to waitlist the CRN.

SHOULD I MONITOR MY WAITLIST STATUS?

It is recommended that you closely monitor your waitlist priority position. Go to myGateway and under the "**Registration Tools**" click "**Check Waitlist Status**". Each waitlisted CRN will be displayed.

HOW WILL I KNOW IF A SEAT BECOMES AVAILABLE?

Waitlisted students will be notified via email only when a seat becomes available. The email will be sent to the preferred email address on file. Students can also check their personal announcements under the 'Student' tab in myGateway. **NOTE:** The College is not responsible for undeliverable emails or emails never received by a student for any reason.

HOW DO I ADD THE CLASS WHEN I RECEIVE THE EMAIL?

Go to myGateway and under "**Registration Tools**" click "**Add/Drop Classes**". Go to the specific waitlisted class in your list of classes and click on the drop-down box next to the waitlisted class. Click on "**Register - Web**". You must click "**Confirm Your Choices**" and "**Complete Registration**". Do not re-enter the 5 digit CRN in a registration box.

HOW LONG DO I HAVE TO ADD THE CLASS ONCE I RECEIVE THE NOTIFICATION EMAIL?

Students have 48 hours to add the class **OR** no later than midnight prior to the first day of class, whichever comes first.

WHAT IF I MISS THE 48 HOUR DEADLINE?

A second notification email will **NOT** be delivered. Students can try to waitlist the CRN again, or attend the first class meeting and obtain an add code. Add codes are issued at the discretion of the instructor.

Section 6. Standing Committees

1. Senators shall serve on one of the standing committees of the Academic Senate — Faculty Affairs, Judicial, or Student Affairs.
2. The Faculty Affairs Committee makes recommendations on issues that primarily affect and involve instructional and/or administrative personnel including affirmative action.
3. The Judicial Committee makes recommendations on issues involving the governance of the college.
4. The Student Affairs Committee makes recommendations on issues that primarily affect and involve the student body.

Article 2 – Meetings

Section 1. Quorum

The Academic Senate quorum shall consist of a majority of the membership.

Section 2. Rules of Procedure

- a. Matters not specifically covered in the Constitution or By-Laws shall be governed by the current edition of *Robert's Rules of Order*.
- b. Motions proposed to the Academic Senate may be voted on in the same meeting they are proposed.
- c. Resolutions shall be presented to the Academic Senate for consideration at one meeting and voted upon at the next meeting. Resolutions represent the “voice of the Senate” and express the Senate’s rationale and proposed actions.

Section 3. Special Meetings

- a. A special meeting may be called to consider a single topic or multiple topics.
- b. A special meeting may be called by the President.
- c. A special meeting also may be called at the request of five members of the Senate. The written request must be presented to the President and the Secretary. The President will then set the time and place for the meeting, no less than two days nor more than one week from the time the request was received. If the President does not act, the President-Elect may schedule and conduct the meeting.

July 22, 2010

Dear Dr. Kasler,

The faculty of the Radiology Department, along with John Sciacca, Health Science Division Dean, would like to request naming a small lab in room 309 in the Health Science Division building for our recently donated radiology equipment. Prem Reddy, MD, who owns Prime Healthcare Services, Inc. donated radiology equipment consisting of a table, x-ray tube, control panel, and wall bucky manufactured by Bennett X-ray Systems. This equipment has an estimated value of \$20,000. This donated equipment replaces a very outdated Cypress College system. Our radiology students will now be learning on equipment much like they have in the hospitals where they will train. At peak times during the year, this room will be used by close to 200 students during a semester. Our Advisory Committee members were notified of the donation and approved the acceptance of the equipment if money became available to install. We would like to recognize Dr. Reddy's donation by naming the room after his company, Prime Healthcare. This name recognition would be in the form of a plaque mounted on the outside of the radiology lab room which is located inside room 309 in the Health Science building. The lab room is approximately 20 feet by 10 feet.

Dr. Reddy founded Prime Healthcare Services (PHS), Inc. In 2001, PHS purchased the failing operations of Desert Valley Hospital and Desert Valley Medical Group from Phycor and was able to turn them into successful entities that were once again able to serve the community and provide the highest quality of care. Other hospitals owned by PHS are: Chino Valley Medical Center, Centinela Hospital Medical Center, Shasta Regional Medical Center in Redding, Sherman Oaks Hospital, Grossman Burn Center, Encino Hospital Medical Center, San Dimas Community Hospital, Montclair Hospital Medical Center, Garden Grove Hospital and Medical Center, Huntington Beach Hospital, La Palma Intercommunity Hospital, West Anaheim Medical Center, and Paradise Valley Hospital in San Diego.

Dr. Reddy is an active philanthropist, contributing to numerous charitable causes. He greatly values education and has donated extensively to providing opportunity for education within the health care field. The Victor Valley Community College named their student health clinic, "Dr. Prem Reddy Student and Staff Health Center" and its allied health program, the "Dr. Prem Reddy School of Health Sciences," in honor of his \$1 million donation to the program. The Western University of Health Science in Pomona, California, named its largest lecture hall the "Dr. Prem Reddy Lecture Hall," in honor of his many contributions to education in the health care field.

Dr. Reddy has contributed not only to education, but also to various social service causes. He has been honored with many prestigious awards for his commitment to social service. His

many awards include: Entrepreneur of the Year, given by the Ernst & Young Accounting Company, Inc. Magazine and Merrill Lynch Financial Company (1994); Republican of the Year Award, awarded by the San Bernardino County, Republican Central Committee (1995); Victor Valley College Foundation Distinguished Service Award (1996) and Member of the Order of William Harvey, awarded by the American College of Cardiology. The Inland Empire Leaders of Distinction honored Dr. Reddy with the "Life Time Achievement Award" (2003). Dr. Reddy is the recipient of several honors from the American Heart Association for his exceptional contributions, including the "Friend with a Heart" (1996) and the "Honoree of the Year" (2004) awards. The Boy Scouts of America, Inland Empire Council, recognized Dr. Reddy as the "Distinguished Citizen of the Year" (2005). The Circle of Care Foundation and Children's Burn Foundation of Sherman Oaks, CA, honored Dr. Reddy for his contribution of \$1 million (2006). Dr. Prem Reddy was recognized as the Nation's "The 50 most powerful physician executives in healthcare" and "The top 25 minority executives in healthcare" by Modern Healthcare magazine for the year 2008.

Dr. Reddy is obviously dedicated to his profession and to the community. The faculty in the Radiologic Technology Department would like to honor his contribution to Cypress College by naming one of the two radiology labs after him. This would be the front lab room in room 309 in the Health Science building.

Thank you for your consideration of our request.

Sincerely,

Lynn Mitts
Program Director, Radiologic Technology

John Sciacca, M.P.H., Ph.D.
Dean, Health Science

Cc Bob Simpson



Cypress College Distance Education

Definition of Web Enhanced Courses

Status of technology use in traditional in-person classes at Cypress College

A wide variety of electronic resources are available to in-person instructors, e.g., Google Docs, Textbook Companion sites, blogs, social networking, etc. (Some of the in-person instructors may or may not use Blackboard or MyGateway to web enhance their courses.) For example, instructors might assign a textbook publisher's electronic homework program to be used. Most give students instant feedback when work is submitted, an excellent pedagogical tool.

Since students are often expected to submit work or engage in learning activities electronically for in-person courses, the focus of the web enhanced definition should be placed on the contact hours, not the activities.

Web Enhanced Current definition:

Web enhanced courses at Cypress College are defined as on-campus courses that use the web to deliver materials, but not instruction online. Web enhanced courses offer students access to class materials and other resources online. While supplemental work, homework assignments, or other activities may also be offered online, web enhanced courses may not use Internet-based resources or activities to replace required on-campus instruction or in-seat contact hours. (DE Plan 2008-2011, revised 10/21/09)

Issue:

Since they are not defined as Distance Education courses by the Curriculum process, web enhanced courses may not replace contact hours with instruction or work done online. The question that has come up is, "What are the typical online activities or work submitted online that may be required of students and still abide by this limitation? Why are we asking for this discussion?"

1. We are in the process of our annual updating of the Distance Education plan.
2. It is important that accurate and usable information be included in the revised instructor training for DE and Web Enhanced courses.
3. The campus definition and description of a web enhanced course should reflect what is acceptable according to curriculum process.

Suggested Revised Definition:

Web enhanced courses at Cypress College are in-person classes that offer students access to class materials and resources online. Web enhanced courses may offer supplemental activities, home work activities, and facilitate electronic submission of coursework and communication. Web enhanced courses may not use Internet-based resources or activities to replace required on-campus instruction or in-seat contact hours.

Other Recommendations for the Curriculum Committee:

1. Determine policy regarding what the hardcopy distribution requirements for an in-person class.
2. Consider adding the web enhanced definition and description to the catalog and schedule of classes.

Fall 2010 Schedule of Flex Workshops

To register for these workshops, go to myGateway Employee page, click District-Wide Staff Development Registration Calendar, click Home, and click the workshop link on the calendar to register for the event and then click Register to confirm. To register for Web Editor Training, click the link listed under the description for Web Editor.

CC Accreditation Forums

Tuesday, September 21st — 5:00 - 7:00 pm — CCC-419

Wednesday, September 22nd — 2:00 - 4:00 pm — CCC-414

Friday, September 24th — 1:00 - 3:00 pm — Humanities Conference Room HUM-217

During the forum we will have a brief presentation on Accreditation standards, what is good evidence, and seek participation for people to discuss whether we have prepared good evidence in the standards or not.

Web Editor Training in TLC (Sign up at <http://www.cypresscollege.edu/reg/>) The Web Editor is a system created by Academic Computing that allows editing of faculty and staff home pages, department, and special program home pages.

Thursday, September 23, 2010 - 2PM to 5PM

Wednesday, September 22, 2010 - 2PM to 5PM

CC Poetry Readings: A Garden to the Human Spirit

Thursday, September 23, 2010 — 6:45-9:15 pm — H-131

Poets: Maja Trochimczyk, Susan Rogers, Dani Antman, and Ambika Talwar

Sponsors: Tiferet Journal and English Department, Cypress College

Adult CPR, First Aid and AED Workplace Training (Cypress) Thursday, September 23, 8 am to 3:30 pm

Review Training - Workplace Adult CPR/AED (Cypress) October 6, 8 am to noon

Effective Teachers of Urban Students: The Gangsta-Wanksta-Rida Paradigm

Friday, September 24, 2010 — 10 am to 1 pm in Fullerton College 1440 Lecture Hall.

Presenter: Jeff Duncan-Andrade

Dr. Duncan-Andrade's presentation will be of interest to anyone who wants to know about the best practices of successful educators working with urban students. To counter the standard narrative of the "failing urban schools," Duncan-Andrade celebrates the successes of instructors working effectively with students in places like Los Angeles and Oakland. He is particularly effective at bringing the educational theory of critical pedagogy to bear upon the practices he observes and which he engages in his own teaching. As a teacher and academic, he bridges the gap between theory and practice with inspirational results for his audiences. Please see attached announcement for further information.

CC Disruptive, Threatening Students & Plagiarism: Cypress' No Tolerance Policy

Wednesday, September 29: 4:30 pm to 6 pm in B-203

Presenter: Paul de Dios, Dean of Counseling and Student Development

Come learn what legal recourse you have in dealing with disruptive and/or threatening students and how to protect yourself. Also participants will discuss the numerous ways that students can cheat with electronic devices.

This workshop is part of the New Faculty Seminar Series, but all faculty are welcome to attend. Full-time instructors attending the workshops in this series can earn equivalent unit credit toward advancement on the payscale. Adjunct faculty can earn a certificate of achievement for participating.

CC Learning Styles and Brain Research: What Strategies Work Best?

Friday, October 1: 1-3 pm in HUM-319

Wednesday, October 13: 4:30- 6 pm in B-203

Presenter: Nancy Deutsch

This workshop is designed to explore current research on how students learn college-level material. What role do learning styles/teaching styles play in effective learning? What does current brain research say? According to the research, what learning strategies are most effective for college students? Participants are encouraged to share examples of material that is difficult for their students to learn. Discussion will focus on the best learning strategies for that material.

This workshop is part of the New Faculty Seminar Series, but all faculty are welcome to attend. Full-time instructors attending the workshops in this series can earn equivalent unit credit toward advancement on the payscale. Adjunct faculty can earn a certificate of achievement for participating.

CC Learning Disabilities and Student Equity: What Instructors Need to Know

Friday, October 22: 1-3 pm in CCC-419

Wednesday, October 27: 4:30- 6 pm in B-203

Presenters: Dr. Kimberly Barlett, Director of DSPS, and Dr. Satinder Gill, Learning Disabilities Specialist

This workshop is designed to inform classroom instructors on the type of learning disabilities Cypress students have and the services that are provided by the Disabled Students Program and Services (DSPS). The presenters will provide information about learning disabilities and the services that DSPS provides.

This workshop is part of the New Faculty Seminar Series, but all faculty are welcome to attend. Full-time instructors attending the workshops in this series can earn equivalent unit credit toward advancement on the payscale. Adjunct faculty can earn a certificate of achievement for participating.

Strategic Conversations: Maintaining Excellence in Challenging Times, Tuesday, October 26: 5-7:10 pm in CC Theater Lobby. Light refreshments will be served from 4 pm to 5 pm. Email publicaffairs@nocccd.edu to make reservation.