

ACADEMIC SENATE
Approved Minutes for December 10th, 2015
Place: CCC – 414 3:00 pm to 5:00 pm

ACADEMIC SENATE OFFICERS		PRESENT
President	Jolena Grande	X
President Elect	Bryan Seiling	X
Secretary	Jane Walker	X
Treasurer	Michael Klyde	X
Curriculum Chair	Mark Majarian	X
ACADEMIC SENATORS		
Business/CIS	Ben Izadi	ABSENT
Career Tech. Education 1	Kathleen Reiland	X
Career Tech. Education 2	Michael Klyde	X
Counseling 1	Renee Ssensalo	X
Counseling 2	Renay Laguana-Ferinac	x
Fine Arts 1	Joyce Pattie	X
Fine Arts 2	Paul Paiement	ABSENT
Health Science 1	Tina Johannsen	X
Health Science 2	Jane Walker	X
Health Science 3	Rebecca Gomez	X
Language Arts 1	Ruth Gutierrez	X
Language Arts 2	Keith Vescial (Alt Kathy Wada)	X
Language Arts 3	Pat Ganer	X
Library/Learning Resource Center	Peggy Austin	X
Physical Education	Bill Pinkham/Nancy Welliver	ABSENT
Science, Engineering, Math 1	Adam Eckenrode	X
Science, Engineering, Math 2	Joel Gober (Alt Dee Sato)	X
Science, Engineering, Math 3	Ron Armale	X
Social Science 1	Wil Heusser	X
Social Science 2	Craig Goralski	X
Adjunct Senator 1	Tonya Cobb	X
Adjunct Senator 2	J. Y. Ho	X
Adjunct Senator 3	VACANT	VACANT
LIAISONS		
Associated Students	Tanya Washington	X
Campus Diversity	VACANT	VACANT
Campus Technology	Doug Sallade	ABSENT
CC Foundation	Lynn Mitts	ABSENT
Program Planning and Review	Kathleen Reiland	X
Professional Development	Peggy Austin	X
United Faculty	Randa Wahbe	X
Basic Skills	Cindy Shrout	ABSENT
Student Learning Outcomes	Sarah Jones	ABSENT
ACCJC Accreditation	Liana Koeppel	ABSENT
GUESTS: Christy Diep		

I. After establishing a quorum, President Jolena Grande called the meeting to order at 3:05 p.m. with Kathy Wada as an alternate for Keith Vescial and Dee Sato as an alternate for Joel Gober.

II. **Adoption of the Agenda:** Agenda adopted with no changes. M/S/U

III. **Approval of Minutes:** Approval of the minutes from November 12th, 2015 with one change: Liana Koeppel needs to be moved from guest to liaison M/S/U

IV. **Public Commentary:**

Dr. Simpson reported on his President's Reception address emphasizing how much we work as a team at Cypress College and his appreciation for everyone's hard work. He and Karen Cant reported on the Board Approval of a new SEM building instead of a remodel. Karen outlined what the planning process will look like starting on spring opening day. They brought a conceptual drawing of what it may look like. He and Jolena Grande reported on the ACCJC approval of the substantive change proposal for the baccalaureate degree at Cypress College.

V. **Faculty Announcements and Invitations:**

Kathy Wada thanked the Senate for support of the ESL credit resolution at the state Fall Plenary which affirmed the role of ESL credit faculty and curriculum.

Craig Goralski spoke about the Humanities renovation and how little thought was given to faculty office space. He urged the SEM Division to keep that in mind when giving input on the new building. Ron Armale thanked Craig for his comments and hoped there would be no resistance from other faculty. Pat Ganer commented that there are limitations from the State regarding faculty offices. Jane Walker went on record to say that the faculty from the Health Science Division in TE 3 have no offices at all, only cubicles. However, she is in support of the SEM faculty getting offices in the new design. Will Huesser made a point that the process of planning the new building should be public and transparent so all can weigh in.

Craig Goralski also commented that the plans to hold the Swap meet for extra days right before Christmas was not shared with the Deans before the email went out to all. Deans are having to come up with plans regarding safety and security if the public (including children) is coming into our buildings while they are open. Even when it runs on the weekend, there are issues in this area.

VI. **Special Reports**

A. **Associated Students:**

Tanya Washington reported on her attendance at the General Assembly, the Americana Kickoff, the Campus Leadership Retreat, Board Meetings, Men's

Basketball and the Kwanza event. The BSU collaborated with many other clubs for their last meeting of the year.

B. United Faculty:

The Negotiations Team continues to work on the MOU regarding the student evaluations pilot that was part of the settlement negotiated last spring. They are making sure there is language stating that the student evaluations cannot be used for disciplinary action.

January 28th is the joint UF/Senate meeting to be held at Fullerton College from 9-3.

February 24th will be a special member event in CCC 414 from 3-5pm which will be a benefits fair.

C. AdFac:

Tonya Cobb thanked the Senate for the use of our office. The adjunct Professional Development Committee will be meeting with the manager of District Professional Development. AdFac is in the process of interviewing Board members at their meetings.

D. Professional Development:

Peggy Austin reported the current results of the second funding cycle. They have a couple of people appealing the awards leading them to rethink their process for better clarity. The \$1500 maximum is not a guarantee. Complete registration costs are typically funded, but not pre-conference costs or any extras.

They are planning something different and new for Opening Day.

A program for adjunct faculty will be held on 1/27/16 and is open to anyone who would like to attend. Some adjunct presenters may be paid.

The District is coordinating the different Professional Development depts to make sure they don't interfere with each other.

E. Curriculum Committee:

Mark Majarian reported 220 courses are moving forward with the new cycle. That represents a smaller number than in the past, but they are being moving forward within a faster time frame. The next cycle has a deadline of Feb 5th for prelaunch for fall 2017. They are looking for descriptor reviewers for \$10 apiece to look at courses submitted for a transfer degree to make sure they meet the minimum standard. Email Mark if interested (Global Studies, Humanities, Political Science, Social Justice). The Fall Plenary Session Resolutions are online. All resolutions regarding the baccalaureate degree were approved. Mark and Jenny Hurley will be working on developing the upper division curriculum (9 units) over January for our program including the writing requirement. Input is invited.

Meeting in Sacramento on Jan 28th for the baccalaureate degree pilot programs.

The NOCCCD was awarded a grant for \$750,000 to administer the statewide pilot baccalaureate program.

F. AS Treasurer's Report:

Michael Klyde stated that the Professional Development department paid for our representative's attendance at the Fall Plenary. We still have \$4100 in our account.

G. Cypress College Foundation:

No report

H. Basic Skills Committee:

No report

I. Student Learning Outcomes Assessment:

No report

J. Program Review and Department Planning:

No Report.

K. District Council on Budget and Facilities:

No report

L. ACCJC Self Study:

No report

VII. President's Report:

At the BOT meeting Tuesday night Trustees discussed the use of space on campus and the importance of having transparency in the planning process for the new SEM building. They also suggested the CC faculty meeting with the faculty at Fullerton who have just gone through a renovation to get input. The new building will be 100,000 square feet. It will not add additional space to our footprint, but will add additional usable space.

PBC: Funding is available to help with SLOs. The Strategic Plan Fund sent out an email that they hadn't received any requests. They have now received \$150,000 of requests for \$100,000 available funding.

PAC: There is a Student Success Conference march 14-15 in Sacramento. There is funding available for us to send faculty and to provide for substitutes. There was also a discussion of the reconfiguration of Distance Education which is on our agenda today.

VIII. Faculty Issues - Unfinished Business

A. Student Use of Electronic Devices

A draft of a Policy Statement by Will Heusser, using input from previous meetings and email (see appendices), was handed out and read. The purpose of this policy statement is to have something in the catalog that students and faculty can refer to

as a guide and can be built on by individual faculty and classrooms. It is purposely open-ended. This is a first read. A suggestion was made to substitute the word “orally” for the word “verbally”. Another suggestion was made for parameters for what the faculty can do when the students violate the policy such as dropping the student. It was pointed out that there is already a computer use policy and other policies in the catalog that could cover some of this, including the copyright issue. There was affirmation that we keep the policy broad so we don’t have issues with emerging technologies. Suggestion was made to add the word “academic” in front of the word dishonesty in the last sentence. Will Heusser will make changes and bring it back to the Senate at the next meeting.

IX. Faculty Issues –New Business

A. Suggestion for Donations for Meeting Refreshments

A motion was made that all Senators will voluntarily pay \$5 at the start of each semester for refreshment funds. Any funds remaining at the end of the semester can be used for the after-graduation party. M/S/U Pass

B. Proposal to Revise Distance Education

EVP Dr. Bandyopadhyay submitted a proposal presented by Senate Vice President Seiling (see appendices) to restructure the Cypress College Distance Education program. This kind of proposal has been considered by the Senate in the past. The proposal would create a full time Distance Education Manager who would focus on the administration and technical issues and a full time faculty member operating under reassigned time (amount as yet to be determined) who would focus on curriculum and pedagogical issues. This would help to stabilize the department so that long term issues such as growth and training can occur and the quality would be retained. There appears to be no consistent structure at other community colleges as far as amount of reassigned time, but having the collaborative stable structure would be helpful in the future.

The main thrust of the restructure would be to have a joint leadership team of an administrator and a faculty member. Another main improvement would be to have these be in house positions so we don’t have to have outside people come in for the tech work. Curriculum Chair Mark Majarian voiced support of the dual leader structure and the continuity it would provide. Christy Diep suggested that the faculty chosen for the position would have experience teaching online.

A sense of the Senate was requested. Tina Johannsen voiced concern over not knowing the details and wondered how it is working at Fullerton. Becky Gomez suggested that we lack an availability of an instructional designer and that needed to be addressed perhaps by the managerial person. Dr B clarified that the administrator would ideally have the technical expertise as well as the management issues. Christy Diep voiced concern over whether or not the campus will give enough funding to make sure the technical aspects run smoothly. Dr B clarified that this is one of the main reasons we need the restructure. He could not promise unqualified monetary support, but having a more organized approach would help with quality and consistency.

Jane Walker suggested that what we would need is faculty input into what the job description of the manager would be so that we aren't just adding another administrator without having the needed expertise technically. Dr B voiced that would be helpful. No outright opposition was voiced.

C. Suggested Dates for Summer Session 2016

The proposed dates are June 13th through August 5th. President Grande wondered if they could begin earlier than that. Dr. B replied that some programs need to start earlier and exceptions can be made. Michael Klyde enquired about high school student schedules and CTE classes. Dr B clarified that the expectations are that the classes shouldn't start before June 13th or end after August 5th. Classes can start later than June 13th. Christy Diep enquired if online courses could start earlier. Dr B stated that the concern is that the final date for grade submission is June 5th and students may need that grade to qualify for a summer course.

D. Motion to Raise to Competitive Salaries

Tina Johannsen presented a motion (duly seconded) to raise to competitive salaries (see appendices). The Fullerton College AS has passed a similar resolution and it is being brought forward at SCE as well. Discussion included student support, and questions as to whether or not this was in line with official negotiations. Tina explained that it was in line with last year's MOU to be competitive as we are now 12th of 13 districts. The intent is to get this before the BOT so our voices are heard and not just the Chancellor. Discussion also included whether or not to change it from a motion to a resolution. Time is of the essence; however, the BOT doesn't meet again until late January. Support was also given to having it be a resolution in order to keep the whereas portions to show why it is so important. Also, resolutions have more strength.

Some discussion also centered on equivalency of experience for CTE faculty. We currently have 1 step for every 3 years of experience which makes it more difficult to hire CTE faculty from the private sector. There was some question as to why we need the resolution and input affirming the importance of faculty approaching the BOT in this way in order to have this information out to the public. Christy Diep, a member of the negotiating team, also spoke in favor of having more of a faculty voice for this issue at a BOT meeting. A point was made supporting the importance of an AS voice as this is a professional matter and not merely a workplace matter. It is important to have competitive salaries to attract the best professionals to our College.

Will Heusser spoke in support of adding the word "all" in front of faculty in the resolved. Our adjunct pay is at or near the lowest in the region and that impedes our ability to attract the best adjuncts and in addition keeps our overload and summer pay low. Ron Armale pointed out that the low adjunct pay has been an issue in his department when engineers don't return for a second semester of teaching once they know how little it pays. Tina will take all of the discussion into account and return with a perfected resolution for a second read at the next meeting.

E. Area D Meeting

Cypress College has been asked to host the Area D Meeting on April 2, 2016 from 9-3. Funding has been secured, the room has been reserved, and parking has been planned. M/S/U Pass

F. CTE Liaison Position

The statewide academic senate passed a resolution last spring stating that all academic senates need to establish a CTE liaison position for statewide events. CTE Liaison expectations, in light of the Board of Governors Task Force on Workforce, Job Creation, and a Strong Economy, were presented by President Grande (see appendices). Discussion included the need for reassigned time due to the heavy meeting and conference commitments and the importance of having a point person due to the expanding funding and opportunities for programs in the CTE areas. Tina Johannsen suggested looking at existing grants, such as OC Pathways, to fund this position. M/S/U Pass to create the position.

A secondary motion was made to secure funding for the position both from currently existing grants and any other funding source available. The motion was amended to first find a person to fill the position as there is a conference in January. Discussion included the need for hard funding as opposed to grant-based funding. M/S/U Pass.

A motion was made to send a CTE faculty member appointed by President Grande to the January conference. M/S/U Pass.

Faculty member Kathleen Reiland was appointed to attend and accepted the appointment.

X. **Adjournment** – The meeting was adjourned at 5:07 pm.

Respectfully Submitted,

Jane Walker
Cypress College Academic Senate Secretary

11/12/15 Draft...

Statement on Personal Electronic Devices in the Classroom

Purpose

Cypress College is committed to the appropriate and effective use of technology to enhance student learning. This policy addresses student use of personal electronic devices in the classroom.

Policy Statement

The use of personal electronic devices in a classroom, lab, or any other instructional setting for class-related purposes is encouraged as long as it is authorized by the course instructor. Technology can occasionally enhance the learning environment for students but it is the responsibility of the instructor to decide when, if, and what type of technology can be used in the class setting. Instructors will communicate, verbally and in writing via course syllabi, their policies regarding student use of personal electronic devices. It is also incumbent upon instructors to make reasonable accommodations for students with disabilities through the Disability Support Services office. Any use of technology that degrades the learning environment, promotes dishonesty or is used for illegal activities is prohibited.

Should we include specific inappropriate use? (as for example from <http://www.uni.edu/policies/317> listed below)

While students may, with instructor approval, use personal electronic devices in the classroom to take notes or do work that is relevant to the class, the following activities are considered disruptive to student learning and are generally prohibited when the class is in session unless specifically authorized by the instructor:

- using personal electronic devices to engage in any activity that violates college policies and procedures
- using personal electronic devices during examinations
- using personal electronic devices to cheat or plagiarize
- communicating with others via e-mail, instant or text messaging during class time using cell phone, computer, or other electronic device, unless expressed permission is given by the instructor
- engaging in any research, work, or Internet “surfing” not authorized by the instructor
- recording or transmitting via audio or visual technology any lecture, tutorial, written material or other type of class material without first obtaining the instructor’s consent
- duplicating, storing or transmitting material that violates copyright law
- accessing, creating, distributing, or transmitting abusive, slanderous, libelous, discriminatory, sexually explicit, or pornographic material
- harassing, bullying or threatening another individual
- vandalizing, damaging, or disabling property of the College.

Distance Education Restructure

Background: The Cypress College Distance Education (D E) Program has traditionally been led by a faculty member on 100% reassigned time and a dean as the responsible manager. An instructional designer (full time faculty on 100% reassigned time) also supported D E coordinator. During the last four years, the D E program has had four faculty coordinators, including the current one who is a Special Project Manager but not a full time faculty member. The reason for the change in D E leadership and assignment is that there was no interest expressed from faculty members when the call for D E coordinator, yet the College obligation to administer our D E program remained.

The lack of continuity of faculty D E leadership has given rise to several issues. These issues include effective planning for growth, addressing issues of training, liaison with the State Chancellor's Office, and planning for the migration and rolling over of course shells each semester. As D E is a significant part of the class schedule at Cypress College, a stable ongoing structure of D E is paramount.

Environment: A survey of colleges regarding the structure of distance education was conducted among Chief Instruction Officers through the CCCCIO Listserv. Eleven campuses responded to the survey. The survey explored if D E is led by a faculty or an administrator/manager, what are the reporting relationships, and what support staff do they have.

Two colleges reported that a faculty member is in charge, four colleges reported that an administrator/manager is in charge and the remaining five reported that the leadership is shared between faculty and an administrator/manager.

Five colleges reported the percentage of reassigned time given to faculty leadership in D E: the reassigned time varied from 20% (1), 25% (1), and 40% (3). Four others did not report the percentage of reassigned time. One reported that a full-time non-instructional D E faculty member supported their D E program. There is no consistent structure or support for D E programs. In many colleges, a D E Committee appears to provide oversight/guidance to DE.

Proposal: Shared leadership of the D E Program is a viable and stable solution to the situation at Cypress College. A full time Distance Education Manager would focus on the administration of Distance Education while a full-time faculty member on reassigned time (percentage to be determined) would address curriculum and pedagogical issues. Separating the administrative issues from curricular and pedagogical issues will provide an opportunity for stable and collaborative leadership. Specific roles can be identified once an agreement is reached on the proposed structure.

Motion to Raise to Competitive Salaries

Whereas the Board of Trustees recognizes the importance of competitive salaries in attracting desirable candidates for critical employee positions within the District;

And whereas the BOT has taken steps to raise the salary the Chancellor of the District by over 15% to ensure comparability to those offered by competitive districts as the District seeks a new Chancellor;

And whereas the District's own comparability study on faculty salary ranks the District as amongst the lowest when compared with those same Districts used to determine comparability for the salary range of the Chancellor;

And whereas the District has committed itself to hire over eighty faculty members before the end of this academic year from the same candidate pool as those same districts, with an employment start date of Fall, 2016;

And whereas qualified candidates will with certainty have an awareness of the salaries offered by competitive districts and the economic loss incurred by accepting a position within our District;

Be it resolved that the Cypress Academic Senate implore the District to readily take action to dramatically increase the competitiveness of faculty salaries before our hiring begins lest we place ourselves, and the future of our District at a serious disadvantage.

Time is of the essence.

It is also requested that this statement be read into the record at the next Board of Trustees meeting by the Cypress Academic Senate President.

Dear Senate President and CTE faculty,

During the Spring 2015 Plenary Session, the delegates passed several resolutions ([17.02 S15](#), [17.03 S15](#), [17.05 S15](#)) calling for local senate presidents to identify faculty liaisons in career technical education, legislative, and noncredit. Currently, the Executive Committee has approved the attached CTE Liaison expectations. These expectations outline the roles and responsibilities of the appointed CTE liaison. Similar documents will be developed for the other two liaisons. The purpose of this email is to ask local senate presidents to identify a CTE Liaison from your college to serve as a communication conduit between the local college and the ASCCC in CTE related issues. Please identify a CTE faculty member who is willing to serve in this important role.

The appointment of the CTE liaison is time sensitive given the [Board of Governors Task Force on Workforce, Job Creation, and Strong Economy](#). The task force recommendations will be presented and possibly approved by the Board of Governors during their November meeting. It is the ASCCC vision that this CTE liaison becomes an important asset to your local senate as we begin to discuss implementation strategies of the task force recommendations statewide.

It is our hope that you will take immediate action to identify and appoint your local CTE liaison. Once you have identified the CTE faculty, please send their name, and contact information to Julie Adams at julie@asccc.org.

Please note that the ASCCC is hosting an event with CCCAOE in Napa on [January 14 - 15, 2016](#). **The CTE liaison will receive priority registration to this free event.**

The CTE Leadership Committee, as an advisory to the Executive Committee seeks to ensure that all relevant parties are connected to the processes related to CTE, are better equipped to work together as existing programs are perfected, can provide resources to develop new programs, and collaborate to meet the needs of students by preparing them for the workforce and/or advanced education. The committee members both develop and support CTE faculty so they can participate more actively in leadership roles regionally and statewide. The key goal is to develop CTE faculty leaders to become informed participants in the ongoing dialog with the variety of state players.

The purpose of this email is to solicit the names of designated CTE Liaisons that your local Senates have designated to serve the following functions:

- Attend local senate meetings and report as needed about statewide issues of concern in CTE
- Facilitating local and regional CTE discussions
- Identify CTE issues of concern locally or regionally
- Communicate opportunities for CTE faculty to participate in CTE related statewide initiatives, workgroups, committees and taskforces to ensure that CTE interests are represented
- Communicate the Board of Governors Task Force on Workforce, Job Creation, and a Strong Economy recommendations and participate in conversations to implement system-wide policies and practices that may significantly affect career technical education programs
- Create a mechanism to communicate with CTE faculty on your campus around issues of common concern
- Serve as a conduit between the local CTE faculty and the CTE Leadership Committee representatives in your area

- Identify CTE faculty at your college and in your region to serve locally and statewide on committees and taskforces
- As funding permits, attend state-level events (CCCAOE, ASCCC) and regional consortia meetings

Note: We strongly recommend that a member of the CTE LC not be a CTE Liaison

I would greatly appreciate you forwarding the name(s) of your designated CTE Liaison(s) as soon as possible so we can begin to work together making plans for the CTE Curriculum event in January and Leadership Institute in May.