

ACADEMIC SENATE
Approved Minutes for March 23, 2017
Place: CCC – 414 3:00 pm to 5:00 pm

ACADEMIC SENATE OFFICERS		PRESENT
President	Bryan Seiling	X
Past-President	Jolena Grande	X
Secretary	Joel Gober	X
Treasurer	Michael Klyde	Absent
Curriculum Chair	Mark Majarian	X
ACADEMIC SENATORS		
Business/CIS	Ben Izadi	X
Career Tech. Education 1	Kathleen Reiland	X
Career Tech. Education 2	Michael Klyde	Absent
Counseling 1	Renee Ssensalo	X
Counseling 2	Yolanda Duenas	X
Fine Arts 1	Joyce Patti	X
Fine Arts 2	Paul Paiement	X
Health Science 1	Lynn Mitts	X
Health Science 2	Dave McCament	X
Health Science 3	Tina Johannsen	X
Language Arts 1	Ruth Gutierrez	X
Language Arts 2	Keith Vescial	X
Language Arts 3	Kathy Wada	X
Library/Learning Resource Center	Billy Pashaie	X
Physical Education	Bill Pinkham	Absent
Science, Engineering, Math 1	Adam Eckenrode	X
Science, Engineering, Math 2	Joel Gober	X
Science, Engineering, Math 3	Garet Hill	X
Social Science 1	Will Heusser	Absent
Social Science 2	Craig Goralski	X
Adjunct Senator 1	Tonya Cobb	X
Adjunct Senator 2	Katie King	X
Adjunct Senator 3	Fernando Mallory	Absent
LIAISONS		
Accreditation Self Study	Liana Koepfel	X
AdFac	Tonya Cobb	X
Associated Students	Tanya Washington	X
Basic Skills	Christie Diep	Absent
Campus Diversity	Maha Afra	Absent
Campus Technology	Doug Sallade	Absent
CC Foundation	VACANT	VACANT
CTE	Kathleen Reiland (Interim)	X
Distance Education	Kathleen McAlister	X
Program Planning and Review/ Student Learning Outcomes	Kathleen Reiland	X
Professional Development	Ruth Gutierrez	X
Student Learning Outcomes	Sarah Jones	Absent
United Faculty	Tina Johannsen	X
GUESTS: Susan Klein, Therese Mosqueda Ponce, Henry Hua, Stephanie Teer, Paul de Dios, Phil Dykstra		

I. After establishing quorum, Academic Senate President Bryan Seiling called the meeting to order at 3:00pm.

II. **Adoption of the Agenda:** On motions duly made and carried, agenda item IX. Faculty Issues—New Business: E. Dual Enrollment Presentation was moved to 3:30pm (time sensitive); agenda item IX. Faculty Issues—New Business: F. District Professional Development Presentation was moved to 4:30pm (time sensitive); agenda item VIII. Faculty Issues—Unfinished Business: B. Educational Master Plan (EMP) Approval was moved to immediately before Special Reports (time sensitive); agenda item IX. Faculty Issues—New Business: G. Resolution in Support of Students/Protecting Privacy was moved to immediately after EMP Approval (time sensitive); On motions duly made and carried the agenda was adopted as amended.

III. **Approval of Minutes:** Minor spelling and grammatical corrections were pointed out. Regarding the EMP, Senator Kathy Wada commented that she felt senate was not the appropriate venue for the issues discussed at the previous meeting, and that the draft minutes did not reflect the robustness of the discussion that took place, and that minutes should not be used to outline arguments, and requested that the discussion of the EMP be revised. Senator Wada brought a revision of the EMP discussion reflecting her requested changes. The approval of the minutes was left until the next senate meeting in order to allow time to look at Senator Wada's revision.

IV. **Public Commentary:** None.

V. **Faculty Announcements and Invitations:** Senator Katie King reminded everyone about the Club LEAD Speaker Series, "Trauma, Recovery, and the Campus Community" scheduled to take place at 6:30pm. Senator Keith Vescial announced 1) a program sponsored by Puente, Teacher Prep, and District Diversity about unlearning racism (speaker Obed Silva) next Thursday (3/30) 6-8pm in CCC-414; 2) United Faculty Happy Hour after senate on April 27th; 3) A workshop on what all new faculty should know but probably don't on April 18th, 3-4pm, location TBD. Senator Ben Izadi announced that the Cyber Patriot program will be starting and some of the high school students will be coming to visit Cypress College tomorrow; he requested that any high school students interested in this program be referred to him.

Time Sensitive: VIII. Faculty Issues—Unfinished Business: B. Educational Master Plan Approval:

President Seiling shared his opinion that there should already have been department-level buy-in regarding the content of the present document. Senator Craig Goralski expressed concern that EMPs from other colleges within the same districts are college-specific; that the EMP is a great document as is for the purpose of presenting and overview to ACCJC, but that aggregating data at a higher level for multi-district issues becomes an issue in comparing EMPs from one district to another because of lack of standardization. On motions duly made and carried the EMP was approved to be passed on to PBC and PAC.

Time Sensitive: IX. Faculty Issues—New Business: G. Resolution in Support of Students/Protecting Privacy:

President Seiling pointed out that such resolutions have been adopted by various organizations from the State Chancellors office to various districts and various colleges as well as the local college presidents and the Board of Trustees (BoT), and he shared his intent to make a motion to support the resolution that was adopted by Fullerton College (FC), School of Continuing Education (SCE), and the BoT, but to draft our own resolution as well. He would like a first reading of the resolution as is in order to support it, and then have two readings of our own resolution. Seiling thinks the multiple readings will be beneficial because the senate presidents from the three colleges in the district are drafting a response to the single trustee who voted no on the resolution, and Seiling would like to have multiple opportunities to bring up this resolution at BoT meetings. Dr. Ponce spoke in support of the resolution. On motions duly made and carried, Cypress College senate unanimously supports the resolutions passed by the FC and SCE senates. Seiling will work on a draft of our own resolution for first reading at the next senate meeting. Senator Kathleen Reiland pointed out that the colleges also need to provide support resources for students. President Seiling agreed that we should coordinate something like an Equity Support Center, using equity money.

VI. Special Reports

A. Associated Students: Student Trustee Tanya Washington shared about her attendance at: the African American Male Educational Network and Development (A2MEND) conference on March 2nd and 3rd; the California Community College Forensics Association state championship tournament on March 8-12; and the NOCCCD student equity symposium "Keeping it Equitable: Building Community by Listening to Every Voice" on March 17th. Ms. Washington added that next Thursday (3/30) will be full of events with the Cypress College president finalists' forum at 9am, senate at 3pm, and the "Unlearning Racism" presentation at 6pm. As well, there will be a forensics showcase held on April 6th to recruit members for the forensics team, and Ms. Washington encouraged faculty to send their students to the event.

B. Adjunct Faculty United (AdFac): Senator Tonya Cobb reported that AdFac is still in the process of contract negotiations with the district. There has, however, been a tentative agreement made on automatic step increases, so that adjunct faculty will no longer need to fill a form to submit to HR to move a step on the salary scale. This agreement will not commence until all negotiations have been completed.

Time Sensitive: IX. Faculty Issues—New Business: E. Dual Enrollment Presentation:

Stephanie Teer and Henry Hua (dean of Business and CIS) gave a presentation on various Dual Enrollment opportunities currently in the works for the college. The biggest objective of Dual Enrollment is that it is designed for students who are struggling and

don't see themselves as college students. Students have priority enrollment for closed classes offered at the high school site, and receive dual credit for a high school course and a college course. The Dual Enrollment team would like more input from faculty and would like to form a steering committee with possibly two faculty members from each division and a counselor for each division. Senator Wada asked how students would get pulled into the program. Ms. Teer answered that it would be through collaboration with high school counselors. Curriculum Chair Mark Majarian asked about parental signatures (which will be handled at the high school level), fee structures (there will be none), and parking (which would be on the high school campus and not Cypress College). As far as transportation, it will be the students' responsibility to get themselves to the college campus. Senator Billy Pashaie asked if the students at the high school site have access to the college's library databases for their classes. The answer was yes, they are college students. Senator Pashaie asked if considerations have been made for licensing fees from the database providers. The answer was unclear, but both he and his dean were encouraged to join the steering committee to work through such issues. The Dual Enrollment team will return at the next senate meeting to finish their presentation, at which time President Seiling will ask for a vote to create the steering committee.

C. United Faculty (UF): UF President Tina Johannsen reminded faculty that the upcoming UF election will be handled electronically, and that faculty must first register themselves electronically by tomorrow (3/24). As well, Student Evaluations were voted in two years ago, but the process went to FC and stalled. The deans are currently looking at the information provided by students even though the process is not yet finalized. The three questions that UF believes should receive attention are: 1) is the faculty member organized? 2) does the faculty member communicate well with the class? 3) and, does the faculty member follow up with questions and issues from students. As well, UF has been considering the issue about the Code of Ethics. As well, UF will have a lot of positions coming up that are not elected, but are appointed by the UF president. She encouraged faculty to apply for these positions.

D. Professional Development (PD): Senator Ruth Gutierrez attended the NOCCCD student equity symposium. Upcoming events include: 4/21 and 4/22, PD-sponsored "10th Annual Institute for Innovative Design and Practice" hosted by the California Learning Communities Consortium (application deadline was 3/22); 7/30-8/4, we are sending three faculty to the district-sponsored "Great Teachers Seminar" in Santa Barbara; district-sponsored "Leadership Academy" (application deadline 3/31); 4/5, Library- and PD-sponsored event with a discussion hosted by Mitsuye Yamada (2:30-4pm in CCC - 216); 4/6 and 4/7, Colloquium; 4/19, district-sponsored "Emerging Technologies in Teaching and Learning"(3-6pm at the Anaheim campus—register on MyGateway); 4/21, Equity/PD/Veterans Center-sponsored free movie screening of "Severe Clear" and keynote speaker Mike Scotti (10am in CCC Lecture Hall 216—register on Eventbrite); and 5/3, Cypress College Luau. As well, a call will go out on Monday

(3/27) for the final conference funding request for the academic year with the deadline of 4/24 at noon.

E. Curriculum Committee: Curriculum Chair Majarian reported that the subcommittee on curriculum procedures and protocols has started the process of codifying procedures in a new curriculum handbook. They have also looked at investing and sustaining Distance Education (DE) programs and courses, and created a draft which curriculum reps will take to their divisions and come back for a vote to approve this at the next curriculum committee meeting, to be added to the curriculum handbook. Professor Liana Koepfel asked if this new handbook will replace the current Curriculum Training Guide (yes), and if the accreditation study team could receive a copy of the draft of the new handbook to include in their accreditation report.

F. Academic Senate Treasurer's Report: No report.

G. Cypress College Foundation: No report.

H. Basic Skills Committee (BSI): Presentation with student-management software (Starfish software) funded by the Innovation Fund is coming. It will take place at one of the Basic Skills meetings. Time and place TBD.

I. Student Learning Outcomes Assessment: No report.

J. Program Review and SLO Data Coordinator: Senator Reiland was randomly selected along with people from different colleges to go to Sacramento and do a program review the state-wide academic senate. Two of their strongest recommendations was that they should do a survey of the constituents in the field, and that they should do a self-study. The group has been asked to present their results at the plenary. Any comments regarding state-wide academic senate would be appreciated.

K. Accreditation Self Study: Professor Koepfel reported that FC presented their self-study at the last BoT meeting, and their work was much praised by the trustees for having met all the standards. The trustees recommended Cypress getting together with FC on sections that are district-oriented, and this is in the works. The self-study team met with VC Cherry Li-Bugg and expressed that while evidence might be similar, analysis and evaluation might not be alike. The final open forum last Tuesday (3/21). This was a forum on the second draft. The team, however, is open to adding another open forum on the final draft if that's something people would like to attend. Email will go out on Monday (3/27) with a link to the second draft and another link to the online feedback survey on the second draft. Based on the feedback received from the BoT and the steering committee, a broader interpretation of some of the standards was employed, and

as a result four of the standards (1.b.2, 1.c.5, 2.a.3, and 2.a.7) changed from not meeting to now meeting the standards. Two standards have still not been met: First, the funding model and whether or not the district provides adequate funding to support the student services programs. Trustee Dunsheath had commented that the standard should be moved from the Board section to the District section, so it will be moved to 3.d.1. Second, 3.a.13 on the faculty code of conduct hasn't been met.

L. District Council on Budget and Facilities: Past-President Grande shared that a soft-freeze has been instituted. She asked faculty to please attend the budget allocation forums that will be presented at Cypress, at FC, and at SCE. The forum at SCE will take place over spring break, so please attend because it is very important to understand the budget, especially as we begin to see a softening of demand for our programs.

M. Diversity Committee: Professor Maha Afra had sent out a written report.

N. CTE: Senator Reiland presented that the Strong Workforce Initiative is going to have a preliminary meeting on 3/31 to decide how to do the application process for next year. Past-President Grande added that at the Los Angeles County Regional Consortium meeting last week, information was given that the allocation for 2017-2018 will be similar to the allocation for 2016-2017 at the 83% mark. This means they're only allocating out 83% of the initial allocation and withholding 17% as incentive to meet the metrics. If the metrics aren't met, the 17% won't be allocated. We'll have to work much harder to meet the metrics.

O. Distance Education (DE): Professor Kathleen McAlister reported that the DE committee is working on definitions and the curriculum process. Online and hybrid classes must be differentiated. Professor McAlister's draft was written based on her research into other colleges and districts because DOE, ACCJC, and other entities don't agree on definitions. The proposed definitions according to modality are 1) Online: Courses in which students work entirely without having to come to any college facility. Synchronous activities are not required, but if synchronous activities are scheduled, they may be posted as required archives for asynchronous access. If a face-to-face meeting/orientation is offered, attendance is optional for students; 2) Hybrid: Any time distance education is offered in lieu of face-to-face class time, where planned face-to-face time is formally scheduled. This designation is also given whenever students are required to come to a Cypress College site for any reason (testing, orientation, etc.); 3) Web-Enhanced: Face-to-face courses that require the student to access the Internet and/or CMS as part of the course work. Web-enhanced is not a distance education modality; online activities may not be offered in lieu of scheduled face-to-face class time in this mode

VII. President's Report and Committee Appointments

President Seiling had sent his written report to all senators and liaisons. He reported that the push-out budgeting model coming forth from the district will not favor the colleges at all. This model does not take into account our CTE courses, and the thinking behind it is just offer more GE courses. CTE programs are more expensive FTEs than GE, but they lead to jobs and can be more easily tracked re: future outcomes of students who graduate. These discussions are really important not necessarily for next year, but for the year after when we get slammed by the budgets. Senator Reiland commented on how much more CTE graduates earn compared to GE graduates. Curriculum Chair Mark Majarian reminded the senate about the money-saving and money-making initiatives at Cypress College (e.g., water cooling to lower electric bill, the swap meet, etc.), and while we still have access to the swap meet money at this time, we are not allowed the benefit of saving \$750K/year dollars in energy costs. President Seiling asked for approval for VC Cherry Li-Bugg's comprehensive evaluation committee. He thought each of the senates was supposed to get a representative on the evaluation committee, but it turns out that only one representative is allowed for all the three senates together. President Seiling took the opportunity for Cypress College, so we are the only faculty voice on that committee. He would like to nominate Senator Reiland since she has worked the most with Dr. Li-Bugg. UF President Johannsen expressed concern that as a district we are minimal in shared governance, and we have to have representation from the senates. Professor Koeppel shared that Board Policies and Administrative Procedures dictate who is on what committee. Senator Goralski expressed his frustration that whether the budget is good or bad, the district always squeezes the faculty no matter what the budgetary situation. He feels that our stance should be if the district wants us to sacrifice, then we need to ask what's in it for us—if the district wants faculty cooperation, they need to make a good-faith effort to work with faculty and not try to cheat us every time. On motions duly made and carried, Senator Reiland was appointed as the senate's faculty representative on Dr. Li-Bugg's comprehensive evaluation committee.

VIII. Faculty Issues—Unfinished Business

A. Committee to Revise the Senate By-Laws

The committee has met face-to-face and online. The latest draft of the revised by-laws was handed out, to be voted on at the next senate meeting. A lot of the editing so far has been done to bring the by-laws in line with the constitution, and to address some accreditation issues. Some issues still remain, for which the committee asked for the senate's input: 1) Should the section on Division Senator Elections be outlined in the by-laws or should it be left to the discretion of each division? The suggestion given was to lay out the process for senator election, to have the departments within the divisions rotate, and to have the faculty members within each department/division rotate to give everyone interested the opportunity to serve in senate. At the very least, the elections need to be open, announced, and reviewable so senate has a record. 2) Regarding adjunct senators, how is

continuing employment at Cypress College to be defined? The majority of the adjunct faculty (65%) are okay with having a senator who might not be teaching at the college during a particular semester while in office, but they're concerned about how long that might go on—and there might be union issues. President Seiling noted that according to the constitution, sitting senators must be teaching at least one unit, so that makes the decision quite straightforward. It might be best to provide special provisions for how to replace with alternates so there's no need to go through another election process. 3) Regarding removal of senators with three absences, the absences don't count if the senator provides an alternate. 4) Regarding standing committees, we no longer seem to have any of the committees listed on the previous version of the by-laws. Our current standing committees are Curriculum, Program Review, SLO, and Professional Development. These should be listed and it should be said that the specifics of these committees are stated in their own by-laws. 5) Should the Senate Decision-Making Protocol be added to the by-laws. It was agreed that it should. 6) Regarding the Recording Secretary, this should be placed under the section roles and duties of the Secretary, as an option for the Secretary. The by-laws should say how senate members fulfill their roles and duties. The committee will continue work on the by-laws revision and will bring back a second draft for discussion at the next senate meeting.

Time Sensitive: IX. Faculty Issues—New Business: F. District Professional Development Presentation:

A brief presentation was given about the Chancellor's Leadership Academy (starting in September, one Friday per month), and about the Emerging Technologies Symposium for Teaching and Learning on 4/19.

C. Funding for Spring Plenary

This item was moved to the next senate meeting.

D. Distance Education Committee Update

Professor McAlister asked for guidance on the formal process for creating a committee. The Canvas pilot is being negotiated, but is smaller than had been hoped, with only 400 users, which is around 11 classes. The 11 classes will take place over the summer. The call will go out the week after spring break to all faculty who have Cypress College DE certification. There will be training provided for the pilot program. Concern was raised about the fact that a student had been required to purchase software to enroll herself in an online class. The problem is with authentication, because authentication should take place through MyGateway and not manually entered for certain classes. The conversation that needs to happen is whether or not it should be mandated that only the supported LMS be used.

IX. Faculty Issues—New Business

A. Program Review Annual Report

This item was moved to the next senate meeting.

B. Program Review Chair/SLO Data Coordinator

Senator Reiland handed out "Program Review Chair Qualifications and Responsibilities," and "Student Learning Outcomes Coordinator Qualifications and Responsibilities," with the understanding that it can be voted on at the next senate meeting. Next year, Senator Reiland will not be continuing as the Program Review Chair/SLO Data Coordinator, and Professor Jones will not be continuing as the SLO coordinator, so both positions will need to be replaced. The Program Review Committee has recommended to increase the reassigned time for program review chair to 40%, and remove the SLO Data Coordinator position in order to have only two positions: Program Review Chair at 40% reassigned time and SLO Coordinator at 60% reassigned time. These positions will be put out as two separate positions; however, one person can choose to do both.

C. Campus Faculty Awards

This item was moved to the next senate meeting.

D. Orange County Teacher of the Year Nominee

This item was moved to the next senate meeting.

H. Faculty Discipline Policy

This item was postponed for lack of time.

I. Choosing a New Curriculum Chair

This item was postponed for lack of time.

FLEX was initially in the agenda, but it was taken out.

X. Adjournment: Meeting adjourned at 5:03 pm.

Respectfully Submitted,
Joel Gober
Academic Senate Secretary
Recording Secretary, Billy Pashaie

The Minutes of all Academic Senate meetings can be found at:
<http://www.cypresscollege.edu/facultystaff/senate>.