

ACADEMIC SENATE
Approved Minutes for August 25, 2016
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	Paul Kelly for Michael Klyde	X
Curriculum Chair	Mark Majarian	X
ACADEMIC SENATORS		
Business/CIS	Ben Izadi	X
Career Tech. Education 1	Kathleen Reiland	ABSENT
Career Tech. Education 2	Paul Kelly for Michael Klyde	X
Counseling 1	Renee Ssensalo	X
Counseling 2	Daniel Pelletier	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	X
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	X
Social Science 2	Craig Goralski	X
Adjunct Senator 1	Tonya Cobb	X
Adjunct Senator 2	Katie King	X
Adjunct Senator 3	Fernando Mallory	X
LIAISONS		
Accreditation Self Study	Liana Koepfel	ABSENT
AdFac	Tonya Cobb	X
Associated Students	Tanya Washington	X
Basic Skills	Cindy Shroul	ABSENT
Campus Diversity	VACANT	VACANT
Campus Technology	Doug Sallade	ABSENT
CC Foundation	VACANT	VACANT
Program Planning and Review	Kathleen Reiland	ABSENT
Professional Development	Ruth Gutierrez	X
Student Learning Outcomes	Sarah Jones	ABSENT
United Faculty	Tina Johannsen	X
GUESTS: Santanu Bandyopadhyay, Treisa Cassens, Angela de Dios, Richard Fee, Terry Gleason, Junnior Rodriguez, Bob Simpson		

- I. After establishing a quorum, President Seiling called the meeting to order at 3:01pm with one alternate in attendance.
- II. **Adoption of the Agenda:** Agenda adopted with no changes. M/S/U
- III. **Approval of Minutes:** The Minutes for the May 26, 2016 Senate meeting were approved with no corrections. M/S/U
- IV. **Public Commentary:** President Bob Simpson welcomed the Senators and thanked the faculty for their willingness to serve. Dr. Simpson shared that the BOT approved the new increased SEM Building budget, which will include digital classrooms and a large capacity room with domed ceiling that can be used by multiple disciplines across campus. He commended the faculty and students who gave a compelling presentation at the BOT meeting in favor of the expanded plans. Dr. Simpson ended his commentary by assuring the Senators that he is available whenever his presence is requested. He reiterated the importance of adhering to the Brown Act in order to ensure transparency in our processes.

Dr. Santanu Bandyopadhyay shared that while many campuses are experiencing declining enrollment, Cypress College expects to exceed its enrollment targets. He asked faculty to encourage students to stay enrolled in their classes.

Dr. Treisa Cassens, Library/LRC Dean, shared that until the official Distance Education positions are confirmed, Terry Gleason will serve as a temporary manager for DE technology issues. Some immediate goals are to survey DE faculty for input on the new DE plan and have comprehensive discussions regarding Canvas vs Blackboard. Dr. Cassens emphasized the importance of the new DE plan as part of our accreditation report. The DE Committee will be asking for new members this semester, and Dr. Cassens hopes to come to Senate often this year to continue the important discussions about our DE courses and programs. Online training for faculty will increase, and Tuesdays from 1:00-3:00 pm there is now an open lab in the LRC-TLC to support the DE/Web Enhanced training. The LRC make-up test center has ballooned to a test proctoring center, and they are in the process of hiring someone specifically for test proctoring. Because the LRC serves between 132,000 to 140,000 students per semester, they have to limit test proctoring to Fridays until the new person is hired.

- V. **Faculty Announcements and Invitations:** None
- VI. **Special Reports**
 - A. **Associated Students:** Tanya Washington shared that she attended the CCCT Student Trustee Conference on August 12th. Associated Students met twice already, and they are looking forward to their Welcome Back event from

11:30am-1:30 pm on Wednesday, August 31st and Thursday, September 1st in the Gateway Plaza. The event is free, and all students are welcome.

- B. United Faculty:** UF has two upcoming events. Terry Chambers, District Benefits Coordinator, will have a benefits workshop/discussion on Sept. 15th from 3:30-4:30 pm in the Humanities Conference Room, and UF will host a happy hour at the Starting Gate Lounge in Los Alamitos on Oct. 20th from 4:00-6:00 pm.
- C. Adjunct Faculty United (AdFac):** AdFac will be going back to the negotiations table this semester on salary. A happy hour event is scheduled for Sept. 16th from 5:00-7:30 pm at the Fullerton Elks Lodge. AdFac will also be working on getting more adjunct faculty to serve on committees.
- D. Professional Development:** The first event this semester called “Mixology” is scheduled for Thursday, September 1st from 4:00-6:00 pm on the third floor of the Complex Building. The new District Chancellor, Dr. Cheryl Marshall, has been invited, and there will be food, refreshments, and a raffle. The Professional Development Committee still needs one more member.
- E. Curriculum Committee:** The curriculum cycle is in the pre-launch phase from Sept. 1st through Dec. 9th, 2016. The dates for the Curriculum Committee meetings and the dates for the pre-launch cycle are all on the newly updated curriculum website. ASCCC is presenting its Academic Academy this October at the Westin South Coast Plaza in Costa Mesa. The registration deadline is September 14th. The BOT approved the Mortuary Science Baccalaureate Degree Program, and we are now waiting for the final approval from ACCJC.
- F. Academic Senate Treasurer’s Report:** No Report
- G. Cypress College Foundation:** Liaison position is still vacant. Senator Lynn Mitts shared that the golf tournament is coming up in October, and the Foundation is busy preparing for the Cypress College 50th anniversary.
- H. Basic Skills Committee:** No Report
- I. Student Learning Outcomes Assessment:** On behalf of Sarah Jones, President Seiling announced that the SLO website has been updated and will continue to be updated. The SLO handbook has been completed and posted on the website. President Seiling noted that Institutionalizing SLOs is still a problem on our campus, and SLO discussions need to be documented all the way up to the District.

- J. **Program Review and Department Planning:** On behalf of Kathleen Reiland, President Seiling shared that the Program Review forms have been populated and will be sent out to every department undergoing Program Review this semester. Kathleen is also working to institutionalize our SLO processes from a Program Review perspective.

- K. **Accreditation Self Study:** On behalf of Liana Koeppel, President Seiling shared that our Self Study is progressing forward. The Senate will be taking the lead on writing the SLO section of the report and a co-lead on writing the Distance Education section. The Senate has a lot of responsibility for these two areas, and President Seiling emphasized the importance of the Senate playing a large role in the writing of these reports.

- L. **District Council on Budget and Facilities:** Past-President Grande shared that the committee met on August 8th. The committee had a significant discussion on the 3.7 million dollars coming to the NOCCCD CTE Work Force Taskforce. This is ongoing money, which means that NOCCCD will receive 3.7 million extra dollars for CTE programs every year into the foreseeable future. CTE money is historically divided up according to enrollment percentages on each campus. This new money comes with new metrics focused on equity and successfully closing the achievement gap in our CTE programs. The money our campus gets depends on our ability to accomplish successful student equity measures. Past-President Grande emphasized that significant improvements can be made to our District CTE programs with this large amount of extra, ongoing money. Instead of the money defaulting to distribution according to CTE FTES, the District would like to create a new structure for distribution of the 3.7 million in order to have a concerted effort as to where the money might go. The District is seeking to have at least two faculty members as part of a Work Force Taskforce Committee that will direct this ongoing source of money. More information will be forthcoming.

VII. **President's Report and Committee Appointments**

In the future, President Seiling will be sending out his President's Report in advance in order to expedite the reporting process without compromising the quality of the reporting itself. He asked the Senators to introduce themselves and share why they decided to serve on Senate.

Committee Appointments:

Diversity Committee: Parwinder Sidhu, Larry Curriel, and Maha Afra were appointed by unanimous consent.

Professional Development Committee: Kelly Nguyen was appointed by unanimous consent. One position still open.

Enrollment Management Committee: President Seiling spoke on the creation of a new District Enrollment Management Committee, which will include the Senate President and Past-President. In order to ensure a common voice between the newly developing District committee and the existing campus committee, President Seiling asked for approval to appoint the Senate President, Past-President and Curriculum Chair to the campus committee. Bryan, Jolena, and Mark were appointed by unanimous consent. The question was raised about having student representation on the committee. Tanya Washington will look into this.

Faculty Prioritization Committee: In the past, the faculty members on this committee have been the Senate President, and the Past-President or President Elect. It has been discovered that we actually have three faculty positions on this committee. President Seiling asked for a sense of the Senate about either appointing the Senate Secretary or selecting a faculty member from a particular area to the third position. President Seiling stated that he would like to elect the Senate Secretary to the position and asked if there were any objections. No objections were raised and there was no further discussion.

Senate Secretary: President Seiling discussed the issue of how to fill the Secretary position. He praised the wonderful work of the past Senate Secretaries and noted that it is difficult to find someone willing to take on the time consuming job of writing the detailed minutes that have been the standard of our Senate. He noted that a viable option is to have a Secretary with a recording secretary. President Seiling explained that currently he is serving as Secretary, and Christie Diep is serving as the recording secretary. He then announced that Senator Joel Gober has taken up the call to be the Senate Secretary with a recording secretary. The Senators appointed Joel Gober to the position of Secretary with a recording secretary by acclamation. As Secretary, Joel is also the third member of the Faculty Prioritization Committee. President Seiling discussed the need for an increase in reassigned time for the Secretary position. This would give the Secretary the option of having a recording secretary or not. In response to many past discussions, the Senate will create a committee to review the reassigned time on campus. This will also be part of the discussion during the By-Law revisions.

President's Report:

President Seiling reported on the August 23rd BOT meeting. The SEM Building is 20 million over budget because of "soft costs" and because the campus is looking

to expand the building beyond the original plans. The BOT had the ability to either approve or disapprove the additional funding. President Seiling described the compelling presentation given by Junnior Rodriguez, who received an ovation from the BOT before they finally approved the expanded budget. After applause from the Senators, President Seiling reiterated that Junnior deserves continuing recognition for his part in making sure that the SEM Building expansion will now become a reality.

At District Consultation Council (DCC), Chancellor Marshall shared that she is very interested in working on our District enrollment management in order to increase our FTES.

Addressing topics for the future, President Seiling reminded the Senate that they had approved some summer meetings in order to accomplish a few items; however, logistical issues came into play and because of the problems created from the early summer UF vote, President Seiling thought it prudent to avoid any appearance of “summer magic” as much as possible. He wants to consult with faculty and ensure transparency. This is why the DE Coordinator position is still unresolved. The test proctoring issue is in the process of being resolved without formal Senate action. President Seiling would like to have broad representation for a future Senate committee to look at reassigned time on campus.

Craig Goralski asked if the SEM faculty have had discussions about their office spaces. In particular, he asked if the faculty know how many offices they will have, how the spaces will be divided up, and if they feel it is adequate. He shared that the office spaces in the Humanities Building are very small and shared by two faculty. When the Humanities Building was remodeled, faculty did not know that the offices would be as small as they are. Joel Gober stated that so far they have only focused on laboratory and classroom spaces. Craig advised SEM faculty to be proactive rather than reactive about office space. Daniel Pelletier commented that technically architects can do anything we want, and we need to be sure that we have a strong and consistent voice in the process. Joel also shared that classroom square footage dictates class size, and faculty don't want expanded space to become a curriculum issue in the future. Faculty do not want to be forced to increase class sizes based on classroom square footage. President Seiling said that as a result of previous campus construction experiences, current discussions have been focused on what worked and what didn't work in the past in order to prevent faculty from being left out of the process.

VIII. Faculty Issues – Unfinished Business

None

IX. Faculty Issues – New Business

- A. Senate 101: President Seiling's presentation is attached and also available on the Cypress College Academic Senate Website.

- B. The special Senate Executive Committee meeting on August 19th concerned the proposal for dividing SLO Coordinator duties with Program Review Coordinator duties. As a recap, the Gap Analysis report indicates the necessity of finding a way to get SLOs more directly into our Program Review. Although President Seiling was determined not to take action on the proposal until the Senate reconvened, there were pressing needs to submit budget numbers and reassigned time numbers to payroll by last Friday. For the current academic year, two positions were agreed on at the special Executive Committee meeting: Program Review and SLO Data Coordinator (Kathleen Reiland, current Program Review Coordinator) and SLO Coordinator (currently Sarah Jones).

Last year the SLO position received 120% (18 units) reassigned time per semester: 80% (12 units) per semester for Sarah Jones the SLO Coordinator, and 40% (6 units) per semester for Michael Brydges the SLO Assistant Coordinator. The new proposal is to reduce the number to 100% (15 units), which will be divided 60% per semester (9 units) for the Program Review and SLO Data Coordinator and 40% per semester (6 units) for the SLO Coordinator. It is believed that this two-pronged approach will capture different audiences and get us much closer to a favorable accreditation report. Although the Executive Committee agreed to the proposal, President Seiling wants the full backing of the Senate. Senate has the option to reject the proposal, but he cautioned that we are running out of time for our accreditation report, and he believes this is the best way to get us moving in the right direction. He reassured the Senate that both Kathleen and Sarah endorse the proposal. It was moved and seconded to approve the proposal (Majarian/Johannsen). Daniel Pelletier asked how other CC's are handling SLOs. President Seiling described the past process as trying to hit a moving target. We need to move out of basic compliance mode and into discussion mode at the department level. After no further discussion the proposal was approved unanimously.

X. Adjournment: Meeting adjourned at 5:00 pm. M/S/U

Respectfully Submitted,

Joel Gober
Academic Senate Secretary

JG/cd

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