

ACADEMIC SENATE
Approved Minutes for October 13, 2016
Place: CCC – 414 3:00 pm to 5:00 pm

ACADEMIC SENATE OFFICERS		PRESENT
President	Bryan Seiling	X
Past-President	Jolena Grande	Absent
Secretary	Joel Gober	X
Treasurer	Paul Kelley for Michael Klyde	X
Curriculum Chair	Mark Majarian	X
ACADEMIC SENATORS		
Business/CIS	Ben Izadi	X
Career Tech. Education 1	Kathleen Reiland	X
Career Tech. Education 2	Paul Kelly for Michael Klyde	X
Counseling 1	Renee Ssensalo	Absent
Counseling 2	Daniel Pelletier	X
Fine Arts 1	Joyce Patti	Absent
Fine Arts 2	Paul Paiement	X
Health Science 1	Lynn Mitts	Absent
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	Margaret Mohr	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	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	X
AdFac	Tonya Cobb	X
Associated Students	Tanya Washington	X
Basic Skills	Christie Diep	X
Campus Diversity	Maha Afra	Absent
Campus Technology	Doug Sallade	Absent
CC Foundation	VACANT	VACANT
Program Planning and Review/ Student Learning Outcomes	Kathleen Reiland	X
Professional Development	Ruth Gutierrez	X
Student Learning Outcomes	Sarah Jones	X
United Faculty	Tina Johannsen	X
GUESTS: Linda Borla, Wayne Kistner (Adjunct Faculty alternate)		

- I. After establishing a quorum, Academic Senate President Bryan Seiling called the meeting to order at 3:03 pm with one alternate in attendance.
- II. **Adoption of the Agenda:** M/S/U to adopt the agenda.
- III. **Approval of Minutes:** Motion to approve the September 8, 2016 minutes.
(Gober/Pelletier)

Senator Kathy Wada asked the Pat Ganer's name be added to the guest list.

Senator Wada noted that she emailed Secretary Joel Gober about her Faculty Announcement comments regarding her presentation at the Strengthening Student Success Conference. Senator Wada stated that she didn't express the example in the way that it is written in the unapproved minutes. President Bryan Seiling asked for clarification on how the comments should be written. Senator Wada stated that she can't remember exactly what she said and would like to listen to the recording. Secretary Gober explained that this is difficult because the Senate doesn't have the means to distribute the recording. President Seiling suggested that the Senate could push the issue aside and look into getting the recording and approve the minutes at the next meeting. Senate recorder Christie Diep explained that the recording is on her phone and it is unclear how the recording will be transferred, specifically where it will go and how it will meet with compliance regulations if it is publically available. President Seiling noted that the easiest way to take care of the situation is to use a Senate recording device in order to make an audio file for posting and archiving. He reiterated that he would like to once again have the Senate meetings video recorded for all faculty to have easy access. Secretary Gober cautioned that in order to put the recording on the website, Senate would have to have an actual transcript to go along with it, and Senate would have to pay for someone to write actual transcripts. President Seiling stated that the Senate is not required to record its meetings. Recorder Christie Diep asked for clarification about the specific problem with the Faculty Announcements section in question and explained that the example in the minutes is the actual example given during the Senate meeting, though condensed for the sake of the minutes. President Seiling asked Senator Wada if she might provide a simple correction to the content. Senator Wada asked for time to think about it.

President Seiling asked for any other changes or corrections to the minutes. Senator Tina Johannsen stated that on page 9, guest Linda Borla's statement "CCA is cautiously looking at dual enrollment" is inaccurate. President Seiling asked for clarification if what was written was inaccurate or what was said was inaccurate. Senator Johannsen stated what was written was inaccurate and guest Linda Borla had actually said CCA was "opposed to dual enrollment." Guest Linda Borla asked to be allowed to confirm herself if what she said is recorded accurately or not. President Seiling explained that even if someone says something that is incorrect, Senators can't change the minutes to correct inaccurate statements. Senator Daniel Pelletier said he believed that Senator Johannsen was stating that the minutes aren't written correctly. Senator Johannsen confirmed that this is her belief. Recorder Christie Diep stated that what is written is what was said and emphasized that she listens to the recording very carefully and multiple times in order to record the minutes accurately.

Senator Johanssen reiterated that she disagrees and believes the statement made by guest Linda Borla is recorded inaccurately. President Seiling noted that what appears to be about the minutes does not actually seem to be about the minutes but about personal issues. He will listen to the recording and make a determination about the accuracy of the minutes as written. Senator Craig Goralski asked if the sections in question can be turned into a transcript. President Seiling stated that this will be done and the minutes can be approved at the next Senate meeting.

Secretary Gober reminded Senators and Liaisons that he is requesting any lengthy announcements be submitted in writing, which can be included as an appendix to the minutes if requested at the meeting. President Seiling clarified that written Special Reports should automatically be attached to the minutes. Secretary Gober emphasized that communication about what faculty want included as an appendix is important.

IV. Public Commentary: There were no public comments.

V. Faculty Announcements and Invitations: Senator Pelletier would like the Senate to explore the need for a faculty lounge on campus as the new construction begins. President Seiling explained that this issue has come up before and space utilization is always the determining factor. President Seiling stated that he will make an inquiry with Cypress College President Bob Simpson and Vice-President of instruction Santanu Bandyopadhyay about what can be done.

Senator Goralski distributed a handout regarding an accreditation survey. He explained that the survey is a major part of determining whether we should continue with ACCJC and ask for reform or seek an alternative accrediting agency (see attached). Senator Goralski expressed concern because faculty were not given the survey. Of particular concern is that the survey went to the unions only a week prior to the due date. Accreditation Self Study Chair Liana Koepfel confirmed she never saw the survey. In researching the origin and nature of the survey, Senator Goralski discovered that it was given to the statewide Consultation Counsel, which consists of only 25 people. Senator Kathleen Reiland noted that the survey language is biased, and a follow-up would be important. President Seiling will agendize the issue and seek clarifying information.

Special Reports

A. Associated Students: Tanya Washington hosted the Legacy Power Hour on October 3rd, with Chancellor Cheryl Marshall as the keynote speaker. Chancellor Marshall shared her inspirational personal story with the students and faculty. Black Student Union (BSU) meetings are on the 2nd and 4th Tuesdays in H203. On October 5th and 6th Associated Students hosted their annual blood drive. Cypress College AS ranks in the top ten in the state for blood donations. On October 19th AS is hosting an event to watch the third and final presidential debate. Free snacks provided. October 27th, Inter Club Council (ICC) is hosting the annual Pumpkin Bash from 4-9 pm by the pond. Kids and families are welcome and there will be food, games, and a haunted maze.

- B. **United Faculty:** United Faculty President Tina Johannsen distributed and read a written report (see attached).
- C. **Adjunct Faculty United (AdFac):** Tonya Cobb reported three bullet points (see attached): AdFac meeting; Oct. 19th ballot deadline for tentative salary agreement; and the need for representatives on several District committees. A call will go out to members.
- D. **Professional Development:** Ruth Gutierrez reported on three upcoming events (see attached): Oct. 18th Disabilities Student Services (DSS) Open House; Oct. 27th Autism and College: Faculty and Staff Workshop; and Oct. 21st Dr. Donna Friess presentation.
- E. **Curriculum Committee:** Curriculum Committee Chair Mark Majarian shared that Academic Senate of California Community Colleges (ASCCC) challenges faculty to create new pathways and innovation in order to benefit students. Specifically, what is best for the program, what is best for the students, and what are the optimal pathways. Faculty need to be extra careful about Taxonomy of Programs (TOP) coding and the minimum qualifications document used by the state and the District.

Secretary Gober asked for clarification on why a nutrition course was approved for Kinesiology when Biology already has an approved nutrition course. Curriculum Chair Majarian stated that the Curriculum Committee made the decision because the Kinesiology course is focused on sports performance and it articulates with other Kinesiology courses in the state. He reiterated that all faculty are welcome to come to Curriculum Committee meetings and speak during public commentary. Curriculum Committee meetings fall under the Brown Act. Secretary Gober asked about the accessibility of agendas and minutes and noted that no one in his department had seen an agenda for the Kinesiology curriculum. It was observed that currently agendas are only sent to the Division Curriculum Representatives and not always sent out 72 hours in advance. President Seiling stated that current Curriculum Committee adherence to the Brown Act will be discussed in Senate. The committee is presently being directed by VPI Bandyopadhyay, however the Senate needs to provide direction in order to ensure adherence to the Brown Act and open access to agendas and minutes for all faculty.

- F. **Academic Senate Treasurer's Report:** No Report
- G. **Cypress College Foundation:** Still waiting for new liaison.
- H. **Basic Skills Committee:** Christie Diep reported that the BSI committee discussed the Civitas learning platform and the Transformation Grant. The committee determined that faculty need to help decide if Civitas is the desired vendor. VPI Bandyopadhyay believes this system is necessary for analyzing data in order to see why students are taking 29-30 units above the required

transfer units for graduation. By tracking student course enrollment patterns, it is believed this platform will help Counselors advise students on best pathways. A final decision on the platform is desired by the end of the semester. As part of the Transformation Grant, the Math Department is creating an accelerated, open-entry/open-exit variable unit course called Math 44.

President Seiling shared that he was given the Basic Skills budget report and asked to sign off. He explained that his signature is required to confirm the items on the report. However, he has no way to confirm the items because he has not received any explanatory information. President Seiling stated that it was indicated to him to sign the report and ask questions later. He asked for direction from the Senate and opened informal discussion. It was agreed that the Senate needs to understand the process in order to confirm data. If the Senate President's signature is required only for the sake of verifying that he saw the report, the Senate agreed that it would be appropriate for him to sign the report. President Seiling responded that if after inquiry his signature means something more, he will report back to the Senate.

- I. **Student Learning Outcomes Assessment:** Sarah Jones shared that work continues and data continues to be put into TracDat.
- J. **Program Review and SLO Data Coordinator:** Kathleen Reiland shared that Deans and Department Coordinators have been notified that program review reports are due by Oct. 25th. In addition, all of the CTE programs are submitting their short forms. A 3.7 million dollar grant is available for CTE programs in the District. Anyone interested in applying for the grant can contact Kathleen. The grant focuses on both quantity and quality of CTE programs. CTE has a strong potential for increasing fill rates through innovative outreach and advertising. Kathleen strongly encourages faculty to support and work towards getting this important grant money. TracDat has been updated and disaggregation of data is being looked at. A report is forthcoming.
- K. **Accreditation Self Study:** Liana Koeppel reported that the Steering Committee is meeting monthly, and work continues on. Currently the Quality Focus Essay (QFE) is being developed. Liana hopes to distribute a rough draft for the Standards portion of the report around Thanksgiving week in order to get feedback. Hopefully this will give time for faculty to offer input. The 1st draft is due to be reported on to the Board of Trustees on January 24th, 2017. However, the report has to be provided to the Trustees two weeks ahead of time on January 10th. Feedback from faculty will be needed by the first part of the New Year.

Three issues have been identified for the QFE: SLOs, Distance Education, and the Extended Day funding model. The Extended Day funding model is founded on class size and FTES. Because Cypress has so many CTE programs, this model needs to be reexamined. Kathleen Reiland is heading up the SLO portion of the QFE, Library/LRC Dean Treisa Cassens and the soon to be named faculty Distance Education Coordinator will head up the DE portion, and

Karen Cant is heading up the Extended Day funding model section. Faculty will be asked to provide feedback on the QFE report in the spring. Faculty are welcome to attend the Accreditation Steering Committee monthly meetings. Liana welcomes any questions that faculty may have.

L. District Council on Budget and Facilities: No Report

M. Diversity Committee: Maha Afra sent a written report (see attached).

VI. President's Report and Committee Appointments

The faculty DE position has been shelved for the moment. The sticking point for administration is the reassigned time. VPI Bandyopadhyay has argued that the reassigned time on other campuses is 40%, therefore it should be 40% at Cypress. President Seiling is concerned about the pressing needs facing the person who takes on the position. The Senate recommendation of 100% reassigned time for the initial first year reflects this. The issue remains unresolved, and a faculty person will probably not be appointed until spring. As this faculty person is essential for helping to write the DE section of the QFE report, the setback is significant. A call might go out for someone to do the time-sensitive, essential faculty work on an hourly basis for this semester only. However, this would merely be limping along at best. Senate was pressured to get the job description completed and now administration has put everything on hold. There is no update from administration on the DE Technology position.

Cypress College President Simpson is asking for the Senate to approve December 19th as the final grade collection due date for Fall 2016. Senator Will Heusser reminded the Senate that this seems to be an ongoing issue, and Senate needs to be sensitive to adjunct faculty as well as full-time faculty. Of concern is that faculty have not been given this deadline far enough in advance to plan their grading and teaching schedules, particularly adjunct faculty who teach on multiple campuses with varying calendars. Discussion ensued about the new timeline regulations connected to financial aid and student transfers. Alternate Senator Paul Kelley noted that Auto Tech would need to change test dates with the new deadline. Senator Reiland suggested a deadline of December 20th in order to provide faculty with seven working days.

The Senate directed President Seiling to report to Cypress College President Bob Simpson that going forward faculty would like more notice of the proposed final grade submission deadlines in order to have time for discussion and syllabi scheduling. President Seiling was also directed to request December 20th as the Fall 2016 grade submission deadline.

Committee Appointments:

Graduation Committee: President Seiling will put out a call for one volunteer for this committee.

Technology Committee: Ben Izadi and Wayne Kistner volunteered. President Seiling will confirm the date and time.

Dean of Fine Arts Hiring Committee: The Senate appointed Maha Afra, Molly Schulps, and Ed Giardina. M/S/U

Cypress College President Hiring Committee: The Senate needs to appoint five faculty for the committee. The deadline for the Senate appointments is October 26th and the next Senate meeting is October 27th. This puts a time constraint on the decision making process. President Seiling shared that he would like two of the appointments to be the Senate President and the Senate Past-President. Discussion ensued about the need for broad representation on the committee. Associated Student Representative Tanya Washington asked if there will be student representation on the committee. Senator Reiland recalled that she had to write a paragraph when putting her name in for a previous president's hiring committee. President Seiling shared that "head hunter" Eva Conrad will be employed to help with the search.

President Seiling and Past-President Grande were appointed to the Cypress College President Hiring Committee. M/S/U

After much discussion, it was determined that President Seiling send out a call to faculty for the other three appointments, including a request for a short paragraph stating why the faculty member would like to be on the committee. M/S/U

Adjournment: Meeting adjourned at 4:59 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>.