

ACADEMIC SENATE
Approved Minutes for September 22, 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 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	Absent
Counseling 2	Daniel Pelletier	X
Fine Arts 1	Joyce Patti	Absent
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	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	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	Absent
AdFac	Tonya Cobb	X
Associated Students	Tanya Washington	X
Basic Skills	Cindy Shroul	Absent
Campus Diversity	Maha Afra	Absent
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: Cypress College President Bob Simpson, Linda Borla, Pat Ganer		

- I. After establishing a quorum, Academic Senate President Bryan Seiling called the meeting to order at 3:04 pm with one alternate in attendance.

II. Adoption of the Agenda: Motion to remove item F. Curriculum Committee Issue under IX. Faculty Issues-New Business (Majarian/Gober).

Senator Kathy Wada asked for clarification on the origination of the item. Senate President Seiling explained that the item originally came from Curriculum Chair Mark Majarian, but there is now a part that comes from Past-President Jolena Grande. The item is being removed in order to expand the focus and address different issues that have arisen.

On motions duly made, seconded, and carried item F. Curriculum Committee Issue under IX. Faculty Issues-New Business was removed to be reagendaized at a later date.

On motions duly made, seconded, and carried the Agenda was adopted as revised.

III. Approval of Minutes: Motion to approve the September 8, 2016 minutes. (Gober/Goralski)

Senator Ruth Gutierrez asked that Senator Craig Goralski's comments on UF be moved from under the Professional Development report to the UF report for clarity.

United Faculty President, Tina Johannsen questioned the amount of reporting for the UF items. Secretary Gober clarified that the UF report was detailed and will continue to be detailed in the future for the benefit of faculty. UF President Tina Johannsen stated that this is important in order for faculty to have as much information as possible.

Senator Wada inquired if the meetings are being recorded. Secretary Gober confirmed that the meetings are audio recorded. President Seiling stated that he is working to have the meetings video recorded once again.

On motions duly made, seconded, and carried the September 8, 2016 Senate Minutes were approved.

IV. Public Commentary: Cypress College President Bob Simpson is seeking feedback as soon as possible on whether or not the proposed December 19th, 2016 deadline for final grade submission is acceptable for faculty. President Simpson also shared support for faculty to engage in serious discussion and debate with the ultimate goal of strengthening our campus. He emphasized that we may have different ideas, and we have every right to express those ideas, but it is important to maintain focus on the business of the campus and work together productively. It is his hope that we all work together in a supportive fashion and always avoid closing off discussion and debate.

V. Faculty Announcements and Invitations: Senator and ESL faculty member Kathy Wada announced that she will be presenting at the Strengthening Student Success Conference along with Sarah Jones and Lani Golay. The presentation is on a

collaboration for advising and placement of students into academic ESL or developmental English courses. Senator Daniel Pelletier asked if the collaboration is outside of our placement tests, multiple measures, and the first day of class writing assessment. Senator Wada explained that students who are second language learners might be directed to take the CELSA placement test for ESL students rather than the CTEP placement test if they score below ENGL 57 on the placement test. These students are directed to see the counselor with transcripts for placement advising as part of the collaboration that was developed. Senator Wada emphasized the Scorecard results as a testament of success.

VI. Special Reports

- A. Associated Students:** Tanya Washington reported that she attended the Southern California Regional Retreat from September 9-11 in San Diego. She found the session on Robert's Rules of Order to be especially interesting. On September 12th she attended the District meeting on Budget and Facilities, on September 13th she attended the first BSU (Black Students Union) club meeting on campus, with her daughter serving as president, and on Sept. 15th Tanya was invited to attend the Legacy mentor/mentee dinner, an important event for the program. She also accompanied the Legacy Program CSUF campus tour. Tanya attended the Tri-City Women's Conference with her daughter courtesy of the Foundation Office.
- B. United Faculty:** United Faculty President Tina Johannsen reported that the first Representative Council meeting is on September 28th at the District in room 107 from 3-5 pm. All members are welcome. She is on the ASCCC (Academic Senate for California Community Colleges) Standards and Practices Committee, which is looking at equivalency and the CTE (Career Technical Education) Workforce Taskforce, and will be walking around asking CTE faculty why it is difficult to find people to work in CTE positions. She explained that there are district and state minimum qualifications but there is also talk of hiring CTE faculty with only a bachelor's degree. Secretary Gober asked how this relates to UF. UF President Johannsen responded that she believes all of these things are related. Senate President Seiling clarified that in all of these issues there needs to be an assurance that the collective bargaining agreements are followed. There is a UF component in all of these conversations. UF President Johannsen shared for the record that she met with Vice-President of Instruction Santanu Bandyopadhyay who guaranteed that full-time faculty will have first choice, adjunct faculty will have second choice, and after that high school teachers. Guest Linda Borla asked if the UF President got the guarantee in writing. Senate President Seiling stated that this issue dovetails with the agenda item Dual Enrollment and further discussion will happen during that

agenda item. UF President Johannsen reiterated that she wants VPI Bandyopadhyay's assurances recorded in the public minutes.

- C. **Adjunct Faculty United (AdFac):** Tonya Cobb reported that AdFac interviewed for the Board of Trustees positions on September 9th along with UF to determine if AdFac might endorse a candidate. AdFac salary agreement is open for negotiations. AdFac received an offer from the district and proposed a counter offer. Adjunct faculty are encouraged to attend the AdFac E-Board meetings in order to share input and get involved. The upcoming meeting is on October 14th, with lunch served at 12:00 and the meeting starting at 12:30. The October 14th meeting will be at Fullerton College in the Del Sol Building, 3rd floor.

- D. **Professional Development:** Ruth Gutierrez reported that the next big event in October will be a presentation and talk given by Donna Friess, Professor Emeritus of Communications Studies. Email information has gone out, and further information will be forthcoming.

- E. **Curriculum Committee:** Curriculum Chair Mark Majarian shared that CTE TOP (Taxonomy of Programs) codes are under discussion at the state level because of expansion into new areas. Volunteers are needed to look at the TOP codes and the new disciplines that are emerging in CTE in order to ensure accuracy. He will send the invitation out, but the deadline is October 1st.

District Curriculum Committee Council (DCCC) is becoming much more concerned with seat counts than ever before. Justifications for seat counts are being given a high level of scrutiny. Faculty are encouraged to look very closely at the seat count justifications on their curriculum. Faculty are also encouraged to check for cross-discipline listings within their ADT (Associates Degree for Transfer) programs.

A Curriculum Committee motion concerning English 99 C and English 94 C was passed imposing a December 9th deadline for English, ESL, and Reading faculty to collaborate on one single accelerated course.

Senator Billy Pashaie asked for clarification on the new CTE TOP codes and the expansion of disciplines. Curriculum Chair Majarian explained that there is a lot of money coming from the state to develop programs for the changing job market in CTE areas and the state is looking for supporting programs.

- F. **Academic Senate Treasurer's Report:** No Report

- G. Cypress College Foundation:** The Foundation liaison will be Kathleen Pinckard. The Foundation has increased its contribution to the Academic Senate Faculty Award from \$1000.00 to \$1500.00. This is greatly appreciated as it puts the award process in a stronger position by alleviating Senate from asking for donations every year. The Senate looks forward to a Foundation report in the near future.
- H. Basic Skills Committee:** President Seiling reiterated that Senate has not received a Basic Skills report in two years. The Transformation Grant has come out of the Basic Skills Committee and going forward the Senate needs to have a better understanding of the activities proposed. Senator Gareth Hill spoke with the BSI faculty chair, Cindy Shrout, and there has been some confusion about the reporting to Senate. President Seiling stated that he understands and going forward we will all work together to be sure faculty get comprehensive information, particularly concerning the new Transformation Grant.

Senator Pashaie asked about the request for liaisons to provide written reports that can be attached to the minutes and then shared as a brief summary in Senate. President Seiling confirmed that this is the objective, but it has been slow in coming because he is reluctant to impose too much on faculty. Ideally liaisons will provide a written report, which can also be sent in the event of an absence. Since the time limit for each report is three minutes, having written reports will help the Senate function more expediently.

- I. Student Learning Outcomes Assessment:** On behalf of Sarah Jones, Senator Keith Vescial shared that data is continuing to be put into TracDat from the SLO work completed in the summer through professional expert contracts. Outreach to faculty and departments continues. The SLO handbook and website will continue to be updated.
- J. Program Review and SLO Data Coordinator:** Kathleen Reiland is absent due to activities connected to her new role as the SLO Data Coordinator. She forwarded a report. Program Review Committee had its first meeting and presentations are scheduled for the first Monday in November. For the SLO Data Report she will be meeting with the TracDat administrators to hear about new capabilities to address the new accrediting standards. Kathleen will also be attending an SLO forum at Fullerton College.

Curriculum Chair Majarian pointed out that ACCJC and WASC might require that SLOs are up-to-date in Curricunet, which will be difficult because of curriculum cycles. He has put in some inquiries about this.

- K. **Accreditation Self Study:** Liana Koppel was at a meeting and unable to attend Senate but forwarded an update sharing that she and the Institutional Research team are working “feverishly” on the Self Study.
- L. **District Council on Budget and Facilities:** No Report
- M. **Diversity Committee:** Maha Afra will be the Senate liaison and will be providing written reports in the future.

VII. President’s Report and Committee Appointments

The President’s Report was sent out to all Senators in advance. Corrections: Karen Cant’s last name was spelled incorrectly, and the Colloquium dates are the 6th and 7th of April at Lake Arrowhead. The Institutional Effectiveness Coordinating Council report on CTE grants was supposed to read certificates and programs instead of grants. President Seiling asked for questions or clarifications concerning the report.

Senator Goralski asked for further information on the Enrollment Management Committee report regarding class cancellations due to low enrollment. He would like to see the rate of classes that are being canceled for low enrollment. Of specific concern is that adjunct faculty are impacted particularly hard when classes are cancelled. Senator Goralski would like this to be included in the conversations. President Seiling invited Senators to provide him with any questions they might have for the Enrollment Management Committee. Senator Johannsen raised the issue of classes being cancelled before the first scheduled meeting when only two additional students were needed. She stated that she has heard this scenario happening at both Cypress College and Fullerton College. Senator Goralski shared that he had a summer class cancelled the day it started because he was short two students.

No other questions concerning the President’s Report.

President Seiling shared that the Academic Senate will be choosing the commencement speaker, and he would like faculty to start thinking about possibilities. The item will be agendaized in order to have a full discussion in the very near future.

Committee Appointments:

Professional Development Committee: There is a Professional Development Committee opening due to a scheduling conflict. Two faculty members had responded to the previous call, and the first one to respond was given the spot. This faculty member has since discovered a scheduling conflict, and President Seiling would like to appoint the second person who responded; Jenny Laurus.

By unanimous consent, Jenny Laurus was appointed to the Professional Development Committee.

VIII. Faculty Issues – Unfinished Business

A. Distance Education Coordinator Position

President Seiling asked for a motion to accept the Distance Education Faculty Coordinator document created at the Senate Executive Committee meeting as the basis of the Senate debate. M/S/P

President Seiling gave particular thanks to both Senator Billy Pashaie and faculty member Susan Klein for going the extra mile at the Senate Executive Committee meeting to accomplish the laborious task of revising and editing the Distance Education Faculty Coordinator document and the Distance Education Technology Coordinator document. President Seiling praised the expertise of the committee in producing a solid foundation for Senate debate. He emphasized that the document is now a starting point and is open to changes and amendments as the Senators see fit. President Seiling put the document on the screen and commented that there are minor details of style and punctuation that can be discussed, but he wants to start with the larger focus. The Senate Executive Committee meeting participants concluded that 100% reassigned time is appropriate given the amount of tasks required. It is thought that 100% will be granted for at least the start-up period required for the faculty member to get many of the items in place and running efficiently.

President Seiling opened the floor for comments, changes, or debate. Christie Diep asked for clarification on how long the 100% reassigned time would be in effect. President Seiling stated that it is his understanding it will be at least a year in order to get things in order. President Seiling asked again for comments, changes, or debate. Christie Diep asked if the new DE Coordinator would be creating a representative committee that reports to the Senate in order to share some of the responsibilities across campus. President Seiling confirmed that this is part of the vision for the position and for the future of our campus DE Program.

Secretary Gober moved to approve the document as is (Gober/Pelletier).

Debate ensued on the “Required Abilities” bullet point “Adjust well to change.” Motion to strike the bullet point “Adjust well to change.” (Pelletier/Majarian)

M/S/P to strike bullet point “Adjust well to change.”

Further debate ensued on the redundancy of the last bullet point: “Function cooperatively and productively as a member of a team.”

Motion to strike the last bullet point. (Majarian/Gober)

Senator Pelletier pointed out that desirable qualifications are what we use to hire people, but they are not generally part of the job description. Senator Goralski argued to keep the bullet point in because of its specificity. Discussion ensued on possible language changes.

Call for the question (Pelletier), seconded (Gober), approved.

Motion to strike the final bullet point passes. (Ayes-10, Nays-7)

M/S/P to amend bullet point language “Work effectively” to “Work effectively to.”

Motion to accept the Distance Education Faculty Coordinator duty document as amended. (Johannsen/Gober) Motion passes unanimously.

President Seiling initiated discussion of the Distance Education Technology Coordinator Position and explained that administration can change this document, and will most likely change particular items. He emphasized that there will still be a role for the Dean of the L/LRC. The position might be filled by more than one person. Some decisions will be made at the administrative level.

President Seiling asked for discussion on the revised job description for the Distance Education Technology Coordinator position.

Motion to accept the document as presented. (Gober/Pelletier) No discussion.

Motion to accept the Distance Education Technology Coordinator duty document passes unanimously.

President Seiling expressed that College President Simpson is greatly appreciative of faculty work on the two documents in order to get them approved in a timely manner. The accomplishment is significant and will help move the campus forward.

B. District Dual Enrollment Contract

President Seiling reiterated that because this is Past-President Grande’s item, she may bring it back again. He explained that the District has already approved a Dual Enrollment Contract. This program will have District faculty going to teach our courses at the high school. It is not a Middle College program, which is separate from the high school, and it is not part of the Special Admit program. There has to be a District contract with many different elements, particularly in connection to the collective bargaining agreement because of the potential that these classes will not be taught by our faculty. The District created the contract because Fullerton already has some classes being offered. Academic Senate hasn’t taken a position on dual enrollment, and this needs to be part of the discussion.

Senator Ben Izadi shared that dual enrollment is of particular interest and concern for the CIS department. He wants to be able to report back to his division on where Cypress stands on this issue. He explained that they see many students who lose contact between high school and college and need skills-based training. Long Beach City College is putting 200-300 students through dual enrollment, and there is a lot of interest within the Cypress CIS department, but there also needs to be caution. President Seiling suggested that Senator Izadi ask VP Bandyopadhyay to give the CIS department a presentation.

Senator Pashaie asked about FERPA rules and working with high school students. Some questions concern interaction with parents. President Seiling stated that parents do not have access to the college academic records of dual enrollment students. Senator Pashaie noted page 11, under 13.1 Records, the maintenance of permanent records is required by the college. President Seiling explained that attendance and grade records must be maintained in order to get apportionment.

Senator Goralski pointed out that the definitions on page 2 suggest that this program could include a lot of courses. He observed that the definition is very broad to include so many areas that almost any course could be included. President Seiling said that there are restrictions in other areas as to what courses can be taught based on what a particular school is already offering. The general idea is that if a student can take the course at the high school, it can't be included in dual enrollment. These are not AP classes. There may be a basic skills exception. When students take these courses their graduation rates increase and they come to college with units in hand. Senator Goralski stated concern that the agreement seems very close to an end-run around our collective bargaining agreement.

Senator King shared that the target is for students who might never come to college otherwise.

Senator Johannsen stated that CTE dual enrollment is not an end-run around the contract, but she knows of colleges that offer more than CTE classes, such as psychology and history. She stated that this is also a Workforce to Taskforce issue, and shared that she has already created a pathway for psychology. As a result, Cypress College could put a psychology course in dual enrollment as part of the pathway. President Seiling asked Senator Johannsen if the contract was vetted. Senator Johannsen noted that this is a boiler plate contract, but we have to be careful. President Seiling reiterated to the Senators that part of the faculty responsibility is to create a firewall in order to protect our curriculum and our contract. Senator Johannsen stated that the high schools can initiate and ask for any class they need and the decision needs to be made at the department level. Curriculum Chair Majarian expressed concern about the rigor of courses and faculty oversight.

Guest Linda Borla shared that the United Faculty parent organizations CCA (Community College Association) and CTA (California Teachers Association) are cautiously looking at dual enrollment. CCA has been opposed, but because it is a movement in the state they feel the need to be involved. There is concern over areas that might circumvent collective bargaining and outsource jobs. Senator Pashaie asked if anyone is worried about academic freedom in the classroom when dealing with high school students. Senator Pelletier explained that certain courses are off limits to Special Admit students, who are high school students, because of the content, such as Life Drawing and Human Sexuality. President Seiling doesn't have a complete answer, but his understanding is that not every class we have would be a pathway course. He reminded the Senators that dual enrollment will come back as an agenda item in the near future.

IX. Faculty Issues—New Business

A. Basic Skills Transformation Grant

President Seiling shared that Past-President Grande will be talking about this issue in the future, but she would like to bring attention to three areas of concern. The first area is faculty commitment and the role of faculty. The grant calls for extensive faculty involvement. The Senate has no evidence of sufficient faculty involvement so far because none of the items have ever been voted on by the Senators. Some discussions have taken place, but nothing has ever been approved through the Senate. The second area is the possible purchase of a Veritas Learning Software tracking system, which is supposed to help counselors track where students are going. One question to pursue is how counselors feel about the software. The third area is that the software costs \$650,000, while the grant states a spending limit of \$375,000. Because there is no official accounting of where the extra money will come from, there is a fear that this could end up being a very large unfunded mandate based on the requirements of the grant.

President Seiling wants to hold off on an extended discussion in order for Past-President Grande to share her expertise in understanding budgets and grant proposals. Senator Pelletier asked to have information forwarded in order to share with the Counseling Division.

Christie Diep shared that she is on the BSI Committee (Basic Skills Initiative) and the grant was on a fast track though not completely understood. First it was rejected and then it was accepted, but the discussion of the Veritas software was never completed. President Seiling will put this item on the next agenda for a more detailed discussion, and he will ask VP Bandyopadhyay to come and present to the Senators.

B. Stanback-Stroud Diversity Award

President Seiling shared that this is an award given out at the State Academic Senate Spring Plenary. The question is if the Cypress Academic Senate is interested in forwarding a name and if that name should be the Cypress College Diversity winner. There could be other nominees if the Senate wants to consider. President Seiling asked for a sense of the Senate on forwarding the name of the Cypress College Diversity winner for the Stanback-Stroud Diversity Award. Senator Pashaie asked if the Cypress Diversity winner already receives a monetary award. President Seiling stated that the winner gets a small amount, but nothing significant. He will bring back the award materials for review before a final decision is made.

C. Senate Executive Committee Meetings

President Seiling noted the importance of the Senate Executive Committee meetings in order to expedite items that will then be fully discussed in the regular Senate meeting. President Seiling shared that at the last Senate Executive Committee meeting faculty member Susan Klein brought up the issue of possible perceptions of any “back-room” type of activities. He expressed appreciation for the concern and for the hard work of Susan Klein, Senator Billy Pashaie and others at the meeting who are a testament to the productive and open nature of the meeting. Utilizing Senate Executive Committee meetings is not an uncommon practice, and it is a practical way to get things accomplished in a very transparent fashion. President Seiling pointed to the fact that subcommittees do most of their work without a call for all faculty participation. The Senate Executive Committee meetings are open to all faculty, and therefore transparent, which is key. Secretary Gober asked about minutes and agendas for the meetings, which he would like to see posted on the website. President Seiling again noted that subcommittees never send out agendas or post minutes, which the Senate Executive Committee will do in order to maintain transparency. The idea is that this committee will not replace any standing committee, but this committee can be a transparent way to conduct faculty business in an expeditious manner.

The Senate Executive Committee will work on items to bring forward to Senate, but all will be done according to an absolute commitment to transparency and process. Senator Majarian stated that these committees work very well at State Academic Senate Plenary sessions in order to economize time.

Guest Pat Ganer commented on the problem of faculty approving items without questioning. She is concerned that Senate Executive Committee recommendations might get approved without debate because of this lack of questioning that seems to be happening. She advised faculty to constantly ask questions in order to avoid voting on items without thought. President Seiling underscored that the same thing can happen with subcommittees, but subcommittees lack the posting of minutes,

agendas, and calls for open faculty involvement that provide a more transparent process.

Senator Goralski asked if the Senate Executive Committee would be given a directive from the Senate or if the committee itself would provide its own directives.

Subcommittees have their scope defined beforehand while this committee doesn't have a clearly defined scope. President Seiling clarified that this committee is designed to take care of issues that will then be agendized at Senate. The committee will provide every opportunity for all faculty to be involved. Senator Wada asked for more clarification about the nature of the items that will be taken to a Senate Executive Committee meeting. President Seiling wants the Senate to establish the parameters and decide how these meeting will be utilized. Senator Hill expressed that the work conducted at the last Senate Executive Committee meeting was impressive and very helpful. Senator Pelletier stated that he believes the committee can be used for items that are urgent.

Senator Goralski expressed concerned about the word "urgent" because many issues are deemed "urgent" in order to push them through without a long process. Senator Pashaie observed that "urgent" must come from the faculty and not the administration. Senator Wada expressed concern that she might not be available for the Senate Executive Committee meetings. President Seiling restated that there is no difference between being able to attend a Senate Executive Committee meeting and a subcommittee meeting. However, the transparency afforded by the Senate Executive Committee meeting will provide all faculty with the opportunity to participate. President Seiling stated that there are no scheduled Senate Executive Committee meetings at this point, and the topic will be agendized again for further discussion.

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>.