

ACADEMIC SENATE
Approved Minutes for September 8, 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	X
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	ABSENT
Social Science 2	Craig Goralski	X
Adjunct Senator 1	Tonya Cobb	X
Adjunct Senator 2	Katie King	ABSENT
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	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: David Booze, Linda Borla, Angela Boyd, Treisa Cassens, Paul de Dios, Leslie Palmer, Cypress College President Bob Simpson		

I. After establishing a quorum, Academic Senate President Seiling called the meeting to order at 3:02 pm with one alternate in attendance.

II. **Adoption of the Agenda:** On motions duly made, seconded, and carried item IX. Faculty Issues-New Business, A. Academic Senate Treasury Position was moved to the President's Report.

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

III. **Approval of Minutes:** On motions duly made, seconded, and carried the August 24, 2016 Senate Minutes were approved with the following revisions:

a. Senator Wada asked that the SLO reassigned time reported on page 7 be corrected from 140% to 120%: 80% (12 units) per semester for the SLO Coordinator, Sarah Jones, and 40% (6 units) per semester for the SLO Coordinator Assistant, Michael Brydges.

Senator Wada inquired if there was a fact issue in the report made by the Senate President or if there was incorrect recording by the Secretary. President Seiling confirmed that the Minutes were recorded correctly based on the information presented. The error resulted from an initial misunderstanding of the reassigned time designated for Sarah Jones as Coordinator, which was thought to be 100% (15 units) when it was actually 80% (12 units), along with 40% (6 units) for Michael Brydges as SLO Coordinator Assistant.

b. Correction to the spelling of Liana Koeppel's name.

c. Past-President Grande suggested that the salutation formatting for the Minutes read JG/cd.

IV. **Public Commentary:** Cypress College President Bob Simpson asked the Senate to discuss the Fall 2016 final grade submission deadline in relation to the new Board of Governors timeline regulations for BOG Fee Waiver eligibility reporting (see attached statement). A Fullerton College faculty discussion, supported by the Fullerton Faculty Senate, resulted in December 19th as a proposed final grade submission deadline. President Simpson shared that he is not comfortable making any decision without faculty feedback and asked that Senators review the academic calendar. He would like feedback as soon as possible on whether or not a December 19th deadline for final grade submission is acceptable. He emphasized that consistency with Fullerton College is necessary. Dean Paul de Dios explained that he wants to avoid any issues that could arise if faculty are not fully involved in the dialogue. Last year the fall grade submission deadline was January 5th as a result of faculty input. However, an early January date does not give District IS the necessary turnaround time to generate student eligibility lists within the newly mandated timeline regulations. As part of the discussion, consideration needs to be given to campus closure dates and issues with

faculty grade reporting that require extra time. President Seiling will agendize the issue for faculty discussion.

- V. Faculty Announcements and Invitations:** Senator/Coach Pinkham announced that Wyatt Ware, longtime announcer for Cypress sports, is moving. Coach Pinkham has been trying to get the word out to faculty and students that there is an immediate need for a volleyball announcer starting at the end of this month. The overall need is for someone to announce the volleyball, basketball, and baseball games. Faculty and/or students can volunteer. Anyone interested should contact Coach Pinkham.

VI. Special Reports

President Seiling clarified that Special Reports are “special updates” about what is going on in that committee or group. Any items that require lengthy discussions should be agendized.

- A. Associated Students:** Tanya Washington reported that Club Rush was a great success in showcasing the clubs on campus. Six Associated Students will be going to San Diego over the weekend for leadership workshops at the Southern Regional Retreat. The Tri-City Women’s Conference is Wednesday, September 21st. Tanya encourages faculty and students to sign up. Information is available on the Cypress College website.
- B. United Faculty:** United Faculty President Tina Johannsen reported that UF has some outstanding issues that have been coming up regarding class size and multiple sections and a lack of shared governance within divisions and departments. UF will be bringing this forward. UF President Johannsen has been invited to a candidate forum for the trustees and will be attending. Keith Vescial reminded faculty about the benefits workshop and discussion scheduled from 3:30-4:30 pm in the Humanities Conference Room on Thursday, Sept. 15th. Guest Linda Borla asked why California Teacher’s Association (CTA) wasn’t invited to talk about the benefits of union membership. Keith will look into this. UF President Johannsen stated that UF is hoping faculty who are unhappy with the way the contract was ratified will come to the benefits meeting and give feedback about what they specifically want. UF doesn’t have the details and they need feedback from faculty about what they want concerning benefits.

Senator Goralski asked the UF President, Tina Johannsen, if faculty could expect a response from UF regarding President Bob Simpson’s email focused on “all users” and emails going out regarding union business. Johannsen stated that she isn’t going to respond; however, the contract does say that we can use campus email for union business but not for conversations. A question was raised asking where the contract states that conversations can’t occur.

President Seiling clarified that he will be addressing this in his President's Report. The issue is "all users," but the administration is perfectly fine with faculty using a faculty list for union emails. The issue is that "all user" emails go to non-union employees. President Seiling emphasized that there is no problem with faculty having these conversations, as long as they use an "all faculty" list rather than an "all users" list. Senator Goralski shared his concern about the lack of clarity in President Simpson's email, which could be interpreted to mean that faculty cannot use campus email at all for these conversations. President Seiling reported that Fullerton College doesn't even allow "all user" emails without written permission. He further clarified that the main point is that "all user" emails are supposed to be used with discretion.

Senator Goralski asked that the clarification of President Simpson's email be conducted with as much fanfare as possible. President Seiling will ask President Simpson to come to Senate to speak on the issue.

In response to the UF report on multiple sections and class size, guest Linda Borla asked if UF is planning to take action as opposed to talking about the problems without taking any protective actions. She noted that this has been an ongoing problem for faculty.

President Seiling clarified that although the conversations about special reports are germane to the reports, the true discussion needs to happen at a different place on the agenda.

- C. **Adjunct Faculty United (AdFac):** AdFac representatives will be going to the Board of Trustees (BOT) candidate forum. Reminder about the upcoming happy hour at the Fullerton Elks Lodge on Sept. 16th.
- D. **Professional Development:** Mixology was a success. Call for conference funding will come out next week. 1st event will be happening in October. Faculty will be getting more details in the upcoming weeks.
- E. **Curriculum Committee:** Curriculum Chair, Mark Majarian, reminded faculty about key dates for curriculum prelaunch. Information is available on the website. The Committee is now in the process of pre-launching the next cycle in order to get them through the Systems Office. Chair Majarian is working on the updated voting member list to submit to Senate, and he is also working on the accreditation study to demonstrate how curriculum interfaces with the larger decision making processes on campus.
- F. **Academic Senate Treasurer's Report:** No Report

- G. **Cypress College Foundation:** No Report (Still need a liaison.)
- H. **Basic Skills Committee:** President Seiling reiterated that Senate has not received a Basic Skills report in two years. A special task force has been created to ensure that Basic Skills, Student Equity, and Student Success Support Program (SSSP) monies don't overlap. Faculty will be needed for a committee concerning this issue. There are no further details at this moment.
- I. **Student Learning Outcomes Assessment:** On behalf of Sarah Jones, President Seiling announced that data is continuing to be put into TracDat from the SLO work completed in the summer. Eight of the nine programs undergoing Program Review this semester will be able to generate their final SLO reports for their Program Review reports. SLO Committee had their first meeting. Every Division has representation. 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 announced that she finished the Program Review Manual. After the Program Review Committee reviews the manual, it will be presented to Senate. Every program that is up for Program Review has received their data. The Career Technical Education (CTE) programs that need to conduct their two-year reviews also received a data sheet to help them create their short form, which only needs to be one page. The Committee is looking forward to the new four-year cycle. As the SLO Data Coordinator, Kathleen Reiland will be meeting with Fullerton to go over the system that they use. They will also be looking at the types of systems that other colleges use.
- K. **Accreditation Self Study:** On behalf of Liana Koppel, President Seiling shared that the Committee met to discuss the QFE issues, and workgroups are being formed in order to begin developing plans.
- L. **District Council on Budget and Facilities:** No Report

VII. President's Report and Committee Appointments

The President's Report was sent out to all Senators in advance. President Seiling asked for questions or clarifications concerning the report. No questions.

Agenda item moved:

Faculty Issues-New Business, A. Academic Senate Treasury Position.

President Seiling clarified that as the official Senate Secretary, Joel Gober is performing all of the official Secretary duties with the exception of writing-up the minutes. Secretary Gober will be receiving the reassigned time for the Secretary position. As the Senate is currently structured, there is no reassigned time for a recording secretary. If the official Secretary decides to use a recording secretary, that person does not have designated compensation from the Senate at this point. President Seiling reiterated that the Senate needs to look closely at the Secretary reassigned time because 20% is inadequate in his opinion. He suggests a possible change to 40% in order for the secretary to have the option of utilizing a recording secretary.

Senator Gutierrez questioned if the Senate can actually have a recording secretary. She suggested that the Senators are redefining the role of the Secretary without process and asked where the change in the Secretary duties needs to occur. President Seiling stated that what the Senate is doing is not wrong according to the Constitution, and eventually the By-Laws need to reflect the option of a recording secretary. He feels that many faculty members do not want to do the job of Secretary because it includes typing up the minutes, and there is absolutely nothing wrong with using a recording secretary for this task. The Senate is not redefining the actual duties of the Secretary. The only difference is that the actual typing of the minutes is done by a recording secretary in coordination with the Secretary. President Seiling's concern is with creating traditions that are not written down. Because he sent out five calls for the Secretary position without any response, the current solution is viable and was approved unanimously at the last Senate meeting. It now needs to be formalized in the By-Law revisions.

President Seiling reminded the Senators that a serious issue occurs when Senators vote on things and don't know what they are voting on. He emphasized the need for absolute transparency in the Senate because the Senate is all faculty. The Senators are the leaders of the faculty on campus, and they need to be as informed, prepared, and engaged as possible.

Senator Gutierrez stated that although the vote was unanimous because it is a good solution to the problem, she later wondered if what she voted on was allowable. She does not see a clear process spelled out in the Constitution or By-Laws. Because the Constitutional Amendments were about clarifying processes, she felt that the Senate had now put the "cart before the horse" in voting for a recording secretary. She stated that the Senators clearly knew what they were voting on, but they might not have known if they were actually allowed to vote on it. President Seiling repeated that the By-Laws need to be amended to specifically state the recording secretary position, but as they are currently written they accommodate what the Senators voted on. Senator Gutierrez noted that the By-Laws are brief and she was unclear about what the

Senate can do. President Seiling avouched that the Senators had not taken any untoward action when voting for the Secretary and recording secretary. He stated that there is a process whereby Senator Gutierrez could contest the vote, if she desires. As it stands, the current situation will become custom until the actual process is included in the By-Laws.

Senator Wada questioned if the Constitution needs to be amended immediately. Her concern is that by bringing in a recording secretary, this person is taking away one of the four main Constitutional duties of the Secretary. She is concerned that three of the Secretary duties have now been reduced to only one duty. President Seiling re-explained that the Constitution creates the Senate structure and the By-Laws indicate how the Senate actualizes that structure. He again stated that this is a specific Senate definition that belongs in the By-Law revisions in order to avoid relying on tradition or custom. Senator Wada questioned the Constitution definition of the Secretary duties, in particular that the Secretary “shall keep a record of the proceedings.” President Seiling echoed his previous explanations that the Constitution does not say that the Secretary has to “write” the minutes. Senator Wada questioned this distinction. President Seiling stated that the ambiguity is purposeful and the current Secretary is keeping the records even if he isn’t typing them up. Senator Wada stated that her questions last week after the vote concerned the different designations between the Secretary and the recording secretary. She observed that it would be a good idea to delineate between the duties when the By-Laws are revised. President Seiling reiterated once again that this is what the By-Law revisions will accomplish.

Guest Linda Borla noted that having a clerical person take minutes is very common on different types of boards and organizations. She reminded faculty that UF has a paid bookkeeper and an official Treasurer who receives reassigned time. President Seiling reiterated that the only issue at hand is that the Senate needs to spell this out in the revised By-Laws.

Committee Appointments:

Professional Development Committee: Two positions were actually open: one full-time faculty and one adjunct faculty. President Seiling asked the Senate to approve Steven Estrada as the full-time faculty member and Tonya Cobb as the adjunct faculty member. Approved with unanimous consent.

Self Study Committee: One faculty member needed for this committee. Tradition has been that Executive Board members serve on this committee. If no Executive Board members can serve, President Seiling will put out a call to all faculty. This committee will be looking at the Accreditation Self Study from

the Senate perspective. Senate is responsible for two big areas of planning focus that will help in writing the report: Distance Education and SLOs.

VIII. Faculty Issues – Unfinished Business

A. Work Force Taskforce

Past-President Jolena Grande referenced the attachments sent to the Senators regarding the Work Force Taskforce. \$3.7 million dollars is specifically earmarked for the Strong Work Force Program for 2016/2017. One of the objectives is to make significant gains in closing employment and skills gaps for certain groups of people. The recommendation at the District Consultation Council is to create a subcommittee in order to put together a summit where all CTE faculty (all three campuses) can come together for discussion on allocation effectiveness. Additional funds could come in to play as other funding areas are leveraged. Customarily money coming to the District is allocated according to Full-Time Equivalent Students (FTES); however, this new money allocation will be based on outcomes and the newly developed metrics. Past-President Grande believes that many faculty across campus need to have a voice in this discussion because of the possible leveraging of SSSP money, Student Equity money, etc. She wants to ensure that we have a strong voice at the table in how the money will be allocated. Currently the District is considering only CTE faculty and the CTE Deans who oversee Perkins.

Past-President Grande moved that the Senate participate on the District subcommittee for creating a faculty summit for CTE Work Force Taskforce issues. (Grande/Gober)

Senator Pelletier asked for clarification about the role of faculty on the subcommittee. Past-President Grande explained that the motion would say to the District that we want things to be looked at differently and we want to be involved in discussions of new allocation models. Senator Pelletier asked if getting the District involved means spreading the money to places that it doesn't go to currently. Past-President Grande shared that this could happen automatically because the money goes first to the District and currently the only thing the District does is allocate according to FTES, which is normally a 60/40 split: 60% to Fullerton and 40% to Cypress. This isn't necessarily appropriate because Cypress has the greater percentage of CTE Programs. Senator Reiland spoke in strong support of the motion because of the large amount of CTE programs at Cypress. Curriculum Chair Majarian asked if these funds would be categorical. Past-President Grande indicated that the funds will not be categorical and they will be ongoing for an undetermined timeframe. Senator Johannsen spoke in support of the motion because it would ensure that more faculty are involved in how money is allocated. Senator Wada asked if a majority of the

faculty at CTE are on board with the motion. Past-President Grande stated that she can't answer that question because so many of the faculty don't even know what's actually happening. Senator Reiland shared that one of the things she wants to do is invite all Cypress CTE faculty for a discussion in order to really hear all of the ideas and concerns. This would then be information to include in the summit discussions.

Motion to have Senate participate on the District subcommittee for creating a faculty summit for CTE Work Force Taskforce issues passed with no objections or abstentions.

Building on the previous motion, Past-President Grande discussed the appointment of the faculty members who would serve on the subcommittee that will create the summit. District Vice-Chancellor of Educational Services and Technology Cherry Li-Bugg envisions the summit to include all CTE faculty as well as others who are invited to participate. The appointed faculty will be working to plan the event. Past-President Grande suggested that the Senate might want to appoint the CTE liaison, and a few others. The timeline is short, as Vice-Chancellor Li-Bugg would like this summit to happen within the next four weeks. President Seiling asked the Senators if any would like to volunteer to be part of this group. Tonya Cobb, Ruth Gutierrez, Tina Johannsen, and Kathleen Reiland volunteered.

It was moved without objection to accept Tonya Cobb, Ruth Gutierrez, Tina Johannsen, and Kathleen Reiland to help plan the District CTE summit.

Past-President Grande emphasized that she hopes we will create new models of allocation in order to maximize the return for students. Because of the new CTE metrics, we will not be able to get ongoing funds unless we can show gains in student outcomes.

B. Distance Education Coordinator Position

President Seiling provided context for the discussion. The Distance Education (DE) Coordinator position job descriptions were looked at last semester, but the Senate decided to delay the discussion because of concerns over some of the duties. This semester, the Senate is at a point where decisions need to be made. President Seiling asked the Senators to look at the job descriptions for both the faculty coordinator and the tech support position. He reminded the Senators that it was already decided that there will be a split of the duties. Senate needs to decide which duties will be performed by the faculty member and which duties will be performed by the technical support person.

The DE Faculty position was put on the screen for the Senators to discuss. President Seiling reminded the Senators that as part of the discussion, the DE plan is also being created. A well defined support system needs to be created for faculty: the ideal plan.

The goal is the best DE Program. President Seiling emphasized that DE should be thought of as a classroom like any other classroom. Faculty are not responsible for all of the technical and logistical items in a classroom, such as lights, etc., but faculty are responsible for the pedagogical aspect of the classroom.

Senator Johannsen noted a problem with the wording “Special projects as assigned.” She questioned if this faculty person would be compensated for additional special projects.

M/S/P to add the word “complete” to “Special projects as assigned.”

M/S/P to add the word “perform” to “Special projects as assigned” and change the word “assigned” to “as needed.” Amended language to read, “Perform special projects as needed.”

Curriculum Chair Mark Majarian read a statement for proposed inclusion:

The Distance Education committee chair coordinates the reviews of course and program submissions for distance education or hybrid contexts at level two in Curricunet to determine what Distance Education delivery methods are most appropriate for the instructional needs of a course or program.

President Seiling clarified asked Mark to work on the wording while other areas move forward for discussion.

M/S/P to strike “Act in the capacity of the backup Blackboard Administrator” from the list of duties.

M/S/P to eliminate, “Facilitates the Online Teacher Training course and updates course site as needed” from the Technology Coordinator duty and add the wording to the Faculty Coordinator duties.

Curriculum Chair Majarian moved to add the following language: (Majarian/Grande)

Coordinate and review course and program submissions for distance education or hybrid contexts at level two in Curricunet to determine what Distance Education delivery methods are most appropriate for the instructional needs of a course or program.

Curriculum Chair Majarian expressed that this is a critical task for the DE chair to ensure that all of our DE and hybrid courses are looked at critically by the DE chair. The Curriculum Committee will rely on the expertise of this faculty.

Past-President Grande moved to strike the wording “level two” in case we ever move from Curricunet or re-level our system. M/S/P to strike the wording “level two” from the proposed language.

Guest Linda Borla asked if the wording “most appropriate” indicates that the DE Coordinator has the final say over department faculty curriculum decisions. President Seiling clarified that the DE Coordinator cannot infringe on a faculty member’s right to create curriculum using the delivery method that they deem suitable.

Discussion ensued over wording that would avoid the appearance or suggestion that the DE Coordinator has authority over department faculty curriculum decisions. President Seiling asked for amendment suggestions. Further discussion ensued. Moved to change the wording to “assess and evaluate.” (Majarian/Johannsen)

Discussion for “assess and evaluate” highlighted the issue of faculty control and a speculated need for the DE Coordinator to determine if courses can be taught in the DE format. Curriculum Chair Majarian wants to rely on the DE Coordinator to approve this area because the Curriculum Committee isn’t always able to determine if a course is appropriate for a DE format or not. Senator Gutierrez also expressed concerns about having to get approval from the faculty DE Coordinator for department curriculum decisions. Senator Pelletier added that he doesn’t mind the DE Coordinator assessing and evaluating courses, as long as the person doesn’t determine what curriculum faculty can and can’t create. Curriculum Chair Majarian stated that he doesn’t mean for the person to deny a course going forward. He is just concerned that we meet all of the new standards for Distance Education.

M/S/P to change the language to “assess and evaluate delivery methods.”

M/S/P to add the language “in consultation with discipline faculty.”

President Seiling asked that the Senators look at the Tech Coordinator position to see if anything needs to be moved.

M/S/P to strike “Serve as back-up Blackboard Administrator” from the Tech Coordinator Position.

Senator Pashaie asked about the reassigned time for the faculty position. Discussion ensued about the ability to get a faculty member to do the job without adequate reassigned time. It was noted that the previous reassigned time was 100%. The hope is that with the new Tech position, the faculty coordinator won’t need 100% reassigned time because the duties will not include the technical aspects.

President Seiling handed the gavel to Past-President Grande in order to present a block of amendment suggestions on the screen. Discussion ensued regarding moving specific items from the Tech position to the faculty position.

Motion to move all of the boldfaced DE Technology Coordinator items to the DE Faculty Coordinator position. (Seiling/Majarian)

M/S/P to change the motion from “move” to “copy.”

M/S/P to copy boldfaced items from DE technology Coordinator position to DE Faculty Coordinator position.

President Seiling took back the gavel from Past-President Grande. He explained that we are behind in the process and need to take into consideration the timeframe needed to finalize the position and advertise to faculty. The Senators also need to consider the timeframe for the Tech position and the hiring process, which will probably happen next spring.

Dean Cassens emphasized that the faculty position is the most important piece. It is essential for the faculty voice.

President Seiling stated that because the time is late, the Senate will need to work very hard at the next Senate meeting in order to get the job accomplished.

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>.