

**ACADEMIC SENATE**  
**Approved Minutes for September 11, 2014**  
**Place: CCC – 414 3:00 pm to 5:00 pm**

<b>ACADEMIC SENATE OFFICERS</b>		<b>PRESENT</b>
President	Jolena Grande	<b>X</b>
Past-President	Gary Zager	<b>X</b>
Secretary	Bryan Seiling	<b>X</b>
Treasurer	Laurie Morvan	<b>X</b>
Curriculum Chair	Mark Majarian	<b>X</b>
<b>ACADEMIC SENATORS</b>		
Business/CIS	Jesse Saldana	<b>X</b>
Career Tech. Education 1	Kathleen Reiland	<b>X</b>
Career Tech. Education 2	Michael Klyde	<b>X</b>
Counseling 1	Renee SSensalo	<b>X</b>
Counseling 2	Renay Laguana-Ferinac	<b>X</b>
Fine Arts 1	Jim Hormel	<b>ABSENT</b>
Fine Arts 2	Paul Paiement	<b>X</b>
Health Science 1	Joe Franks	<b>X</b>
Health Science 2	Jane Walker	<b>X</b>
Health Science 3	Rebecca Gomez	<b>X</b>
Language Arts 1	Sarah Jones	<b>X</b>
Language Arts 2	Keith Vescial	<b>X</b>
Language Arts 3	Pat Ganer	<b>X</b>
Library/Learning Resource Center		
Physical Education	Bill Pinkham/Nancy Welliver	<b>ABSENT</b>
Science, Engineering, Math 1	Laurie Morvan	<b>X</b>
Science, Engineering, Math 2	Joel Gober	<b>X</b>
Science, Engineering, Math 3	Ron Armale	<b>X</b>
Social Science 1	Bryan Seiling	<b>X</b>
Social Science 2	Craig Goralski	<b>X</b>
Adjunct Senator 1		
Adjunct Senator 2		
Adjunct Senator 3		
<b>LIAISONS</b>		
Associated Students	Frida Lugo	<b>X</b>
Campus Diversity		
Campus Technology	Michael Johnson/Doug Sallade	<b>ABSENT</b>
CC Foundation		
Program Planning and Review	Kathleen Reiland	<b>X</b>
Staff Development		
United Faculty	Randa Wahbe	<b>X</b>
Basic Skills	Cherie Dickey	<b>X</b>
Student Learning Outcomes	Sarah Jones	<b>X</b>
<b>GUESTS:</b> Tina Johannsen, Robert Mercer, J.Y. Ho, Christie Diep, Lawrence Keel, Susan Klein, and President Robert Simpson		

**ALTERNATES IN ATTENDANCE:** Tina Johanssen for Rebecca Gomez and Robert Mercer for James Hormel

- I. After establishing a quorum, President Jolena Grande called the meeting to order at 3:03 p.m. and recognized the following alternates: Robert Mercer for James Hormel and Tina Johanssen for Rebecca Gomez.
- II. **Adoption of the Agenda:** On motions duly made, seconded, and carried, the Agenda was approved as submitted. (Zager/Seiling)
- III. **Approval of Minutes:** On motions duly made, seconded, and carried, the minutes of the May 8, 2014 meeting were approved. (Seiling/Johanssen). The vote was unanimous with Senators Ganer, Gober, Goralski, Paiement, and Vescial abstaining.

On motions duly made, seconded and carried the minutes of the May 22, 2014 meeting were approved with corrections made for spelling and clarification and detail given to the presentation on CCCCCO Scorecard. (Seiling/Johanssen). The vote was unanimous with Senators Ganer, Gober, and Paiement abstaining.

**IV. Public Commentary:**

Cherie Dickey responded to public commentary offered on May 22, 2014 by a member of the English Department that accused the Reading Department of appropriating the words English Department to create anew entity called the "English/Reading Department." There is concern that the 2013-14 catalog did not have any listing of the English/Reading faculty under the English Department due to a correction sent by the English Department leadership. The change was not made with the consultation of English/Reading faculty or the division dean. After discussion with the dean, college president, and staff working on the catalog, the names were reinstated. (Copy of prepared statement attached.)

Cypress College President Robert Simpson welcomed the Senate to the new school year and thanked everyone for the vital role played by the Senate. He addressed the need to fill the vacant coordinator positions for both Staff Development and Distance Education, underscoring the importance of each committee. In the event these positions aren't filled, what is the fall back plan? He also stressed that the disagreements between the Reading and English Departments need to be resolved. He hopes this will be done through a dialogue between the two departments but also asserted that the issues were academic and professional and would ultimately fall under the purview of the Senate. He stated that the issue must be resolved. He then discussed how Measure J had the potential to be transformational for the campus. He ended by stating that he would be available to the Senate for anything we may need.

Tina Johanssen addressed the process by which the Special Enrollment Task Force was created. She raised concerns about transparency and shared governance. At the request of the Vice President of Instruction, a call for members was only made to certain divisions and not all. In matters involving the allocation and

use of campus funds and resources, all parties should be considered. She hoped other divisions would be allowed to participate as many divisions on campus are impacted by decisions made in this area. She asked the Senate to keep this in mind as it debated the issue. (Copy of prepared statements attached.)

Senator Ron Armale thought it would be a good idea for the Senators, Liaisons, and guests to introduce themselves. President Grande said she had that planned for her report.

## V. Special Reports

### A. Staff Development:

Rebecca Rojas' term as Staff Development Coordinator ended 6/30/14. While she agreed to continue doing some of the clerical work including updating forms and the website until a new coordinator could be found, she stressed how she could not run the meetings, get conference funding, or handle the larger processes. Other committee members agreed to run the meetings for the time being.

There was discussion that Dr. Micheal Flores from the History Department had submitted his name for consideration for the position. Rebecca mentioned that others had discussed the position with her, but she had no knowledge of Dr. Flores' interest. Past-President Zager stated that a bigger pool of candidates was desired. Senator Seiling mentioned that one candidate might be better than the current situation.

Rebecca reiterated the work involved in the position. She stressed that there were hours of work done outside of the committee meetings dealing with funding and event planning that required more than just reading material and showing up at a meeting. The committee is representative of the campus includes managers, faculty and classified staff. It is sometimes a struggle to maintain classified members because of the time commitment. The meetings are the 2<sup>nd</sup> and 4<sup>th</sup> Monday from 2-3:30. The day and time worked best with the schedules of the committee members.

Past-President Zager thanked Rebecca for her service and willingness to continue in a limited capacity while we find a replacement.

### B. Associated Students:

Frida Lugo reported that Club Rush would be held September 16<sup>th</sup> and 17<sup>th</sup> from 11:30 to 1:30. There is also a new Chief-of Staff position in Associated Students. The person will be in charge of supplies. A special election will be held to coincide with Club Rush. The hope is that voter turnout will be greater as a result.

### C. United Faculty:

Dr. Wahbe reminded faculty there was still time to submit the survey distributed Opening Day. This can be returned thru campus mail. The new

Negotiating Committee consists of Christie Diep from Cypress College and Jennifer Coombs, Phil Mayfield, and Marcus Wilson from Fullerton College. The UF now has an Executive Board and a Representative Council by division. UF meetings will be at Cypress College in the even numbered months and at Fullerton College during odd numbered ones. Benefits folders are going to be distributed through the division representatives and all are encouraged to read them. The Yellow sheet in the package contains meeting times and lists division reps. The next Rep. Council meeting is 9/24 at Fullerton College. The next meeting at Cypress is 10/22. All faculty members are invited to Rep. Council meetings.

**D. Curriculum Committee: (Report Attached)**

The Curriculum Committee Chair reported his Committee has 263 courses and 38 programs and certificates submitted for this coming year. This is much lower than the record numbers of courses over the past 3 or 4 years. This is a testament to all the work done on the campus to address the sea changes coming from the state. There are 19 vested Associate Degrees for Transfer (ADT) with four others in process at the state and three more with the potential to be created this year.

There was a report on sessions from the Curriculum Institute (report attached to minutes). There are some significant sea changes ahead and all are encouraged to read the report. The “hot button topics” included articulating entry level basic skills courses with high school Common Core standards, creating course descriptors to reflect Common Core standards for basic skills courses, creating common assessment tools for reading, writing, and math while tying matriculation funding to that process, as well as looking at enrollment priorities, web-based programs, and other potential changes.

All were encouraged to attend a special meeting Tuesday September 30<sup>th</sup> at 3:00pm in BUS 203. Greg Rutan and Michelle Grimes-Hillman from the Academic Senate for California Community Colleges will be discussing protocols for placing courses within disciplines. The topic has relevance for business that is or will be coming before the Senate.

**E. Academic Senate Treasurer’s Report:** No report

**F. Cypress College Foundation:** No report

We are still looking for a representative.

**G. Basic Skills Committee: (Report Attached)**

Dr. Dickey reported her Committee was preparing the End of Year Report due October 10<sup>th</sup>. With Title V, the Summer Boost Plan was kick started this summer. It was quite successful, and the Committee looks forward to presenting more on it and the English materials from a fieldtrip to an effective and successful program in Norco.

**H. Student Learning Outcomes Assessment:**

Members of the committee will be attending an ACCJC workshop on SLOs at Citrus College September 19 and will report on it at a future Senate meeting.

**I. Program Review and Department Planning:**

Information on meetings and the schedule of programs/departments under review this semester were sent to the division reps. This will be the first semester we will be using the new Short Form for CTE programs revised last spring.

**J. District Council on Budget and Facilities:**

President Grande reported the District Financial Report was out and on the district website. A Hard copy is in the Senate Office. There is a potential for up to 65 Full-time Faculty hires in a proposed 60/40 split between Fullerton College and Cypress College. That split reflects the traditional 60/40 split in FTES generation. None are proposed for SCE. There is also a \$3.8 million surplus for the district to use. The possibility of some sort of a raise has not been ruled out of the question.

**VI. President's Report:**

President Grande began by expressing her appreciation and gratitude to all for their service. She passed out Senate membership cards that outlined the many areas under Senate purview and underscored that the Senate addresses academic and professional matters.

Those in attendance were asked to introduce themselves and give their views on where the Senate is going or should go in the future.

President Grande informed the Senate that it needed to set and post an Academic Calendar. She handed out and proposed calendar. It was accepted by unanimous consent without abstentions.

**VII. Faculty Issues – Unfinished Business**

**A. By-Laws Committee Meetings:**

Senator Seiling announced that the Committee to Revise the Constitution and By-Laws was going to be proposing changes to the Senate By-Laws in light of the changes made to the Senate Constitution last spring. Christie Diep, Chair of the Committee, confirmed a meeting would be scheduled for the next week and that it was hoped an update would be given at the next Senate session.

**B. Distance Education Coordinator Position:**

We are still looking for a coordinator and need to fill the position ASAP. A description of the position was passed out to facilitate a serious discussion of how to attract a candidate and where the position is going in the future.

In the meantime, Dean of Distance Education, Dr. Steve Donley, has made a proposal to separate the position into a classified pathway and a faculty one. It is a common practice on other campuses to separate the IT component (website and software development) from the instructional design. In the past, we had coordinators that were versed in both areas, but is that too much for one person to handle? Is a lack of technical expertise preventing candidates from stepping up to serve? He

A second proposal seeks to allow DE faculty trained at other colleges to have a Blackboard site here at Cypress without going thru our training. Christie Diep reported that the English Department hired 10 new faculty members this summer who have Blackboard accounts at other schools, but they have not been able to go thru our training, and thus, can't have a Blackboard site.

Senator Ganer suggested that Jeanne Miller and Jessica Puma, the last two DE Coordinators, be invited to the Senate to share their thoughts about the Distance Education and where it is going. It was agreed that the two should be invited to be part of the Senate discussion.

The issue of MOOCs, the appropriate level of compensation, and how other campuses are addressing this issue were also raised as part of the discussion. Both the Coordinator position and exempting faculty trained on other campuses will be discussed in greater detail at the next Senate meeting.

**C. Staff Development Coordinator Position:**

We are still looking for a coordinator. A new call for candidates is being sent out. The lack of clerical support given to this position was raised as a possible issue in getting candidates. President Grande pointed out that Chancellor Doffney would like to see the position become one with 100% reassigned time.

Senator Goralski indicated that the lack of interest in the position was tied to the lack of clerical support for the position. As a former member of that committee, he believed that without a concrete plan for providing assistance, he doubted anyone currently on the committee would step up. It was noted that the current description of the position states there will be clerical support, but no funding has been put aside for it.

**VIII. Faculty Issues – New Business**

**A. Robert's Rules of Order Presentation:**

On motions duly made, seconded, and carried, the presentation was postponed to the next meeting. (Seiling/Zager) Vote was unanimous with no abstentions.

**B. Brown Act and Senate Procedures:**

President Grande attended a Brown Act workshop that raised concern that some of the ways we have been conducting senate business are clearly in violation of the act. We need to be transparent, inclusive, and participatory. She

encouraged all the Senators to attend a Brown Act training session on Wednesday, October 1<sup>st</sup> from 3-4:30 at the District Offices.

Among several areas of concern, President Grande focused on the call for volunteers to be on a Special Enrollment Management Task Force to help decide where there is room in the spring schedule for efficient growth. The VP of Instruction requested a representative from the divisions of Language Arts, Science, Engineering, Math, and Social Sciences to be on the committee. There were concerns that this was not transparent and inclusive for the campus as a whole. President Grande asked for suggestions as to how Senate should handle such requests.

Tina Johannsen stated that all should have input due to all programs and departments having needs that won't be addressed by the current configuration. Randa Wahbe stated that under the UF contract the coordinators working with deans decide course offerings and assignments. Whatever the Task Force decides can't override that.

Senator Ganer underscored that the set up may not have been ideal, but this was part of the rapid and unexpected change to which we need to be able to adjust. The state is financing a 2.5% growth rate, but because some colleges can't meet that, the state is reallocating money elsewhere and we can get an additional 2.5% growth (5% over all). The rationale for calling for volunteers from only the three divisions is that they had the largest number of unmet class needs from the previous spring. The condensed time-line needs to be taken into consideration. Senator Armale agreed stating these divisions would provide guaranteed fills.

Senator Saldana raised concern that the process used here would become a precedent. Senator Seiling echoed these concerns underscoring that process and procedure had to be followed regardless of the emergency nature of the topic at hand. He refuted the claim that the VP of Instruction could make these choices if he wanted and cautioned that, even if he could, it would be a bad idea to do so.

After some discussion, it was determined that the current Academic Senate Constitution requires the Senate President to bring any committee requests to the body for their consideration.

### **C. Adjunct Senate Elections Update:**

President Grande informed the Senate that after 3 calls for candidates, there were now 4 adjunct faculty members interested in running for Senate.

Past-President Zager asked for guidance in conducting the Adjunct Senate elections. Because there were 4 candidates for the 3 open positions, it was decided that balloting and election would be conducted along the lines of the one undertaken last spring to revise the Senate Constitution. It will be a paper ballot that will allow for people to know who voted, but not how they voted. The

ballots will be placed in the Extended Day Office and an e-mail will go out to all Adjunct telling them where there ballots are and how to cast them. The election was expected to be underway or completed by the next Senate meeting.

**D. Senate Committee Appointments:**

**1. Spring 2015 Enrollment Management Special Task Force:**

President Grande reported the names submitted by the three divisions were Liana Koepell (Language Arts), David Nussbaum (SEM), and Bryan Seiling (Social Sciences). On motions duly made, seconded, and carried the three were appointed to the committee (Ganer/Seiling).

**2. District Professional Growth & Development Committee:**

There are 2 positions open, one fulfilling a one-year position and another for a 3-year term. Due to interest from an adjunct faculty member, there was discussion as to whether the position was more suited to a full-time faculty member. The committee's focus on sabbaticals and assistance with proposals led the Senate to prefer a full-time faculty member to fill the 3-year position.

Renee Ssensalo volunteered to fill the one-year position. Her appointment was agreed to by unanimous consent.

**3. Cypress College Foundation:**

Lynn Mitts was appointed to the committee by unanimous consent.

**4. Graduation Committee:**

Renay Laguana-Ferinac was appointed to the committee by unanimous consent.

**5. Early Alert Program:**

This is a new position requiring a faculty member. There was an effort to find a Senator to fill the role. Not finding one, a call will be made for a volunteer.

**IX. Adjournment:** On motions duly made, seconded and carried the meeting adjourned at 5:23pm (Seiling/Zager)

Respectfully Submitted,

Bryan Seiling  
Academic Senate Secretary

Video of the meeting may be viewed at [cychron.com](http://cychron.com).