

**ACADEMIC SENATE
UNAPPROVED MINUTES
September 12, 2013
Place: CCC – 419**

DIVISION SENATORS: Jessie Saldana, BUSINESS/CIS DIVISION
No Representative, CAREER TECHNICAL EDUCATION DIVISION
Renee Ssensalo, COUNSELING/STUDENT DEV. DIVISION
Jim Hormel, FINE ARTS DIVISION
Joe Franks/Jane Walker, HEALTH SCIENCE DIVISION
Sarah Jones, LANGUAGE ARTS DIVISION
Bill Pinkham/Nancy Welliver, PHYSICAL EDUCATION DIVISION
Laurie Morvan, SCIENCE/ENGINEERING/MATH DIVISION
Bryan Seiling, SOCIAL SCIENCE DIVISION

2012-2014

AT LARGE SENATORS Ron Armale, Nancy Deutsch, Cherie Dickey, Christie Diep, Will Heusser, Kathy Llanos, Rosalie Majid, Therese Mosqueda-Ponce

ADJUNCT SENATOR: No Representative

LIAISONS: Gyu Choi, ASSOCIATED STUDENTS
Michael Brydges, CAMPUS DIVERSITY
Michael Johnson, CAMPUS TECHNOLOGY COMMITTEE
Mark Marjarian, CURRICULUM COMMITTEE
Rosalie Majid, CYPRESS COLLEGE FOUNDATION
Kathleen Reiland, PROGRAM REVIEW COMMITTEE
Rebecca Gomez, STAFF DEVELOPMENT
Randa Wahbe UNITED FACULTY
Cherie Dickey, BASIC SKILLS COMMITTEE
Sarah Jones, STUDENT LEARNING OUTCOMES

ACADEMIC SENATE PRESIDENT: Gary Zager

ACADEMIC SENATE PRESIDENT-ELECT: Jolena Grande

Senators and Officers Absent: Bill Pinkham

Alternates in Attendance: Randa Wahbe for Senator Will Heusser at 4:35 pm.

Liaisons in Attendance: Gyu Choi, Mark Marjarian, Rosalie Majid, Kathleen Reiland, Randa Wahbe, Cherie Dickey, Sarah Jones

Guests: Billy Pashaie, Dr. Bob Simpson, Tina Johannsen, Dr. Santanu Bandyopadhyay, Dale Craig

President Gary Zager called the meeting to order at 3:00 pm.

Introductions: President Zager directed Senators and Guests present to introduce themselves and encouraged everyone to take copies of the 10 + one Academic Senate brochure and Senate Rostrums for distribution back to Division faculty.

I. Public Commentary

Dr. Robert Simpson, Cypress College President welcomed everyone back to a more positive environment with additional resources being available to the College. \$450,000 in

ongoing resources has been redirected back to the College to rebuild programs. Dr. Simpson looks forward to conversations as to how best direct usage of these resources. Firmly believing in the value of the Senate and the importance of its work, he recognized and encouraged everyone's right to debate and discuss issues. Dr. Simpson acknowledged that he would attend meetings at the request of the Senate and when important events occur.

Dr. Santanu Bandyopadhyay, Executive Vice-President, Instructional Services, acknowledged that it was a pleasure to serve in his new role. He looks forward to working with everyone in a mutually respectful manner to enhance student success. His door would always be open.

Will Heusser acknowledged that while it might not be as high a priority as adding additional sections or staff, he felt that now should be an opportune time for the Campus to discuss "Campus Beautification" with specific emphasis on how we can get shade in the parking lots and around the buildings since many trees have been removed.

- II. **Adoption of the Agenda:** It was moved, seconded and carried to approve the adoption of the agenda as presented. (Dickey/Seiling; M/S/C)
- III. **Approval of Minutes.** It was moved, seconded and carried to approve the minutes of the May 23, 2013 meeting as presented (Grande/Dickey, M/S/C, one Abstention —Will Heusser.
- IV. **Special Reports:**

In the interest of better utilization of meeting time, President Zager proposed that special reports be submitted via e-mail. While some senators were supportive, others appreciated hearing the verbal reports and felt there might be other remedies to accomplish the Senate's goal of abiding by meeting times. No action was taken.

A. **Associated Students -- Gyu Choi**

Mr. Choi reported Associated Students has scheduled Club Rush for next week and would be working on modifying rules in an attempt to assist new clubs that were struggling as they were getting started.

B. **United Faculty -- Randa Wahbe**

The UF website is now available www.ufncccd.org . On the web site is the new contract, financial statements of UF and the District, benefits of UF membership and upcoming conferences. Hard copies of the contract will be sent to members by the end of next week. United Faculty alternates meetings between campuses. The next UF meeting is on 9/25/13 from 2:30 pm to 4:30 pm in Cypress College Complex Room 419. Meetings are open to all faculty.

Dale Craig reported that UF is negotiating this year, closing out contract successor agreements. A number of articles are still being discussed as well as

new reopeners. UF will be sending out a survey to get input as to what directions the UF should take in negotiations. The Union will be asking for COLA in salary negotiations as there is \$2.6 million available of new COLA and \$2.1 million in growth money. The UF message to the Board is that there is a need to invest in people. The UF representatives on Committees are directed to not support new ongoing expenditures until salary negotiations are settled.

C. **Staff Development -- Rebecca Gomez**

President read the report Staff Development Coordinator's report which thanked everyone that had completed the Opening Day Survey as the information is used to evaluate and improve program planning. The District Staff Development Plan which is in its final stages will outline future offerings based on your feedback. The deadline for the first call for Conference Funding is Friday September 27, 2013 at noon. Please see Rebecca Gomez if you have any questions.

D. **Curriculum Committee -- Mark Marjarian**

This past fall the Curriculum Committee reviewed 263 new courses and 53 programs. Ten Associate Degrees for Transfer (ADT) have been approved by the State which meets the Chancellor's requirement. In addition there is one ADT pending approval and three or four in various stages of the approval process. Mr. Marjarian recognized the faculty for all their hard work in the curriculum process and the Executive Vice-President's staff for their assistance.

E. **Campus Technology Committee -- No Report**

F. **Academic Senate Treasurer's Report -- Ron Armale -- No Report**

G. **Foundation Report -- Rosalie Majid -- No Report**

H. **Basic Skills Committee -- Cherie Dickey**

The Committee is working on collecting and evaluating data for the end of year report due to the Chancellor's Office in October. The Committee is in conversation with Anaheim Union High School District, specifically Savanna High School, on the Common Core Standards: what is changing, where gaps might exist, and how these can be bridged more effectively. The structure of the Basic Skills Committee is under review. Recommendations for change will be brought to the Senate.

I. **Student Learning Outcomes Assessment -- Sarah Jones**

Senator Jones reported that while she is busy learning the SLO Coordinator role, the SLO Committee plans to identify and create needed materials and resources for Faculty, update the website, and streamline the process to make it more meaningful.

J. **Program Review and Department Planning** -- Kathleen Reiland

Those Departments scheduled for review this academic year have received the templates with statistical data from the Research Office. The Committee's planning meeting is in September. In November, Department reports are reviewed.

K. **District Council on Budget and Facilities** -- Jolena Grande

While President-elect Grande had not attended the meeting, she had reviewed the proposed Budget and raised two issues. The first which has an impact on faculty hiring is the discrepancy in the full time faculty obligation number (FON) from the State. For 2013, the Chancellor's estimate is 453 while the District has a 491.8 FON. The District FON is currently at 496. This discrepancy is not unique to the NOCCCD and the state is aware of the need to clarify calculations. At the meeting, Fred Williams reported the District would need to hire 6 new faculty plus replacements for retirees next year. The second issue is Program Review and Department Planning. The Fullerton College Program Review Committee evaluates Program Review Reports and produces a comprehensive report that includes a prioritized request for resources. This is presented to the FC Senate and then to FC's Planning and Budget Steering Committee and then the College Budget is developed. The Program Review seems to more directly drive the budgeting process at Fullerton College than does the Program Review Process at Cypress College.

V. **President's Report** -- Gary Zager

- A. **Meetings with Dr. Simpson:** President Zager is in the process of setting dates to meet.
- B. **District Coordinating Council (DCC) - August 26, 2013** – took a first look at the proposed budget which is included in the attached PowerPoint from Fred Williams. There were minor language changes to policy and procedure that everyone had received in a recent e-mail from Pat Humpres.
- C. **Board of Trustees (BOT) – August 13 & 27, 2013** -- The main issues discussed at the meeting on the 13th was the desire of the Board to pass a motion to initiate hiring committees for the Vice-Chancellor of Human Resources and for a new position of Vice-Chancellor, Educational Services and Technology. Because of opposition raised by faculty resources at the meeting (UF, FC and CC Senates), the Board separated the two positions and passed the Vice-Chancellor of Human Resources and tabled the proposed new Vice-Chancellor of Educational Services and Technology. On 8/27, The Board postponed discussing the new VC position until "Town-Hall" meetings could be held on all three campuses. The Cypress meeting is on Wednesday, September 18, 2013, from 3:30 to 4:30 pm in CCCPLX 414. Everyone is encouraged to attend. The three senate presidents did not have a concern over the actual position but instead of the Board's attempt to finalize the position without input from faculty as well as the development of the job description without faculty involvement. All three Senate Presidents and

UF are in favor of instruction finally being able to hold parity with budget and finance at the district management level. The decision to hire this proposed position is not a shared governance decision as the sense is that the Board of Trustees really wants this position.

- D. **Board of Trustees – September 10, 2013** -- The proposed budget was the main topic discussed at this meeting. President Zager passed around the proposed budget book for Senators to examine.
- E. **Institutional Effectiveness Council (IEC)** – No meeting
- F. **Planning and Budget Committee (PBC)** – No meeting. However, the biggest news is that due to our strong campus budget, ALL One-Time Funding requests submitted will be recommended to be funded! Even though negotiations are just beginning the District is budgeting a 2% COLA. Cypress College will receive about \$450,000 back from the District from our “reduction target.” Administration would like to use the money to fund a Dean for LLRC as well as 3 classified positions. Strategic Plan will have \$100,000 to fund development of the 5 directions with each direction receiving an equal share.
- G. **President’s Advisory Committee (PAC) September 5, 2013** PAC approved the One-Time Budget Requests. As Dr. Simpson was expressing his desire for the LLRC Dean, he was asked if the school and / or District is considering a faculty hire for this year. He stated that the State is confused as to our Full-Time Faculty Obligation but once that is cleared up we will hire to our legal mandates.

VI. Faculty Issues – Unfinished Business

- A. **Certificate Application Deadline** -- Jesse Saldana

Senators were concerned that the early deadline of 9/9 (only two weeks after school started) to apply for fall 2013 Graduation and fall 2013 Occupational Certificate completion did not seem to support student success. The concern is there will be a decrease in the number of certificates which is one measure of effectiveness of CTE programs. President Zager will invite representatives from Admission and Records, Paul DeDios, VP of Instruction to explain the rationale for the early graduation/certificate application submission deadlines and if the two can be separated.

- B. **Special Program Review - Court Reporting** -- Gary Zager

This Special Committee met this past semester and recommended to revitalize the Court Reporting Program. It approved the plan submitted by the Department Coordinator for Court Reporting and the Dean which included the transfer to SCE of the self-paced speed building classes that are repeatable with no limit on a pass/no pass system; a change of focus to Law & Legal Careers; and set a time table to revisit and meet again in one year. Mark Majarian has a meeting on Monday to discuss alternatives for submission and approval to the Curriculum Committee.

C. **Five Calendar Day Grade Deadline in a 16 Week Calendar -- Will Heusser**

Lengthy discussion ensued about the difficulty and concerns with meeting the five calendar day grade deadline to submit final grades in a 16 week calendar. Senators felt strongly that the Senate, as part of its 10+1 obligations, should be the driving force and set the timeframe within which grades must be submitted as this affects methods of instruction. For example, a decision might be made to have objective exams as opposed to more rigorous comprehensive blue book-type exams with essays that require longer timeframes to evaluate. While the Academic Senate may have set the grading policy in the past, the situation has changed and needs to be reassessed in light of current events. President Zager will invite representatives from Admissions and Records to find out their restrictions/ limitations on grade submission deadlines. After feedback from Admissions and Records, the Senate can then decide on the next steps, i.e. establish a sub-committee inviting others to participate and design a more equitable grade reporting policy.

VII. Faculty Issues – New Business

A. **Senate Seminar -- Gary Zager**

President Zager reported that he had been unsuccessful in organizing a “Senate Seminar” prior to the start of school. The purpose of the Seminar is to orient new and old Senators to Roberts Rules of Order and Senate processes and procedures to assure effective operation of the Senate. Senator Diep felt that the Senate should have a handbook and volunteered to get the “Table of Contents” from other Senate Handbooks and send to everyone prior to the next meeting to review layouts.

On motions duly made, seconded and carried, the Senate approved the recommendation to place a 30-minute item pertaining to Academic Senate policies and/or procedures at the beginning of each regular Academic Senate agenda for review. Based on the discussion and approval, this item would be included in the Academic Senate Handbook. (Deutsch/Seiling, M/S/C)

Will Heusser left the meeting at 4:35 pm – Rande Wahbe is his alternate.

B. **Constitutional Convention -- Christie Diep**

Library representation is missing on the Cypress College Academic Senate. They are represented by the Language Arts Senator. As part of their contract librarians are required to work 40 hours in the Library and are not allowed hours for shared governance responsibilities. As Chair of the Curriculum Committee, Mark Marjarian felt the lack of a librarian has made it difficult to assess curriculum/course outlines with regard to library resources.

- Whereas, The need for library faculty representation on the Academic Senate is a vital component of the shared governance process; and

- Whereas, The Academic Senate for California Community Colleges maintains that library faculty are essential in the college governance structure; and
- Whereas, Other concerns such as term limits for senators, senate standing committee members and voting rights for the curriculum committee chair have been previously raised in the Senate; therefore

On motions duly made, seconded and carried the Senate approved the formation of a sub-committee to explore possible amendments to the Academic Senate Constitution. (Diep/Wahbe (alternate for Huesser); M/S/C)

The following individuals volunteered to serve on the Sub-Committee: Christie Diep (Chair), Billie Pashaie, Bryan Seiling, Tina Johannsen, and Rene Ssensalo

C. **Commencement Speaker** - Gary Zager

Since this year it is the responsibility of the Academic Senate to select the Commencement Speaker, President Zager asked Senators to submit names for consideration. The speaker needs to be selected by December 13, 2013.

D. **Proposed New Dean for LLRC** --Gary Zager

President Zager distributed an open letter from the College President to the staff recommending hiring a Dean for the Library and Learning Resources Center. Questions were raised as to funding sources for this position and its relationship to the funding sources for new faculty. Mr. Pashaie, Librarian, was surprised to hear about this new position in that he felt monies should be spent on hiring faculty and staff who work directly with students. The general consensus of the Senate was that while everyone recognized and appreciated the extra work and effort of Eldon Young, the Dean of the Library and Language Arts, it seemed that the more important issues to be resolved in the Library were to increase student access by expanding the hours to Fridays and Saturdays and expand faculty and staff who work directly with students. There was negligible support for the hiring of a new Dean for the Library Learning Resource Center. United Faculty could not support the recommendation for this new Dean position since it was tied to new/ongoing expenditures before salary negotiations and also raised questions about the propriety of the process in that no one heard about this position until publication of the Academic Senate Agenda. Furthermore, it was noted that since the "returned money" was initially taken away from students, that it should be returned to instruction to increase offerings, not spent on administrative positions. Mr. Pashaie asked for two classified staff positions and a new faculty librarian in trade for support of the new Library Dean. Nancy Deutsch felt a Tutoring Coordinator was also needed.

President Zager will meet with Dr. Simpson to share the many concerns expressed by the Senate regarding the Library and the recommendation for a new Dean and report at the next meeting. President Zager encouraged Senators to e-mail their concerns to him.

E. **Vice-Chancellor Educational Services and Technology** -- Gary Zager

The real discussion for this position will be at the Open Forum next Wednesday at 3:30 pm. Randa Wahbe inquired if the Academic Senate could invite the Chancellor or members of the Board to explain how a Vice Chancellor of Instruction and Technology position would support student success and how this position that is not listed in the Strategic plan is going to help forward District initiatives. President Zager will extend the invitation to the Chancellor and Board of Trustees to respond to Senate questions and concerns.

Mark Marjarian wondered how this person/position is going to alleviate some of the campus burden and increase the success rates of our instructional programs. How is this Vice Chancellor going to make our lives and those of our students better? Collectively, the Academic Senate was not supportive of the new position. In response to a question about where instruction is represented at the District level, it was felt that the advocates of instruction are the faculty and the two College Presidents. A separate Vice-Chancellor, Educational Services and Technology was an unnecessary expenditure of finite resources at the District level. Senator Seiling reaffirmed that everyone's focus and first priority should always be **Instruction**.

F. **Senate Appointments**

Gary Zager

President Zager conferred the following appointments:

- Michael Johnson – Campus Technology Committee & District Technology Advisory Council
- Jessica Puma for Steve Donley's Comprehensive Evaluation Committee
- Cindy Shrout for Richard Fee's Comprehensive Evaluation Committee
- David McCament for John Sciacca's Comprehensive Evaluation Committee
- Regina Rhymes and Craig Goralski for Staff Development
- Gary Zager for Vice Chancellor, Human Resources Hiring Committee

VIII. Announcements -- None

IX. Adjournment of Meeting: On motions duly, made, seconded and carried, the meeting adjourned at 5:55 pm. (Seiling/Hormel, M/S/C)

Respectfully Submitted,

Rosalie Majid, Secretary, Academic Senate