

# @Cypress

Core Values:  
Excellence  
Integrity  
Collegiality  
Inclusiveness

January 15, 2004 Newsletter from President Margie Lewis

## THIS WEEK

### 15 • Thursday

- » Adjunct faculty workshop (see page 4)

### 16 • Friday — Opening Day events

- » Refreshments ..... 8:30-9 a.m.
- » Welcome, New Staff Introductions, and College Updates ..... 9-10:15 a.m.
- » Overview of Master Plan ..... 10:15-10:20 a.m.
- » Break ..... 10:20-10:30 a.m.
- » Break-out Groups ..... 10:30-11 a.m.  
Vision; Mission; Evaluation of 2000-2004 Strategic Plan; Development of New Strategic Plan; Institutional Learning Outcomes
- » Break and Reconvene in H-131 ..... 11-11:10 a.m.
- » Small Groups Report ..... 11:10-11:40 a.m.
- » **Cypress Idol Returns** ..... 11:40-11:50 a.m.
- » Wrap Up and Evaluations ..... 11:50-12 a.m.
- » Lunch-Campus Culinary Arts ..... Noon

### 19 • Monday

- » Martin Luther King holiday (campus closed)

### 20 • Tuesday

- » Semester-length classes begin

## THEY SAID IT

**“The true meaning of life is to plant trees, under whose shade you do not expect to sit.”**

— Nelson Henderson

@Cypress is published each week. If you would like to have items included, please contact Marc Posner in the Public Information Office at ext. 47006 or [mposner@CypressCollege.edu](mailto:mposner@CypressCollege.edu).

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## From the President...

### ► The new year brings a fresh beginning, a positive budget proposal and construction.

Welcome to the Spring 2004 semester! A new year, a new semester, new classes, new students, new staff members, and the long-awaited construction of our new Library/Learning Resource Center due to begin any day — that’s how this semester begins for us at Cypress College.

As always, there is a certain excitement associated with beginnings, a feeling of new opportunities and possibilities, the chance to try again but in a different way. Perhaps some faculty members have decided to include more small group work in their classes this semester or to supplement classroom work with some carefully designed web-based instructional activities. Perhaps a dean is going to try using a newly developed spreadsheet to track class enrollments during the first few weeks of the semester. Perhaps a secretary has developed an e-mail list to use in communicating with the employees in her area in order to save the time and paper associated with “hard-copy” communication.

I think particularly of students who are new to the college. They, too, may well be excited about starting classes here, but they may also be experiencing a sense of confusion and being lost. For that reason I encourage all faculty and staff to wear their “Welcome to Cypress College — How May I Help You?” buttons for the first week so that students know who they can ask for directions or other kinds of help. Buttons are available in various administrative offices, including mine.

January, of course, also brings us the

governor’s proposed budget. Last year the budget was devastating for community colleges. Cypress was forced to make \$1.8 million in mid-year cuts, and even though the final 2003-2004 budget treated community colleges better than had initially been proposed last January, we still had to reduce our budget by \$2.3 million.

This year’s picture is much better (see [information on page 3](#) of this edition of @Cypress). Although the governor has proposed raising student fees from \$18 per unit to \$26 and has also proposed a return of the differential fee that requires students with bachelor’s degrees to pay \$50 rather than the \$18 — and we know the hardship these increased fees would have on many of our students — still, he did not propose significant reductions. In fact, overall, if the proposed budget were to be enacted as is, which of course it won’t, community colleges statewide would see an increase of 4.4% in program funding.

This is in stark contrast to the reductions proposed for UC and CSU. While we take no joy in seeing our sister higher education institutions forced to reduce programs, services, and opportunities, especially since a number of our students become their students, it is still gratifying to know that the new governor is so supportive of community colleges. As a former community college student, Governor Schwarzenegger knows first hand the value of our work. As an immigrant and an ESL student, he knows the value that community colleges offer to individuals who are struggling to achieve their dreams.

I recently spoke with Mike Sellers, chief of police for the city of Seal Beach and one of

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## Spring Publication Dates for @Cypress

@Cypress will be published 17 times during the spring 2004 semester. The weekly newsletter from Dr. Lewis will again be distributed to all campus e-mail boxes, but not in print. Home e-mail addresses can be subscribed by sending an e-mail to [Marc Posner](mailto:Marc Posner).

The publication dates are: January 15, 23, 30; February 6, 12, 20, 27; March 5, 12, 19, 26; April 2, 16, 23, 30; and May 7 and 14. No edition will be published on April 9 because of spring break. The February 12 edition appears a day early because of holidays.

## continued from front page

the college's Outstanding Alumni. He spoke of the tremendous impact that faculty here at Cypress had had on him, helping him to find his way and move forward towards a positive future. It hook him quite a while; in fact, he joked about being on the "ten-year plan," but he said he will never forget people like the late Bill Clarke, who helped him improve his writing skills; Donna Freiss who worked with him after class to help him keep his knees from shaking when he gave a speech; and Don Tyrrell, the consummate counselor, who guided and encouraged him every step of the way.

These are the kind of people who make up Cypress College, people who care deeply about students and who go out of their way to help students be successful. When we do that, when we reach out in

some way to a student, we never know what the impact of our action will be. As the quotation in this week's *@Cypress* states, "The true meaning of life is to plant trees, under whose shade you do not expect to sit." Even though we don't expect to benefit personally and immediately, we know the world benefits from a tree being planted — and from students who have been impacted in such a way that they can go on to lead successful, happy, productive lives.

As I have said many times before, we are blessed with the opportunity to change lives every day. What an awesome responsibility and an incredible opportunity! How fortunate we are to be part of this learning community.

Have a wonderful semester!

— Margie Lewis

## College Update

### ➡ New Employees

Jose Recinos has been selected as the new Maintenance and Operations manager. His name will be forwarded to the Board of Trustees for approval at the next board meeting on January 27. If the Board confirms the selection, he will begin his duties here right after that date. Recinos, 11 new employees, two people who transferred from Fullerton College, and a second new manager will be [introduced at the Opening Day](#) meeting on Friday.

The other new employees are: Jeanie Au (Financial Aid); Steven Auger (Academic Computing); Alex Bernal (Campus Safety); Patricia Carter (Bursars Office); Aja Marie Cordova (EOPS); Arcelia Dropulich (Business/CIS); Phillip Dykstra (Campus Research); Beverly Heasley (Foundation); Donna Landis (Staff Development); Elizabeth Macias (Financial Aid); Yolanda Orozco (Financial Aid); Alan Reza (Financial Aid); and Alexandria Rosales (EOPS).

Regina Ford, who was Board approved as the new registrar in December, will also be introduced at Opening Day.

### ➡ Computer Replacement Program

Academic Computing is in the process of replacing or upgrading approximately 300 computers on campus. These computers mainly consist of lab and faculty computers.

The schedule for areas affected by this replacement/upgrade process is located on a GroupWise Calendar. The name of the Calendar is "Computer Install."

Here is the procedure for locating the calendar:

1. Log into GroupWise
2. Select "File" and then "Proxy"
3. Type "Computer Install" in the "Name Box" of the Proxy window. Then click "OK"
4. If all else fails, the calendar can be located in the list of calendars on that screen.

Assistance is available from the Help Desk at ext. 47157.

The computers to be replaced will say "USMach" or "USM" on their nameplate. The computers that potentially will be upgraded say "Uptrends" on them.

The upgrade/replacement plan will be for desktop PC computers only. No Macs or laptops are

scheduled for upgrades or replacement at this time. Computer monitors are also not being replaced at this time. However, Academic Computing staff will be evaluating monitors to determine a future replacement plan if needed.

Questions should be directed to Academic Computing at ext. 47157.

### ➡ New Smoking Law in Effect

Among the new state laws that took effect on January 1 is one that prohibits smoking within 20 feet of doors and windows. New signage — some of it temporary — has gone up to designate that doorways are no-smoking areas. The temporary signs will be replaced with permanent ones that include detail about the 20-foot smoking ban.

In the meantime, please share this information with students.

### ➡ Adding and Dropping Classes Now Exclusively Done on WebStar

Students can avoid standing in line at Admissions and Records by using an "Add Authorization Code" to enroll in classes where a faculty signature used to be required. Students will no longer be able to add classes with a signed "Add/Drop" slip, as of Tuesday, January 20, 2004.

Each faculty member will be given a series of unique Add Authorization Codes (AAC) to be distributed to students they wish to add in a course section. The codes will be unique to each CRN and effectively serve as a digital signature. The student then adds the class through WebStar using the AAC.

More detailed instructions for using and assigning the AACs was provided by Staff Development and is included in the ["Extras" section of @Cypress](#).

Admissions and Records has prepared [instructions for students](#) on what to do after receiving the four-digit add code. These half-sheet instructions will be sent (prior to the first day of class) to each division office, each student services department, the Extended Day Office, and will be placed in each adjunct faculty mailbox. They will also be available in the Admissions and Records Office and will be posted on the Web

## IMPORTANT DATES FOR SPRING 2004

### January

- 20 Classes begin
- 20-23 Late Registration
- 23 Last day to apply for admission
- 26-30 Teacher's signature required to add classes
- 30 Last day to:
  - Add classes
  - Drop classes and receive a refund for registration fees
  - File request for "Credit/No Credit" grading option

### February

- 2 Late-start classes begin
- 5 Last day to drop classes without a "W" on transcript
- 12 Last day to file for spring 2004 graduation
- 13-16 Lincoln's Birthday/Presidents' Day (campus closed)

### March

- 15 Last day to:
  - Apply for vocational certificates
  - Apply for CSU General Education and IGETC Certification
- 22 "½-Semester classes" begin

### April

- 5-11 Spring Break (no classes)
- 9 Spring Holiday (campus closed)
- 29 Last day to:
  - Drop classes with a "W" on transcript
  - Add/decrease variable unit classes

### May

- 18-26 Final Exams
- 25 Commencement

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# College Update

## continued from previous page

(please direct students to the link under the “Campus News” heading on the main page).

Classes will be dropped by accessing WebStar as well. The instructions for dropping classes will be on the other side of the half-sheet mentioned above and will also be posted to the Web.

### ➡ **Teacher Preparation Program Coordinator Still being Sought**

The Selection Committee for the Teacher Preparation Program Coordinator completed its search in December without a candidate to recommend to fill the position. A second call for applications for the Teacher Preparation Program Coordinator position has been issued. This time around the position has been separated from the Title V K-12 Instructional Assistant Program Coordinator. The position is now open to full-time faculty, adjunct faculty, as well as outside professional experts.

The [Call for Applications](#) is included in the @Cypress “Extras” section. Please direct questions to Dan Willoughby, the interim dean of Social Science at ext. 47185.

### ➡ **Title V Positions Filled**

Three positions on the Title V team have been filled following an on-campus selection process.

Penny Gabourie will serve as the Transfer Achievement Program Coordinator. Mary Forman is the Peer Assisted Learning Coordinator. Jessica Puma was selected as the instructional designer.

The three faculty members join Steve Donley (project administrator) and Nancy Deutsch (project manager) on the Title V Team. Title V is a \$2.25 million federal grant that helps colleges and universities designated as Hispanic-Serving Institutions better serve their students. The college learned of the successful grant application last semester following a competitive and contentious process.

### ➡ **January Budget Proposal Significantly Better than Last Year**

There are still some significant hurdles to be cleared — chief among them passage of a \$15 billion bond on the March ballot and approval from the Legislature — but the first official indications are that the 2004-2005 California Community Colleges budget will be dramatically better under Governor Arnold Schwarzenegger.

The new governor released his January budget proposal last week with the recommendation that current funding for the 108 community colleges be slightly increased over current-year levels. There are also no mid-year cuts as there were at this time last year.

The budget, however, is not completely pain free. Schwarzenegger’s proposal to the Legislature includes a fee increase to \$26 per unit for most students and a jump to \$50 per unit for those who have already earned bachelor’s degrees.

The outlook could also change in the May budget revision and in the final budget — which is due by June 30, but is often significantly later than that date.

Because the proposal is so new, it is still being analyzed by the college, the district and community college advocates.

Here is what we know at this point:

- The budget provides an overall 4.4% increase in program funding statewide, which the State Chancellor’s Office says “can be fairly described as a ‘partial-recovery budget’ for the colleges.”
- Funded enrollment growth of 3% (\$125 million for the community college system).
- \$80 million is proposed for equalization funding, which would help offset rising costs associated with benefits and utilities.
- Preservation of the augmentation provided in the current budget for financial aid services to students and no change to the Board of Governors fee waiver program.
- “Folding-in” of Partnership for Excellence funding into the general apportionment base, which will make the PFE funding eligible for cost of living adjustments should such money be provided in the future (PFE has not been subject to cost of living increases to this point in the program’s history).
- The community college share of Proposition 98 increases from 9.51% in the current year to 10.04% in 2004-05. The caveat is that the increase isn’t large enough to offset a \$200 million deferral approved as part of the current-year budget.
- Certain categorical programs are “lumped together” in the budget proposal. However, it’s uncertain if this part of the budget is anything more than an accounting change since each of the programs are given specific line-item budgets.
- Incentives for students to attend community colleges for their first two years as part of a new Dual Admissions program are also included in the budget proposal. Under this proposal, delayed admission to CSU or UC would be guaranteed (contingent on successful completion of all lower-division requirements at a California Community College) and the state would cover waived community college fees for the students, regardless of their eligibility for BOG fee waivers.

Additional analysis of the budget is expected this week (following the publication of @Cypress). The new information will be shared by Karen Cant during Friday’s Opening Day presentation. Budget updates will also be provided throughout the semester in @Cypress. As was the case last year, the budget is likely to be the topic of campus forums.

## Budget Concerns

Areas where the budget may not be as kind as the initial analysis indicates.

• **Fee Increase** — The jump to \$26 per unit will generate more revenue. However, we can also anticipate an enrollment reduction. Previous fee increases have produced at 5% dip in enrollment.

• **Differential Fee** — The \$50 per unit fee charged to those students who already have bachelor’s degrees has the potential to be staggering. Last in effect in the mid-’90s the fee drove students out of the community college system and many never returned. Those who aren’t necessarily interested in earning course credit likely won’t be enrolling in the fall at \$150 per class. An 8% drop in enrollment attributable to this fee isn’t unrealistic.

• **Growth Funds** — It probably goes without saying, but the 3% growth funding doesn’t look especially attainable considering the anticipated enrollment loss noted above.

## CHARGERS

**Scott Kelly**, the Music Department's accompanist, suffered a heart attack and passed away on New Year's Eve at the age of 52.

Scott worked in Fine Arts for a dozen years and was well loved by his colleagues and students.

And his talent was readily apparent. Last year, he presented a rag-time concert that packed the Recital Hall.

"Scott always had time to help a floundering student, and at one time the college paid him to tutor music students," the Orange County Register's Robin Hinch wrote in an obituary that ran in the paper. "But he soon said he preferred to do the work for free. He couldn't be bothered with things like timecards and record-keeping. He was just happy to help out."

Instead, she wrote, "he'd happily barter for his services. Music lessons in exchange for Japanese lessons, for example."



The women's basketball team is off to a 9-7 start for the season and is 1-1 in Orange Empire Conference action. The Lady Chargers are rated number 14 in Southern California.



The men's basketball team has jumped out to a 2-0 record in Orange Empire Conference competition, and is 11-4 for the season. Cypress is ranked number 15 in the state and eighth in Southern California.

## Adjunct Faculty Workshop

Thursday, January 15, 2004

Distribution of keys and parking passes	Extended Day Office	4-5 p.m.
Adjunct Division Meetings		
Business/CIS	BE-320	5-6 p.m.
Health Science	TE3-203	5:30-6:15 p.m.
Language Arts	HUM-124	5:30-6:15
Social Science	HUM-244	5-6 p.m.
Vocational Technical	TE1-200	5-6:15 p.m.
SEM		No meeting
Counseling		No meeting
Fine Arts		Invited to Friday's meeting
	Staff Conference Center	1-3 p.m.
Physical Education		Invited to Friday's meeting
	TE2-110	1-3 p.m.
Sexual Harrassment and Unlawful Discrimination Training		
	H-131	6:30-8:30 p.m.

## Blueprint

A report on Cypress College's Construction Projects

People returning to campus seem to be scratching their heads quite a bit. After all, isn't there supposed to be a lot of noise and just why is the Bookstore still standing?

Well, it appears that in California getting the OK to build a library isn't quite as easy as getting rid of the governor.

It had been anticipated that pile driving would be underway at this point. But, officials in the state government clearly aren't as excited about Cypress College's new Library/Learning Resource Center as we are. Quite obviously they haven't encountered the infectious enthusiasm of the Library's former dean, Kay Bruce.

Regardless, construction crews should be able to make up for lost time.

Based on the current projection, four indicator piles will be driven 55 feet into the ground sometime in mid-February — about a month later than was planned at the end of last semester.

If those tests are sufficient, the remaining 128 piles will be installed throughout the month of March.

The noise related to this pile driving at a distance of 1,000 feet will be akin to a ringing alarm clock. Suffice to say there likely won't be too many people sleeping along the banks of the pond.

While the noise will be intrusive, the new L/LRC will be worth the temporary inconvenience. It should also remain on target to open in fall of 2005.

As a reminder, free ear plugs — which can be used while walking across campus — are available in the student Health Center, located in Gym II. While the vibration of pile driving will be felt inside the buildings, the concrete walls should prevent noise from being a factor in the classroom.

The L/LRC is the first of the major construction projects related to the recent bond measures. When completed, the 62,500-square-foot building will be the first new building on campus since Tech Ed III was finished during the nation's bicentennial.

Updates on the other construction projects will be provided during the Opening Day meeting on Friday. They will also be provided on a continual basis in alternating editions of *@Cypress* this semester. Finally, a new construction section is being added to the college Web site.

## BRIEFLY

Academic Computing will be performing upgrades on the CC\_Staff server and the CC\_Academic server today and tomorrow (January 15-16).

These upgrades will require the servers to be down for extended periods of time.

The services affected will be GroupWise/ Webmail, and all file access to these servers. This includes the "J" drive and "Home Directories."

Internet access, WebStar and Banner access will not be affected by these upgrades.

Questions should be directed to Academic Computing at ext. 47157.



The bookstore has extended hours for the opening of the semester. They are: Saturday, January 17, from 8 a.m.- 1 p.m.; Tuesday, January 20 through Thursday, January 22, from 7:45 a.m.-8:30 p.m.; Friday, January 23, from 7:45 a.m.-5 p.m.; and Saturday, January 24, from 8 a.m.-1 p.m.

The store will return to its regular hours on Monday, January 26.



The photo I.D. in the Student Activities Center will also be open for extended hours for the start of the semester.

The hours are: January 20-22, from 8 a.m.-7 p.m.; January 26-29, from 8 a.m.-7 p.m.; and Fridays, from 8 a.m.-5 p.m.

Student Activities is located on the second floor of Gym II.

@Cypres  
Online

**CYPRESS**

*Come to Cypress College and...*



**COLLEGE**

*Go Places*



THE CYPRESS  
BROADCASTING SYSTEM  
PRESENTS...



**Returns**

**OPENING DAY**

**SPRING 2004**

**JANUARY 16, 2004**

# New Managers

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**Regina Ford**  
Registrar,  
Admissions and  
Records



**Jose Recinos**  
Manager,  
Maintenance and  
Operations

# New Classified Staff

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**Jeanie Au**  
Clerical Assistant I,  
Financial Aid



**Steven Auger**  
User Support  
Analyst,  
Academic  
Computing



**Alex Bernal**  
Campus Safety  
Officer,  
Campus Safety



**Patricia Carter**  
Accounting  
Technician,  
Bursars Office



**Aja Marie Cordova**  
Student Services  
Specialist,  
EOPS



**Arcelia Dropulic**  
Administrative  
Assistant I,  
Business/CIS

# New Classified Staff

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**Phillip Dykstra**  
Research Analyst,  
Campus Research



**Beverly Heasley**  
Grants & Special  
Projects Assistant,  
Foundation



**Donna Landis**  
Administrative  
Assistant II,  
Staff Development



**Elizabeth Macias**  
Financial Aid  
Technician,  
Financial Aid



**Yolanda Orozco**  
Financial Aid  
Technician,  
Financial Aid



**Alan Reza**  
Financial Aid  
Technician,  
Financial Aid



**Alexandria  
Rosales**  
Student Services  
Specialist,  
EOPS



# Cypress College

## Opening Day Agenda

### January 16, 2004

#### Humanities Lecture Hall 131

Refreshments.....	8:30-9 a.m.
Welcome, New Staff Introductions, and College Updates .....	9-10:15 a.m.
Overview of Master Plan .....	10:15-10:20 a.m.
Break .....	10:20-10:30 a.m.
Break-out Groups .....	10:30-11 a.m.
Vision; Mission; Evaluation of 2000-2004 Strategic Plan; Development of New Strategic Plan; Institutional Learning Outcomes	
Break and Reconvene in H-131 .....	11-11:10 a.m.
Small Groups Report .....	11:10-11:40 a.m.
Cypress Idol Returns .....	11:40-11:50 a.m.
Wrap Up and Evaluations.....	11:50-12 a.m.
Lunch-Campus Culinary Arts.....	Noon
(Lunches available for those who pre-paid.)	

### DIVISION MEETINGS

**1-3 p.m.**

Business/CIS (Division 1-2 p.m.) & (Department Coordinators 2-3 p.m.) —	BE-203
Fine Arts Division —	Staff Conference Center
Health Science Division —	TE3-203
Language Arts Division —	H-124
PE/Athletics Division —	Gym II-112
Social Science Division —	H-246
Science/Engineering/Math Division —	No Meeting
Vocational Technical (1-2:30) —	TEI-200

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**Instructions for**  
**USING ADD AUTHORIZATION CODES (AAC)**  
**through *WebStar***

All classes will be closed at 12:00 midnight on the evening prior to the first day that a class meets. After that time, all students whom you wish to add to your classes must be provided with an Add Authorization Code (AAC).

The AAC is a CRN specific code that will override a closed class message on WebStar. Students who have an AAC will be able to add a closed class online.

In sections that have seats available, in agreement with the Academic Senate, instructors will issue add codes to qualified petitioners. Only if an instructor is unavailable to issue the add code will the Division Offices be issuing AACs, and this only through the open enrollment period. You may wish to consult your division dean and/or office staff to clarify how you want them to handle requests for students to add your class.

1. Log onto WebStar, and access the Faculty Services Page.
2. Click on "Printable Attendance Roster." AACs are included on the "Printable Attendance Roster" page below the roster of names. (See page 2.) Initially 10 codes will be provided for each CRN; however, this number can be increased by the Division Office, if necessary.
3. When you provide a student with an AAC, write the student's name on the AAC roster to verify later that the appropriate student has used that code. Also impress upon students that to be officially enrolled in the class, they need to access WebStar immediately, add the class in the normal fashion, and then enter the AAC when prompted.
4. \*\*\*If your class has a wait list, students on that wait list must go to A&R and be removed from the wait list before the AAC can be used.
5. Students must have met prerequisites to add the class. AAC will not override prerequisites.
6. Students have been provided with detailed instructions on how to add classes using the AAC through WebStar. Information is also available on the college website.

January, 2004

## WebStar Attendance Roster with Add Authorization Codes

Attendance Roster - Microsoft Internet Explorer

Address: [https://banner-test:6050/testplsql/plsql/AVC\\_Web\\_Roster.P\\_AttendRoster](https://banner-test:6050/testplsql/plsql/AVC_Web_Roster.P_AttendRoster)

Attendance Key: • = Present   - = Absent   T = Tardy

Instructor's Signature

Auth#	Student Name	Date
1132		
1150		
1335		
1382		
1559		
1883		
1972		
2687		
2994		
3430		
3450		
3654		
3956		
5267		
7145		
8598		
8621		
9195		
9747		

Give student the four-digit Add Authorization Code.

Write student's name here.

Tell the student to **add your class immediately** via WebStar.

Before next class meeting, go to your WebStar attendance roster to verify that the student did add your class.



Cypress College

## Admissions & Records

# How to Add a Class

*(New Procedure)*

**Add/Drop slips will no longer be used starting Spring 2004**

### Instructions for adding classes:

1. Attend the first class meeting of the course you want to add.
2. If space is available, ask instructor to give you an **“Add Authorization Code”**.
3. Then **IMMEDIATELY** access WebStar Registration at <http://CypressCollege.edu/webstar>
4. Log in and click on “Register for Classes”.
5. Select “Spring 2004” term.
6. Enter the CRN in the “CRNs” box (you can only add one class at a time) and click on “Confirm Your Choices”.
7. When prompted, enter the **“Add Authorization Code”** the instructor has given you.
8. Click on the “ADMIT ME” button.
9. Click on “Submit Changes” and confirm the **status** of your class.
10. Pay your fees within 72 hours or you will be dropped for non-payment.

**The Add Authorization Code must be used IMMEDIATELY to guarantee official enrollment.**

*Note: Repeat the procedure if you need to add more classes.*

Drop Procedure Over ➡



Cypress College

# Admissions & Records

## How to Drop a Class

**Add/Drop slips will no longer be used starting Spring 2004**

### Instructions for dropping classes:

1. Access WebStar Registration at <http://CypressCollege.edu/webstar>.
2. Log in and click on "Register for Classes".
3. Select "Spring 2004" term.
4. From the drop down menu under **action**, choose "Drop On-Line" or "Withdrawal-Web" for the classes you wish to drop.
5. Click on "Confirm Your Choices" to drop your classes.
6. Check under **status** on the left of the screen to confirm your class' status before exiting WebStar.

**Add Procedure Over ➡**

**CALL FOR APPLICATIONS**  
**Teacher Preparation Program Coordinator**

The Teacher Preparation Coordinator will be in charge of the supervision and coordination of Cypress College's Teacher Preparation Program. The candidate selected would work closely with the Teacher Preparation Counselor, the Dean of Social Science, and other faculty involved in this program. The Teacher Preparation Coordinator position would be given 40-60% reassigned time (or the equivalent time in professional expert status) and would require a minimum of 16-24 hours per week, which would be spent primarily on campus with some off-campus meetings. Currently, a budget for the Teacher Preparation Program has been approved for the Spring Semester 2004 only.

**APPLICATION PROCESS**

1. Submit a resume and a letter of interest via interoffice mail or U.S. mail to Dan Willoughby, Interim Dean of Social Science, Cypress College, 9200 Valley View St., Cypress, CA 90630-5897.
2. Application materials should be received no later than 5:00 PM on Thursday, February 5, 2004.
3. Interviews will be conducted shortly thereafter during the month of February.
4. The person selected will assume the position of Teacher Preparation Program Coordinator as soon as possible after selection.
5. If you have questions concerning this position, please call Dan Willoughby at (714) 484-7185 or e-mail him at [dwilloughby@cypresscollege.edu](mailto:dwilloughby@cypresscollege.edu).

## **JOB DESCRIPTION**

### **Qualifications for the position:**

- Master's degree, or the equivalent.
- Excellent written and oral communication skills.
- Strong interpersonal skills.
- Organizational skills.
- Ability to set goals, take initiative, prioritize, work independently, and meet deadlines.
- Ability to facilitate collaborative work across college departments and divisions.
- Leadership experience in a department, committee, program or similar college activity.
- Some familiarity with current state and federal initiatives in the teacher education field.

### **Job Responsibilities:**

- Supervise and coordinate the day-to-day operation of the Teacher Preparation Program.
- Work with the Teacher Preparation Counselor in supporting and advising students and developing additional articulation agreements.
- Collaborate with local CSUs, the Orange County Department of Education, and local school districts to maintain and establish new programmatic relationships and/or Memoranda of Understanding.
- Communicate and collaborate with neighboring Teacher Preparation Programs.
- Engage in recruiting of students from high schools in the local area and from Cypress College classes
- Sponsor a Future Teachers Club, assisting in the coordination of field trips, speakers, and other club activities.
- Promote the Teacher Preparation Program via flyers, mailings, newsletters, the website, and other appropriate means.
- Attend the National Association of Community College Teacher Education Programs (NACCTEP) Conference and related conferences.
- Oversee clerical needs for the Teacher Preparation Program with assistance from hourly employee(s).
- Coordinate meetings of Teacher Preparation Program Advisory Committee.
- Work with the Institutional Researcher to develop a method of tracking the success of students in the Teacher Preparation Program.
- Investigate grant funding to enhance the Teacher Preparation Program and prepare grant applications when appropriate.
- Monitor the Teacher Preparation Program budget.
- Provide monthly activity and budget reports to the administrator overseeing the program.
- Attend regular meetings off-campus.
- Work twenty-five TBA hours during Summer 2004 at professional expert pay subject to funding availability.

**Thank you for your interest in the Teacher Preparation Program.**