Ongoing

» “Unauthorized Manifestations: Voices from the Other Side” exhibit of photographs by Glenn Stern, Floating Wall and Library galleries (through Sept. 25).
» “Ernest Valardi – A 30-Year Retrospective of Egg Tempera Paintings” exhibit, Art Gallery (through Sept. 30).

13 • Monday
» Film Screening of ‘Outfoxed,’ H–131, 3-5 p.m.
14 • Tuesday
» Memorial Ceremony honoring Ray Haas, 2:45 p.m., Soccer Field.
15 • Wednesday
» Emergency Evacuation Drill, 10:30 a.m., 7:15 p.m.
» A.S. Blood Drive, 9 a.m.-3:30 p.m., in front of A & R.
17 • Friday
» Classified Staff Appreciation Coffee, 8:30-10 a.m., Culinary Arts dining room.

I Didn’t Know That!

Cypress College faculty and staff who donate to the “Pull for Cypress” campaign can do so through payroll deduction. It’s simple and convenient way to give. Just follow the directions on the attached pledge form or on the back of the "Pull for Cypress" brochure (which you’ll receive in the next few days). Donors may also, but need not, indicate restrictions on their contributions to be applied to specific programs or departments. If no indication is stated, your support will be applied to Greatest Need, which supports varied and diverse programs and needs, including the Title V Endowment Fund.

Memorial Ceremony Honoring Ray Haas

The women’s soccer team will hold a memorial ceremony for late coach Ray Haas on Tuesday, September 14, before its Orange Empire Conference game against Golden West College.

Haas, who began the program in 1991 and led the Chargers to consecutive state titles in 1998 and 1999, died June 4 of a stroke.

The team has dedicated the season to Haas’ memory. The ceremony will begin at 2:45 p.m. All are invited to attend.

September 10, 2004 Newsletter from President Margie Lewis

Foundation Kicks Off Annual “Pull for Cypress” Campaign

» Proceeds support scholarships, projects and programs, including the “Mini–Grants” and the new Title V Endowment Fund.

No one appreciates the life-changing impact that Cypress College has on students more than our faculty and staff. Whether you’re full-time or adjunct, a classified staff member or certificated employee, you are Cypress College.

As such, you know first-hand how the college has expanded the horizons and opportunities of thousands upon thousands of students past 38 years. And, thanks to the commitment and efforts of you and your colleagues, this important and life-changing work has never been done better than it’s being done today.

Of course, being a part of the Cypress College Family also means that you understand more than anyone the daunting challenges our students overcome and the sacrifices they make in pursuing a college education.

Thanks to the Cypress College Foundation, the heavy burden many of our students must bear to attend classes is considerably lightened. In the last year alone:
• The Foundation kicked off its effort to establish a $1,000,000 endowment fund, made possible in large part by a $300,000 “matching grant” received as part of the Title V federal grant. $175,000 has been committed thus far;
• Nearly $150,000 was distributed in student scholarships;
• The College’s Teacher Preparation program received a grant from the Foundation, preventing it from elimination due to budget cuts;
• The Library Textbook Collection Program, which provides books to low income students, was also “saved” as a result of funds received from the Foundation;
• The Black Studies Learning Community program received a grant that enabled it to continue serving nearly 100 students;
• Twenty two Foundation “mini-grants” were awarded;
• Seven new automobiles were donated to the Automotive Dept.;
• A $60,000 donation was secured from a former Fine Arts Foundation, preventing it from elimination due to budget cuts;
• The Library Textbook Collection Program, which provides books for low income students, was also “saved” as a result of funds received from the Foundation;
• The Black Studies Learning Community program received a grant that enabled it to continue serving nearly 100 students;
• Twenty two Foundation “mini-grants” were awarded;
• Seven new automobiles were donated to the Automotive Dept.;
• A $60,000 donation was secured from a former Fine Arts Student, the proceeds from which will support 9 students from the division for the next 15 to 20 years.

Against this backdrop, your support is requested. Materials will be distributed to all campus mailboxes next week. All employees are encouraged to consider contributing to the Foundation.

A pledge form is attached and may be returned to the Foundation. Monthly payroll deductions make it easy to donate.

For more information, contact Raul Alvarez at ext. 47128.
**Blood Drive Scheduled for this Wednesday**

The Associated Students are sponsoring a blood drive on Wednesday, September 15, from 9 a.m. – 3:30 p.m. Mobile units will be set up outside Admissions and Records. Donors must be at least 17 years old and weigh a minimum of 110 pounds. To make an appointment, please contact Becky Rojas at ext. 47199 or visit the Student Activities office, located on the second floor of Gym II. Walk-ins are also welcome.

**Classroom Technology Demonstration**

There will be a demonstration and mock-up of a potential Classroom Technology solution in the Teaching Learning Center on September 16, 3–4 p.m., and September 17, 9–10 a.m., and 2–3 p.m. The demonstration will include a Tablet Screen that will allow for direct input on the screen from the podium and present that information through a projector on a classroom screen. It is important to get feedback before we establish a standard for future Classroom Technology. While this technology will be of most use to faculty in a classroom environment, there are other potential uses.

To attend the demonstration, please forward an RSVP to Beverly Harrington or call ext. 47109.
`Cypress College Emergency Management Protocol

Fire Alarm Activation

If a fire alarm pull station is activated, please adhere to the following:

1. Evacuate immediately to the temporary evacuation areas. (The area adjacent to your building.) Faculty, staff, and students must take all personal belongings. Faculty shall bring your class attendance roster and secure all confidential material. Evacuate a minimum of 60 feet from the buildings. Depending on the circumstances the “safe distance” may be extended to the East (The grass area behind the Physical Plant Bldg.), South (The grass area at the West Soccer Field,) and or the North (The grass area just adjacent to the new LLRC,) evacuation zones.

2. Campus Safety will make contact with the Division Dean, Division office Manager or Department Director. Campus Safety and the Division Dean, Division Office Manager or Department Director shall conduct a survey (search) of the building. Campus Safety shall conduct a threat assessment and request mutual aid, if necessary as well as coordinate all perimeter set-ups.

3. Once the evacuation is completed, Faculty should take attendance for students using your attendance roster. Submit the check-in log to the DOM. The Dom shall complete roll for Staff members. All forms shall be submitted to Campus Safety.

4. Campus Safety shall conduct Station One (EOC) via radio regarding the disposition of the incident.

5. The Division Dean, Department Director, Division Office Manager shall radio Incident Commander to make notification of the building clearance and the intention to re-enter.

6. Campus Safety will give the “all clear signal” to return to the building.

**Important points to remember:**

- Remain calm.
- The safe distance for evacuation is a minimum of 60 feet.
- A campus closure plan may be completed to prevent access to the threat location.
- After the threat location is evacuated, re-entry will not be granted until a decision is made for re-entry.
- Do **not** use elevators.
- Remember to advise the first responders about the location of disabled/injured staff and students.

S. Smith 4-1-03
Cypress College Fall 2004

Steps to Success
Workshop Series

Helpful Resources for New & Returning Students
Date: Tuesday, September 28
Time: 1:30 pm - 3:00 pm
Place: Tech Ed 1, Room 200
Presenter: Sharon Easton

Developing Your Career Portfolio
Date: Monday, October 11
Time: 3:30 pm - 5:00 pm
Place: Tech Ed 2, Room 206
Presenter: Kathleen Reiland

Discover Your College Major
Date: Thursday, October 21
Time: 12:30 pm - 2:00 pm
Place: Tech Ed 2, Room 206
Presenter: Sharon Easton

Study Skills for Academic Success
Date: Wednesday, November 3
Time: 2:00 pm - 3:30 pm
Place: Tech Ed 2, Room 204
Presenter: Sharon Easton

Discover Your College Major
Date: Wednesday, December 1
Time: 1:30 pm - 3:00 pm
Place: Tech Ed 2, Room 204
Presenter: Sharon Easton

Workshops are FREE OF CHARGE!
Everyone is Invited to Attend!

For further information, please contact the Career Planning Center, T2-207A
(714) 484-7120
Learn to Use a New Web-Based Software Program:

**PH Words**

*Flex Workshop*

Thursday, Sept. 16
3:00 pm
Humanites-324, the Writing Center

A web-based program that allows students to independently develop basic writing skills on the Internet, *PH Words* offers multimedia learning modules on grammar, punctuation, paragraphs, and essays. (See a list of available modules on the back of this handout.) A management program tracks a student's progress through an online grade book and generates reports for students or instructors. Each module contains a four-part set of exercises:

- **Watch Screen.** This is a 1-2 minute animated lesson with both audio and text.

- **Recall Exercises.** These multiple choice, auto-grading exercises test the student’s knowledge of a concept.

- **Apply Exercises.** These auto-grading exercises evaluate the student’s ability to recognize concepts in existing writing.

- **Write Exercises.** These open-ended exercises test the students' ability to demonstrate concepts in their own writing. These exercises are automatically submitted via email to the instructor or the Writing Center tutors.

A *Prentice Hall Representative will provide free training and handbooks for all participants.*

Preview this resource at

www.phwords.com

RSVP: Linda Borla, English Department: 714/484-7184 * LBorla@cypresscollege.edu
FINAL GRADES FOR FALL 2004

NOTE: For courses ending in months other than December the Grade Collection Rule is:
Grades are due on the 5th of the month following the month in which your course ends.

EXAMPLE: Course Ends: Any day in September......Grades Due October 5
Any day in October...............Grades Due November 5

Final grades must be submitted on the web no later than, January 5, 2005 (courses ending in December)

The completed and signed End of Term Roster (green) must also be submitted to the Admissions and Records Office no later than January 5, 2005. (Note: End of Term Rosters may be mailed.)

INCOMPLETE GRADES “I”: In order to assign an “I” grade you must first write in the “I” grade symbol on the End of Term Roster and complete the State Required Incomplete Policy Form. Submit “I” forms to the Admissions & Records Office along with the End of Term Roster. DO NOT assign a grade on the web for the student receiving the “I” grade; leave BLANK. Incomplete grades can be assigned only to those students who meet the Title V criteria for the “I” grade.

IN PROGRESS GRADES “IP”: The “IP” grade is a valid grade only for specific courses. Consult your Division Dean for information.

DROP ERRORS: If an instructor has dropped a student in error, the student can still be assigned a final grade. To assign a final grade to a student that you have dropped, write the grade the student has earned on the End of Term Roster next to the pre printed “W”. Then complete the peach Supplemental Grade Form and submit both documents to Admissions & Records by the deadline date. Only students dropped by the instructor can receive a grade using this method. You may not issue a final grade to a student who has been dropped for non payment withdrawn themselves, or was dropped for illegal course repetition.

GRADE MODE: If on your End of Term Roster in the Grade Mode Column there is a “S” across from the student’s name, you must issue a Standard Letter Grade. (A, B, C, D, F). If the Grade Mode is a “C”, you must issue a CR or NCR grade.

POSITIVE ATTENDANCE: If your class has been designated as Positive Attendance in addition to final grades you must also submit attendance for all students enrolled in your course. You should also assign hours for students with the preprinted grade of “W” on the end of term roster.

FORMS:
Incomplete Policy forms are available from your Division Office Manager or the Admissions & Records Office.
In progress forms are available from your Division Office Manager or the admissions & Records Office.
Supplemental grade forms are available from the Admissions & Records Office.

WHAT EXACTLY MUST BE SUBMITTED TO ADMISSIONS AND RECORDS?
ANSWER: The signed End of Term Roster, Incomplete Policy Form (if applicable), In Progress Form (if applicable), Supplemental Grade Form (if applicable). That is it! We no longer collect Census Rosters, Temporary Rosters, Daily Attendance Rosters, Test Scores or instructor notes. You may keep these documents for reference in the event that a student questions the assignment of a final grade. End of Term Rosters may be mailed to the Admissions Office.
TO: Full-Time Tenured Faculty
FROM: Paul R. St. John, Coordinator, Semester Abroad Program
DATE: May 5, 2004
SUBJECT: RECRUITING FACULTY FOR SEMESTER ABROAD

PRAGUE, Czech Republic – Fall 2005 see other side for Summer 2005 & 2006

Applications are encouraged from all tenured full-time Fullerton or Cypress College instructors to lead the Semester Abroad Program in Prague, Czech Republic. **We need TWO faculty for this location.**

**SUMMARY OF THE ASSIGNMENT**

**RESPONSIBILITIES:**
- Teach up to 15 units on a four-day schedule. Courses offered should not have a required lab component.
- The excursions and travel vendor will be chosen with input from the selected faculty.
- Subject area should be enhanced by the foreign environment.
- Be available to students while abroad. Participate in all excursions.
- Remain on location during teaching time for the full length of the program.
- Devote **substantial** time recruiting students for the Semester Abroad Program.

**BENEFITS:**
- Regular district salary and benefits. Up to 3 hours of release time available.
- Free round-trip airfare and housing for faculty.
- Free entry to museums, historical places, concerts or other cultural events scheduled for the group.
- Free hotel room while on overnight excursions.
- Time to travel independently on off-duty days.

**DESIRABLE QUALIFICATIONS:**
- She/he has had experience in a foreign country and/or leading students on extended field trips or courses, preferably in a foreign country. Having the ability to speak the local language is a plus, but not a requirement.

**APPLICATION PROCESS:**
- Applications in Word available -- [http://semesterabroad.fullcoll.edu](http://semesterabroad.fullcoll.edu) or pstjohn@fullcoll.edu
- or call Paul R. St. John at 714/992-7747.
- Applications are due by **Tuesday, September 7, 2004** at noon to Paul R. St. John, Business/CIS, mail box in division office room 310, campus mail box or faculty office room 320-06.
- Applicants will be interviewed and selected by the joint Fullerton/Cypress Semester Abroad Committee.
- The interviews will be held on **Friday, September 17, 2004**, time and place to be determined.
- Consideration will be given to those who have not participated in semester abroad programs in the last two years.

**FUTURE PROGRAMS:** Spring - 2006 in Rome; Fall - 2006 in Barcelona
Applications are encouraged from all tenured full-time Fullerton or Cypress College instructors to lead the Semester Abroad Programs in the summer of 2005 and 2006. **We need TWO faculty, ONE for each summer.** Applicants suggest the location, excursion(s) and the 3-5 unit course to be taught. For these summer programs, you will need to eMail a letter of intent to apply with your location and course information. **The letter of intent will be due July 31, 2004** and will be used for preliminary research on logistics, costs and marketability to students.

**SUMMARY OF THE ASSIGNMENT**

**RESPONSIBILITIES:**

! Teach 3-5 units on a four-day schedule for 5 weeks. Most likely, one week locally and four weeks in the foreign location. Courses offered should not have a required lab component. The travel vendor will be chosen with input from the selected faculty.

! Subject area should be enhanced by the foreign environment. Be available to students while abroad. Participate in all excursions.

! Remain on location during teaching time for the full length of the program.

! Devote substantial time recruiting students for the Semester Abroad Program.

**BENEFITS:**

! Regular district salary and benefits. Free round-trip airfare and housing for faculty.

! Free entry to museums, historical places, concerts or other cultural events scheduled for the group.

! Free hotel room while on overnight excursions. Time to travel independently on off-duty days.

**DESIRABLE QUALIFICATIONS:**

! She/he has had experience in a foreign country and/or leading students on extended field trips or courses, preferably in a foreign country. Having the ability to speak the local language is a plus, but not a requirement.

**APPLICATION PROCESS:**

! Applications in Word available – [http://semesterabroad.fullcoll.edu](http://semesterabroad.fullcoll.edu) or pstjohn@fullcoll.edu or call Paul R. St. John at 714/992-7747.

! **Letter of intent due July 31, 2004 by eMail.** Applications are due by **Tuesday, August 31, 2004** at noon to Paul R. St. John, Business/CIS, mail box in division office room 310, campus mail box or faculty office room 320-06.

! Applicants will be interviewed and selected by the joint Fullerton/Cypress Semester Abroad Committee. The interviews will be held on **Friday, September 10, 2004**, time and place to be determined.

! Consideration will be given to those who have not participated in semester abroad programs in the last two years.
Name (please print): ________________________________

Dept.: _________________________________________

Phone: _________________________________________

Email: ____________________________ ________________________

To further the work of Cypress College, I pledge to the "Pull for Cypress Faculty/Staff Campaign" the following:

Fill out A, B or C below:

A. My pledge is _____________. Please deduct ____________ per month from my paycheck.

B. My pledge is _____________. Enclosed is my one-time payment.

C. My pledge is _____________. I wish to make ____________ payments—please bill me accordingly.

Signature: ________________________________

Date: ______________ Social Security #: ________________________________

Note: individuals desiring payroll deductions must list Social Security #.

(Optional Section) Restricted Contributions: Donors may, but need not, restrict their contributions. If you would like to do so, please fill out the following information. If you do not indicate otherwise, your support is applied to Greatest Need, which supports varied and diverse programs and needs, including scholarships, faculty/staff "mini-grants," book loans, or other programs and needs.

I would like my contribution to be applied to the following specific program or department: ____________________________________________
MOVIE SCREENING
Monday, September 13th

How Do We Get Information?
Philosophy, Politics and the Media
3:00 - 4:15pm • Humanities 131

Q & A with the Co-Producer, Jim Gilliam following

Jim Gilliam is a former dot com executive turned activist filmmaker. In the wake of 9/11, Gilliam left his position as chief technology officer of high-profile startup Business.com and devoted his time to more pressing matters. Through MoveOn.org, in 2003, he hooked up with veteran filmmaker Robert Greenwald to research and help produce the groundbreaking documentary, “Uncovered: The War on Iraq” about the faulty intelligence that led the U.S. to war. Bringing together the world of film, politics, and the internet, “Uncovered” defined a new generation of films — the grassroots political documentary. Gilliam then co-produced Greenwald’s next film, “Outfoxed: Rupert Murdoch’s War on Journalism,” an unprecedented look at the propaganda techniques employed by FOX News.

Sponsored by the Philosophy and Religious Studies Department
From Nancy Byrnes:

Two task forces have completed their drafts for the Strategic Plan 2004-2008. The first task force worked on the vision and mission, and the second task force worked on the Directions for the Plan. A BLOG has been set up for your comments on the draft. Please make your comments by September 15 at 5pm, so that the comments may be discussed at the Budget and Planning meeting on September 16th.

It is important that the vision and mission reflect the feelings of the entire campus, so please review both and make comments if you wish. Because the Directions will guide us in planning over the next four years, it is important that the statements be understood by everyone, so we welcome your comments. The link is http://www.cypresscollege.edu/~pio/mt/blog/new-sp/

Task Force on Vision and Mission: Vicki Sykes, Pam Bettendorf, Beth Piburn, Kelly Carter and Nancy Byrnes
Task Force on Directions: Heather Brown, Michael Brydges, Nancy Deutsch, Steve Gold, Mike Kasler, Beth Piburn, Marc Posner, Joyce Ricci, Olivia Veloz and Nancy Byrnes
A reception for new managers and newly tenured faculty was held this week. Tenured faculty (top) are introduced by Mike Kasler. New managers (left) were introduced by Dr. Lewis.