

THIS WEEK

- 14 • Monday**
» Spring Semester Begins
- 21 • Monday**
» Martin Luther King Jr. holiday (campus closed)
- 23 • Wednesday**
» Fine Arts Gallery: Group Show of Abstract Paintings (through Feb. 19)
- 28 • Monday**
» Photo Galleries: Sandra Matthews' Homeland Scrolls & The Four Elements (through Feb. 23)
- February**
» Black History Month Celebration

THEY SAID IT

“Shoot for the moon. Even if you miss, you’ll land among the stars.”

– Les Brown

“An idea is salvation by imagination.”

– Frank Lloyd Wright

@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.

Dr. Michael J. Kasler, President
(714) 484-7308
mkasler@CypressCollege.edu

@Cypress

January 11, 2008, Newsletter from President Michael J. Kasler

Core Values:

Excellence

Integrity

Collegiality

Inclusiveness

Enrollment is Up for Semester and Academic Year as Spring Begins

► **With the new semester starting on Monday, registration numbers indicate growth above the enrollment target for the semester and the year.**

As Cypress College's Spring 2008 semester is about to begin, current enrollment projections indicate that the campus will safely beat enrollment targets set for both the spring term and the academic year as a whole.

During the past week, day-to-day headcount comparisons between Spring 2008 and Spring 2007 have consistently been about 450 students higher over this time last year. That's an approximate increase of more than 4.5% in the number of students attending.

But, those numbers are just an indicator of a more important measure — FTES — of the college's enrollment.

FTES, full-time equivalent students, is the formula used by the state to determine funding to districts and campuses. The number is a calculation expressing the number of full-time students each would have if each of them took a precise load of 15 units.

Simply put, one student taking 15 units in each of the fall and spring semesters is equal to 1 FTES; so are 15 students each enrolled in

1-unit courses for fall and spring.

FTES figures for summer are already set and those for fall will be reported to the state in the coming week.

For summer, Cypress College generated 1,019.13 FTES. The current figure for Fall 2007 is 5,107, though it could grow as additional attendance is reported to the Records Office.

FTES for the current semester is projected to exceed the 4,500 goal for the term. When all is said and done, the college figures to beat the FTES target by more than 125 for the academic year.

The number of students attending Cypress College is also on the rise.

At the Fall 2007 census date, Cypress College enrolled 13,773 students. This represents an increase of 6.1% from Fall 2006 (see the [Fall 2007 Research Bulletin](#) for additional information).

As of Thursday, 11,204 students were enrolled in at least one class for the spring semester. That compares with 10,713 on the Thursday prior to the start of classes last year. Although they can change dramatically because of the day-to-day comparison, the increase equates to 491 students, or 4.7%. Both figures are consistent with the recent trend.

The 11,204 headcount will grow as Late-Start, Half-Semester and other short-term courses begin.

Print Course Rosters on Day Class Begins

Faculty are advised by Admissions and Records staff to print their course rosters on the same day the class begins and periodically, after the class starts. The recommendation is made because District IS electronically updates enrollment changes to reflect adds and drops for each CRN in the early hours each morning.

If a student is attending your class but is not showing on a recently-printed roster, they have been dropped because of non payment of fees or they have not officially added the class. At the instructor's discretion, an add code can be provided to the student.

Hire Me! Workshops Set for Adjunct Faculty

Two workshops designed to help adjunct faculty get hired as full-time instructors have been scheduled.

Part I, "Perspectives on Hiring: Application, Letter of Interest, & Resume Writing Workshop," will be presented on Saturday, February 2, 2008. Part II, "Perspectives on Hiring: The Interview Workshop," will be held on Saturday, February 9, 2008.

[E-mail](#) or call the Staff Development Office, (714) 484-7324, to make a reservation or for more information.

@Cypres
Online

HOURS FOR STUDENT SERVICES

January 7 – 12	M – Th	F	Sat
Admissions and Records	8am – 7pm	8am – 7pm	
Assessment Center	8am – 7pm	8am – 5pm	
Bookstore	7:45am – 8pm	7:45am – 5pm	8:30am – 1pm
Bursar Office	8am – 5pm	8am – 5pm	
Campus Safety Office	8:30am – 10pm	8:30am – 5pm	
Campus Security	24 hrs Monday – Sunday	24 hrs Monday - Sunday	
Career Planning Center	8am – 5pm	8am – 5pm	
Counseling	8am – 7pm	8am – 7pm	
DSPS	8am – 7pm	8am – 7pm	
EOPS	8am – 7pm	8am – 5pm	
Financial Aid	8am – 7pm	8am – 7pm	
Health Services	8am – 5pm	8am – 5pm	
International Students	8am – 7pm	8am – 5pm	
LLRC	10am – 3pm	1pm – 5pm	
Student Activities (&Photo ID)	8am – 5pm	8am – 5pm	
Transfer Center	8am – 5pm	8am – 5pm	

January 14 – 19	M – Th	F	Sat
Admissions and Records	8am – 7pm	8am – 7pm	
Assessment Center	8am – 7pm	8am – 5pm	
Bookstore	7:45am – 8:30pm	7:45am – 5pm	8:30am – 1pm
Bursar Annex	8am – 7pm	8am – 7pm	
Bursar Office	8am – 5pm	8am – 5pm	
Campus Safety Office	8:30am – 10pm	8:30am – 5pm	
Campus Security	24 hrs Monday – Sunday	24 hrs Monday - Sunday	
Career Planning Center	8am – 5pm	8am – 5pm	
Counseling	8am – 7pm	8am – 7pm	
DSPS	8am – 7pm	8am – 7pm	
EOPS	8am – 7pm	8am – 5pm	
Financial Aid	8am – 7pm	8am – 7pm	
Health Services	8am – 5pm	8am – 5pm	
International Students	8am – 7pm	8am – 5pm	
LLRC	8am – 9pm	8am – 5pm	
Student Activities (&Photo ID)	8am – 7pm M – W	8am – 5pm Th & F	
Transfer Center	8am – 7pm	8am – 5pm	

Articulation Newsletter

1st Edition of the Articulation Newsletter for Cypress College

The state of our Associate Degrees



Quick Facts:

- *The college awarded 270 Liberal Arts AA degrees (on average) versus 165 General Studies AA degrees, from 2005-2007.*
- *109 California community colleges have non-compliant AA degrees; the issue is not unique to our college.*

Community colleges have recently been given direction by the CCC System Office (CCCSO) to either remove non-compliant associate degrees from campus publications, or revise their noncompliant degrees to align with Title V.

The Liberal Arts and General Studies degree options are out-of-compliance and need to be revised, or removed from the 2008-09 catalog .

AA Degree —Transfer Students

The Liberal Arts AA degree has been revamped by the "AA Workgroup" and informally submitted to the CCCSO for consideration. The college may be able to maintain this type of degree for the 2008-09 catalog, if approved. The Liberal Arts degree was originally designed for transfer students, also known as "Option I". Four new degrees under Liberal Arts are included in the workgroup's proposal. Each new degree option includes 18+ units in an "Area of Emphasis". **NOTE:** Departmental majors are still an option under Liberal Arts.

The four NEW degrees are:

- Arts & Humanities

- Communication. & Critical Thinking

- Social & Behavioral Sciences

- Math & Science

AA Degree —Non-Transfers

The General Studies AA degree has not been revamped at this point. This degree was not designed for transfer students, but for those who wish to obtain a two-year degree without the prospects of attending a four-year school. Although the Curriculum Committee and AA Workgroup understand the importance of the General Studies degree, the workgroup's efforts were primarily focused on the Liberal Arts degree due to the demand from students in recent years.

AA Degree —Occupational

This degree option still meets compliance standards for Title V, and remains unaffected.

IMPLICATIONS FOR STUDENTS:

Students who were previously enrolled at Cypress College under a prior catalog year (before Fall 2008) are able to complete their degree requirements according to their existing “catalog rights”. This is a system-wide policy which applies for all degree options.

“Division Meetings scheduled on Opening Day, January 11th are an optimal time to begin these discussions.”

Other possible scenarios for 2008-09:

- Cypress College does not have degree options for Liberal Arts and/or General Studies. Reminder: Students are allowed to choose a subsequent catalog year’s requirements for their program, at which time the college may have a compliant degree in place.
- Cypress College receives approval for the four new Liberal Arts degrees, but no option yet exists for General Studies.

Division Meetings scheduled on Opening Day, January 11th are an optimal time to begin these discussions. Faculty may send DRAFT proposals to:

Stacey Howard
 Transfer Center, FA-100
 Phone: X47025 or X47129
 Email: SHoward@CypressCollege.edu

TIME-LINES FOR 2008:

- **February 5**—Curriculum must review AA degree revisions intended for the 2008-09 catalog. Forthcoming degree proposals are more likely to receive approval for the 2009-10 catalog.
- **February 12**—cease further publications of non-compliant degrees in the catalog and schedule of classes.
- **May**—Revised degree(s) for Liberal Arts and/or General Studies for 2008-09 must be approved by all four local bodies (Curriculum Committee, District Curriculum Coordinating Committee, Board of Trustees, and Academic Senate).
- **July 1**— request to convert a non-compliant degree to a compliant degree form submission deadline.

ATTENTION FACULTY!

The AA Workgroup advises faculty to begin discussions about AA degrees to determine if they wish to develop an 18-unit Area of Emphasis for General Studies. The example of the four Liberal Arts Areas of Emphasis may be used as a model. However, the General Studies degree is not restricted to this format. Areas of Emphasis include a description justifying how courses constitute a unique “pattern of learning”. Furthermore, the Areas of Emphasis includes courses that may double-count for transfer GE requirements.



AA Workgroup:
Akillah Courtney,
Eldon Young,
Kelly Carter,
Peggy Austin,
Stacey Howard
[Chair—pictured]

CONCLUSION

This is an important issue that may impact many of our degree-seeking students at Cypress College. Your cooperation and input is vital to this process. For more information, please contact AA Workgroup members.

Hire Me! Workshops

Designed for Individuals Seeking Full-Time Faculty Positions
with the North Orange County Community College District

Part I: Perspectives on Hiring: Application, Letter of Interest, & Resume Writing

Workshop presented by Kelly Carter, Cypress College Counselor

Saturday, February 2, 2008

Registration: 9:30 - 9:50 a.m.

Presentation: 10:00 a.m. - 1:00 p.m.

NOCCCD Board Room, 1st floor, Anaheim Campus
1830 W. Romneya Drive, Anaheim, CA 92801

Part II: Perspectives on Hiring: The Interview

Workshop facilitated by Kelly Carter, Counselor, featuring

Dr. Michael Kasler, President of Cypress College

Dan Willoughby, Dean of Humanities, Fullerton College

Virgil Adams, Human Services Faculty, Cypress College

Saturday, February 9, 2008

Registration: 9:30 - 9:50 a.m.

Presentation: 10:00 a.m. - 1:00 p.m.

NOCCCD Board Room, 1st floor, Anaheim Campus
1830 W. Romneya Drive, Anaheim, CA 92801

Please email edouglas@cypresscollege.edu to make a reservation or call the Cypress College Staff Development Office 714-484-7324 for information.

Directions: From 91 Freeway, take Euclid exit and drive south to Romneya Drive. Turn right on Romneya. Turn left into second entrance of NOCCCD Anaheim Campus.

Park in any unmarked parking stall. **PARKING PERMIT IS REQUIRED.**
Purchase \$2 daily parking permit at yellow dispensers on site, if you are non-NOCCCD employee.

Sponsored by NOCCCD, Cypress College, and Fullerton College Staff Development



Early Alert Process

Directions to complete this activity

(This is one of the required items necessary to maintain your eligibility for textbook service next semester)

- 1) You have received 5 progress report letters/forms in your packet. You need to fill in your name, Banner ID # as well as instructor and course information. If you need additional forms let us know. Keep one for your information.
- 2) Once you have finalized your classes, **print (legibly) the course title and course number as well as the name of your instructor on the "Student Progress Report" section under your name.**
- 3) Make contact with your instructor early in the semester and identify yourself as an EOPS student.
- 4) **Provide one progress report letter/form to each of your instructors. As you give them to your instructors, note the date and time you turn it in on your informational copy. Let them know that EOPS requests that they complete this and return it to you between February 18 and March 21, 2008.**

If they have any questions, they can contact an EOPS counselor at X 47368 and we will be happy to talk with them.

Why do we do this?

- 1) To assist you in making contact with your instructors. It is important to network and develop good working relationships with others, including your instructors.
- 2) To assist you in actively seeking feedback about your progress and performance in your classes.
- 3) To assist your instructors in knowing that you are with the EOPS program so if there are concerns or difficulties, they have a place to contact. We care about you and your progress. We are here to assist you in being successful in your educational and personal goals. We want to be available before little problems become big problems. The sooner we all work together to resolve issues the better for all.
- 4) The EOPS program is required to monitor their students and their progress. We are accountable to the state which provides us with our funds. We do not want to jeopardize the program and our students by not complying with the state regulations.
- 5) It is part of the EOPS requirements.



Student Progress Report

ATTENTION FACULTY - YOUR INPUT IS EXTREMELY IMPORTANT!

The student named below is part of the Extended Opportunity Program and Services (EOPS) program here at Cypress College. EOPS is designed to assist in the retention and academic success of each of its students. For this reason we encourage our students to make contact with you early in the semester and identify themselves as an EOPS student so that you may address any progress concerns you may have either with us or the student.

To assist us in verifying that our students are making the required contact with their faculty, we request your cooperation in meeting with the student to provide your feedback, complete the bottom portion of this form and return it to the student between February 18 and March 21, 2008. The student is expected to return and review the completed form with their counselor.

Our intention is to discuss this feedback with the student during their counseling sessions and to encourage them to take advantage of our support services to help them progress in areas in which they are challenged or need assistance. Each EOPS student is informed of this procedure and has signed a release form giving us their permission to do so.

If you become concerned about a student's progress at any point during the semester, please do not hesitate to contact our EOPS Counselors at x47368. Your feedback will help us to assist our students in achieving their academic and career goals.

Thank you for your cooperation and support. Your feedback is a vital component of the support services our EOPS students receive.

Sincerely,
Mara Scott
EOPS Manager

PROGRESS REPORT

Name _____ Banner ID _____
Last name First name

Subject & Course No. _____ Instructor _____
(PLEASE PRINT)

	Excellent	Above Average	Average	Below Average	NA
Class Attendance					
Exams					
Class Participation					
Class Assignments/Homework					

How may this student improve his/her performance? _____

Comments _____

Student signature _____ Date _____ Instructor signature _____ Date _____

Save the Dates!

Cypress College Outreach and Recruitment Events Spring 2008

Thursday, February 7, 2008

8 am – 1 pm

Black College Fair and Black History
Month Celebration



Monday, Feb. 25 – Thursday, Feb. 28, 2008

10 am – 1 pm

Student Support Services Success Week



Friday, April 4, 2008

8 am – 1 pm

Kindercaminata



Thursday, April 17, 2008

8 am – 1 pm

Senior Day



Tuesday, May 6, 2008

5 pm – 8 pm

Parent Night



For more information regarding these events and/or participation, please contact Marion Shocklee at (714) 484-7371. More information, including locations and agendas, will be available soon.