

<b>ACADEMIC SENATE OFFICERS</b>		<b>Present</b>
<b>President:</b>	<b>Craig Goralski</b>	<b>X</b>
<b>President-Elect:</b>	<b>Damon de la Cruz</b>	<b>Damon out at 5:15</b>
<b>Secretary:</b>	<b>Julia Cherney</b>	<b>X</b>
<b>Treasurer:</b>	<b>Liana Koeppel</b>	<b>X</b>
<b>Curriculum Chair:</b>	<b>Silvie Grote</b>	<b>Silvie Grote</b>
<b>Senators: Please indicate departure time if you leave before adjournment.</b>		
<b>Academic Senators</b>		<b>Signature and time of departure</b>
<b>Business/CIS 1</b>	Peter Molnar (T1, Y2)	<b>Peter Molnar 5:20</b>
<b>Career Technical Education 1</b>	Amanda Gargano (T1, Y1)	<b>Amanda Gargano Out at 5:27</b>
<b>Career Technical Education 2</b>	Russ Bacarella (T1, Y1)	<b>x</b>
<b>Counseling 1</b>	Sarah Coburn (T1, Y2)	<b>X out 5:43</b>
<b>Counseling 2</b>	Daniel Pelletier (T1, Y1)	<b>x</b>
<b>Fine Arts 1</b>	Katalin Angelov (T2, Y2)	<b>Katalin Angelov Out at 5:25</b>
<b>Fine Arts 2</b>	Paul Paiement (T3, Y2)	<b>X 5:05</b>
<b>Health Science 1</b>		
<b>Health Science 2</b>	Lori Collins (T1, Y2)	
<b>Health Science 3</b>	Julia Cherney (T1, Y2)	<b>Julia Cherney</b>
<b>Language Arts 1</b>	Liana Koeppel (T1, Y2)	<b>x</b>
<b>Language Arts 2</b>	Alison Robertson (T1, Y1)	<b>Alison Robertson</b>
<b>Language Arts 3</b>	Kathleen McAlister (T1, Y1)	<b>Kathleen McAlister Left at 5:30</b>

<b>Library/Learning Resource Center 1</b>	Leslie Palmer (T1,Y2)	<b>X</b>
<b>Kinesiology:</b>	Sergio Cutrona (T1,Y2)	<b>Sergio Cutrona</b>
<b>Science/Engineering/Math 1</b>	Alma Castro (T3, Y2)	<b>Alma Castro</b>
<b>Science/Engineering/Math 2</b>	Christina Plett (T3, Y2)	<b>Christina Plett</b>
<b>Science/Engineering/Math 3</b>	Victoria Castle (T1, Y2)	<b>x</b>
<b>Social Science 1</b>	Steven Estrada (T1, Y2)	<b>Steve Estrada</b>
<b>Social Science 2</b>	Jaclyn Magginetti (T1, Y2)	<b>Jaclyn Magginetti</b>
<b>Adjunct Faculty Senator 1</b>	Layal Lebdeh (T1, Y2)	<b>Layal Lebdeh Out at 5:30 pm</b>
<b>Adjunct Faculty Senator 2</b>	Cynthia Acosta	<b>Cynthia Acosta Out 5:32pm</b>
<b>Adjunct Faculty Senator 3</b>	<b>Vacant</b>	
<b>Liaisons</b>		
<b>Associated Students</b>	Nicolette Garcia	<b>X</b>
<b>Diversity, Equity and Inclusion</b>	Maha Afra	<b>X</b>
<b>Campus Technology</b>	Peter Maharaj	
<b>CC Foundation:</b>	Damon de la Cruz	<b>damon</b>
<b>Program Planning and Review</b>	Bryan Seiling	<b>Bryan Seiling</b>
<b>Professional Development</b>	Michael Brydges/ Ruth Gutierrez	<b>Michael Brydges Out at 5:14 PM</b>
<b>United Faculty</b>	Christie Diep	<b>x</b>
<b>Student Equity and Achievement Committee</b>	Alison Robertson/ Gisela Verduzco	<b>Alison Robertson</b>
<b>Student Learning Outcomes</b>	Jennifer Coopman	<b>Jennifer Coopman</b>

<b>AdFac United</b>	Tonya Cobb	<b>X</b>
<b>Accreditation</b>	Liana Koepfel	<b>x</b>
<b>CTE Liaison</b>	Amanda Gargano	<b>x</b>
<b>Distance Education</b>	Kathleen McAlister	<b>Kathleen McAlister</b>
<b>Basic Skills</b>	Cindy Shrout	
<b>Council on Budget and Facilities</b>	Craig Goralski	<b>x</b>
<b>GUESTS</b>		
<b>Print Name:</b>	<b>GUESTS</b>	<b>Campus Role:</b>



**ACADEMIC SENATE  
Minutes for 09.10.20**

**Place: CCC – 414 (Zoom) 3:00 pm to 5:00 pm**

Members of the public may address the Senate regarding items on the agenda as these items are taken up by the Senate, according to the rules of the Senate. Members of the public wishing to address matters not on the agenda will be invited to do so under “Public Commentary” at the beginning of the meeting. The Senate reserves the right to change the order of the agenda items as the need arises.

**AGENDA:**

- I. Establish Quorum and Acknowledge Alternates**
  1. Establishment of quorum at 3:08pm
  2. No alternates
  
- II. Adoption of the Agenda**
  - A. Motion to adopt the agenda as written by Senator Kathleen McAlister. Motion seconded by Curriculum Chair Grote. The motion was passed unanimously.
  
- III. Approval of Minutes from 05.21.2020, 06.25.2020, 07.23.2020, and 08.27.2020**
  - A. Motion to adopt minutes from 05.21.2020 made by Curriculum Chair Grote. Motion seconded by Peter Molnar. The motion was passed unanimously.
  - B. Motion to adopt minutes from 06.25.2020 made by Curriculum Chair Grote. Motion seconded by Kathleen McAlister. The motion was passed unanimously.
  - C. Motion to adopt minutes from 07.23.2020 made by Curriculum Chair Grote. Motion seconded by Peter Molnar. The motion was passed unanimously. 1 abstention.
  - D. Motion to adopt minutes from 08.27.2020 made by Curriculum Chair Grote. Motion seconded by Paul Paiement. The motion was passed unanimously.
  
- IV. Public Commentary (3 minutes per speaker)**

No public commentary
  
- V. Faculty Announcements and Invitations (2 minutes per speaker)**

Maha Afra invited everyone to the Hispanic Heritage Month Opening Ceremony on September 17 at 12:00pm
  
- VI. Special Reports (3 minutes per Report)**
  - A. Associated Students

Nicolette Garcia

1. Associated Students Liaison Garcia reported they had a two day graduation package event. Additional days will be held.
2. Food distribution has been held and will continue to be every week Wednesday 9:00-12:00.
3. Encouraged senate to follow AS Instagram page. Have been providing resources for students.
4. Will be putting on a virtual Club Rush.
5. Held Smoke Free Town Hall.
6. AS benefit sticker will be updated.
7. Student ID event will be held September 11. Official Outlook emails have been created for Cranium Café.

B. United Faculty Christie Diep

1. Christie Diep reported UF is still preparing for fact finding. Meeting with fact finding panel on October 8 and 9.
2. Have appointed Fola Odeunmi as the Black Lives Matter Oversight Task Force Liaison. Will be working together on contract language.

C. AdFac Tonya Cobb

1. Tonya Cobb reported there will be a Know Your Rights Grievance Webinar on September 16. District orientation will be September 11. Next meeting is on September 18. Zoom social hour on September 25.

D. Professional Development Michael Brydges/  
Ruth Gutierrez

1. Michael Brydges reported Adjunct orientation September 11 and Full time faculty/Classified/Manager orientation September 18. Flex day survey is available until Monday and requesting feedback.
2. Will be offering Lift 3 in October.
3. Equity Retreat will be November 5 and 6.
4. Will be focusing more on wellness workshops this year for students and faculty.
5. Conference funding website has been upgraded.
6. Conference funding is available

E. Curriculum Committee Silvie Grote

1. Curriculum Committee has met twice since the last Senate meeting. We have welcomed Josh Boynton and want to thank AS for appointing a student representative. We are excited to include a student voice on our committee!
2. Per Title 5, we have embarked on committee's training, so far we have covered theory and will be applying our skills during future training doing curriculum reviews as a group. Besides regular curriculum approvals,

much of our discussion has been around distance education delivery and batch fast-track approvals pertaining to Spring 21.

3. Starting in January 21, there are changes to how colleges are required to report attendance, and previously used Emergency-DE addenda now warrant live zoom instruction at all scheduled times. Deans shared scheduling information with their faculty last week and this week, curriculum chair sent out additional message regarding DE fast-track process. Please see the end of this report for email language.
4. Another focus of our discussion has been culturally relevant and anti-racist curriculum. Long Beach City College has shared their Cultural Curriculum Audit Project at this year's Curriculum Institute (July, 20) and in collaboration with Guided Pathways and Title V grant, we are interested to implement similar project (under different title). Additionally, our local project would include curriculum recommendations by CC BLM Task Force presented at the Opening Day. This project would take place over the Winter break and include a cohort of faculty who are interested in examining their teaching practices, informed by data specific to their course, with a goal to enhance equity and cultural relevance. Curriculum chair will meet with LBCC curriculum chair to discuss LBCC project in detail. Our committee is currently exploring positive title for this project and some of the words that have come up are: curriculum (although questionable as it apparently evokes anxiety), equity, transformational teaching, cultural relevance, awareness, competency, sensitivity, effectiveness. If you'd like to contribute to formation of the title of our local project, please reach out to your Division Curriculum Representative before next Tuesday.
5. In order to comply with Title 5, courses have to be revised regularly. Division Representatives were given 2022 curriculum cycle lists. Dates to propose new or revised curriculum are Now- January 31st, 2021 (pre-launch).
6. Additional Title 5 compliance warrants new procedures and policies for Credit for Prior Learning which will be addressed as a separate agenda item during meeting.
7. Next Tuesday, as part of our regular meeting, committee will participate in Course Scheduler software demonstration that the District is exploring to purchase to enhance student experience in scheduling courses.
8. Email RE: DE fast-track approvals for Spring 21 sent on September 8th, 2020.

*Dear Department Coordinators, Curriculum Representatives and Deans,  
I am sharing information about Distance Education fast-track proposal opportunity (DE for fully online and partially online instruction) that is available for courses scheduled for Spring 2021.*

*As was the case for this Fall, we can accommodate a batch of DE approvals. The course outline of record (COR) must lend itself to either*

*fully online or partially online (previously known as hybrid) delivery. Further, the course must be in compliance with Title 5 in terms of last approval by the Board of Trustees.*

*Department Coordinators, since this is a fast-track proposal, we ask that you coordinate with interested faculty originators to submit DE addenda (please see current DE addendum attached here). Please send DE proposals on behalf of your department to [sgrote@cypresscollege.edu](mailto:sgrote@cypresscollege.edu) by September 21st and cc your Division Curriculum Rep, Dean, and DOM. I will work with Kathleen McAlister on reviewing these proposals to meet deadlines. Please be mindful of COR content and whether and how the content/SLOs/instructional methodologies etc. align with online instruction. Kathleen and I rely on your review as well and view your forwarding of any proposals as your approval of online delivery. Just a reminder: our current Senate-approved college policy is that faculty who teach courses via fully online or partially online delivery must be DE certified through equivalency or completing 5-week Cypress College DE training.*

*Note: Starting in January, there are changes to how colleges are required to report attendance, and previously used Emergency-DE addenda warrant live zoom instruction at all scheduled times (see attached Word document). Any course not approved for fully online instruction (including those courses that are certified for partially online delivery) would need E-DE addendum and that process would be same as during summer and fall (through Terry Carpenter) and separate communication will go out later this semester. In this case E-DE addendum is standardized and does not require individual review.*

*We have vetted this at our Curriculum meeting and I will share with the Senators on Thursday as well.*

F. Academic Senate Treasurer's Report Liana Koeppel  
Liana Koeppel reported we have about a \$20,000 carryover from last year.

G. Cypress College Foundation Damon de la Cruz

1. Virtual Scholarship Awards Event is September 10. It will include a short recognition presentation and then breakout rooms for donors and students to interact.
2. Pull for Cypress is ongoing. Faculty who wish to start giving or add to their current giving are encourage to complete the Pull for Cypress Form on the Foundation website. [www.cypresscollegefoundation.org](http://www.cypresscollegefoundation.org). New funds for Tom Lubin Endowment, Irv Pickler Endowment, and LEAD Emergency and Scholarship fund.
3. Americana will be held Virtually this year. This will be The Reunion Year for Americana, honoring all past recipients from each city.
4. The Foundation continues to support students through the Emergency Fund. Many students are not eligible for CARES Act funds or need

additional funds. We need the help of faculty, staff, and the community to support this fund for our students in need.

H. Student Equity and Achievement Committee Alison Robertson/  
Gisela Vurduzco

1. We are currently reviewing membership in light of the BLM Task Force Report Recommendations so that we ensure diverse representation now and for the future of this committee.
2. Our next meeting is Tuesday, Oct. 6 from 3:45 to 5pm (1st Tuesday of each month) on Zoom.
3. All members of the campus are always welcome to join us. Just email Gisela Verduzco or Alison Robertson for the Zoom link while we are online.

I. Student Learning Outcomes Assessment Jennifer Coopman

We had our first Zoom meeting on August 31, 2020. We discussed Full-Time faculty and Adjunct faculty contract language for SLOs, a reminder to include active CSLOs on course syllabi, mapping CSLOs to PSLOs in eLumen, programs that still need to complete the CSLO to PSLO mapping for program review, and general comments regarding CSLO assessment in eLumen. Scorecards for Fall 2020 CSLO assessment will be available in eLumen around the third week in October.

J. Program Review and Department Planning Bryan Seiling

The IPRC will meet for the first time this coming Monday. Topics on the agenda include discussing the new forms and cover letters created for this review cycle, the need for a separate review process and forms for the Baccalaureate program, and a discussion of the breakdown of work and deadlines for the coming year. A particular focus will be working with the BLM Task Force to help implement some of their recommendations and to revise the committee's handling of and conservations about the Diversity, Equity, and Inclusion section of the IPR form. To assist these efforts, the committee will also be asked to consider adding a representative from the BLM Task Force as a permanent voting member. Committee members will be given time to consult with their divisions, and a final vote on the proposal will be scheduled for an upcoming meeting.

K. District Council on Budget and Facilities Craig Goralski  
No report

L. ACCJC Self Study Liana Koeppel  
No report

M. CTE Liaison Amanda Gargano



No report

N. Distance Education

Kathleen McAlister

1. DE Committee met on 9/3.
2. Training:
  - a. OTT training will begin on 10/5. Deans should be reaching out to faculty to gather a list of those who are interested.
  - b. Title 5 Training. We will be processing stipends in batches—at the end of September and end of October. November 1 is the target date for completion.
3. Integrations:
  - a. DE has integrated the following Ltis. Information, guides and training for these tools is available in the RCI (Resources for Continuous Instruction) Canvas site.
    - i. Respondus Monitoring and Lockdown Browser. This is another exam security tool similar to Proctorio. Proctorio will remain available through 12/31, but it's expensive and we may not be able to support it ongoing. Lockdown Browser is used at Fullerton and we may negotiate a District contract if faculty support it and there is need for it ongoing. Currently, Lockdown Browser does not work with Chrome books, but they are working to address this.
    - ii. Respondus 4.0. This is a tool that allows faculty to create and import quizzes from a file (such as MS Word) into Canvas. We also have access to "Respondus Testbanks" where faculty may download testbanks for their course. You may search for a test bank by inputting your textbook information.
    - iii. GoReact. This is a video-making/sharing application that allows students and faculty to provide in line comments/feedback for video assignments. It has additional functionality—such as creating collaborative video-based projects. It's a great tool for faculty in performance-based disciplines. We have access to this tool for one year and may not be able to support it ongoing. Canvas Studio is a good alternative to GoReact. This tool is available free for the next two years, and we may be able to support it ongoing.
4. Important Notes:
  - a. Equity will remain a focus for DE ongoing. With the rapid integration of tech tools and applications, we must carefully consider the unintended effects and access issues for our students.
  - b. The Rich Content Editor in Canvas is changing. It will have a different appearance but increased functionality. The change to the new RCE will happen over the winter break.

O. Diversity, Equity and Inclusion Committee  
No report

Maha Afra

**VII. President’s Report and Committee Appointments (15 min.)**

A. Appointments

1. President Goralski welcomed the new Adjunct Faculty Senators Crystal Johnson and Cynthia Acosta. Votes were confirmed by Loyal Lebdeh and Tonya Cobb.
2. President Goralski appointed Jennie Larez to Professional Development committee. Motion to approve made by Silvie Grote. Motion seconded by Kathleen McAlister. The motion was passed unanimously.

B. President Goralski discussed the Irrevocable Trust. Christie Diep spoke regarding the UF and the Irrevocable Trust. Curriculum Chair Grote made a motion to direct president Goralski to advocate that the board create a specific policy related to the excess amounts that are being earned by the irrevocable trust and those funds should be used for supporting faculty to the extent that its defined in the MOU. The motion was seconded by Peter Molnar. The motion was passed unanimously.

**VIII. Faculty Issues – Unfinished Business**

- A. Emergency Withdrawal, Pass/No Pass, and Incomplete Policies for Fall 2020  
(10 minutes)

Craig Goralski

President Goralski discussed EW being available from the beginning of the semester until the last day before finals week, P/NP would also be available from beginning of the semester until the last day before finals week. The senate discussed the options and the differences between Cypress and Fullerton options. A motion was made to extend discussion by 5 minutes by Kathleen McAlister. The motion was seconded by Jaclyn Magginetti. The motion was passed unanimously. A motion was made to recommend adopting the policy EW being available from the beginning of the semester until the last day before finals week and P/NP would also be available from beginning of the semester until the last day before finals week by Silvie Grote. The motion was seconded by Steven Estrada. The motion was passed unanimously.

- B. Ad-Hoc Committee on COVID-19 Policy Recommendations (10 minutes) Craig Goralski

Senate discussed the recommendations that were made by the Ad-Hoc Committee and the extent to which the recommendations are being followed currently on campus. President Goralski asked senate to communicate the

recommendations to the faculty and ask for an assessment of what is and what is not being followed in daily business on campus. Russ Bacarella requested to discuss this item again at the next meeting. Daniel Pelletier requested to table this item until the next meeting.

C. Conducting Faculty Evaluations (5 minutes) Kathleen McAlister

Kathleen McAlister discussed possible processes for online student evaluations and faculty evaluations. Kathleen shared a document which the DE committee has approved on how to conduct evaluations by allowing evaluation permissions and handing the control to the faculty to enroll evaluators in the student role. Christie Diep discussed how this relates to the UF contract. A motion was made to extend discussion by 5 minutes by Jaclyn Magginetti. The motion was seconded by Liana Koeppel. Vote results 16 yes, 1 no. The motion passed. A motion was made by Liana Koeppel to extend the time to discuss this item as long as needed to discuss this vote. The motion was seconded by Leslie Palmer. Vote results 16 yes, 5 no. Motion passes.

Kathleen McAlister made a motion for a sense of the senate on the language in the evaluation permissions document as written. The senate discussed how this would work and how it relates to the UF contract. A motion to amend was made by Silvie Grote to remove the language about the one week observation and uphold the contract with the 50-90 minute peer specified period but embrace the ability of the evaluatee to enroll or disenroll their observers. The motion was seconded by Leslie Palmer. Senate debated the motion to amend. Vote results 13 yes, 3 no, 3 abstained. Motion passes. The amended sense of the senate vote results 8 yes, 3 no, 5 abstentions. Motion passes.

D. Consideration of a College Hour/Campus Hour (10 minutes) Craig Goralski and Nicolette Garcia

Associated Student President Garcia discussed college hour possibilities and how students feel about it. President Goralski discussed how other campuses are handling it. President Goralski asked the Senate to engage in initial conversations with their constituents to assess interest in this idea. Senate discussion on how students and faculty would be affected.

**IX. Adjournment**

Quorum was lost and the meeting was adjourned at 5:46pm



The agendas for all Cypress College Academic Senate meetings can be found on line at [www.cypresscollege.edu/facultystaff/senate](http://www.cypresscollege.edu/facultystaff/senate). Agendas are physically posted in the window of TE3, 2<sup>nd</sup> floor.

It is the intention of the North Orange County Community College District to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, the NOCCCD will attempt to accommodate you in every reasonable manner. Please contact Julia Cherney, Academic Senate Secretary, at 714-484-7000 ext. 47292 or Craig Goralski, Academic Senate President, at (714) 484-7000 ext. 48374 at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.