

<b>ACADEMIC SENATE OFFICERS</b>		<b>Present</b>
<b>President:</b> Craig Goralski		<b>X</b>
<b>Past-President:</b> Bryan Seiling		<b>X</b>
<b>Secretary:</b> Damon de la Cruz		<b>X</b>
<b>Treasurer:</b> Kathleen McAlister		<b>X</b>
<b>Curriculum Chair:</b> Silvie Grote		<b>X</b>
<b>Senators: Please indicate departure time if you leave before adjournment.</b>		
<b>Academic Senators</b>		<b>Signature</b>
<b>Business/CIS 1</b>	Bret Clarke	<b>X</b>
<b>Career Technical Education 1</b>	Amanda Gargano (T1, Y1) Jeremy Peters (Alt)	<b>X</b>
<b>Career Technical Education 2</b>	Michael Klyde/Paul Kelley (T3, Y2)	<b>X</b>
<b>Counseling 1</b>	Mymy Lam (T1, Y2)	<b>X</b>
<b>Counseling 2</b>	Marisa Lehmeier (T1, Y1)	<b>X</b>
<b>Fine Arts 1</b>	Katalin Angelov (T2, Y1)	<b>X</b>
<b>Fine Arts 2</b>	Paul Paiement (T3, Y1)	<b>Absent</b>
<b>Health Science 1</b>	Damon de la Cruz (T1, Y1)	<b>X</b>
<b>Health Science 2</b>	Lynn Mitts (T2, Y1)	<b>X</b>
<b>Health Science 3</b>	Julia Cherney (T1, Y1)	<b>Absent</b>
<b>Language Arts 1</b>	Liana Koeppel (T1, Y2)	<b>X</b>
<b>Language Arts 2</b>	Michael Brydges (T1, Y1)	<b>X</b>
<b>Language Arts 3</b>	Kathleen McAlister (T1, Y1)	<b>X</b>
<b>Library/Learning Resource Center 1</b>	VACANT	
<b>Kinesiology:</b>	Bill Pinkham/Margaret Mohr (T2, Y2) Thomas Valentine (ALT)	<b>X</b>
<b>Science/Engineering/Math 1</b>	Adam Eckenrode (T2, Y2)	<b>X</b>
<b>Science/Engineering/Math 2</b>	Joel Gober (T3, Y1)	<b>X</b>
<b>Science/Engineering/Math 3</b>	Ron Armale (T1, Y1)	<b>X</b>
<b>Social Science 1</b>	Gary Zager (T1, Y2) Steven Estrada (Alt)	<b>X</b>

<b>Social Science 2</b>	Jason Thibodeau (T1, Y2)	<b>X</b>
<b>Adjunct Faculty Senator 1</b>	Jenifer Kalamian (T1, Y1)	<b>Absent</b>
<b>Adjunct Faculty Senator 2</b>	Jaclyn Magginetti (T1, Y2)	<b>X</b>
<b>Adjunct Faculty Senator 3</b>	Daniel Pueblos (T1, Y1)	<b>X</b>
<b>Liaisons</b>		
<b>Associated Students</b>	Robert Mounce (C.L. Alt)	<b>Absent</b>
<b>Campus Diversity</b>	Maha Afra	<b>X</b>
<b>Campus Technology</b>	Peter Maharaj	<b>X</b>
<b>CC Foundation:</b>	Damon de la Cruz	<b>X</b>
<b>Program Planning and Review</b>	Maha Afra	<b>X</b>
<b>Professional Development</b>	Michael Brydges/ Ruth Gutierrez (Alt)	<b>X</b>
<b>United Faculty</b>	Dale Craig	<b>X</b>
<b>Student Success Committee</b>	VACANT	
<b>Student Learning Outcomes</b>	Christie Diep/ Nicole Ledesma	<b>X</b>
<b>AdFac United</b>	Tonya Cobb	<b>Absent</b>
<b>Accreditation</b>	Liana Koepfel	<b>X</b>
<b>CTE Liaison</b>	Carlos Urquidi	<b>Absent</b>
<b>Distance Education</b>	Kathleen McAlister	<b>X</b>
<b>Basic Skills</b>	Cindy Shrout	<b>Absent</b>
<b>Council on Budget and Facilities</b>	Craig Goralski	<b>X</b>
<b>GUESTS PLEASE SIGN ON BACK</b>	<b>GUESTS PLEASE SIGN ON BACK</b>	
	<b>GUESTS:</b>	
<b>Print Name:</b>		<b>Campus Role:</b>
<b>Gloria Badal</b>		Social Sciences

**ACADEMIC SENATE**  
**Minutes for February 14, 2019**  
**Place: CCC – 414 3:00 pm to 5:00 pm**

**AGENDA:**

**I. Establish Quorum and Acknowledge Alternates**

- a. Establishment of quorum at 3:05
- b. Alternate(s)
  - a. Jeremy Peters for Amanda Gargano
  - b. Ruth Gutierrez for Michael Brydges
  - c. Steven Estrada for Gary Zager
  - d. Thomas Valentine for Margaret Mohr

**II. Adoption of the Agenda**

- a. Motion to item IX A to between Faculty Announcements and Special Reports (M/S/U)
- b. Motion to move IX F to after the President's Report (M/S/U)

**III. Approval of Minutes from 01.31.2019**

- a. Amend the Curriculum report to reflect 2020/2021 dates.
- b. M/S/U

**IV. Public Commentary (3 minutes per speaker)**

- a. No Public Commentary

**V. Faculty Announcements and Invitations (2 minutes per speaker)**

- a. Silvie Grote - The Chargers are playing Fullerton at 5p this evening.

**VI. Special Reports (3 minutes per Report)**

- a. Associated Students Robert Mounce  
No Report

B. United Faculty Dale Craig

- a. Benefits Committee meeting in March to discuss the number put forward from SISC

- b. UF is putting together a proposal presentation to begin negotiating with District. Dale anticipates these negotiations should be completed by May. Faculty would be able to vote before the semester ends. The three main negotiating items are:
  - i. How far out of compliance for comparability our district is at this time. There would need to be a 5.6% increase to make us comparable to other districts.
  - ii. District to provide Family Medical
  - iii. Lifetime Medical

C. AdFac

Tonya Cobb

1. We have come to an agreement with the District and are in the process of ratifying our contract. Details can be found on our website at [adfaceducated.org](http://adfaceducated.org). We look forward to continuing to work with the District on rehire rights.
2. Many adjuncts attended the paid professional development the District held at Cypress and Fullerton on January 22nd. Topics included Sexual Harassment, Payroll, Risk Management and Title IX. Adjuncts who were not able to attend can register and attend the training on April 16th at the Anaheim Campus.
3. The online membership form can be accessed via our website and Facebook page: <https://leadernet.aft.org/webform/adjunct-faculty-united>
4. Our next E-Board meeting is scheduled for Friday, February 22nd at 12:30 in the ADFAC office located at 305 N. Harbor Blvd., Suite 313 in Fullerton.
5. Please look us up on Facebook and our website for regular updates and information.

D. Professional Development

Michael Brydges/  
Ruth Gutierrez

1. All time high for conference funding request (37 requests)

2. Positive feedback for the flex day events.
3. March RAD (Rape/Aggression/Defense) training first 40 women for free. The training will take place over four Fridays (1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, and 22<sup>nd</sup>)
4. Green Zone Training, March 11<sup>th</sup> CCPLEX 4p to 6p
5. Strategic Conversations April 9<sup>th</sup>,
6. Emerging Technologies Online Education Resources, March 13 CCPLEX 414, 2-6p
7. April 26<sup>th</sup>, Equity Symposium. Equity in Action – Colleges that have established equity on their campus will visit to discuss their challenges and successes on the path to equity.

E. Curriculum Committee

Silvie Grote

1. Meeting on February 5<sup>th</sup>. Reps are reminded of a catalog addendum please alert your division representative of any corrections.
2. February 26 and March assistance meeting to help departments with submissions.
3. Course Leaf and eLumen will have faculty demos are scheduled for April 23 and April 24 12p – 4p

F. Academic Senate Treasurer's Report

Kathleen McAlister

1. No Report

G. Cypress College Foundation

Damon de la Cruz

1. The 44<sup>th</sup> Americana Awards will be held February 23, 2019
2. Faculty can attend Americana at the reduced price of \$150
3. Mini Grants are being offered. Watch for an email that discusses how to submit for the grants.
4. Scholarships are to go digital this year.

H. Student Achievement Committee

Vacant

1. No Report

I. Student Learning Outcomes Assessment Christie Diep

1. SLO chart has been updated and is available.
2. Will have a meeting with Christina to discuss the cSLOs and pSLO mapping that was done on Flex-day.

J. Program Review and Department Planning Maha Afra

1. The committee meet on Monday and discussed the programming committee chair. Bryan Seiling will be discussion this later.

K. District Council on Budget and Facilities Craig Goralski

1. Marcus Wilson, former Academic Senate President at Fullerton is taking over for Josh Ashenmiller as Academic Senate President, who is doing a semester abroad this Spring.

L. ACCJC Self Study Liana Koeppel

1. The follow up report was presented to the Board of trustees on February 12. The report was approved. The report will be sent to ACCJC by March 1.
2. The committee will begin work on the Plans for Improvement and QFEs improvement essays and then they will begin working on the Mid-term report for October 2021.

M. CTE Liaison Paul Kelly

1. No Report

N. Distance Education Kathleen McAlister

1. QFE and discussion of online classes: Students do not understand the meaning of hybrid classes. There has been a decision to change “Hybrid” to “Online” and “Partial Online”
2. The searchable schedule does not have the information describing when or where a hybrid class is meeting.
3. Online College offers a rigorous course for distance education. DE is paying fulltime faculty to take this training.
4. Online College (115) has hired a CEO who doesn’t have a background in education. The college currently has no Academic Senate Oversight. The first cohort will be offered free in fall.

O. Diversity Committee

Maha Afra

1. The Diversity Committee has changed its name to Diversity, Equity and Inclusion Committee.
2. There will be a survey of equity distributed on campus.

**VII. President’s Report and Committee Appointments**

1. Craig Goralski described how three new director positions were developed at the district level. He pointed out the cost of the positions and support staff that would be required. The decision to create these positions did not go through any shared governance practices. As a reaction to this, President Goralski got approval from the senate to sign a resolution in opposition to these positions. The presidents of Fullerton AS, NOCE AS and UF also signed this resolution. The Board of Trustees approved the positions despite opposition from the faculty. There is a request for faculty representation on the hiring committee for the District Director of Professional Development position. There was discussion regarding whether or not to have representation on the hiring committee. There was discussion regarding whether or not to have representation on the hiring committee. The pros/cons of sending a faculty representative to the committee were presented and discussed by the senate, reflecting on previous conversations among the Presidents of CC, FC, NOCE, and union leadership, with additional input from visitors to the senate representing the interests of Fullerton College and UF.  
 There was a motion to end debate M/S/F  
 There was a motion to send someone to the Hiring Committee M/S/U  
 There was a motion to send Michael Brydges M/S/F  
 There was a call to vote to send Bryan Seiling to the hiring committee M/S  
 There was a motion to send Bryan Seiling to the hiring committee M/S/U two nay  
 Bryan Seiling and Jaclyn Magginetti

2. There was a motion for President Goralski to appoint someone to the M&O Hiring Committee M/S/U

### **VIII. Faculty Issues – Unfinished Business**

- a. Cypress College Non-Participation on the District Insurance and Benefits Committee (DIBC). (10 minutes) Joel Gober

Joel Gober reported that the Benefits Committee makes recommendation to the Chancellor regarding the benefits package. Cypress College has one seat on that committee, we currently have no representation.

- b. Faculty Pay and Benefits (20 minutes) Christie Diep  
Christie Diep did a second read of a resolution urging District Offices related to faculty salaries and benefits.

There was call to vote on the change in language made to the resolution. M/S/U  
The was a motion to accept the amended resolution. M/S/U  
The amended resolution is attached to these minutes.

### **IX. Faculty Issues – New Business**

- a. Update on Cameras, Security, and Printing (10 minutes) Peter Maharaj

Peter gave an update on the changes to printing and a strategy to minimize printing overhead. This included a discussion about the quality of equipment, financial controls and monitoring of printing volume. He will provide a link to where faculty will be able to review their print consumption. He also discussed cameras on campus that are located a points ingress and egress. He discussed a refresh cycle for cameras that need to be replace and new cameras at high theft areas. This is an effort to minimize theft and vandalism. The Campus is working with Cypress PD to minimize car theft.

- b. Program Review Chair Job Description (10 minutes) Bryan Seiling

Brian Seiling described some of the changes to the Program Review Chair Job description. The reassign time has increased to 60%. The chair responsibility has expanded to give the chair a more global view of campus including committee work. The position will also include an assistant chair. This was a first read of the proposed job description. A copy of the job description has been attached to these minutes, please share this with your constituents.



**X. Adjournment**

- a. Brett Clarke moved to adjourn M/S/F
- b. Michael Klyde moved to adjourn. The meeting was adjourned at 5:24 MSU

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 Damon de la Cruz, Academic Senate Secretary, at 714-484-7000 ext. 46006 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.

1/31/18

Whereas, the Academic Senate has a fundamental role in the faculty recruitment, hiring and retention process, which is significantly impacted by salary and benefits comparability that can result in detrimental consequences for program development and sustainability;

Whereas, in 2013 the North Orange County Community College District (NOCCCD) and United Faculty (UF) signed a Memorandum of Understanding (MOU) agreeing to “assess and address the relative ranking of Unit Member compensation at the 75<sup>th</sup> percentile,” including both salary and benefits;

Whereas, the 2015 “Total Compensation Study” commissioned by the District demonstrated that NOCCCD full-time faculty total compensation was substantially “below the median” of the twelve comparable districts, and since 2015, full-time faculty salary and benefit compensation has not moved towards the 75<sup>th</sup> percentile but has remained static or declined for salary and remains below bottom for benefits of the agreed upon twelve comparable districts; and

Whereas, each of the comparable districts provide dependent health care coverage regardless of fringe benefits, while the NOCCCD salary and dependent care coverage cost structure creates a divided compensation system that lacks transparency and disadvantages a specific group of current and potential full-time faculty, thereby compromising the future of faculty recruitment, hiring, and retention;

Resolved, That the Cypress College Academic Senate urges that the NOCCCD Board of Trustees, the NOCCCD Chancellor, and United Faculty address the failure to honor the signed MOU agreeing to “assess and address” the salary ranking of NOCCCD full-time faculty into the 75<sup>th</sup> percentile;

Resolved, That the Cypress College Academic Senate urges that the NOCCCD Board of Trustees, the NOCCCD Chancellor, and United Faculty address unequal compensation and the lack of transparency regarding dependent health care coverage; and

Resolved, That the Cypress College Academic Senate urges that the NOCCCD Board of Trustees, the NOCCCD Chancellor, and United Faculty address these critical issues as an immediate priority in order to protect our current and future ability to recruit, hire, and retain highly qualified full-time faculty.

## Instructional Program Review Committee Chair Qualifications and Responsibilities (2019-2022)

The Instructional Program Review Committee is an Academic Senate subcommittee coordinated by the Instructional Program Review Chair (IPRC) who receives not less than **60% reassigned time**, subject to annual review, and is appointed by the Academic Senate Executive Committee after consultation with the Instructional Program Review Committee. Professional expert pay is available for any work that falls outside of the semester. The IPRC Chair is expected to serve a three-year term with the option of reappointment if no other qualified faculty expresses an interest. The position is open to faculty who meet the following qualifications.

### Qualifications:

1. Tenured full-time faculty with program review self-study experience
2. Previous experience serving on the Program Review Committee.

3. Strong verbal and written communication skills
4. A collaborative disposition vested in working with peers to optimize student learning
5. An understanding of institutional effectiveness metrics and key performance indicators (KPIs)
6. Familiarity with accreditation standards related to instruction, program review and student learning outcomes
7. Willingness and ability to complete the IPRC Chair duties outlined below
8. Report writing experience
9. Experience using the SLO tracking system to report SLO assessments
10. Willingness to represent program review as needed in areas such as the Educational Master Plan, the Strategic Directions, Institutional Effectiveness, Accreditation, **and Campus/District shared governance**

**Duties and Responsibilities Required of the IPRC Chair:**

1. Provide faculty and committee with guidance, training, and consultation as needed
2. Facilitate a collegial dialogue about challenges, budget or resource needs, and best practices
3. Coordinate with Institutional Research and Planning (IRP) and the Instructional SLO Coordinator in the implementation of the eLumen Learning Outcomes Management and Information System (LOMIS) **to ensure program completion of SLOs**
4. **Coordinate with the Instructional SLO Coordinator to ensure the institutionalization of CSLOs into Program Review**
5. **Work with the Instructional SLO Coordinator to ensure programs are using CSLO/PSLO data to support their budgeting requests**
6. **Develop and oversee the committee's budget prioritization processes, including but not limited to suggestions/rankings for Faculty Prioritization and One-time Funding requests**
7. **Explore ways to tie Instructional Program Review to broader Campus and District budget processes, including but not limited to using Instructional Program Review data/recommendations in One-Time Funding, Faculty Prioritization, and other requests for funding where appropriate**
8. **IPRC Chair will sit as a faculty member on the Faculty Prioritization Committee**
9. Provide written commendations and recommendations to the departments undergoing self-study—allow faculty time to make corrections and respond to the IPRC's comments before the final draft of the annual report is submitted to the Academic Senate
10. **Ensure written reports to programs contain a budget section stating whether the program is in compliance with all of the requirements of Instructional Program Review and are thereby eligible for funding requests**
11. Prepare a written annual report, including the IPRC's commendations and recommendations, and share it with all faculty, the deans, the **VP of Instruction, and potentially present to the Board of Trustees**
12. Submit the annual report to the Academic Senate for any input or changes
13. **Attend Planning and Budget Committee meetings as a voting member and provide the committee with relevant data and suggestions coming from the Instructional Program Review Committee**
14. Consult with the Curriculum Chair as needed
15. **Update the Instructional Program Review manual as needed (at least every four-years), and go over the manual with the committee at the first meeting in the Fall**
16. Coordinate with IRP to survey the program review participants periodically for anonymous feedback and suggestions about the process
17. Attend Accreditation Compliance Committee meetings
18. Complete other duties as needed

**Duties and Responsibilities of the IPRC Chair that May Be Delegated to an Assistant Chair:\***

1. Communicate with the departments/divisions undergoing Program Review to ensure they understand the self-study requirements
2. Coordinate with IRP and the Instructional SLO Coordinator to make certain that the prepopulated reports are available to faculty during the summer before the fall semester begins
3. Schedule the committee meetings and submit a facilities request for a conference room

4. Coordinate meetings with the program representative(s) who will share highlights of the department's self-study with the committee
5. **Assist in the preparation of the written annual report, including the IPRC's commendations and recommendations**
6. Coordinate with IRP to post the annual report on the Cypress College Program Review website
7. Request faculty representatives from the division deans for vacant committee positions (committee members serve 3-year terms on a rotational basis for continuity)
8. **Serve as a Liaison to the Academic Senate and provide updates (written or in person) when needed**
9. **Assist in updating the Instructional Program Review manual as needed (at least every four-years), and go over the manual with the committee at the first meeting in the Fall**
10. Complete other duties as needed

\*The Assistant Chair would also need to meet the qualifications listed above. The reassigned time would be split 40% for the IPRC Chair and 20% for the Assistant Chair. Such a split of duties needs to be approved by the Academic Senate.