



In accordance with California's Code of Regulation, Academic Senate is the organization whose primary function, as the representative of the faculty, is to make recommendations to the administration of a college and to the governing board of a district with respect to academic and professional matters.

"Academic and professional matters" means the following policy development and implementation matters:

(1) curriculum, including establishing prerequisites and placing courses within disciplines;

(2) degree and certificate requirements;

(3) grading policies;

(4) educational program development;

(5) standards or policies regarding student preparation and success;

(6) district and college governance structures, as related to faculty roles;

(7) faculty roles and involvement in accreditation processes, including self-study and annual reports;

(8) policies for faculty professional development activities;

(9) processes for program review;

(10) processes for institutional planning and budget development; and

(11) other academic and professional matters as are mutually agreed upon between the governing

Zoom- [Link](#) More information can be found at the end

Date of Meeting

3:00 P.M. to 5:00 P.M.



Regular Meeting

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.

Minutes: 12/08/22

Future Meetings 12/08, 1/26, 2/09, 2/23, 3/09, 3/30, 4/13, 4/27, 5/04, 5/18

I. Establish Quorum and Acknowledge Alternates

Quorum was established at 3:06. Hilary Reuter was an alternate for Jaclyn Magginetti.

II. Adoption of the Agenda

Steven Estrada motioned to accept the agenda with an amendment of an addition, New Business Item A. Social Science Dean Hiring Committee, Daniel Pelletier seconded. Motion Passed

III. Approval of Minutes from 11/17/202

Liana Koeppel made the motion to approve the minutes. Joyce Peacock seconded the motion.

IV. Public Commentary (3 minutes per speaker)

N/A

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

Maha Afra announced the an open mic session in Fine Arts on the 3rd floor. On Friday the Gary Cooper Jazz Band will be playing.

VI. Faculty Issues – Unfinished Business

- a. Technology Committee (5 minutes) Damon de la Cruz and Jose Sanchez
Jose debriefed the group on his background. He presented Senate with several people that he proposed to be on the technology committee. Daniel suggested the group could benefit from having counseling representation on the committee.

b. Update on Changes Made to the EW and P/NP Policies

Damon de la Cruz David Booze

The agendas for all Cypress College Academic Senate meetings can be found online [here](#). 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 Jaclyn Magginetti, Academic Senate Secretary, at 714-484-7010 or Damon De La Cruz, Academic Senate President, at (714) 484-6006 at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

David discussed recent policy changes to Title 5. He supplied Senate with a document that highlighted changes to Pass/No Pass grading options and Excused Withdrawals. The document is attached to these minutes. Steven motioned to extend discussion 5 minutes, Hilary seconds, motion passed.

- c. New Student Education Plan Damon de la Cruz and Paul de Dios
Paul met with Senate to discuss a new procedure to help student success. First year students will have an educational plan when they are 30% complete. For new students in their first semester will take counseling 140.
- d. SLO Handbook Jenifer Coopman
Jennifer requested final approval for the SLO Handbook. This was a second reading. Liana motioned to approve, Steven seconded. The motion passed.
- e. Proposed Changes to AP 7120-4: Management Employee Hiring Kathleen McAlister
Kathleen McAlister informed the senate of the discussion happening at shared governance meetings regarding the Management Hiring Policy. She took input from the senate to bring to the continuing conversation.
- f. Cypress College Shared Governance Handbook. (15 minutes) Liana Koeppel
Liana sought support from the Cypress College Academic Senate for the newly composed Cypress College Shared Governance Handbook. This was a second read. Steven made a motion to support, Jill Bauer second. Motion Passes. Hilary abstained.
- g. Senate Constitution and Bylaws Committee. Steven Estrada

VII. **Unfinished Business**

- a. Social Science Hiring Committee Steven Estrada
Steven announced to the Senate that there would be a vacancy in the Social Sciences Dean position. The division faculty created a hiring committee to accelerate the permanent dean hiring.

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

- a. **Associated Students – Jesse Chang**
 - i. No report
- b. **United Faculty- Christie Diep**
 - i. No Report
- c. **AdFac – Loyal Lebdeh**
 - i. No Report
- d. **Professional Development - Michael Brydges/Ruth Gutierrez**
 - i. No Report
- e. **Curriculum Committee - Joyce Peacock**
 - a. Last Curriculum
 - i. DE coordinator presented suggested changes to the DE addendum and urged the committee to develop a more streamlined approach to DE approvals and language be put in training manual.
 - ii. Curriculum Chair sent out emails to encourage finishing the Fall 2023 curriculum outstanding.
 - b. ASCCC and CCCO
 - i. Curriculum Chair attended the ASCCC webinar on Brow Act Legislation. Recording and slide deck are available on the website: Understanding the Brown

Act and Recent Legislation – We will be going back to in person meetings most likely, but the legally viable options are listed for “some” online attendance

- ii. Curriculum Chair attended the Chancellor’s Office meeting on AB 1111, Common Course Numbering. For more information go to: AB 1111 Project website
- c. Upcoming
 - i. Curriculum Chair thanks Juan Garcia for serving on the committee, and welcomes new Counseling curriculum representatives, Anne-Marie Beck and LaRon Armstead who will be taking Juan’s spot.
 - ii. Next Curriculum Committee meeting is January 31, 2023.
 - iii. Pre-launch date for Fall 2024 curriculum is February 3, 2023.
- f. **Academic Senate Treasurer’s Report - Liana Koepfel**
 - i. Three faculty attended ASCCC’s Fall Plenary Nov. 3-5, 2022 for a total expenditure of \$ 2,451.66.
 - ii. The Fall Academic Senate expenditures total is \$ 3, 616.51
 - iii. The current remaining balance of the Academic Senate’s budget is \$ 17, 383.49
- g. **Cypress College Foundation - Damon de la Cruz**
 - i. Americana Awards – Saturday March 11th, Disneyland Hotel
- h. **Student Equity and Achievement Committee - Alison Robertson/ Gisela Verduzco**
 - i. NCORE 2023-The committee voted to comply with AB 1887 and not spend SEA funds in Louisiana, which was added to the list in August 2022. This decision was made after taking into account the decisions by both Professional Development teams from Cypress College and Fullerton College. SEA can still fund requests to NCORE virtual events and other equity-focused conferences held in locations that are not identified in AB 1887.
 - ii. SEA approved funding for the upcoming spring 2023 events: The International Cultural Festival and the Spring 2023 exhibition and speaker series: “Super Makers.”
 - iii. Spring 2023 Meetings:
 - 1. First Tuesdays: Feb. 7, Mar. 7, Apr. 4, May 2 3:30-5pm
 - 2. Meetings will continue to be held on Zoom.
- i. **Outcomes Assessment - Jennifer Coopman**
 - a. Fall 2022 CSLO assessment scorecards are ready for data entry in eLumen.
 - b. Academic Senate first read of the SLO Handbook. Seeking Academic Senate approval after the second read.
 - c. Reviewed SLO data and written responses on Instructional Program Review forms for the various programs going through Instructional Program Review this semester and sent SLO summary comments to Myev Reeves (IPRC Co-Chair). Many programs have been doing an excellent job with SLO assessment and using the data to help improve student learning and success!
 - d. Corresponded with various Faculty regarding CSLOs, CSLO assessments, Department PSLOs, PSLO Mappings, Degree and Certificate PSLOs, Faculty Participation Reports, Department PSLOs in the Catalog, and eLumen.
 - e. Ongoing maintenance of eLumen. This includes adding CSLOs for courses, creating CSLO assessments for courses, inactivating courses that are no longer

active in CurricUNET, creating Faculty Participation Reports for departments, adding user roles, and communicating with the eLumen technical support team with technical issues. As a note, it is quite challenging to maintain eLumen since CurricUNET and eLumen do not communicate directly. eLumen and the CC Catalog not directly communicating is also a challenge.

- f. As a reminder, there is a “Resources for Student Learning Outcomes (RSLO)” Canvas course shell that includes CSLO and CSLO assessment information, Department PSLO information, Degree & Certificate PSLO information, SLO webinar recordings, ISLO information, and the SLO handbook. A self-enrolling URL link was included in an email to all Faculty.
- g. As a reminder, Fall 2023 will be the first semester that the Degree and Certificate PSLO component will be included on the Instructional Program Review Form. This means programs going through Fall 2023 program review should pre-launch Degree and Certificate PSLOs in CurricUNET by the Spring 2023 pre-launch deadline. All programs (not just programs going through Fall 2023 program review) can begin pre-launching Spring 2022. When modifying a program in CurricUNET, a link to the Degree and Certificate PSLOs template document is provided within the Help box in the Program Student Learning Outcomes section. The document includes the following language: “Degree and Certificate PSLOs are designed to reflect the fundamental knowledge and skills students should obtain as a result of receiving a degree/certificate offered by instructional departments at Cypress College. To meet Accreditation standards, the College must regularly assess “learning outcomes for courses, programs, certificates and degrees using established institutional procedures.” (IIA3) Departments should write one or more PSLOs that reflect the core competencies for each degree or certificate. Initially, the Degree and Certificate PSLOs will be assessed annually via the Associate Degree and Certificate Assessment Plan (ADCAP) Student Survey. The results of the annual ADCAP survey will be evaluated every four years as part of the Department’s Program Review Report. Departments should discuss the Degree and Certificate PSLO assessment results in order to evaluate their programs for continuous improvement.” The document also includes sample language for Degree and Certificate PSLOs, including examples for various programs. Please consider using future flex days as a time to write Degree and Certificate PSLOs.
- h. As a reminder, when CurricUNET updates with a new course or with new/ revised CSLOs for an existing course, the CSLO to PSLO mapping needs to be done/redone in eLumen for that course (even if the course had been mapped previously). Best practice is to do this mapping as the updates are made in CurricUNET. Departments should also update Department PSLO Mappings to reflect any CSLO mappings to Equity.

The next SLO Committee meeting is scheduled for Spring 2023.

j. Program Review and Department Planning- Stephanie Rosati

k. ACCJC Self Study - Jill Bauer

- a. **The December 7th meeting of the Accreditation Steering Committee (ASC) was canceled. The ASC will continue meeting regularly in Spring 2023 on the 1st and 3rd Wed the month from 3:00 - 4:30 p.m. All are welcome to attend.**
- b. **We will focus on ISER development in Spring 2023; below are important benchmarks and activities:**
 - i. **ALO and Faculty Chair Draft of Sections A-F – Completed by January 2023**
 - ii. **Accreditation Teams Analysis of Standards (Section G) Drafts – Completed by January 2023 Fullerton and Cypress Faculty Chair Draft of District Functional Map – Completed January 2023**
 - iv. **QFE Work Groups Draft QFE – February-April 2023**
 - v. **Accreditation Team Peer Review – February 2023**
 - vi. **ALO and Faculty Chair First Draft of ISER – Completed April 2023**
 - vii. **Campus Feedback Forms – May 2023**
- d. **Most of our Accreditation Teams now have a full-time faculty member and adjunct faculty member in addition to their faculty co-lead. The IV.B Chief Executive Officer team would benefit from a full-time faculty member. We are still looking for an adjunct faculty member to join the III.B Physical Resources and I.A Mission teams. Please contact Jill Bauer if you are interested in serving on a team. Thank you to all faculty for active participation in our self-study!**

l. CTE Liaison - Lisa Clark

- i. No Report

m. Distance Education - Kathleen McAlister

- i. No Report

n. Diversity, Equity and Inclusion Committee - Maha Afra

- i. No Report

o. Guided Pathways Steering committee - Liana Koppel

- a. Guided Pathways Chairs made the Guided Pathways 3.0 presentation at various department and division meetings this fall and plan to make the presentation at the remaining division meetings in the spring.
- b. Guided Pathways facilitated the Fall Leadership Team Meeting on Nov. 4, 2022 where the participants engaged in a "Digging into the Data" activity.
- c. Guided Pathways chairs attended the IEPI-PRT Grant Final Visit Meeting on Dec. 5, 2022 and are working on projects identified in the grant.
- d. Guided Pathways chairs continue to work with the Title V Project Director and participants on the various TitleV projects and have help create Workgroups to institutionalize the work of the Title V coaches.
- e. Guided Pathways Chairs continue to monitor/participate in several campus GP projects including, the Starfish Pilot for Spring 2023, Professional Development Teaching and Learning Center, Educational Plan Plan, Program Mapping of 3 and

4 year maps, Student Services Success Workshops, SEA Plan, DegreeWorks Transcript Frontloading, etc.

- f. Guided Pathways chairs have been attending Districtwide New Class Schedule and Registration Calendar meetings to discuss how best to implement the proposed schedule that FC Guided Pathways Chair Matt Taylor presented to Senate earlier this fall.

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

- See attached report.

Other Business:

IX. Adjournment

Joel Gober made the motion to adjourn at 5:15. Lisa Clark seconded the motion. The motion passed.

CC ACADEMIC SENATE 2022-23

ACADEMIC SENATE OFFICERS		
President:	Damon de la Cruz	X
Past President:		
President-Elect:	Kathleen McAlister	X
Secretary:	Jaclyn Magginetti	
Treasurer:	Liana Koeppel	X
Curriculum Chair:	Joyce Peacock	X
Senators: Please indicate departure time if you leave before adjournment.		
Academic Senators		

Business/CIS 1	Kathleen Troy (T1, Y2)	
Career Technical Education 1	Jacqueline Aguet (T1, Y1)	X
Career Technical Education 2	Lisa Clark (T1, Y2)	X
Counseling 1	Cassie Rodriguez (T1, Y2)	X
Counseling 2	Daniel Pelletier (T3, Y1)	X
Fine Arts 1	Janet Owen Driggs (T1, Y2)	X
Fine Arts 2	Aydinaneth Ortiz (T1, Y1)	X
Health Science 1	Vacant (T2, Y2)	
Health Science 2	Dragana Filip (T1, Y1)	X
Health Science 3	Cynthia Acosta (T1, Y1)	
Language Arts 1	Liana Koeppel (T3, Y2)	X
Language Arts 2	Karen Le Cornet (T1, Y1)	X
Language Arts 3	Alison Roberts (T3, Y1)	X
Library/Learning Resource Center 1	Leslie Palmer (T1, Y2)	
Kinesiology:	Sergio Cutrona (T3, Y2)	X
Science/Engineering/Math 1	Joel Gober (T1, Y2)	X
Science/Engineering/Math 2	Christina Plett (T1, Y2)	X

Science/Engineering/Math 3	Garet Hill (T1, Y2)	
Social Science 1	Steven Estrada (T3, Y2)	X
Social Science 2	Jaclyn Magginetti (T2, Y2)	
Adjunct Faculty Senator 1	Layal Lebdeh (T2, Y1)	X
Adjunct Faculty Senator 2	Giovanni Magginetti (T1, Y1)	
Adjunct Faculty Senator 3	Vincent Taylor (T1, Y1)	
Liaisons		
Associated Students	Jesse Chang	
Diversity, Equity and Inclusion	Maha Afra, Therese Mosqueda-Ponce, Ph.D.	X
Campus Technology	Jose Sanchez	X
CC Foundation:	Damon de la Cruz	X
Program Planning and Review	Stephanie Rosati	
Professional Development	Michael Brydges/ Ruth Gutierrez	
United Faculty	Christie Diep	
Student Equity and Achievement Committee	Alison Robertson/ Gisela Verduzco	X

Student Learning Outcomes	Jennifer Coopman	
AdFac United	Loyal Lebdeh	
Accreditation	Jill Bauer	X
CTE Liaison	Lisa Clark /Jacqueline Aguet	
Distance Education	Kathleen McAlister	
Basic Skills		
Council on Budget and Facilities	Damon de la Cruz	
Guided Pathways	Liana Koepfel	X
GUESTS		
Name:		
Hilary Reuter		X

Jaclyn Maggnetti (she/hers) is inviting you to a scheduled Cypress College Zoom meeting.

Topic: Academic Senate
Time: Nov 17, 2022 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
<https://cypresscollege-edu.zoom.us/j/87262580437?pwd=R2FYa2ZFMmM5dUhDL2NwQkd3UTc5UT09>

Meeting ID: 872 6258 0437

Passcode: Senate

One tap mobile

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Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

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Meeting ID: 872 6258 0437

Find your local number: <https://cypresscollege-edu.zoom.us/j/87262580437>

Cypress College
Academic Senate President's Report
12.08.2022

Committee and Meeting Report Outs:

Call-outs and Appointments:

Cypress College Technology Committee

1. Jonathan Johannsen
2. Jennie Larez

Constitution and Bylaws Committee

1. Nominations may possibly be made at the Dec 8 meeting

Districtwide Distance Education Committee

1. Deborah Michelle

Senate Attendance Vote

1. Does the senate want to uphold the 3 consecutive absences rule in our bylaws?

Here is a summary of the main topics discussed in the various committee and other meetings since the last Senate session. I am happy to answer any questions regarding the report out.

- **Board of Trustee Meeting:**
 - The BOT met on November 22nd. Chancellor Breland wished everyone a happy Thanksgiving. He discussed some of the work that is being done by the Flex-work group. He commended the committee on progress for all parties that a flexible schedule will affect. The Vice Chancellor of Finance reviewed a list of items that are surplus or listed for liquidation. He also discussed the increase of \$201,368 for Brailsford & Dunlavey for Student Housing Feasibility Study for the Affordable Student Housing Project. In general discussion it was recommended that the board receive and discuss the ad hoc committee that included amendments to BP 6320. This included the proposal to divest from fossil fuels. According to Vice Chancellor Williams this aligns with the direction the district is moving towards green campuses.
- **Council On Budget and Facilities (CBF):**
 - CBF has not met since our last meeting.
- **District Consultation Council (DCC):**
 - DCC met on 11.28.2022. The first item of business was to vote on virtual meetings. Fred updated the group that COLA was projected to be 8.73 for 23/24. Fred discussed using one-time funding for the Sustainability program. The group voted for the inclusion of an NOCCCD student on the group. There was a vote to approve AP 7120 dealing with Management Hiring. Dr. Breland

was not convinced the group was happy with the vote so he said that revision still need to take place that so that all invested parties will accept the document.

- **Planning and Budgeting Committee (PBC):**

- The PBC included a review of the Classified Prioritization Process the ranking of positions that had been the result of this process. We also discussed who on the committee was recognized as a voting member. Finally the group reviewed a spreadsheet that outlined all of the Instructional Equipment Requests. The group decided that for many of the requests more information would be need to discuss the request. Many of them seemed to be in process and funded to some extent.

- **President Advisory Committee (PAC)**

- Approved Emergency Hires for 2023-2024

Dental Assisting
Foreign Language
Biology

Dental Assisting
Spanish
Anatomy and Physiology

- AP 7600 Campus Safety – Craig Lee presented some changes to AP 7600. I suggested that the document needs to spend some time in Senate so that faculty can have a look at it. We will see AP 7600 in the Spring.
- Kelly Carter and David Booze discussed Course Scheduler and Degree Works. Course scheduler will be helpful for Guided Pathways. Course Scheduler
- We also voted for the format of our meetings in January.
- Liana shared the Governance and Decision Making Handbook.
- PAC meets just prior to our Senate meeting. I will update the group on the items that were discussed that did not make this report.

Other Business:

Cypress College

Faculty Senate
Thursday, 8 December 2022, 3 PM

Recent Policy Changes to Title 5

Pass/No Pass Grading Option

- Students may choose to be graded Pass/No Pass or with a letter grade until the last day of instruction.
- Units earned classes graded Pass/No Pass at accredited California institutions of higher education or equivalent out of state institutions must be counted in satisfaction of community college curriculum requirements.

(Additional Guidance from the CCCCO expected January 2023)

Fullerton College Proposal: Allow for curriculum approved courses only.
Semester length courses – P/NP deadline **last day of classes** (via myGateway).
Short-term courses – P/NP deadline **last day of classes** (via myGateway).

Excused Withdrawals

- Establishes more permissive set of conditions for a student to receive an EW.
- EWs will be given to students in extenuating circumstances (e.g., beyond the student's control) at any time, upon petition of student or their representative.
- Colleges required to identify available college support services to help mitigate extenuating circumstances and prevent withdrawal.
- EW must be granted if mitigation efforts are unsuccessful.
- Students cannot be denied due to a college's inability to respond to the petition or provide sufficient assistance to mitigate.

(Additional Guidance from the CCCCO expected January 2023)