Zoom- Link **More information can be found at the end**
Date of Meeting
3:00 P.M. to 5:00 P.M.

Cypress College

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:5/5/22

I. **Establish Quorum and Acknowledge Alternates**
Quorum was established at 3:07 pm. Joyce Peacock is an alternate for Leslie Palmer.

II. **Adoption of the Agenda**
a. Liana Koppel made the motion to adopt the agenda with the following change of adding VII g. Steven Estrada seconded the motion. The motion passed.

III. **Approval of Minutes from 4/14/ 2022 and 4/28/2022**
a. Steven Estrada made the motion to approve the minutes from 4/14/22. Joel Gober seconded the motion. The motion passed. Alison Robertson, Paul Paiement, and Layal Lebdeh abstained.
b. Jaclyn Magginetti made the motion to table the 4/28/22 minutes. Steven Estrada seconded the motion. The motion passed. Layal Lebdah abstained.

IV. **Public Commentary (3 minutes per speaker)**
a. Jaclyn Magginetti Read a letter for Randy Martinez about the creation of an IRB. The letter can be found in appendix a. Statement of purpose can be found in appendix b.
b. Craig Goralski wanted to remind Senate that the district takes money for grants for institutional oversight. With The IRB happening on campus there is going to be more research being done so we need make sure we are getting the support funded from the grants.

V. **Faculty Announcements and Invitations (2 minutes per speaker)**
a. Maha Afra announced the upcoming event People in Motion.
b. Sergio Cutrona announced Softball: Friday, 2pm. Saturday 12pm, with a possible 2pm game.

c. Paul Paiement Here's the invitation for an upcoming show (featuring my paintings) at Tufenkian Fine Arts. Hope you can make it! See you soon! Landscape and Memory**.**

VI.   **Faculty Issues – Unfinished Business**
   N/A
VII.   **Faculty Issues – New Business**
   a. <u>Hiring Policy Workgroup Update (5 minutes)</u>   Daniel Pelletier
   Daniel Pelletier updated Senate on the workgroup about hiring policy. Daniel Pelletier reports that Elizabeth Sanchez, the Director of human resources, thinks the training is fine as is. Daniel Pelletier believes the training is suitable for EO but not for what should happen when board policy is violated. If policy gets violated, then we are expected to reach out to HR. Daniel Pelletier proposed the idea that if something happens, they email Elizabeth Sanchez and CC the president of the Senate at the same time.

   b. <u>2021-2024 Strategic Plan (5 minutes)</u> Liana Koeppel/Bryan Ventura
   First-read of the 2021-2024 <u>Strategic Plan</u>.

   c. <u>Institution-Set Standards (15 minutes)</u>   Liana Koeppel/Bryan Ventura
   Bryan Ventura presented the second read of the <u>ISS</u>. These are an Accreditation Requirement under Standard I.B.3. Liana Koeppel made the motion to approve the Institution-Set Standards. Layal Lebdeh seconded the motion. The motion passed.

   d. <u>Proposed By-Laws Revisions (20 minutes)</u>   Liana Koeppel/Ruth Gutierrez, Steven Estrada, and Craig Goralski
   At the April 28th meeting of the Academic Senate, the Constitution and Bylaws revision workgroup asked for feedback from the Senate on a previously presented draft of proposed changes to the Senate By-Laws. The workgroup asked for any further feedback on the proposed new language to the by-laws discussed on April 28th. The workgroup also asked for feedback on language the workgroup proposes can be moved from the constitution to the by-laws. Lastly, the workgroup asked for feedback on proposed language that may result in future changes to the constitution. Feedback from the Senate was incorporated into the future draft for consideration. Liana Koeppel made the motion to extend time 10 minutes. Steven Estrada seconded the motion. The motion passed. The Senate discussed changed. Steven Estrada made the motion to extend time 5 minutes. Janet Owen Driggs seconded the motion. The motion passed. The Senate discussed process. Joel Gober made the motion to extend time 10 minutes. Janet Owen Driggs seconded the motion. The motion passed.

   e. <u>DE Update (15 minutes)</u> – Possible 4:30 start time   Kathleen McAlister
   Kathleen McAlister provided a DE Program update. She noted that there will be increased support for DE, thanks to the advocacy of the Academic Senate, Institutional Program Review committee, and Kathleen Reiland. The Instructional Designer position was approved by the college and is waiting for Board approval. An additional position (to replace the temporary DE special projects manager position) is pending approval. Kathleen discussed the College's status with regard to joining the CVC (California Virtual Campus), and she gave the Senate a preview of how the CVC search filter works' <u>https://cvc.edu/</u> She expressed concern about the potential impact to enrollments as more colleges join the CVC course exchange and establish cross-enrollment. She explained that it might be possible and preferable to join the CVC as a college, rather than joining as a district, because Fullerton College has expressed some reservations and is not prepared to join at this time. She encouraged the Senate to support the DE Program plan to establish cross-enrollment

in the CVC as soon as possible. She asked senators to reach out to their constituents for support to move forward with the CVC.

   f. <u>Senate Elections (15 minutes)</u>   Damon de la Cruz
     Joel Gober made the motion to table this item. Alison Robertson seconded the motion. The monition passed.

   g. <u>Proposed Senate Budget First Read (5 minutes)</u>   Liana Koeppel
     Liana Koeppel presented the first read of the 22/23 budget.

VIII. Special Reports (3 minutes per Report)

   a. Associated Students - Sydney Pike
     No report

   b. United Faculty Christie Diep
     No report

   c. AdFac Chrystal Johnson
     No Report

   d. Professional Development Michael Brydges/Ruth Gutierrez

- They are reviewing Flex proposals next week, they are sending 10 people to ENCORE, and are reviewing conference funding next week.

   e. Curriculum Committee Silvie Grote

- Curriculum Program updates for 2022-23 will be shared next week. Link will also be provided on the CNET homepage.
- GE decisions are expected to come in at the end of May.
- Fine Arts division will hold election for the next curriculum representative next week.
- Statewide Academic Senate will hold Career and Non-Credit Education Institute next week. Any interested faculty can send an email to interim VPI.
- Interim VPI thanked Jolena Grande on the Baccalaureate Degree presentation that took place last week. She also shared that there is a state-wide support for Dental Hygiene. VPI is collecting interests from other disciplines which can be considered for the future.
- Only 15 baccalaureate degree proposals will be considered from State next application period, currently due in August. The Dental Hygiene program is very interested in the next round application and will present next week to the curriculum committee.
- Reminder: Emergency distance education (E-DE) is very different from our regular distance education (DE). This fall, we will be under regular instruction (non-emergency state). Curriculum specialist will send out a report to deans, DOMS and division reps which will list courses that have been approved for fully and/or partially online mode of instruction.
- AB928 - draft of the common pathway should be out by this Friday, May 6th.
- Division curriculum lists- division curriculum list will be out before the summer and will also include program review information.
- Catalog Course review for next academic year will have different process. Previously, PDFs were distributed to division reps, coordinators, DOMS and Deans for review. New process will be outlined in an email within a week; in short, Catalog link will be sent out.
- Committee has approved appointment of Stephanie Spooner to represent curriculum committee on the Extensive Lab Committee. This is a 2-year term.
- Highlights from curriculum evaluation process:
  - It is important to pre-launch programs, whether new or revisions, when courses associated with those programs are being pre-launched.

- o Faculty proposing courses similar in content to those of existing courses are encouraged to have conversations with affected department/divisions.
- o Committee values student-centered curriculum and is guided by the [ASCCC standards curriculum development criteria](#)

f. Academic Senate Treasurer's Report Liana Koeppel
No report

g. Cypress College Foundation Damon de la Cruz
The Foundation Scholarship Award Ceremony is Friday May 15th at 3:30pm.

h. Student Equity and Achievement Committee Alison Robertson/ Gisela Verduzco
- EA has formed a small workgroup to create our 2022 SEA Plan, which is due Nov. 30, 2022. Members of the Equity Framework workgroup will attend NCORE and continue to develop the framework. At our last SEA meeting of spring 2022, SEA funded several requests including: Ascend 2022-2023, 2022 CATESOL conference attendance for fall, ESC Nursing + ESL workshops; 2022 CCC LGBTQ+ Summit virtual conference attendance, and OER work in the Math department.
- Fall semester SEA meetings will continue to be held on the first Tuesday of each month from 3:30 to 5pm. Location will be on campus TBA/hybrid. To attend a meeting or submit a funding request, please contact Gisela Verduzco

i. Outcomes Assessment Jennifer Coopman
- As a reminder, the CSLO assessment scorecards should be viewable in eLumen during week 16. The eLumen development team is currently in the process of fixing a technical issue of missing assessments.
- 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 was sent out to all Faculty.
- I will be attending an SLO Talk: Badging and Portfolios.
- 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.

- Corresponded with Faculty regarding CSLOs, CSLO assessments, Department PSLOs, PSLO Mappings, Degree and Certificate PSLOs, Faculty Participation Reports, and eLumen.
- 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.
- In progress of updating the SLO Handbook.
- 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 PSLO Mappings to reflect any CSLO mappings to Equity. Updating the PSLO Mappings in eLumen is a great department activity for Flex Day.
  The next SLO Committee meeting is scheduled for May 9, 2022.

j. Program Review and Department Planning Bryan Seiling
- There are 4 people leaving program review. A new chair will be elected in the next meeting.

k. District Council on Budget and Facilities Damon de la Cruz

l. ACCJC Self Study Jill Bauer
- They are looking for participation in the self-study next year. This includes fulltime faculty, adjunct faculty, students and classified staff.

m. CTE Liaison Jeanette Jones/Douglas Sallade

n. Distance Education Kathleen McAlister
  No report

o. Diversity, Equity and Inclusion Committee Maha Afra
  No report

p. President's Report and Committee Appointments (15 min.)
  Committee and Meeting Report Outs:
  Appointments:
- Charger Award – Sam Gould – Silvie Grote made the motion to nominate Sam Gould for the charger award. Kathleen McAlister seconded the motion. The motion passed. Chrystal Johnson abstained.
- Full-time faculty award – Nicole Ledesma – Joel Gober made the motion to nominate Nicole Ledesma for the Full-time Faculty award. Steven Estrada seconded the motion the motion passed. Chrystal Johnson abstained.
- Adjunct Award – Francisco Perez – Joel Gober made the motion to nominate Francisco Perez for the Adjunct award. Lisa Clark seconded the motion. The motion passed. Chrystal Johnson abstained.

- <u>District Consultation Council Design Team</u> Members that will help update the District's Vision, Mission and Values. They will also help create a District-wide Strategic Plan 2022-2026:
    1. Jane Jepson
    2. Jason Thibodeau

Liana Koeppel made the motion to approve Jane Jepson and Jason Thibodeau for the district Consultation Council Design Team. Silvie Grote seconded the motion. The motion passed. Chrystal Johnson abstained.

- <u>Extensive Laboratory Committee – One Faculty member:</u>
    1. Stephanie Rosati
    2. Margaret Mohr 8 votes
    3. Jaime Ramos
    4. Maha Afra - II votes

The Senate discussed each of the candidates. 8 votes went to Margaret Mohr, 12 votes went to Maha Afra. Maha was voted into the extensive laboratory committee.

- <u>VPI hiring Committee - Need three faculty</u> - Placed on hold until further review.
    1. Joyce Peacock
    2. Cassandra Rodriquez
    3. Jane Jepson
- <u>Guided Pathways Co-Chair May 12, 2022– One faculty Member –</u> next meeting
- <u>Program Review Chair May 12 –</u> next meeting
- <u>Title V Project Director, April 25 - One faculty member</u>
    1. No faculty applicants

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 (04.12.2022):**
    o Has not met since our last meeting
- **Council On Budget and Facilities (CBF):**
    o Has not met since our last meeting
- **District Consultation Council (DCC):**
    o Has not met since our last meeting
- **Planning and Budgeting Committee (PBC):**
    o PBC is meeting today prior to our Senate meeting. We have a year longer to spend the HERF money. Alex Porter gave a commitment to spend HERF money to Course Redesign.
- **President Advisory Committee (PAC)**
    o Has not met since our last meeting

IX.   Adjournment

Joel Gober made the motion to adjourn at 5:20. Chrystal Johnson seconded the motion. The motion passed.

Appendix
    a) 5/5/2022

Dear Academic Senate, I would like to keep you apprised of the formation of an Institutional Review Board (IRB) on our campus. Beginning in Fall 2021, I (Randy Martinez) and Brandy Young of the Psychology Department along with Bryan Ventura,

Eileen Haddad and Kristina Oganesian of Institutional Research and Planning began work to organize an Institutional Review Board on our campus. We have met about monthly since last November. We have a stated purpose for the IRB (see additional document). Essentially, the IRB's intent is to formally document that research done on our campus follows generally accepted methods of protecting human research participants. IRB approval assure ethical treatment of those involved in the research process. It also allows research to be presented and published and for research to be eligible for grant funding. We are developing materials to guide in the research proposal process, submitting proposal applications, approvals, FAQs, and IRB member composition and recruitment. Length of activity and training for the board are being determined. We will keep the Senate informed as progress continues to be made.

Best Regards,

Randy Martinez Psychology Department, Chair

b) Statement of Purpose

The purpose of the Cypress College Institutional Review Board (IRB) is to inspect proposed research. A primary aim of the IRB is to formally document that researchers are following generally accepted methods of protecting human research participants: - To assure that voluntary human participants in research sponsored by Cypress College are informed, safe, and treated ethically. - To assure that all human participants only volunteer to be in a research study after being provided with sound, informed consent. The overall role of the IRB is primarily educational, facilitating, and encourages consultation at all stages of the research process: - So that studies follow logical research designs and processes; although the IRB is not to determine the reliability of the proposed research, the merits of the research nor the possible contribution of the research to scholarship. - So that research necessary for the enhancement of student learning and experience can be appropriately conducted. - So that undergraduate students' opportunity to conduct research is a high-impact educational practice that is correlated with student success. The Cypress College IRB will operate under the guidelines of the Belmont Report and the Code of Federal Regulations, Protection of Human Subjects to be: - Ethical - Educational - Efficient - Equitable

Damon De La Cruz is inviting you to a scheduled Cypress College Zoom meeting.

Topic: CCAS
Time: Feb 10, 2022 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://cypresscollege-edu.zoom.us/j/94505848930?pwd=ekNnSklNelUxODVteFRsTjFqT0VtQT09

Meeting ID: 945 0584 8930
Passcode: 567750
One tap mobile

+16699009128,,94505848930# US (San Jose)
+12532158782,,94505848930# US (Tacoma)

Dial by your location
    +1 669 900 9128 US (San Jose)
    +1 253 215 8782 US (Tacoma)
    +1 346 248 7799 US (Houston)
    +1 646 558 8656 US (New York)
    +1 301 715 8592 US (Washington DC)
    +1 312 626 6799 US (Chicago)
Meeting ID: 945 0584 8930
Find your local number: https://cypresscollege-edu.zoom.us/u/ac9IBx9DGV

CC ACADEMIC SENATE SPRING 2021

ACADEMIC SENATE OFFICERS		
President:	Damon de la Cruz	**Damon de la Cruz**
Past President:	Craig Goralski	**Craig Goralski**
President-Elect:		
Secretary:	Jaclyn Magginetti	*Jaclyn Magginetti*
Treasurer:	Liana Koeppel	**Liana Koeppel**
Curriculum Chair:	Silvie Grote	**Silvie Grote**
Senators: <mark>**Please indicate departure time if you leave before adjournment.**</mark>		
Academic Senators		
Business/CIS 1	Kathleen Troy (T1, Y1)	*Kathleen Troy*
Career Technical Education 1	Doug Sallade (T1, Y1)	

Career Technical Education 2	Lisa Clark (T1, Y1)	Lisa Clark
Counseling 1	Cassie Rodriguez (T1, Y1)	
Counseling 2	Daniel Pelletier (T2, Y2)	Daniel Pelletier
Fine Arts 1	Janet Owen Driggs (T1, Y1)	Janet Owen Driggs (first term)
Fine Arts 2	Paul Paiement (T3, Y1)	**Paul Paiement**
Health Science 1	Michael Faraci (T2, Y1)	**Michael Faraci**
Health Science 2	Lori Collins (T3, Y1)	Lori Collins out at 5:26
Health Science 3	Julia Cherney (T3, Y1)	**Julia Cherney**
Language Arts 1	Liana Koeppel (T3, Y1)	**Liana Koeppel**
Language Arts 2	Alison Robertson (T2, Y2)	**Alison Robertson**
Language Arts 3 x	Kathleen McAllister (T2, Y2)	
Library/Learning Resource Center 1	Leslie Palmer (T1,Y1)	**Joyce Peacock (alternate)**
Kinesiology:	Sergio Cutrona (T3,Y1)	**Piero "Sergio"Cutrona**
Science/Engineering/Math 1	Joel Gober (T1, Y1)	Joel
Science/Engineering/Math 2	Christina Plett (T1, Y1)	Christina
Science/Engineering/Math 3	Garet Hill (T1, Y1)	
Social Science 1	Steven Estrada (T3, Y1)	**Steven Estrada**

Social Science 2	Jaclyn Magginetti (T2, Y1)	**Jaclyn Magginetti**
Adjunct Faculty Senator 1	Layal Lebdeh (T1, Y2)	*Layal Lebdeh*
Adjunct Faculty Senator 2	Cynthia Acosta (T1, Y1)	*Cynthia Acosta*
Adjunct Faculty Senator 3	Chrystal Johnson (T1, Y2)	**Chrystal Johnson Out at 5pm**
Liaisons		
Associated Students	Sydney Pike	
Diversity, Equity and Inclusion	Maha Afra, Therese Mosqueda-Ponce, Ph.D.	**Maha Afra**
Campus Technology		
CC Foundation:	Damon de la Cruz	**Damon de la Cruz**
Program Planning and Review	Bryan Seiling	**Bryan Seiling**
Professional Development	Michael Brydges/ Ruth Gutierrez	*Ruth Gutierrez*
United Faculty	Christie Diep	
Student Equity and Achievement Committee	Alison Robertson/ Gisela Verduzco	**Alison Robertson**
Student Learning Outcomes	Jennifer Coopman	Jennifer Coopma n
AdFac United	Chrystal Johnson	**Chrystal Johnson**
Accreditation	Liana Koeppel	**Liana Koeppel**

CTE Liaison	Lisa Clark /Doug Sallade	*Lisa Clark*
Distance Education	Kathleen McAlister	
Basic Skills		
Council on Budget and Facilities	Damon de la Cruz	**Damon de la Cruz**
GUESTS		
Print Name:	**Department:**	
Jolena Grande	Health Science	*Jolena Grande*
Jill Bauer	ESL, Accreditation Faculty Chair Elect	*Jill Bauer*
Russ Alizadeh	Business/CIS	*Russ Alizadeh*
Hilary Reu		
Bryan Ventura	Institutional Research and Planning	*Bryan Ventura*
Kathleen Reiland	Instruction Office	Kathleen Reiland
Jacqueline Aguet	CTE	*Jacqueline Aguet*