



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 to 5 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: 9/08/22

I. Establish Quorum and Acknowledge Alternates

Quorum was established at 3:09pm. Laron Armstead is and alternate for Daniel Pelletier and Shinah Ji is and alternate for Michael Faraci.

II. Adoption of the Agenda

Steven Estrada made the motion to adopt the agenda. Joel Gober seconded the motion. The motion passed.

III. Approval of Minutes from 05/19/2022 and 09/01/22

- a.** Joel Gober Made the motion to approve the minutes from 5/19/22. Steven Estrada seconded the motion. The motion passed. Aydinaneth Ortiz abstained. Joel Gober made the motion to approve the minutes from 09/01/22 with the removal of Loyal Lebdeh from the list of appointees. Steven Estrada seconded the motion. Kathleen McAlister and Lisa Clark abstained.

IV. Public Commentary (3 minutes per speaker)

N/A

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

- a.** Janet Own Driggs invited the campus to the Heritage Continuum.
b. Maha Afra informed Senate about the Dance Club and upcoming events.
c. Laron Armstead updated Senate about the upcoming Legacy events.

VI. Faculty Issues – Unfinished Business

N/A

VII. Faculty Issues – New Business

- a.** Emergency Preparedness Plans (15 minutes) Damon de la Cruz and Craig Lee

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 Magginiti, 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.

Craig Lee shared what has been done, what still needs to be done, the timeline of our emergency preparedness plans, and answered questions. They have had monthly meetings to tackle these issues.

- b. Guided Pathways 3.0 Presentation (15 Minutes)** Liana Koeppel and Lisa Gaetje
Liana Koeppel and Lisa Gaetje presented updates and the next steps in the College's Guided Pathways efforts. Steven Estrada made the motion to extend time for 3 minutes. Liana Koeppel seconded the motion. The motion passed.

- c. DE Information and CVC Resolution (20 minutes)** Kathleen McAlister
The DE Coordinator provided information about additional support and training for distance education, our CVC status, the CidLabs Canvas design tool, and recent legislation affecting the use of remote proctoring applications. Kathleen McAlister provided the [CVC Resolution](#) to be shared with the Senators constituents. More details can be found in the DE report below.

- d. Senate 101 (45 minutes)** Damon de la Cruz
President Cruz went over the rules and procedures of the Senate.

- e. President Elect Elections (5 minutes)** Damon de la Cruz
The Senate Discussed the President Elect Position. No one was nominated.

VIII. Special Reports (3 minutes per Report)

a. Associated Students – Jesse Chang

- Associated Students recently hosted an event titled Welcome Back Event to promote student engagement. Associated Students plans to request a meeting with Dr. Davis to present student feedback towards counseling.

b. United Faculty- Christie Diep

- United Faculty is concerned about President Schilling's recent decision to appoint managers from District Human Resources to sit on the SEM Dean hiring committee and the Health Sciences Dean hiring committee under a newly invented title of EEO "monitor."
- UF has raised serious concerns about the obvious chilling effect of this action. We are particularly concerned about faculty feeling intimidated by the appointment of the Assistant Vice Chancellor of Human Resources along with any other HR manager to campus hiring committees for the purpose of "monitoring" the committee members.
- UF has respectfully requested that the Cypress College administration demonstrate trust in Cypress College employees (faculty, staff, and managers) to conduct their own hiring committee process without the insertion of District HR managers appointed by the College President to "monitor" the members.
- United Faculty is waiting for a response to our concerns from President Schilling and we will keep the Senate informed.

c. AdFac

- AdFac United won a grant to hire an additional organizer. Please encourage any adjuncts in the district to apply.
- AdFac and our statewide affiliate the California Federation of Teacher campaigned to secure \$200 million in ongoing funding for adjunct faculty healthcare benefits. We will be turning our attention to negotiating with the district to win healthcare benefits for our members.

- AdFac is continuing to negotiate paid office hours with the district. Our current proposal includes one hour per week at the rate of \$50 per hour. The district offered \$15 per week for 30 min of office hours. AdFac is firmly standing behind our proposal that supports student success.
- We are hosting a number of events including workshops for unemployment benefits, student debt relief and CALPers. We are hosting a picnic, general membership meetings and membership drives as well. Visit our website to learn more!
- Please follow us on Facebook and Instagram @ AdjunctFacultyUnited and visit our website: AdFacUnited.net where you can find our recent newsletter to learn more about our growing union.

d. Professional Development - Michael Brydges/Ruth Gutierrez

- Conference Funding – There are 4 Due Dates, with the first Due by 12 Noon on Sept. 26
- We have a new Calendar system through EdVantage via MyGateway
- District Microsoft training schedule and registration is through EdVantage
- Promote Microsoft Translator Workshop – Friday, September 9 from 11 -12 Noon
- Upcoming Tech for Teachers: Pronto workshop, Jamboard and Canva sessions.
- Promote the District P.I.E. series, including
- Meet Grace Talusan, author of The Body Papers, will be making a presentation at Cypress College on October 24, 2022 – More details will be sent - <https://www.gracetalusan.com/>

e. Curriculum Committee - Joyce Peacock

- Provided Chair conducted annual curriculum training to uphold Local Approval Certification from per Title 5.
- [Curriculum Training 2022-2023](#)
- Voted on Date for 2022-23 Curriculum Workflow
- Courses can be worked on throughout the year, but PRE-LAUNCH for Courses and Programs effective for Fall 2024 MUST be submitted during the following dates: September 6, 2022 until February 3, 2023
- New member introductions.
- ESL courses approved.
- Talked about ASCCC.org survey on AB 928.
- Chair shared the 4th floor update and materials presented.
- Upcoming Curriculum Meeting is 9/20/2022
- Will be in person. The Committee will rely upon its standing as a sub-committee of the Senate.
- Chair will continue training in Curricunet
- Next DCCC meeting will be 9/09/2022.

f. Academic Senate Treasurer's Report - Liana Koeppel

- The Senate has expended \$ 1,164.85 of the 2022-23 budget for travel expenses related to sending two faculty to the ASCCC Curriculum Institute.

g. Cypress College Foundation - Damon de la Cruz

- Dodger Night – Saturday September 24

- Golf Classic Thursday October 20, Black Gold Golf Club
- Americana Awards – Saturday March 11th, Disneyland Hotel
- Alumni Outreach
- Veterans Resource Center

h. Student Equity and Achievement Committee - Alison Robertson/ Gisela Verduzco

i. Outcomes Assessment Jennifer Coopman

- Chrystal Johnson volunteered to serve as the Adjunct Faculty representative on the SLO Committee. (Thank you Chrystal!) Also, a big thank you to Rocio Aguilar Bastida for serving the past few semesters.
- Sent an email to department coordinators with departments going through Fall 2023 Instructional Program Review regarding Degree & Certificate PSLOs. These departments should write PSLOs for degrees and certificates within their departments and pre-launch the programs (degrees/certificates) in CurricUNET by the Spring 2023 pre-launch deadline.
- SLO/Accreditation Steering Subcommittee met September 7, 2022. The structure and overall mapping of SLOs were discussed.
- There is a new eLumen Customer Success Manager, Kristen Nelson.
- Please complete Spring 2022 CSLO 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 emailed to all Faculty and an announcement was posted in Canvas with the self-enrolling link.
- In the process of doing a Fall 2022 data load to the eLumen test site in hopes of catching any technical issues early.
- A couple of eLumen projects were completed over the summer. One project involved the eLumen tech team doing a reorg and another project involved the eLumen tech team backdating CSLOs for a few courses.
- Assessments were created in eLumen for courses that had backdated CSLOs.
- CSLOs that became active in CurricUNET Fall 2022 were input into eLumen and the corresponding assessments were created.
- Corresponded with Faculty over the summer regarding CSLOs, CSLO assessments, Department PSLOs, PSLO Mappings, Degree and Certificate PSLOs, Faculty Participation Reports, Department PSLOs in the Catalog, and eLumen.
- Sent a reminder email during the summer to Faculty to include active CSLOs in Fall 2022 course syllabi. This also included an attached file with instructions for how to check for active CSLOs in CNET.
- Sent a reminder email to division deans to check course syllabi for active CSLOs. This syllabi check was implemented to address accreditation recommendations.
- Sent an email to department coordinators with an attached excel file of courses that had changes to active CSLOs in CurricUNET for Fall 2022.
- Sent a reminder email to department coordinators with departments going through Instructional Program Review that needed to still complete the Department PSLO Mapping in eLumen.

- In progress of updating the SLO Handbook. (Thank you Jill Bauer and Liana Koeppel for reviewing the draft and suggesting edits.)
- 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.
- 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.
- 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. Updating the Department PSLO Mappings in eLumen is a great department activity for Flex Day.
- The next SLO Committee meeting is scheduled for September 26, 2022.

Thank you, Jennifer Coopman

j. Program Review and Department Planning- Stephanie Rosati

- First Meeting of school year 2022-2023 will be on September 19, 2022 at 3pm
- Programs Top coded CTE will be doing the 2-year short form
- Programs going through Program review this year. Which are:
 - i. Auto Collision Repair
 - ii. Auto Technology
 - iii. Court Reporting

- iv. Dental Assisting
- v. Geography/GIS
- vi. HRC (Culinary Arts)
- vii. Management/Marketing
- viii. Mortuary Science Baccalaureate Degree (NEW Program)
- ix. Nursing
- x. Psychiatric Technology
- xi. Radiologic Technology/Medical Diagnostics

- New members of the Committee:

- i. Dean: Lisa Gaetje
- ii. Accreditation: Jill Bauer
- iii. CTE: Michael Beard

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

No Report

l. ACCJC Self Study - Jill Bauer

- Accreditation Teams are currently in the process of collecting evidence that shows that the College meets the standards. To aid with evidence collection and prepare for our future team visit, please ask divisions, departments, committees, or groups that you are associated with to update your respective webpages on the Cypress College website. Committee chairs please be aware that Accreditation Team Standard Leads may contact you for evidence. We appreciate everyone's timely response in this process!
- Most of our Accreditation Teams now have a full-time faculty member and an adjunct faculty member in addition to their faculty co-lead. Thank you to all faculty for active participation in our self-study! We are still looking for an adjunct faculty member to join the III.B Physical Resources team.
- The Accreditation Steering Committee met on September 7th to discuss guiding principles, ISER development, and possible QFE topics. The committee will meet regularly throughout the 2022-2023 academic year on the 1st and 3rd Wednesdays of the month from 3:00 - 4:30 p.m. All are welcome to attend.
- The District Accreditation Workgroup met on September 8th to discuss the District Functional Map development and evidence collection.
- Our ACCJC Liaison, Dr. Gohar Momjian, is visiting Cypress College on September 23rd. She will conduct an advanced ISER training from 9:30 a.m. -11:00 a.m. in CCPLEX 414. Everyone is encouraged to attend. If you have any questions or training needs for the ACCJC about the self-study process or self-evaluation report, please submit them to Jill Bauer (jbauer@cypresscollege.edu) in advance.
- The Governance Workgroup has been working on the Shared Governance Handbook throughout the summer and early fall. The handbook will be presented to the Senate later this fall for feedback and endorsement.
- The Accreditation SLO Subcommittee has concluded its work on the implementation of the College Outcomes Assessment Plan and the necessary work to expand SLO assessments to Departments, Degrees and Certificates, Student Services, and

Campus services. Special thanks to Eileen Haddad, Kristina Oganessian, Treisa Cassens, Jennifer Coopman, Bryan Ventura, Jill Bauer, Joyce Peacock, Silvie Grote, and Marbelly Jairam for all of their hard work.

m. CTE Liaison - Lisa Clark

No Report

n. Distance Education - Kathleen McAlister

- Cidilabs presented to the DE Committee on 9/1, and the committee approved a pilot of the design software (DesignPLUS), which also includes an accessibility tool (UDOIT) and a Canvas file clean-up tool (TidyUp). A recording of the demo is available for anyone who missed the meeting.
- While we are still waiting for the State Chancellor's office to issue their guidance memo for the new Title 5 disclosure requirements, we recommend for faculty requiring remote monitoring for exams to include a statement in the schedule of classes and in their syllabus. We also encourage faculty to obtain written consent from students at the beginning of the semester. In the case of Ogletree v Cleveland State University, a judge ruled that a student's 4th amendment rights were violated when he was required to remotely scan his room before taking an exam.
- CVC Update (College/District Status). As of June, there were 78 "Home Colleges" in the CVC; 49 have completed phase 1, giving students access to live course data. 16 have completed phase 2, establishing cross-enrollment, to become "Teaching Colleges." Cypress is "Home College" ready, and we have installed the API so that students may have access to live course data; we are waiting on District IT to enable it.
- The District submitted an "Emergency Conditions" application for State funding on 9/1. The funding is partially contingent upon the District's commitment to joining CVC. A District DE Taskforce committee has been established to coordinate efforts.
- While Cypress College has already initiated the process of joining CVC, the CVC expects Academic Senates to formally endorse CVC membership. The DE committee supports the draft resolution, presented to Academic Senate for first reading today, 9/8/22. (See Resolution)
- Please encourage DE faculty to enroll in our Canvas POCR course and submit their courses for review. Once courses are aligned with the Course Quality Rubric, they will be badged in the CVC. Badged courses appear at the top of the queue when students conduct searches. CVC expects campuses to badge 20%+ of online courses (not sections)
 - Self-Enroll: [POCR \(Peer Online Course Review\)](#)
 - Self-Enroll: [CVC Canvas Accessibility](#)
- DE Support Staff update.
- Certification training update. Faculty must be certified to teach online--synchronously (Zoom) and asynchronously. Contact DE to be added to Fall 2022 cohort: distanceed@cypresscollege.edu

o. Diversity, Equity and Inclusion Committee - Maha Afra

No Report

p. Guided Pathways Steering committee - Liana Koppel

- Guided Pathways Co-chairs have delivered the Guided Pathways 3.0 presentation at President's Staff Meeting, Dean's Meeting, Title V Coaches Meeting, PAC, and Academic Senate (today). Future presentations are planned for Division Meetings.
- The GP Steering Committee (GPSC) held its first meeting of the year on September 6, 2022. The Committee is seeking an Adjunct Faculty Representative.
- The CCCCCO is providing an additional \$50 million in one-time funding across the state for Guided Pathways 2.0. Colleges must submit plan proposals to be eligible for funding which will be distributed in three allotments in 2022-23, to be spent by 2026. The committee voted to approve the submission of the first step, "Acknowledgement of Assurances," due by Sept. 30. The GPSC will work on a proposed plan to be submitted in March

q. President's Report and Committee Appointments (15 min.)

Appointments:

- HS Dean Hiring Committee

Human Resources has approved the move forward with the Health Science Dean Hiring Committee. I am asking for Senate for approval that we allow the original members of the committee move forward with the process.

The previously appointed faculty were: Lori Collins, Jaime Ramos and Kendra Velasco. Joel Gober made the motion to approve appointees. Lisa Clark seconded the motion. The motion passed.

- Vice President of Academic Services Hiring Committee, member replacement

Giovanni Maggini

Steven Estrada made the approval to appoint Giovanni Maggini to the committee. Liana Koeppel seconded the motion. The motion passed.

Equal Employment Opportunity Committee (EEOAC)

Vince Taylor

Liana Koeppel made the motion to approve Vince Taylor to the committee. Joel Gober seconded the motion. The motion passed.

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 Has not met since our last meeting
- **Council On Budget and Facilities (CBF):**
 - The CBF July and August meetings were cancelled
- **District Consultation Council (DCC):**
 - DCC has not met since our last meeting.
- **Planning and Budgeting Committee (PBC):**
 - PBC has not met this semester
- **President Advisory Committee (PAC)**

PAC met this afternoon at 1p. We were updated on Guided Pathways. This update will be given to Senate this afternoon. VPSS De Dios updated us on the upcoming Dodger Night game and a potential relationship with the Los Angeles Kings.

IX. Adjournment

Joel Gober made the motion to adjourn at 5:12pm. Leslie Palmer seconded the motion. The motion passed.

CC ACADEMIC SENATE SPRING 2021

ACADEMIC SENATE OFFICERS		
President:	Damon de la Cruz	x
Past President:		
President-Elect:		
Secretary:	Jaclyn Magginetti	x
Treasurer:	Liana Koeppel	X
Curriculum Chair:	Joyce Peacock	
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	Michael Faraci (T2, Y2)	X
Health Science 2	Dragana Filip (T1, Y1)	
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 x	Kathleen McAllister (T3, Y1)	X
Library/Learning Resource Center 1	Leslie Palmer (T1,Y2)	X
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)	X
Adjunct Faculty Senator 1	Loyal Lebdeh (T2, Y1)	X
Adjunct Faculty Senator 2	(T1, Y1)	
Adjunct Faculty Senator 3	(T1, Y1)	

Liaisons		
Associated Students	Jesse Chang	X
Diversity, Equity and Inclusion	Maha Afra, Therese Mosqueda-Ponce, Ph.D.	X
Campus Technology		
CC Foundation:	Damon de la Cruz	X
Program Planning and Review	Stephanie Rosati	X
Professional Development	Michael Brydges/ Ruth Gutierrez	X
United Faculty	Christie Diep	
Student Equity and Achievement Committee	Alison Robertson/ Gisela Verduzco	X
Student Learning Outcomes	Jennifer Coopman	
AdFac United	Loyal Lebdeh	X
Accreditation	Jill Bauer	
CTE Liaison	Lisa Clark /Jacqueline Aguet	X
Distance Education	Kathleen McAlister	X
Basic Skills		
Council on Budget and Facilities	Damon de la Cruz	X

Guided Pathways	Liana Koeppel	X
GUESTS		
Name:		
Bryan Ventura		
Brandy Miller - Wakeham		
Craig Lee		
Jesse Change		
Hilary Reuter		
Lisa Gaetje		
Kathleen Reiland		

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

Topic: Senate 9/08/22

Time: Sep 8, 2022 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://cypresscollege-edu.zoom.us/j/81779658997?pwd=c2gwYk9saUpMS3k2aUwxRkxheVRDZz09>

Meeting ID: 817 7965 8997

Passcode: 672833

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