



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  
5/18  
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: Dec 7

Future meetings 02/01, 02/08, 02/22, 03/14, 03/21, 04/11, 04/25, 05/02, 05/16

#### I. Establish Quorum and Acknowledge Alternates

A quorum was Established at 3 p.m. No alternates were present.

#### II. Adoption of the Agenda

Joel Gober made the motion to approve the agenda. The motion passed

#### III. Approval of Minutes from 11/30/23

Joel Gober made the motion to approve the 11/30/23 minutes. The motion passed. Aydinaneth Ortiz abstained.

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

a. Kathleen McAlister explained the new myGateway and how faculty can input grades.

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

a. Hilary Reuter made the announcement that we have secured the parliamentarian for the 02/01 special meeting training.

#### VI. Faculty Issues – Unfinished Business

a. Reassigned Time Process Proposal Final Read and Approval (15 minutes) Kathleen McAlister

President McAlister suggested splitting the document up into two different documents. Alison Robertson made the motion to extend the time by 10 minutes. The motion passed. Samantha Simmons motioned to support the basic skills coordinator reassign time to the SEA co-chair position and give Alison Robertson back pay. Alison Robertson made the motion to separate the motions. Samantha Simmons motioned to the Basic Skills coordinator reassign time to the SEA co-chair position. The motion passed. Samantha Simmons made the motion to address the failure to compensate Alison Robertson over the last three to four years.

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 Kathleen McAlister, Academic Senate President, at (714) 484-7000 at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

- b. Professor Emeritus Process and By-Laws Update (10 minutes) Kathleen McAlister  
 President McAlister received feedback/recommendations regarding the criteria for Emeritus nominations and the process for conferring Emeritus status each year. Joel Gober made the motion to approve any tenured faculty member. Michael Brydges made the motion to amend the to 5 years. The motion didn't pass. Joel Gober made the motion to call to question. The motion didn't pass. Karen Le Cornet made the motion to extend the time by 10 minutes. The minutes passed. The vote is going back to Joel Gober's original motion. The motion passed.
- c. Academic Senate Handbook Update (5 minutes) Kathleen McAlister  
 President will seek two volunteers to form a subcommittee to review and update the Academic Senate Handbook. Samantha Simmons and Mychel Brydges volunteered.

**VII. Faculty Issues – New Business**

- a. OER Liaison/ZTC Grant Director Position (15 Minutes) Kathleen McAlister  
 President McAlister shared the Position description developed/approved at Fullerton College and sought feedback from the Senate. Karen Le Cornet stressed the need for this position.

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

- a. **Academic Senate Treasurer's Report – Giovanni Magginetti**  
 We are under budget. Food will be provided for the special meeting.
- b. **Accreditation Steering Committee and ACCJC Self Study - Jill Bauer**
- c. **AdFac – Loyal Lebdeh**
- d. **Associated Students – Arjun Ayyappan**
- e. **CTE Liaison – Enrique Aispuro**
- f. **Curriculum Committee - Joyce Peacock**
- g. **Cypress College Foundation - Damon de la Cruz**
- h. **Distance Education – Samantha Simmons**
- i. **Diversity, Equity and Inclusion Committee - Maha Afra**
- j. **Guided Pathways Steering Committee - Liana Koppel**
- k. **Ombuds - Michael Brydges**

NCORE 2024 Application\_Cypress College\_SEA Committee\_DueDec8.docx

24 KB

Hello Cypress College colleagues,

The SEA Committee, Professional Development Committee, and the President's office are seeking to build a team that includes faculty, classified, and managers to send to the National Conference on Race and Ethnicity in Higher Education (NCORE) for May 28-June 1, 2024. Whether you are at the novice level in your equity education and experience but eager to learn, or further along in your professional learning in this area, we welcome your application!

For more information on NCORE, please visit:

<https://ncore.ou.edu/>

<https://ncore.ou.edu/Upcoming-Events/NCORE-2024>

If you have any questions regarding the conference, please feel free to contact me. Applications are due on Dec. 8 and will be reviewed and scored by a selection committee as spots are limited. Thank you and we look forward to reviewing your applications.

Best Regards,

Romeo O. Garcia (*he/him/siya*)  
Director, Student Equity and Success

Reminders:

- SEA Committee is accepting Applications for National Conference of Race and Ethnicity
- District DEI is sending out a workshop series for January:  
JANUARY 16-19, 2024  
8:30AM TO 2:30PM DAILY  
LOCATION: FULLERTON COLLEGE, 1416

In this week-long seminar, the faculty cohort will engage in cooperative learning and discussions designed to assist them in developing material on diversity, equity, and inclusion that can be integrated into their course content and/or teaching approach.

Participants will learn strategies for analyzing their curriculum and making it culturally responsive and accessible to promote student engagement. By the end of the seminar faculty participants will have begun outlining how they will infuse their course(s) with these strategies.

Faculty, who are eligible for equivalent unit credit, who attend all five sessions and submit a written summary describing how they will modify at least one course will be eligible for 25 hours of equivalent unit credit. Faculty who do not qualify for equivalent unit credit may be eligible for a \$500.00 stipend.

Seats are limited, it will be first come first served. Registration is now open on EdVantage ([user guide](#)).

Please contact our office if you have any questions.

- l. NOCCCD Office of Diversity & Compliance: Email: [profdev@nocccd.edu](mailto:profdev@nocccd.edu) and Phone: (714) 808-4812
  - m. **Professional Development – Jane Jepson**
  - n. **Program Review and Department Planning- Myev Rees and Jill Bauer**
  - o. **Student Equity and Achievement Committee - Alison Robertson**
  - p. **Student Outcomes Assessment - Jennifer Coopman**
- Attached is the Spring 2023 CSLO Assessment Status Report.
  - The Fall 2023 data load has been completed in the eLumen production site. There is a new interface when Faculty log into eLumen with a to-do list. Faculty can select “Courses” to view the old interface. If there are multiple assessments showing for a course, Faculty only need to complete one assessment. Use the assessment with the most recently updated date in the title. The most updated assessments for Faculty to use for courses have a date of 08/14/2023 in the title of the assessment.
  - The eLumen project to clean up Fall 2023 assessments in eLumen so that there are not multiple scorecards for a course has been completed.
  - An email was sent to all Faculty regarding Fall 2023 CSLO assessment in eLumen.

- There have been technical difficulties in eLumen with CSLO assessments, including missing reflection links and CSLOs in the incorrect order. In progress of resolving these issues with eLumen.
- Corresponded with Kristen Nelson (eLumen customer support manager) with regards to getting an SOW and PSA written for a Spring 2024 project to clean up assessments in eLumen that are no longer needed that are planned for Spring 2024 and forward. Hoping to get financial support from the college/district to fund this project and am waiting for a response.
- The eLumen project of creating future CSLO assessments in eLumen is complete. This project includes assessments for current CSLOs, so any changes to CSLOs would need to have new assessments created by the SLO Coordinator (or designee). The most updated assessments for Faculty to use for courses have a date of 08/14/2023 in the title of the assessment. There is also a new reflection template attached to these assessments.
- Updated instructional program review summaries for various programs with updated SLO information.
- Programs going through Fall 2024 instructional program review should write PSLOs for all degrees and certificates in their department and pre-launch these programs (degrees/certificates) in Curricunet prior to the Spring 2024 pre-launch deadline. There are documents with instructions for writing Degree & Certificate PSLOs (a template is provided), and for how to modify a program in Curricunet. These documents can be found in the RSLO Canvas course shell. These guides are also in the SLO Handbook.
- Updates were made to the Resources for Student Learning Outcomes (RSLO) Canvas course shell. Maintenance of the RSLO Canvas course shell is ongoing.
- Corresponded with various Faculty regarding CSLOs, CSLO assessments, Department PSLOs, additional Department PSLOs, PSLO Mappings, Degree and Certificate PSLOs, Faculty Participation Reports, Department PSLOs in the Catalog, 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.
- 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.
- Beginning this semester, Fall 2023, the Degree and Certificate PSLO component is included on the Instructional Program Review Form. All programs should pre-launch Degree and Certificate PSLOs in CurricUNET by the spring pre-launch deadline prior to their instructional program review. 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.

- 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 2024.

q. **United Faculty- Christie Diep**

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

**IX. Adjournment**

**Joel Gober 4:46**

## CC ACADEMIC SENATE 2023-24

<b>ACADEMIC SENATE OFFICERS</b>		
<b>President:</b>	Kathleen McAlister	x
<b>Past President:</b>	Damon de la Cruz	x
<b>President-Elect:</b>		
<b>Secretary:</b>	Jaclyn Magginetti	x
<b>Treasurer:</b>	Giovanni Magginetti	x

<b>Curriculum Chair:</b> Joyce Peacock		x
<b>IDEAA Ombuds:</b> Michael Brydges		x
<b>Senators: Please indicate departure time if you leave before adjournment.</b>		
<b>Academic Senators</b>		
<b>Business/CIS 1</b>	Kathleen Troy (T2, Y1)	x
<b>Career Technical Education 1</b>	Jacqueline Aguet (T1 Y2)	x
<b>Career Technical Education 2</b>	Enrique Aispuro (T1 Y1)	
<b>Counseling 1</b>	LaRon Armstead (T1 Y1)	
<b>Counseling 2</b>	Daniel Pelletier (T3, Y3)	x
<b>Fine Arts 1</b>	Donivan Howard (T1 Y1)	x
<b>Fine Arts 2</b>	Aydinaneth Ortiz (T1, Y2)	x
<b>Health Science 1</b>	Michael Frianeza (T3 Y1)	
<b>Health Science 2</b>	Beena Eapen	x
<b>Health Science 3</b>	Sally McNay (T1, Y2)	x
<b>Language Arts 1</b>	Samantha Simmons (T1 Y1)	x
<b>Language Arts 2</b>	Karen Le Cornet (T1, Y2)	x

<b>Language Arts 3</b>	Alison Robertson (T3 Y2)	<b>x</b>
<b>Library/Learning Resource Center 1</b>	Leslie Palmer (T2,Y1)	<b>x</b>
<b>Kinesiology:</b>	Sergio Cutrona (T2,Y2)	<b>x</b>
<b>Science/Engineering/Math 1</b>	Joel Gober (T2, Y1)	<b>x</b>
<b>Science/Engineering/Math 2</b>	Christina Plett (T2, Y1)	<b>x</b>
<b>Science/Engineering/Math 3</b>	Sylvia Paek (T1, Y1)	<b>x</b>
<b>Social Science 1</b>	Hilary Reuter (T1, Y1)	<b>x</b>
<b>Social Science 2</b>	Jaclyn Magginetti (T3 Y1)	<b>x</b>
<b>Adjunct Faculty Senator 1</b>	Layal Lebdeh (T2, Y2)	<b>x</b>
<b>Adjunct Faculty Senator 2</b>	Giovanni Magginetti (T1, Y2)	<b>x</b>
<b>Adjunct Faculty Senator 3</b>	Kasim Alimahomed (T1 Y1)	<b>x</b>
<b>Liaisons</b>		
<b>Associated Students</b>	Arjun Ayyappan	
<b>Diversity, Equity and Inclusion</b>	Maha Afra,	<b>x</b>
<b>Campus Technology</b>		

<b>CC Foundation:</b>	Damon de la Cruz	x
<b>Program Planning and Review</b>	Myeb Rees & Jill Bauer	<b>Jill Bauer</b>
<b>Professional Development</b>	Jane Jepson	
<b>United Faculty</b>	Christie Diep	
<b>Student Equity and Achievement Committee</b>	Alison Robertson	<b>x</b>
<b>Student Learning Outcomes</b>	Jennifer Coopman	
<b>AdFac United</b>	Loyal Lebdeh	<b>x</b>
<b>Accreditation</b>	Jill Bauer	<b>x</b>
<b>CTE Liaison</b>	Enrique Aispuro /Paul Kelley	
<b>Distance Education</b>	Samantha Simmons	<b>x</b>
<b>Basic Skills</b>		
<b>Guided Pathways</b>	Liana Koeppel	x
<b>GUESTS</b>		
<b>Name:</b>		


