



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

CCCPLX-414

12/04/25

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: December 4

Future meetings: 12/11, 2/12, 2/26, 3/12, 3/26, 4/9, 4/23, 5/14, 5/28

Roll Call:

Committee members present as indicated by (x).			
Academic Senate Officers		Academic Senators	
President: Jaclyn Magginetti	x	Counseling 1 Alan Reza and Eva Palomares (T1, Y1)	x
President-Elect: Vacant		Counseling 2 Deborah Bundy (T1, Y2)	x
Past President: Kathleen McAlister	x	Health Science 1 Thu Pham/Brenda Toy (T2, Y1)	x
Secretary: Jill Bauer	x	Health Science 2 Beena Eapen (T2, Y1)	x
Treasurer: Karen Le Cornet	x	Health Science 3 Vacant	
Curriculum Chair: Joyce Peacock	x	Kinesiology Sergio Cutrona (T4, Y1)	x
IDEAA Ombuds: Michael Brydges	x	Language Arts 1 Samantha Simmons (T2, Y1)	x
Academic Senators		Language Arts 2 Karen Le Cornet (T2, Y2)	x
Adjunct Faculty Senator 1 Jennifer Van (Y1, T1)		Language Arts 3 Jill Bauer (T1, Y2)	x
Adjunct Faculty Senator 2 Zachary White (Y1, T1)	x	Library/Learning Resource Center 1 Monica Doman (T1, Y2)	x
Adjunct Faculty Senator 3 Michael Hanson (Y1, T1)		Science/Engineering/Math 1 Joel Gober (T3, Y1)	x
Business/CIS 1 Kathleen Troy (T3, Y1)	x	Science/Engineering/Math 2 Christina Plett (T3, Y1)	x

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 Jill Bauer, Academic Senate Secretary (jbauer@cypresscollege.edu) or Jaclyn Magginetti, Academic Senate President (jmagginetti@cypresscollege.edu) at least 48 hours prior to the meeting to inform us of your particular needs so that appropriate accommodations may be made.

Committee members present as indicated by (x).			
Career Technical Education 1 Vacant		Science/Engineering/Math 2 Ron Armale (T2, Y1)	x
Career Technical Education 2 Vacant			
Liaisons		Academic Senators	
Accreditation: Jill Bauer	x	Social Science 1 Gio Hortua (T1, Y1)	x
AdFac United: Vacant		Social Science 2 Craig Goralski (T1, Y2)	x
Associated Students: Angel Hernandez	x	Visual and Performing Arts 1 Janet Owen Driggs (T1, Y1)	x
Campus Technology: Thomas Sutfin		Visual and Performing Arts 2 Aydinaneth Ortiz (T2, Y2)	x
CC Foundation: Damon de la Cruz			
CTE Liaison: Vacant			
Distance Education: Samantha Simmons	x		
Diversity, Equity and Inclusion: Maha Afra			
IPLOR: Sarah Jones			
Guided Pathways: Liana Koeppel	x		
Professional Development: Jaqueline Aguet	x		
Student Equity and Achievement: Jenelle Herman	x		
Student Learning Outcomes : Abigail Awad			
United Faculty: Steven Estrada			

Guests: Bryan Ventura, Terri Long, Janet Vera, Randy Martnez

- I. Establish Quorum and Acknowledge Alternates**
Meeting was called to order at 3:03 p.m.
- II. Adoption of the Agenda**
Jill Bauer moved to amend the agenda to address New Business before Unfinished Business. Motion passed.
- III. Approval of 11/20/25 Minutes**
Joel moved to approve the 11/20/25 minutes. Motion passed. Karen Le Cornet abstained.
- IV. Public Commentary (3 minutes per speaker – 15 minutes max)**
None.

V. Faculty Announcements (2 minutes per speaker – 10 minutes max)

- a. Karen Le Cornet announced the Spanish Club Movie Night tonight at 6 p.m. They are showing *La Sociedad de la Nieve* (The Society of Snow).

VI. Faculty Issues – Unfinished Business

- a. AP 3440 – Service Animals (Proposed Update) (10 minutes)

Kathleen McAlister

Kathleen McAlister provided updates on Administrative Procedure 3440 – Service Animals revisions. NOCCCD Risk Management is researching whether the policy can require people to register service animals. The proposed revisions include better language on defining a support animal versus a service animal as well as the documentation required for support animals.

Senators should share the proposed revisions with their constituents and provide feedback at the next meeting.

- b. Senate Community Agreement (15 minutes)

Sam Simmons

Sam Simmons, representing the Senate Community Agreement workgroup, presented two versions of a revised community agreement for the Senate's consideration. She stressed that these are voluntary agreements – not legal documents - in the spirit of community. Both versions emphasize following the Brown Act.

Craig Goralski noted that Robert's Rules of Order only includes vague standards for decorum, so this community agreement can serve to operationalize these standards for the Senate. Kathleen McAlister added that Board Policy describes collegial interaction. Faculty are expected to engage collegially with one another. This policy should be cited in the community agreement.

Jaclyn Magginietti reiterated the intent of the community agreement: establishing an environment where people are comfortable speaking and engaging in Senate. It is also to serve as a reminder of how to conduct ourselves so that we can accomplish Senate business. Gio Hortua added that a community agreement is valuable because it sets a tone for guests and establishes expectations for conduct.

Craig Goralski moved to extend time 5 minutes. Motion passed.

Craig Goralski commented that members of the public do have limits – they cannot prevent business or be disruptive. He stressed the balance between hearing from the public and allowing the Senate to do its job. Michael Brydges noted that a community agreement would serve to aid the chair in determining when public commentary is derailing business or becoming overly disruptive.

Liana Koeppel reminded Senators that they do not have to wait for the chair to determine that something is disruptive. Senators can use the “Point of Personal Privilege” to note a breach of decorum, such as a personal attack.

Senators are asked to review the community agreement drafts, provide feedback, and consider if this is an agreement that we can all agree to.

c. Resource Allocation Model (RAM) Update & Possible Workgroup (10 minutes)
Jaclyn Magginetti

Jaclyn Magginetti provided a brief update on proposed changes to the Resource Allocation Model (RAM). She informed the Senate that the grant writing development changes had been approved at DCC. There is a CBF workgroup forming to study the impact of the other proposed changes. Due to Fred Williams retirement, the new workgroup will be under the newly hired Vice Chancellor of Finance and Facilities.

Jaclyn Magginetti is still requesting information on how the proposed changes impact the percentage of money allocated to the District over the Colleges. She is also requesting clarity on the carryover.

The Senate discussed other areas that they would like information on:

- Cypress College has returned to pre-pandemic enrollment levels, yet has persistent resource allocation inequalities (e.g., the number of faculty) compared to Fullerton College.

- The District seems to prioritize rainy day funds over current resource needs, leading to inadequate resources.

- Jenelle Herman asked for a reassessment of how categorical funds are distributed amongst Cypress, Fullerton, and NOCE due to the changes in enrollment.

- Joel Goeber requested information on how much money we generate from our reserve.

Joel Goeber moved to extend time 5 minutes. Motion passed.

The Senate also discussed factors that may be causing the need for RAM revision, such as the job family study and changes in adjunct pay (i.e., exempt to non-exempt status).

President Magginetti will take the Senate’s questions to CBF and provide a future report.

d. AP 7400 – Travel & Professional Development Update (15 minutes) Kathleen McAlister

Jaqueline Aguet, Professional Development Coordinator, updated the Senate on the Administrative Procedure 7400 – Employee Travel and Conference Attendance revisions. She is serving on a workgroup charged with revising the AP. Please email Jaqueline with questions and feedback. She will bring back the group's proposed revisions for Senate feedback.

She also provided an update on the updated Flex requirement with the State Chancellor's Office (CCO). Amita Suhrid, District Director of Professional Development, met with the CCO, but they had not yet discussed the details of the policy implementation with their team and could not provide specific guidance at the time. The CCO plans to meet with their team and consultants to determine next steps and guidance for the field.

Due to the lack of guidance currently, there are no definite changes for Flex in the fall, and Professional Development plans to continue offering Flex Day programming with Fullerton College.

Spring 2026 Flex Day will feature a keynote on emotional intelligence and workshops on topics, such as motivational interviewing, the mental bank, the NOCCCD scholar symposium, human resources, risk management, Canvas training, and AI. Professional Development is inviting classified professionals to attend.

VII. Faculty Issues – New Business

a. CIPRAM Draft (15 minutes)

Jill Bauer and Bryan Ventura

Jill Bauer and Bryan Ventura presented the draft of the Cypress Institutional Planning and Resource Allocation Manual (CIPRAM), which was developed and approved by the Accreditation and Institutional Effectiveness Committee (AIEC).

Senators provided initial feedback, including adding a link to the AIEC charter, version notations, page numbers, a statement of shared governance with a link to the Governance and Decision-Making Handbook, adding the Strategic Enrollment Management plan, and clarification on the manual's update process/timing.

Senators should share the CIPRAM with their constituents and provide feedback at the next meeting.

b. College Catalog Update and Revisions (15 minutes)

Jill Bauer and Bryan Ventura

Jill Bauer and Bryan Ventura presented an overview of the catalog improvements that have taken place in response to a 2024 ISER improvement plan. They requested a workgroup to review and revise the Attendance Policy and Academic Freedom pages, under the Senate's purview.

The Senate asked how department pages would be updated. At this time, Department Coordinators should review their catalog page contents and submit revisions to David Soto (dsoto@nocccd.edu). It was suggested that this be added to the program review process.

Karen Le Cornet moved to extend time by five minutes. Motion passed.

Craig Goralski, Gio Hortua, Janet Owen Driggs, and Jill Bauer volunteered to serve on the workgroup. The work will take place during the spring semester.

VIII. Special Reports

a. President's Report and Committee Appointments (15 minutes)

President Jaclyn Magginetti submitted the following report:

- The 2026-30 district-wide strategic plan is being developed and is in the research phase.
- Our last Collegiality in action will be held on the 12th, with the hope of working on an MOU with the union.
- The resolution for faculty and student support was sent to the DIEA committee and is being reviewed by the different constituencies across campus.
- The Grant portion of the RAM was approved, and a work group for the rest may be created.

DCC

11/24/25

- The District and Campuses charge an indirect cost rate on categoricals and grants ranging from 0% to 32.70% in order to offset the administrative cost of supporting these programs. In the past, these funds were split 50-50 between the District and the Campus, and used to offset overall expenses in the current year. To improve budget and accounting support for categoricals and grants, it is proposed that we shift 100% of indirect cost funds from the District and the Campuses, to Districtwide and utilize these dollars to fund a post-award grants team. A grants team would assist with invoicing, drawdowns, reporting, reconciliations, developing and maintaining a grants database, training project personnel, keeping abreast of new state and federal compliance requirements, updating budgets for new allocations and carryovers, reviewing expense and budget transfers, preparing fiscal-year closing entries and audit schedules. Indirect cost funds over the last two years were: \$750K (FY'25) and \$765K (FY'24). About 36%-38% came from federal funds. The estimated cost of a grants team (1 manager and 3 staff) is about \$720K. Offset by indirect cost, the net cost of a grants team is estimated to be -\$30K
- The district wants more money and is asking for the shared cost the campus is asking for.
 - o District Campus Safety (Org 1327) about \$169K - New
 - o District Diversity, Culture, Inclusion (Org 1130) about \$277K
 - o EEO & Compliance (Org 1425) about \$502K

- o Districtwide Staff Development (Org 1420) about \$448K
- The carryover was used for things like the elevators and banner. This new format is for the budget centers and must be approved through CBF.
- Climate survey results
- Chapter 4 Revised Policies: Scholastic Terminology
 - o AP 4220, Standards of Scholarship
 - o BP 4225, Course Repetition
 - o BP 4250, Probation, Dismissal, Scholastic Notice, Pause, and Readmission
 - o AP 4250, Probation, Dismissal, Scholastic Notice, Pause, and Readmission
- New AP 3440, Service Animal
- Went over retirees emails from DCT
- Inclusive Facilities Efforts
- A work group for Travel and Conference AP was created.
- Block Grant for mental health. 1.4m for the district.

11/18/25

- Cypress Equity plan
 - o Ed Lopez wanted Cypress to address whether we think students have an equity gap due to the college or to the social situations they are in. Dr Thayer explained the support services we have on campus to help close the gaps for success.
- Went over the BP 3450 Animals on District Property
- Public Commentary: Jerney Peters and Liz Putman told the board that English 100 must be taught during winter because it is really, really hurting all of their students. The English Faculty at Fullerton explained the success rate of English 100 and the problem with the winter intersession as a content expert.

b. Curriculum Committee - Joyce Peacock (3 minutes)

Joyce Peacock submitted the following report:

- Dates for Spring 2026: February 3, March 3&17, April 7&21, May 5.
 - Attendance Accounting and Fat lab hours
 - o Attendance accounting is changing to units from hours.
 - o Division representatives have been apprised of what courses have fat lab hours
 - TOP to CIP
- The California Community Colleges system is transitioning from the Taxonomy of Programs (TOP) to the Classification of Instructional Programs (CIP), the national standard used across U.S. higher education. This transition enhances data alignment, reporting accuracy, and consistency across educational and workforce systems.
- o Expected to be completed by Fall 2027
 - o Transition affects curriculum systems, MIS reporting, HR, budget, financial aid, scheduling, pathway mapping, and degree audits
 - o Impact on Curriculum Committees:

- ♣ TOP→CIP is now a recurring priority for 5C.
 - ♣ Training will address the relationships between CIP codes, FSAs, MQs, articulation, and coding accuracy.
 - ♣ 5C will continue developing recommendations and monitoring systemwide effects.
 - ♣ Including a systemwide webinar scheduled for February 4, 2026.
 - Common Course Numbering
 - Chair will ask Academic Senate for temporary additional reassign time during Common Course Numbering transition
 - [ESS 25-67 ADT Submission Compliance with Assembly Bill 1111 Submission Guidance Phase II\(A\) and Phase II\(B\) Common Course Numbering](#)
 - Credit for Prior Learning (CPL)
 - CPL co-coordinator presented website for Cypress College
 - ♣ [Cypress College Dashboard on MAP site](#)
 - ♣ CPL application still being adjusted
- c. Instructional Program Review – Sarah Jones (3 minutes)
No report.
- d. Student Outcomes Assessment – Abigail Awad (3 minutes)

Abigail Awad submitted the following report:

- Fall 2025 CSLO Assessments are available for all faculty. If there are any issues with your course or roster, please email me at aawad@cypresscollege.edu
- New eLumen end-of-Life deadlines:
 - Spring SLO Assessments due June 10, 2026
 - Access to all prior SLO assessments ends June 30, 2026
 - ♣ Departments need 8 consecutive semesters of 90% of courses assessed to be in-compliance for program review. Compliance for program review also has implications for faculty prioritization.
- Recruitment for ad hoc committee for the eLumen Insights transition
 - Looking for one volunteer per division to participate in the pilot in Spring 2026

- o In fall 2026 this volunteer will also serve to support faculty in their division, working alongside the CSLO coordinator to answer questions on eLumen Insights
- Look forward to department coordinator sessions in Spring 2026 to complete program mapping in the new eLumen Insights.
 - o Historically, CSLOs have been mapped to departmental SLOs which then map to Institutional SLOs.
 - o We are transitioning to mapping CSLOs to Program SLOs and directly to Institutional SLOs. Departments will need to re-map their SLOs in 2026.
- ELumen Insights progress:
 - o Three of five cohort sessions have passed. Angela Haugh, Joselyn Knight, Kristina Ogenasian and Abigail Awad have attended and have started to build out the eLumen Insights structure including adding our programs and program SLOs.
- 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 “Resources for Student Learning Outcomes (RSLO)” Canvas course shell 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.

e. Distance Education – Samantha Simmons (3 minutes)

Sam Simmons submitted the following report:

- Please share relevant info from Distance Education Committee with your departments and divisions.
- [Distance Ed Committee Canvas Shell](#) - for Committee Members or interested faculty
- Important Docs, Key Messages, Public and Meeting Info are in the [Distance Ed Committee Sharepoint](#)

Canvas/Banner

- Canvas Maintenance scheduled for Monday, December 15th 2025: Updates to PlayPosit/WeVideo and 3C Media integrations (No other dates available) (Michael)
- Banner/New Scheduler Issues: Please be advised that there have been some issues with the new scheduler/Banner 9:
 - Currently, the best course of action is to assume it will take 24 hours to be visible in whatever area you are amending (section updates, drops, etc.)
 - That being said, make sure your classes are correct in section, ZTC, etc. in the new scheduler.
 - If you have feedback or suggestions, see Sharon's earlier email with the survey or send an email to District IT.

AI

- [AI Agents Article](#) - Please read and discuss with various departments, divisions.
- AI in Canvas – New tools coming out weekly. Memo from Chancellor's Office "[Evolving Instructional Technology Tools in Canvas](#)"
- Workshops – Lots of AI Workshops from CVC@ONE (See Professional Development below)
 - Elli Constantin – Distance Ed Director is AI Fellow in Accessibility for Chancellor's Vision 2030. Did an amazing Playlab Demo for Accessibility during CCCCO Institutional Effectiveness System Webinar. 700 people attended! If you'd like to be connected to the CCCCO System Webinar Series, see Professional Development below.
- Chancellor is partnering with [Nectir](#) and [Playlab](#). Maybe Gemini (Google) soon
- [CC Library AI Libguide](#) for embedding into courses in Canvas

DE Professional Development

- Keep an eye on your email for details about AI workshop in Nov from Professional Development:
 - Supporting Student Engagement with AI - Nov 25th, 1:30-2:30 with Stephanie Tran on [zoom](#)
- DE – Open Lab, Wednesdays, 2-3 in LLRC 115
- CVC – Webinars [Current CVC @ONE Webinars](#)
- CCC Chancellor's Office –
 - [Systemwide Webinars](#)
 - [AI Professional Development and Learning Opportunities](#)

- @ONE – Spring 2026 courses are now open. Free self-paced and guided courses for Accessibility, AI and Design - CVC @ONE Training - [Here is the information about offerings](#) - - Current list.
- Online Teaching Conference 2026: June 23rd – 25th at Hilton Anaheim (New Location) - Apply through Professional Development

New @ONE/CVC POCR Rubric

- The CVC@ONE (California Virtual Campus – Online Network of Educators) Course Design Rubric (also used at Cypress College for POCR & Online Teacher Training OTT) is being updated.
 - Updated language to reflect frontloading accessibility, equity, ACCJCs new rubric
 - Timeline:
 - Final draft at OTC in June 2026
 - 2026-2027 – Schools adjustment/updating period
 - Fall 2027 – Full implementation
- Implications:
 - Reviewers will need to be retrained
 - Schools will have to rebadge to maintain badges; this will be a local process
 - Update OTT to reflect updates in the rubric (We base OTT outcomes on the @ONE rubric).

f. Associated Students – Angel Hernandez (3 minutes)

Angel Hernandez reported that the Student Council offered an Angel Tree program for the first time. They focused on student parents on campus and provided gifts for 25 children.

IX. Written Reports

a. Academic Senate Treasurer's Report – Karen Le Cornet

Karen Le Cornet provided the following report:

Below is a report detailing our expenditures and current balance as of the 12/4/2025 meeting. The final balance will have to be verified again with Summer Justice due to a discrepancy in her balance (\$14,908) and what I have indicated below.

Starting Balance	July		\$21,000.00
Prior Year	August	52415 - Travel & Conference - Employees	(\$580.30)

		52731 - Group Plan & Operational Meetings	(\$603.28)
		Group Plan & Operational Meetings - BOBAN Boba & Banh mi Cafe	(\$544.81)
	September	14110 - Committee Rep 1	(\$311.48)
	October	Fall Plenary 2025 - Senate President	(\$2,398.00)
		Fall Plenary 2025 - Curriculum Committee Liaison	(\$1,359.74)
		Fall Plenary 2025 - Senate Past President	(\$900.00)
		14110 - Committee Rep 1	(\$311.48)
		14110 - Committee Rep 2	(\$311.48)
		14110 - Committee Rep 3	(\$500.00)
Balance as of 12-4-2025			\$13,179.43

b. Accreditation and Institutional Effectiveness Study - Jill Bauer

No report.

c. Adjunct Faculty United – Zachary White

No report.

d. Campus Technology Committee- Thomas Sutfin

Thomas Sutfin provided the following report:

The transition from Windows 10 to Windows 11 remains a critical modernization step. With Windows 10 support ending, moving to Windows 11 is essential for security, compatibility, and keeping our instructional and administrative systems reliable for technology-heavy programs.

The college's overall technology plan has progressed from PBC and is now with PAC for review, reflecting the scale and campus-wide impact of these initiatives.

Teams Voice continues to make good progress, though it's not fully ready for deployment.

Once complete, it will streamline communication across departments and programs.

Finally, the campus-wide UPS battery refresh will significantly strengthen network stability and protection. This investment ensures our systems remain resilient and uninterrupted

e. CTE Liaison –

No report.

- f. Cypress College Foundation - Damon de la Cruz
No report.
- g. DEIAA - Maha Afra
No report.
- h. Guided Pathways Steering Committee - Liana Koeppel
No report.
- i. IDEAA Ombuds - Michael Brydges

Michael Brydges provided the following report:

The Academic Senate Website Canvas shell updated with useful DEIAA issues from ASCCC Plenary – Thank you for sending me to this year’s Plenary where Equity was heard throughout many of the workshops. I have posted highlights from the Fall Plenary and **I strongly encourage Academic Senate review three PowerPoint presentations: Resolutions in Action** (useful for all Senators to understand Plenary and its purpose), **AI Equity and Ethics** (we are far behind on these issues and this ppt will provide you some updated information), and **Beyond Statements** (as stated in the ppt slides, *“IDEAA provides a framework to approach curriculum, governance, hiring, and policy development on other academic and professional matters.”*) These slides provide suggestions on how to ensure IDEAA is infused throughout campus and district areas.

- j. Professional Development Committee – Jacqueline Aguet

Jacqueline Aguet noted that the PD Committee will need six new members next year. The Senate will put out a call for new members in March.

- k. Student Equity and Achievement Committee – Jenelle Herman
No report.
- l. United Faculty- Steven Estrada
No report.

X. Adjournment

Sam Simmons moved to adjourn. Motion passed. Meeting adjourned at 4:59 p.m.