Zoom- Link More information can be found at the end
02/22
3–5 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.

AGENDA: Feb 22
Future meetings 03/14, 03/21, 04/11, 04/25, 05/02, 05/16

I. **Establish Quorum and Acknowledge Alternates**
The quorum was established at 3:05. No alternates were present.

II. **Adoption of the Agenda**
Joel Gober made the motion to adopt the agenda. The motion passed.

III. **Approval of Minutes from 02/08/2024**
Joel Gober made the motion to approve the minutes with changes. The motion passed.

IV. **Public Commentary (3 minutes per speaker)**
N/A

V. **Faculty Announcements and Invitations (2 minutes per speaker)**
   a. Karen le Cornet announced the World Language Preview Day.
   b. Kasmin Alimahomed announced the meetings for the AI committee.
   c. Sally McNay talked about the nursing fundraiser.
   d. Maha Afra asked for participation in a fashion show.

VI. **Faculty Issues – Unfinished Business**
   a. Reassigned Time Process Proposal (10 minutes) Kathleen McAlister
   The Senate representatives discussed how their divisions responded to the documents. Some issues arose about the language of the document. Kasmin Alimahomed made the motion to extend five minutes. The motion passes. Karen Le Cornet made the motion to extend five minutes. The motion passes. Chistina Plett and Damon de la Cruz said nay. The motion passed. Alison Robertson made the motion to accept the proposal with language changes. The motion passed unanimously.

b. Classified Staff Resolution Second Read (10 minutes)   Jaclyn Magginetti
The Senate received feedback on the resolution classified staff made regarding unfair work assignments. The resolution was presented for a first read at the 2/8/24 meeting. Daniel Pelletier made the motion to approve the resolution. The resolution passed unanimously.

c. Confirmation of Senate Roster (5 minutes)   Kathleen McAlister/Jaclyn Magginetti
President and Secretary updated and confirmed Academic Senate division Senators for Spring 2024.

d. Faculty Awards Process and Timeline (15 minutes) Kathleen McAlister/Damon Delacruz
President McAlister discussed the process and timeline for faculty award nomination and selection with the Senate. The President is encouraging senators to reach out to their divisions to ask to put names forward.

VII. **Faculty Issues – New Business**

a. Resolution of the Fullerton College Academic Senate: "Reaffirmed Commitment to Academic Freedom". (15 minutes)   Kathleen McAlister
The Senate considered a resolution developed by the Fullerton College Faculty Senate. The Senate will take this resolution back to their divisions for feedback.

b. Faculty Feedback on the Charger Book Pass Program (20 minutes)   Karen Le Cornet
Faculty have shared several concerns about continuing with the Charger Book Pass program. There appears to be an equity issue due to delays in students acquiring print copies or being limited to an electronic copy only. Vice President of Administration Services Stephen Schoonmaker was available to hear feedback on what faculty are experiencing about this pilot program and what their students may have told them about it. Kasim Alimahomed made the motion to extend the two minutes. The motion passed. The Senate thanks VPA for his time.

c. Loss Cost Textbook- Support for the Definition of Low-Cost Textbook as "any textbook that costs less than $40). (10 minutes)   Sam Simmons
The state now mandates us to update our tracking and data sharing for instructional costs passed to students. Sam Simmons will give the Senate updates and requests on this matter. Fullerton has already approved the $40 price point. Alison Robertson made the motion to extend the time by 10 minutes. The motion passed. Please take the $40 price point back to your divisions for approval.

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

a. **Academic Senate Treasurer's Report – Joel Gober**
b. **Accreditation Steering Committee and ACCJC Self Study - Jill Bauer**
- The ACCJC confirmed receipt of the College's ISER submission and comprehensive review has begun. Below is the list of the assigned peer review team members:
- Dr. Jennifer Taylor-Mendoza, Chair, President, West Valley College
- Dr. Robert Pimentel, Vice Chair, President, Fresno City College
  ACADEMIC REPRESENTATIVES
- Mr. Juan Arzola, Professor, Political Science, College of the Sequoias
- Ms. Joanna Kimmitt, Director, Library Programs & Services, Cabrillo College
- Dr. Hector Saez, Instructor, College of Marin
  ADMINISTRATIVE REPRESENTATIVES

- Dr. Sonja Lolland, Vice Chancellor Education and Planning, Yuba Community College District
- Ms. Natalia Alarcon, Director of Institutional Effectiveness and Research, San Diego Community College District
- Dr. Michael McCandless, Vice President Student Services, Merced College
- Mr. Cory Wathen, VP Administrative Services, Saddleback College
  ACCJC STAFF LIAISON
- Dr. Gohar Momjian, Vice President, ACCJC
- The Peer Review Team will request additional evidence on Friday, February 23rd, and we will have one week to respond. If Bryan or Jill contacts you for additional information, please respond as quickly as possible.
- **The Peer Review Team will host a virtual Open Forum on March 12, 2024 from 10:00 a.m. – 11:00 a.m.** Zoom information will be sent to the campus a week prior to the forum. The purpose of the open forum is to allow the college community to share views with and ask questions of the peer review team. To encourage open sharing, no senior management or Board of Trustees members will attend the open forum.
- The Accreditation Steering Committee (ASC) will now meet on the third Wednesdays of the month only from 3:00 p.m. – 4:30 p.m. in CCC-PLEX 414, as needed. All are welcome to attend. Meetings are hybrid. If you would like to attend via Zoom, please email Jill (jbauer@cypresscollege.edu) for the link.

c. **Adjunct Faculty United – Layal Lebdeh**

- We would like to welcome Marlo Smith, An ESL adjunct faculty at NOCE, member organizer, union vp, negotiations leader and now the new President of Adjunct Faculty United, the union of 1,500 part-time faculty in the North Orange County Community College District.
- We won a $15,000 stipend for adjunct faculty with head coaching assignments. This is a major victory for these members and will give our union as a whole additional momentum. The agreement can be found on our website.
- We will soon be meeting with the district to renegotiate our healthcare agreement. If we get any resistance from them, as we have in the past, we must be ready to take collective action.
- We will be rallying, on Thursday, March 7th in Sacramento, for more funding for higher education, a living wage for educators, affordable housing for all and the service our students deserve.
- 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. **Associated Students – Arjun Ayyappan**

e. **CTE Liaison – Enrique Aispuro**

f. **Curriculum Committee - Joyce Peacock**

- Motion passed - per the senate's direction to create a process for faculty curriculum short-term methodology restriction. To be determined by work group

- Chair in 2nd year of term. Will be looking for a chair-elect call out this semester to start in Fall 2024.
  - [Curriculum Committee Bylaws – 2.2.1 - Chair](#)
- Credit for Prior Learning shared some new guidelines to clarify for the District to report students turned away from CPL
  - [Credit for Prior Learning – Updated Guidelines and Reporting Requirements](#)
  Upcoming
- Next meeting is 3/5/24
- Spring Curriculum Regional – Saturday, February 24, 2024 - The Chair and Curriculum Specialist will attend
- Fullerton College Curriculum forum – All faculty are welcome to attend (see inserted document)

  g. Cypress College Foundation - Damon de la Cruz
- Americana Awards Gala – Saturday, March 16, 2024
- Legacy Society Reception hosted by Curtis & Jill Scheetz – Sunday, April 14, 2024
- Scholarship Awards Celebration – Friday, May 17, 2024

  h. Distance Education – Samantha Simmons
  DE Committee
- First Thursdays, except for May (conflicts with Senate)
- Next meetings, 7 March, 4 April, 9 May 2024 *Change from May 2; 3:00-4:30 – In the new Design Lab **LLRC Room 110** or on **Zoom**
- Get access to Agendas, Minutes and important DE Documents on the [DE Committee Sharepoint](#)
- All are welcome!

  Program Review
- DE's cycle is this semester.
- 1st read was on February 1 with DE Committee
- Committee to read, discuss, and make comments
- Final is due to Program Review by March 4

  CVC @ONE
- [Cypress College CVC Enrollment Overview – Winter/Spring 2024](#)
- The @ONE (Online Network of Educators) is offering many free courses for online teaching for winter and spring. [Here is the information about offerings](#)
- There are also free webinars. They request that folks rsvp and register. [Free CVC Webinars](#) Topics include: OER in Online Math Courses; RSI (Regular and Substantive Interaction) in Online Courses; Harnessing the Power of Student Feedback; Demystifying Equitable Grading Practices; How to Make Documents Accessible; Embedding Content into Canvas Pages; Authentic Assessments in STEM Courses; and many more.

  Current and Upcoming DE projects: Be on the lookout for information/feedback requests from your DE Representative in Spring 2024
- **Templates**: Creating accessible templates for Canvas (including syllabus, pages, discussions) using Cidi Labs for design and accessibility. Please see workshop schedule as we will be talking about using templates in all POCR workshops.

- **Pre-course Checklist:** Providing faculty with information on preparing online courses before the start of the semester. Link also includes an accessible syllabus template
- **Updating Faculty Handbook for DE**
- **Updating DE Plan**

 POCR (Peer Online Course Review), Design, and Accessibility- Spring 2024
- **Spring Workshops Flyer**
- **Since they are Workshops, we would like to encourage folks to attend in Person, LLRC 110; 1-2 pm, Thursdays. There will be a zoom option as well. Recordings will be available in the Resources for Continuing Education Modules on Canvas**
  - Canvas Pages and Files, February 22nd 1:00 PM – 2:00PM
  - Accessible Syllabi, March 7th 1:00 PM – 2:00PM
  - POCR & Design: Interaction, March 14th 1:00 PM – 2:00 PM (+Cidi labs demo)
  - Captioning, March 21st 1:00 PM – 2:00PM
  - Practice and Try, April 4th 1:00 PM – 2:00PM
  - POCR & Design: Assessment, April 18th 1:00 PM – 2:00 PM (+Cidi labs demo)
- If interested in getting an online course badged, please send your information to the Distance Ed team distanceed@cypresscollege.edu
- Feel free to self-enroll in the POCR Canvas Shell to get to know the process. **Self-Enroll Link for POCR Canvas Shell**
- When finished with POCR a Quality Review badge is associated with a course, which makes it more visible on the CVC when students search.
- **POCR reviewers** – If you or someone you know is interested in becoming a POCR reviewer, please contact Sam (ssimmons@cypresscollege.edu) for further information. There are trainings available in spring. We currently have openings for Health Science, Visual and Performing Arts, and Business/Computer Information Systems, Computer Science.

 Online Teacher Training – Spring 2024
- Full for spring – Contact distanceed@cypresscollege.edu to be added to the waitlist
- Accepting participants for Summer 2024 (June 3 – July 7)
 Tech Talks – Spring 2024
- Join the Professional Development and Distance Education teams on the **1st Mondays from 2:00 – 3:00 p.m.** to chat about EdTech tools that help enhance the learning experience.
- **March**:
  - Location: Zoom
  - Topic: Cidi labs Design +
 Accreditation
- Spring 2024 - The accreditation team will be reviewing a random 5% sample of Fall 2023 Online/Asynchronous courses
- **RSI Policy** - Our accreditation peer review requires a Distance Education (DE) review. In Spring 2024, the peer review team will review a randomly selected group of asynchronous online classes from the semester prior to the comprehensive peer review (i.e., Fall 2023). The purpose of this review is to confirm that the College is

fulfilling its institutional obligation to ensure regular and substantive interaction (RSI) according to our Academic Senate-approved RSI policy (attached below).

- To prepare for our DE review, please review and follow the [Cypress College RSI policy](#) stated in the [DE addendum](#).

Open Lab

- Tuesdays – 1-3pm - [Zoom link](#)
- Wednesdays - 11-1pm - [Zoom link](#)
- Come visit our New Design Lab - LLRC 110 or make an [appointment](#)
- [Open Lab Flyer](#)
- Self-enroll for the Resources for Continuing Instruction (RCI) Canvas shell to stay updated and share information. https://cypresscollege.instructure.com/enroll/HMDECJ

i. **DEIAA - Maha Afra**
   We met on Wednesday 2/14 at 3 pm, hybrid
   - Welcome and Introductions .
   - Approval of minutes tabled.
   - The majority of the meeting was about the Equity Framework, its history and the work that went into making it. We had an extensive discussion about the purpose of it, what's nest and how to put it in practice. decisions will be made next meeting.
   - We voted on two funding proposals.
   - Announcements:
     o BHM events
     o Japanese Movie Night
     o Women in Wellness
     o LGBTQ/Pride Events
     o Earth Week Beach Cleanup

j. **Guided Pathways Steering Committee - Liana Koppel**
   Guided Pathways Liaison Report 2/22/24
- STARFISH
  The first Starfish Student Success Check-in has been deployed. You should have received an email from Starfish identifying the Check-ins that you can complete. Remember that this is an optional tool, but we encourage you to try sending your students a Kudo to check it out. If you don't want to send one at this time, just click on the course and then click the SUBMIT button (with no students selected) and you will not receive any additional reminders for this Check-in.
- We have two more Check-ins scheduled for this semester (week 8 and week 12) so if now is not a good time to use the Check-ins, you will have two more opportunities!
- If you would like to schedule a training for your area, please contact us to set something up.
  ONBOARDING
- We have a New Student Welcome page where newly applied students can check out what Cypress has to offer while they wait for their Student ID # to complete the next steps to be able to register. It is Phase I of this onboarding project that also includes new, more streamlined emails to help new students join us here at Cypress. You can check it out here. https://www.cypresscollege.edu/welcome-to-cypress-

college/. Guided Pathways is also partnering with Student Services to work on updating the New Student Orientation as well as creating tools to enhance the new student experience.

k. **IDEAA Ombuds - Michael Brydges**
l. **Instructional Program Review and Department Planning- Jill Bauer**
   No Report
m. **Instructional Professional Development – Jane Jepson**
n. **Student Equity and Achievement Committee – Jenelle Herman**
o. **Student Outcomes Assessment - Jennifer Coopman**

- Attached is the Fall 2023 CSLO Assessment Status Report (updated as of February 12, 2024). Overall as a campus, we have over a 90% completion rate with CSLO assessments, awesome work Faculty!!

- 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.

- There have been technical difficulties in eLumen with programs not being reflected in the correct areas. In progress of resolving this issue with eLumen.

- Programs going through Fall 2024 instructional program review should have written PSLOs for all degrees and certificates in their department and pre-launched these programs (degrees/certificates) in Curricunet prior to the Spring 2024 pre-launch deadline (February 10). 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.

- Degree and Certificate PSLOs are included in Instructional Program Review. 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 March 4, 2024.

p. United Faculty-

Congratulations to Archie Delshad, our newly elected UF Secretary! Thank you also to Carlos Diaz for running a great campaign.

- Negotiations are ongoing, so I can't speak on them. I do want to thank those of you who have shared your concerns about the Contract Articles. UF will take them under consideration.
- Thank you to Jaclyn Magginetti for creating the space for me to visit today as both your union VP and as a fellow Cypress College faculty member. I hope you all have a great day! Bye!

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

IX. Adjournment

Joel Gober made the motion to adjourn at 5:06. The motion passed.

CC ACADEMIC SENATE 2023-24

ACADEMIC SENATE OFFICERS		
President:	Kathleen McAlister	x
Past President:	Damon de la Cruz	x

President-Elect:	
Secretary: Jaclyn Magginetti	x
Treasurer:	
Curriculum Chair: Joyce Peacock	X
IDEAA Ombuds: Michael Brydges	

Senators:

Academic Senators		
Business/CIS 1	Kathleen Troy (T2, Y1)	x
Career Technical Education 1	Jacqueline Aguet (T1, Y2)	x
Career Technical Education 2	Vancant (T1, Y1)	
Counseling 1	LaRon Armstead (T1, Y1)	
Counseling 2	Daniel Pelletier (T3, Y3)	x
Visual and Performing Arts 1	Donivan Howard (T1, Y1)	x
Visual and Performing Arts 2	Aydinaneth Ortiz (T1, Y2)	x
Health Science 1	Thu Pham/Brenda Toy (T1, Y1)	**Thu Pham**
Health Science 2	Beena Eapen (T1, Y1)	

Health Science 3	Sally McNay (T1, Y2)	x
Language Arts 1	Samantha Simmons (T1 Y1)	x
Language Arts 2	Karen Le Cornet (T1, Y2)	x
Language Arts 3	Alison Robertson (T3, Y2)	x
Library/Learning Resource Center 1	Leslie Palmer (T2,Y1)	x
Kinesiology:	Sergio Cutrona (T2,Y2)	x
Science/Engineering/Math 1	Joel Gober (T2, Y1)	x
Science/Engineering/Math 2	Christina Plett (T2, Y1)	x
Science/Engineering/Math 3	Ron Armale (T1, Y1)	x
Social Science 1	Hilary Reuter (T1, Y1)	x
Social Science 2	Jaclyn Magginetti (T3, Y1)	x
Adjunct Faculty Senator 1	Layal Lebdeh (T2, Y2)	x
Adjunct Faculty Senator 2	(T1, Y2)	
Adjunct Faculty Senator 3	Kasim Alimahomed (T1, Y1)	x
Liaisons		
Associated Students	Arjun Ayyappan	x

Diversity, Equity and Inclusion	Maha Afra,	
Campus Technology		
CC Foundation:	Damon de la Cruz	x
Program Planning and Review	Jill Bauer	
Professional Development	Jane Jepson	
United Faculty	Christie Diep	
Student Equity and Achievement Committee	Jenelle Herman	**x**
Student Learning Outcomes	Jennifer Coopman	
AdFac United	Layal Lebdeh	**x**
Accreditation	Jill Bauer	**X**
CTE Liaison	Enrique Aispuro /Paul Kelley	
Distance Education	Samantha Simmons	**X**
Basic Skills		
Guided Pathways	Liana Koeppel	X

GUESTS		
Name:		
Kathleen Reiland	Stephen Schoomaker	Jeanne Tran

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

Topic: Academic Senate
Time: Feb 22, 2024 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://cypresscollege-edu.zoom.us/j/87618680211?pwd=ysCfm0ngOFtNKUjyvdghPbfVfzvgqL.1

Meeting ID: 876 1868 0211
Passcode: Senate
One tap mobile
+13126266799,,87618680211# US (Chicago)
+16465588656,,87618680211# US (New York)

Dial by your location
    +1 312 626 6799 US (Chicago)
    +1 646 558 8656 US (New York)
    +1 646 931 3860 US
    +1 301 715 8592 US (Washington DC)
    +1 305 224 1968 US
    +1 309 205 3325 US
    +1 386 347 5053 US
    +1 507 473 4847 US
    +1 564 217 2000 US
    +1 669 444 9171 US
    +1 689 278 1000 US
    +1 719 359 4580 US
    +1 720 707 2699 US (Denver)
    +1 253 205 0468 US

+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 360 209 5623 US
Meeting ID: 876 1868 0211
Find your local number: https://cypresscollege-edu.zoom.us/u/kcMHQRMweL