## OFFICIAL MINUTES

### Regular Meeting • March 9, 2010

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### OTHER REPRESENTATIVES

- Lacy Linda: College President (Non Voting)
- Silva Joseph: Student Liaison (Non Voting)
- Stolze Ted: CCFF Liaison (Non Voting)

Guests: Bill Farmer, M. L. Bettino, Stacy Zapko, Robin Lee
MINUTES

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting began at 11:08 a.m. The flag salute was led by Senator Ernest.

MINUTES

Motion: It was moved by Senator J. Wilson and seconded by Senator Hallinger to approve the minutes of 3/2/10.

Discussion: Senator Mellas wanted to make sure the minutes correctly reflected the information he provided at the previous meeting. Secretary Ukita remarked that she believed they were correct, but that she would make sure.

Action: Minutes were unanimously approved.

REPORTS

President

Ms. Moore reported:

- Dr. Lacy wrote a memo that was sent to Ms. Moore and Dr. Stolze (Ms. Moore distributed copies of the memo to the senators), which affirms her commitment to offer sabbatical leaves for the 2011-2012 academic year as long as there is not another drastic reduction in funding.

- The Coordinating Committee discussed a new committee—the District Committee on Safety—on Monday. The CCFF had been working on negotiating with the District for a different kind of safety committee. This is a new type of committee for the College, with a different make-up and structure, and would replace the previous Safety Committee. Senator Ernest has agreed to serve as one of the CCFF-appointed members. The CCFF Executive Director, Julie Ivey, will also serve. Changes to the committee would need to be negotiated with the Union.

Vice President

Ms. Hoppe-Nagao reported that the Technology-Based Learning Committee (TBLC) discussed some issues and concerns regarding TalonNet. They will be looking for high frequency users of TalonNet to participate in a focus group. Those interested may contact Bernie Negrete or Carl Bengston. Ms. Hoppe-Nagao reported that Dean Bengston has been proactive with respect to TalonNet problems, is committed to making what they have work, and will continue to evaluate TalonNet as well as other programs in case there may be an opportunity to change in the future.
Ms. Ukita reminded the body that there will not be a Senate meeting next week.

Dr. Stolze reported:

- He participated in the Fight for California’s Future march over the weekend. More information can be found at www.fight4cafuture.com. The CCFF will help defray the cost of travelling to get to the march during spring break and the rally in Sacramento on March 21st. Dr. Hughlett will bring a resolution before the Board of Trustees to support the march.

- The bargaining session that took place last week was cordial. There is official recognition of both sides as stakeholders. Dr. Stolze characterized the meeting as more collaborative, and not tense. The CCFF presented an article on Union rights and trying to get recognition on the Planning and Budget Committee.

- The CCFF will also work on re-hire rights for part-time faculty members, the grievance article, and personnel files.

Mr. Silva reported:

- The rally he coordinated last Thursday drew approximately 100 students and several faculty members. Some students spoke about how the budget cuts have affected them. They passed out information about the march. Mr. Silva hopes to support the march during spring break, and is encouraging others to do the same.

- He and another student senator have been surveying students about areas on campus in which they feel unsafe. Some of the areas that came up several times were the construction site near the child development center and the handball court area.

- Applications for ASCC President and Student Trustee are currently available. The deadline for students to submit application is March 19th.

- Hoe Down Days is next week. Carnival booths will be on the 16th, the chili cook-off will be on the 17th, and In-N-Out will be on campus on the 18th.

- Awards applications will be available beginning March 15th.

- Wi-Fi is now available in the Student Center. Mr. Silva will report back on other areas in which they will be trying to make it available. Ms. Moore noted that students must be currently enrolled in order to log on. Students log on using the same user name and password for MyCerritos; staff log on using their network usernames and passwords.

The ceremony will take place next week (Tuesday, March 16th) at 7:00 p.m. in the Burnight Center. Faculty escorts were sent an
email with instructions for the evening.

### Academic Support Services Discussion
A meeting has been planned for March 19\(^{th}\) to discuss the types of academic support services the college should offer. The meeting will take place in the Student Center (stage area) from 9:00 a.m.–3:00 p.m. Lunch will be provided. Interested participants should contact Liz Quintero at ext. 2435 to RSVP.

### Other Announcements
Senator Lo Vetere expressed her interest in ramping up energy to get the Green Initiative the Senator Hallinger presented back in 2008 going again. She expressed embarrassment over the College’s lack of progress on environmental issues. She noted that while the campus does recycle, the recycling takes place off site, which does nothing to raise the environmental consciousness of the students. Senator Lo Vetere stated her interest in seeing the Senate move back toward the Green Initiative, but also to see the divisions come up with their own initiatives, such as what the faculty of the SEM division has done.

Senator Lo Vetere announced that the Environmental Club—under the leadership of its president, Kathryn Garcia—is working with Facilities to pilot a recycling program in the Physical Science building, which, if successful, will hopefully spread across campus.

Senator Lewellen announced a couple of Women’s History Month events. The Tribute to Women Writers will take place on Wednesday evening in the Boardroom. The Mariachi dinner will take place on Thursday. Tickets are eight dollars. Proceeds will go to supporting Su Casa.

### SENATE DISCUSSION
#### Faculty Senate Election Schedule
President Moore announced that the season for elected Senate officers is coming up. She reminded the body that she is currently finishing the rest of term for which Dr. Reece had been elected, and Ms. Hoppe-Nagao is finishing the rest of the term for which Ms. Moore had been elected as Vice President. Ms. Ukita’s term is also up. Ms. Moore announced that she, Ms. Hoppe-Nagao and Ms. Ukita are interested in running for another term as a team. Ms. Moore sought input as to when to take nominations and hold elections. She suggested nominations be taken at the next Senate meeting on March 23\(^{rd}\), as well as on April 6\(^{th}\), which would be the meeting that would follow spring break (since there will be no meeting during spring break); and elections be held on April 13\(^{th}\). There was no objection. Senator Obasohan, while acknowledging that nominations would not be open until the 23\(^{rd}\), expressed his wish to nominate the incumbents even though he will not be available to attend the March 23\(^{rd}\) meeting.

#### Program Discontinuance/
President Moore acknowledged that this topic had been on the agenda for a few weeks, but there has not been time to get to it.
Revitalization Policy

She also noted that the topic is one that has come up well before any discussion of FTES and cuts. President Moore explained that most colleges have some sort of program discontinuance policy, and the stance of the Academic Senate for California Community Colleges (ASCCC) is that it is a good idea to have one. The District would also like there to be one in place. The issue falls under the Senate’s purview.

Ms. Moore proposed that a subcommittee be formed to work on a draft of a policy to bring back to the full Senate for discussion. She has already collected some sample policies, as well as some information from the ASCCC. Ms. Moore stressed that the task will be to come up with a policy, and not to identify programs to eliminate.

Some of the senators contributed to the discussion by recalling efforts that had taken place in the past. According to their recollections, work had been started on such a policy at least a couple of times in the past—most recently when John Grindle was president, but also possibly in the early 1990s. Ms. Moore reported that an actual document has yet to be found, evidence of discussions of the topic have been found in summaries of Senate meetings (in 2003). Senator Chester, who served as Senate President at that time, recalled that the group working on the policy was trying to come up with some objective standards by which to make decisions. There were also discussions at that time of keeping the program discontinuance process separate from the program review process. Senator Chester also remembered that after the group had come up with what they thought would be reliable, objective indicators, they discovered that some of the indicators did not tell them what they thought they would tell them. Senators Wilson and Fortner recalled that the issue came up around 1991 or 1992 specifically with the Woodworking and Culinary Arts programs. Senator Fernandez recollected that the most recent attempt at a policy included a series of warning steps in the policy they worked on, and that programs were to be given time to reassess and opportunities to come back.

Vice President Farmer expressed his own preference that program review and program discontinuance processes be separate. He explained that there are various approaches or factors that could be used, but the key is to find something that could be applied to programs in such a way that no one feels they were singled out for personal reasons. There should be automatic triggers that lead to a review of a program that may be in trouble. Perhaps the program needs more resources to be more successful; or it could be that the program is no longer viable in light of changes in industry.

President Moore emphasized the importance of the policy being generated out of the Senate. She asked if any of the senators
would be interested in being on the subcommittee. Senators Marks and Real volunteered. Ms. Moore shared her interest in having somewhere between five to seven individuals on the subcommittee. They do not all need to be senators. She asked the senators to talk to colleagues who might be interested.

President Moore reported that she has not received any feedback on the selection procedures that have been drafted by the Equal Employment Opportunity Advisory Committee (EEOAC). She thanked Senator Juntilla for editing the committee’s draft according to comparable changes made to the full-time procedures. Ms. Moore called attention to a couple of sections that were not clear to her. Section 5.5 refers to an “eligibility list,” but it is unclear if that is the same list to which section 13.9 refers, or if they are supposed to be two separate lists. Through discussion, it became clear that there should be, in effect, two lists that would be generated at two different points in the process. One list should be of applicants who will be invited to interview, which would be determined after paper screening has been completed. The other list should be of candidates who have been interviewed and whom the department may choose to hire. There was a suggestion made to merge 5.5 with 13.9. Another suggestion was made to make sure the language is consistent with the contract.

Other questions and concerns included:

- When a full-time faculty member retires, would that person have to go through the process for part-time employment? President Moore noted that the current draft allows for a former full-time faculty member to be placed on the eligibility list without interviewing.

- There does not seem to be a mechanism for letting those who have applied know they messed up somewhere in the process (e.g., application packet is incomplete). It was pointed out that this can be checked with Human Resources, as they might provide some sort of notification when an application packet is incomplete.

- On page three, line 19: replace the second “will” with “may.”

- There does not currently seem to be a mechanism in Human Resources to keep track of the eligibility list, as well as a list of those who may have been hired previously, but are removed and not eligible to be re-hired.

- Should it be required that there be more than two members on the selection committee? There was brief discussion. When asked by President Moore for input on the matter, the body supported leaving it as written, which requires the dean/area manager and at least one full-time, preferably tenured faculty member.

The EEOAC is still reviewing the edited version of the full-time procedures the Senate submitted. The committee will send it back
OFFICIAL MINUTES

to the Senate for further discussion.

**Bookstore Discussion** Follett Regional Manager, Stacy Zapko, and new Bookstore Manager, Robin Lee came back to the Senate to present the information on digital delivery of materials that they did not get a chance to present at the previous week’s meeting. Ms. Zapko reported that the progression in textbooks as eBooks has been slow. The biggest issues with textbooks as eBooks have to do with the fact that it is very publisher specific. Publishers vary with respect to how many computers a book could be downloaded, how many pages can be printed, how long before it expires, etc. Ms. Zapko estimated that only about 10 eBooks were sold last semester.

Follett purchased a company, which provides an e-delivery platform called CafeScribe. Ms. Zapko described it as a sort of like Facebook for eBooks. They currently have several thousand titles available via this platform. There is a social networking component to CafeScribe, which may be used to facilitate study groups and call attention to certain passages in a text and topics for discussion. Students can share notes with each other, and search their notes and highlighted passages. There are maybe only six books at Cerritos that are eligible for CafeScribe.

Ms. Zapko fielded questions about digital delivery and CafeScribe:
- The eBooks can be downloaded onto three different computers. The purchase of the eBook does not expire. The student owns it. Also, the refund policy is the same as for a regular book, so students can check it out, and if they do not like it, they can return it and still buy a regular textbook.
- Follett is seeking faculty to try CafeScribe.
- The cost of an eBooks is approximately 40-60% less than regular textbooks.
- Follett would never require the eBook format to be the only format. They just want to give students options.
- Faculty members can talk to Bookstore staff to find out what textbooks are available in this format. The list is also available on www.cafescibe.com.

Ms. Zapko responded to additional questions as well:
- The Bookstore will usually send textbooks that have not been purchased back approximately three to four weeks into the start of a class. They never return all of them, though, so they will have some on hand. Ms. Zapko indicated that the textbook manager should typically send a message alerting the campus that the Bookstore is getting ready to return books. Several acknowledged that has not been happening at Cerritos.
- The Bookstore is willing to loan textbooks to those faculty members who may be hired at the last minute to teach a
class and do not have a copy of the text.

- They looked into the form situation after last week’s presentation. They found that there are multiple forms floating around. There is a standard downloadable Follett form that can be used. The faculty and departments would have to figure out how they would want to use the form.

The issue of when forms are due and the confusion of the use of different forms were briefly discussed. There is a textbook adoption form with one date; and a form for the Bookstore with another date. A suggestion to make sure forms have different titles and posted revision dates was made.

Ms. Zapko alerted the body to a provision in the Higher Education Opportunity Act that requires colleges provide cost information to students before they sign up for a class. That may impact the due dates, as book information (e.g., ISBN, title, price) has to be available sooner—when students enroll in a class. The College is working on how to link that information to the class schedule. Vice President Farmer reported that the College must be in compliance with this federal law by July 1st.

**ADJOURNMENT**

Meeting adjourned at 12:24 p.m.

Minutes respectfully submitted by Faculty Senate Secretary, Traci Ukita.

For further details of the meeting, audio recordings are available in the Faculty Senate office located in the Office of Academic Affairs.

**NEXT SENATE MEETING**

**TUESDAY, MARCH 23, 2010**

**11:05 A.M.**

**BOARD ROOM**

Faculty Senate Office Hours: 8:00 a.m. – 5:30 p.m. Monday through Thursday and 8:00 a.m. to 4:30 p.m. Friday.

Debra Moore  
President  
Ext. 2219

Angela Hoppe-Nagao  
Vice President  
Ext. 2851

Miriam Tolson  
Program Assistant II  
Ext. 2217

Traci Ukita  
Secretary  
Ext. 2592

Visit the Faculty Senate Web Page [www.cerritos.edu/faculty-senate](http://www.cerritos.edu/faculty-senate) for agendas, minutes and other information of interest to faculty, staff and others.