## Official Minutes

**Cerritos College**

**Faculty Senate**

**Regular Meeting • March 3, 2009**

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<tr>
<th>LAST NAME</th>
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Guests: Marilyn Brock, Connie Mayfield, Carl Bengston
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MINUTES

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting began at 11:07 a.m. The flag salute was led by President Reece.

MINUTES

Motion: It was moved by Senator Wilson and seconded by Senator Hallinger to approve the minutes of 2/24/09.

Action: Motion was unanimously approved.

REPORTS

Secretary

Secretary Ukita reported that a couple Cerrito College students have recently earned some prestigious awards tied to the All-USA Community College Academic Team and the All-State Community College Academic Team programs. Both students were selected based on their strong academic records and college/community service. One of the students was selected as California’s New Century Scholar. The other student has been selected as a Coca-Cola Silver Scholar; she has also been selected the female Pepsi Scholar Athlete Award.

CCFF Liaison

President Stolze reported that the bargaining session last Friday was relatively collegial. There was productive talk about calendar, and they will continue to discuss it at the next session. Copies of the report on the compressed calendar issue, which Senator Hallinger helped produce, can be found in the CCFF office.

The CCFF presented a modified version of the sustainable workplace article. They tried to address some of the budget-related concerns as well as the piece on sustainability. They also carved out the sustainability piece since it is not a mandatory subject to bargaining item in labor law.

The CCFF made a counter proposal on assignment that was very different from the District’s proposal, which was essentially a checklist of duties the faculty should fulfill with no grievability, and that was at odds with the current faculty handbook. They have begun discussing class size and load banking.

The union sunshined the successor agreement for a comprehensive contract for 2009-2010. The CCFF will continue to bargain on the 2008-2009 contract, and at the next bargaining sessions will also present a couple articles for 2009-2010.

Student Senate Liaison

Senator Guerra did not have a report, but inquired about the summer session—if it was going to be cut. President Reece explained that the number of sections that will be offered in the first session will be reduced by about 50%, and that there will be a greater number of sections in the second session. There will be approximately the same number of classes...
OFFICIAL MINUTES

overall, and the format (two six-week sessions) will be the same as usual.

Senator Jensen reported that she had heard that summer school in Long Beach Unified School District is being cut. Thus, we might expect even more students than usual. President Reece will forward the information to the Enrollment Management Committee.

APPOINTMENTS AND NOMINATIONS
Committee Members Needed

The SLO and Habits of Mind taskforces still welcome members. There are no official members yet because they are not official shared governance committees. The SLO taskforce meets on the 2nd and 4th Mondays in LC 57 at 3:00 p.m. The Habits of Mind taskforce meets on the 1st and 3rd Mondays also at 3:00 p.m. in the same room.

ANNOUNCEMENTS/INFORMATION ITEMS

The Academic Excellence Awards ceremony will take place on Tuesday, March 24th at 7:00 p.m. in the Burnight Center. President Reece reported that there was good response from the faculty with respect to the number of students nominated for awards. He asked the senators to pass along thanks from the Senate.

Outstanding Faculty Awards

The awards ceremony will take place in the Student Center on Thursday, April 24th.

Related to this item, President Reece announced that the Black Student Union held its annual ceremony last Friday. They named Senator Obasohan their professor of the year.

UPDATE ON AGENDA FOR STUDENT SUCCESS

President Reece reminded the body that the iFALCON focus this week is on “A” for “Advance.” Next week will be “L” for “Link Up.” The iFALCON website offers mini-lectures, videos, and other ideas of how faculty can integrate the habits of mind into their classrooms. Senator Mellas shared that he decided to already tackle “O” for “Organize,” having observed that many of his students really needed help in this area. His “confession” spurred additional suggestions including: Enlarging the text in the videos, making the banners more prominent, using the homepage of TalonNet for iFALCON marketing, suggesting to faculty that they cover the components in their syllabi, and using smaller banners along main thoroughfares. President Reece reported that the Director of Public and Government Relations, Mark Wallace, is working on a comprehensive marketing plan. He also noted that one of the things that will come out of the whole conversation about marketing the iFALCON campaign is being able to identify marketing resources that could be tagged for academic programs—a process will be established for future efforts.

President Reece reported that a larger discussion on student success will be taking place. At the Board meeting in which President Farmer presented the ARCC data, the Board requested a student success plan. President Reece explained that it will be largely built around the Agenda for Student Success, and that he will have more details later.

SENATE DISCUSSION

SLOs

Senator Fernandez reported that he worked with President Reece and
Senator Namala on modifying the resolution he proposed last week. He presented the modified resolution.

**Motion:** It was moved by Senator Hallinger and seconded by Senator Mellas to approve the resolution.

**Discussion:** Several changes regarding appropriate capitalization were suggested, as was changing the word “should” to “shall” in the resolved statement.

**Action:** Motion was unanimously approved with corrections.

President Reece read the SLO Taskforce Memo that he introduced at the previous Senate meeting, then asked for input:

- In response to a question about the rationale for including two managers, President Reece noted that the committee is faculty-heavy and that most of the committees have one or two managers.
- There was discussion over the use of the word “assures.” After considering several other words, it was finally decided to use the word “oversees,” and then edit the rest of the sentence so that it is grammatically correct.
- A concern was expressed about defining “program” for the purposes of SLOs so broadly. President Reece noted that the word is used in different ways across campus. He and Vice President Moore shared information about other campuses that have elected to take a broad approach and successfully made it through the accreditation process.
- In response to a question about identifying specific meeting times, President Reece explained that that is usually the case, and that without being able to identify specific days and times, it is difficult to solicit participation.
- There was agreement about leaving the number of SLO coordinators non-specific.
- There was agreement about including the Faculty Senate representative as a voting member.

**Motion:** It was moved by Senator Johnson and seconded by Senator Nagao to approve the requested action.

**Action:** Motion was unanimously approved.

**Student Conduct Statement Form**

President Reece presented a form recommended by the Coordinator of Judicial Affairs, Gary Cain, that faculty could use to document when they are having problems with a student. The importance of starting the documentation process early was underscored.

**Motion:** It was moved by Senator Novinski and seconded by Senator Johnson to approve the form.

**Action:** Motion was unanimously approved.

**Compressed Calendar**

President Reece briefly explained that the CCFF has been considering the condensed calendar issue for a couple of years, and that it and the District agreed to form a committee last year to study the issue and generate a report. Senator Hallinger served on the ad hoc committee,
which also included Suzanne Crawford, Rob Campolo, Jenine Nolan, M.L. Bettino, and Stephanie Murguia.

Senator Hallinger reported on the committee’s work and their findings:

- The committee tackled issues cited in the Memorandum of Understanding, which included student learning/pedagogical issues, curriculum/course offerings, class scheduling, student enrollment and apportionment, facilities and room utilization, student support services, information technology support services, payroll/fiscal support services, administrative costs and savings, and faculty compensation.
- The committee was looking for what impediments there would be in moving from an 18- to a 16-week calendar.
- Their literature review uncovered success rates that improved when an institution went to a shortened calendar.
- They determined that the curriculum would not have to be modified, as the number of instructional hours would be the same. There would be implementation considerations, though. For example, some of the hard sciences would not be able to productively use the extra time that would be added on each class period, so they might have to look at reducing the number of labs that are conducted.
- The committee looked at breaking down the time for classes in five minute increments in order to avoid time overlaps.
- The committee also discussed issues related to registration and the schedule of classes. For example, would there be concurrent registration for multiple terms? Would there be separate schedules printed for each term, or would some be combined?
- There can only be one class hour in each clock hour. Classes that are less than sixty minutes are not eligible for apportionment.
- There would be a ten minute passing period for students to get between classes.
- Room availability may necessitate extending hours of operation during the week and increased weekend hours.
- A mock-up of how last fall’s course offerings would fit into a 16-week session was anticipated, but not provided. The mock-up would have helped the committee get a better sense of how many classes would need to be offered during the weekends or later at night.
- The 16-week session would have no exam week. Final exams would take place during a regular class period at the last class meeting.
- Classes that currently meet one hour per week would need to meet one hour plus 12.5 percent on a 16-week calendar. Classes that currently meet two hours per week would meet just less than two and a half hours on a 16-week calendar.
- Some schedules would not allow for splitting time over more than one class session a week, because it would mean going under one class hour for apportionment purposes.
- There would still be two six-week summer sessions; a six-week winter session would be added.

Several senators had questions and comments:

- In response to a question about whether to committee found
information about campuses that experienced a boost in enrollment after moving to a condensed calendar, and then experience a decline, Senator Hallinger relayed the thought from Administration that there might be a shift in students taking summer classes to students taking winter classes, and that it will just even out.

- Several things will need to be negotiated such as how faculty would be paid in the winter session.
- Responding to a statement made that there still is not a clear sense from the District if it really wants to go with a condensed calendar, Senator Hallinger reported that the first question the faculty on the committee asked the administrators on the committee is if Administration is behind the effort. Senator Hallinger stated that the committee was told that Administration is behind the effort.
- A question about the possible reduction of overload due to fewer classes being scheduled over the course of a day was posed. Senator Hallinger explained that is why there might need to be classes on weekends and later at night.
- This could be a great opportunity to increase online classes.
- In response to a comment about nursing faculty having previously expressed concern about a condensed calendar, Senator Hallinger reported that Dean Nolan assured the committee that it is no longer a problem.
- There could still be 18-week classes even though the session might only be sixteen weeks, though that would create problems with facilities, marketing, and registration.
- Rather than two nine-week sessions within a regular session, there would be two eight-week sessions, or there could be just one nine-week session.
- A mock-up is necessary, so that departments would know what could actually work.
- The likely implementation if everything goes smoothly would be Fall 2011. It would enable more efficient planning if there could be an extended three-year academic calendar that rolls over each year.
- Questions about the motivation for going with a condensed calendar and whether the college is concerned about enrollment were posed. It was noted that the issue was examined before when there was concern about losing enrollment to neighboring colleges that were on a condensed calendar.
- Potential problems with weekend classes were pointed out. Because there would need to be more hours per week, there might be too many hours to hold the class in one day, so they might have to be split over a Friday night and a Saturday day.
- There would still be blocks of times for division meetings, lunch
- One reason the compressed calendar did not go forward before was because there was not a need for growth. We are in the same situation.
- The committee has not taken an official position. It was just asked to develop a report with potential weaknesses, strengths, costs, etc.

President Reece noted that the Senate can continue to discuss this issue,
but that it does not need to take any action at this point. He asked the body to consider the proposed resolution on instructional space for the next Senate meeting.

ADJOURNMENT

The Senate adjourned at 12:25 p.m.

Minutes respectfully submitted by Faculty Senate Secretary, Traci Ukita.

OFFICIAL MINUTES

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 10, 2009
11:05 A.M.
BOARD ROOM

Faculty Senate Office Hours:  7:00 a.m. – 4:30 p.m. Monday through Thursday and 7:00 a.m. to 3:30 p.m. Friday.

Dr. Bryan Reece  Debra Moore
President       Vice President
Ext. 2219       Ext. 2418

Miriam Tolson  Traci Ukita
Program Assistant II  Secretary
Ext. 2217       Ext. 2592

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