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Guests: Bill Farmer, Stephen Johnson, Carolyn Chambers, Vyikki Morgan, Mary Balmages, Kimberly Rosenfeld, Valencia Mitchell, Carlos Arce, David Young, M.L. Bettino, David Fabish, Julie Bathke, Ralph Casas, Chris Lee, Robin Huber, Elieth Koulzons (Talon Marks)
MINUTES

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting began at 11:10 a.m. The flag salute was led by Senator Ernest.

REPORTS

Secretary

Secretary Ukita shared some information she obtained while at a conference sponsored by the University of California. She reported that while UC is decreasing enrollment for freshman, they have actually increased admission rates of transfer students. The UC expects to raise tuition. The increase will bring the average resident tuition up to approximately $8700 a year. Secretary Ukita reported that while the admission rate for UCLA declined, it was not because they accepted fewer students, but because they received many more applications. Also, of the students who submitted applications to UCLA, 66% applied to the ten most selective majors they offer. Secretary Ukita suggested that students who really want to go to UCLA should be encouraged to consider other majors.

CCFF Liaison

President Stolze reported that the CCFF and the District moved into the mediation phase last Friday. He noted that the last time they went into mediation, it was successful. He also reported that the first session was successful. They will be dealing with some difficult issues. The mediator who has been assigned is good. Three more sessions are scheduled. President Stolze is hopeful, and expects to have this round of bargaining and a new contract completed in June.

MINUTES

Motion: It was moved by Senator Soden and seconded by Senator Juntilla to approve the minutes of 4/28/09.

Action: Minutes were unanimously approved.

STANDING COMMITTEE REPORT

Sabbatical Leave

Chairperson of the Sabbatical Leave Committee, Kimberly Rosenfeld presented her year-end report. As of May 1\textsuperscript{st}, the committee has received “Intent to Apply” forms from 18 faculty members. Thirteen have already been assigned mentors. Committee members Julie Bathke and Amy Holzgang facilitated an information session on April 21\textsuperscript{st}. Applications for 2010-2011 sabbaticals are due Friday, September 11, 2009. Professor Rosenfeld reported that the committee received many exemplary reports from faculty members who took sabbaticals last year. She asked one such faculty member, Dr. Ralph Casas, to present a portion of his report to the Senate. Dr. Casas shared numerous pictures from his year of working with herbs and compounding herbal and pharmaceutical products. He grew herbs and used them for compounding and creating various tinctures, ointments, emulsions, etc. During his sabbatical, Dr.
Casas also developed a new pharmaceutical compounding class that will be offered next year, in which the students will make products similar to those he developed during his sabbatical such as lip balms, ointments, suppositories, syrups, mouthwashes, etc. He passed around examples of several lip balms some of his students already created.

The committee would like to submit the reports to the Board of Trustees

**Motion:** It was moved by Senator Hoppe-Nagao and seconded by Senator Johnson to accept the sabbatical leave reports to be sent forward to the Board.

**Action:** Motion was unanimously approved.

### APPOINTMENTS AND NOMINATIONS

**Committee Members Needed**

Three faculty members are needed to participate on a committee that will work on developing an educational master plan. Most of the work will take place during the summer. President Reece asked the senators to encourage their colleagues to participate.

The Equal Employment Opportunity Advisory Committee will need another faculty member to replace Senator Horvath, who will be retiring this summer. The committee is doing important work on hiring procedures. Interested faculty should contact the Senate office.

### ANNOUNCEMENTS/INFORMATION ITEMS

**State Academic Senate Update**

Senator Soden, who attended the Academic Senate for California Community Colleges (ASCCC) spring plenary session, reported that there were a number of resolutions pertaining to accreditation issues. For example, one resolution called for a minimum of three faculty members on each visiting team. Another called for the restoration of classroom visits as a part of the visiting team activities. Some other resolutions of note included one that encourages local senates to publish SLOs, another that calls for exploring the need for a computer competency requirement, and another asking the ASCCC to study the possibility of recommending changes to Title 5 with regard to lab space allocation formulas to meet the needs of science and career technical education. Senator Soden reported she attended a couple of session in which SLOs were discussed, and from which she discovered that there is an expectation that part-time faculty participate in SLO activities; there is conflicting information about at which level colleges should be (e.g., “sustainable continuous quality improvement” versus “development”); and that colleges did not receive sanctions because of SLOs. She also reported that there is a website, [www.sloassessment.com](http://www.sloassessment.com), which includes samples and worksheets.

President Reece thanked Senator Soden for her willingness to attend the plenary session and track the issues discussed.

**Accreditation Update**

President Farmer reported that he thinks the visit went fairly well. The team thought the college substantially addressed the four recommendations. At the end of the day, they still had two reservations. The team felt that the strategic plan did not have measurable outcomes,
and that the planning process did not have broad participation. President Farmer tried to show them evidence of having addressed those reservations. The team will write a report, which will go to the ACCJC June 9-11. The commission could decide to accept the report, reject it, or accept part of it, then it will have a few weeks to generate and then send a formal letter. The report will be made public.

President Reece reported that the visiting team met with President Farmer and some Board members, as well as members of the managerial staff, classified staff, and faculty. A general forum was also held.

Summer Contact Information
Senators were asked to provide their summer contact information. President Reece alerted them to the possibility of needing to get a hold of them during the summer if discussion on the budget is needed.

Other
Senator Juntilla reported that a Cerritos College Scholars’ Honors Program student, Liz Gonzalez, was the only community college student to present a research paper at this year’s National Conference on Undergraduate Research (NCUR). He also announced that Monirath Siv, the student who earned a spot on the All-USA Academic Team and was named California’s New Century Scholar, was awarded a Jack Kent Cooke Scholarship. This very prestigious scholarship, which awards up to thirty thousand dollars for up to three years, was awarded to fewer students (about 30) this year than in the past.

Senator Juntilla provided additional information about UCLA. Close to 17,000 students applied to UCLA (for Fall 2009). Admission will become even more difficult, with GPA being the main factor. Their Director of Undergraduate Admissions shared his belief that students who may have otherwise applied out-of-state or to private institutions may not be able to afford it, which may have a greater impact on CSU and UC systems. Senator Juntilla also reported that 140 Cerritos College students applied to UC Berkeley and 46 were accepted. He forewarned the senators that students may start coming to them with requests that they write letters on their behalves as part of the appeals process. The letters, though, need to be detailed and reflect a sense that the faculty member really knows the student beyond the mere fact of just having him/her in a class. The appeals for UCLA and Berkeley are long shots. Secretary Ukita added that for the appeals, students need to present new and compelling information and that at least for UCLA, spring grades are not considered new and compelling information. She also reported that the UC system is still able to accommodate all minimally UC eligible students at one of their campuses, but not necessarily the campus the student’s first choice. Riverside and Merced are still able to accommodate eligible students.

STANDING COMMITTEE REPORT
Hiring Standards Update
Co-Chairs of the Hiring Standards Committee, Carlos Arce and Val Mitchell, provided an update of the two major issues the committee tackled this year: faculty who do not meet minimum qualifications and local standards for disciplines. The committee discovered that there documents in different offices that were not consistent with respect to local standards for some disciplines. Also, local standards had often been based on individual courses rather than the overall discipline. However, it is required that faculty are qualified for a discipline, not a course. The
committee sent letters in December to all of the department chairs and deans asking them to begin discussions with their faculty about whether they want to follow statewide minimum qualifications or local standards for their disciplines. A form generated by Human Resources and another copy of the letter was sent in February. As of April 21st, forms were received for all disciplines. The Senate needs to approve the decisions to stay with state minimum qualifications or local standards, and then it goes to the Board of Trustees for final approval. Professor Mitchell commended the department chairs for the work they did in order to get this done.

Professor Arce reported that a new version of the Disciplines List for California Community Colleges will be available by year’s end. He has been invited to participate on the ASCCC Standards and Practices Committee, which is the committee that studies issues related to the Disciplines List. He plans to bring the new Disciplines List to faculty in December. Professor Mitchell added that the process for initiating a new discipline begins in the fall, and is a three-year process.

Professor Arce reported on two resolutions discussed at the spring plenary session pertaining to minimum qualifications. One resolution, which resolves that ASCCC recommend to the Board of Governors that there is no equivalent to the Associate’s degree for meeting minimum qualifications for disciplines in which a master’s degree is not generally expected or available and that an associate degree is the minimum educational qualification required, was referred to the ASCCC Executive Committee to conduct more research. The other resolution, which resolves to eminence as the sole criterion to qualify faculty when evaluating minimum qualifications during the faculty hiring process, was passed.

President Reece thanked the committee for its work on the emergency hiring process and the effort to encourage departments to use state minimum qualifications in order to help broaden the diversity of pools. Professor Arce acknowledged the hard work of the committee members, and emphasized that faculty with questions or concerns about hiring standards are welcome contact them and/or attend the meetings. Professor Mitchell announced that the committee’s agendas and minutes will be posted online beginning fall semester.

**UPDATE ON AGENDA FOR STUDENT SUCCESS**

Student Success Plan
Survey Results

Back in February, the Board asked for the development of a Student Success Plan. The Senate requested that the college pull together a taskforce to work on a plan. To help with the development of a plan, the taskforce solicited input from the campus community by way of a survey. Copies of the survey results (in draft form) were provided. President Reece explained how to read the results. He noted that three main initiatives—the Habits of Mind Campaign, Program Review, and Student Learning Outcomes—were not in the survey, as they will automatically be included as part of the plan. The draft report of the survey results rank order the initiatives that the campus community weighed in on, with the expansion of orientation to all new students being first. President Reece pointed out that some but not all of the initiatives have been part of the Agenda for Student Success. Many of those who submitted survey
OFFICIAL MINUTES

responses also provided comments, which in President Reece’s opinion were largely positive. He also pointed out that none of the comments reflected an opinion that the Board is trying to micromanage or that it is not their business. President Reece asked that interested faculty let him know if they would like to get involved on the taskforce.

SENATE DISCUSSION

Senator of the Year Nominations and Elections

The following were nominated: Angela Hoppe-Nagao, Barbara Soden, Don Hallinger, Craig Breit, and Tim Juntilla.

Ballots were collected. Awardee(s) will be announced at the May 12th Faculty Senate meeting.

Section Cuts/Budget Cuts and Instructional Program Integrity

President Reece began the discussion noting that it has been a difficult budget year and the college will be rolling into another one. Part of the strategy has been to cut sections. A couple of concerns have been brought to his attention. One of the concern is that cutting sections that have low enrollment is hurting academic programs. Some of the courses include 200-level courses which students need to take to be competitive for transferring; some courses are attached to programs that have lower enrollment across their courses perhaps they are new and growing. The management team clearly needs to look at numbers and think about balancing the budget; the Senate needs to be concerned about the quality and integrity of academic programs. There needs to be some sort of discussion about the impact that cutting sections will have on programs.

Main comments from and/or themes of the discussion were as follows:

- Should consider balancing or averaging out classes within a department. For instance, if one instructor takes five extra students, then another could take five fewer.
- To get to the five percent reduction in sections for this semester, the chairs and dean of the Health Occupations division looked at their programs overall and came to consensus as a group as to how to reach the five percent.
- The Enrollment Management Committee had previously discussed the idea of balancing out lower enrolled classes with overenrolled classes, but decided that decisions were better made at the division level.
- Class size is currently being bargained over. The CCFF is trying to get the large classes under control. President Stolze pointed out that with respect to balancing out courses it would be okay so long as it is voluntary.
- In response to a question as to how balancing or averaging out numbers (of students in sections of classes) would affect funding, President Farmer reported that the college is on target to educate over nineteen thousand FTES, but will only be paid for just over seventeen thousand. The college cannot sustain this and will have to reduce expenses generated by the extra students for whom the college is not going to get funding from the state. President Farmer shared his concern that the worst year will not be next, but the year after. Responding to a question about figuring out the cost of educating one FTE student, President Farmer explained that the cost depends on different pay rates for full-time versus part-time faculty. The real issue is how much would the college
save when it cuts a section, which would probably be calculated at the part-time rate, since sections taught by part-timers would be more likely to be cut. It should be possible to come up with a cost to educate one FTE at the part-time rate; President Farmer noted that the college has that number. The point was made that the knowing the costs to educate a FTE would be useful for discussion purposes. Related to this, an observation was later made that the cost per FTE would be variable, as it could increase as sections are cut.

- An observation was made that there was some confusion as to whether or not there are specific guidelines as far as minimum numbers for a class to make, and if so, what the guidelines are. It was specified that the guidelines are still 20 student or 60% of capacity, whichever is greater.
- Summer courses for the Court Reporting program were cut without recourse. The move was based on numbers from last summer rather than more recent numbers.

In wrapping up the discussion, President Reece reminded the body that this is not meant to be a fight. Administration has to monitor the budget. The faculty needs to be concerned with program integrity. There needs to be a balance between program quality and balancing the budget. President Farmer, President Reece, President Stolze, and CSEA President Lynn Laughton will be meeting soon. For the time being, President Reece asked the senators to keep the issue on their radar.

ADJOURNMENT

The Senate adjourned at 12:31 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, MAY 12, 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
President
Ext. 2219

Debra Moore
Vice President
Ext. 2418

Miriam Tolson
Program Assistant II
Ext. 2217

Traci Ukita
Secretary
Ext. 2592

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for agendas, minutes and other information of interest to faculty, staff and others.