



ACADEMIC SENATE MEETING MINUTES

Thursday, May 9, 2013

Present: Robert Anness, Mary Asher-Fitzpatrick, Michael Aubrey, Lindy Brazil, Paul Carmona, Guillermo Colls, Dan Curtis, Alicia Munoz, Angela Nesta, Lilia Pulido, Dave Raney, Seth Slater, Peter Utgaard

Absent: Reem Asfour, Jesus Miranda, Donna Riley

Guests: Donna Hajj, SSPRPC Co-Chair; Tony Zambelli, SLO Coordinator

The senate minutes are recorded and published in summary form. Readers of these minutes must understand that recorded comments in these minutes do not represent the official position of the Academic Senate. The Academic Senate expresses its official positions only through votes noted under "Action."

Call to Order

Alicia Munoz called the meeting to order at 2:08pm.

Alicia stated that items on the agenda would be taken out of order to accommodate various presenters' schedules.

I. Approval of Minutes

- **Approval of Minutes from meeting of April 25, 2013.**
MSP (Colls/Slater)
1 abstention

- **Approval of Minutes from meetings December 1 & 8, 2011**
MSP (Nesta/Utgaard)
2 abstentions

- **Approval of Minutes from meeting of May 17, 2012**
MSP (Pulido/Curtis)
2 abstentions

II. President's Report

A. Announcements

Information was provided about upcoming events and activities.

- Faculty Handbooks have been completed. She passed out hard copies to the Senate and said that a PDF file would be linked to both the College Web Site for Faculty/Staff as well as the Academic Senate Web site. She added that this was the first draft but that the handbook would be reviewed again in depth in the fall and a task force would be set up for this purpose.

- The Emeritus reception would be held in the fall following the convocation luncheon. She added that they were working on getting the associated bricks engraved.

- The first of three meetings with consultants managing the new building projects had been held. She said it was likely that Gafcon would be awarded the project but that there had been issues/concerns with previous buildings Gafcon had been responsible for building and the company stated that they would work with Cuyamaca College to work out these issues. There was much discussion regarding faculty participation at future planning meetings and Alicia stated that she would make sure that faculty members would be notified in a timely manner to attend these meetings.
- The revised template from IPRPC would be coming to the Senate for review and endorsement.
- IERC had a retreat two weeks prior to develop the annual implementation plan which she would bring to the Senate for review.
- Student Services Council announced that 52 veterans and 68 EOPS students (who were former ESL students) were graduating this year, and that a record 75 students would be attending an event at the Transfer Center on May 17.
- Lilia Pullido asked to discuss the 'philosophy of commencement'. Lilia stated that many students who had missed the deadline and met degree requirements, would not be able to walk during commencement and she felt this was wrong and that these students should be allowed to walk. She said that the deadline information was not visible to students, and she suggested flexibility with the commencement policy. Lilia requested that the college possibly review their philosophy of commencement regarding who should be allowed to participate and asked the Senate for support in this area. After much discussion on the Senate floor, it was suggested to make a resolution stating the problem and then to offer possible solutions and Alicia stated that it would be brought up at SOC to develop a more formal process.

B. District & Council Updates

Updates were given on discussions and actions taken at recent District & College Council Meetings.

Alicia stated that at the next District Executive Council, short-term hourly workers would be discussed. She added that the Board will be voting on those positions that will be moving into classified ranks. She also said that guidelines will be reviewed as to how people can be hired into key positions and the unions were watching this process closely.

III. Vice President's Report

A. SOC Committee Appointments

Jesus Miranda was to report on new faculty appointments to committees but he was absent. Alicia mentioned that they were currently interviewing for the position of Vice President of Student Services.

IV. Committee Reports

A. Student Services Program Review & Planning Committee

Donna Hajj, SSPRPC Co-Chair, provided an update on committee work, including SSPRPC's final report with rankings, full time instructional faculty & classified staff position recommendations for 2013-14, and committee discussions. Link to Student Services Program Review: <http://www.cuyamaca.edu/SSprogramreview/default.asp>.

B. SLO Report

Tony Zambelli discussed the current SLO status and stated that he felt confident moving towards Accreditation. He also shared a link to a report which showed various colleges and their Accreditation reports.

C. Basic Skills Report

Alicia Munoz, Student Success and Basic Skills Committee Co-Chair, presented the Basic Skills plan for 2013-14.

V. Action

A. Curriculum Committee

The Senate entertained a motion to endorse the Curriculum Committee Board Packet. Guillermo Colls shared the board packet with the Senate.

Alicia acknowledged how hard the Curriculum Committee had worked on putting the package together, and Guillermo acknowledged and thanked Joan Burak, Danene Brown, and Pat Setzer for their assistance. As a result of everyone's efforts, 100% of courses had SLOs.

MSU (Utgaard/Curtis)

B. IPRPC

The Senate entertained a motion to endorse the 2013-13 full-time faculty rankings.

Alicia reviewed the faculty priority rankings and justifications along with the previous Senate meeting discussion and process.

MSU (Carmona/Fitzpatrick)

VI. Information

A. Academic Senate Co-Sponsorship of Post-Commencement Reception

SOC presented a proposal for the Academic Senate to co-sponsor the 2013 Post Commencement Reception for faculty and staff.

It was decided to vote to suspend the rules and vote on this co-sponsor of \$300 from the Senate.

MSU (Brazil/Utgaard) to suspend the rules.

MSU (Asher-Fitzpatrick/Pulida) to approve the co-sponsor of \$300 for the Post-Commencement Reception.

Angela Nesta suggested adding this item as an Action item to the last meeting in April each year.

VII. Announcements

There were no announcements.

The meeting was adjourned at 3:40pm.

Recorded by Joy Tapscott

INSTRUCTIONAL PROGRAM REVIEW & PLANNING COMMITTEE
2013-2014
FACULTY PRIORITY RANKINGS AND JUSTIFICATIONS FOR

DISCIPLINE	JUSTIFICATION/RATIONALE
ASL	IN RECRUITMENT (2012-2013). A Full-Time Faculty (FTF) for this discipline has been ranked highly for the last 3 years. There currently is not a Full-Time faculty member in this discipline, and last year the one Full-Time faculty member who spent part time teaching in this discipline retired. Currently ASL has a certificate, potential for degree, potential for growth, huge waitlists, extra-curricular clubs and choirs and this is a specialized discipline where part-time instructors are not readily available.
Physics	The Full-Time faculty for this discipline retired last June 30+ years at the college. In addition to having its own TMC, (in process) this discipline supports majors in biology, chemistry and engineering who must have their physics courses in order to transfer. It is extremely difficult to find qualified PT instructors in Physics; instructors who have experience teaching physics are in very high demand, and the courses are high LED so an instructor teaching at GC cannot also teach at CC. It is particularly difficult to find experienced instructors to teach the 3 engineering-level physics courses, and because of their complexity it is not a good idea to hire inexperienced instructors to teach these courses. Because of the high LED, even with a Full-Time instructor, there is still a need for additional PT instructors in the discipline.
Sociology	This is a core college discipline and there are typically many sociology majors at most colleges. The discipline is without a Full-Time instructor at Cuyamaca. A Full-Time faculty member was hired 4 years ago, but did not make it through the tenure process. This discipline is floundering without the leadership of a Full-Time faculty member. There should be significant potential for growth in this discipline, and there is an approved TMC for Sociology.
EHSM	This discipline has been ranked highly for hiring a full time faculty member for many years. It has been kept alive for a decade by the passion and commitment of part time faculty; there is no Full-Time Faculty in the department. We have students coming from as far away as Saudi Arabia to take this program (and paying associated international student tuition). It is a cornerstone of Cuyamaca College; the program is known throughout the state for its quality. The potential for growth is high but growth is not going to happen without full time faculty leadership. The growth expectation for jobs in this industry is strong – 29% in the next six years. The average wages for these workers is quite high, supporting a strong local economy.
Math1	The statistics about this discipline really underrepresent reality as one faculty member has been on leave and is unlikely to return. Additionally, almost 2 Full-Time Faculty are released from teaching in this department. Full time faculty in this discipline teaches fewer than half of courses. Given the critical basic skills aspect of mathematics, it is particularly important that we have the highest quality (most effective) teachers in the classroom as possible. Performance in almost all discipline courses depends on a solid math foundation. We could hire an additional 11 Full-Time faculty in this discipline and still need part-time faculty. This is the highest Full-Time staffing cushion in the college.

DISCIPLINE	JUSTIFICATION/RATIONALE
ESL	<p>Part-time faculty currently teaches 83% of all ESL courses!. They have the third highest staffing cushion – following English and Math. We could hire almost eight additional full time faculty and still have enough courses to make a full load for each of them. The current Full-TimeF are very involved in creating pathways into and out of their courses (ESL Pathway to college-level courses), are innovative (new accelerated courses) and committed but they need an additional person to support these efforts and maintain the forward motion. At present, more sections could be offered and filled than are currently are available. There is some question, however, as to whether the influx of immigrants requiring ESL classes is going to continue at the same levels as it has been in the past.</p>
Earth Sciences	<p>Earth Science houses three disciplines; geography, geology and oceanography. Although geography technically has one Full-Time faculty member, in reality this discipline has been without a functioning Full-TimeF for 5 years due to college-wide commitments. The recent lack of significant growth is reflected in this. Geology & Oceanography have different minimum faculty qualifications than geography. A Full-TimeF is critical to the development and implementation of the TMC's that are currently available for geography and geology; we do not have all of the courses that are necessary for these TMC's. There is a high demand for courses in this area – our Earth Science department is about half the size of GC's with only 1 Full-Time faculty member compared to their 4. – but continued growth and development of the TMC's needs full time faculty effort.</p>
Biology	<p>Less than half of courses taught by full time faculty and competent & qualified adjunct faculty can be difficult to find in this field. Additionally, the department needs leadership for specific programs (Allied Health, for ex). This position has been in process in the past, but was stopped due to budget constraints; the need has not decreased. There is a huge potential for growth and development in the Allied Health industry and Cuyamaca could become well known in this area because of high-end equipment and facilities. There are huge waitlists for all existing courses every semester. The full time faculty members also hold group tutoring/supplemental instruction sessions, are involved in grants and in novel cohort programs with student services, but only have three faculty to do this. Almost unlimited long term potential for growth. There Full-Time staffing cushion for another 5 Full-Time faculty. A new Pre-allied Health Biology degree was approved last semester, but the discipline needs additional faculty to manage the students in this area.</p>
Music	<p>It is critical to have a full time ensemble director if we are to offer ensemble courses or programs. With new State repeatability rules in place, students are limited to the number of times they can repeat classes which support our ensembles. Consequently, many of the members who have been part of our ensembles in the past are no longer going to be able to participate. In order to keep this program viable, we need someone to recruit students from local high schools and to develop critical relationships with the ensemble directors in those high schools. More than half of our music courses are taught by part time faculty and there is ample cushion to support more than 2 more Full-TimeF. Our impressive and beautiful performing arts center has the potential of expanding our reputation and visibility throughout San Diego County but we need a full time person to shepherd this process. The performances of our ensembles are also possible revenue-generators for the discipline and college.</p>

DISCIPLINE	JUSTIFICATION/RATIONALE
Math2	The same rational for the first mathematics position applies here – their need is huge.
Arabic	This program has been growing dramatically in the last couple of years. Not only do we have a large Arabic speaking population in East County, but the international complexity of our relationships with the Arabic speaking world is growing as well. In the last five years there has been a 354% increase in enrollment in our Arabic classes and there is every reason to believe that this demand will continue to increase. A full time Arabic instructor will be in a position to represent the culture of Arabic speaking peoples which will have a college-wide impact as we endeavor to fully understand and be responsive to this significant population in our community.
Reading	IN RECRUITMENT (2012-2013)

In addition, the following disciplines (listed alphabetically) also requested Full-Time faculty positions. In each case, the committee recognizes a profound need. They are not listed in the top 12 simply because the perceived needs of other disciplines were greater!

- Art
- Exercise Science
- Economics
- History
- Ornamental Horticulture
- Psychology
- Spanish

**On Track Activity Ranking Grid
for 2013-2014**

Activity	Total Score	Total Amount Requested \$	Funded Amount for 2013-2014
1.) Math: AfterMath & GearUP	253	\$5,000.00	\$5,000.00
2.) Math: Stats Academy	244	\$4,269.00	\$2,200.00
3.) Math: STEM Center	252	\$20,000.00	\$18,000.00
5.) CEWT: Burlington English	192	\$5,700.00	\$0.00
6.) Reading: Embedded Tutoring	244	\$3,500.00	\$3,000.00
7.) Reading: Lab Aide	223	\$2,500.00	\$2,500.00
8.) Writing Center: Embedded Tutoring	232	\$14,700.00	\$14,700.00
9.) Writing Center: Tutoring	247	\$20,000.00	\$20,000.00
10.) Counseling FYE	240	\$15,000.00	\$15,000.00
11.) ESL: ESL 103 Curr	248	\$1,500.00	\$1,500.00
12.) ESL: ESL Lab Tech Assistant	231	\$5,000.00	\$4,000.00
13.) Administrative Costs		\$18,000.00	\$18,000.00
14.) Travel		\$4,000.00	\$4,000.00
		\$119,169.00	\$107,900.00

Submitted By