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Guests: Bill Farmer, David Young, Frank Mixson, Marilyn Brock, Carl Bengston, Stephanie Murguia, M.L. Bettino, Renee Chomiak-De Long, Peter Moloney
MINUTES

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

MINUTES

Motion: It was moved by Senator Fabish and seconded by Senator Chalmers to approve the minutes of 8/25/09.

Action: Minutes were unanimously approved.

REPORTS

Secretary

Secretary Ukita reported that she attended the Curriculum Committee meeting last Thursday. There was a fair amount of discussion about going to a PDF version of the catalog. While the details have not been determined, it seems likely that changes to degrees or certificates would still only be once a year, but that new courses could be added to the catalog more than once a year. Richard Cameron, who is the new chair of the committee, did a great job. He shared with the committee that changes will be coming down the pike from the Chancellor’s office with respect to designating a program as an Associate in Arts versus an Associate in Science program.

CCFF Liaison

President Stolze reported that there was much good will on both sides at the sixth mediation session between the CCFF and the District, which he described as productive. They arrived at a tentative framework for an agreement. It will be up to the Board of Trustees to decide at their next meeting (9/2/09 in closed session) if they want to move forward. President Stolze expressed his hope that they will be able to put the tentative agreement into something that can be shared publicly.

Student Senate Liaison

ASCC Vice President, Rosa Castaneda, reported that Club Info Day(s) will take place on September 2nd and 3rd from 10:00 a.m. – 1:00 p.m.; Club Info Night will be on September 2nd from 5:00 – 7:00 p.m. Student Senate applications are due on Friday, September 4th at 4:00 p.m. Elections will take place September 9th and 10th from 9:00 a.m. – 2:00 p.m. and 5:00 – 8:00 p.m.

Vice President Castaneda further reported that the college will celebrate Constitution Day on September 17th. The ASCC is asking faculty and students to wear red, white and blue. There will also be activities from 10:00 a.m. – 1:00 p.m. and 5:00 – 7:00 p.m.

APPOINTMENTS AND NOMINATIONS

Faculty Senate Vice President Nominations

Senator Breit nominated Senator Fabish. Senator Fabish tentatively agreed to accept the nomination, but will need to think about it. No other nominations were presented. The consensus was to continue to take
nominations for another week.

President Moore provided a handout with information about the number of faculty who sit on the various College and Senate committees appointed by the Faculty Senate. She noted that the information can be found in the shared governance booklet, which is accessible on the college website. All of the Senate committees should include faculty representatives from each division. They may also have faculty representatives appointed by the CCFF. The faculty make-up on the College committees differs from committee to committee, but most do not include a faculty representative from each division. The membership and structure of a College committee is approved by the Coordinating Committee; whereas the Senate decides on the Senate committees.

President Moore reported on recent changes to two College committees: the College Committee on Accreditation and the College Committee on Staff Development. The Coordinating Committee decided on Monday that the accreditation committee will include a faculty co-chair on a six-year term—from one mid-year report to the next. It will also include the Faculty Senate President as part of the core group. The committee will expand while the college works on the self-study. More faculty will be included as the standards are being written, with one faculty co-chair for each of the standards.

President Moore reported that changes to the College Committee on Staff Development were recently made, and that there were some concerns about the process moving too fast and with not enough faculty discussion. President Moore provided a handout with background information about the committee. The committee is a College committee, which has had a faculty representative from each division. Over the past couple of years, the committee has had trouble doing its work because there often has not been a quorum present. From January 2008 to May 2009, there was a quorum at only four of the eleven committee meetings. The committee proposed to the Coordinating Committee that the makeup of the Staff Development Committee be changed. Last week, the Coordinating Committee decided to make the change. President Moore also presented a timeline delineating when and in what committee meetings discussion about changing the Staff Development Committee took place.

Senator Fabish, who sits on both the Staff Development Committee and the Coordinating Committee, provided additional information. He explained that it was his idea to bring the change of the makeup of the Staff Development Committee. At the time, then Senate President Bryan Reece had pointed out that there were two main types of committees (College and Senate), and they did not all have a faculty representative from each division. Senator Fabish noted that President Reece seemed to support the idea that the number of faculty representatives on the Staff Development Committee be reduced. Senator Fabish assured the senators that while he did believe the number might be reduced somehow, he did not expect such a low number. He did initially argue for more faculty, and made sure the faculty on the Staff Development Committee understood that they would essentially be conceding power, but he was not able to convince the other faculty on the Staff Development Committee that they should push for more. The committee, including nine faculty members, unanimously decided to put forward the
proposal of reducing the number of faculty on the committee to four (three appointed by Faculty Senate and one from CCFF). Senator Fabish explained that the committee was looking for something more practical, that they worked on the issue for several months, and that he felt they proceeded appropriately.

There was some discussion, which included suggestions such as finding other ways to solve the quorum problem, holding fewer meetings, or offering ways to hold meetings. The Staff Development Committee has been less active since funds dried up, but it still coordinates awards ceremonies and flex week for faculty, management, and staff. President Moore pointed out that the makeup of the committee could be revisited, and that a request could be made to change it back. In response to a question as to why members have not been attending, Senator Fabish surmised that it may be that the members could have been better informed about the meetings or that the meetings are at a time when many faculty do not want to be on campus. Senator Fabish shared his belief that if the Senate would like the Coordinating Committee to reconsider the issue, they probably will, and would likely defer to the Staff Development Committee, but the Staff Development Committee members voted to reduce the number of faculty. As best as he could recollect, Senator Fabish reported the committee is now made up of four faculty, three classified, three managers, one confidential and one student. He noted that there had been some concern expressed about reducing the number of student representatives from two to one, but shared there had been frustration about not being able to get student participation, and that a student never attended the committee meetings. He also shared his belief that the committee could function without as many people.

In response to a question about whether an attempt was made to contact divisions from which representatives were not attending, Dean and Staff Development Committee chairperson, Carl Bengston, reported that he did not know what efforts had been made to draw members in prior to him coming in as chair in February. However, the meetings were scheduled for the same time each month as they had before, and he did email each of the members. He also noted that one of the divisions did not fill their faculty slot, and that they were also short one manager.

Frustration was expressed about people who volunteer for committees but do not participate; concern was expressed about the protocol.

Noting that guests had been invited to speak to other agenda items, President Moore asked if the body would like to continue the discussion at the following meeting. The consensus was to continue the discussion at the next meeting.

A handout with committee members to be approved was distributed. However, upon discovering there were some mistakes, it was decided that it would be better to wait until next week to vote on the appointments.

President Moore announced that the vote taken last week to select another faculty representative to the EEOA committee resulted in the selection of Gary Cain.
OFFICIAL MINUTES

INFORMATION ITEMS
Personnel

President Moore reported that incoming college president, Dr. Linda Lacy, attended the Convocation event last week. The Board will vote on her contract at tomorrow’s Board meeting. Dr. Lacy expects to begin on September 14th.

The senators applauded Senator Breit and the others who worked on the selection committee for their efforts.

Other Announcements

President Moore reminded the body that the focus through this week with respect to the iFALCON campaign is “i” (to introduce the iFALCON concepts). She also reported that the iFALCON homepage is new with more interactive features.

SENATE DISCUSSION
Student Learning Outcomes

President Moore briefly summarized some of the activities from last year:

Voted on the creation of a Student Learning Outcomes taskforce that has become a committee and agreed on a timeline, which included the goal of assessing one SLO for one course in each department by the end of the fall semester. She then introduced the chair person of the Student Learning Outcomes Committee, Dr. Frank Mixson, who presented information about SLO benchmarks for the current academic year:

- **September 18**: By this date, departments need to submit one SLO for one course to assess. The SLO may be submitted to the committee or emailed to Dr. Mixson or Dr. Jan Connal, who will then input the information into the computer database (eLumen) that will be used to manage the information.

- **October 16**: A method of assessing the SLO needs to be submitted. Dr. Mixson emphasized that no special type of assessment is needed for SLOs—the types of methods faculty are already doing will work fine (e.g., short answer exams, scantrons, essays, etc.).

- **November 20**: Departments should discuss how they want to collect the work to assess and submit their plan for doing so. Dr. Mixson explained that faculty have found it helpful to discuss how they want to go about collecting the work that will be used for SLO assessment.

- **December 18**: Student work needs to be collected by this date.

- **February 19**: Early in the spring semester, department faculty need to meet and assess the student work. They can submit the results in different ways, including entering the results directly into the computer system if they did not wish for anyone else to see the results. Dr. Mixson or Connal will have to show them how to use the computer program, though.

- **March 19**: After examining the results, department faculty should discuss what they want students to do better and submit an improvement plan by this date. Each faculty member will decide how he or she wants to implement the improvement plan. The plan will be implemented the next time around.

Dr. Mixson reported that the SLO Committee will write the report for the accreditation visit, which may be in April 2010. He pointed out that while it is important that the report be written, the real reason is to improve teaching and learning, and most of the faculty who have been involved have felt it has been to some benefit to teaching and learning. He
underscored the importance that this does not just become a compliance exercise.

Dr. Mixson took questions. He explained that the computer program that will be used to manage the data is called eLumen, and that he and Dr. Connal will initially be the ones to input the data, because they felt it would help make the process more manageable for the faculty. As faculty begin to feel more comfortable, they will instruct others how to use the program. Dr. Mixson reported that he would be able to provide sample reports that the program produces.

President Moore gave the senators a brief preview of the website that is being worked on (www.cerritos.edu/slo). Among other things, the site will offer tips and examples. Contact information for Drs. Mixson and Connal is also on site, as is a list of SLO Committee members.

### Enrollment Problems and Procedures

Senator Hallinger thanked President Farmer, Dean Bettino, Dean Murguia for meeting his request to come to the meeting. He reported some of the problems he and/or some of his colleagues encountered with respect to enrollment this semester:

- Senator Hallinger had a section of a class that was put on hold, but for some reason ended up being opened up, filled to capacity, and then cancelled. President Farmer explained that it was not until the state finally adopted a budget that it was determined that FTES targets would be reduced, which has never happened before, so adjustments had to be made at the last minute. Also, more students enrolled in summer and fall than have in the past. The FTES target is 16,700; and we have already reached about 9000 toward our target, and we still have spring semester to go. Money that we spend now is money we will not have to get through the rest of the year. The goal was to not spend money that was not needed to reach the target. He apologized for the seesaw nature of the situation, noting that they were trying to respond to constantly changing conditions. Senator Hallinger suggested that classes on hold not be published in the Class Schedule. Vice President Brock and Dean Bettino reported that has already been changed for the spring. Dean Bettino also explained that there had been hope (when the fall schedule was being worked out) that the budget would not be as bad as it turned out to be; they have learned from the situation. As far as Senator Hallinger’s situation with his class being opened up, VP Brock indicated that he would need to talk to his dean.

- Senator Hallinger shared another situation related to the cancellation of one of his lab classes. He wondered if the college is at the point where classes need to be cancelled early to meet capacity. President Farmer and Vice President Brock indicated that it was necessary—not to meet cap, but to not go over the target. President Farmer explained that they felt that cancelling classes earlier would give students better opportunity to find alternative classes. He acknowledged that they may have made some mistakes, but that they made a judgment call in good faith and were trying to do the best for students.

- Senator Hallinger reported that some faculty encountered situations where students were dropped from classes for being no-shows or for lack of payment, but were reinstated with the faculty
member’s permission. President Farmer addressed the issue of the fee increase, noting that it had happened after some students had already enrolled in classes and paid the lower fee that had been in place at the time. He reported that emails were sent and phone calls were made to those students and given a month to pay the difference. He explained that because there had been some errors made on the part of the college, they did not think the students should be punished. Changing the fees in the middle of the enrollment period and then trying to collect the difference made for a very difficult situation. Dean Murguia explained that there were three situations in which a student may have been put back into a class. In one situation, there were 21 students receiving the fee waiver, but for whom the flag placed by Financial Aid was ignored. Twelve of those students were put into classes, which resulted in each of the classes being overloaded by one. The instructors were notified. In another situation, the third-party credit card server went down and some students who were dropped, because it appeared they had not paid, when, in fact, they had. Those students were put back into their classes. Another situation was one in which students had not paid for their classes. They were part of a program through which the college was supposed to receive funding from the state. Dean Murguia apologized if affected faculty members did not receive notification, and assured the body that there was no malicious intent. She also reported that if a faculty member notified her office of a situation, her staff thoroughly researched it and worked with the faculty to address it. She encouraged the faculty to let her office know if they encounter problems.

Another issue was presented to Dean Murguia about problems with students sliding in front of the waiting lists and combined classes. Dean Murguia reported that they were already aware of the problem and working on it.

President Farmer acknowledged that it has been a tough start for everyone. He thanked Dean Murguia and the other Student Services managers and staff, and stated that they did a heroic job this summer in managing a truly chaotic situation. The senators from Counseling added that it was very difficult this summer, that the number of counseling hours was reduced by approximately 100 per week because of the budget problems, that it is estimated that the Matriculation budget on which Counseling and many other areas on campus depend will be cut between 60-70 percent, and that they would like to come back in a future meeting to share more information.

President Farmer addressed an inaccurate statement about next summer. He stated that the plan is not to completely cancel the first session, as some programs have to offer classes in the first session, but to severely scale it back. They anticipate that second session will be equivalent to what a normal second session would be—typically around 1000 FTES. The plan, however, can change depending on what happens at the state level.

**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, SEPTEMBER 8, 2009
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

Miriam Tolson
Program Assistant II
Ext. 2217

Vacant
Vice President
Ext.

Traci Ukita
Secretary
Ext. 2592

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