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12/12/2008
Guests: Carolyn Chambers, Bill Farmer, Lee Krichmar, Patrick O'Donnell
MINUTES

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting began at 11:07 a.m. The flag salute was led by Ms. O'Donnell.

REPORTS

President

President Reece reminded the body about Ms. O'Donnell’s retirement party, which will take place after a short Senate meeting next week. He also announced that Ms. O'Donnell will receive a plaque the following evening during the Board of Trustees meeting.

CCFF Liaison

President Stolze reported that the CCFF will go back to the bargaining table on Friday. They hope to hear back from the District about the proposed retirement incentive package.

President Stolze also reported that the Union has been thinking about the impact of student learning outcomes (SLOs). He acknowledged that they cannot challenge the requirements of accreditation. He also made clear that the CCFF is not being critical of the SLO taskforce/committee recently created by the Senate, nor the two faculty members who have provided leadership to the SLO effort. President Stolze asserted that when terms and conditions of employment change, the Union has the responsibility to occasionally issue a demand to bargain, which is stronger than a request, as they have a legal right to insist that management meet with them. They assume part of that will happen at the upcoming bargaining sessions, because of possible changes in the assignment article, but it is likely to cover only work load and possibly evaluations. They are not particularly concerned so much about compensation and work load for faculty in general, but about compensation and work load for department chairs, as it seems that they will bear the burden in the short term of dealing with SLO assessments. The CCFF is also concerned about discipline issues with respect to SLOs. If it is mandatory, what are the implications if, for example, there are deadlines that are not met. The CCFF sent a letter to the director of Human Resources. They hope to hear from the District on the 5th. President Stolze explained that while the Union is not in a position to challenge SLOs, they hope to negotiate over the effects of SLOs. He also acknowledged that there is strong advocacy for SLOs on campus.

ANNOUNCEMENTS/INFORMATION ITEMS

Outstanding Faculty Awards Nomination

The nomination period for the Outstanding Faculty Awards will close December 3rd.

AGENDA FOR STUDENT SUCCESS

President Reece provided handouts of an update on the Agenda for Student Success and reported on the following items.

- Habits of Mind Campaign: The campaign is on track to launch in January. The website will be ready to go before or during finals.
week. In response to questions about determining how many faculty will participate and obtaining feedback from students, President Reece shared his hope that at least 5-10% of the faculty will participate in the spring, and that he hopes it will increase over time to 50-60%. He noted that they have received much positive feedback, and that it is possible to get to the higher number more quickly. He further explained that there will be a full assessment process to get a good sense of what faculty and students think about the campaign efforts. President Reece acknowledged Cheryl Shimazu, Francie Quaas-Berryman, and Kelly Kwan for their hard work on the campaign.

- **Transfer Push:** The push ended with the application submission priority deadline for UCs and CSUs on November 30th. According to the Transfer Center, workshop attendance doubled or tripled. Will need to think about how to replicate and/or take this a step further next year.

- **Body of Teaching Practices:** There are a few spots left for Faculty Inquiry Group participation. Faculty who choose to be involved will receive a small stipend. They will be looking at mini-lectures and activities around the Habits of Mind campaign.

- **Part-Time Hiring Process:** The number of emergency hires has steadily decreased, which would imply that the Hiring Standards committee is getting applications submitted through the process.

- **Student Learning Outcomes:** The taskforce is up and going. They are meeting every Monday. President Reece is currently chairing the committee. He reported that when they first started meeting, there seemed to be differing opinions about how to go forward, but he is now confident that the committee members are now on the same page. The college needs to implement institutional level, program level, and course level SLOs. The committee will work on the institutional level SLOs. They also agreed to define programs broadly. For example, “Developmental Education” would be a program, as would “Transfer,” “Career/Technical Education,” and “AA/GE.” Other specific programs do not have to do SLO assessment, but can do so if they choose to. As far as course level SLOs, the committee came up with the following schedule: Next year, every department should assess a minimum of one SLO for one course, and come up with a plan for improving that SLO; the following year, departments will do 3-5 SLOs; the year after that, departments will do the balance of the courses unless they are a particularly large department (e.g., CIS). It was suggested that the committee provide resources such as different models for how to assess SLOs. President Reece reported that there will be a general campus meeting on February 26th during which the plan will be announced. The committee will be developing a website, which will have details of steps to follow. There will be a lot of flexibility with respect to how to assess. They have already identified numerous ways SLOs could be assessed. Faculty will have lots of professional discretion in terms of how they decide to assess. There will be several summaries of what other departments have done. Jan Connal and Frank Mixson will continue to be available for support; Research and Planning will also be available for support.

- **Instructional Program Review:** The Instructional Program Review committee will be ready to present its new process at
the February 26\textsuperscript{th} general meeting.

- **Instructional Spaces:** President Reece acknowledged Senators Ernest (Liberal Arts) and Hallinger (SEM) and others for their effort on this. They have been working with the CCFF on developing a detailed draft.

**SENATE DISCUSSION**

**Orientation**

The Developmental Education committee is working on a plan concerning orientation and asked for time to work on it more before presenting it to the Senate.

**Short Term Class Grade Timeline**

Senator Marks (Health Occupations) shared her concern about the quick turn-around time required for submitting grades for short-term classes. She teaches in 6-week modules, and has only a one- or two-day window to turn in grades, and once the deadline passes, grades cannot be submitted online. A short discussion followed upon Senator Marks presenting her concern. The Director of Information Technology, Lee Krichmar, shared some information about the way dates are set up in PeopleSoft. She noted that the calendar resides in PeopleSoft, but that the dates for grade submission could be set to any date. Setting the dates has been the responsibility of the Dean of Admissions and Records, Stephanie Murguia. The Rosters+ program pulls the dates that are set in PeopleSoft. She also explained that the grade submission dates are set up by session (e.g., first 6 week), not by specific classes. President Farmer suggested that the issue of prerequisites might drive some of the dates. The observation was made that whether or not a student can sign up for a class while the prerequisite is in progress could depend on if the sequence of courses is within a term or between terms.

Senator Marks noted that while that Admissions and Records has been wonderful about adjusting the date for her if she could not submit her grades by the stated deadline, it would not be necessary if more time was given.

A problem of students who did not satisfactorily complete course prerequisites being dropped several weeks into the semester was also raised.

President Reece said he would talk to Dean Murguia to see what options there might be.

**TalonNet Upgrade**

Patrick O’Donnell from Information Technology provided an update on the plans to upgrade to TalonNet 2.5. The test environment is up. It only works on campus. There is a link to it in the TalonNet newsletter. Faculty can test it with their current classes, but because it is a test environment, they should not build anything in it. Mr. O’Donnell shared his belief that the upgrade will allow for a more stable environment. Because they are switching from the auto course creation to a new tool, there is a possibility there will be duplicate course sites. The IT office has included information about this in the Daily Falcon, through which a video may be accessed that explains how to pick the right course.

Mr. O’Donnell recommended that those new to TalonNet wait until after the upgrade has been completed (the new version should be up on January 5\textsuperscript{th}), so they do not have to work in two different environments. He
suggested that those who currently have content on TalonNet wait until after the upgrade as well. The work on the upgrade will start on January 1st. Mr. O’Donnell also explained that IT selected this time frame because they must take down the current system to do the upgrade, and they wanted to give faculty time to submit their fall grades.

In response to a question about what faculty should do to learn to use TalonNet, Mr. O’Donnell indicated that contacting the Innovation Center would be ideal. They will be sure to get information out to faculty about how to get help. He also clarified that while faculty can set up their sites now, a few tools will not be moved over, so they will ultimately have to do it again. They can create content, but will have to go through the process of importing it into the new site. Mr. O’Donnell also indicated they can look into the feature for archiving.

One senator reported that she already upgraded, and let the others know that the web content tools and discussion items did not move over yet, but the process was easy. An observation was made that faculty could use the resources page rather than the discussion boards.

Mr. O’Donnell, Lee Krichmar, Sarah Ramirez, and Dave Gunn were acknowledged for their hard work on this project.

In closing this discussion item, Mr. O’Donnell reported that they have gone through the step for upgrading twice already, and he is confident it will go well.

Leadership: Budget, Accreditation, and Presidential Search

President Farmer provided an informal update of accreditation efforts. He distributed copies of a memo from the ACCJC addressing updated times for rubrics for evaluating institutional effectiveness as well as a summary of the four recommendations that must be addressed by March 1, 2009, and the four recommendations that must be addressed by June 2010. A formal update to the Board and constituency groups is planned for January.

President Farmer identified the recommendations thought to be more complicated to address: Recommendation #6 on program review (for non-instructional programs), and recommendation #3 on planning, resource allocation, and evaluation. These recommendations were more substantive, and were carried over from the 2002 accreditation report.

With respect to recommendation six, President Farmer reported that the non-instructional units have been working very hard on the program review process this semester. Reports from Student Services units were turned in on Monday. They are being reviewed, will be validated in January, and then the draft of the report to the ACCJC will be prepared. Business Services and Government Relations/Public Affairs are done. Human Resources is not quite done yet. Foundation is close. All should be done before the holidays. President Farmer expressed his belief that the college is in good shape with respect to this recommendation.

President Farmer reported that good work had been done already on recommendation three, but the processed had not been completed. The college completed a planning resource allocation process a couple years ago that dealt with capital outlay and facilities modification requests as resource requests that came out of unit plans. A good number of the
requests were funded that year, though budget augmentations and increases in classified staff were not included until the following year. What has not been done yet is an evaluation of the processes in order to improve them. President Farmer shared his belief that this recommendation will probably be the most difficult. It is the one he is least sure about everything being in place in time for the visit in March. He reported that to address the recommendation that the college provide adequate staffing and resources to the Office of Research and Planning, the college has gone out for another hire in that department. The search was extended to get a greater pool, but it will close very soon. The person who is hired will be tasked with the creation of the data warehouse.

President Farmer further reported that the new strategic plan will not be completed by the time the team arrives, but work on this will begin in January. He suggested that that potential challenges are likely to be tied to the recommendation that the college integrate planning for human resources, facilities, technology, and finances into the college plan and use the results of the evaluation to improve human resource processes, facilities utilization, the effective use of technology, and the distribution of financial resources.

With respect to the other two recommendations that are to be addressed by March, President Farmer expressed his sense that the college is doing a better job with respect to the recommendation about communication and participation. He cited his email messages to the campus, the new Daily Falcon, the Habits of Mind campaign, and program review efforts of non-instructional units as examples of efforts that address the recommendation. As far as the recommendation about leadership, empowerment, innovation, collaboration, and decision-making, President Farmer noted that obtaining evidence for this might be more difficult. He indicated that a qualitative survey might be distributed in the spring, asking constituency groups about how they perceive these things, and soliciting input about what evidence can be cited to demonstrate the college is meeting the recommendation.

President Farmer responded to a number of questions and comments, providing the following information:

- For non-instructional program review, just like with instructional program review, members of the program do their own self-study and someone from outside the program will do the validation. The committee that handles instructional program review will not coordinate non-instructional program review. The long-term plan is to create an institutional program review committee, and have both instructional and non-instructional program review report to it.
- An outside consultant was hired to assist in preparing the accreditation report and working with non-instructional program review. The consultant will draft the report, which will be sent out to constituency groups for feedback, another draft will be sent out for one last check, and then the final report will be sent to the ACCJC by March 1st.
- The college will have to balance the need for even more support in Research and Planning with likely budget cuts. A well-received suggestion was made to connect with graduate programs for additional help with research. President Farmer will suggest this to the Director of Research and Planning.
- Sports teams are considered part of instructional program review.
because there are classes attached, which generate FTES.

- The college is working with the Community College League of California to support lobbying efforts as part of a unified approach by the system to encourage appropriate levels of funding for the California community colleges.

- With respect to the recommendations to be addressed by June 2010, the Planning and Budget committee will work on Recommendation #1 (Mission Statement). Recommendation #5 (Accurate Catalog Information) is probably done. Much work has been done on Recommendation #7 (Human Resources Policies and Procedures). The college is in good shape on Recommendation #4 (Student Learning Outcomes).

- For now, the level of summer course offerings will be kept the same. For the spring, the plan is to reduce course offerings by 5%, but it is still not known what the college will really have to work with, because there has not been a decision from Sacramento. While it can be assumed that cuts will be made this year, how much is not known, so the college administration is trying to remain as flexible as possible. Some of the classes for spring have zero closing numbers, but have not been cancelled. The college has been growing this fall at about 8-9%, but the most the college will get funded for this year if there is growth money is 1.12%. It may be possible to move summer numbers into next year, which may allow us to keep summer at the level it has been.

- The deans have talked about the possibility of having to cut adjuncts. Each division will handle things differently. President Farmer suggested faculty talk to their deans about the process of communication with adjuncts in their division. The dean of SEM, Carolyn Chambers, explained that she asked the department chairs to make decisions about how they want to proceed. She also suggested they share with adjuncts what might happen with their classes (that they potentially might be cancelled) so they are aware of the situation.

- In the best case scenario in which Sacramento makes a decision and no cuts are made this year, which is not likely, some sections will probably be cut. But, if certain basic classes students need to transfer or get to a degree or certificate, and all of the current sections are full, then may strategically open other sections. President Farmer expressed his belief that next year will be worse financially and anything we can save this year will help.

Authentication of Online Students President Reece announced that the Technology Based Learning Committee will meet on Thursday. It will bring a recommendation to the next Senate meeting for discussion. President Reece asked that discussion be limited to 15 minutes.

ADJOURNMENT The Senate adjourned at 12:21 p.m.

Minutes respectfully submitted by Faculty Senate Secretary, Traci Ukita.

**OFFICIAL MINUTES APPROVED BY FACULTY SENATE 12-9-08**

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

NEXT SENATE MEETING
TUESDAY, DECEMBER 9, 2008
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 3:30 p.m. Friday.

Dr. Bryan Reece
President
Ext. 2219

Debra Moore
Vice President
Ext. 2418

Dodie O’Donnell
Faculty Senate Clerk
Ext. 2217

Traci Ukita
Secretary
Ext. 2592

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www.cerritos.edu/faculty-senate
for agendas, minutes and other information of interest to faculty, staff and others.