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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 Senator Betancourt (Fine Arts/Communications).

REPORTS

President

President Reece thanked Miriam Tolson for helping out while Senate Clerk, Dodie O’Donnell, is on leave. Ms. O’Donnell is expected to be back on October 9th.

Vice President

Vice President Moore circulated a card for Jack Swanson. She also announced that a faculty member is still needed for a student hearing on Thursday, September 25th at 2:00.

CCFF Liaison

President Stolze reported that based on results from the survey distributed by the CCFF, the union will go forward with three new articles over which to bargain: class size and load banking, lecture/lab pay differentials, and standards for instructional space and work environment. The District did not bring forward anything new, but came back with an article on assignment. The District also wants to change the evaluation form to conform to accreditation standards. President Stolze noted that while he is not sure what that amounts to, he suspects it is related to student learning outcomes.

President Stolze will distribute regular updates in the interest of keeping faculty informed and soliciting their advice. The Board of Trustees will sunshine the proposals next Wednesday. President Stolze is hopeful that the first bargaining session will be on October 17th.

Student Senate Liaison

ASCC President, Michael Barrita, reported that Student Senate elections took place last week. There are 34 new senators, a full Cabinet, and a full Court.

President Barrita also reported on several projects the ASCC is working on already or plans to work on this year.

- The ASCC is working closely with the Faculty Senate on the Habits of Mind campaign. Based on feedback from focus groups, the students seem to be more attracted to a technology based campaign theme. President Barrita shared some images that might be used in the campaign. They plan to hold another focus group.
- There is an interest in doing something with the water fountain area near the Student Center using student funds.
- They have talked to the Chief of Campus Police about safety concerns in the parking lots—specifically with respect to pedestrian versus automobile traffic.
- ASCC Cabinet and Court appointees will be ratified on Wednesday.
- Looking into upgrading water fountains on campus.
- Plan to propose erecting permanent structures that could be used for posting student information
OFFICIAL MINUTES

- Will replace the marquee near the Student Center by the end of the year.

MINUTES

**Motion:** It was moved by Senator Mellas (SEM) and seconded by Senator Hallinger (SEM) to approve the minutes of 9/9/08.

**Action:** Motion was unanimously approved.

APPOINTMENTS AND NOMINATIONS

President Reece reiterated Vice President Moore’s earlier request for a faculty member to participate in a student hearing on Thursday at 2:00. He also announced that the Sabbatical Leave Committee needs one representative each from Business Education, Technology, Student Services, and HPEA, and asked senators from those divisions to elect representatives at their next division meeting. The Program Review Committee needs a representative from the Library.

President Reece announced that the process for searching for a new Faculty Senate Clerk will begin soon. Because it is a classified position, faculty are not required to be on the committee, but the committee could be expanded to include faculty. He will recommend that it be expanded to include two faculty members. Senator Breit has volunteered. President Reece suggested that one of the Senate Executive Board members also be on the committee. The committee might include Ms. O’Donnell as the classified member. The committee will also include two managers, one of whom would be the Vice President of Academic Affairs, so will probably wait until after the new VP to arrive.

ANNOUNCEMENTS/INFORMATION ITEMS

**California Secretary of State**

Senator Hu (Liberal Arts) distributed a flyer and announced that State Controller John Chiang and California Secretary of State Debra Bowen will be coming to the college in October. John Chiang is scheduled to deliver a brief talk on the state of the budget on Thursday, October 9th at 11:00 a.m. in the Teleconference Center. Debra Bowen is scheduled to discuss the upcoming elections and the importance of voter registration and turnout on Thursday, October 16th at 11:00 a.m. The location has not been confirmed.

**State Academic Senate Conference**

The State Academic Senate will hold its fall plenary session November 6-8 in downtown Los Angeles. Anyone interested in attending should let the Senate office know.

UPDATE ON AGENDA FOR STUDENT SUCCESS

President Reece provided handouts of an update on the Agenda for Student Success and called attention to the following items:

- Habits of Mind Campaign: The campaign is starting to mature.
- Transfer Push: Ready to start tomorrow with Senate’s approval.
- Instructional Spaces: The CCFF will be taking this on. A committee will need to be pulled together. A couple of faculty have already expressed interest.
- Campus Master Plan: Good dialog has been taking place. Two possible plans were presented to the campus community. Survey data has been collected. There was a good response with about 200 submitting surveys. Results will be presented at Thursday’s Campus Transformation Committee meeting, which anyone can attend.
President Reece distributed copies of a document that provides background information on the transfer push effort, a general timeline of activities, and a proposed letter for the Senate to send to the faculty. After reading the document, several senators offered comments and suggestions:

- Change “and” to “or” in second paragraph of faculty letter.
- Like the idea of numerous approaches, and encourage face-to-face contact.
- The main idea is to encourage the students to go to the Transfer Center for assistance.
- Suggest sending faculty the entire document, including the background section.
- Can cut and paste text from the proposed letter into Rosters+ to send to students via email.
- Include “University” between “State” and “Long Beach” in the second paragraph of the student letter.
- Though physical addresses are not in Rosters+, division deans have access to them, so faculty could send letters via snail mail.
- The Transfer Center will send a letter to the students via snail mail.
- At some point, should build on the initial effort to include other students who might not have met the parameters of the report that was run to identify students on whom to focus the transfer push.

**Motion:** It was moved by Senator Hallinger and seconded by Senator Soden (Business Education) to instruct Senate leadership to distribute the proposed letter to all fulltime and part-time faculty, and proceed with the Transfer Push effort.

**Action:** Motion was unanimously approved.

President Reece asked the senators to encourage faculty to participate in this effort. Vice President Johnson complimented President Reece and the Senate for their support on this effort, and noted that when faculty talk to students about these things, it does make an impact.

Senator Juntilla (Liberal Arts) shared information about Transfer Admission Guarantee programs with campuses in the University of California system. He provided a handout with TAG details and guidelines. He also announced that the university mega fair will take place on October 1st from 10:00 – 1:00 in Falcon Square, and that College Night will take place on the same date from 7:00 – 9:00 p.m. in the gym.

A few questions and concerns were presented regarding financial aid. Vice President Johnson indicated that the Financial Aid Office could do an orientation. In response to a question about book vouchers, VP Johnson explained that book vouchers are issued on the first day of school for the majority of students on financial aid who quality for funding that way, but for students who do not apply for financial aid during the priority timeframe or do not respond to a missing information letter, the packaging of their financial aid is delayed. Vice President Johnson emphasized the importance of encouraging students to apply on time and to respond promptly to missing information letters. He also reported that Cal Grant
awards were delayed because of the budget not having been approved, but that as soon as the money is released payments will be processed. He explained that they have to be conscientious about how financial aid funds are dispersed partly because the college is held liable for funds from students who received funding and then leave the college without paying the money back. Vice President Johnson also provided some general information about different types of financial aid. A suggestion was made that financial aid information be shared with the faculty at the beginning of the semester so they can help their students early on.

Habits of Mind Campaign

President Reece provided a brief summary of the genesis and evolution of the Habits of Mind campaign, then proceeded to a PowerPoint presentation providing details about the campaign. The presentation addressed:

- The need for such a campaign: Many students are unaware of the practices that lead to successful learning.
- Goals and objectives: The primary goals are to raise awareness of the habits of mind across the entire student body, and to expand the number of students that incorporate practices that lead to academic success.
- The message embedded in the FALCON acronym: Focus, advance, link up, comprehend, organize and new ideas.
- Two coordinated campaigns: In-class campaign driven by faculty to teach habits of mind at detail level over a 14 week cycle each semester; general campus campaign driven by students to raise general awareness and curiosity about the campaign over a one year cycle.
- Campaign slogan and logo: The slogan incorporates the word “falcon” and treats it as a verb.
- Campaign theme: Incorporates iPod-like advertisements. Possible posters and cards with Cerritos College students in silhouette.
- Website mock-up: A website will be designed that will incorporate background information, videos of successful students, quizzes, and resources.

President Reece identified campaign activities for the fall and spring semesters. He announced that Cheryl Shimazu (SEM) has agreed to be the campaign manager for the first year. He also explained that the hope is to launch the campaign in the spring, and that the ASCC plans to help with the funding.

After receiving positive comments about the project, as well as a suggestion to also communicate to students possible pitfalls of not following the advice, President Reece asked senators to let him know if they are interested in being a part of a campaign steering committee.

Acting President and Full-time President Search Update

President Reece reported that the Board of Trustees decided at their last meeting to keep Bill Farmer as the acting president for the remainder of the year, and focus efforts on the search process for a permanent president. President Reece plans to meet with Dan O’Rourke, President Farmer, and President Arthur next week. Ideas to explore include whether or not to expand the candidate profile and consider people with university experience, dean or large department chair experience, nonprofit or private sector experience, etc. Another idea would be to have candidates explain how they would help the college go in the direction the community has determined it wants to go, rather than have candidates say where they
would take the college. He noted that the college has been having problems with turnover at the presidential level, and that there needs to be discussion about this.

ADJOURNMENT

The Senate adjourned at 12:26 p.m.

Minutes respectfully submitted by Faculty Senate Secretary, Traci Ukita.

**OFFICIAL MINUTES APPROVED BY FACULTY SENATE 11-30-08**

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 30, 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

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