CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
February 26, 2007

PRESENT:  Dr. Noelia Vela
          Jo Ann Higdon
          Bill Farmer
          Dr. Stephen Johnson
          Jenine Nolan
          Dr. Bryan Reece
          Criss Lopez de Gaines
          David Fabish
          Kristen Habbestad
          Lynn Laughon
          Yvette Juarez
          Ed White
          Alex Armendariz
          Julie Mun

ABSENT:  Dean Mellas
          Joy Senf
          Steve Richardson
          Dan O’Rourke

GUEST(s):  None

I.  MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:07PM.

II.  INTRODUCTION OF NEW EMPLOYEES - NONE

III. APPROVAL OF MINUTES – February 12, 2007
Dr. Reece made a motion to approve the February 12th minutes; Mr. Fabish seconded the motion. The minutes were approved as presented.

IV.  SET BOARD AGENDA – March 7, 2007
Dr. Vela briefly reviewed the Board Agenda and invited the committee members to raise any questions and/or comments. The committee had no questions.

V.  ITEMS FROM INSTITUTIONAL COMMITTEES

Cynthia Convey

Equal Employment Opportunity Advisory Committee (Diversity)

Ms. Convey announced that this committee had suspended its meetings for some time while awaiting direction from the Chancellor’s Office due to changes in direction and statutes. The Chancellor’s Office distributed a model plan for the EEOAC this past September and the college plans to have a draft plan completed in April. The committee also plans to revise the college’s current complaint procedure in order to follow the guidelines of the model plan. A meeting will be held in April to discuss and review all of these items.

Dr. Vela thanked Ms. Convey for her update and stated that she looks forward to future updates from this committee.
Renée DeLong Chomiak  

Matriculation  
Ms. Chomiak shared the following important dates with the committee:

March 23 – Appointments for Summer 2007 registration issued  
March 5 – Last date for students to petition for May Commencement and have their names appear in the commencement booklet  
April 10 – Last day for students to file for an A.A. degree and/or certificate  

Students are currently able to submit their application online or in person for the Summer & Fall 2007 semesters. Ms. Chomiak also shared that the Counseling department is currently working on implementing E SARS (Electronic Scheduling and Reporting System) which will enable students to schedule and cancel appointments with counselors via the Internet. Ms. Chomiak added that the committee is continuing to work on branding the steps to matriculation throughout the campus.

Dr. Vela  

Dr. Vela thanked Ms. Chomiak for her report and for the committee’s continuous effort to aid students in the matriculation process.

VI.  

ITEMS FROM FACULTY SENATE STANDING COMMITTEES  

Lynn Serwin  

Program Review  
Ms. Serwin distributed the attached minutes from Program Review meeting that was held on January 31st. Ms. Serwin stated that she met with Dr. Randy Peebles and Mary Ellen Brady from Business Education to discuss the Real Estate program, which had submitted an insufficient self-study report for the program to be included in this year’s rotation. It was decided that a revised report with be re-submitted and the program will be put into the 2007-2008 review rotation.

Ms. Serwin also announced that all of the departments have completed their self-study report with the exception of Electronics. Numerous attempts have been made to acquire a written record from the department regarding the future of the program. The committee will continue to make efforts to receive documentation from this department with the help of the dean.

The committee has revised its statement of purpose which has been posted to their website. Nathan Durdella, Director of Research and Planning, attended the January 31st meeting and
distributed forms to request services from his department to assist in the committee’s work.

The revised draft committee description that was completed by the College Coordinating Committee will be reviewed during the next Program Review Committee meeting.

Dr. Vela thanked Ms. Serwin and the other committee members for their continued hard work.

VII. STATUS OF SHARED GOVERNANCE

Shared Governance Documents Review
The committee members continued their review of the description for the College Committee on Web Standards. Ms. Habbestad stated that the document was revised by the Public Affairs office after receiving input from the Coordinating Committee members during the February 5th meeting. After much discussion, modifications were made to the description.

Mr. Fabish announced that the CCFF would like to have representation on the Shared Governance committees separately from the existing faculty representatives who are appointed by Faculty Senate. Dr. Vela respectfully stated that this issue should be discussed during negotiations between the CCFF and college and that the College Coordinating Committee is not the negotiating body. Mr. Fabish respectfully disagreed and stated that during negotiations he was informed that this committee would be the appropriate body to discuss this matter. Dr. Vela replied that this concern must be resolved during the negotiation process and that once changes are made, all Shared Governance documents will be updated immediately to reflect those changes.

The committee members then proceeded to discuss the description for the College Committee on Enrollment Management. There was a question regarding the membership of this committee and the need to expand faculty, classified and student representation. A few revisions were made to the document and the committee’s membership will be further discussed during next week’s meeting.

The next committee description discussed was the Senate Committee on Sabbatical Leave. After much discussion several revisions were made to the document.

Ms. Higdon led the committee in the review of the description for the College Committee on Information Technology Standards. After much discussion several revisions were made to the document and it was determined that membership of the committee needed to be expanded. This document will be further discussed during next week’s meeting.

VIII. PRESIDENT’S REPORT – NONE (due to the constraints on time)

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS – NONE (due to the constraints on time)

X. ADJOURNMENT
Meeting adjourned at 4:10PM.