CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
May 21, 2007

PRESENT: Dr. Noelia Vela
Bill Farmer
Dr. Stephen Johnson
Dr. Bryan Reece
Jenine Nolan
ML. Bettino
Criss Lopez de Gaines
David Fabish
Dean Mellas
Lynn Laughon
Yvette Juarez
Kristen Habbestad
Julie Mun

ABSENT: Jo Ann Higdon
Ed White
Alex Armendariz
Steve Richardson

GUEST(s): Lynn Serwin

I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:09PM.

II. INTRODUCTION OF NEW EMPLOYEES – NONE

III. APPROVAL OF MINUTES – May 14, 2007
Mr. Farmer made a motion to approve the May 14th minutes; Ms. Juarez seconded the motion. The minutes were approved as presented.

IV. REVIEW BOARD AGENDA – NONE

V. ITEMS FROM INSTITUTIONAL COMMITTEES – NONE

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Lynn Serwin

Program Review
Ms. Serwin distributed the attached Program Review Summary Report for 2006-2007. She reported that the self-study reports for the Theatre Arts, Sociology, Anthropology, English as a Second Language (ESL), Library Instruction and Resources, Woodworking Manufacturing, Physical Therapist Assistant, and Pharmacy Technician departments were completed and approved. The Electronics department did not submit a self-study report and after numerous failed attempts to meet with the department, the matter has been turned over to the Faculty Senate and administration.

The most common issues and/or concerns cited in the self-study reports include the need for additional instructional equipment and materials, updated facilities, and additional
Ms. Serwin stated that the committee members have changed the self-study format for the upcoming academic year to incorporate the same four standards as Accreditation, and that new sample documents and templates will be made available on the Program Review website by the end of the summer session. She is working with Mark Fronke to develop a model self-study format.

Ms. Serwin added that almost all of the departments that are scheduled to submit self-study reports for Fall have already contacted the Research and Planning office requesting data support. She anticipates that the upcoming self-study reports will be better than ever.

Bill Farmer inquired about the Theatre Arts department’s request for additional classified support and how that request may be evaluated.

Ms. Serwin replied that the committee reports the request but that an official process to verify any classified employment needs has not be developed.

Dr. Vela suggested that there is a need for the development of a documented process for new staff requests. Human Resources along with Business Services should be developing a recommended process.

Criss Lopez de Gaines inquired whether the committee will be making the self-study reports available online.

Ms. Serwin replied that the committee will work on making the reports available through the Intranet.

Mr. Farmer complimented Ms. Serwin and the other committee members for their diligence, attention, professionalism, and focus on their duties as members of this committee.

Ms. Lopez de Gaines requested that the names of all of the committee members be listed in order to recognize these individuals for all of the work they have done this year.

<table>
<thead>
<tr>
<th>Name</th>
<th>Division</th>
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<tbody>
<tr>
<td>Mark Fronke</td>
<td>Business Education</td>
</tr>
<tr>
<td>Jeff Rigby</td>
<td>Humanities/Social Sciences</td>
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<tr>
<td>David Young</td>
<td>Counseling</td>
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<td>Lorraine Gersitz</td>
<td>Library</td>
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Dr. Vela thanked Ms. Serwin and all of the committee members for their hard work and dedication to this process.

VII. **STATUS OF SHARED GOVERNANCE**

**Board Policy & Procedures Review**

Mr. Farmer led the committee in the review of Chapter 4 – Academic Affairs. After much discussion the committee members completed the review of BP 4005 – Duties and Responsibilities of Faculty Members, BP 4102 – Career and Technical Programs, AP 4020 – Instructional Programs and Curriculum, AP 4070 – Auditing and Auditing Fees, AP 4026 – Philosophy and Criteria for International Education, AP 4060 – Delineation of Functions Agreements, and AP 4101 – Independent Study (Directed Studies).

After initial discussion it was determined that AP 4005 – Duties and Responsibilities of Faculty Members requires clarification regarding the duties of full-time faculty members and the duties of part-time faculty members. Mr. Farmer will revise this administrative procedure and the committee will continue its discussion during the June 4th meeting.

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

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

X. **ADJOURNMENT**

Meeting adjourned at 4:13PM.