CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
November 26, 2007

PRESENT: Dr. Noelia Vela
          Jo Ann Higdon
          Dr. Stephen Johnson
          M.L. Bettino
          Dean Mellas
          Alva Acosta
          Yvette Juarez
          Santiago Aponte
          Julie Mun

ABSENT: Bill Farmer
        Dr. Bryan Reece
        Dr. Ted Stolze
        Lynn Laughon
        Schellary Thomas
        Mark Wallace
        Steve Richardson

GUEST(s): Dan O’Rourke
          Lee Krichmar
          Angela Hoppe-Nagao

I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:05PM.

II. INTRODUCTION OF NEW EMPLOYEES

<table>
<thead>
<tr>
<th>Name</th>
<th>Title of Position</th>
<th>Beginning Date</th>
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<tbody>
<tr>
<td>Nancy Montgomery</td>
<td>Coordinator of Student Health Services</td>
<td>10/22/07</td>
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<tr>
<td>Gina Rossman</td>
<td>Typist Clerk (Child Development Center)</td>
<td>11/13/07</td>
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<tr>
<td>Nancy Mirabella</td>
<td>Typist Clerk (Foster &amp; Kinship Care Education)</td>
<td>11/26/07</td>
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III. APPROVAL OF MINUTES – November 5, 2007
Mr. Mellas made a motion to approve the November 5th minutes; Mr. Bettino seconded the motion and the minutes were approved as presented.

IV. BOARD AGENDA – December 3, 2007 (Special Meeting)
Dr. Vela stated that a special Board meeting will be held on December 3rd at 5:00PM. The two discussion items are the Certification of the Accreditation Self-Study and concerns from the HPEA faculty. The next regular Board meeting will be on December 12th at 4:30PM and it is the Board’s organizational meeting which includes the swearing in of the re-elected Board members and newly elected Board member. A reception for the re-elected, newly elected, and retired Board members will be held in the Student Center following the meeting.

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Information Technology Standards
Ms. Krichmar distributed the attached printouts of the committee’s webpage which includes the committee’s purposes and membership list, links to current standards for equipment and software, agendas, and approved minutes from the last meeting held on September 21. She stated that during the
recent review of shared governance documents, the committee was assigned the purpose of assisting in the development of a Technology Master Plan. The committee plans to focus on this purpose now that they have completed the desktop standards update. The new desktop standard is the Hewlett Packard DC7800 with a larger memory capacity and faster processor than the past desktop standard, with no increase in price.

Mr. Mellas inquired what the wireless access policy is for the campus and shared that some colleges mandate student laptops and that it is a very interesting and valuable use of technology.

Ms. Krichmar replied that the Information Technology department does not allow use of wireless devices on campus that do not meet their standards as using such devices will lead to an uncontrolled environment that may damage the network.

Mr. Aponte questioned whether the current network is password protected for internet use.

Ms. Krichmar confirmed that the network is password protected and also stated that there is a second network through ATT Wireless which students, faculty, and staff may access in various campus areas for a fee.

Dr. Vela thanked Ms. Krichmar for the committee’s work in standardizing the IT standards and keeping the campus current with technology. She also asked what the key components in the Technology Master Plan are likely to be.

Ms. Krichmar responded that the committee will look at the unit plans in the IT area (with the exception of Publications) and she has also received 4 plans from other colleges for reference. They will also include information about network security and anti-virus protection, accreditation standards, e-classrooms, SIRSI and the LRC, TalonNet, etc. The committee has agreed to meet monthly until the Technology Master Plan is underway.

**Student Life**

Dr. Johnson spoke on behalf of the College Committee on Student Life as Ms. Holly Bogdanovich was unable to attend the meeting. At the request of the College Coordinating Committee members, this committee developed a list of criteria and guidelines for the selection of a commencement speaker, as well as a list of proposed potential speakers. A college-wide email request for suggestions was also sent in order to obtain
additional input from all campus constituencies. The suggested criteria and guidelines include:
- has a known connection to Cerritos College or community colleges in general
- successfully speaks to and connects with college students
- addresses topic/subject that are valuable to graduates
- has a history of giving back to the college and/or contributing to the overall good of our community
- is familiar to graduates/noteworthy
- is articulate
- speaks well in public
- is someone different from year to year
- is likely to be available

Dr. Johnson noted that it is not required that the speaker meets all of the criteria/guidelines, rather they will be used to narrow down the list of potential speakers and to make a final selection.

Dr. Vela indicated that during a past College Coordinating Committee meeting, the members had requested that the criteria/guidelines for the selection process of the commencement speaker be formally documented and asked the College Coordinating Committee to share their feedback regarding the proposed criteria.

There was considerable discussion about the criteria. In summary, the committee suggested that graduates would benefit from a speaker who inspires and motivates them to continue their education beyond Cerritos College by providing them with a vision for a successful future. It was also pointed out that there was redundancy in the way some of the criteria statements were made.

Mr. Aponte inquired whether the speaker is given a time limit for their speech and Dr. Johnson replied that the speaker is asked to keep the speech between 7-10 minutes. Mr. Aponte also added that from a student’s perspective, he would prefer a speaker who is somehow connected to the college that the graduates can relate to rather than a faculty member or retiree in order to provide the graduates with a different perspective and share their experiences outside the college.

Dr. Vela thanked the members of the College Committee on Student Life for their recommendations and asked Dr. Johnson to take the feedback from this committee back to them to finalize the criteria/guidelines. Once this is finalized she requested that this document be returned to this committee for
a final review.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Technology-Based Learning
Ms. Hoppe-Nagao distributed draft minutes from the last committee meeting held on November 20. She shared that the committee is continuing to work on revising the Standards for Distance Education document by taking the existing policies and integrating them into one complete document. She also noted that she has received valuable input from College Coordinating Committee members Mr. Bettino, Ms. Juarez, and Mr. Mellas. These standards will be presented to the Faculty Senate during their meeting on November 27. Ms. Hoppe-Nagao stated that once the document is finalized, they hope to have it added to the Faculty Handbook, posted on the college’s website, and printed in the course catalog and class schedule. The committee has met five times this semester and their goals for the upcoming semester is to research new technology opportunities for online instruction and also promote more use of technology by faculty. She noted that the committee members are very excited and dedicated to accomplishing these goals and are working diligently to keep up with the many technological changes in education. Ms. Hoppe Nagao also shared that Ms. Cynthia Alexander developed a list of 25 recommended student competencies for online classes to help students determine whether they have the necessary skills to be successful in such courses.

Dr. Vela inquired whether the plan includes a standard for faculty response time to students enrolled in online classes as it seems that students have very high expectations which, at times, may be unrealistic in this particular area.

Ms. Hoppe-Nagao responded that faculty must provide ample opportunities for student inquiries and respond to students in a timely manner and that the standard, although not included in writing, seems to be within 24 hours. (At the December 3rd College Coordinating Committee meeting when the approval of these minutes was discussed, there was considerable discussion regarding this paragraph. It was recognized that while this statement was in fact made, it does not reflect the larger issue of the “standard of faculty response time to students”. The committee was reminded that an official standard for faculty response time has yet to be discussed at future Senate Committee on Technology-Based Learning Committee meetings.)
Mr. Bettino stated that he believes this committee is one of the hardest working committees on campus and expressed his appreciation for the tremendous amount of work they have completed. He also added that Staff Development is working with the committee to provide faculty training in advancements in educational technology.

Dr. Vela thanked Ms. Hoppe-Nagao for the valuable information and asked to please extend her appreciation to the other committee members for their dedication.

VII. STATUS OF SHARED GOVERNANCE
Dr. Vela stated that the agenda items for the December 3rd College Coordinating Committee meeting will consist of setting the Board Agenda for the December 12 Board meeting and shared governance committee reports. Dr. Jane Wright will be present at the December 10th committee meeting and additional policies and administrative procedures from Chapter 7 – Human Resources will be discussed and reviewed.

VIII. PRESIDENT'S REPORT – NONE

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS – NONE

X. ADJOURNMENT
Meeting adjourned at 2:22PM.