CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
February 4, 2008

PRESENT: Dr. Noelia Vela
Bill Farmer
Jo Ann Higdon
Dr. Stephen Johnson
M.L. Bettino
Dr. Bryan Reece
Dr. Ted Stolze
Dean Mellas
Lynn Laughon
Schellary Thomas
Julie Mun

ABSENT: Philip Hu
Richard Crother
Mark Wallace
Steve Richardson

GUEST(s): Fran De France
Dr. Carolyn Chambers
Dr. Marijean Piorkowski
Cynthia Convey

I. MEETING CALLED TO ORDER
Dr. Vela called the meeting to order at 1:06PM.

II. INTRODUCTION OF NEW EMPLOYEE

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<tr>
<th>Name</th>
<th>Title of Position</th>
<th>Beginning Date</th>
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<tr>
<td>Dr. Carolyn Chambers</td>
<td>Instructional Dean (SEM)</td>
<td>1/2/08</td>
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III. APPROVAL OF MINUTES – January 28, 2008
Dr. Johnson made a motion to approve the January 28th minutes; Mr. Farmer seconded the motion. Mr. Mellas noted that under the Status of Shared Governance, he had stated that the draft Information Technology Master Plan was to be presented to the Faculty Senate on February 5th, but that Dr. Reece had indicated that this presentation had been postponed as of that date. The minutes were approved as corrected.

IV. SET BOARD AGENDA – NONE

V. ITEMS FROM INSTITUTIONAL COMMITTEES – NONE

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Curriculum
Dr. Piorkowski distributed the attached handout which outlines the actions, in progress work, and plans of the Senate Committee on Curriculum. She stated that the deadline for any college catalog changes is February 14th and that this committee will be meeting on this date. She shared that the “Distance Education Questions” had been changed during the past year and that they will continue to be refined as needed. Dr. Piorkowski thanked Mr. Farmer, Ms. Stephanie
Murguia and Ms. Pam Chambers for their roles in the re-naming and clarification of numerous departments. For example, Business Real Estate (BUSR) has been renamed Real Estate (REAL) and Business Accounting (BUSA) has been renamed Accounting (ACCT). The committee has approved new certificates in Insurance, Alternate Fuel Vehicles, Auto Mechanical Repair Management, Welding Fabrication and Layout, and New Product Development. The college has also received certification to approve local stand-alone courses, which will allow more latitude to develop new and innovative classes in a timely manner.

The committee is currently working on developing new Curriculum forms to be more compatible with PeopleSoft and will also be posting new forms received from the Chancellor’s Office onto the committee website. They have also been working on reviewing Verification of Completions that are over 18 units due to the revision and/or deletion of pre-requisite and co-requisite requirements. Verifications of Completions that require less than 18 units do not need Chancellor’s Office approval.

Dr. Piorkowski also shared that Global Studies and Environmental Studies degrees are being developed and that AED/ESL courses are being proposed for advanced funding. Future plans for the committee include revising the Liberal Arts and Science degrees to include an area of emphasis and also to have as many committee members attend the State Academic Senate Curriculum Workshop as possible.

Mr. Mellas inquired what “long standing conflict” is to be discussed during the committee’s next meeting on February 14. Dr. Piorkowski replied that both the CIS and BCOT departments would like to teach classes for Microsoft Access. Currently the CIS department has approval to teach this course by an agreement but the BCOT department would also like to offer an Access class.

Dr. Johnson questioned what the student benefits will be by including an area of emphasis to the Liberal Arts and Science degrees. Dr. Piorkowski replied that both degrees are designed to be broad but that once the college receives information regarding CSU requirements it may be more beneficial for students to focus on an area within those degrees. She added that the committee will request input from the campus before putting forth the best plan to make any revisions.

Dr. Vela thanked Dr. Piorkowski for sharing this information and expressed her appreciation for the committee’s continuous and thorough work.
Faculty Equivalency/Local Standards
Dr. Reece spoke on behalf of Mr. Carlos Arce, chairperson of this committee, as Mr. Arce was not able to attend the Coordinating Committee meeting due to a schedule conflict. He shared that this committee is looking at the Emergency Hiring Standards and putting together a document that explains how to modify the process in order to be in compliance with state standards. They hope to phase in changes over the next 12-18 months in order to minimize any disruptions. This committee will meet on February 21 to discuss a memo that was sent to all departments and deans by Ms. Elizabeth Page, Mr. Farmer, Dr. Reece, and Mr. Arce for any feedback.

As a member of the Senate Committee on Faculty Equivalency/Local Standards, Ms. De France noted that these changes will not do away with emergency hires as there will be situations when individuals need additional time to submit required documents and/or there are time constraints. The committee is working to eliminate the re-hiring of individuals who do not meet minimum qualifications unless they are able to complete the equivalency process. They will also work on developing procedures to grant equivalency through an individual’s eminence.

The next major task that this committee will work on is reviewing the part-time faculty hiring process. This work will be done along with the assistance of Human Resources, EEOAC, Faculty Senate and the College Coordinating Committee.

Dr. Vela thanked Dr. Reece for sharing this information and extended her appreciation to committee members for all of their important work. She also asked that a written report/meeting minutes be submitted of this committee’s work for the record. Dr. Reece indicated that he would send them to Ms. Mun to be included with the distribution of the minutes of this meeting. *(This document is not yet available)*

VII. STATUS OF SHARED GOVERNANCE
EEOAC Composition Recommendation
On January 28th Ms. Cynthia Convey had requested that the EEOAC membership be expanded to include additional representatives in order to acknowledge the participation of regular attendees of the committee meetings. There was much discussion among the committee members regarding concerns in modifying the membership of this committee as the entire Shared Governance document was recently meticulously reviewed by the College Coordinating Committee. It was also noted that all Shared Governance committee meetings are open to the public and that anybody who wishes to attend may do so. Other committees also have regular attendees or guests and that regular attendance was not a criterion that the College Coordinating Committee used to determine committee membership. As guests, individuals do not have a vote in any actions of the committee. Also, there are other
committees that have received requests from individuals who would like to be part of the membership who were turned down due to the membership composition guidelines set forth in the Shared Governance document.

Dr. Stolze expressed his concern that the Cerritos College Faculty Federation (CCFF) does not have representation on Shared Governance committees and that the CCFF should be granted representation on Shared Governance committees independently from Faculty Senate. This is an issue that CCFF will discuss with the District during collective bargaining sessions.

Ms. Higdon made a motion to approve the expansion of the membership composition of the EEOAC. Mr. Farmer seconded the motion. The motion was defeated.

VIII. PRESIDENT’S REPORT
Dr. Vela thanked Mr. Farmer, Dr. Linda Rose and Mr. Bob Livingston for their work in organizing the Pre-Accreditation Forum that was held on January 31st. More information regarding the upcoming Accreditation visit is to come. She reminded the committee that it is standard to receive recommendations from the Accreditation Team and that this is an important part of the collegial process to assess ourselves against the established standards. She also noted that the 2005-2008 Strategic Plan was adopted by the Board on August 3, 2005 and that a draft status report is currently being reviewed and distributed to the campus for feedback. The finalized report and input received from the Accreditation Team, campus constituencies, and Board of Trustees will guide the development of the 2008-2011 Strategic Plan.

Dr. Vela also announced that the first “President’s Office Hour” will be held on Thursday, February 7, from 10-11AM in LC 62 (Faculty Resource Center). Future “office hours” will vary in time and location and she encouraged all that are interested to attend.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Ms. Laughon congratulated Mr. Bettino on his new role as Dean of Academic Affairs. She also acknowledged Mr. John McGinnis for assuming Mr. Bettino’s former duties as Administrative Dean of Innovation and Academic Support. She also stated that the Shared Governance document indicates that Mr. McGinnis, by position, will be the new chairperson of both the College Committee on Staff Development and the Outstanding Classified Employee Selection Subcommittee. Mr. Farmer and Mr. Bettino indicated that they will inform Mr. McGinnis of these responsibilities.

Mr. Bettino announced that he has resigned from his position as ACCME President and that he will no longer serve as the ACCME representative for the College Coordinating Committee due to too many conflicts of interest. Ms. Fran De France will serve as the interim ACCME President and College Coordinating Committee representative until a formal vote is held. Mr. Bettino stated that he has greatly enjoyed being part of this committee and thanked the other committee members for their dedication and hard work.

X. ADJOURNMENT
Meeting adjourned at 2:21PM.