CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
February 11, 2008

PRESENT: Jo Ann Higdon
Dr. Stephen Johnson
Francine DeFrance
Dr. Bryan Reece
Dean Mellas
Lynn Laughon
Schellary Thomas
Julie Mun

ABSENT: Dr. Noelia Vela
Bill Farmer
Dr. Ted Stolze
Philip Hu
Richard Crother
Mark Wallace
Steve Richardson

GUEST(s): Dr. Jan Connal
Francie Quaas-Berryman
Lynn Serwin

I. MEETING CALLED TO ORDER
Ms. Higdon called the meeting to order at 1:11PM.

II. INTRODUCTION OF NEW EMPLOYEES – NONE

III. APPROVAL OF MINUTES – February 4, 2008
Dr. Reece made a motion to approve the February 4th minutes; Mr. Mellas seconded the motion. The minutes were approved as presented.

IV. SET BOARD AGENDA – February 20, 2008
Ms. Higdon briefly reviewed the February 20 Board Agenda and invited the committee members to raise any questions and/or comments. Ms. Higdon also noted that closed session will begin at 5:00PM and that the meeting is anticipated to begin at 6:00PM. The committee had no questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Campus Transformation
Ms. Higdon spoke on behalf of Dr. Vela, who was unable to report on the activities of this committee due to an illness in the family. Ms. Higdon distributed the attached “Cerritos College Facilities Master Plan History” which had been presented to the Campus Transformation Committee during their most recent meeting on February 7th by tBP architect Deborah Shepley. Ms. Higdon noted the grey boxes on the master plans highlight any changes made from the previous year. Major changes are visible beginning with the 2006 Facilities Master Plan with the support of the replacement of the Burnight Center, re-analysis of parking areas and updates to the Fine Arts & Communications structure. Ms. Shepley went over these changes in detail with the Campus Transformation Committee members in order to help people understand the logic behind the modifications. Ms. Higdon reminded the committee that these master
plans are conceptual designs and details are yet to be determined.

Ms. Higdon also shared that the HPEA department has raised issues regarding moving a soccer field and losing a “practice” field; these items are still being discussed and more information will follow as it becomes available. The committee is also discussing other areas for replacement parking to maintain the EIR parking ratio requirements and a possible new location for the new Child Development Center should the soccer field remain at its current location. Students had suggested that the strawberry field area could be used and Ms. Higdon voiced her concern with this proposal as the property is very valuable for ground leasing opportunities and that student satisfaction surveys have indicated that students have issues concerning campus lighting and safety. There are potential security concerns as this area will be heavy with construction and it is far from most classroom buildings.

Ms. DeFrance questioned why the college has diligently avoided constructing a parking structure on campus. Ms. Higdon responded that this would cost in the range of $17 to $18 million and that some districts have built parking structures with lease revenue bonds receiving special permission from legislature to increase parking fees in the range of $2 to $4 per day and up to $128 per year. The committee would rather make use of available funds in instructional buildings than a parking structure. In the current master plan about 975-985 parking spaces will be added compared to approximately 735-755 parking spaces with a structure.

Ms. Higdon excused herself from the meeting to join negotiations and Dr. Johnson chaired the rest of the meeting.

**Developmental Education**

Ms. Francie Quaas-Berryman distributed the attached summary of the Developmental Education Committee’s recent activities and also the minutes from their January 15th meeting. This committee hosted a campus-wide forum on January 11 in order to assess effective practices in developmental education and it was a tremendous event with much participation and positive feedback. The committee will use the data received from this assessment to develop an action plan and a report during their next two meetings. This plan and report will be presented to the campus during the General Faculty and Staff meeting on March 27 for review and feedback, forwarded to the Coordinating Committee, and the finalized plan and report will be filed with the Chancellor’s Office by May 1.

Ms. Quaas-Berryman also stated that mini-grant proposals were submitted last year based on Basic Skills funds received from the state and there are currently 8 approved mini-grants which include the Cerritos College Research Paper Pathway, English Department Part-
time Faculty Mentoring Program, Universal Instructional Workshop, Learning and Study Strategies Inventory, College Writing Mentorship Program, Metacognitive Skills and Cognitive Development to Improve Basic Skills Performance Project, Reading, Phonetic Analysis and Vocabulary Development Project, and the Learning Communities Program. The remainder of the state funds received last year has been set aside as seed money for potential projects that may be launched after the action plan is developed.

Dr. Johnson stated that these mini-grants are very impressive and designed to approach student development holistically to improve student success. He added that the work of this committee is very important as roughly 50-80% of students at colleges throughout the state are affected by developments in this area.

Dr. Jan Connal also noted that this committee is very energized and committed to the development of a plan with measurable outcomes.

Dr. Reece thanked this committee and expressed his appreciation for their diligent work in improving student success and stated that they are doing a great job.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Instructional Program Review
Ms. Lynn Serwin distributed the attached summary of the Instructional Program Review Committee’s recent activities and the minutes from their January 30th meeting. They have been holding validation team meetings but still need to meet with Art & Design, Real Estate, and Medical Assisting although they have yet to receive a self study from Medical Assisting. Once these meetings are completed, and all of the validation team reports are written, the committee will submit a compilation of these reports to present to the Faculty Senate and Coordinating Committee in May. They are also working on revising the self study format in order to tie it more closely with unit planning, but it will still be based on accreditation standards.

Ms. Serwin noted that Mr. Mark Fronke will take over her responsibilities as chairperson next year as she will be on sabbatical. She and Mr. Fronke are currently collecting information from other community colleges to compare their self study processes with our own in order to develop a self study format that is best conducive to our needs.

Dr. Reece pointed out that if Planning and Budget had been more instrumental in the development of unit plans, the unit plan would already be in line with program review and not require further revision.
In addition, the committee is working with Faculty Senate and Administration to create a non-compliance policy for Program Review. The committee strongly believes that each department that does not complete program review will still be required to develop a unit plan to prioritize their needs, but that they should not be prioritized in the resource allocation process; it is the program review process that requires departments to provide evidence-based data to support any requests for resources.

Mr. Mellas voiced his concern that this proposed policy may hurt programs due to irresponsible individuals within the department. Ms. Serwin stated that they will consider this during their conversations and will look at other colleges for precedents in order to gather information and create an appropriate policy.

Ms. Serwin completed her report by stating that she plans to meet with Mr. Farmer with a proposed budget; currently the committee has no clerical support and no available funds to commend the departments participating in program review and also the committee members for their tremendous amount of work and commitment. This is important to indicate that the institution values their participation and work.

Ms. DeFrance expressed her support for the committee to receive clerical support as archival information is very important for the 6 year accreditation cycle and noted that there is an inequity in Ms. Serwin’s released time and her time spent completing this work. She praised Ms. Serwin for her dedication to this committee.

VII. STATUS OF SHARED GOVERNANCE
Dr. Johnson stated a Shared Governance webpage is currently in development which will enable individuals to access each committee webpage from one central location. Each committee webpage will be maintained by the appropriate committee to include current agendas and minutes.

Mr. Mellas stated that it is very important for each Shared Governance committee to post their most recent meeting agendas and minutes onto their committee website so that the information and history is easily accessible, which will increase communication within the campus. He also recommended that the committee membership, membership terms, and meeting dates and locations be posted to each website.

VIII. PRESIDENT’S REPORT – None (Dr. Vela was not in attendance due to an illness in the family)

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS – None

X. ADJOURNMENT
Meeting adjourned at 2:37PM.