CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
April 7, 2008

PRESENT: Bill Farmer
Jo Ann Higdon
Dr. Stephen Johnson
Dr. Bryan Reece
Dr. Ted Stolze
Dean Mellas
Philip Hu
Lynn Laughon
Schellary Thomas
Mark Wallace
Julie Mun

ABSENT: Dr. Noelia Vela
Francine DeFrance
Richard Crother
Steve Richardson

GUEST(s): Dan O’Rourke
Alen Andriassian
(Glendale Community College)

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

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – March 24, 2008 & March 31, 2008
Mr. Mellas made a motion to approve the March 24th minutes; Dr. Reece seconded the motion. The minutes were approved as presented; Mr. Hu and Ms. Laughon abstained. Mr. Mellas made a motion to approve the March 31st minutes; Dr. Reece seconded the motion. The minutes were approved as presented; Dr. Stolze, Mr. Hu and Ms. Laughon abstained.

IV. SET BOARD AGENDA – April 16, 2008
Mr. Farmer briefly reviewed the April 16 Board Agenda and invited the committee members to raise any questions and/or comments. Dr. Stolze requested further information regarding a new service contract with Apple, Inc. and whether this contract had anything to do with a report previously given by Mr. John McGinnis regarding podcasting. Mr. Farmer confirmed that this is an agreement with Apple, Inc. to host on their servers podcasts of faculty lectures and college promotional pieces through Apple’s iTunes U. Apple, Inc. will also provide the software to podcast the files and there is no cost to the district. Mr. Hu requested further information regarding the new consultant contracts listed on the agenda. Mr. Farmer replied that three of the consultants will facilitate a Humanities/Social Sciences division professional development activity retreat to examine best teaching and learning practices and their connection to the physical environment. Another agreement is for a consultant to conduct an interactive consulting session on Teaching and Learning Communities of Practice as part of the Carnegie Project.

Mr. Farmer also noted that the college has received notices of resignations from Mr. John McGinnis and Ms. Kathleen Cross. The committee had no further questions.
V. ITEMS FROM INSTITUTIONAL COMMITTEES

Enrollment Management
Dr. Johnson distributed the attached agenda from the April 3 and February 21 meetings of the College Committee on Enrollment Management, and the approved minutes from the November 15, 2007 meeting. He stated that the committee is focusing on the tasks identified throughout the Enrollment Management Plan. At the November 15th meeting, the committee discussed promoting the Academic Support Center to students on the south side of the campus, support services for Distance Education, identifying best practices from students and institutions for Distance Education, highlighting programs on the college’s website, and initiating geographically targeted online promotion of the college. There was also discussion regarding “Troops to College,” a Chancellor’s Office initiated campaign for veterans to receive priority enrollment. Mr. Wallace and DSPS are working on developing ways to assist veterans to ensure that they receive the services that they need. The committee is also working on identifying needed assessment opportunities for prospective student and ensuring the accuracy of prerequisite listings in various campus publications. He also stated that Academic Affairs has been working with Public Affairs and Student Services to make the class schedule more user-friendly as well as develop a Student Handbook.

Mr. Wallace and Mr. Bettino distributed the attached “Mock-Up Class Schedule.” Mr. Bettino stated that he is working on re-formatting the schedule of classes to simplify and clarify the information for students. It is proposed that the class schedule be reduced in size by eliminating all but the essential course, schedule, and mandated information. Other information that is only applicable to enrolled students will be available in a separate Student Handbook. Dividing this information into two publications will reduce the size of the class schedule, which will decrease costs in production and mailing, and also utilize it as the college’s primary mailer and major marketing tool. Mr. Wallace added that many colleges are utilizing their class schedules as marketing tools and that he is studying examples from other colleges. In terms of budgeting, the goal is to keep the costs for the proposed revised class schedule and Student Handbook the same or less than the current cost of the class schedule. There is still much discussion, work, and feedback to receive from the campus as this project moves along.

Mr. Farmer thanked Dr. Johnson, Mr. Bettino and Mr. Wallace for their reports and indicated that this is a monumental project that will require much time and work. He also suggested that they work with a student focus group in order to gather feedback from our students.
VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Academic Affairs
Ms. Balmages announced that the Academic Excellence Awards were held on March 25th and that there were 55 award winners as well as 13 scholarship recipients. She noted that there were a few background issues since this event was held the day after students and faculty returned from Spring Break but that overall, the ceremony ran smoothly and had good attendance. She acknowledged the Foundation for their assistance in printing the programs and stated that they have offered to continue doing so for future years.

Ms. Balmages stated that the committee is still concerned with the difficulties department chairs are having in obtaining access to student transcripts in order to verify their eligibility for these awards. She added that the committee will need to ensure that faculty view the grid listing of the nominated students and award winners in a timely manner as some faculty called on the day of the ceremony inquiring whether their nominated student was selected as an award recipient. Dr. Johnson replied that with the recent PeopleSoft update, FERPA tutorials and quizzes will soon be available for those faculty members who request access to student records.

She also shared that the entire ceremony was filmed by Ms. Bernice Watson and that this video will be forwarded to local cable. This video will also be made available for those who were not able to attend the event. The committee will be meeting next week in order to discuss changes, possible improvements and also to begin work in developing their committee webpage. Ms. Balmages noted that the student interviews of the award recipients could be put on DVD which could be used by faculty as examples of student success to share with their classes. Dr. Reece agreed and stated that this could also be integrated with the Developmental Education Committee’s “Habits of Mind Campaign.”

Mr. Mellas commented that the Academic Excellence Awards ceremony is one of his favorite campus events and added that he plans to show the DVD of student interviews to his classes. He also stated that there are many other possible applications of these interviews including posting clips on the college’s website.

Dr. Reece stated that this is the second year that the Senate Committee on Academic Affairs has organized this event and that they have done a great job with the transition. He thanked the committee for their work and expressed his appreciation for their organization. Mr. Farmer also thanked the committee for their tremendous amount of work in recognizing and promoting student success.
Instructional Program Review

Ms. Serwin distributed the attached approved minutes from the March 27 meeting of the Senate Committee on Instructional Program Review as well as an update of the committee’s recent activities. She stated that during their March 27 meeting the committee discussed the Child Development department’s utilization of a unique approach in preparing their program review self-study. They used the Reggio Emilia approach to document their program’s success, which stresses the diverse needs and experience of children using photographs, journals and experiential learning. However, their report did not include the VTEA core indicators that are part of the programs’ unit plan. The committee agreed to accept the Child Development department’s report with the condition that this information will be added. The committee also discussed the Art and Design department’s self-study report which includes 9 diverse areas within that department. Their report did not present much data including data related to success, completion rates, retention, and SLOs. Mr. David Young assisted the department to find and interpret this data in order to complete their self-study. This department will incorporate the required data and return to the Instructional Program Review Committee to submit their revised report.

Ms. Serwin stated that the committee is continuing to hold validation team meetings and will meet with the Accounting, Machine Tool Technology and Technical Math departments on April 15. The committee is meeting with 13 departments this semester and after all meetings are completed, Ms. Serwin will compile a report that incorporates overall similarities and key findings from these departments and present this report to the Faculty Senate and Coordinating Committee in May. The committee is also holding discussions to revise the program review process in order to integrate it more with unit planning. Meetings with administration are currently being scheduled to discuss these processes and this task will be a main priority for the committee in the fall. An end-of-year celebration luncheon with the Curriculum Committee and validation team members is planned to acknowledge both committees for their hard work and dedication. Ms. Serwin is also updating all historical information related to the committee’s functions in order ensure a smooth transition as Mr. Mark Fronke will take over as chairperson of this committee when Ms. Serwin goes on sabbatical. The committee webpage is also continuously updated with the most recent information.

Mr. Mellas inquired whether the committee is also discussing what to do in the case that a department does not complete their self-study. Previously, it was suggested that departments that do not complete a self-study should not be allowed to participate in the capital outlay process. Mr. Mellas expressed his concerns that the irresponsibility of a few individuals within a department could negatively impact the
entire department as well as students. Ms. Serwin responded that this is one of the items that will be discussed with administration; the committee is also looking at ways to reward departments that do complete the program review process in order to avoid such a situation.

Dr. Stolze commended Ms. Serwin and the committee for their important work and stated that this was the first year that he participated on a validation team which was very helpful and gave him a much better understanding about the program review process. He especially thanked Ms. Serwin for her leadership.

Mr. Farmer expressed that he cannot thank Ms. Serwin and the committee enough for all of their hard work. He looks forward to attending the end-of-year celebration luncheon.

VII. STATUS OF SHARED GOVERNANCE

VIII. PRESIDENT’S REPORT – None (Dr. Vela was attending the annual AACC Convention in Philadelphia)

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS – None (Due to time constraints)

X. ADJOURNMENT
Meeting adjourned at 2:36PM.