CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
April 21, 2008

PRESENT: Bill Farmer
Jo Ann Higdon
Dr. Stephen Johnson
Dr. Bryan Reece
Francine DeFrance
Dean Mellas
Philip Hu
Lynn Laughon
Schellary Thomas
Richard Crother
Julie Mun

ABSENT: Dr. Noelia Vela
Dr. Ted Stolze
Steve Richardson
Mark Wallace

GUEST(s): Dr. Jane Wright
Dan O'Rourke
Francie Quaas-Berryman
Renée DeLong Chomiak
Sue Parsons
Dr. Kay Follett
Tim Juntilla

I. MEETING CALLED TO ORDER
Mr. Farmer called the meeting to order at 1:08PM.

II. INTRODUCTION OF NEW EMPLOYEE

<table>
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<tr>
<th>Name</th>
<th>Title of Position</th>
<th>Beginning Date</th>
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<tr>
<td>Victoria Stevens</td>
<td>Program Assistant II (Academic Affairs)</td>
<td>4/17/08</td>
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III. APPROVAL OF MINUTES – April 14, 2008
Ms. DeFrance made a motion to approve the April 14th minutes; Dr. Reece seconded the motion. The minutes were approved as presented; Mr. Hu and Mr. Crother abstained.

IV. SET BOARD AGENDA – None

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Developmental Education
Ms. Francie Quaas-Berryman distributed the attached Proposed Plan for Operational Coordination of Developmental Education, Proposed Plan for Faculty Development to Support Developmental Learners, and also the approved minutes from the committee’s March 4 meeting. These proposed plans state that the long-term goals are to “Establish a well-coordinated, highly integrated, inclusive and effective program to support developmental learners in both preparing for and succeeding in college-level courses and programs” and “Establish and nurture a campus-wide culture of inquiry and innovation among all faculty who support developmental learners.” The plans lists all of the specific planned actions, effective practices and strategies, responsible person(s)/department(s), deliverable outcomes, and target dates for completion for each planned action. The committee is also
coordinating their work with the Faculty Senate’s Habits of Mind Campaign for improved student learning.

The plans were presented to the campus during the General Faculty and Staff meeting on March 27 for review and feedback, and the two most commonly identified areas for improvement were to develop some sort of coordination between the different developmental education programs and for faculty development specifically addressing faculty who work with developmental education students. Ms. Quaas-Berryman also noted that the committee’s webpage is up and running, and includes links to the agendas, minutes, roster, planning matrices, feedback from the March 27 General Faculty Meeting, and raw data from the January 11 campus self-assessment meeting. The finalized plan/report will be filed with the Chancellor’s Office by May 1.

Mr. Mellas noted that throughout the distributed documents, Developmental Education is referred to as “DE.” He indicated that this acronym is already used by the Distance Education department and suggested that Developmental Education use a different abbreviation such as “Dev. Ed.” in order to avoid any confusion. Ms. Quaas-Berryman indicated that she would discuss this suggestion with the other committee members.

Dr. Reece thanked this committee for the tremendous amount of work they have accomplished. Mr. Farmer agreed and stated that they have done a wonderful job and commended the committee for their continuous enthusiasm.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE

**Board Policy and Administrative Procedure Service Update #14**

Dr. Wright led the committee in the review of revisions made to a Board policy and two administrative procedures during the recent CCLC’s Board Policy and Administrative Procedure Service Update #14.

The title to BP 5040 – Student Records and Directory Information was revised to “Student Records, Directory Information, and Privacy.” A sentence was also added to state that the President/Superintendent may direct the implementation of safeguards to assure the privacy of student records. The committee had no recommended changes.

During the April 14 Coordinating Committee meeting, AP 5055 – Enrollment Priorities was revised to add a reference to Education Code Section 66025.8 and to include provisions for priority registration for any member or former member of the Armed Forces of the United States for an academic term within two years of leaving active duty and to indicate that the District may limit enrollment to any selection procedure as authorized by statute. The committee had suggested that the procedure be reviewed by Student Services to determine whether Scholars Honors students may be designated as a group receiving priority registration, and whether this is allowed by legislation. Dr. Johnson reported that current
legislation specifically requires justification due to some sort of program requirement to permit priority enrollment for students. He indicated that our current enrollment appointment point system awards students with a 2.0 or higher GPA. Scholars Honors students are not currently designated as a group within PeopleSoft and creating such a group would require ongoing maintenance in that each student within the group would need verification of active participation in the Scholars Honors Program. Ms. DeFrance distributed an email from Mr. Juntilla which lists several neighboring colleges and their practices for giving priority enrollment to students in their Scholars Honors programs. Mr. Juntilla indicated that there are approximately 250-350 students in our Scholars Honors program of which about 150 are currently active. These students are very ambitious and their goal is to complete all of their transfer requirements within two years. He stated that this is sometimes not possible because the students are unable to enroll in the classes that they need because by their enrollment appointment time, the classes are already full. Ms. DeFrance added that she is in favor of granting the Scholars Honors students priority enrollment as this would encourage more members and participation in the program and she also noted that the UCLA Transfer Alliance Program (TAP) specifically asked the college to improve enrollment in this program.

Dr. Johnson stated that he would like to take this procedure back for further review and contact the colleges named in Mr. Juntilla’s email to clarify what exact procedure they use to grant priority registration to Scholars Honors students as the term “priority registration” may be interpreted differently from college to college. He would also like to meet with Ms. Stephanie Murguia and Mr. Juntilla to further discuss the maintenance requirements for creating a Scholars Honors student group within PeopleSoft as well as discuss what needs to be done to verify that each student is still active in the program. Dr. Reece stated that he supports the suggestion of granting Scholars Honors students priority registration as this would encourage and reward student success. He made a motion to amend this procedure to add Scholars Honors students under the section which lists student groups with enrollment priorities and to have Dr. Johnson and Mr. Juntilla develop language to be reviewed by this committee. Mr. Mellas seconded the motion. Dr. Johnson indicated that he would like to abstain from voting on this motion until additional research is completed and Mr. Farmer also shared his concerns that this may not be allowable under Title 5 regulations and that consultation with legal counsel may be wise in order to assure that the college does not violate these regulations and jeopardize apportionment. Ms. Higdon agreed that additional research would be worthwhile and Ms. Laughon stated the same and suggested that the motion be removed. Dr. Wright indicated that she has done a preliminary search of the policies and procedures from other colleges and that while they may contain language regarding students groups with enrollment priorities, they do not actually list the specific groups. Dr. Reece made a motion to amend his original motion to add that the draft language must comply with state regulations. Mr. Hu seconded the amendment to the motion. The committee voted and the amendment passed. The committee then voted on the motion including the amendment and the motion passed.

During the April 14 Coordinating Committee meeting, AP 5075 – Course Adds and Drops was revised to include changes in Title 5 references and to add a statement that once a student has withdrawn from a class three times (or less depending on District policy) the student will be referred to a counseling program, and that special permission from the District is required should the student wish to withdraw from a course on their fourth attempt after the fourth week of instruction. The committee had questions regarding the
specific reference in Title 5 related to withdrawals and necessary counseling. Dr. Johnson shared that language regarding counseling requirements for multiple withdrawals was mentioned in the notes with the text of Title 5, Chapter 6 Part I. The note stated that this topic may be addressed in Title 5, Chapter 6 Part II; however, this information is not currently included; therefore he recommended the deletion of the statement regarding this topic within the procedure. The committee members agreed and had no further recommendations.

VIII. PRESIDENT’S REPORT – None

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS – None

X. ADJOURNMENT
Meeting adjourned at 2:32PM.