CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
May 5, 2008

PRESENT:  Dr. Noelia Vela  ABSENT:  Dr. Bryan Reece
Bill Farmer  Philip Hu
Jo Ann Higdon  Richard Crother
Dr. Stephen Johnson  Steve Richardson
Francine DeFrance  Mark Wallace
Dean Mellas
Dr. Ted Stolze  GUEST(s):  Dan O’Rourke
Lynn Laughon
Schellary Thomas
Julie Mun

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

II.  INTRODUCTION OF NEW EMPLOYEE – None

III.  APPROVAL OF MINUTES – April 28, 2008
Dr. Johnson made a motion to approve the April 28th minutes; Mr. Mellas seconded the motion. The minutes were approved as presented. Mr. Farmer abstained.

IV.  SET BOARD AGENDA – None

V.  ITEMS FROM INSTITUTIONAL COMMITTEES – None

VI.  ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Instructional Program Review
Ms. Lynn Serwin distributed the attached update of the Instruction Program Review Committee’s recent activities, memorandum dated April 8 from Ms. Serwin and Mr. Mark Fronke regarding revisions to the Program Review process, and also a copy of the Program Review Committee Summary Report – 2007-2008 as distributed to the Faculty Senate on April 29. She stated that the committee will complete all of the validation team meetings with the departments going through program review by May 6. She also stated that the current Program Review process is a six-year cycle which includes five years to review all identified programs at the college with a sixth year to assess and evaluate the process in order to make any necessary changes or improvements. The committee agreed to suspend reviewing self-study reports for the 2008-2009 academic year in order to evaluate the Program Review process and also coordinate better with Student Learning Outcomes, Curriculum, and Planning and Budget.

The committee has thoroughly reviewed all of the submitted self-study reports and has found that some common issues include the
submission of insufficient evidence to support the claims made in their documents, insufficient assessment of the information given to them regarding their program, the need to work more closely with Research and Planning to utilize the available data, etc. These departments were instructed to provide the committee with additional evidence in order to revise and complete their reports. After several attempts to help the Reading and Real Estate departments revise their reports, Ms. Serwin noted the Accounting, Child Development and Earth Science departments submitted outstanding self-study reports this year.

Ms. Serwin added that an end-of-year recognition celebration was held today in conjunction with the Curriculum Committee to commend both committees for their service. She is updating the historical information related to this committee in order to ensure a smooth transition as Mr. Mark Fronke will serve as chairperson while Ms. Serwin is on sabbatical. The committee hopes to be granted clerical support next year to provide assistance with secretarial duties.

Ms. DeFrance stated that in the past, the program review process required that the department and validation team meet with the division dean who would review and sign off on the self-study report. She inquired whether this would be reinstated. Ms. Serwin replied that she will add this inquiry to the committee’s discussion as they evaluate the current process.

Mr. Mellas questioned whether the evaluation of the program review process will be focused on the link between program review and planning & budget or the improvement and assessment of program quality and best practices. Ms. Serwin replied that the self-study report is more focused on program assessment and improvement. The unit plan is driven by a program’s self-study report which assesses a program’s successes, weaknesses, necessities, etc. The unit plan is then used during the resource allocation process. Ms. Serwin also stated that it is up to each individual department to determine how to best evaluate themselves.

Dr. Vela proposed that the Coordinating Committee discuss the possibility of establishing a non-instructional program review working group. She asked the committee members whether they would prefer to discuss this item during the summer or fall. The committee members indicated that this discussion item should be put on the agenda during the Fall semester to ensure discussion from all involved parties who may be unavailable to meet during the summer. Dr. Vela thanked Ms. Serwin and the other committee members for their tremendous amount of work and stated that they have done an outstanding job of looking at the broader pictures to improve programs.
VII. STATUS OF SHARED GOVERNANCE
Board Policy and Administrative Procedure Service Update #14
Dr. Johnson led the committee in the review of revisions made to AP 3550 – Drug and Alcohol Free Environment and Drug and Alcohol Abuse Prevention Program. This procedure was revised by adding additional legal references and adding language to address criteria regarding health risks. Dr. Johnson thanked Nancy Montgomery, Coordinator of Student Health Services, for reviewing this procedure and obtaining data to develop the added language. Mr. Mellas stated that the added language regarding health risks associated with the use of illicit drugs and abuse of alcohol seemed to imply that those outcomes would be certain rather than possible, and that the language did not read as being objective. The committee discussed how this language could be clarified and Dr. Johnson agreed to take this procedure for further discussion with Ms. Montgomery and bring it back for further review at a later meeting. There was also some discussion regarding a paragraph regarding an employee’s responsibility to report any conviction for violating a criminal drug or alcohol statute to the District and Mr. O’Rourke agreed to research this matter and bring additional information to the Coordinating Committee at a later meeting.

Dr. Johnson also noted that BP & AP 4231 – Grade Practices and Grade Changes as well as AP 5055 – Enrollment Priorities and Limitations will be presented to the committee at a later meeting after additional information is collected.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS – None

IX. PRESIDENT’S REPORT
Dr. Vela invited and encouraged the committee to attend the many wonderful end-of-year ceremonies recognizing student success and excellence. The many events can be viewed in the Campus Connection. She also noted that the 51st Commencement will be held on Saturday May 10.

X. ADJOURNMENT
Meeting adjourned at 2:31PM.