I. MEETING CALLED TO ORDER  
Dr. Vela called the meeting to order at 1:07PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – May 5, 2008  
Ms. Laughon made a motion to approve the May 5th minutes; Mr. Mellas seconded the motion. The minutes were approved as presented.

IV. BOARD AGENDA – May 21, 2008  

Presentation of the Developmental Education Plan  
A PowerPoint presentation was given by Mr. Farmer, Vice President of Academic Affairs. The presentation will be made during the May 21 Board meeting to provide an overview of the ARCC background, Cerritos College performance indicators and student achievement rates.

The committee members provided feedback and thanked Mr. Farmer for his presentation and noted that the information presented is very beneficial to the college. They also discussed their concerns about the college’s “average” progress and achievement, persistence, annual successful course completion (vocational & basic skills), and basic skills improvement rates in comparison with peer colleges. The committee expressed that additional efforts are needed campus-wide to promote student success and improve in these areas.

Mr. Farmer introduced Dr. Jan Connal, Francie Quaas-Berryman and Dr. Bryan Reece. They gave a presentation on the Developmental Education Plan that was submitted to the State Chancellor’s Office on May 1, 2008. There was much discussion regarding student learning, the Habits of Mind campaign, learning communities on campus and other outreach efforts currently in progress. The committee members were very appreciative of the presentation.
V. ITEMS FROM INSTITUTIONAL COMMITTEES

Information Technology Standards
Ms. Lee Krichmar distributed the attached committee meeting agendas, approved minutes, map displaying the college’s internet connection upgrade and the latest Information Technology Master Plan 2008-2010.

Ms. Krichmar also added that the Information Technology Master Plan has passed the draft stage and it has been electronically submitted to the Senate Committee on Technology-Based Learning to receive feedback. The plan will also be submitted to the College Committee on Planning and Budget for review and feedback.

Ms. Krichmar described the change in path of the college’s current internet connection. She also discussed a proposed future diverse path in case of future changes in the campus construction. AT&T has provided the college with a product to make the internet connection 22 times faster than our current connection, which will be connected before the fall semester. This will be funded by the Chancellor’s Office. AT&T is working with the City of Cerritos and City of Norwalk to pull the necessary fiber down the path along Studebaker. Further information can be found on page 32 in the Information Technology Master Plan.

Ms. Laughon asked if the Chancellor’s Office will also pick up the cost for the redirection of the cabling. Ms. Krichmar stated that the Chancellor’s Office will cover all costs except for approximately 650 feet of conduit material which has been funded by the Information Technology department’s budget.

Dr. Vela thanked Ms. Krichmar for the report and asked if she needed anything from this committee. Ms. Krichmar requested that the committee please review and share the IT Master Plan with their appropriate constituent groups and forward any feedback to her office.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE

Board Policy and Administrative Procedure Service Update #14
Dr. Johnson led the committee in the second review of AP 3550 – Drug and Alcohol Free Environment and Drug and Alcohol Abuse Prevention Program. During the previous committee meeting, it was requested that the language be clarified regarding health risks associated with the use of illicit drugs and abuse of alcohol and that the procedure be reviewed by Human Resources regarding an employee’s responsibility to report any conviction(s) for violating a criminal drug or alcohol statute to the District. The committee accepted the revised language and also recommended a few additional grammar revisions.
The committee also reviewed BP & AP 4231 – Grade Practices and Grade Changes. Language was added to the policy and procedure in order to emphasize the enactment of measures to ensure grade security on college campuses. The committee made a few language revisions and also recommended that the title of both documents be changed to “Grade Practices, Grade Changes, and Security of Grade Records”.

The committee continued the discussion from the April 21 meeting regarding AP 5055 – Enrollment Priorities and Limitations. Dr. Johnson contacted other nearby colleges to clarify what procedures they have used to grant priority registration to Scholars’ Honors students as the term “priority registration” may be interpreted differently from college to college. Based on the language provided in Title 5, Section 58106(b), the following section was added to this procedure under “Student Groups with Priorities”:

“Scholars’ Honors Students: students who have been officially admitted to the College’s Scholars’ Honors Program each term and are currently enrolling in Scholars’ Honors Program courses and/or Scholars’ Honors contracts”

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. DeFrance stated that many former Cerritos College students who transferred to 4-year universities attended and made presentations at the recent regional and national American Psychological Association conferences.

Ms. Laughon announced that CSEA will celebrate its annual Classified School Employees Week Celebrations from May 18 to May 24. The following events will be held to recognize and celebrate the classified staff:

May 19 - Wear Your CSEA Classified Button
May 20 - Barbecue and Raffle at the Campus Amphitheater, 11:30a.m.-1p.m.
May 21 - Show Pride and Wear Your CSEA T-shirts (or any blue shirt)
May 22 - Root Beer Float Social in the Administrative Quad, 2-3p.m.

Ms. Laughon also stated that she attended and enjoyed the Women’s Softball state championships in Riverside on May 18th.

IX. PRESIDENT’S REPORT

Dr. Vela recognized the Women’s Track & Field team for winning the state championship on May 17 which was hosted by the college, and also the Women’s Softball team who won the state championship on May 18 in Riverside. She also announced that the Dental Assisting graduation will take place on June 14 at the Embassy Suites in Downey.

X. ADJOURNMENT

Meeting adjourned at 2:48PM.