CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
July 28, 2008

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

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 – May 19, 2008
The committee did not have a quorum to approve the minutes.

IV. BOARD AGENDA – August 6, 2008
Mr. Farmer briefly reviewed the August 6 Board Agenda and invited the committee members to raise any questions and/or comments. Dr. Stolze requested additional information regarding a contract with Energy Medicine Wheel. Mr. Farmer responded that the District is amending the current contract that was approved in June 2008 to change the name of the contractor from Energy Medicine Wheel to Judith Billson as Ms. Billson’s federal tax ID is under her name and not the name of the business.

Mr. Farmer noted that the Board will discuss the Compensation for the Acting President/Superintendent in closed session and that the same item is also listed under Administrative Matters should the Board wish to take action. Mr. Farmer also noted that candidates for the Career & Technical Education Teacher Pathways Grant Project Manager and Dental Assisting Instructor positions may be forwarded to the Board on August 6.

The committee members had no further questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES – None

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES – None

VII. STATUS OF SHARED GOVERNANCE
Non-Instructional Program Review Subcommittee
Mr. Farmer stated that one of the recommendations in our Accreditation Report involves program review for non-academic programs. Responses to this report are due by March 1, 2009 and since the college currently does not have an infrastructure in place for the program
review of non-academic programs, we need to begin work on this immediately. The establishment of a Non-Instructional Program Review Subcommittee had been initially proposed by the Coordinating Committee during the May 5 meeting, with discussion to follow during the Fall semester to ensure discussion from all involved parties who may be unavailable to meet during the summer.

Dr. Johnson shared that Student Services worked with Dr. Nathan Durdella, Director of Research & Planning, in order to create a five year rotating schedule for each department to go through program review, keeping the focus on student learning outcomes, student satisfaction and what areas need improvement. In 2002 it was recommended that other areas need a model similar to what is in place for instructional departments, where each department completes their own program review self-study with an outside validation team that reads the report and validates the self assessment. The Student Services Program Review structure had been missing this outside validation component but they have been recently discussing the implementation of this component after receiving feedback from their departments.

Mr. Farmer requested that the committee members give some thought regarding the processes, mechanisms and structure needed to establish such a Non-Instructional Program Review Subcommittee as we need to address this as soon as possible in order to give non-instructional programs a means for program review. This will be one of the first tasks for the Coordinating Committee to begin work on during the Fall semester.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS – None

IX. PRESIDENT’S REPORT – None

X. ADJOURNMENT
Meeting adjourned at 1:26PM.