CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
August 25, 2008

PRESENT:  Bill Farmer  
Dr. Jim Albanese  
Dr. Stephen Johnson  
Dr. Bryan Reece  
Dr. Ted Stolze  
Francine DeFrance  
Dean Mellas  
Lynn Laughon  
Schellary Thomas  
Julie Mun  

ABSENT:  Philip Hu  
Richard Crother  
Steve Richardson  
Mark Wallace  

GUEST(s):  Dan O’Rourke

I. MEETING CALLED TO ORDER
Mr. Farmer called the meeting to order at 1:09PM.

II. INTRODUCTION OF NEW EMPLOYEES

<table>
<thead>
<tr>
<th>Name</th>
<th>Title of Position</th>
<th>Beginning Date</th>
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<tbody>
<tr>
<td>Dr. Jim Albanese</td>
<td>Interim Vice President of Business Services/Assistant Superintendent</td>
<td>8/18/08</td>
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<tr>
<td>Michelle Dawkins</td>
<td>Program Assistant I (Campus Police)</td>
<td>8/7/08</td>
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<tr>
<td>Carina Huynh</td>
<td>Career and Technical Education Pathways Grant Project Manager</td>
<td>8/11/08</td>
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<tr>
<td>Araceli Macias</td>
<td>Account Technician II (promotion)</td>
<td>7/28/08</td>
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<tr>
<td>Rachel Mason</td>
<td>Instructional Dean, Business Education</td>
<td>7/28/08</td>
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III. APPROVAL OF MINUTES – May 19, 2008
Mr. Mellas made a motion to approve the May 19 minutes; Ms. DeFrance seconded the motion. The minutes were approved as presented. Dr. Albanese abstained. Given that there was no quorum at the scheduled July 28 meeting, official minutes were not taken.

IV. BOARD AGENDA – September 3, 2008
Mr. Farmer briefly reviewed the September 3 Board Agenda and invited the committee members to raise any questions and/or comments. The committee members had no 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 our Accreditation Report requires the college to complete the implementation of program review processes for Student Services, Administrative Services, Human Resources, Governmental Relations and the Library/LRC by March 1, 2009.
Currently we do not have a committee to oversee program review for these areas. He thanked Ms. DeFrance who has volunteered to assist with the development of the committee and suggested that she meet with Dr. Albanese, Dr. Johnson, Mr. Wallace, Mr. O’Rourke and Mr. McGinnis to draft a proposal. Mr. Farmer emphasized the critical need to assess these processes, develop plans from the assessments, and implement the developed processes while continuously reviewing them for improvement. He also stressed that each of the college’s processes must be meaningful, manageable and sustainable.

Dr. Reece noted that many non-instructional departments impact instructional programs and questioned how to formally link these two areas in order to ensure interaction and dialogue. Mr. Farmer replied that both the instructional program review and non-instructional program review committees will share the purpose of collaborating with each other and that validation teams outside of the area under review will ensure campus-wide communication. Each area will need to continuously assess and improve their processes to develop a strategy that works best for their area.

Dr. Johnson stated that 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. They are also discussing and developing customized review processes for each specific department rather than following a template. These plans will be finalized during the Fall semester.

Mr. Mellas voiced his concern that some instructors are unhappy with the college’s website and that there are discrepancies with the scope of accessibility granted to instructors. Mr. Farmer urged that this particular concern be forwarded to the Web Standards Committee.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Dr. Albanese stated that the college has sufficient budget reserves in place and that we will need to be cautious of possible mid-year cuts after a state budget is passed. Dr. Reece stated that although enrollment has increased, outreach for student recruitment should continue on a lesser scale rather than come to a standstill in order to guard against the possibility of future decreases in enrollment.

IX. PRESIDENT’S REPORT
Mr. Farmer stated that overall enrollment has increased by approximately 7% compared to last year with a current headcount of 23,146 enrolled students. A state budget has yet to be passed and may not be passed until both the Democratic and Republican conventions are over. Mr. Farmer also noted that some proposals to balance the state budget may depend on the outcome of ballot measures that will be voted on in November.

X. ADJOURNMENT
Meeting adjourned at 1:54PM.