CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
November 3, 2008

PRESENT: Bill Farmer  ABSENT: Schellary Thomas
Dr. Jim Albanese  Steve Richardson
Dr. Stephen Johnson  Mark Wallace
Dr. Marilyn Brock
Dr. Bryan Reece
M.L. Bettino
Dean Mellas
Dr. Ted Stolze
Lynn Laughon  GUEST(s):  Mary Balmages
Richard Crother  Dr. Marijean Piorkowski
Oscar Franco  Val Mitchell
Julie Mun  Michael Barrita

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 – October 27, 2008
Mr. Mellas made a motion to approve the October 27 minutes; Dr. Reece seconded the motion. The minutes were approved as presented. At the end of the meeting, Mr. O’Rourke clarified the language regarding revisions made to AP 7212 – Temporary Faculty. Dr. Johnson made a motion to approve the October 27 minutes as corrected; Mr. Bettino seconded the motion. The minutes were approved as corrected.

IV. BOARD AGENDA – November 12, 2008
Mr. Farmer briefly reviewed the October 15 Board Agenda and invited the committee members to raise any questions and/or comments. Dr. Reece requested information regarding the timeline for the Presidential search process. Mr. Farmer responded that staff is requesting direction from the Board regarding the hiring of a consultant for the presidential search process and that the search process cannot begin until the contract for the consultant is approved.

The committee members had no further questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES – None

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Academic Affairs
Ms. Balmages distributed the attached minutes from the committee’s meeting on October 21. She shared that the committee has been reviewing its work plan and has set the date for the Academic Excellence Awards ceremony on March 24, 2009. Ms. Balmages stated that one of the recurring problems during past ceremonies has been
misplaced nomination forms and late notifications to faculty escorts. In order to prevent future problems, the committee will remind faculty to review the email list containing all nominees to ensure that their nomination has been received. Also, if a faculty member is unable to escort an award winner during the ceremony, the instructional dean will be asked to take his/her place. The nominations will take place during the first week of the spring semester and announcements have been posted throughout the campus. The committee also discussed plans to post the student video interviews on the Habits of Mind webpage. Members of the Academic Affairs Committee as well as representatives from the Academic Excellence Committee will meet with the Foundation on November 18 to further discuss plans for the 2009 awards ceremony. In the future, these two committees will hold joint meetings.

Dr. Johnson complimented Ms. Balmages and the committee for their continuous work and thanked them for doing a great job. Mr. Farmer thanked Ms. Balmages for her report and the other committee members for their hard work.

Curriculum
Dr. Piorkowski distributed the attached copy of CurricuNews, the newspaper of the Curriculum Committee which was initiated this year to provide an avenue to keep the campus up to date with Title 5 regulations and curriculum changes. She stated that this year will be her last as chairperson and that she will be replaced with Mr. Rich Cameron, who is working with her this year as the committee’s co-chair. Certificates for general education programs have been approved by the college and once approved by the Chancellor’s Office, the college will receive ARCC data for those programs. The committee is in the process of revising the Liberal Arts and Science degree which will hopefully be approved by the Chancellor’s Office in December. A special meeting will be held on November 13 with the Instructional Program Review committee to discuss how to tie their work together as well as assessing and completing Student Learning Outcomes.

Mr. Farmer thanked Dr. Piorkowski for her report and extended his gratitude to the other committee members for their diligent work.

Faculty Equivalency/Local Standards
Ms. Mitchell distributed the attached minutes from the committee’s meeting on October 21. She shared that the committee recently elected Mr. Carlos Arce and herself as co-chairs. They are currently revising the college’s hiring standards procedures in order to be in compliance with the Education Code and Title 5 regulations. The revised procedures will be posted to TalonNet for review and input. The committee is also reviewing and modifying forms for equivalency
requests and decision letters. They also discussed a draft letter regarding local standards which will be sent to department chairs to review whether they will use local or state standards for faculty equivalencies.

Mr. Mellas inquired whether the committee plans to bring forth a request to change its name as previously mentioned during the September 8 Coordinating Committee meeting. Ms. Mitchell stated that this issue is ongoing within the committee. Dr. Reece also stated that this issue has been difficult but that Ms. Mitchell and the other committee members are handling it well.

Mr. Farmer thanked Ms. Mitchell for her report and asked her to convey his thanks to the other committee members for their good work.

VII. STATUS OF SHARED GOVERNANCE

Board Policy and Administrative Procedure Service Update #15

Dr. Johnson led the committee in the second review of AP 5800 – Prevention of Identity Theft in Student Financial Transactions. This procedure was initially reviewed on October 13 and Dr. Johnson had requested that this item be placed on hold until further review with Ms. Stephanie Murguia. After careful review a few language clarifications have been recommended. Questions regarding online implementation of measures to detect possible student identity theft and preventing and mitigating identity theft have been forwarded to the District’s legal counsel. These two questions will be discussed and resolved with legal counsel within the next day.

The committee had no further recommended revisions. Mr. Farmer asked if the committee would be comfortable with Dr. Johnson, Ms. Murguia and legal counsel making any final edits to this procedure after their discussion without additional review by this committee thereafter. The committee members did not have any objections.

Shared Governance Document

ASCC President Michael Barrita introduced Oscar Franco, ASCC Commissioner of Student Outreach, as the student member of this committee. During last week’s meeting Mr. Barrita stated that he would discuss reducing the number of ASCC student representatives from (2) to (1) and bring forward a recommendation after discussion with the ASCC Cabinet. Mr. Barrita reported that they have decided that having (1) student representative on this committee would be best. Dr. Johnson made a motion to approve the change in membership of the College Coordinating Committee to delete the Director of Public & Governmental Relations, delete the Foundation representative and to reduce the number of student representatives from (2) to (1). Dr. Brock seconded the motion. The motion passed; Dr. Stolze abstained.

College Catalog and Class Schedule

Dr. Brock distributed the attached suggested proposal for changes in publishing the college class schedule and catalog. Suggested proposals for the class schedule include printing fewer copies, discontinuing the mailing of copies to community residents, ensuring that copies are available at local libraries and community centers, referencing an online interface with the
schedule, and listing classes by name within the *Cerritos College Connection*. The class schedule will remain free of charge to all students and these proposed changes would be effective beginning with the 2009 Summer semester. Proposals for the college catalog include reducing the number of printed copies, converting more copies to a CD format, surveying nearby colleges regarding their mailing practices, ensuring that neighboring colleges and universities receive both hard copies of the catalog and CDs, distributing hard copies to staff as needed, and providing CDs for students to purchase through the bookstore. These proposed changes would be effective beginning with the 2010 college catalog. The total cost of printing and mailing the 2008-2009 catalog and class schedules was $278,164.61.

These proposed changes will not only reduce costs but also be more consistent with current technological trends and student accessibility. This proposal will be distributed to all shared governance committees for input from all campus constituencies. Mr. Mellas suggested that the college also provide the PDF file of the catalog available for download to a computer or iPod and that the college website format be redesigned to make such important information more visible. Dr. Stolze suggested that a printer be available to students in a central location such as the bookstore or library to print selected pertinent information from the catalog.

**VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS**

Dr. Reece stated that faculty have asked him for a summary update regarding the college’s strategy in meeting the Accreditation recommendations. Mr. Farmer replied that a managers’ meeting will be held today to discuss this item and that an update will be shared with the campus soon.

**IX. PRESIDENT’S REPORT**

Mr. Farmer shared that he attended the ACCT Annual Leadership Congress in New York last week with four Board members. There was much discussion regarding difficulties with the nation’s current financial situation and the effects on community colleges. There was also much discussion regarding management of Student Learning Outcome programs and he has requested information that will be shared as it becomes available.

**X. ADJOURNMENT**

Meeting adjourned at 2:19PM.