

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
January 26, 2009

PRESENT: Bill Farmer
       Dr. Stephen Johnson
       Dr. Marilyn Brock
       Dr. Bryan Reece
       Francine DeFrance
       Dean Mellas
       Dr. Ted Stolze
       Lynn Laughon
       Schellary Thomas
       Richard Crother
       Oscar Franco
       Julie Mun

ABSENT: Dr. Jim Albanese
        David Fabish

GUEST(s): Mary Balmages
          Cynthia Convey
          Val Mitchell

I. MEETING CALLED TO ORDER
   Mr. Farmer called the meeting to order at 1:05PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – December 8, 2008
   Mr. Mellas made a motion to approve the December 8 minutes; Ms. DeFrance seconded the motion. The minutes were approved as presented.

IV. BOARD AGENDA – February 4, 2009
   Mr. Farmer briefly reviewed the February 4 Board Agenda and invited the committee members to raise any questions and/or comments. Mr. Farmer also noted that there will be a Special Board Meeting on January 28 for the Board to consider approval of the proposed President/ Superintendent Recruitment brochure.

   The committee members had no questions.

V. ITEMS FROM INSTITUTIONAL COMMITTEES – None

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

   Academic Affairs
   Ms. Balmages distributed the attached memo listing the committee’s upcoming activities. She stated that nomination forms for the Academic Excellence Awards have been distributed to divisions and faculty and that they are due to the division representatives by February 12. The committee will then review the forms and begin to organize the data. This year’s awards ceremony will be held on Tuesday, March 24 at 7:00PM. The committee will develop and distribute a list of last year’s departments with awardees in order to encourage departments without past awardees to nominate a qualified student.
Dr. Reece indicated that this list will also be discussed in Faculty Senate in order to promote additional award winners. Ms. DeFrance will also discuss this matter with ACCME.

Mr. Farmer thanked Ms. Balmages for her report and thanked the committee for its hard work.

Faculty Equivalency/Local Standards
Ms. Mitchell distributed the attached January 20 committee minutes. She stated that the committee has received fewer equivalency requests this semester and that they approved minor revisions to the equivalency request forms. These revisions will be discussed with Ms. Adriana Flores-Church, Assistant Director of Human Resources, at the committee’s next meeting. The committee also reviewed and revised the decision letter and notification letter forms.

With input from Dr. Brock and Dr. Reece, the committee drafted and distributed a letter to department chairs to recommend the adoption of state minimum standards for faculty equivalencies. Departments that decide to use local standards must complete a form which will be submitted to the committee for approval.

Ms. DeFrance recommended that the letter regarding faculty equivalencies also be forwarded to division deans.

Mr. Farmer thanked Ms. Mitchell for her report and stated that these issues have been ongoing for some time and that he is pleased with the committee’s work.

VII. **STATUS OF SHARED GOVERNANCE**

*Board Policy 5500 – Standards of Conduct*
This policy was initially reviewed on December 8 and the committee had indicated that additional language may be needed to expand the language regarding plagiarism and online student conduct standards. Ms. DeFrance recommended adding language from the Academic Honesty/Dishonesty Policy located in the class schedule regarding plagiarism. The committee also recommended minor formatting and language revisions.

*Administrative Procedure 3435 – Discrimination and Harassment Investigations*
Ms. Convey led the committee in the review of this procedure which deals with the filing and processing of complaints of alleged unlawful discrimination. After discussion the committee recommended minor formatting and language revisions.

VIII. **REPORTS FROM COORDINATING COMMITTEE MEMBERS**  – None

IX. **PRESIDENT’S REPORT**
Mr. Farmer distributed the attached President’s Message dated January 26 and API: Assessment, Planning, and Improvement at Cerritos College memo. The President’s Message was emailed to the campus community earlier this morning and addressed budget, enrollment, and accreditation issues. He also reminded the committee that Accreditation
Update Campus-wide Forums will be held on Thursday, January 29 at 11:00AM and 5:00PM in the Teleconference Center to gather input from the campus regarding the Draft Progress Report which was distributed on January 16. There will be an item to consider approval of the finalized Progress Report on the February 18 Board Agenda and the report must be submitted to the ACCJC by March 1.

Mr. Farmer reminded the committee that the California state budget has yet to be finalized and that the college must be flexible to meet the current fiscal challenges. Mr. Mellas noted that 2009-2010 Fall and Spring semester class offerings should be protected as much as possible and take priority over summer sessions.

X. ADJOURNMENT
Meeting adjourned at 2:35PM.