I. MEETING CALLED TO ORDER
Mr. Farmer called the meeting to order at 1:02PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – January 26, 2009
Mr. Mellas made a motion to approve the January 26 minutes; Dr. Reece seconded the motion. The minutes were approved as presented.

IV. BOARD AGENDA – February 4, 2009
Accountability Reporting for Community Colleges (ARCC)
A PowerPoint presentation with data from the 2008 ARCC report was given by Mr. Farmer. The presentation will be made during the February 4 Board meeting to provide an overview of the ARCC background, Cerritos College performance indicators and student achievement rates.

The committee members provided feedback and discussed their concerns about the college’s progress and achievement, persistence, annual successful course completion (vocational & basic skills), basic skills, and ESL 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.

V. ITEMS FROM INSTITUTIONAL COMMITTEES
Campus Transformation
Dr. Albanese stated that this committee has not yet met this semester and that its next meeting will be on February 19. During the December 4 meeting, the committee appointed a subgroup including a Bovis representative, Robert Riffle, and Jenney Ho to review requests for qualifications of architect firms who would carry out minor projects on campus. The subgroup has submitted the names of two firms to be
used in these projects.

The committee plans to meet less frequently this year as they will focus on GO Bond projects. Other facilities issues will be charged to the Facilities Planning Committee as deemed appropriate.

**Planning and Budget**

Dr. Albanese stated that this committee last met on January 29 and the major topic of discussion was the current state budget crisis and possible effects to the college. The committee reviewed and discussed the mid-term budget, cash flow analysis, and budget balancing options analysis. They agreed to forward a recommendation to the Board to approve the increase of student parking, student health, fiscal services cost recovery, Admissions & Records Services transcript cost recovery, and international student application fees.

Dr. Reece stated that the January 29 meeting was excellent and informative. Dr. Albanese stated that the 2008-09 Mid-Year Budget Report is available for view on the committee’s website.

Mr. Farmer thanked Dr. Albanese for his report and the committee for its hard work.

**VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES**

**Curriculum**

Dr. Piorkowski stated that this year will be her last as chairperson and introduced Mr. Rich Cameron, who is working with her this year as the committee’s co-chair and will serve as the next chairperson. She stated that new English and Math requirements will become effective Fall 2009. These changes will not affect continuing students but will affect new and re-admit students. In November 2008 the committee submitted a revised Liberal Arts and Sciences degree to include an area of emphasis to the Chancellor’s Office. This degree is designed to be broad but it is beneficial for students to focus on a specific area. They hope to have this revision included in the Fall 2009 college catalog.

The committee has received questions regarding Distance Education. Mr. Cameron stated that WASC must be notified of all programs which have more than 51% of its courses available online. Mr. Farmer added that an ACCJC substantive change form must also be submitted for such programs. Dr. Piorkowski stated that in order to offer a course online, a questionnaire must be completed to ensure the rigor and quality of instruction. If a course has a lecture and lab component, both elements must be approved for the course to be offered online.

Mr. Farmer thanked Dr. Piorkowski for her report and extended his gratitude to the other committee members for their thorough work.
VII. STATUS OF SHARED GOVERNANCE
Mr. Farmer reminded the committee members that on October 20 much discussion was held regarding the options to include the establishment of an institutional committee to oversee both instructional and non-instructional programs or the establishment of an institutional committee to handle non-instructional programs separately. After extensive discussion the committee had determined that for the time being, focus needed to be placed on communication between the instructional and non-instructional areas with less focus on the development of a committee structure. It is now time to focus on the development of a committee structure for non-instructional program review and there will be an item on the February 9 agenda for discussion. Mr. Farmer asked the committee members to gather their thoughts and input for the February 9 meeting.

Another item that will be on the February 9 agenda is a review of the purpose and membership of the College Committee on Accreditation. In the past this committee disbanded after an Accreditation visit. However, after last year’s Accreditation visit the college was placed on warning and was required to develop a progress report to address Accreditation recommendations. Therefore, further review is needed to discuss the committee’s role in progress reports and how co-chairs are selected. Mr. Farmer added that the current committee description is available on the college’s Shared Governance website.

Lastly, the February 9 agenda will include an item to discuss the Accreditation recommendation regarding leadership and governance which includes decision-making roles and processes. This must be evaluated for integrity and effectiveness in a regular and systematic manner.

Mr. Farmer asked the committee members to gather their thoughts and input for these three discussion items in preparation for next week’s meeting.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Dr. Reece stated that he will submit an agenda item in the future to discuss the establishment of the SLO Taskforce as a Shared Governance Committee that reports to the Faculty Senate.

IX. PRESIDENT’S REPORT
Mr. Farmer stated that the college is currently 233 FTES short of its growth target for the 2008-2009 academic year. The college may reach its growth target by the end of the Spring semester which would mean that the college will not receive any state funding for summer classes offered in June.

Mr. Farmer requested the committee members to solicit input from their respective constituency groups regarding the draft accreditation progress report and submit any comments to the President’s Office by 9:00AM on Thursday, February 5.

X. ADJOURNMENT
Meeting adjourned at 2:12PM.