CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
March 2, 2009

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

ABSENT: Dr. Jim Albanese
Richard Crother
Oscar Franco

GUEST(s): Dan O’Rourke
Dr. Chris Meyers
Carl Bengston
Renée DeLong Chomiak
Debbie Thomas
Carlos Arce

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

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. Chris Meyers</td>
<td>Interim Director of Research and Planning</td>
<td>3/2/09</td>
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<tr>
<td>Carl Bengston</td>
<td>Dean of Library/Learning Resource Center</td>
<td>2/2/09</td>
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III. APPROVAL OF MINUTES – February 23, 2009
Dr. Reece made a motion to approve the February 23 minutes; Mr. Mellas seconded the motion. Mr. Mellas requested that the minutes be amended to clarify his statement that the process for issuing student debit cards may help resolve matters of identification of students in online classes. The minutes were approved as amended.

IV. BOARD AGENDA

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Matriculation
Ms. DeLong Chomiak distributed the attached February 18 committee minutes. She stated that Counseling has seen an increase in the number of students from previous Spring semesters and that it felt more like Fall registration. They are gearing up for Summer registration and are working to offer more workshops to assist new students and probationary students. Counseling and Guidance course acronyms will be changed in the college catalog and class schedule from “CG” to “COUN” effective Fall 2009.

Letters have been sent to approximately 2,900 probationary students to notify them of their status and inform them of success workshops. These students must attend a success workshop and meet with a counselor in order to register for any classes. The number of probationary students has increased due to an increase in overall
enrollment and also due to improvements made to the process of identifying these students.

Dr. Reece stated that during Fall 2008, Faculty Senate worked with Counseling on the Transfer Push Program to identify and encourage students to attend transfer workshops and meet with transfer counselors in order to help them apply to universities. He questioned whether there is a way to give faculty information to help them identify probationary students in order to give them the extra help they need to succeed in their classes. Ms. DeLong Chomiak replied that in Rosters+, there are two early alert programs that faculty are able to customize to view attendance and satisfactory academic progress for students enrolled in their sections only. The student’s overall progress cannot be accessed by instructors due to regulations regarding student privacy. Mr. Mellas questioned whether state/federal law is being subject to overzealous interpretation and stated that instructors are given less information as technology improves and that this issue needs to be addressed and resolved to obtain better information to improve student success. Dr. Johnson stated that the Cerritos College Student Education Records Privacy Protection Protocol to access student records is located online at the Admissions, Records & Services website for authorized college employees to obtain approval to access student records for prior terms. However, student records for current terms are not available.

Mr. Farmer thanked Ms. DeLong Chomiak for her report and thanked the committee for its work.

Staff Development
Mr. Bengston distributed the attached packet of information including a list of Staff Development activities (including the number of participants) and committee agendas and minutes from the September 18, October 16, and November 20 meetings. The agendas and minutes for the Outstanding Employee of the Month Subcommittee meetings on September 4, October 2, November 6, and December 3 were also included. Employee evaluation results from numerous Staff Development events were also been included. He also stated that the Classified Retreat will be held this week in Lake Arrowhead.

Mr. Bengston shared that the Outstanding Employee of the Month Subcommittee discussed the possibility of including groups of individuals from different departments to be eligible to receive recognition for their outstanding teamwork. The subcommittee forwarded a proposal to the Staff Development Committee for discussion and received feedback that this would be difficult to implement but they support the consideration of group recognition. Mr. Bengston asked the Coordinating Committee members for their input.

Ms. DeFrance suggested that the group recognition be limited, possibly
once a year, to avoid competition with the Employee of the Month award. Ms. Laughon stated that while she was a member of the subcommittee, this was an ongoing discussion item. The purpose of this proposal is to recognize employees for their outstanding work as a team, whereas the current process only allows recognition for a single individual. Mr. Bengston stated that the Staff Development Committee will work on drafting a detailed procedure for group recognition and forward their recommendation to the Coordinating Committee when it is ready.

Mr. Farmer thanked Mr. Bengston for his report.

Ms. Laughon expressed her concern that the distributed Staff Development Committee minutes indicate that there was no quorum for the meetings; therefore any decisions made during these meetings are unofficial. Sufficient representation must be ensured within shared governance committees for any decision-making. Mr. Farmer suggested that Dr. Brock meet with Mr. Bengston to discuss these concerns.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Sabbatical Leave
Dr. Reece indicated he would report on the activities of this committee as Ms. Kimberly Rosenfeld, chairperson of this committee, was unable to attend today’s meeting due to a conflict with her teaching schedule. He distributed the attached summary of the committee’s Spring 2009 activities, which lists the five individuals who have been Board approved for 2009-2010 sabbatical leaves, and the abstracts for the sabbatical leave proposals. He noted that Steve Berklite has requested that his sabbatical be postponed to 2010-2011 due to his current position as Interim Dean of Technology.

The 2010-2011 sabbatical leave intent to apply forms are due at the end of March and an information session will be held on April 21. The committee is currently reviewing the 2008-2009 sabbatical reports and willwork with the President's Office to schedule the annual presentations to the Board.

Mr. Farmer thanked Dr. Reece for presenting this information on behalf of Ms. Rosenfeld.

Faculty Equivalency/Local Standards
Mr. Arce distributed the attached February 17 committee agenda and minutes, updated Equivalency Request form, updated Minimum Qualifications & Local Standards form, and a sample equivalency request approval letter. He stated that the committee has been working diligently to give immediate feedback to department equivalency requests. The timeline, committee meeting dates, and all forms are posted on TalonNet.
The committee reviews Equivalency Request forms to ensure that the individual meets minimum qualifications and requirements to provide services within their discipline. 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. If a department does not submit a request to use local standards, they must use the default state minimum standards. Mr. Arce stated that the revised process is much better than past practice.

Mr. Mellas commented that the committee minutes should list which committee members were in attendance or absent in order to keep an accurate record of who participated in discussions.

Mr. Farmer thanked Mr. Arce for his report the committee members for their hard work. He stated that the progress made within this committee indicates good communication, collaboration and transparency, which is a good example of a response to Accreditation Recommendation #2.

VII. STATUS OF SHARED GOVERNANCE

Senate Committee on Faculty Equivalency/Local Standards
Mr. Arce previously spoke to the Coordinating Committee on March 10, 2008 to share that he would like to change the name of this committee to its original name, Hiring Standards. He believes that the committee name change was inappropriate and expressed his anguish over this matter with the Faculty Senate.

Several Coordinating Committee members stated that changing the committee name to Faculty Equivalency/Local Standards was approved to give a more accurate description of the committee’s functions. There was no intent to take anything away from the committee.

Dr. Reece stated that AB1725 gives each district the authority to decide its decision-making authority process. The Senate Committee on Faculty Equivalency/Local Standards reports to the Faculty Senate and therefore the Faculty Senate should have the authority to approve/deny committee requests.

Dr. Reece made a motion to change the name of the Senate Committee on Faculty Equivalency/Local Standards to the Senate Committee on Hiring Standards; Mr. Mellas seconded the motion. The motion passed.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS – None

IX. PRESIDENT’S REPORT
Mr. Farmer stated that Monirath Siv, Cerritos College student, was named to the All-USA First Team and is also the New Century Scholar (top California scorer). He will be recognized at the AACC Conference on April 4-6 in Phoenix, Arizona.

X. ADJOURNMENT
Meeting adjourned at 2:33PM.