CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
March 9, 2009

PRESENT: Bill Farmer  ABSENT: Dr. Ted Stolze
Dr. Stephen Johnson  Richard Crother
Dr. Marilyn Brock
Dr. Jim Albanese
Francine DeFrance
Dr. Bryan Reece
Dean Mellas
David Fabish
Lynn Laughon
Schellary Thomas
Julie Mun
Oscar Franco
GUEST(s): Holly Bogdanovich
            Dr. Linda Rose
            Bernie Negrete
            Tim Dickerson

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 – March 2, 2009
Mr. Mellas made a motion to approve the March 2 minutes; Mr. Fabish seconded the
motion. Mr. Farmer recommended a minor language revision under the Staff Development
Committee report. The minutes were approved as amended. Mr. Franco abstained.

IV. BOARD AGENDA – March 18, 2009
Mr. Farmer briefly reviewed the March 18 Board Agenda and noted that there is an item for
the Board to consider the adoption of a new Cerritos College Mission Statement. The
revised mission statement states “Cerritos College’s mission is to serve the community by
building futures through learning. Cerritos College is an open access institution committed
to providing high quality, academically rigorous instruction in a comprehensive curriculum
that respects the diversity represented in our student body and our region.”

Mr. Farmer invited the committee members to raise any questions and/or comments. Mr.
Mellas inquired what the local standards are for the Paralegal program. The local standards
are a JD or LLB from a California accredited law school; or a JD or LLB from an ABA
accredited law school in another state and an active member of the California State Bar with
at least 2 years of related work experience as an attorney; or graduation from an ABA
approved paralegal program and a BA degree and at least 2 years of related work experience
as a paralegal after graduation from the ABA approved paralegal program. Mr. Mellas also
inquired how Basic Skills Grant Projects are related to SLOs or whether there is another
evaluation component. Dr. Reece responded that there is an informal evaluation component
and that research is needed to possibly implement an SLO evaluative process.

The committee members had no further questions.
V. ITEMS FROM INSTITUTIONAL COMMITTEES

Student Life
Ms. Bogdanovich stated that there is an item on the March 18 Board Agenda for the consideration of approval of the 2009 Commencement Speaker, Ms. Brenda Villa. Ms. Villa is the 2008-2009 women’s water polo assistant coach and has participated in three Olympic Games. She received a silver medal in Sydney in 2000, a bronze medal in Athens in 2004, and another silver medal in Beijing in 2008.

Commencement caps and gowns for students are now available in the bookstore and a memorandum has been distributed to the faculty regarding their commencement caps and gowns. Ms. Bogdanovich announced that student commencement letters should be mailed out during the first week of April and that applications for the ASCC President and Student Trustee positions are available in the Student Activities Office.

Ms. Bogdanovich also reminded the committee that the ASCC Banquet is scheduled on Friday, May 8th at 7:00PM in the Student Center and that Commencement will begin at 5:00PM on Saturday, May 16. She noted that the committee is budget conscious and is looking for funding to continue providing water bottles for commencement speakers.

Mr. Farmer thanked Ms. Bogdanovich for her report and thanked the committee for all of their work done as well as the work ahead of them.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Technology-Based Learning
Mr. Negrete distributed the attached minutes from the committee’s meeting on February 5. He stated that the committee discussed issues related to offering programs completely online such as possible non-compliance with ACCJC guidelines/requirements and faculty teaching loads. The college has not established official guidelines relative to the maximum percentage of a full-time faculty member’s teaching load that can be online. A suggested temporary solution to both issues is to offer the courses as hybrid rather than online, which will be further discussed during the March 20 Faculty Senate meeting.

Dr. Brock stated that any program with over 50% of its courses offered online must file a substantive change form to the ACCJC for approval. However, these forms cannot be submitted within six months of an Accreditation visit; therefore, the college cannot do anything right now regarding this issue. She also shared that the deans were surveyed regarding full-time faculty online teaching load and found that they support a maximum 60% traditional and 40% online load. However, there is no past documentation and there are still
questions regarding the maximum part-time online teaching load.

Mr. Fabish stated that the committee membership seems to be in non-compliance with the shared governance membership description. Ms. Mun stated that the complete Shared Governance booklet including all committee descriptions is available online. She will forward the shared governance membership description for this committee to Mr. Negrete and Dr. Reece.

Mr. Mellas stated that the ongoing issue regarding distance education student authentication needs to be addressed. For his own classes, he has required students without college ID cards to provide a driver’s license or other equivalent photo identification. Dr. Reece stated that online students must use Talon Net which requires students to login. Mr. Negrete noted that this meets the current ACCJC requirement for student authentication but suspects that more strict guidelines will be required in the future.

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

VII. STATUS OF SHARED GOVERNANCE

Proposal to Add Senate Committee on Student Learning Outcomes

Dr. Reece distributed a Faculty Senate request to approve shared governance committee status for the SLO Taskforce. This taskforce has been meeting regularly since Fall 2008 to organize and monitor the college’s approach to SLOs and establish an approach that has meaningful and direct impact on student success. Dr. Reece reviewed the proposed shared governance description for this committee including its purposes, membership, and reporting guidelines. The Coordinating Committee members discussed the proposed committee description and suggested some language revisions and the addition of the Vice President of Student Services (or designee) to the membership.

Mr. Mellas noted that SLOs are addressed by many college committees and questioned how the SLO process is assessed and monitored for effectiveness. Mr. Farmer responded that SLOs and their assessment are designed to improve programs which falls under the scope of program review. The main purpose of the proposed committee is to provide support, assistance, and guidance to individuals and programs with developing and assessing SLOs. Mr. Mellas stated that there is a need for a systematic way to better assess student learning outcomes and suggested using transfer requirements to help guide students. Dr. Reece agreed that additional work needs to be done to ensure that SLOs accurately measure student success. Mr. Farmer recommended Assessing Academic Programs in Higher Education by Mary J. Allen as a good source of information regarding program assessment.

Ms. Defrance made a motion to add the Senate Committee on Student Learning Outcomes to the college’s shared governance document; Mr. Franco seconded the motion. The motion passed.
Accreditation Committee
On February 9, there was much discussion regarding possible changes to the purpose, membership, terms of office, and responsibilities of the chairperson(s) of the College Committee on Accreditation. This information had been forwarded to the current committee chairpersons, Dr. Linda Rose and Bob Livingston, for possible recommendations.

Dr. Linda Rose stated that the remaining Chairs of the 2008 Accreditation Self-Study met on February 24 to review the current shared governance description for the College Committee on Accreditation. The group recommended revising the purpose, membership, quorum, and committee name in order to reflect the committee’s focus, which is to work on the development and submission of the self-study report during a three year cycle. It has also been recommended that this committee become a task force. The remaining Chairs of the most recent self-study agreed that the majority of the committee’s current purposes, including interim and other progress reports required by the ACCJC, should be the responsibility of the college’s Accreditation Liaison Officer, which on this campus is the Vice President of Academic Affairs. The Chairs think that this will best position the college to deal with this enormous responsibility, and the ALO can consult the Co-Chairpersons for support when needed, once the self-study is prepared and submitted to ACCJC.

The Coordinating Committee members expressed that maintaining an ongoing institutional shared governance committee for an entire accreditation cycle is valuable to the college to ensure their input and expertise.

Mr. Farmer suggested that data be collected from other colleges regarding their processes for accreditation and that Dr. Rose share the Coordinating Committee’s concerns with the remaining Chairs of the 2008 Accreditation Self-Study for additional discussion. Dr. Rose agreed to meet with the Chairs and forward their feedback to the Coordinating Committee.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS – None

IX. PRESIDENT’S REPORT – None

X. ADJOURNMENT
Meeting adjourned at 2:50PM.