I. MEETING CALLED TO ORDER
Mr. Farmer called the meeting to order at 1:04PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – March 9, 2009
Mr. Mellas made a motion to approve the March 2 minutes; Mr. Fabish seconded the motion. The minutes were approved as presented.

IV. BOARD AGENDA – April 1, 2009
Mr. Farmer briefly reviewed the April 1 Board Agenda and invited the committee members to raise any questions and/or comments. 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 minutes from the committee’s meeting on March 17. She stated that the 2009 Academic Excellence Awards ceremony will be held Tuesday, March 24 beginning at 7:00PM in the Burnight Theatre. Sixty-two students will receive awards this year. Juan Rodriguez, award winner for the Music department, will perform during the ceremony and Sue Parsons, Math Professor and Director of Teacher TRAC, will be the keynote speaker. A PowerPoint presentation which includes student photos and excerpts from interviews will be played during the reception.

Dr. Reece stated that it has been three years since this committee took over the responsibility of planning the Academic Excellence Awards. He expressed his appreciation for their work and how they have expanded and improved the program. Dr. Johnson also expressed his appreciation for the great attitude this committee has had in working...
Mr. Farmer thanked and congratulated Ms. Balmages and the other committee members for all of their hard work. He noted that this event is one of the highlights of every year.

VII. STATUS OF SHARED GOVERNANCE

Administrative Procedure 4230 – Grading and Academic Record Symbols
Mr. Bettino stated that during discussion with various groups regarding the development of an ARCC Improvement Plan for the college, it was recommended that this administrative procedure be revised to clarify that a “D” grade is “Less than satisfactory” as stated in Title 5 Sections 55023 and 55063. The procedure currently defines a “D” grade as “Passing, less than satisfactory”.

Mr. Mellas questioned whether a “D” is a passing grade. Mr. Bettino stated that a “D” is not a passing grade and that all prerequisites established through the curriculum process at the college require a passing grade of “C” or higher. However, a “D” is given a value of 1 grade point per Title 5 regulations which may cause some confusion.

Mr. Mellas also questioned whether the “RD” or Report Delayed symbol may be used if an online student cannot provide photo identification for exams. He added that the rosters for his classes display whether each student has taken a photograph for their student ID card.
Mr. Bettino stated that online students must use Talon Net which requires students to login, which meets the current ACCJC requirement for student authentication. Dr. Johnson stated that the college is waiting for official protocol guidelines from the ACCJC and federal government.

Dr. Reece stated that he would like to discuss this procedure with the Faculty Senate as it affects grading, which is a shared governance issue that must involve the faculty. Mr. Bettino agreed to present this proposed revision to AP 4230 to the Faculty Senate and then return to the Coordinating Committee for further review and discussion.

Student Success Plan Taskforce
Dr. Reece stated that during the February 4 Board Meeting there was much concern and discussion regarding strategies for improving student success following the Accountability Reporting for the Community Colleges (ARCC) presentation. Mr. Bettino stated that the Faculty Senate is doing a great job with the Habits of Mind campaign and that managers have also been discussing ways to improve student success. Therefore, it has been proposed that a taskforce be created to gather faculty and managers together to collaboratively develop a Student Success Plan. As this taskforce evolves, it will be determined whether it will be institutionalized through shared governance. Dr. Johnson stated that the task force would serve as the central group to discuss and develop ideas for improving student success. Dr. Reece stated that the goal of this task force is to develop and forward a Student Success Plan to the Board by the end of the Spring 2009 semester.

There was much discussion regarding the specific purposes of this proposed task force and whether these purposes would overlap with the work that other existing committees are already doing. The committee also expressed interest in reviewing the proposed membership composition and recommended that this proposal for a task force be presented.
to the Developmental Education and Student Learning Outcomes committees for their input.

The committee recommended that the official charge and membership of this proposed task force be presented to a future Coordinating Committee meeting for additional discussion and review.

**College Committee on Staff Development – Membership**

Mr. Fabish stated that he attended this committee’s March 19 meeting and shared that there were only 6 of the 21 committee members present. Ms. Laughon had expressed her concern regarding this matter at the March 2 Coordinating Committee meeting. Mr. Fabish believed that it would be difficult for this committee to have a quorum due to insufficient notification of meeting dates and times to the committee members, a lack of interest in the committee’s purposes, and a large membership. He discussed this problem with the committee members who were present and stated that he would bring this issue forward to the Coordinating Committee members for feedback and guidance. Mr. Fabish added that it would be difficult for the committee to prepare an official proposal to revise its membership as it would be very difficult to assemble enough members to reach a quorum.

The Coordinating Committee members reviewed the membership composition for the Staff Development Committee and noted the large number of faculty representatives. It was suggested that the faculty and student representation could possibly be reduced, some committee members could be designated as non-voting, or the committee could establish a different quorum requirement than the standard used in other committees.

Mr. Ward questioned whether members of the Outstanding Classified Employee Selection Subcommittee are also members of the Staff Development Committee. Members of this subcommittee are not necessarily members of the Staff Development Committee but it was unclear how these subcommittee members are selected. Mr. Bettino stated that when the shared governance descriptions for all committees were reviewed in 2006-2007, the membership for this committee and subcommittee was revised. Although it worked well in the past, there is a need to review and revise the composition of both membership compositions.

Mr. Fabish thanked the Coordinating Committee members for their input and stated that he will share this information with the other Staff Development Committee members.

**VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS**

Mr. Fabish stated that he attended the March 17 Developmental Education Committee Meeting where it was recommended that the college purchase the eLumen Assessment Management System to support the implementation of the Developmental Education program’s SLO assessment activities. He inquired how the purchase of this system will be funded and whether that committee is authorized to make such a purchase, and voiced his concern that the committee may have too much control over management of SLOs.

Mr. Farmer stated that in order to use District funds, a request must be submitted in a division/area plan which is prioritized and forwarded to the Planning and Budget Committee. In this case, there are categorical funds available for the Basic Skills/ESL initiative to fund this purchase. Dr. Reece stated that eLumen is to function as a data
warehouse to support all committees and individuals with SLOs, not just the Developmental Education Committee.

Mr. Mellas reiterated his concern that SLOs are addressed by many college committees and questioned how the SLO process is assessed and monitored for effectiveness. He stated that the only tool that he has to improve his courses is academic freedom and that if SLOs do improve courses, he would like to see supporting data. He sees SLOs as more of a way to report results rather than managing improvement of programs. Mr. Farmer responded that SLOs and their assessment are designed to improve programs and that the main focus is to make this work meaningful, manageable, and sustainable.

IX. PRESIDENT'S REPORT – None

X. ADJOURNMENT
Meeting adjourned at 2:25PM.