CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
May 11, 2009

PRESENT: Bill Farmer  ABSENT: Dr. Stephen Johnson
Kim Westby
(for Dr. Stephen Johnson)
Dr. Jim Albanese  David Fabish
Dr. Marilyn Brock  Richard Crother
Francine DeFrance
Dr. Bryan Reece
Dr. Ted Stolze
Dean Mellas
Lynn Laughon
GUEST(s): Angela Hoppe-Nagao
Schellary Thomas
Bernie Negrete
Oscar Franco
Mark Wallace
Julie Mun
Nina Motruk

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 – May 4, 2009
Dr. Reece made a motion to approve the May 4 minutes; Dr. Albanese seconded the motion. The minutes were approved as presented.

IV. BOARD AGENDA – May 20, 2009
Mr. Farmer briefly reviewed the May 20 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

Web Standards
Mr. Wallace distributed the attached minutes from the February 17 and March 31 committee meetings. He noted that Ty Bowman and Patrick O’Donnell have spent many hours moving college web content to a new data server. Mr. Wallace also stated that the committee has completed program review for web standards. Web author training is available and there are approximately 200 certified web authors on campus.

Accessibility is an ongoing topic of discussion within the committee and Mr. Wallace distributed the attached Web Administration AccMonitor Summary for Section 508 Compliance, dated April 24. The faculty representatives on the committee expressed the need to develop video accessibility standards for instructional purposes. Concerns were also raised regarding videos that have been uploaded on campus.

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YouTube for instructional use as they do not meet accessibility requirements. A subcommittee has been formed to study and develop a proposal for the required hardware, software and staffing resources to implement a streaming server to support these applications.

Dr. Reece stated that the closed captioning and annotation tools on YouTube are very user-friendly and requested clarification on whether Section 508 requires all instructional videos to be closed captioned when DSPS is able to provide that service for students. Mr. Wallace replied that closed captioning is required for all instructional videos but that the subcommittee will carefully review Section 508 and research this issue.

Mr. Farmer thanked Mr. Wallace for his report and extended his gratitude to the other committee members for their work.

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Professional Relations
Ms. Motruk distributed the attached minutes from the March 17 committee meeting. The Outstanding Faculty Awards ceremony was held on Thursday, April 23. The committee selected Bob Chester, past Faculty Senate President, to emcee the ceremony as Dr. Reece is one of the award winners. She stated that the committee did an excellent job in reviewing all of the nominations but that there were some errors in the printed booklets. These booklets were not distributed during the ceremony and will be re-printed and distributed to the campus once they are available. The committee will work with the Faculty Senate next year to prevent these problems from occurring again.

Mr. Farmer thanked Ms. Motruk for her report and asked her to thank the committee for its work.

Technology-Based Learning
Ms. Hoppe-Nagao gave a presentation titled “One Syllabus, One Tree” which encourages faculty to post their syllabi online via TalonNet instead of distributing paper copies. It is estimated that 76,000 syllabi are currently printed each semester which equates to at least $1,500 (34 trees). Posting syllabi online will provide increased access for students, save time and money, teach students how to use technology, and reduce paper waste. The Faculty Senate voted unanimously to endorse this campaign on April 28. The committee plans to share information regarding this campaign during the Fall 2009 semester through the Daily Falcon, Campus Connection, Talon Marks and division meetings.

Mr. Negrete distributed the attached minutes from the May 7 committee meeting. He stated that he and Ms. Hoppe-Nagao met with Dr. Brock and Dr. Reece to discuss the Chancellor’s Office definitions and guidelines for distance education courses. The committee reviewed these documents and made a minor revision to the Standards
for Distance Education document which is available through the Faculty Senate website. They will meet with Dr. Brock to ensure that every division is aware of and uses these standards. He also commended Ms. Hoppe-Nagao for her work on the “One Syllabus, One Tree” campaign.

Dr. Stolze stated that the campaign is a great idea and expressed his anticipation for discussion to implement a college-wide recycling plan.

Mr. Farmer thanked Mr. Negrete and Ms. Hoppe Nagao for their report and thanked the committee for its hard work.

VII. STATUS OF SHARED GOVERNANCE
Mr. Farmer stated that the Coordinating Committee will not meet during the summer unless there are critical agenda items to discuss as some constituency groups have limited availability during this time period. He reminded the committee that there are some ongoing shared governance issues that will need discussion and resolution during the Fall semester when all constituent groups are available. These ongoing issues include the possibility of restructuring the Accreditation Committee, the institutionalization of a single Program Review Committee (for both instructional and non-instructional programs) or a separate Non-Instructional Program Review Committee, and possibly institutionalizing the Student Success Plan Taskforce through shared governance as a Faculty Senate or College committee. He requested that the Coordinating Committee members keep these open items in mind during the summer and direct any inquiries and/or suggestions to the President’s Office.

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Dr. Reece shared the results of the Student Success Plan survey which was emailed to the campus on April 22. Over 180 responses were received by the May 1 deadline and most of the proposed initiatives received high marks as ways to improve student success.

IX. PRESIDENT’S REPORT
Mr. Farmer reminded the committee that Commencement will begin at 5:00PM on Saturday, May 16. He will be attending numerous end-of-the-year events scheduled this week and stated that celebrations of student achievement and success are rejuvenating.

X. ADJOURNMENT
Meeting adjourned at 2:07PM.