CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
August 31, 2009

PRESENT: Bill Farmer
Dr. Stephen Johnson
Dr. Jim Albanese
Dr. Marilyn Brock
Lola Rizkallah
Debra Moore
Dean Mellas
David Fabish
Lynn Laughon
Schellary Thomas
Julie Mun

ABSENT: Dr. Ted Stolze
Richard Crother
Student Member

GUEST(s): Carl Bengston
Rich Cameron
Mark Fronke
Young Kim
Stephanie Murguia
Dr. Chris Myers
Dr. Linda Rose

I. MEETING CALLED TO ORDER
Mr. Farmer called the meeting to order at 1:01PM.

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – August 24, 2009
Dr. Johnson made a motion to approve the August 24 minutes; Dr. Brock seconded the
motion. Mr. Mellas requested that the minutes be revised to specify that he voted against
the approval of the Staff Developmental membership proposal as amended. The minutes
were approved as amended.

IV. BOARD AGENDA
Student Information and Environmental Scan Highlights
A PowerPoint presentation with various student information and Environmental Scan
highlights was given by Dr. Chris Myers. The presentation will be made during the
September 2 Board meeting to provide an overview of student academic and demographic
information as well as trends and possible implications gleaned from the Environmental
Scan. Dr. Myers also noted that the full reports are available on the Office of Research and
Planning webpage.

The committee members provided feedback and there was discussion about the fact that
approximately 66% of enrolled students reside outside of the college district and whether the
trends reported are reflective of the district as well as the region.

V. ITEMS FROM INSTITUTIONAL COMMITTEES – None

VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Curriculum
Mr. Cameron stated that the Curriculum Committee has lost many key
members and that they are working to find replacements. The
committee met on August 27 and began work to reduce paper waste by
using electronic outlines and documents. They are also working on a
PDF course catalog so that additions and revisions are reflected each
semester rather than annually. There was discussion regarding concerns about the Electronics program which has been inactive for some time and the need for an official procedure regarding program discontinuance in order to allow other departments to provide feedback and/or express interest in moving a course into a different department. A process to identify inactive courses is also needed. The committee plans to work with the Instructional Program Review Committee and other groups to develop these processes.

Mr. Cameron added that the committee is working on creating an online database on TalonNet with updated curriculum information and current course outlines.

Mr. Farmer stated that procedures for program discontinuance must be negotiated with the Faculty Senate and that although the Electronics program has been discontinued, that does not mean that all Electronics courses will be eliminated.

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

VII. STATUS OF SHARED GOVERNANCE

Administrative Procedure 4227 – Repeatable Courses
AP 4227 is an existing procedure which was revised to align with changes in Title 5, Sections 55041, 55042, and 56029. Dr. Johnson stated that this procedure was reviewed by the Coordinating Committee on April 20 and it was determined that research was needed regarding how repeatable courses are identified or designated in the college catalog. The updated procedure was shared with the committee and there were no additional recommended revisions.

College Committee on Outstanding Classified Employee Selection
During the August 24 Coordinating Committee meeting it was proposed that the Outstanding Classified Employee Selection Subcommittee be institutionalized as a college committee. A draft proposal was distributed to the Coordinating Committee for review. There was discussion about the annual Outstanding Classified Awards ceremony and whether the planning and preparation for this event would fall under the responsibility of the Staff Development Committee or this proposed committee. Mr. Fabish stated that the Staff Development Committee’s focus should be on staff development rather than awards and recognition events. Ms. Laughon stated that since this proposed committee would be charged with selecting the Outstanding Employee of the Month, it should also coordinate the annual awards ceremony. There was also discussion concerning the proposed language for the quorum requirement and the committee suggested that the language be clarified. A revised proposal will be presented to the Coordinating Committee on September 14.

College Committee on Accreditation
Mr. Farmer shared a proposal to revise the structure of the Accreditation Committee to ensure continuous work to review the college’s progress in meeting accreditation standards. The proposal includes additions to the committee’s purpose to prepare an annual report and to recruit accreditation standard committee and subcommittee co-chairs. The Accreditation Liaison Officer and a faculty member will serve as co-chairpersons. He also stated that
although Dr. Stolze requested that a CCFF representative be included in the committee membership, this is a matter that must be negotiated.

Dr. Albanese made a motion to approve this proposal and Ms. Laughon seconded the motion. The committee requested that language be added to clarify that during the preparation of the self-study, additional members who will serve as accreditation standard co-chairs will be appointed by the designated body for each constituent group. Dr. Albanese made a motion to approve this amendment and Ms. Laughon seconded the motion. The amendment passed unanimously. The motion to approve the Accreditation Committee proposal with the amendment passed unanimously.

**College Committee on Program Review**
Ms. Moore and Mr. Fronke stated that although it was agreed to discuss the possibility of institutionalizing a single Program Review Committee for both instructional and non-instructional programs, these discussions have yet to be scheduled. Mr. Fronke stated he is open to working with non-instructional areas to explore whether that would be mutually beneficial. Mr. Farmer stated that he will meet with Dr. Johnson and Dr. Albanese to recruit non-instructional area representatives to meet with Mr. Fronke and Ms. Moore.

VIII. **REPORTS FROM COORDINATING COMMITTEE MEMBERS** – None

IX. **PRESIDENT’S REPORT**
Mr. Farmer stated that the Aquatic Center dedication is scheduled for Wednesday, October 21 at 5:00PM. The regularly scheduled Board Meeting will follow at 6:00PM.

Mr. Farmer stated that this will be his last meeting as the Coordinating Committee chairperson since Dr. Linda Lacy will begin her employment as President/Superintendent on Monday, September 14. He thanked the committee members for making this part of his temporary position as pleasurable as possible.

X. **ADJOURNMENT**
Meeting adjourned at 2:53PM.