CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
September 21, 2009

PRESENT: Dr. Linda Lacy  
Bill Farmer  
Dr. Stephen Johnson  
Lola Rizkallah  
Debra Moore  
Dean Mellas  
Lynn Laughon  
Schellary Thomas  
Julie Mun

ABSENT: Dr. Jim Albanese  
Dr. Ted Stolze  
David Fabish  
Richard Crother  
Student Member  
Carlos Arce  
Mark Fronke  
Lee Krichmar  
Val Mitchell

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

II. INTRODUCTION OF NEW EMPLOYEES – None

III. APPROVAL OF MINUTES – September 14, 2009  
Dr. Johnson made a motion to approve the September 14 minutes; Ms. Rizkallah seconded the motion. The minutes were approved as presented. Mr. Farmer abstained.

IV. BOARD AGENDA – None

V. ITEMS FROM INSTITUTIONAL COMMITTEES

Information Technology Standards  
Ms. Krichmar distributed the attached August 14 meeting agenda and approved minutes, September 11 meeting agenda and unapproved minutes, October 9 meeting agenda, and the 2009-2011 Information Technology Master Plan. All agendas, minutes, and additional information regarding the IT Plan are available on the committee website. She noted that the committee will be working to expand the IT Master Plan by adding a section on a Green IT Initiative and to establish evaluation guidelines for web-based applications. The committee has established new IT goals to enhance the effectiveness and efficiency through resource management and promote student success college-wide.

Ms. Krichmar stated that Windows 7 has been installed on several District computers and that all of the testing scenarios have been positive. The ShoreTel Voice over IP (VoIP) phone system is the current campus phone standard and will be installed into all new buildings. Existing campus locations will be migrated to ShoreTel using a similar priority list as the computer replacement plan beginning this week, and the conversion should be complete within the next three years prior to the demolition of the Liberal Arts building.

Dr. Lacy thanked Ms. Krichmar for her report.
VI. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Hiring Standards
Ms. Mitchell distributed the attached unapproved minutes from the September 15 committee meeting. She stated that the committee has a new website with links to meeting agendas, minutes, forms, and other important information. Some information, including equivalency requests, will be posted on the committee’s TalonNet site which requires access.

Ms. Mitchell stated that much work was completed last year to review and update equivalency and minimum qualifications/local standards forms. This year the committee will work on reviewing and revising its current processes and procedures as they were last reviewed in the mid 1990’s. They hope to present a draft of the revised documents to the Faculty Senate in Spring 2010.

Mr. Arce shared that the work this committee has completed is exemplary. He stated that he is a member of the Standards and Practices Committee of the Academic Senate for California Community Colleges. He distributed the attached description of this committee’s tasks, charge, and membership. The ASCCC will be making an announcement on the process for submitting proposals for new and/or revised disciplines. This process will take about two years to complete from inception to approval for new disciplines.

Mr. Farmer congratulated the committee’s hard work last year and expressed his appreciation for the cooperative way that the committee worked with all constituencies to resolve long-standing problems.

Dr. Lacy thanked Ms. Mitchell and Mr. Arce for their report.

Instructional Program Review
Mr. Fronke distributed the attached September 1 meeting minutes and a schedule of department presentations for 2009-2010. Last year was a hiatus for program review as it was the sixth year of the cycle which is designed to review/revise current processes for improvement. The committee decided to eliminate the validation team report component of the process as it was ineffective in validating the evidence presented in department reports. The committee will review each program self-study report to provide input, and each program will be required to make a presentation of the final report at a committee meeting as listed on the distributed schedule. He noted that the Dental Assisting and Dental Hygiene departments have an external accreditation and that the committee will review their accreditation reports as their self-study reports.

Mr. Fronke noted that the self-study format now includes SLO and unit planning requirements. He is working with Ken Matsuura to possibly incorporate matriculation agreements into the format as well. Mr. Fronke will also meet with Rich Cameron regarding inactive courses and whether a program review component will be needed to address that issue.

The committee website has links to the meeting agendas and minutes, instructional program review workbook, programs under review, sample self-studies, and other important forms. Mr. Farmer stressed the importance of online transparency in order to
comply with accreditation standards and requested that all departments be required to submit electronic self-study reports.

Mr. Fronke stated that a meeting to discuss the possibility of integration of institutionalizing a single Program Review Committee for both instructional and non-instructional programs has not yet been scheduled. The committee is researching other colleges with integrated program review committees to possibly find a model to use for discussion. Dr. Johnson responded the Vice Presidents of the three non-instructional areas will be meeting on September 23 to discuss the recruitment of non-instructional area representatives to meet with the Instructional Program Review Committee and that they will contact Mr. Fronke after their discussion.

Ms. Rizkallah, who is also a member of the Instructional Program Review Committee, thanked Mr. Fronke for being a wonderful leader and stated that much research and work was completed last year.

Dr. Lacy thanked Mr. Fronke for his report.

VII. STATUS OF SHARED GOVERNANCE – None

VIII. REPORTS FROM COORDINATING COMMITTEE MEMBERS – None

IX. PRESIDENT’S REPORT – None

X. ADJOURNMENT
Meeting adjourned at 1:45PM.