In attendance at the meeting were:
Mark Fronke, Chair
Angela Beck
Angela Conley
Christina Fernandez
Todd Gaffaney
Lorraine Gersitz
Nick Kremer
Rachel Mason
Lola Rizkallah
Linda Rose
Farid Wissa
David Young

Absent:
Cynthia Lavriere
Shantal Voorwinden

1. Foreign Language Presentation – Mark Fronke welcomed Froylan Cabuto to the meeting and gave background to the committee regarding his follow-up as liaison on the department’s Program Review. Mark Fronke met with the department a number of times and issued guidance to the department on how to proceed with their format and finalization. The actual document will be submitted to the committee by Monday 4-12-10. The presentation was presented by Froylan Cabuto. Details of the presentation are presented following the minutes. Action: Mark Fronke will email Froylan Cabuto and indicate that the deadline for the final draft report will be on Monday, 4-12-10. The remaining department participants will issue their information no later than Thursday, 4-15-10.

2. Review/Approve Minutes of 2-16-10, 3-02-10, and 3-16-10. A motion was made by David Young, Seconded by Christina Fernandez with one
abstention from Nick Kremer due to absence. The committee unanimously approved the minutes of 2-16-10. A motion was made by David Young, Seconded by Linda Rose to approve the minutes of 3-2-10. The committee unanimously approved the minutes of 3-2-10. A motion was made by David Young, Seconded by Todd Gaffaney with one abstention from Lorraine Gersitz due to absence. The committee unanimously approved the minutes of 3-16-10. Discussion: Approval was postponed for the BCOT/BCOM department based on getting the core indicators worked on.

3. **Finalizing of Reading Report** - Mark Fronke indicated this was placed on the agenda prematurely since the deadline was the date of the current meeting recommendation to postpone this item until the next meeting since there was not ample time to review it.

4. **Discussion on Goal Establishment Form** – Mark Fronke previous submitted a draft template to the committee. Christina Fernandez brought to the committee's attention the need for ease in use of the template. Mark Fronke emphasized the goals being measurable and whether the goals are being supported with the report. He references the template as a guide to this. Mark Fronke reviewed the assigned dates for all programs under review in the 2009-2010 academic year. It was discussed that the goals need to be dated, achievable, specific, and measurable.

5. **Comments on Photography** – Farid Wissa read the adjustments/changes to the report and indicated that the department is on target. Mark Fronke commented that the report was too lengthy and many of the items listed did not support Appendix D, and that preferably the focus would not be on the problems and what the department could not achieve. Christina Fernandez shared information with the committee on the certificate programs and felt that the document was thorough. Mark Fronke indicated that the history was not necessary in the report and is intended to be a Strategic Planning document. Rachel Mason updated the committee and the department on the fact that course data information is available based on grading patterns. Discussion was made on the issue of external circumstances of the students and how this information can be proved. Mark Fronke recommended that item 10 be reconsidered on the report referring to the things standing in the way of student learning is bureaucratic. It was noted that many of the items listed could be goals. Christina Fernandez indicated that the department is not lab managing. Mark Fronke just received the Appendix D and will submit feedback on it.

6. **Comments on CIS** – The committee had a thorough discussion during the meeting on the CIS report. Linda Rose updated the committee regarding questions she has on the department’s goals. Mark Fronke indicated that a lot of the goals of the department were not listed as goals. It was noted that the core indicators were inadequate and there were places where evidence is desired.

7. **Programs Under Review Due Dates 2010-11** – Mark Fronke review the status of the programs this year and have completed all but BCOT/BCOM,
Plastics, and Reading. For next year and has already met with Chemistry, Business Administration, and Adult Education and is scheduled to meet with the Music department. He will follow-up with Administration of Justice, Real Estate, English Teacher Trac and Automotive department.

8. **Items from the Floor** – Linda Rose updated the committee on the Accreditation Meeting and noted that it was discussed about the Educational Master Plan for 2013 and the connection with Budget and Planning, Program Review and Unit Plans and this will be a very important part of the next accreditation cycle. The committee discussed the number of possible departments that will have undergone the program review process by that time which will be the fourth year of the Program Review process. Mark Fronke invited the Program Review Committee along with any departments involved in the Program Review Process to El Torito’s in Cerritos following the last meeting of the semester at his cost. The last meeting will be held on Tuesday, 5-4-10.

9. **Adjournment** – The meeting adjourned at 4:50 P.M.

Next meeting
Tuesday, April 20
3:00-4:30
SS 141
Frolyan Cabuto discussed the department goals as follows:

The department desires to recruit high school students into the department. Preparation of a proposal to send to the high schools and follow-up regarding contact made. The department is working along with Shirley Arceo in School Relations regarding this venture. Discussion with students on progress made. The department feels this is necessary because students are unaware that they need two years of a foreign language to obtain a degree. The department feels the students should complete this requirement while attending Cerritos College.

The department’s goal is to emphasis how important Foreign Language is. The IGETC requirements were discussed along with transfer and University requirements. 1) To promote awareness of the Foreign Language Program and recruit prospective Students.

Nick Kremer inquired whether the department has checked into articulating the high school programs to the college programs.

The department has a goal to revive Spanish for Business personnel. The department desires to offer courses not only for transferable services, but also to offer courses to the community. The department is currently offering German for business and desires to have an offering for Chinese for business, or any of the languages. If these courses are approved through curriculum, they will go live in approximately Spring 2012. 2) To establish a course for Spanish Business Personnel in order to complete with globalization. The department wants to collaborate with other departments. The department is planning to conduct a survey to determine SLO’s and which students are interested in taking the courses.

The department wants to offer courses to benefit the students in general with emphasis in either French or Spanish. The department wants to expand their department to include linguistics 3) Linguistics and Romance Linguistics which will be based on the outcome of the first goal.

Frolyan Cabuto indicated the goal that was not indicated on their handout is that the department desires to offer a certificate of achievement. There was discussion as to the possibility of the department adding this as a goal.

The department noted 4) The Roland Bellugue French Award this includes writing a proposal for $500-$1000 as well as the conditions to be written, along with finding a sponsor. There are specific instructors in the department assigned to all of the goals.

The long term goals of the department are to: 1) Create a standardized syllabi for the following classes: Spanish 101, 102, 111, 112.
Mark Fronke mentioned some of the goals appeared to be vague. The department’s main goal is that all students finish.

David Young updated Froylan Cabuto on the requirements for placing a student in AP courses as well as the requirements for obtaining a certificate.

Linda Rose discussed the college’s need of obtaining a qualified instructor to teach Chinese as well as the college’s equivalency requirements at Cerritos College when there is faculty available. There was request from the community to offer this course. The instructor that was in place was unable to continue due to the college’s equivalency requirements. Linda Rose will be following up on investigating this issue. There are instructors who have taught the course for many years at other colleges with a Master’s Degree; however, the current equivalency requirements at Cerritos College.

Rachel Mason recommended that Froylan Cabuto link up with the Business division when they begin their process.