CERRITOS COLLEGE

TO: Members of the Program Review Advisory Committee

FROM: Miriam Tolson, Program Assistant II

DATE: December 2, 2009

SUBJECT: Minutes of IPR meeting – December 1, 2009

In attendance at the meeting:
Mark Fronke

Angela Beck
Christina Fernandez
Todd Gaffaney
Lorraine Gersitz
Nick Kremer
Cynthia Lavariere
Rachel Mason
Linda Rose
Shantal Voorwinden
Farid Wissa
David Young

Absent:
Lorraine Edson-Perone
Lola Rizkallah (Excused)

Guest (s):
Chris Myers
Terry Price
Steve Berklite

Call to order – The meeting was called to order at 3:09 P.M.

1. Review/Approve Minutes from November 17, 2009 – Motion: It was moved by Linda Rose and seconded by Lorraine Gersitz to approve the minutes of 11-17-09 as amended. Action: Motion was unanimously approved. The committee unanimously approved the 11-17-09 minutes as amended. Discussion: It was noted that the
minutes should been corrected to indicate that Lorraine Gersitz and not Lola Rizkallah made comments in item #5 regarding course content. In addition corrections to be made regarding first name spelling on “Farid” Wissa and: Mageya Sharp”. Action: Motion was unanimously approved by the committee as corrected during the discussion; the posted minutes will reflect the changes.

2. **Plastics Self-Study Update** – Mark Fronke indicated that this is the first program to be presented for the Instructional Program Review Program in the new format. He suggested that the presentation be informal. The validation of this report is for the committee to talk about evidence presented in the report, and to support the assertions that are in the report. Mark requested that Terry Price focus on the goals that the program has for the future, and the purpose for those goals. Mark Fronke emphasized the Program Review Report form and that it is a utilized document from this point on. Terry Price gave a presentation to the committee. (See detailed report attached) The committee commented on the report as follows: Linda Rose, liaison to this program, made a note to the committee with concern that the technical programs being offered on the campus are not clearly nor widely advertised to students on campus consequently the current students are unaware of careers, programs, and other vocational options and possibilities that are available to them. The additional programs available makes it completely different world on this side of the campus. Linda Rose indicated the importance of finding a strategy to provide awareness of these types of programs. Steve Berklite, division dean also inserted comments to the committee during the presentation due to the review. The committee questioned the presenter about job opportunities.

3. **Non-Instructional Program Review Memo** –Mark Fronke discussed the memo with the committee. The memo is a follow-up from a meeting regarding Mark’s meeting with Lola Rizkallah, Lucinda Aborn, and Kim Westby regarding the Non-Instructional Program Review process. Recommendations are requested from Program Review as to how to approach this. The things that have been developed will help them. They will determine from this what their six year cycle will be and to develop a self-study format based on what they are looking form and the forms that go with the validation process if they would like to use our model. The memo is addressed to Mr. Farmer. The components of the Instructional Program Review would need to be developed. A workbook definitive document of how this works and a reporting mechanism for doing this. Also either an Instructional Program Review committee member or the chair would meet with that group once a year and recommend what issues have arisen and inform them of what trends IPR has experienced. Chris Myers recommended a Steering Committee and recommended a process to be followed. David Young recommended that all of the VP’s be included and also notify the President. It was noted that there may be a crossover of members, i.e. Lola Rizkallah may be on both committees. Farid Wissa brought up the make-up of the committee as related to a Shared Governance Committee. The committee’s main focus is the memo.
4. **Adjournment** – The meeting adjourned at 4:30 P.M

Next Program Review Meeting  
Tuesday, January 19, 2009  
3:00-4:30 P.M.  
SS 141
A summary of the presentation is as follows: Terry Price made the following points to the committee.

The Plastics Department meets the needs of business, industry, and the general population of students.

Many students begin by taking a survey class or take a visit to the programs to help make a decision to see they are going to continue on and receive the training they require and determination as to what their career goals are. Many students are already working in the industry and come to obtain the training required to receive the certificate of verification which may lead to recognition and/or a raise.

The department meets with business representatives, including an Industry Advisory Committee, administrators are in place for guidance, and the program staff plays a large part in the daily program including specialty programs.

The history of the program began in approximately 1974/75 with a Plastics course which included a machine shop course. The program went on to meet the needs of the Industry Advisory Committee and added other classes that were needed in the area during that era as follows:

- Thermal Plastic, Injection Molding,
- Other classes were later offered to accommodate the industry. Evolved over the years to the center for Composite studies

Terry Price shared the following areas the committee needs to concentrate on based on input from various sources i.e. Curriculum committee where the department will continue to modify the courses.

**Goals**

The goals consist of one, three to five year plans.

- Curriculum – Updating and Modifying
- Marketing
  - Full 18 week courses. The 9 week short term classes advertising creates a large turn-over of students
A large number of trade, shows, conferences, and trade associations that the department interfaces with. The marketing is improving for the program however, there is a down turn of funding,

- Continue to focus on updating the SLO campus committee
- Following the instruction and guidance of the industry
- Grants and funding is a high priority
  - External funds through the industry
  - Grants applied through the college Economic Development department
- Track industry database for resources and tracking
  - Establish an alumni association
- Technical Library
  - Convert some of the slides and use them digitally for instruction. Video tapes, and visual aids are available
  - Comparing and contrast
- Facility upgrades
  - Electrical upgrades
  - Painting, patching, moving equipment
- Assess, upgrading, and replacing of equipment

There are two types of students the Thermal Plastics students who are interested in a certain process, and Thermal Setting students.

Terry Price informed the committee regarding the Plastics department and noted that it is not a very conventional program our program is the only degree and certificate program in the state of California in the community college areas.

Steve Berklite

Steve Berklite added the following input to Terry Price’s presentation:
Steve commended Terry and the part-time instructors in the program for doing a marvelous job of instruction. In addition, he commended Terry Price and the department for their outstanding working relationship with industry, and the amazingly active Advisory Group and that they follow the trends very well. However, due to budget constraints the program took a hard hit. The Saturday programs which have always been very strong have dissolved. This was the biggest hit on campus. A total of 19 sections were taken from Saturday.

Steve Berklite hopes that this will be added into the unit plan and that the changes are only temporary.

- The department and programs are very equipment oriented and staying up to date with the equipment has been a challenge.
- Supplies – there are hundreds of thousands of dollars of materials that are out of date with industry, but good for education
- Day to Day consumables
  - No budget
  - No repairs
- Concern with issue of lack of support
- No budget for maintenance and repair
- Imperative to stay current with equipment with industry
  - Working diligently to revamp the department
    - Will liquidate some of the old equipment
    - No capital outlay – will maintain good equipment and someday upgrade

Terry Price also informed the committee that Northrop Grumman in El Segundo desires trainees and new hires that have the skills since they are losing engineers due to retirement. Many of the college graduates do not have the hand skills although they have the degree. Through our program the students with the certificates are guaranteed an interview. Cerritos College offers a tour of their facility.

Due to word of mouth students become aware of our program. Many courses are duck tailed together. The courses include many women.
Mark Fronke and the committee posed questions to Terry Price related to his goals list and requested the following information:

- Goals that have a specific date develop that have some more specificity – Timeframes – annually is too vague
- A road map of how we get from here to there instead of being vague...
- Timetables with specific dates
- Collected information and a lot of the comments received from surveys Spring – if you pass the class as of the final exam…they don’t get the certificate if they don’t complete
- Other data they would like to collect such as….email address marketing information all can actually touch bases
- Results of these items

Terry Price indicated the following information to the committee.

- Data collection is based on receiving email addresses which is utilized for marketing. Email updates reminders. The department uses a database.
- Maneuvering courses as requested by students; although much of this has changed
- There is a lack of computers in the department
- It was noted that the Advisory Committee indicated that the students need basic skills.
  - Focus group was developed
- Students were traveling long distances to attend the weekend programs

The committee members had questions that were addressed at the conclusion of the presentation.

David Young inquired regarding the Core Indicators. Terry Price discussed the subject with the committee. Steve Berklite indicated that the backup information which was not fully described in the document is available.
It was noted that 20-30% of the students in this field are obtaining jobs. The committee had a lengthy discussion regarding core indicators.

Rachel Mason had a question regarding the equipment, the program is equipped with an appropriate, industrial, etc. under weaknesses - clarification needed is.

Terry Price concluded the presentation with a display for the committee to review. He was available for questions on the display items after the meeting was adjourned.

Steve Berklite spoke regarding the mandate from the state for the core programs. Since the programs in the department don't fall under that category this program continues to shrink and the timeframe for a student to complete their program may cause student population to drop.

Nick Kremer pointed to the fact of the importance of the report being strong. Steve Berklite noted the awareness of the difference between a program being supported or not due to the Program Review process and the importance of this.

Mark Fronke noted that since there is more work to be done on the review there would not be a motion to approve this. Mark and the committee agreed on the following things needed to be clarified:

- Look at the core indicators
- Trends
- Job Market
- Employment
- Program providing job opportunities and employment within a timely manner
- Who does the Advisory Committee consist of?
- Appendix – timeframes
- Cover sheet to be filled out
- Current with the Curriculum Committee with all courses and the SLO taskforce
- Document to be updated

Mark Fronke requested that the feedback form be filled out by Terry Price/Steve Berklite and returned to the Program Review Office.