CERRITOS COLLEGE

TO: Members of the Program Review Advisory Committee

FROM: Miriam Tolson, Program Assistant II

DATE: March 12, 2010

SUBJECT: Minutes of IPR meeting – March 2, 2010

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

Absent:
Shantal Voorwinden

Guest(s):
Barbara Soden
Mageya Sharp

Call to order – The meeting was called to order at 3:05 P.M.

1. BCOT/BCOM Presentation – Mark Fronke welcomed the presenters, Barbara Soden, department chair and Mageya Sharp, co-chair. The presentation is summarized as follows in the report summary following the minutes. The committee had a thorough discussion with the presenters on their goals and indicator codes.

Motion: A motion was made by David Young and seconded by Nick Kremer that the self-study be approved related to their addendum based on the core indicators and addressing the Perkins core indicators as well as making changes to their Goal Form (Appendix D) to make the goals specific and assigned to individuals.

Action: The committee unanimously approved the department’s program review.
2. **Review/Approve Minutes from February 16, 2010 – Mark Fronke** - Approval was postponed due to excused absence of Miriam Tolson due to emergency. The committee agreed to approve the minutes at the next meeting.

3. **Comments on Foreign Language** – Mark Fronke and the department commented on the large amount of information in the report. It was noted that there were items that did not need to be focused on that was.

4. **Programs Under Review Due Dates 2011-12** – Mark Fronke recommended that this item be delayed until the next meeting due to the dates being unavailable with the unexpected absence of Miriam Tolson.

5. **Liaisons for 2010-11 school year** – This item will be discussed at the next meeting.

6. **Items from the Floor** – Mark Fronke informed the committee that Rachel Mason will represent the Instructional Program Review Committee on the Student Success Committee.
   a. **A discussion was held regarding the committees role in promoting student success.** David Young presented his ideas regarding underprepared students and the disservice the college does by allowing students to enroll in classes for which they are unprepared. This does a disservice to the student by falsely encourage them and also takes a possible opportunity away from a student who is prepared by unable to enroll because the class is full. Mark Fronke agreed that something should be done to research whether establishing recommendations or pre-requisites on certain courses would be appropriate. In light of the fact that many programs under review has expressed concern over students who are not prepared because of lacking the necessary reading, writing and math skills. It was agreed that we would invite Chris Meyers from Research and Planning to our next meeting to get his opinion of the situation and what can/should be done to move forward.

7. **Adjournment** - The meeting adjourned at 4:30 P.M.

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**Next Program Review Meeting**

**Tuesday, March 16, 2010**

3:00-4:30 P.M.

SS 141

**BCOT/BCOM Presentation Summary**

The Presenters Barbara Soden and Mageya Sharp, Department chair included the SLO’s, long-term and short-term goals. The department indicated that one of their major codes had been changed based on the information they reviewed from the Chancellor’s website. It was noted that a lot of the information on the Chancellor’s website was inaccurate. This major code was not addressed and was brought to their attention by Mark Fronke. Rachel Mason, Dean of Business Education reviewed the statistics the department had available over the summer and this was also reviewed by their liaison, Angela Beck.

The department discovered that a lot of their courses had been re-coded and a lot of the courses were all over the map. A lot that were thought to be under their current code was
not. Mark Fronke inquired as to why this information was not included as part of the goal. The department discussed reassignment of their Top Codes. Mark Fronke requested that the department document this information.

Nick Kremer inquired whether the existing data the department presented was based on the core indicators. The department informed the committee that they used what was listed and was what they had at the last Program Review. Based on two sets of data, VTEA funds related to vocational programs. Core indicators are separate. The department was not aware of this and didn’t discuss this.

The department mentioned information they received from Marilyn Brock for their department when she was at Cerritos with reaching out to the military.

Mark Fronke inquired as to what is and is not working in the BCOT/BCOM department and what the department would like to do to improve their program in the next five years. The department discussed in detail their goals. Most of their goals include post secondary education and employment. Sandra Elizondo will be in charge of assisting with this area. Sandra was not present at the meeting. The department discussed some of the issues with the goals they are setting through this assistance; however things so far have not gone smoothly. The department will also make additional attempts to contact the Pathways program employees.

Codes will go to curriculum for name changes based on major studies with colleges over the state. Attracting the male sector has been a concern with the course names in the business area.

Mark Fronke inquired about Instructional improvement strategies. The department discussed hybrid courses and online course availability. An example of this is that Cerritos College was one of the first colleges to teach Office 2007 online and on campus.

Rachel Mason indicated that the SLO’s are based on the grid and the methodology to improve the percentage on their assessment and how the statistics on the students are met. Data is then analyzed and reviewed on how to improve it. David Young inquired regarding this documentation. It was confirmed that this is in the SLO.

Nick Kremer inquired regarding program completion and certificates which is a national trend. Increasing the number of college graduates. The department indicated there were some problems in this area. Since this information is not verified at the college the tracking for this is inaccurate. It was agreed that Barbara and Mageya will meet with Nick to review the core indicators for evaluation.