Ms. Quaas-Berryman called the meeting to order at 2:14 p.m.

1. Review and Approval of Minutes

M/S/P Ms. Sestini moved approval and Ms. Sajjadham seconded the motion to approve the Minutes of October 16, 2007. The minutes were approved as presented with Mr. Farmer abstaining.

2. Conference Reports and Article Share

Ms. Parsons invited the committee to a teaching institute at Cerritos College that Teacher Trac is hosting with Dan Apple of Pacific Crest December 13-15. Leadership teams from Carnegie, Teacher Trac, Learning Communities, as well as Basic Skills are being invited.

3. Review Main Discussion Points From the October 2 and October 16 Meetings

Dr. Connal distributed a record of remarks and insights gathered from the discussions in this committee. She will continue to incorporate comments into this document. This will help us with the upcoming self-assessment document we will need to submit in May 2008.

4. Brainstorm Invitation List for Day Long Event

Ms. Quaas-Berryman distributed a “draft” list of invitees to an upcoming day-long event. It is the intent to invite the essential people on campus who are involved in campus-wide assessment.
5. Continue Discussion of Report (Sections B & C)

B.2 Dr. Reece commented that the district does have an instructional program review process in place and we are hoping to move forward with a non-instructional program review procedure. Dr. Reece feels the district needs to decide whether or not basic skills is going to be a centralized or decentralized program.

Dr. Connal believes that student learning outcomes need to devise a definition of what we call a “program.” She believes that we have to look at the effectiveness of any endeavor that proposes to change the program review process and make it a part of Planning and Budget. This year will be the first cycle of program review to tie into Planning and Budget. We want faculty to pay attention to the document and take the process seriously.

Ms. Chomiak expressed concern about the way we decide who our basic skills students are as the numbers look a lot lower than they should be. Mr. Farmer commented that basic skills are defined as two levels below collegiate work.

B.4 It was noted that staff was not present today to discuss the questions regarding financial aid. Dr. Reece would like to see the college do a better job of notifying students about key financial aid deadline dates. We could institute better ways in which to inform students across campus of all important dates, i.e., registration deadlines, drop dates, graduation filing dates, CSU and UC application deadlines, graduation day, etc., Dr. Reece suggested posting information on the portal, voice mails, kiosks, cell phone messaging, Talon Marks, etc.

Ms. Chomiak feels we need to change our strategy with all faculty. Our students come on campus for their class and leave. We need to work concertedly with faculty to inform their students of important dates and timelines. We need to be more proactive. Ms. Sestini agreed that if we are more successful in our efforts, the Financial Aid office will need more people to work in the office.
C.1 Ms. Sestini does not feel that the faculty play a primary role in needs assessment, planning and implementation of staff development programs. She noted that money is no longer available for workshops and conferences.

Dr. Reece feels that the Vice President of Academic Affairs is not used to good advantage on teaching and learning issues. He feels that the vice president is focusing on other areas outside of academic affairs issues, such as strategic planning, human relations issues, comp and class and board policies and procedures.

Mr. Farmer agreed that he has not had as much time to spend recently on teaching and learning as he would like, and that there are a lot of conversations going on at this campus that benefits teaching and learning. Mr. Farmer commented that money does not have to be the defining issue to provide leadership in teaching and learning. Dr. Connal expressed her frustration with not being supported financially in doing some of the types of things she would like. Ms. Chomiak commented that when we rewrite the Strategic Plan, we need to include teaching and learning and more of that type of thing. Ms. Parsons would like to see teaching and learning be an agenda item at each division meeting.

Dr. Reece does not see a clear statement from administration saying to managers “focus on teaching and learning first and make sure your best energy goes in that direction.” He feels that there is a feeling on campus that pulls us away from teaching and learning. Dr. Reece noted that faculty is not aware of where we are going in this direction and wants some type of vision about what makes us unique and better than the rest.

Mr. Farmer feels that Cerritos College is a terrific school and great place to work. Our task is to be creative in spite of the bureaucracy and rules and regulations we have to follow to do what we do best. Dr. Reece feels we need to minimize the bureaucracy.
6. Other

No other items were brought to the floor for discussion.

7. Next Meeting

The committee will meet again at 2 PM in LC-62 (FRRC), on Tuesday, November 20, 2007.

Ms. Quaas-Berryman adjourned the meeting at 3:35 p.m.