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CERRITOS COLLEGE CHAIRS COUNCIL

TO: Members of the Chairs Council
FROM: Miriam Tolson, Program Assistant
DATE: October 14, 2016
SUBJECT: **Chairs Council Minutes 9-29-16**

Chairs Council **9-29-16**

	LAST NAME	FIRST NAME	DEPARTMENT
	Abbruzzese	Mark	Anthropology
X	Barrett	Bonnie	Art & Design
	Bathke	Julie	Physical Therapist Assistant
	Brooks	Kelli	Nursing
X	Brown	Reed	Theatre Film
	Bueno	Ni	Health Education
X	Cameron	Richard	Mass Communications
X	Casas	Ralph	Pharmacy Technology
X	Clifford	Stephen	English
X	Clauss	Dan	Athletics
X	Codd	Geri	Education
X	Conley	Angela	Mathematics
X	Covill	Matt	Biology
X	Duff	Kimberley	Psychology
X	Edwards	Carrie	Health Education
X	Fronke	Mark	Accounting
X	Gersitz	Lorraine	Library
X	Gradin	Susan	Child Development
X	Greenberg	Bruce	Law (Paralegal)
	Gurrola	Maria	Medical Assisting
	Helberg	Bonnie	Reading
X	Holzgang	Amy	Sociology
	Hu	Jianli	Business Administration
X	Jarrett	George	History

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	Krayer	Adelle	Dental Hygiene
X	Lacy	Tor	Earth Sciences
	Lewellen	Michelle	Faculty Senate President
	Livingston	Bob	Business Administration
X	Lopez	Jesusita	Culinary Arts
X	Macias	Sergio	Physical Education
	Makarem	Nasiba	Pharmacy
X	McDonald	Susan	Speech-Language Pathology Asst.
X	Mclarty-Schroeder	Janet	Physics/Astronomy
	Maz	Andrew	Music
X	Micic	Mickey	Engineering Design Technology
	Moriarty	Cindy	Business Administration/Real Estate
X	Morgan	Vykki	EDT
X	Motruk	Nina	Cosmetology
X	Namala	Solomon	Economics
X	Nguyen	Phuong	CIS
X	Obasohan	Victor	Political Science
	Pierini	Michael	Culinary Arts
X	Potter	Inge	Foreign Language
	Price	Terry	Plastics & Composites
X	Ronquillo	Jaclyn	Psychology
X	Rosenfeld	Kimberly	Speech
X	Sanderson	Janet	Dance
	Satterfield	Joe (Philip)	Administration of Justice
	Sharp	Mageya	BCOT
	Soden	Barbara	BCOT
	Soto	Armando	Counseling
X	Stammerjohn	Carl	Woodworking
X	Sugihara-Cheetham	Joann	ESL
	Taylor	Kevin	Automotive
X	Torres-Bower	Ana	Philosophy/Women and Gender Studies
X	Ukita	Traci	Instructional Chair-Counseling
	Vega	Frank	Automotive
X	Voorhies	Ann	Nursing
X	Waldman	Linda	Chemistry
X	Wedell	Donna	Dental Assisting
X	Wilson	Jack	CIS
X	Worrel	Dara	Mathematics

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GUESTS:

1. **Approval of Minutes 09-29-16** - A Motion was made by Mark Fronke, and Seconded by Dan Clauss to approve the minutes. The minutes were unanimously approved as presented. There were two abstentions by Stephen Clifford and George Jarrett.
2. **Announcements:**
 - a. **Planning Plus – Angie Conley** – The presentation included information regarding the changes the program has undergone. The new Version 2.0 based on previous feedback and input. This format should be more user friendly. Faculty were invited to contact Dr. Kristi Blackburn and her staff will assist as needed. The schedule for Unit Plans for next school year which are normally due in October has changed. The faculty were given new tasks for October and were advised that October 31 is the deadline to check the SWOT's and match the goals. An example of some of the details were explained - If "cancelled" or "completed" is checked it will not roll over, and only the items "in progress" will roll over in November. New plans will be made in January 2017 and should be referred to as "Program Review Plus". The IEPR and IT websites have links to the program.
 - b. **SLO's – Mark Fronke** – Mark polled the chairs regarding the videos related to the process and the guide. He has received positive feedback regarding the instructional videos he created on the SLO process. Faculty have confirmed that the videos have provided more clarity than the website instructions. Additional videos will be forthcoming to further communicate the SLO process that links with the improvement approach for the Program Review and the Curriculum processes. There was discussion regarding assessments, feedback, analysis, trends and focus points. There was also discussion regarding the purpose and role of the E-Lumen resource. Mark recommended for faculty to include their assessments throughout the entire semester with their other processes. Rich Cameron discussed preferences for protocol regarding initiating a change in the initial process for curriculum course changes and courses being altered. He requested input from the Chairs on the protocol for the options. The Chairs unanimously agreed to continue the process as it is with the protocol going through the Department Chairs.
3. **Shared Governance Survey Results** – Carl Stammerjohn reviewed the results from the survey and encouraged the Chairs to inquire on any items needing clarity.
4. **CBA (new contract for Faculty)**
 - a. **Chair Assignment Article/Program Directors Assignment Article** – Amy Holzgang updated the Chairs of the online CCFF website and informed the Chairs the contact now lists the duties faculty are responsible, compensated to do, and how Chairs are elected. There was also discussion regarding the definition between Chairs and Program Directors and the language of the contract.
 - b. **Part-Time Seniority/Re-hire Rights** – The committee had a discussion regarding the re-hire rights of the part-time faculty and the process.
 - c. **Office Hours – Part-Time and Summer** – There was a discussion regarding office hours and reassigned time. Amy also updated the

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committee regarding the district correction to paperwork on the Part-Time faculty office hours. The change will be effective this week. Solomon Namala updated the committee on the part-time faculty's status related to compensation and stability. It was determined that although the department Chairs receive the seniority list generated from Human Resources, the Chairs will be responsible to maintain the list. There was a discussion regarding the Part-Time faculty evaluation process.

- d. **Class Size Compensation** – The committee had a discussion regarding the class size load process and sizes related to Curriculum. Amy Holzgang updated the Chairs on overload and compensation. Kimberly Rosenfeld asked the Chairs to encourage faculty input on class submittal levels and going through the curriculum process.
5. **Future Meeting Dates** – There were no updates.
6. **Open Discussion** – Angela Conley updated the Chairs on the protocol on student complaints and information that she received on changes in protocol that has not been clarified to faculty.

Next Meeting
October 29
SS 140