

**CERRITOS COLLEGE
CHAIRS COUNCIL**

TO: Members of the Chairs Council
FROM: Amy Holzgang and Kimberly Rosenfeld, Co-Chairs
DATE: OCTOBER 25, 2018
SUBJECT: **Chairs Council Minutes 09-27-2018**

Chairs Council: Members Present

Teresa Alenikov	Accounting/Finance/Insurance
Ruben Gomez	Administration of Justice
Marcela Daltro	Business Administration/Real Estate
Mageya Sharp	Business Communications Office Technology (BCOT)
Kimberly Rosenfeld	Education (EDEL)
Bruce Greenberg	Law (Paralegal)
Victor Obasohan	Political Science
Jaclyn Ronquiillo	Psychology/Interdisciplinary Studies
Amy Holzgang	Sociology/Women's Studies
Traci Ukita	Counseling
Elizabeth Page	DSPS
Christina Fernandez	Art and Design
Christian Brown	Mass Communications
Andrew Maz	Music
Olga Andrade	Child Development
Susan Gradin	Child Development (Program Director)
Jessie Lopez	Culinary Arts
Susan McDonald	Speech-Language Pathology Assistant
Rebekah Hathaway	Dance
Carrie Edwards	Fitness/Kinesiology
Ni Bueno	Health Education
Steve Clifford	English
Froylan Cabuto	Modern Language
Bonnie Helberg	Reading
Angela Hoppe-Nagao	Speech
Debra Moore	Library
Linda Waldman	Chemistry
Phuong Nguyen	Computer & Information Sciences
Dean Mellas	Computer & Information Sciences
Daniel DeKracker	Earth Sciences
Chuong Vo	Machine Tool Technology
Carl Stammerjohn	Woodworking

1. Welcome

- a. Amy and Carl introduced themselves as the Co-chairs and greeted the council for their first meeting of the fall semester
- 2. Approval of Minutes**
 - a. The council approved the minutes for April 24, 2018
- 3. Elect New Co-chairs**
 - a. Amy asked the members if anyone would to volunteer to become the new Co-chairs for the council. She mentioned the responsibilities of the co-chair and what they typically do for the meetings. Congratulations to Kimberly Rosenfeld, the council elected her as new co-chair to be working alongside current co-chair Amy Holzgang
- 4. New Faculty Hiring Prioritization – Angela Hoppe-Nagao**
 - a. Angela spoke about the new Faculty Hiring Prioritization process, in which she talked about the history of the process which went through the senate, then Dr. Fierro appointed Deb, Angela, Rachel Mason, and Lucinda Auburn to start a new task force in order to create a new process for Cerritos College. This new task force led to the creation of the Faculty Hiring Prioritization Committee, which for the first time has joint representation by faculty. This committee developed a new FHP form and informed the council there is room for 27 new hires. The new process makes it easier to compare departments. This committee will start ranking the supplemental questions and look at the numbers in order to see who would benefit more from new hires. The goal of the committee is get the ranked list to Dr. Fierro and the executive team early in November. Dr. Fierro and his team have the authority to change the ranking if they see so. If a Department puts in for a new hire, they should know by November if they were approved or not. This committee stressed to be prepared and ready because the College is hiring a lot of new faculty.
- 5. Accreditation – Jaclyn Ronquillio-Adachi**
 - a. Jaclyn and Angela, spoke to the council about accreditation, she focused on standard 1 b and issued a survey to the members. The survey describes what the standard 1b means and how the departments are fulfilling that standard. Also focuses on how departments are collecting data for their SLO's.
- 6. Curriculum – Elumen – Carrie Edwards**
 - a. Carrie wanted to talk about curriculum and the new resources on the website. Also a new Curriculum calendar. She also spoke about Elumen and accreditation and what are the steps to be ready for that. Curriculum is still doing CTX workshops every two weeks. Curriculum calendar looks similar to what it was before. New outline, no longer lists department deadlines. Now shows suggestions, which allows departments to do anything at any time. External deadlines impact how things go through Curriculum process. Curriculum added a limit to 30 items that will be seen during their meetings. Carrie will create a new workflow that does not have to go through all the various stages in Elumen, which will be easier for small adjustments. The import to Elumen left many of the courses with different mistakes ranging from small to detrimental. Carrie stressed the importance of the Elumen cleanup so that it will be presentable for accreditation. Curriculum committee is willing to go above and beyond to help with any resources the departments needs for Elumen.
- 7. SLOs – Mark Fronke**
 - a. Mark wanted to speak the resources under the SLOs website which included the calendar and other important resources for assessing. Mark spoke to Elumen about fixing how the website works in regarding to setting up assessments for each new

semester. SLOs committee goals are getting Elumen to talk with Canvas so that if someone does a quiz or an exam it can be attached to an SLO and be posted to eLumen, Reporting Mechanisms and Mappings. If you are under program review, Mark is willing to help and facilitate with the department that is under review. Mark invited the council to watch a SLOs video that was recorded on campus. SLOs committee created reports that show trends and data regarding various levels of assessment throughout the college. These reports are to help faculty so that they don't need to run them in Elumen. Mark provided a template for an improvement plan and also an example. Mark is trying to make it easier for faculty in order for them to assess their students and he is willing to help with mapping and any other objective that is need for SLOs.

8. CCFF Update – Kimberly Rosenfeld.

- a. Kimberly addressed the council regarding the part time faculty hiring's and the deadlines that was present for turning in forms. She also spoke about the seniority list and how this list was created by HR by using their hire date. There are problems with this list because it doesn't take into account various factors that affect seniority. She stated that on the contract, pg. 34, there are criteria in how to factor in seniority. The last criteria are the start dates, with the first and second being relative experience and education. Also spoke about the importance of part time evaluations and noted that faculty will be removed from seniority if they score less than satisfactory on their evaluations that happen every three years. It is important to speak to the deans of the departments because they have the final say regarding where faculty are placed.

Meeting Adjourned
Next Meeting: October 25, 2018