

# CERRITOS COLLEGE

Meeting Minutes  
September 27, 2018  
1:00 pm  
Cheryl A. Epple Board Room

## A. CALL TO ORDER

Meeting call to order at 1: 05 pm

## B. ROLL CALL

### Voting Members:

- |  |  |
|--|--|
| <input type="checkbox"/> VACANT                            | ASCC   |
| <input checked="" type="checkbox"/> Brandt Reiter          | Fine Arts & Communication                        |
| <input checked="" type="checkbox"/> Jessie Lopez           | Health Occupations                               |
| <input type="checkbox"/> VACANT                            | Business Education                               |
| <input checked="" type="checkbox"/> Lora Campeau           | Science, Engineering, and Math                   |
| <input checked="" type="checkbox"/> Lynn Serwin            | Liberal Arts                                     |
| <input checked="" type="checkbox"/> Monica Lopez           | Library  |
| <input checked="" type="checkbox"/> Carrie Edwards (Chair) | Health, Physical Education, Dance, and Athletics |
| <input checked="" type="checkbox"/> Ken Matsuura           | Articulation                                     |
| <input checked="" type="checkbox"/> Mickey Micic           | Technology                                       |
| ⌚ Arrived at 1:45 pm                                       |  |
| <input type="checkbox"/> VACANT                            | Humanities and Social Sciences                   |
| <input type="checkbox"/> Judi Holmes                       | Disabled Students Programs and Services          |
| <input type="checkbox"/> Rick Miranda                      | Vice President of Academic Affairs               |

### Non-Voting Members:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Stephanie Murguia | Dean of Admissions and Records  |
| ⌚ Arrived at 2: 01 pm                                 |   |
| <input checked="" type="checkbox"/> Gary Pritchard    | Dean of Fine Arts & Communications/Acting Dean<br>Of Academic Affairs |
| <input checked="" type="checkbox"/> Andrew Maz        | Vice President of Academic Senate                                     |
| <input checked="" type="checkbox"/> Frank Mixson      | ACCME/Acting Dean of Fine Arts  |
| <input checked="" type="checkbox"/> Phally Lay        | Curriculum Specialist   |

**Quorum: Yes**  
**M=Motion**  
**S=Second**  
**P=Pass**

**GUEST:** Carl Stammerjohn, Evelyn Mattison

## C. PUBLIC COMMENTS

*No Comments*

## D. MEETING MINUTES

1. September 13, 2018

M/S/P Matsuura/ J. Lopez approved September 13, 2018 meeting minutes with minor corrections

7 yes/0 no/0 abstentions

## E. CONSENT CALENDAR

- Inactivation

*Impacted programs: none*

- BA 50 - Math for Business and Finance
- BA 62 - Business on the Internet
- BA 63 - Business on the Internet
- BA 98 - Directed Studies
- BA 99 - Directed Studies
- BA 105 - Personnel-Policy and Procedure
- BA 200 - Principles Of Banking
- BA 201 - Money and Banking

- Inactivation

*Division has requested all new AB courses submitted in Fall/Spring 2018 to be inactivated.*

*Petitioner has retired and courses will not have an assigned instructor.*

- AB 184 - Computerized Damage Estimating
- AB 185 – Structural Repair Blueprinting
- AB 186 – Structural Damage Analysis
- AB 190 – Diagnostics and Digital Measuring
- AB 191 – Automotive Welding-Aluminum
- AB 192 – Advanced Materials Repair Techniques

M/S/P Matsuura/J. Lopez approved all items on the consent calendar as presented

7 yes/0 no/0 abstentions

## F. ACTION ITEMS

### ❖ TECHNOLOGY DIVISION

#### 2. WMT 135 – Windsor Chair

New Course, Content Review

*Associated Programs: Furniture Making AS Degree, Furniture Making Certificate*

M/S/P Matsuura/J. Lopez approved new course with minor correction (*Class size: 24*)

M/S/P Matsuura/J. Lopez approved content review with minor correction

7 yes/0 no/0 abstentions

#### 3. WMT 135L – Windsor Chair Lab

New Course, Content Review

~~*Associated Programs: Furniture Making AS Degree, Furniture Making Certificate*~~

M/S/P Matsuura/J. Lopez approved new course with minor correction (*Class size: 24*)

M/S/P Matsuura/J. Lopez approved content review with minor correction

7 yes/0 no/0 abstentions

#### 4. WMT 80 – Running a Woodworking Business

Modification: TOP Code alignment

M/S/P Matsuura/J. Lopez approved modification with minor correction

7 yes/0 no/0 abstentions

#### 5. WMT 101 – Introduction to Woodworking

Modification: TOP Code alignment

M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions

6. **WMT 102L – Casegood Manufacturing Lab**  
**Modification: TOP Code alignment**  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
7. **WMT 103L – Table Manufacturing Lab**  
**Modification: TOP Code alignment**  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
8. **WMT 107 - Wood Finishing**  
**Modification: TOP Code alignment**  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
9. **WMT 108 – Wood Carving for Furniture**  
**Modification: TOP Code alignment**  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
10. **WMT 111L – Introduction to Woodworking Lab**  
**Modification: TOP Code alignment**  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
11. **WMT 117 – Woodworking Appreciation**  
**Modification: TOP Code alignment**  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
12. **WMT 118 – Introduction to Woodturning**  
**Modification: TOP Code alignment**  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
13. **WMT 119L – Introduction to Woodturning Lab**  
**Modification: TOP Code alignment**  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
14. **WMT 123 – Decorative Boxes**  
**Modification: TOP Code alignment**  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions

15. WMT 212 – Routers and Router Tables  
Modification: TOP Code alignment  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
16. WMT 183 – Sketchup for Woodworkers  
Modification: TOP Code alignment  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
17. WMT 221 - Advanced Handtools – Handplanes  
Modification: TOP Code alignment  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
18. WMT 228L – Project Completion Lab  
Modification: TOP Code alignment  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
19. WMT 229L – Comprehensive Woodworking Manufacturing Specialty Lab  
Modification: TOP Code alignment  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
20. WMT 231 – Outdoor Seating  
Modification: TOP Code alignment  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
21. WMT 232 – Chair Design and Construction  
Modification: TOP Code alignment  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
22. WMT 233 – Morris Chair  
Modification: TOP Code alignment  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions
23. WMT 249L – Furniture Manufacturing Specialty Lab  
Modification: TOP Code alignment
24. WMT 258 – Mantels and Wall Systems  
Modification: TOP Code alignment  
M/S/P Matsuura/J. Lopez approved modification with minor correction  
7 yes/0 no/0 abstentions

25. WMT 269L – Cabinet Manufacturing Specialty Lab  
 Modification: TOP Code alignment  
 M/S/P Matsuura/J. Lopez approved modification with minor correction  
 7 yes/0 no/0 abstentions
26. WMT 235 – Windsor Chair  
 Inactivation  
*Impact: WMT 239L, Furniture Making-AS degree, Furniture Making - Certificate, Hand Tools Verification of Completion*  
 M/S/P Matsuura/J. Lopez approved TABLED WMT 235 inactivation pending Chancellor’s Office approval of impacted programs  
 7 yes/0 no/0 abstentions
27. WMT 287 – 5-Axis CNC Woodworking  
 Inactivation  
*Impacted: Cabinetmaking - AA Degree, Cabinetmaking – Certificate of Achievement*  
 M/S/P Matsuura/J. Lopez TABLED WMT 287 inactivation pending Chancellor’s Office approval of impacted programs  
 7 yes/0 no/0 abstentions
28. Furniture Making – Associate in Science  
 Modification: removing WMT 235, WMT 287; adding new courses WMT 135, WMT 135L  
 M/S/P Matsuura/J. Lopez approved modification with minor corrections  
 7 yes/0 no/0 abstentions
29. Furniture Making – Certificate of Achievement  
 Modification: removing WMT 235, WMT 287; adding new courses WMT 135, WMT 135L  
 M/S/P Matsuura/J. Lopez approved modification with minor corrections  
 7 yes/0 no/0 abstentions

## G. TABLED ITEMS

- TABLED for Inactivation – At the April 26, 2018 Curriculum Meeting – Pending Chancellor’s Office approval of impacted programs:
    - EDT 30 - Fundamentals Of Instruction Multi-Media Production
    - EDT 68 - Using KidPix
    - EDT 101 - Creating Curriculum Projects Using the Internet
    - EDT 102 - Creating Technology-Based Curriculum
    - EDT 107 - Desktop Publishing for Educators
    - EDT 108 - Photoshop Elements for Educators
    - EDT138 - Teaching with Clay Animation
- M/S/P J. Lopez/ Campeau to address all EDT Tabled items from April 26, 2018 meeting  
 M/S/P J. Lopez/ Campeau approved to inactive all EDT courses pending from April 26, 2018 meeting.  
 All impacted programs has been approved by the Chancellor’s Office.  
 6 yes/0 no/1 abstentions

## H. DISCUSSION ITEMS

- Follow up to changes in prerequisite wording in relationships to AB705
  - *Ken Matsuura reached out to Traci Ukita and Terri Lopez. They suggested the words “assessment/placement with eligibility for Math/English courses” because counselors are using the SRT and guided placement tools. “Assessment” wording is used because counselors can also assess student’s readiness for a course.*
  - *Frank Mixson also agrees with adding “assessment/placement” because counselors may still offer some kind of standardized testing for ESL students.*
  - *New suggested wording : ENGL X /MATH X or equivalent with a grade of “C” or higher or “Pass” **OR** satisfactory completion of the **assessment/placement** process with eligibility for ENGL X /Math X”*
  - *Departments can decide if they would like to add/remove prerequisite to a course, but some courses require prerequisites for UC transfer requirements*
  - *Placement or Self-Assessment means students will use their high school transcripts to be place in transfer level courses*
  - *Lynn Serwin would like the “or” to be “**OR**” after the wording “Pass” (all caps and bold) to separate the courses and placement/assessment testing. Would like this to be part of the new prerequisite format.*
  - *The committee will discuss it with their department and let their areas know what we are recommending*
    - *Lynn feels it’s important that all department should review and discuss their prerequisite wording, rather than assuming departments will agree with the suggested wording*
      - *Committee should **not** make a blanket change*
        - *If so, ALL the work will fall on Phally*
        - *Would like consistent language for prerequisite wording*
  - *In order to create consistent language, the curriculum committee will speak to their departments regarding prerequisite wording in relationships to AB705. A document will be provided to the committee member prior to discussion to avoid misinterpretation of what the committee has recommended.*
  - *This discussion topic will be scheduled at the next curriculum meeting (TBD).*
- **Pass/No pass option (Stephanie Murguia)**
  - *Stephanie Murguia suggest that the pass/no pass option should be available for most classes*
    - *This option will help students with*
      - *Maintaining their GPA*
      - *Less stress for students*
  - *Would like for the committee to speak to their departments to add this as an option*
  - *Carrie Edwards has been asking at Tech Review if faculty would like to add pass/no pass option*
    - *Many have added this option when asked*
    - *Some faculty have rejected this idea*
      - *Example: Upper division engineering course is highly competitive and grade option is valuable*
        - *Faculty assuming that only serious engineering students will take X courses*
  - *Students can petition back to grade option if they feel pass/no pass was a mistake*
    - *Must make the changes before 30% completion of the class*

- *Students are allotted an amount for pass/no pass option*
  - *Students will get a notification if they reach their cap*
- *Ken Matsuura is concerned that students may take the pass/no pass option and the transferring institution will not accept it*
  - *Stephanie mentions that if a student has this problem, they could give the student a letter grade.*
    - *This option is to help students; not hurt them*
  - *Carrie asks if Ken could provide a list of reasons why pass/no pass option might not be a good idea for students*
- *Monica Lopez would also like this discussion to be added to the prerequisite document to report to their department*
  - *Lynn agrees with Monica and believes the decision making should be with the department to avoid any problems*

## **I. REPORTS**

No reports

## **J. REMINDERS**

- Corrections are due back October 4, 2018

## **K. ADJOURNMENT**

M/S/P Micic/Campeau approved to adjourn meeting at 2:32 pm  
8 yes/0 no/0 abstentions

*Items 9-29 relates to Goal A – Strengthening the culture of completion*  
*Items 9-29 relates to Goal B – Ensuring program alignment by strengthening partnership*

**CE/pl**