

MINUTES

| | LAST NME | FIRST NAME | DIVISION | TERM |
|---|----------------|------------|--|------|
| X | Beyene | Aemiro | SEM | 2018 |
| X | Casas | Ralph | Health Occupations | 2018 |
| E | Falcon | Dennis | Humanities/Social Science | 2019 |
| X | Garriott | Don | DSPS | 2017 |
| X | Greenberg | Bruce | Business Education | 2019 |
| X | Griffin | April | Liberal Arts (Secretary) | 2018 |
| X | Hitch | Ryan | Part-Time Representative | 2018 |
| X | Hoppe-Nagao | Angela | Liberal Arts | 2019 |
| X | Juntilla | Tim | Liberal Arts | 2018 |
| X | Krayer | Adelle | Health Occupations | 2018 |
| X | Lacy | Tor | SEM | 2018 |
| X | Lewellen | Michelle | Humanities/Social Science (President) | 2018 |
| X | Lovejoy-Robold | Niki | Liberal Arts | 2019 |
| E | Lundeen | Brittany | Counseling | 2019 |
| X | May | Russ | HPE/A | 2019 |
| X | Maz | Andrew | Fine Arts | 2018 |
| X | Miller | Kirk | Fine Arts | 2019 |
| X | Moore | Deb | Library | 2017 |
| X | Moriarty | Cindy | Business Education | 2018 |
| X | Mulleary | Joe | Technology | 2019 |
| E | Mullins | Terrance | Humanities/Social Science | 2019 |
| X | Negrete | Bernie | SEM | 2019 |
| X | O'Neil | Scott | SEM (Vice President) | 2019 |
| X | Obasohan | Victor | Humanities/Social Sciences | 2018 |
| X | Richardson | Chris | HPE/Athletics | 2018 |
| X | Salgado | Martin | Part-Time | 2018 |
| E | Soto | Armando | Counseling | 2018 |
| X | Stieber | Michelle | SEM | 2019 |
| X | Ukita | Traci | Counseling | 2019 |
| X | Vega | Frank | Technology | 2018 |
| X | Voorhies | Ann | Health Occupations | 2019 |
| X | Worrel | Dara | SEM | 2019 |
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| X | Rosenblatt | Stephanie | CCFF Liaison (Non-Voting) | |

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| X | Ramirez | David | Student Liaison (<i>Non-Voting</i>) | |
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GUESTS: Henrietta Hurtado for Brittany Lundeen, Nick Real, Bob Livingston, Veronica Miranda

1. CALL TO ORDER (11:05 A.M.)
Pledge of Allegiance
2. ANNOUNCEMENTS/INFORMATION ITEMS
3. APPROVAL OF MINUTES
 - A. Minutes for 8/22/17
 - B. Moved to approve by Senator Juntilla. Second by Senator O'Neill
 - C. Approved
 - D. Abstentions from Senators Kraye, Vega, Moriarty, Voorhies
4. APPOINTMENTS/ AND NOMINATIONS
 - A. 1 Reps for Student Life – Thursday Sept 7 1-2pm BK111/112
 - B. 1 Reps for Planning & Budget – 1st/3rd Thursday's 2-4
 - C. 1 Senate Rep for SLO Committee – 2nd/4th Monday's – 3:30-5
5. STANDING COMMITTEE REPORTS
 - A. Enrollment Management – Michelle Lewellen
 - a. Enrollment for Spring begins in October to help guarantee the filling of classes. October-December will be registration appointments. December-January will be open enrollment. This will also change Fall enrollment, this will start earlier this year.
 - B. Coordinating – Michelle Lewellen/April Griffin
 - C. Student Equity – Michelle Lewellen
 - D. Planning & Budget – Michelle Lewellen
 - E. Board Meeting – Michelle Lewellen
 - F. Professional Relations – Michelle Lewellen
 - a. Working on the professional expectations document during this school year, hopefully having something to present to the senate the in Spring.
6. SENATE DISCUSSION/ACTION ITEMS
 - A. Strong Workforce Development Update – Nick Real & Andrew Maz
 - a. Doingwhatmatters.cccco.edu-Chancellor's Office Website, this will tell you in detail what projects are completed.
 - b. www.cerritos.edu/cte/strong-workforce.htm- where you can see what projects are in progress and completed here at Cerritos
 - c. All CTE programs that applied for funding last year received funding except Architecture and Engineering. This is because both departments had a lot of students receive certificates/degrees so they did not qualify for the funding.
 - d. www.calpassplus.org- shows what successes each major has had (students transferred, median change in earnings, number of students who got a degree/certificate, etc.)
 - i. Data comes from MIS and EDD

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- e. One of the struggles in the 16-17 year with strong workforce was purchasing software.
 - i. The district has restricted software buying using very specific compliance standards
 - ii. The district process is find software, do individual content review, send the software to Tim Kyllingstad to do an accessibility review, a report is generated on the accessibility, the accessibility taskforce makes a decision on the software, then it is forwarded to purchasing.
 - 1. At this time, the process does not have a concrete timeline and constituents have not received funding in time to spend budgets within the fiscal school year
 - 2. The chancellor's office and 508 compliance has said to try to ensure accessibility, but if the program you need is the only program offered, purchase it, and have a plan to ensure accessibility for students.
 - 3. CSULA website has published all software and VPAT they have approved
 - 4. The inability to get the software students need in CTE programs is impacting many students
 - 5. The software buying process is unclear and does not include faculty voice.
 - 6. The process is not transparent
 - 7. A survey will be sent out asking about faculty experience with software purchasing process and software needs.
 - 8. Counseling, Fine Arts, Para Legal and Library have all experienced hurdles with the software process. There are examples of software that is approved by the Chancellor's Office that the district has not approved.
 - 9. The district currently requires you to have a VPAT for the software to go under review. This is problematic because this is a voluntary product accessibility template, meaning that manufacturers are not obligated to provide one. Smaller companies may not have this and may not see enough financial incentive to do this.
 - 10. We need a transparent process in place so that no one is surprised about the process/requirements

B. FHP – Angela Hoppe-Nagao

- a. Still waiting for firm proposal on committee make up
- b. Cerritos College FON has been reduced by 22 for this year; we are not sure exactly how this impacts hiring this year. This might mean that we have more time to solidify the process
- c. Asked questions regarding the data, did not receive answers
- d. The data presented may be too much data and may be data that is controversial
 - i. i.e. success rates/retention
 - 1. how will this be interpreted. Is it that high success/retention rates warrant a new hire? Or low success/retention rates warrant a new hire?
 - ii. Performance measures language should be changed
 - iii. There have not been any formal decisions made on the data form
 - iv. Not included in the data
 - 1. Ratio of full time faculty to number of classes being offered

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- v. There is a soft freeze on hiring outside of faculty. This makes it unlikely that we will hire replacements for faculty this year.
 - 1. Is there a date for the soft freeze to end?
 - a. No but Felipe Lopez will be here next week to discuss the budget.
 - vi. Some concerns on the lack of progress from the committee, specifically from the deans.
 - vii. This is a big change; it will take time and patience. We should not lose hope on this particular issue.
 - viii. The body has approved a faculty senate committee, if there seems to be no resolution we can launch our committee and present our rankings to the President.
 - 1. This is not what Dr. Fierro wants
 - 2. He wants one ranking list from the deans and the faculty
- C. New Faculty Orientation Program – Michelle Lewellen (for David Betancourt)
- a. Looking much more complete
 - b. Still some areas that need discussion
 - i. Enrollment/admissions process
 - ii. Talk to chairs see what they want covered
 - c. New Faculty Orientation
 - i. Rosters+
 - ii. Email
 - iii. Canvas
 - iv. Walking tour of campus
 - v. More of a general first day of work
 - d. Teaching materials
 - i. Missing source citations from teaching materials. If we require students to cite sources we should be citing sources on our documents
 - e. Things we should include
 - i. COR
 - ii. Accessibility
 - iii. SLOs
 - iv. Late adds/grade change
 - v. Forms
 - vi. Requisite clearance process
 - vii. Most of these can be under the topic “THE FIRST TWO WEEKS”
- D. Reassigned Time Positions Procedures for Appointment – Michelle Lewellen
- a. One that is coming up this semester is the Faculty Accreditation Officer
 - b. If you have any ideas on how to run a process please send them to Michelle
 - i. How do we determine who to choose if we have more than one person applying
 - ii. There is no process in place right now
 - iii. Some appointments have been occurring at the district level that should happen at the senate
- E. Area Colleges Online Offerings compared to Cerritos (An evaluation) – Michelle Lewellen
- 1. Discussion on recommendations to increase online offerings
 - a. Starting from scratch is difficult to create a course. It is a lot of work and a lot of hours.
 - b. Rio Hondo offers 40% of their courses online

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- c. Cypress has about 60% of their courses online
 - d. Cerritos only has 18% classes online
2. Working with the administration to find incentives for veteran faculty to get classes online
3. Include topics that are not currently covered by the Online Teaching Training
 - a. What does an online learner look like
4. Focus on first/second year faculty. Some of the NFOP should be dedicated to online teaching
5. Rick will give some funding for workshops for online learning
6. If you have ideas on this (message, marketing, topics, etc.) send to Michelle
7. Motion from senate that we want the online learning training
8. Student Representative (David Ramirez): in person classes offer student more passion and engagement. A lot of online classes feel like you are expected to read the book and take quizzes, doesn't feel like there is true engagement.
 - a. We should survey what classes are needed/wanted online
9. TBLC has been tasked with finding what classes students want online and to find how to teach students to be more aware of what online learning is. Also, to establish guidelines for online learning and what is expected of an online class.
10. The BA department has a vibrant online presence and had 900 of the 3200 degrees awarded last year. This is largely due to the large online presences. BA has had high retention online. The BA department would be glad to talk to faculty about teaching online.
11. Creating a quiz for students to take before the online class begins that will alert them to what the technology/knowledge requirements are for the class and what they can expect as an online learner
12. Bob Livingston working with CTX to create master shells for classes. Currently working with Carlos Arce on creating a class online
 - a. If you would like help getting your class set up online contact Bob Livingston. He will assist you in creating a master class shell
13. David Ramirez: Can there be a counseling class offered for students so that they understand what to expect as an online learner
 - a. There is already an EDT course
 - b. There is an online orientation
 - c. TBLC will be conducting research to determine what other colleges are doing on this front and see what best practices might be in this area.
14. Motion to invite outside experts to hold training sessions on online learning that will be paid for through Academic Affairs (Rick Miranda)
 - a. Moved by Senator Negrete, Second by Senator Hoppe Nagao
 - b. Passed by unanimous approval

F. Senate Goals – Michelle Lewellen

7. REPORTS

- A. Student Senate Liaison (David Rodriguez)
 - a. Major fair
 - i. Auto will be there
 - b. Filled all positions on shared governance committees for student reps
- B. Senator Ukita
 - a. Majors fair September 19, 2017
 - b. Please RSVP by September 12, 2017

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C. CCFF Liaison (Stephanie Rosenblatt)

- a. If you go on the CCFF website there is a link to the AFT website that has a place to donate to the floods in Houston

D. Secretary (April Griffin)

- a. No report

E. Senate Vice President (Scott O'Neil)

- a. No report

F. President (Michelle Lewellen)

- a. No report

8. ADJOURNMENT (12:20 P.M.)