

MINUTES

Regular Meeting ♦ November 28, 2017

	LAST NME	FIRST NAME	DIVISION	TERM
X	Beyene	Aemiro	SEM	2018
X	Cabuto	Froylan	Liberal Arts	2019
X	Casas	Ralph	Health Occupations	2018
X	Falcon	Dennis	Humanities/Social Science	2019
X	Garriott	Don	DSPS	2019
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
E	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
X	Lundeen	Brittany	Counseling	2019
X	May	Russ	HPE/A	2019
E	Maz	Andrew	Fine Arts	2018
X	Miller	Kirk	Fine Arts	2019
X	Moore	Deb	Library	2019
X	Moriarty	Cindy	Business Education	2018
X	Mulleary	Joe	Technology	2019
X	Mullins	Terrance	Humanities/Social Science	2019
E	Negrete	Bernie	SEM	2019
X	O'Neil	Scott	SEM (Vice President)	2019
E	Obasohan	Victor	Humanities/Social Sciences	2018
X	Richardson	Chris	HPE/Athletics	2018
E	Salgado	Martin	Part-Time	2018
X	Soto	Armando	Counseling	2018
X	Stieber	Michelle	SEM	2019
X	Ukita	Traci	Counseling	2019
E	Vega	Frank	Technology	2018
X	Voorhies	Ann	Health Occupations	2019
E	Worrel	Dara	SEM	2019
X	Fierro	Jose	College President (Non-Voting)	

X	Rosenblatt	Stephanie	CCFF Liaison (<i>Non-Voting</i>)	
X	Quesada	Alfred	Student Liaison (<i>Non-Voting</i>)	

GUESTS: Rick Miranda, Shawna Baskette, Bobbi Lee Smart (for Martin Salgado), Veronica Miranda, Sally Havice, Dr. Stephen Johnson, Dr. Fierro

1. CALL TO ORDER (11:05 A.M.)
 - Pledge of Allegiance
2. ANNOUNCEMENTS/INFORMATION ITEMS
 - A. Senator Lundeen- Thursday is the last day to apply to the UC/CSU. Send students to workshops this week.
 - a. Thursday there will be workshops from 8am until 7pm
3. APPROVAL OF MINUTES
 - A. Minutes for 11/14/17
 - a. Motion for approval from Senator O'Neil
 - b. Seconded by Senator Ukita
 - c. Approved
4. APPOINTMENTS/ AND NOMINATIONS
 - A. Kevin Taylor is on the ELC
 - B. They are still missing two representatives for the ELC
5. STANDING COMMITTEE REPORTS
 - A. Enrollment Management – Michelle Lewellen
 - B. Coordinating – Michelle Lewellen
 - a. The strategic plan was presented by Kristi Blackburn
 - b. The plan had not been crosswalked with the budget
 - i. This had been requested by the senate on 11/7/17
 - c. The strategic plan will come back to senate on 12/5/17 with the budget information attached to it before it is approved completely
 - C. Student Equity – Michelle Lewellen
 - a. The cost of personnel has increased for many programs so it was crucial for those programs to receive increases in the budgets so they may continue to run efficiently
 - D. Planning & Budget – Michelle Lewellen
 - E. Board Meeting – April Griffin
 - a. Presentation of Guided Pathways initiative by Rick Miranda
 - b. There will be a closed session board meeting Tuesday 11/28 to discuss golden handshakes. The outcome of that meeting dictates whether or not the board votes on the golden handshake during the December 6 board meeting .
 - F. FHP – Angela Hoppe-Nagao
 - a. There is a completed draft of the process and timeline
 - i. It has been passed on to the office of Academic Affairs
 - ii. Deciding on the data will be the next step.
6. SENATE DISCUSSION/ACTION ITEMS
 - A. Class Cancellation AP – Michelle Lewellen
 - a. General Concerns about the policy
 - i. The policy does not include enough clear exceptions for unique scenarios
 - ii. The number is set at 34 or 60%, whichever is higher. This the opposite of the current practice.
 1. Using this formula a 60 person class would get cancelled even if it had 30 students in it.

2. This seems counterintuitive if the average number of students needed for a class to “break even” is 24. The college would be cancelling a class that could make money.
 - iii. The practice was originally created in a time where we were not being funded for the FTES we were generating. This is different than our current scenario where we are chasing FTES
 - iv. The policy is not progress, this policy is more restrictive than the current practice. It is not a student centered policy
 - v. The policy does not get to the heart of an issue which is having an answer for when classes will be cancelled (before census, at census, at the end of the enrollment period, etc.)
 - vi. The senate gave feedback on the current policy and expressed concerns about that policy 7 months ago, the policy that was presented today does not take any of that feedback into consideration.
 - vii. Our class sizes are artificially high. Other districts have class caps at 30 where ours are 48 or 60, yet we are cancelling these courses when they have 30 students enrolled. This is driving students off our campus
 - viii. Cerritos a reputation for being a college where classes are hard to get
 - ix. This policy highlights the inequities in the treatment of large and small classes. A large money making class could get cancelled if we follow the new policy.
 - x. The policy is addressing the wrong issue. The policy is focused on cost savings and revenue generation at the college level. The senate asked for guidance as to when classes will be officially cancelled to encourage equity between classes and departments.
- b. Questions about the policy
- i. Was the analysis/data from the union used or compared to the district analysis?
 1. There was a presentation from the union on how many students were required for a class to “break even”, that information had the number at 17
 2. This information had analysis from local districts as to what their cancellation policies were
 - ii. When will decisions about class cancellations be made?
 1. There is nothing in the document to indicate that.
 2. Academic Affairs has asked Deans to look at enrollments on Friday. Courses that are struggling with enrollment should be cancelled or changed into courses that have robust enrollments/waitlists
 - a. This is the first hearing about this Friday marker
 - b. This needs to be communicated to chairs, faculty, and students as each are important to helping a course meet enrollment
 3. Enrollment will still close the Friday before the beginning of the semester. The December 1 analysis was so that departments could have more time to rearrange schedules and convert classes so that students and faculty were not caught unaware the first week of school.
 - iii. Where does the number “24” come from?
 1. This is the across campus average “break even” point.
 - iv. Can we just use percentages instead of a “break even number”?
 - v. Can we look at the policy and how it is affecting part time instructors?
 - vi. What happens at the start of the term if you have 24 in the class but 4 don’t show up to the first day? Does the class get cancelled?
- c. Articulated changes to the policy

- i. Change the name to class size and cancellation policy
 - ii. Add a statement that indicates for classes with lower enrollments (25 or 30) the benchmark will be 60% of class enrollment NOT 24 students
 - iii. All classes using positive attendance will be exempt from this calculation
 - iv. Change the policy to 24 or 60% whichever is lower
 - d. Possible alternatives
 - i. D. Fierro indicated that at his previous school there was a calculation that was run every two years to determine the “break even number”
 - 1. Some of the factors included in the calculation were: cost of operation, salary, budget
 - 2. The calculated cost per student can be the initial driving force, but there still need to be exceptions such as traditionally low enrolled programs and degree requirements

EMP Goal A – Strengthening the Culture of Completion

EMP Goal F – Enhancing Organization Effectiveness

B. Online Initiative Proposal

- a. Seeing no objections we will start to move this project forward to secure funding

EMP Goal A – Strengthening the Culture of Completion

7. REPORTS

A. College President (Dr. Fierro)

- a. Special BOT meeting tonight for the golden handshake
- b. December 6 would be the Board meeting that would have the golden handshake as an agenda item
- c. January will be an open call for individuals to apply. There will be some stipulations
- d. Student government approved the 500k loan for the Elton John concert, however this was vetoed by the ASCC President because the resolution did not follow policy (ensuring the loan gets paid back with interest, guaranteeing the money would come back to the senate). The foundation has stepped in to help guarantee the money and there are some talks to move forward with pursuing this fundraiser. It would be held somewhere like the Honda Center, not at Cerritos College.

B. Student Senate Liaison (Alfred Quesada)

- a. December 4 starts “stress less week” encourage students to participate
- b. Library will have extended hours during finals week

C. CCFF Liaison (Stephanie Rosenblatt)

- a. Golden Handshake meeting tonight
 - i. Senator Negrete stated: Cerritos College is excellent because of it’s excellent people. We will continue to be an excellent place, even if people retire and we lose some institutional memory. There will be people who can take over those roles because it is the strength of our employees that makes our college great.

D. Secretary (April Griffin)

- a. Forensics took home several awards at their last tournament
- b. Competing in the last tournament of the semester this weekend
- c. Looking forward to a spring full of tournaments

E. Senate Vice President (Scott O’Neil)

- a. No report

F. Senate President (Michelle Lewellen)

- a. Went to the online learning consortium: Falcon Information Exchange will have a write up

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