

MINUTES

Regular Meeting ♦ January 23, 2018

	LAST NME	FIRST NAME	DIVISION	TERM
X	Beyene	Aemiro	SEM	2018
	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
	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
	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	2019
X	Moriarty	Cindy	Business Education	2018
X	Mulleary	Joe	Technology	2019
X	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
X	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
X	Fierro	Jose	College President <i>(Non-Voting)</i>	
	Rosenblatt	Stephanie	CCFF Liaison <i>(Non-Voting)</i>	
	Quesada	Alfred	Student Liaison <i>(Non-Voting)</i>	

GUESTS: David Betancourt, Karen Patron, Julie Bathke, Talon Marks, Tim Kyllingstaad, Lyndsey Lefebvre (for Stephanie Rosenblatt), Kathy Azzam (for Alfred Quesada)

1. CALL TO ORDER (11:05 A.M.)
 - Pledge of Allegiance
2. ANNOUNCEMENTS/INFORMATION ITEMS
3. APPROVAL OF MINUTES
 - A. Minutes for 12/05/17
 - a. Move for approval from Senator Ukita
 - b. Second from Senator O'Neil
 - c. Abstention from Senator Lefebvre
4. APPOINTMENTS/ AND NOMINATIONS
 - A. Senate SLO Representative
 - a. Senator Lewellen will be the SLO representative
5. STANDING COMMITTEE REPORTS
 - A. Enrollment Management – Michelle Lewellen
 - B. Coordinating – Michelle Lewellen
 - C. Student Equity – Michelle Lewellen
 - a. The process for approving projects and budgets needs more accountability (using standard data for reporting back, transparency, etc)
 - b. The Student Success Annex center for Athletics was taken away over the winter break.
 - i. This was not discussed with the equity committee
 - ii. The reason behind this was that the data was inconsistent
 - iii. The center said they used data from IERP
 - D. Planning & Budget – Michelle Lewellen
 - a. 43% of our budget has been used

- b. 7% is savings from positions that are not being replaced this year
- c. We are within 100 FTES of last year
- d. The governor sent forward a proposed budget for the stat
 - i. The funding structure has changed from previous years.
 - ii. No longer just based on FTES
 - iii. Performance based funding and need based funding is also included

E. Board Meeting – Michelle Lewellen

- a. Food vendors
 - i. The contracts have been extended to Spring '19
 - ii. Working on a more transparent process
 - iii. There will be a call for vendors
 - iv. They are searching for multiple vendors not just one company for the entirety of campus

F. FHP – Angela Hoppe-Nagao

- a. Working on a new test model
- b. The data will be shared soon
- c. The committee feels like the progress is promising

G. SLO Committee – Mark Fronke

- a. Coming next week

H. Sabbatical – Julie Bathke

- a. There were 6 applications
- b. Applicants had two weeks to revise applications if needed
- c. 4 were forwarded
- d. During the spring the committee will process the reports from 16\17
- e. The 18\19 applications are tied closely to the EMP, mission, or goals of the college
- f. Move to approve the forwarding of 4 sabbaticals from Senator O'Neil, second from Senator Ukita.
- g. Abstentions Senator Lefebvre

I. Faculty Professional Development – David Betancourt

- a. Working on advertising the PLN and moving forward with new faculty orientation
- b. Coming up is online certification, Ed Tech and TEDX, FERPA best practices
- c. Mentorship Program
 - i. Not part of the evaluation process
 - ii. Non-compulsory
 - iii. Targeting NFOP but open to all faculty and TAs
 - iv. Would count toward FLEX credit, sign up for a 30 minute classroom visit and a 30 minute discussion afterward
 - v. Some topics brought up
 1. Is this a one time visit? Or would this be multiple visits?
 2. Does the form have to be used? There are elements that may make it seem like an evaluative process
 3. Can it go both ways? Mentees observe mentors instead of or in addition to having mentors watch mentees.
 4. Can this be FLEX for visiting other instructors at other colleges\universities
 5. Will there be a posted list of mentors?
 6. How will this be advertised?
 7. How does one apply?
 8. Can part time faculty mentor full time faculty (yes)
 9. Mentors will go through an annual training

10. Where does the form go? Who takes the form when the visit is finished?
Who sees the form?

6. SENATE DISCUSSION/ACTION ITEMS

A. Peer to Peer Mentoring – David Betancourt

- a. See notes under professional development

EMP Goal A – Strengthening the Culture of Completion

EMP Goal C – Improving Leadership and Staff Development

B. ARC Media Library – Michelle Lewellen

1. Closed Captioning Video Software
2. We were audited and we are not 508 compliant. We need to ensure our videos are captioned.
3. Working with Lucinda in DSPS to find other areas we may be deficient in
4. 92% accurate
5. Includes periods, caps, etc. There are minimal changes that need to be made to the captioning
6. It would cost about 1.50 per FTE so for Cerritos it would be about 25000 a year
7. Meeting with Rick and Shawna to discuss costs and how it would be funded
8. What are some of the administration concerns?
 - a. Is this only for online classes? Can you embed a captioned video in an PowerPoint?
 - b. Are there copyright issues? ARC is an overly so there are some perceived copyright issues

EMP Goal E – Upgrading Educational Infrastructure

C. Syllabus – Michelle Lewellen

1. Attendance policy
 - a. At this time we do not require an attendance policy in individual syllabi
 - b. We need to come up with a more comprehensive attendance policy and present to administration
 - c. We don't have the laws about attendance in our campus policy
 - i. Long term illness
 - ii. Pregnancy
 - iii. What are the student's rights when it comes to attendance
 - iv. What are the student's responsibilities when it comes to letting a faculty know about their attendance issues.
 - v. What is reasonable accommodations? Recreating a laboratory setting? Clinical setting? Sending PowerPoints?
 - vi. What about incompletes? How does this change our process?

EMP Goal A – Strengthening the Culture of Completion

7. REPORTS

A. College President (Dr. Fierro)

- a. The budget proposed by the governor includes performance based funding (graduation rates is part of that) and need/service based funding
- b. Need based funding would mean that FTES from more affluent cities would count as less than FTES from cities in lower socioeconomic areas
- c. What are the definitions of this? Hasn't been solidified
- d. This type of model was attempted in Tennessee and it did not change the funding much (within 5% of original funding)
- e. This advantages large multi college districts

1. One college districts are working together to ensure that single college districts also receive appropriate funding. Dr. Fierro is on a state committee that is addressing this issue.
 - f. Syllabus concerns
 1. We will be looking at the more common syllabus issues and student issues. This is where the focus will be.
 - B. Student Senate Liaison (Kathy Azzam)
 - a. There will be TVs installed near ASCC and Automotive to provide updated information for students
 - b. There were fewer students attending extended library hours. The hours available this semester will be cut.
 - c. Club info day is 2\7 and 2\8
 - d. Budget proposals are due 2\15 by 11:59pm
 - C. CCFF Liaison (Stephanie Rosenblatt) Lyndsey Lefebvre
 - a. COPE meeting 4th Tuesday 4pm in LC 51
 - b. The annual meeting is this Friday
 - c. CFT convention is 3\23-3\26 in Costa Mesa
 1. Email your nominations if you are interested in attending. We would like to send a large contingency since the meeting is so local this year
 - D. Secretary (April Griffin)
 - a. FOrensic team went to the first tournament of the season and Elijah was first in Impromptu and second in extemporaneous.
 - b. Forensics was approved to compete in Canada in March
 - E. Senate Vice President (Scott O'Neil)
 - a. No report
 - F. Senate President (Michelle Lewellen)
 - G. No report
8. ADJOURNMENT (12:20 P.M.)