

MINUTES

Regular Meeting ♦ January 24, 2017

PRESENT	LAST NME	FIRST NAME	DIVISION	TERM
X	Beyene	Aemiro	SEM	2018
X	Casas	Ralph	Health Occupations	2018
X	Clifford	Stephen	Liberal Arts	2017
X	Falcon	Dennis	Humanities/Social Science	2017
E	Fernandez	Christina	Fine Arts	2017
E	Garriott	Don	DSPS	2017
X	Greenberg	Bruce	Business Education	2017
X	Griffin	April	Liberal Arts (Secretary)	2018
X	Hoppe-Nagao	Angela	Liberal Arts	2017
X	Juntilla	Tim	Liberal Arts	2018
X	Krayer	Adelle	Health Occupations	2018
X	Lacy	Tor	SEM	2018
X	Lefebvre	Lyndsey	Part-Time Faculty Rep	2017
X	Lewellen	Michelle	Humanities/Social Science (President)	2018
X	Lundeen	Brittany	Counseling	2017
E	Mc Cance	Ian	SEM	2017
X	May	Russ	HPE/A	2017
X	Miranda	Veronica	Part-Time Faculty Rep	2017
X	Moore	Deb	Library	2017
X	Moriarty	Cindy	Business Education	2018
X	Mulleary	Joe	Technology	2017
E	Mullins	Terrance	Humanities/Social Science	2017
X	Negrete	Bernie	SEM	2017
X	O'Neil	Scott	SEM (Vice President)	2017
X	Obasohan	Victor	Humanities/Social Sciences	2018
X	Richardson	Chris	HPE/Athletics	2018
X	Soto	Armando	Counseling	2018
X	Trager	Julie	Fine Arts	2018
X	Ukita	Traci	Counseling	2017
X	Vega	Frank	Technology	2018

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PRESENT	LAST NME	FIRST NAME	DIVISION	TERM
X	Voorhies	Ann	Health Occupations	2017
E	Worrel	Dara	SEM	2017
X	Malfavon	Allen	Student Liaison <i>(Non-Voting)</i>	

GUESTS: Sunday Obazuaye (For Terrance Mullins), Rick Miranda, Gary Pritchard, Bob Livingston, Manny Morales

1. CALL TO ORDER (11:05 A.M.)

Pledge of Allegiance

2. ANNOUNCEMENTS/INFORMATION ITEMS

A. The President's Award for the Outstanding Scholarly Essay – Michelle Lewellen

a. A topic is proposed to the campus and faculty who want to participate will offer this as an assignment in their classes.

i. There will be workshops in support of the essay contest

1. Students will be able to get writing support

ii. One student from each class will be chosen and a committee will choose the winner

B. Talon Net: Pass/No Pass

a. The company (Sakai) has closed its doors and is no longer responding

b. The investment firm that housed Sakai is also non-responsive

i. Sakai was no longer paying the investment firm

ii. We are subpoenaing the data and can physically get the hard drive, but do not have access to the data

c. Attorneys are still working on getting the data back

i. There are two letters being written by the attorneys

1. One is a letter that indicates the reasoning behind the Pass No pass grade that will be attached to the student transcript

2. One is a letter that will be sent to CSU and UC system that explains what is happening and why the pass/no pass was assigned

3. The pass/no pass can affect student transfer ability

4. Faculty who assigned pass/no pass will be asked to assign a letter grade This is not mandatory at this time.

d. We are not the only institution that has been affected by this

e. If you assign a grade and the data (if recovered) shows that the grade is incorrect, a grade change can be enacted

f. A more viable plan need to be established to ensure that if this happens again we have a plan of action, documentation, and a process to follow.

g. This affects about 300 students

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- h. Faculty need to back up their grade books and grade data
 - i. Consider a resolution asking faculty to assign letter grade
 - C. Charrette is happening on Friday don't forget to RSVP
 - D. Transfer Week
 - a. Monday 2/6: Welcome and Open House 12-2
 - b. Tuesday 2/7: Pizza with Private Universities 1-2:30
 - c. Wednesday 2/8: UCLA admission
 - d. Thursday 2/9: Transfer Academy 11-1
- 3. APPROVAL OF MINUTES
 - A. Minutes of 12/6/16
 - a. Armando and second by Traci
 - b. Ian abstention
 - B. New senators
 - a. Alan Student Liaison
 - b. Bruce Greenburg
 - c. Don Garriott
- 4. APPOINTMENTS AND NOMINATIONS
 - A. Director of HR and Risk Management Hiring – Tim Juntilla
 - B. SLO Committee – 1 Senate Representative
 - a. Go back to the departments and ask for those interested
- 5. STANDING COMMITTEE REPORTS
 - A. Enrollment Management – Michelle Lewellen
 - a. Met with Fierro, Miranda, and Blackburn to talk about the issues senate had with the plan
 - b. Presentation will happen tomorrow on revised plan
 - B. Student Equity – Michelle Lewellen
 - a. No Meetings yet
 - C. Planning & Budget – Michelle Lewellen
 - a. Senate discussion item
 - D. Board Meeting – Michelle Lewellen
 - a. Watch the board meeting
 - b. Passed Board of Trustee raise by 5% retroactive to July 2015
 - i. Nays John Paul Drayer and Sandra Salazar
- 6. SENATE DISCUSSION/ACTION ITEMS
 - A. Senate Goals – Michelle Lewellen
 - a. Tabled
 - B. Accreditation Mid-Term Report – Rick Miranda
 - a. Due Mid-March
 - b. Looking for any feedback from all constituents
 - c. This is using the new format that ACCJC has moved to. Cerritos is a test school for this format

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- d. This report is mostly about statistics and information instead of unique narrative
 - e. Please send edits to Patricia Robbins Smith
 - f. Goal is to show this to the Board in the second meeting of February (2/15/17)
 - g. Tables are thresholds, not goals. These aren't the best we can do; this is where we are operating at on average.
- C. Full-time Faculty Hiring Rankings – Michelle Lewellen
- a. The email was informational
 - b. President Lewellen expressed disappointment with the Deans with regard to the closed door meeting during the hiring decisions meeting.
- D. PT/FT Hiring Processes and Procedures – Michelle Lewellen
- a. Union and Senate met to discuss some of the issues
 - b. President Lewellen met with Dr. Fierro regarding the issues with the hiring process
 - c. Part time faculty
 - i. Faculty with satisfactory reviews were suddenly put on administrative review
 - ii. Faculty were put on administrative review because of a student complaint that never reached the faculty
 - iii. Student complaints cannot be included in the evaluation of faculty
 - iv. Complaints need to be brought to chairs/deans who need to discuss the student complaint with the faculty and a plan of action needs to be agreed upon. If the plan is not followed or the faculty does not take action, then mention of the student complaint can be made in the evaluation.
 - v. Student complaints need to follow the district procedure and reach the faculty before evaluation
 - vi. A task force to train on what goes in evaluation will be established
 - vii. Administrative review can be called by any manager at any time on full or part time faculty
 - viii. Evaluators\Observers should not ask students their opinion of the instructor during the observation.
 - ix. Can evaluations be changed after the Dean sees it?
 - 1. VP can refuse to sign, but cannot change the evaluation
 - 2. It is a peer review process
 - x. Administrative review needs to include cause for the administrative review
 - xi. What level of training should we be providing part timers who do not receive satisfactory reviews
 - d. Full time faculty
 - i. Complaint from faculty who has since resigned.
 - 1. The accusation is that processes were not followed

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2. Need to make distinction between preferred and minimum qualifications
 3. There is no minimum number of individuals you must send to the final interview
 4. Faculty are considered the experts and should not feel pressured into sending a specific number of individuals up to final interview.
 5. There is information that explains the processes if you do not want to send three individuals to the final interview
 6. Training will be developed
 7. If you feel pressure from a person on the committee to change your vote go to the union, HR, and/or senate
- E. Professional Development – Michelle Lewellen/Scott O’Neil
- a. Tabled
- F. Hiring Standards Committee Local Standards Approvals
- a. Motioned by Senator Trager seconded by Senator Hoppe-Nagao
 - b. Approved
 - c. Senator Griffin abstained
 - d. Dental Hygiene
 - e. Pharmacy Technology
7. REPORTS
- A. Student Senate Liaison (Allen Malfavon)
 - B. CCFF Liaison
 - C. Secretary (April Griffin)
 - D. Senate Vice President (Scott O’Neil)
 - E. President (Michelle Lewellen)
8. ADJOURNMENT (12:20 P.M.)