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Cerritos College
Faculty Senate

April 25, 2017
11:05 A.M.
Cheryl A. Epple Board Room

MINUTES

Regular Meeting ♦ April 25, 2017

	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
X	Fernandez	Christina	Fine Arts	2017
X	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
E	Krayer	Adelle	Health Occupations	2018
E	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
X	Mc Cance	Ian	SEM	2017
E	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
X	Mullins	Terrance	Humanities/Social Science	2017
X	Negrete	Bernie	SEM	2017
X	O'Neil	Scott	SEM (Vice President)	2017
E	Obasohan	Victor	Humanities/Social Sciences	2018
E	Richardson	Chris	HPE/Athletics	2018
X	Soto	Armando	Counseling	2018
E	Trager	Julie	Fine Arts	2018
X	Ukita	Traci	Counseling	2017
E	Vega	Frank	Technology	2018
E	Voorhies	Ann	Health Occupations	2017
X	Worrel	Dara	SEM	2017

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			CCFF Liaison <i>(Non-Voting)</i>	
X	Malfavon	Allen	Student Liaison <i>(Non-Voting)</i>	

GUESTS: Rick Miranda, Sally Havice, Dr. Kristi Blackburn, Clarence Wheeler, Dr. Valyncia Raphael

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

2. ANNOUNCEMENTS/INFORMATION ITEMS
 - A. Outstanding Faculty Awards – Thursday, 4/27 at 11am in Student Center
 - B. Outstanding Classified Employee Awards – Thursday, 5/25 at 11am Student Center
 - C. Faculty Petition on Board Trustees & Academic Excellence Awards
 - B. Take petition back to your division
 - C. There will be committee members to talk at the Board Meeting about the disappointment the committee felt at not having the Board members at the awards ceremony.
 - D. Service Learning Connectedness Initiative – (Cerritos College Beach Clean Up)
 - E. 16-Week Calendar Format
 - B. Please look at the PowerPoint Michelle will send out and come prepared with questions/comments at the next meeting.
 - F. Senator Falcon: Is there a standard for attending senate meetings? Is there a minimum number of meetings that must be attended to remain a senator in good standing?
 - B. There is not a minimum number of meetings that are required to maintain good standing in the senate
 - C. It is the division's duty to police this. If your division does not believe you are doing your job on the senate then there is a recall process..
 - G. Gilman Scholarship Winner
 - B. Marcela Ramos won a scholarship to study in England
 - H. Transfer Celebration is May 12 11-2
 - B. Space is limited since the event is in the student center
 - I. BA department is trying to create a pathway with Northwood University and is looking for general education instructors to assist with the pathway. It will be completely online.
 - B. If interested please contact Cindy Moriarty and/or Bob Livingston
 - C. In the spring the goal is to put forward 20-40 students
 - J. Hiring procedures discussion with Dr. Fierro
 - B. There was discussion that the speech department did not follow the hiring procedures
 - C. The committee had in fact sent an email from the committee and followed procedures. There was just some confusion.

3. APPROVAL OF MINUTES
 - A. Minutes for 4/4/17 and 4/11/17
 - B. 4/4/17
 1. Senator O Neil moved
 2. Senator Hoppe Nagao second
 3. Abstentions: Senators Soto and Clifford

 - C. 4/11/17

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1. Senator O'Neil moved
2. Senator Hoppe Nagao second

4. APPOINTMENTS AND NOMINATIONS

- A. Senator of the Year Nominations
 - B. Senator Hoppe Nagao-Nominated by Griffin and seconded by Moore
 - C. Senator Falcon-Nominated by O Neil and seconded by Moriarty
 - D. Senator Clifford-Nominated by O Neil and seconded by Falcon

5. STANDING COMMITTEE REPORTS

- A. Enrollment Management – Michelle Lewellen
 - a. Can anyone go to the meeting tomorrow?
 - b. Michelle will be meeting with Adriana about the VP hiring processes
- B. Coordinating – Michelle Lewellen/April Griffin
 - a. Classified awards form has changed
 - b. Safety form that will be online. The form is hopefully up online during the beginning of the summer semester. Right now the form goes to David Moore and the Chief of Police.
- C. Student Equity – Michelle Lewellen
 - a. Presentations
 - b. Working on the budget
- D. Planning & Budget – Michelle Lewellen
 - a. 6 year course offerings
 - i. It was asked that this was removed so that there could be coordination between divisions and departments to make sure this was planned effectively
 - ii. Dr. Blackburn said that the committee discussed the item and voted to keep the item as is
 - iii. The description does state that the Deans and the Faculty would be part of the implementation and execution process
 - iv. This was originally added to the document by Dr. Blackburn
 - v. Rick Miranda
 1. The item was left on so that we can work on this as a college next year
 - vi. This will be discussed and brought forward again next week
 - vii. Senator Moore: can attachments be added to the PB website so that the minutes are more meaningful
- E. Board Meeting – Michelle Lewellen
 - a. No Board meeting last week
- F. Educational Master Plan – Michelle Lewellen/April Griffin
 - a. Discussion item

6. SENATE DISCUSSION/ACTION ITEMS

- A. Committee Name Change
 - a. Professional Development to Faculty Professional Development
 - i. Went through coordinating, but just need to pass the name change
 - ii. Senator Clifford moves to approve the name change senator Moriarty seconds

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- iii. Motion approved
 - iv. Meeting with Adriana about the committee on employee development
 - 1. College Committee
 - 2. Would coordinate the professional development across campus
 - 3. Requested fewer faculty on college committee as it would just be a coordinating committee
- B. 2015-16 Sabbatical Leave Reports – Julie Bathke
- a. Senator O Neil moves to approve the reports
 - b. Senator Griffin Seconds
 - c. Approved
- C. Faculty Hiring Procedures – Angela Hoppe-Nagao
- a. Met last Tuesday
 - b. The taskforce will be the recommending force for how the process will develop
 - c. Concerns from faculty and deans
 - i. Need for accurate data
 - ii. Need for soft data
 - iii. Both want a voice in the process
 - iv. What will the final committee makeup be
 - d. Concerns from Deans
 - i. Want to examine alternate models and have time to discuss
 - 1. On the agenda for the deans meeting today
 - e. Meeting will be rescheduled hopefully this week
 - f. Right now going over the data and existing forms
 - i. Taking out repetitive areas of the form
 - ii. Student services needs to develop data that would be more telling than FTES. Please contact student services faculty on other campuses to find possible ways to establish quantitative data
 - 1. Please send this to the taskforce
 - iii. Attempt to streamline the process
- D. Preferred Name Policy – Dr. Valyncia Rafael
- a. No policy at the moment, simply a discussion
 - b. Taking a study of the campus regarding a preferred name policy
 - c. Last summer the college sent out a dear colleague memo was sent out affirming higher education would support transgender individuals in a way to
 - d. This was rescinded on a federal level
 - e. This would impact more than just LGBT students it is also used on other campuses for people who just don't go by their first names and international students
 - f. In the mean time
 - i. Discussion on what databases/documents/etc. would and/or should be changed on a preferred name policy
 - 1. Library would want the PeopleSoft system to match what was on the student ID
 - 2. PeopleSoft would drive the process and we need to know where else the information is going and/or what other databases need to be updated
 - 3. Counseling has SARS as a database
 - ii. Email system

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1. New incoming employees should be given the option to change their email up front
2. Can students change their emails?
- iii. Having to go back to the legal name after graduation for licensing
 1. Transcripts are official documents and would not have the preferred name.
 2. Official documents will only be changed by a legal name change
- iv. Make sure everything is synced together so that when sending documents to universities, faculty, etc. that all documents would have the same name.
- v. This will come back in the fall as either an awareness campaign or a policy.

E. Educational Master Plan – Rick Miranda

- a. There is still time to make comments
- b. Please send comments to Patricia Robbins Smith or Michelle
- c. All changes welcome (typos and/or content)
- d. This will be brought back May 9 for approval from the senate

F. DSPS/Adult Ed./Counselor Senate Representation – Michelle Lewellen

- a. The concern came up that this is an organizational issue
- b. We have asked to have the organization issue fixed (Rick, Fierro, Armando, Traci, Stephen Johnson)
 - i. Update on the counselors in the fall
- c. DSPS will continue as is
- d. Adult Ed has opted to go without representation for another year and will decide in a year what they would like to do

G. CSSEE Report – Dr. Kristi Blackburn

- a. Students are surveyed in their classes
 - i. Excludes lab and/or studio classes
- b. Benchmarking allows comparisons with comparable colleges
- c. More than 1100 respondents
 - i. Following are excluded
 1. Those who took the survey before
 2. Those under 18
 3. Those marking invalid data selections
 4. Those not indicating enrollment status
 - ii. Cerritos College respondents 67% were part time
 - iii. National comparison about 70% were full time
 - iv. Cerritos College respondents 68% Hispanic Latino Or Spanish
 - v. National comparison 58% White, non-Hispanic
- d. About half of the respondents are first generation students
- e. Majority of respondents identified transfer to a 4-year institution as a primary or secondary goal
- f. 82% of students do not participate in college sponsored activities
- g. Only 14% said they would complete their goal at the college
- h. 50% of respondents indicated that lack of finances would be the reason to stop out of college
- i. 70% of students are more connected to college because of social media
- j. 76% of students find the information they need on the college website
- k. 45% of students include diverse perspectives in class discussion or assignments

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- l. 67% of students were satisfied or very satisfied with the quality of Cerritos College orientation course or program for new students
- m. 87% of students have a computer and internet at home
- n. 65% of students had a counselor clearly explain core course and other requirements for completing a certificate/degree or for transferring to another institution
- o. 35% report that their health needs are satisfactorily met by the student health center
- p. 53% of respondents do not receive services
- q. 70% of students agreed that their placement based on the assessments was accurate
- r. 70% of student prefer rigorous courses
- s. 85% of students like schoolwork that they learn from even if they make a lot of mistakes
- t. 68% of students believe that intelligence levels can change
- u. We excel in encouraging student effort, active and collaborative learning, and support for learners
- v. Performed least favorably in frequency of academic advising/planning, asking questions in class,
 - i. On the student preparation question:
 - 1. This is for all classes
 - 2. 1-5 hours 45%
 - 3. 11-20 hours 16%
 - 4. More than 30 hours 3%
- w. CSSEE is done every three years
 - i. This is not objective data, this is perception data
 - ii. This is the first time we have executed this survey

7. REPORTS

- A. Student Senate Liaison (Allen Malfavon)
 - a. There will be 12 students attending the Taiwan University. Supported by Board Member, Dr. Shin Liu and Dr. Fierro
 - b. Proposed budget will be discussed. There are a lot of cuts being made to requests
 - c. Amending by laws
- B. CCFF Liaison
 - a. Membership drive this week
- C. Secretary (April Griffin)
 - a. No Report
- D. Senate Vice President (Scott O'Neil)
 - a. No Report
- E. President (Michelle Lewellen)
 - a. Plenary will be on the agenda next week.

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