

SENATE COMMITTEE ON PROFESSIONAL RELATIONS

Agenda

11 a.m., Tuesday, September 17, 2024

Zoom

1. Introducing Ourselves: Members of the Professional Relations Committee for 2024-2025

2. Reviewing: Information About Our Committee in Cerritos College Shared Governance Handbook

- a. The information about the Senate Committee on Professional Relations is in the second section of the current version of the Cerritos College Shared Governance Handbook: <https://go.boarddocs.com/ca/cerritos/Board.nsf/goto?open&id=D48QUT64E3EE>
- b. Let's take the time to review the purposes of our committee and our decision-making process.
- c. Let's also review our quorum requirement since it is the beginning of a new academic year. (For the sake of this discussion, our committee should have fifteen members.)

3. Approving: Minutes from April 23 Meeting Professional Relations Committee Meeting

4. Setting: Goal(s) for Our Committee for 2024-2025

- a. At the start of the 2023-2024 academic year, the members of the committee decided that we would have one primary goal: "To recognize and reward faculty excellence at Cerritos College through the presentation of the Outstanding Faculty Awards at a ceremony at the end of spring semester."
- b. Let's decide if we want to keep this same goal for the 2024-2025 academic year or if we want to revise it. Or if we want to consider an additional goal.

5. Reviewing: Timeline for Our Work Toward That Goal

- a. During our September meeting, we review the traditional timeline for the Professional Relations Committee's work toward presenting the Outstanding Faculty Awards at a ceremony at the end of spring semester.
- b. Here is that traditional timeline:
 - i. **September:** Committee reviews timeline for its work for year as well as nomination form
 - ii. **October:** Nominations for Outstanding Faculty Awards open in middle of month; committee members help promote – for example, by displaying posters in public spaces in their respective areas of campus
 - iii. **November:** Nominations for Outstanding Faculty Awards close at end of month; committee members continue to help promote – for example, by sharing information at their respective division meetings; committee finalizes timeline for review of nominations
 - iv. **December:** Committee members begin their review of nominations
 - v. **January:** Committee members discuss nominations and rank finalists for awards
 - vi. **February:** Committee members cast final votes for award winners, including one Most Outstanding Faculty, up to ten full-time Outstanding Faculty, and up to

ten part-time Outstanding Faculty; chair presents information on award winners to president of the Faculty Senate

v. March: Committee members work on logistics associated with awards ceremony

vi. April: Outstanding Faculty Awards are presented to winners at ceremony

6. Reviewing: Nomination Form for Outstanding Faculty Awards

a. Because the Nomination Form for the Outstanding Faculty Awards is not currently live on the Cerritos College website, Chair Chad Greene has instead provided the committee members with a PDF file of it to review.

b. Let's talk about if we are comfortable with the current nomination form or if we want to revise it.

7. Reporting: Progress Toward Our Goal

a. Date selected: The Outstanding Faculty Awards are traditionally presented at a ceremony held at 11 a.m. on the fourth Thursday in April. This spring, that will be Thursday, April 24.

b. Venue requested: We have requested the Student Center for that date to be the venue for the ceremony. Denise Marshall in Facilities should confirm the reservation in January.

c. Culinary Arts booked: With the assistance of Monica Acuña in Human Resources, we have booked Culinary Arts to cater the ceremony. Acuña has money in her budget not only for the food/drinks, but also for the awards.

d. Poster needed: We need to create a poster to promote the nominations for the Outstanding Faculty Awards, one which can be both printed and distributed online.

8. Soliciting: Items from the Floor

Our Next Meeting: 11 a.m. on Tuesday, October 15