

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
March 25, 2019

PRESENT:	Dr. Jose Fierro	ABSENT:	Dr. Dilcie Perez
	Rick Miranda		
	Felipe Lopez		
	Dr. Adriana Flores-Church		
	Sandy Marks		
	Dr. April Griffin		
	Stephanie Rosenblatt		
	Armando Soto		
	Liz Page		
	Kathy Hogue	GUEST(s):	Niki Lovejoy-Robold
	Kim Applebury		Dr. Elizabeth Miller
	Danylle Williams-Manser		Deb Moore
	Julie Mun		Dr. Gary Pritchard
	Kathy Azzam		

- I. MEETING CALLED TO ORDER
Dr. Fierro called the meeting to order at 1:03 p.m.
- II. PUBLIC COMMENTS
There were no public comments.
- III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES
Information regarding all employment opportunities is posted on the Human Resources webpage.
- IV. APPROVAL OF MINUTES – March 11, 2019
It was moved by Mr. Lopez and seconded by Ms. Marks to approve the March 11 minutes. The vote for approval was 12-0-1; Ms. Azzam abstained. Dr. Griffin was not present for the vote.
- V. BOARD AGENDA – April 3, 2019
The committee reviewed the draft April 3 board agenda.
- VI. ITEMS FROM INSTITUTIONAL COMMITTEES
Accreditation
EMP Goal F: Enhancing Organizational Effectiveness

Mr. Miranda stated that the committee completed peer reviews to help identify strengths and weaknesses, and facilitate constructive recommendations. He also stated that Stephanie Droker, ACCJC Senior Vice President and our ISER liaison, will be on campus Tuesday, April 9 to address questions and concerns from our writing and leadership teams as we finalize the ISER. She will attend Faculty Senate and Deans meetings, and also hold open office hours to give the campus an opportunity to drop in and ask her questions.

Developmental Education*EMP Goal A: Strengthening the Culture of Completion*

Ms. Lovejoy-Robold distributed the attached February 19 meeting agenda and minutes. She stated that the committee is working on strengthening relationships between credit and non-credit sides to coordinate support, continuing to build services for DSPS students, and identifying and increasing awareness of available services. Counselors have been providing in-class presentations to give students brief, 10-minute overviews of their services, and to provide students with a name and face to contact with questions. The Success Center is working on providing embedded tutors for all co-requisite classes, which is a huge endeavor, and is also looking at providing tutoring services for online and hybrid students. Ms. Lovejoy-Robold stated that the Math department is fully involved with co-requisite offerings, and is working on a co-requisite for Math 140 and adding a Math Success Center with an embedded tutor component. Ms. Lovejoy-Robold, Mr. Miranda, Dr. Frank Mixson, Traci Ukita, and Manuel Lopez provided an [AB 705 update to the board at its March 20 meeting](#), and presentations are scheduled for Faculty Senate and ASCC.

Faculty Hiring Prioritization*EMP Goal F: Enhancing Organizational Effectiveness*

Ms. Moore and Dr. Pritchard stated that the last meeting was in January, and that the committee reviewed the first run of the new process. Minor changes have been made to the hiring request [form](#) to provide more clarity. The committee also discussed and agreed that requests for new faculty to meet Accreditation and/or other mandatory requirements should be removed from the ranking process, and automatically approved by Executive Council. The committee also recommended that Executive Council should determine how requests for new counselors will be generated, either from the general counseling division or from individual departments. IERP is conducting a test run of a new form with prepopulated data for individual departments to ensure that the data is coming from a single source. The next meeting is scheduled for Thursday, March 28 from 11:00 a.m. – 12:30 p.m. in LC-51.

Student Life*EMP Goal A: Strengthening the Culture of Completion*

Dr. Miller distributed the attached March 7 meeting minutes. She stated that there has been much discussion regarding commencement, which is scheduled for Friday, May 24, to begin at 6:00 p.m. The commencement speaker will be announced soon. The setup has not changed, but the procession will begin 30 minutes earlier, so that the ceremony can conclude by 8:00 p.m. Feedback received indicated that a shorter ceremony is preferred. Deadlines and other related information and forms are posted [online](#). Dr. Miller also stated that the committee has drafted some recommended revisions to Administrative Procedure 5530 – Student Rights and Grievances to clarify definitions and streamline the process. The draft will be presented to Faculty Senate and other groups for feedback, and will be presented to the Coordinating Committee for approval in May.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES**Hiring Standards***EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Griffin provided a report on behalf of committee chair Nicholas Matthews. The committee continues to work well and provides a quick turnaround for equivalency requests. There were many Philosophy reviews this semester, and the committee discussed applicants with lifetime credentials. The committee recommended that lifetime credentials should be added as a valid minimum qualification to job postings.

VIII. STATUS OF SHARED GOVERNANCE**Enrollment Update***EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Miranda stated that CS200 and CS250 reports, pulled from PeopleSoft, provide enrollment patterns and FTES generated. He will share the reports with the campus so that all can be more familiar with the information, and can interpret the data. The next step is to create a user friendly graphic that will quickly and clearly display trends within departments and divisions. He stated that 2nd 9-week session classes began today and updated enrollment numbers will be available soon.

ACCJC Institution Set Standards*EMP Goal F: Enhancing Organizational Effectiveness*

This item was postponed to the April 8 meeting.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Dr. Griffin stated the college's Forensics Team is ranked as one of the top 10% of all community colleges in the nation.

Mr. Soto stated that a group of students recently visited five universities, and provided positive feedback.

Ms. Williams-Manser stated that Project HOPE staff have been visiting local schools to spread the word about the program, and also other services available at the college. When they recently visited La Mirada High School, she stated that students seemed to be shocked that college staff were willing to come out and meet with them in person. Last Wednesday, staff visited Norwalk High School to meet with seniors enrolled in the medical academy. She learned that Norwalk High School does not bring its students to Cerritos for orientations/tours and does not participate in Senior Preview Day intentionally, because they think that since Cerritos College is so close by, the students must already know about us. This may be the case with other local schools. The committee discussed the need to have more conversations with the K-12 schools and to identify whether the information shared with superintendents is not trickling down to the students. They also discussed that while it is the most time consuming, having staff visit local schools in person is the most effective strategy to recruit new students.

Ms. Hogue stated that the 21st Advisory Committee Breakfast is scheduled for Thursday, March 28 to begin at 7:30 a.m. in the Student Center.

Ms. Rosenblatt stated that she is listening to *Becoming*, by Michelle Obama, and recommended others to do so as well.

X. PRESIDENT'S REPORT

Dr. Fierro reminded the committee to review Chapter 7 Human Resources policies and procedures, and to be ready for discussion scheduled for the April 8 meeting. Feedback is due to Ms. Mun by Wednesday, April 3. He also recommended the committee to read *The Working Poor: Invisible in America*, by David Shipler. The Cerritos College Get Fit Program begins today, and he will be leading a spin class on Tuesday, March 26 at 5:30 p.m.

Dr. Fierro also provided information related to recent topics discussed by Executive Council such as IERP updates and data reporting, utilizing new datasets to make data-informed decisions, reviewing end of the year celebration events, and monitoring enrollment.

ADJOURNMENT

Meeting adjourned at 2:27 p.m.



Dev Ed Committee

Date: 19 February 2019
Time: 2:00 PM - 3:30 PM
Location: LC-51

1.0 Approval of Minutes

2.0 Student Equity and Achievement Program (SEA Program) update

- Retreat on 1 March 2019 from 8:30 PM – 5 PM
- Location TBA
- Equity, 3SP, and Dev Ed

3.0 Support for CoReqs

- Share out what groups talked about at last meeting
- Identify next steps
- Work in groups

4.0 Messaging to Campus on AB 705, AB 1805, Support for Students

- Faculty Senate
- Student Senate
- Daily Falcon/Campus Connections/Town Halls

5.0 Items from the floor

Next Meeting: 5 March 2019, 2:00-3:30 PM, LC-51

Yvette Tafoya – ACCME	P	P	P										
Marisol Aguliar – Faculty Senate Rep At-Large	P	P	P										
Jennifer Lizarraga	P	P	P										

Also in attendance -

The meeting was called to order at 2:08pm

1.0 Approval of Minutes	<p>Motion to approve: Anna Second: Martha</p> <p>1. Changes: Second bullet under question: “What were the takeaways from the SEA Program retreat on Friday, January 25th?” - reword</p> <p>All in favor: ALL No: NONE Abstain: Leann, Lynn, Rachel, & Michelle</p> <p>Minutes approved</p>
2.0 Student Equity and Achievement Program (SEA Program) Update	<p>- Retreat on Friday, March 1st 2019 from 8:30 AM – 5 PM Friday</p> <ul style="list-style-type: none"> • Lunch will be provided • On campus • Want data in a matter that is consumable for all <p>- Location TBA</p> <p>- Equity, 3SP, and Dev Ed</p>
3.0 Support for CoReqs	<p>- Share out what groups talked about at last meeting</p> <p>- Identify next steps</p> <p>- Work in groups</p> <ul style="list-style-type: none"> • <u>Adult-Ed & English:</u> <ul style="list-style-type: none"> - Lynn, Martha, Gabby & Anna meet outside at meetings – will get back to the committee about resources - CES courses to support ENGL + ENGL knowledge about CES

- **DSPS, Health OCC, & Workforce:**

- Embedded tutors
- Bridges between dual enrollment programs – running into challenges about expectations (such as reading levels) – embedded tutoring might be a solution to this because it can help dual enrollment students get more prepared
- Online tutoring – current software meets the need, but not sure how helpful/successful it actually is; talking about the possibility of embedded tutors for online classes; online interactive tutoring (using virtual counseling as an example), use technology for virtual tutoring; can possibly do this on Canvas, but the challenge is that not all tutors are on canvas & there's no other platform to post things for tutors → talk to Kaitlin to see if we can get tutors access to Canvas
- Questions about embedded tutoring for hybrids and online courses
- Current technology: Connex Ed., Cranium Café (virtual counseling)

- **Math & English**

- Linking courses (Math 5 to Math112 and 114); starting implementation in the fall – large scale of Co Reqs; Math 5 is one day a week & planning to add an AED support course, faculty needs to encourage students to enroll in the AED support course so they can get 2 full hours of support a week; consider assigning embedded tutors to math 5 sections; Math 5 is not repeatable as of now – need to change this

	<ul style="list-style-type: none"> • <u>Counseling:</u> <ul style="list-style-type: none"> - In class presentations – counselors will be going to English and reading courses to endorse available support → Resources needed: funding for large amounts of brochures – 100 for this semester, 500 for Fall semester; send digital brochures. Feedback from students about Success Center challenges: ask students the challenges they’ve had with the Success Center and counseling to see what we can improve; Success Center is also taking surveys to see what students like/don’t like and what they need – data will be ready by the end of Spring → can look at data next fall and discuss solutions
<p>4.0 Messaging to Campus on AB 705, AB 1805, Support for Students</p>	<ul style="list-style-type: none"> • <u>Messaging to Campus:</u> <ul style="list-style-type: none"> - Part of messaging is going to AB 705 and the other part is AB 1805 - Daily Falcon/Campus Connections/Town Halls – multimedia pieces that are being sent out to students by other colleges - Counseling is updating messaging for students on information about placement - Touch base with Terrie Lopez in assessment because she is creating language with Mya Walker - Email out to April Griffin to starting announcement and Q&A’s for Faculty Senate – need to figure out what we as a committee want to say while also giving accurate information to all of campus - Come up with a draft → look at what MMAP has done instead of starting from scratch; need to make sure that everyone is on the same page - 1805 language needs to be student friendly

5.0 Items from the floor	<ul style="list-style-type: none">• Students are being placed at a certain level but counselors are telling them they're ready to go to the next level• Reminder that ESL students have a 3 year track, not a 1 year
---------------------------------	---

The meeting adjourned at 3:13pm

Next Meeting: 5 March 2019, 2:00-3:30 PM, LC-51

COORDINATING
COMMITTEE
25 MARCH 2019



DEV ED UPDATE

MOST RECENT AGENDA AND MINUTES: 19 FEBRUARY 2019

- SEA Program Update
 - Retreat announcement
- Support for CoReqs
 - Embedded tutors, Adult Ed, DSPS, Counseling
- Messaging to Campus
 - Presentations to Faculty and Student Senates, Information Sheets to Daily Falcon and Campus Connections
- 5 March 2019 meeting cancelled due to illness

BUILDING SUPPORT FOR STUDENTS

- Adult Ed
 - Working with Math and English to support students in addition to support in CoReqs
 - English – students get intensive support, as well as, continuing to build on skills and practice
 - Math – Paired with Math 5 to add another hour of support
- DSPS
 - Continuing to build services to students
 - Identify and increase awareness of services available to students
- Counseling
 - In class presentations
 - Giving students a name and a face, not just a department/area
 - Flyers about available services
- Success Center
 - Embedded tutors for all CoReq classes
 - Tutoring services for online and hybrid students
- IERP
 - Data needed to be proactive about actions for supporting students – drop times

AB 705 IMPLEMENTATION

- Math

- Rocking it!
- Scaling up CoReq offerings for fall 2019 for Math 112 + Math 5 and Math 114 + Math 5
- Working on developing CoReq for Math 140
- Adding a Success Center – Embedded tutor component
- Lots of professional development – Statistics, addressing affective domain, supporting students with an equity mindset, developing online/hybrid sections

- English

- Shifting focus away from structure to curriculum – equity minded
- Building stronger connections to support on campus

- ESL

- Right on track!

- Reading

- Waiting for approval on new Reading courses from Chancellor's Office

MESSAGING TO CAMPUS

- AB 705 Road Show!
 - Presentations to Faculty and Student Senates on AB 705 and AB 1805
 - Look at work already completed through MMAP
 - Reaching out to campus stakeholders for clear and consistent messaging
 - Look at resources already available to students – Chancellor's Office and College of the Sequoias videos on AB 705



Student Life Committee

Minutes | March 7, 2019

1. Welcome: Attendance & Quorum

Member Role	18-19 Member	Present - P; Absent - A; Vacant - V
Dean of Student Services	Elizabeth Miller	P
VP of Student Services	Dilcie Perez	A
Coord. of Student Conduct	vacant	V
Student Activities Coordinator	Amna Jara	P
ACCME rep 1	Russ May	A
ACCME rep 2	Debra Ward	A
Faculty rep 1 (instructional)	Sheila Hill	A
Faculty rep 2 (student services)	Nellie Hernandez-Garcia	P
CSEA rep 1	Nikki Jones	P
CSEA rep 2	Vince Vizcarra	P
ASCC Director of Student Services	Kathy Azzam	P
ASCC student representative	Corina Rosas	P
Ex-Officio		
Bookstore Manager	Brianne Freeman	P
Associate Dean of Student Health	Hillary Mennella	A
Dean of DSPS, or designee	David Rodarte	A
Chief of Campus Police	Tom Gallivan	P
Facilities representative	Carlos Serna	P
Quorum: Fall - 6; Spring - 9	ATTENDANCE	10

Others present: Maria Isai, Shannon Kaveney, and Dave Ward

2. Approval of Minutes

Committee approved minutes from 2/28/19

3. Approval of Agenda

Committee approves agenda for 3/7/19

4. Proposed Revisions to AP 5530 Student Rights & Grievances

- The committee reviewed the drafted recommendations for the Student Grade Grievance sections of AP 5530.
- Administration requested that the committee review Step IV President/Superintendent Action in the grade grievance procedure.
 - A recommendation was made to change step IV from President/ Superintendent Action to Board of Trustees Action. The President/Superintendent is involved in the final review of the grievance with the Board of Trustees, so this eliminates a duplicative step.
 - I. Individual Action
 - II. Management Action
 - III. Administrative Action
 - IV. ~~President/Superintendent~~ Board of Trustees Action
- Additional recommendations regarding AP 5530 Student Rights and Grievances:
 - To consider adding clarification to the 'statement of determination' language to include 'with reasoning', so that it is clear a reason is provided when a grade grievance is approved or denied.
 - Remove the Student Grade Grievance section from AP 5530 Student Rights and Grievances, and create a new Administrative Policy & number specific for Student Grade Grievances.
- Committee decisions will be shared with Faculty Senate, and additional feedback requested.

5. Commencement Planning (EMP Goal A)

- Layout and Logistics
 - David Ward discussed the stage set-up and truss structure. Mr. Ward shared that the truss structure this year would be self-lifting and eliminate the need of a forklift rental.
 - Visually the same as before.
 - Need to check that the power is working in stadium southwest side
 - Current issues with forklift & stage set-up: the sheets of plywood used on field during set-up, will age over time. The plywood also leaves splinters on the field that maybe harmful to the people using the field and to the field itself.
 - Proposal: There is a plywood alternative product designed for field protection and stage production, and would benefit the field labor crews. Dave Ward will get the product information to us to review for future consideration.
 - Stage: cancel forklift if Facilities confirms power sources in stadium (southwest side)
 - Procession
 - Same layout for procession.
 - Procession will begin at 5:30 p.m. and ceremony 6 p.m.
 - Committee reviewed stadium layout, power sources, tent placements, procession staging area map (Field House Field layout).
 - Committee reviewed schedule for day.
 - It is requested that Campus Police turn the stadium power off when locking up the venue after the event.
 - It is requested that Pacific Coast Entertainment (A/V) remove their items off the stage first, so the stage crew can begin taking down the stage.
 - Program Booklet – Graphic designer was not present, Dean Miller will follow up with him.
 - Event Communication & Tickets
 - Information sent via email and posted on the commencement webpage and on flyers throughout campus.
 - Faculty RSVP email was sent by Dean Miller. Also included in the email was regalia rental information.
 - Tickets will be distributed at the Grad fair. More information on the webpage.
 - Commencement Speaker
 - Committee's recommendations were provided to Executive Council to review and consider.
 - Other
 - The Commencement budget will need to be reviewed to consider providing snacks to graduates in the gym prior to the ceremony.

6. Cerritos College Food Court & Vending Services (EMP Goal IF)

- Board of Trustees approved the new vendors proposed on March 6, 2019.
 - Vendors will enter a 5 year contract.

7. Announcements

- Falcon Games- March 11-13
- Bookstore closed during spring break
- Nutrition Recovery seminar tomorrow
- Breast Cancer Walk- March 14
- CCPD Campus Watch-, May 27, LC 155, 11:30- 12:30

Adjourned: 1:57 p.m.