

APPROVED

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
March 27, 2017

PRESENT: Dr. Jose Fierro
Rick Miranda
Dr. Stephen Johnson
Dr. Adriana Flores-Church
Felipe Lopez
Dr. Renée DeLong
Michelle Lewellen
Armando Soto
Miriam Tolson
Julie Mun

ABSENT: Terrance Mullins
Dr. April Griffin
Lynn Laughon
David Ward
Saul Lopez-Pulido

GUEST(s) Mark Fronke
Elizabeth Miller
Dr. Frank Mixson

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.

<u>Name</u>	<u>Position</u>	<u>Start Date</u>
Michael Vuong	Public Affairs Specialist	February 22
<u>Employment Opportunities</u>		
Full-Time Automotive Collision Repair Instructor		April 21
Full-Time Dance Instructor		April 26
Full-Time Counselor (Categorical)		April 28
Full-Time Journalism Instructor		May 3
Full-Time Reading Instructor		May 3

IV. APPROVAL OF MINUTES – March 6, 2017

It was moved by Ms. Lewellen and seconded by Dr. Johnson to approve the March 6 minutes. The vote for approval was unanimous.

V. BOARD AGENDA – April 5, 2017

The committee reviewed the draft April 5 Board Agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

Developmental Education

Dr. Mixson distributed the attached February 21 meeting minutes and March 7 meeting agenda. He provided overviews of current projects such as Common Assessment Competency Mapping, Multiple Measures Assessment, Assessment Prep Math Boot Camps, BSI/SE/SSSP Integrated Planning, and the [Accelerated Instruction in Math and English \(AIME\) program](#). He thanked the AIME team for their efforts and stated that the program relies on the collective efforts of faculty, departments, deans, and staff to work collaboratively to facilitate student completion of developmental education sequences and college-level math and/or English courses in two semesters through accelerated pathways and integrated student support. Dr. Mixson stated that work is ongoing to improve completion rates and that new strategies such as adding student orientations with videos and assessment tools, allowing students to make up missed supervised tutoring hours, working with the K-16 Bridge program to provide greater incentives, and developing pathway specific program requirements will be utilized. He also discussed proposed math and English pathways for academic year 2017-2018.

Student Life

Ms. Miller distributed the attached March 16 meeting minutes. She stated that the committee typically focuses on commencement procedures during spring and that plans are going well. Commencement is scheduled for Friday, May 19 to begin at 6:00 p.m. The committee selected Michele Siqueiros, President of the Campaign for College Opportunity, as the commencement speaker and forwarded its recommendation to the board for approval. Ms. Miller stated that the committee decided to change back to the traditional layout for the processional and to continue using large video screens for the ceremony. The additional costs to rent LED video walls with live streaming, live captioning, and sound will be funded by ASCC.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Curriculum

No report.

Student Learning Outcomes

Mr. Fronke distributed the attached October 24, November 14, January 23, February 13, and February 27 meeting minutes. He stated that approximately 140,000 SLOs were assessed for fall classes and that there has been very good participation by faculty. The committee is working with departments to review assessment information and develop action plans to improve areas where students are having difficulty, and will provide instructions to put those plans into eLumen. The action plans will be evaluated after the end of the semester.

VIII. STATUS OF SHARED GOVERNANCE

No items.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Dr. DeLong stated that the K-16 Bridge and Cerritos Complete programs are targeting more than 1,000 students and efforts are ramping up to get students connected early on and to create pathways for completion. She stated that many people are actively involved in this collaborative and collective effort.

X. PRESIDENT'S REPORT

Dr. Fierro stated that the Health and Wellness Complex Groundbreaking is scheduled for Wednesday, April 5 to begin at 5:00 p.m. He also provided information related to recent topics discussed by the Executive Council such as deployment of a student survey to help focus outreach efforts, updating facilities rentals procedures and establishing related standard operating procedures, continued development of the Educational Master Plan, which will be forwarded to the board for approval in May, updated budget projections, and the proposed compressed calendar.

XI. ADJOURNMENT

Meeting adjourned at 2:11 p.m.



Dev Ed Committee

Date: March 7th, 2017

Time: 2:00 PM - 3:30 PM

Location: LC-51

1.0 Approval of Minutes

2.0 Common Assessment Initiative—March 3rd Meeting

3.0 Basic Skills Integrated Planning

- Data Needs
- 2015-16 Plan and Progress
- 1 Intersecting Goal from 2016
- Integrated Student Success Goals

4.0 Pre-Assessment Math Boot Camps

Next Meeting: March 21st, 2:00-3:30, LC-51

College Committee on Developmental Education
Minutes
February 21, 2017

	9/6	9/20	10/4	10/18	11/1	12/6	1/17	2/7	2/21	
Sylvia Bello-Gardner - Counseling	P	A	P	P	P	P	A	P	P	
Connie Boardman - ACCME	P	P	P	P	P	P	P	P	P	
Anna Fischer - CSEA	P	P	A	P	P	P	A	P	P	
Mary Hunt - DSPS Proxy: Steve La Vigne	A	A	A	A	A	A	A	A	A	
Kolleen Kalt - English	-	P	P	P	P	P	P	P	P	
Martha Robles - Adult Ed	P	P	A	P	A	P	A	A	A	
Gabby Contreras - Adult Ed	P	P	P	P	P	A	P	P	P	
ASCC - Vacant	-									
CTE - Vacant	-									
Research and Planning KBlackburn, ATeshima, Clarence Wheeler	P AK	P AK	P AK	P KB	P AT	P KB	A CW	P CW	P CW	
Shawna Baskette - Dean, Academic Success	A	P	A	P	P	P	A	P	P	
Joann Sugihara-Cheetham - ESL LeeAnne McIlroy	P	A	P	P	P	P	P	P LM	P	
Bonnie Helberg - Reading	A	A	A	A	A	P	P	P	A	
Angie Conley - Math	P	A	P	P	P	P	P	P	P	
Frank Mixson -Dev Ed Coordinator	P	P	P	P	P	P	P	P	P	
Yvette Tafoya - ACCME	A	A	P	P	P	P	A	P	P	
- Faculty Senate Rep At-Large	P	A	A	A	A	A	A	A	A	
Suzy Heapy CSEA Rep	P	P	P	P	P	P	P	P	P	

The Meeting was called to order at 2:06 p.m.

Also in attendance – David Fabish, Colleen McKinley

1.0 Approval of Minutes	The February 7, 2017, minutes were approved as presented.
2.0 Pre-Assessment Math Workshops	Recommended Math Assessment Prep summer schedule was distributed. Due to the summer hours, (campus closed on Fridays), workshops will be held four days instead of five days per week. Registration, for students with a CC student ID number, will be through Adult Education, non-credit. Workshops will seat 30-40 students. It was also suggested that workshops could be held M-W/ M-T, which would give students an opportunity to study over the weekend. In addition to recruiting EOPS students and K-16 students, handouts will be available at the Assessment Center and with Counselors. Math 60 & 75 students will be targeted and flyers given to faculty for hand out. The workshops will also be advertised on the AIME website. After summer, the workshops will be offered on a regular weekly basis.
3.0 Math 75 Remove Pilot Status	Removing the pilot status on Math 75 was discussed by the Committee. The consensus by the group is that the request must go through Curriculum. It was noted that there has been a state-wide endeavor to remove the pilot status in order for the course to be AA applicable. This would help open up a non-algebra pathway.
4.0 Dual Enrollment at High Schools	Colleen McKinley, Director of Educational Partnerships and Programs, was introduced and gave a brief overview of dual enrollment. The challenge that the college faces in offering GE courses is each high school would like a different plan to fit their policy and needs.
5.0 Common Assessment Workshop	The committee was reminded to sign up for the March 3 workshop.

The meeting was adjourned at 3:15 p.m.

Next meeting: March 7, 2-3:30 p.m.



2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Part I – Deadlines and Important Information

- Submission deadline: **December 1, 2017**
- The 2017-19 Integrated Plan will cover two years. The budget plan will reflect the 2017-18 allocations.
- Integrated fiscal reports will be required on an annual basis.
- All programmatic and student outcome data will be collected via existing MIS reporting. No additional data submissions are required.
- Colleges are encouraged to align integrated program plans with their college and district strategic plans/education master plans.
- Identify one individual and an alternate to serve as the point of contact for your college.

PROGRAM INTEGRATION

The integrated SSSP/Student Equity/BSI program model promotes integrated planning and program coordination at the district and college levels. The three programs retain separate requirements as specified in Education Code and title 5 regulations; these requirements are built into the Integrated Plan to ensure compliance with applicable law and regulations. In coming years, the Chancellor's Office intends to pursue changes in Education Code and title 5 regulations to achieve even greater integration and alignment of the three programs in subsequent planning cycles.

- Plans are to be developed in consultation with students, staff, administrators, faculty, Academic Senate, and members of the community as appropriate. Your plan must be adopted by the governing board of the community college district and submitted to the Chancellor's Office by December 1, 2017. A separate plan must be submitted for each college in the district.

DATA-DRIVEN PLANNING

An effective plan is grounded in data. In developing your integrated plan, refer to existing data from your previous plans, additional statewide data, and/or data collected at your colleges. The Chancellor's Office will explore and develop mechanisms and tools over the coming months to assist and support colleges in their data analysis effort, although colleges should proceed with existing resources to complete the 2017-19 plan. Areas of focus for these new tools will include access and completion for basic skills, workforce and CTE, and transfer level courses.



2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Although you are not required under this plan to submit your data, analysis, and each goal you set, Education Code requires that you analyze data and develop goals to address the following and to retain that information as part of your institutional records:

- Goals for the general population and for identified student groups, disaggregated by gender, as well as activities designed to address disproportionate impact using one of the Chancellor's Office-approved methodologies. Education Code requires that colleges analyze data for the following student groups and, if appropriate, develop subgroup-specific goals: current or former foster youth, students with disabilities, low-income students, veterans, American Indian or Alaskan Native, Asian students, black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islander, white, some other race, and more than one race.
- Success rates for students with basic skills needs using Basic Skills Cohort Tracker data that show (1) the number of students successfully transitioning to college-level mathematics and English courses, and (2) the time it takes students to successfully transition to college-level mathematics and English courses.

In addition, the following data should inform your planning:

- Trends for incoming students related to engagement in the following activities: (1) orientation, (2) assessment, and/or (3) education planning.
- The number of students on academic or progress probation, referred to follow-up interventions or services, and successfully moved from probation—disaggregated into the student groups that must be included in your disproportionate impact analysis.
- The number of noncredit CDCP certificates awarded, if applicable.
- Noncredit course success data, such as the percentage of students earning a grade of pass (P) or satisfactory progress (SP), if applicable.
- The number of students who transition from noncredit to credit.



2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Part II – Program Goals and Planning

PREVIOUS ACCOMPLISHMENTS

Questions 1 & 2 focus on what you have accomplished during the 2015-16 planning cycle.

1. Assess your college's previous program efforts:

a. In the table below, list progress made toward achieving the goals outlined in your 2015-16 SSSP, Student Equity, and BSI plans. Expand the table as needed so that all of your goals are included.

Goal	Progress

b. To what do you attribute your overall success or lack thereof? (This answer can be in narrative or bullet; 100 words maximum)

c. In the table below, identify one goal from your 2015-16 plans that intersects SSSP, Student Equity, and BSI and describe the integration activities. (Note: For the 2017-19 plan, integrated goals are required.)

Goal	Activities in each program that serve the goal listed		
	SSSP	Student Equity	BSI
<i>Example:</i> <i>Increase completion and persistence through the English Developmental Sequence</i>	<i>Provide extended orientation and assessment prep courses/workshops</i>	<i>Provide extended orientation and assessment prep courses/workshops</i> <i>Redesign the dev. ed. sequence</i>	<i>Pilot prep courses through the first year programs or specific bridge programs</i> <i>Redesign the dev. ed. Sequence</i>



2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

2. Describe one strategy or activity that your college has implemented that is resulting in significant gains in student completion or closing of achievement gaps. The Chancellor's Office will use this information to assist in dissemination of effective practices to other colleges.

FUTURE PLANS

Questions 3-8 address the 2017-19 planning cycle.

3. Establish integrated student success goals to be completed/achieved by June 30, 2019, along with corresponding activities designed to achieve those goals. Goals must be outcomes-based, using system-wide outcomes metrics. For example:
 - Basic skills completion, including, but not limited to, (1) increasing the number of students successfully transitioning to college-level mathematics and English courses, and 2) reducing the time it takes students to successfully transition to college-level mathematics and English courses.
 - Closing achievement gaps for disproportionately impacted groups.
 - Improving success rates in degree attainment, certificate attainment, and transfer.
 - Improved identification of and support for students at-risk for academic or progress probation.
 - Deeper collaborations with high school districts, workforce agencies, or other community partners, particularly to increase students' college and job readiness
 - Improved noncredit student success for those with noncredit offerings (e.g., CDCP certificates awarded, course success, and noncredit-to-credit transition)

Select five integrated goals for the period covering this plan and complete the following table, showing how each goal connects across programs as well as the activities/steps you will implement to achieve each goal (Note: not all cells are required to be completed for each goal, but goals should cross at least two programs). Include at least one goal for each of three programs: Student Success and Support Program (core services), Student Equity, and Basic Skills.

Complete the table on the next page. Add rows as needed to list all five goals.



2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

Goal	Activities in each program that serve the goal listed			Goal Area
	SSSP	Student Equity	BSI	
<i>Example: Increase completion and persistence through the English Developmental Sequence</i>	<i>Provide extended orientation and assessment prep courses/ workshops</i>	<i>Provide extended orientation and assessment prep courses /workshops Redesign the dev. Ed. sequence</i>	<i>Pilot prep courses through the first year programs or specific bridge programs Redesign the dev. Ed. sequence</i>	<input type="checkbox"/> Access <input checked="" type="checkbox"/> Retention <input type="checkbox"/> Transfer <input checked="" type="checkbox"/> ESL/Basic Skills Completion <input type="checkbox"/> Degree & Certificate Completion <input type="checkbox"/> Other: _____
				<input type="checkbox"/> Access <input type="checkbox"/> Retention <input type="checkbox"/> Transfer <input type="checkbox"/> ESL/Basic Skills Completion <input type="checkbox"/> Degree & Certificate Completion <input type="checkbox"/> Other: _____

4. How will your college accomplish integration of matriculation, instruction, and student support to accomplish your student success goals? Include in your answer how your college will ensure coordination across student equity-related categorical programs or campus-based programs. (500 words max)
5. If your college has noncredit offerings, describe how you are including these offerings in moving students through to their goals, including post-secondary transitions and employment (250 words max)
6. Describe your professional development plans to achieve your student success goals. (100 words max)
7. How and how often will you evaluate progress toward meeting your student success goals for both credit and noncredit students? You could analyze milestones, momentum points, leading indicators, or any other metric you find appropriate for your college. (100 words max)



In collaboration with the Adult Education Department offers

Assessment Preparation Workshop

These workshops are *tuition free*. You will learn how to successfully complete the assessment test, review previously learned math material, and have an opportunity to retake the assessment test. The purpose of the workshop is to accurately demonstrate your math skills.

AED 42.05 Supervised Tutoring

- ❖ Improve your assessment test scores
- ❖ Customized by skill Level, computer-based, and self-paced
- ❖ Instructor and tutor supported
- ❖ Open Entry/Open Exit
- ❖ Tuition-Free/Adult Education non-credit course
- ❖ Targeted for Continuing Students, New Students, and Recent High School Graduates

Enroll on MyCerritos SUMMER 2017

Class Ticket	Days	Time	Instructor	Location	Dates
#22355	MTWTH	4:00 PM – 8:00 PM	L. Ortiz	LC 174	06/05/17 – 06/08/17
#22356	MTWTH	4:00 PM – 8:00 PM	L. Ortiz	LC 174	06/12/17 – 06/15/17
#22357	MTWTH	4:00 PM – 8:00 PM	L. Ortiz	LC 174	06/19/17 – 06/22/17
#22358	MTWTH	8:00 AM – 12:00 PM	L. Ortiz	LC 174	06/26/17 – 06/29/17
#22359	MTWTH	8:00 AM – 12:00 PM	L. Ortiz	LC 174	07/10/17 – 07/13/17
#22360	MTWTH	8:00 AM – 12:00 PM	L. Ortiz	LC 174	07/17/17 – 07/20/17

The Accelerated Instruction in Math and English (AIME) program provides math and English pathways, integrated student support, and reintegration services that allow students to complete their developmental education sequence and college-level math and/or English in a timely manner.

To request more information, call the office at (562) 467-5098 or submit an online request www.cerritos.edu/aed and click Contact Us.



STUDENT LIFE/COMMENCEMENT COMMITTEE

March 16, 2017

BK111/112

1:00 PM

Minutes

Attendees: Elizabeth Miller (Chair), Tom Gallivan, Maria Isai, Amna Jara, Brianne Freeman, Rosario Rubio, Dr. Stephen Johnson, Bernice Watson, Kelly Kwan, Saul Lopez

1. Commencement Committee Meeting Schedule

- Proposed - following Thursdays at 1pm:
 - i. March 30, 2017
 - ii. April 13, 2017
 - iii. April 27, 2013
 - iv. May 4, 2017 – last meeting before Commencement
 - v. May 25, 2017 – Commencement SWOT & Review

2. Commencement Budget Update

- Plan to request additional funds from ASCC Senate on Wednesday, March 22, for services from Pacific Coast Entertainment. Services include: LED video walls, live streaming, live captioning, and sound

3. Commencement Task Updates

- Commencement Speaker
 - A candidate has been selected and will be forwarded to the Board for approval.
- Lay-out and Logistics
 - To enhance visibility and the experience for graduates and guest, we will keep the second stage and ramps for graduates to walk across. We will also add more space to the rows and seats.
 - Possibility move the stage to the 20 or 10 yard line.
 - Ceremony schematics to be reviewed at the next meeting.
 - Stadium clean-up
 - CIF Track meet scheduled May 20
- Audio-Visual
 - Diagram of stadium set-up will need to be sent to Pacific Coast Entertainment in advance for a new quote.
 - PCE will lend their expertise as to how to best accommodate guests.
- Program booklet cover draft
 - Cover design has been finalized by the graphic designers. The design will honor 60 years of Cerritos College
- Bookstore
 - Will be taking orders for special graduation t-shirts with all the graduate names
- Security
 - Bag check will be conducted by Officers and Cadets.

4. Announcements

- Next Student Life/Commencement Committee meeting is March 30, 2017

SLO Committee Minutes

Date: October 24, 2016

Time: 3:30 - 4:30 p.m.

Location: SS 140

Division	Role	Name	8/22/2016	9/12/2016	9/26/2016	10/24/2016	11/14/2016	11/28/2016	12/12/2016
Business	SLO Coordinator	Mark Fronke	P	P	P	P			
Counseling	SLO Coordinator	Jan Connal	P	A	P	A			
CCFF	Faculty	Solomon Namala	A	P	P	A			
Counseling	Faculty	Traci Ukita	A	A	P	P			
Curriculum	Faculty	Carrie Edwards	A	P	A	A			
DSPS	Faculty	Steven La Vigne	P	P	P	A			
Faculty Senate	Faculty	Vacant	A	A	A	A			
Fine Arts & Comm.	Faculty	Sergio Teran	P	A	A	P			
Health Occupations	Faculty	Ann Voorhies	P	P	A	P			
HPEDA	Faculty	Rebekah Hathaway	P	P	P	P			
HSS	Faculty	Jaclyn Ronquillo	P	P	A	P			
Liberal Arts	Faculty	Chad Greene	P	P	P	P			
Library/LRC	Faculty	Lorraine Gersitz	P	P	A	P			
SEM	Faculty	Chace Tydell	A	P	P	P			
Technology	Faculty	Mark Tait	A	A	A	P			
IERP	ACCME	Kristi Blackburn	P	P	P	P			
SEM	ACCME	Connie Boardman	P	A	P	P			
Student Services	ACCME	Terrie Lopez	P	A	A	P			
CSEA	Classified	Vacant	A	A	A	A			
ASCC	Student	Elizabeth Rivas	A	A	A	P			

Summary of Discussion	
Meeting Called to Order	SLO Coordinator Mark Fronke called the meeting to order at 3:32 p.m.
Approval of Minutes	Terrie Lopez made a motion to approve the minutes from the September 24 SLO Committee meeting; Ann Voorhies second the motion. Of the fourteen committee members present, two abstained- Jaclyn Ronquillo and Kristi Blackburn.
Update of Departments for Step 1 and Step 2	<p>Fronke updated the committee on who all needs to complete Steps one and two; Technology (Auto Body, Auto, Cosmetology, Engineering Design Technology, Welding, Woodworking Manufacturing Technology), Fine Arts (Theatre Arts), Health Occupations (Culinary Arts, Dental Hygiene), Humanities and Social Sciences (History), Liberal Arts (Reading), Science Engineering and Math (Chemistry), Adult Education (English as a Second Language).</p> <p>Action: Reach out to those who have not completed steps one and two.</p> <p>Responsibility: Fronke with the help of the SLO committee members.</p>
Discussion of SLO Assessment process	<ul style="list-style-type: none"> a) Updating Rosters December 2 <ul style="list-style-type: none"> - Gather data get it onto an excel sheet - Rosters in eLumen will be updated after drop date, weekend of December 2. b) Meeting with eLumen COO <ul style="list-style-type: none"> - Fronke met with eLumen COO c) Objectives vs. Outcomes <ul style="list-style-type: none"> - Fronke shared with committee what he learned during the eLumen meeting with COO what Objectives and Outcomes mean: Objective- is looking forward (future), Outcome is looking back (did they learn it?) d) Student Engagement <ul style="list-style-type: none"> - Fronke shared with committee that a feature of eLumen is to award “Badges” to students who have successfully completed courses, certificates or degrees. A Badge documents the specific outcomes that were assessed during a student’s academic career and can then be used while applying for jobs. e) Best Practices <p>Action: Encourage everyone to always assess every SLO, so in the future Cerritos College can use Badges.</p> <p>Responsibility: Fronke with help of committee members.</p>

Summary of Discussion	
Document for SLO in Program Review	<p>Fronke presented to committee a copy of Annual Student Learning Outcome Assessment Goals (Appendix F) that will be in Program Review Workbook. The objective is to encourage departments to report once every six years what they assessed, what did they learn, what action plan did they use to get there and the results of the process.</p> <p>Action: Get departments to include SLO assessment information in their Program Review self-study report.</p> <p>Responsibility: Fronke.</p>
Dates for CTX Training	<p>Mark Fronke presented future date for the next eLumen training to be held in the CTX</p> <p>a. Committee- 12/5 @ 3:30 p.m.</p> <p>Action: Hold Training Session.</p> <p>Responsibility: Fronke.</p>
Meeting adjourned	Mark Fronke adjourned meeting at 4:40 p.m.

SLO Committee Minutes

Date: November 14, 2016

Time: 3:30 - 4:30 p.m.

Location: SS 140

Division	Role	Name	8/22/2016	9/12/2016	9/26/2016	10/24/2016	11/14/2016	11/28/2016	12/12/2016
Business	SLO Coordinator	Mark Fronke	P	P	P	P	P		
Counseling	SLO Coordinator	Jan Connal	P	A	P	A	P		
CCFF	Faculty	Solomon Namala	A	P	P	A	P		
Counseling	Faculty	Traci Ukita	A	A	P	P	P		
Curriculum	Faculty	Carrie Edwards	A	P	A	A	A		
DSPS	Faculty	Steven La Vigne	P	P	P	A	P		
Faculty Senate	Faculty	Vacant	A	A	A	A	A		
Fine Arts & Comm.	Faculty	Sergio Teran	P	A	A	P	P		
Health Occupations	Faculty	Ann Voorhies	P	P	A	P	P		
HPEDA	Faculty	Rebekah Hathaway	P	P	P	P	P		
HSS	Faculty	Jaclyn Ronquillo	P	P	A	P	P		
Liberal Arts	Faculty	Chad Greene	P	P	P	P	P		
Library/LRC	Faculty	Lorraine Gersitz	P	P	A	P	P		
SEM	Faculty	Chace Tydell	A	P	P	P	P		
Technology	Faculty	Mark Tait	A	A	A	P	P		
IERP	ACCME	Kristi Blackburn	P	P	P	P	P		
SEM	ACCME	Connie Boardman	P	A	P	P	A		
Student Services	ACCME	Terrie Lopez	P	A	A	P	A		
CSEA	Classified	Vacant	A	A	A	A	A		
ASCC	Student	Elizabeth Rivas	A	A	A	P	A		

Summary of Discussion	
Meeting Called to Order	SLO Coordinator Mark Fronke called the meeting to order at 3:37 p.m.
Approval of Minutes	Chace Tydell made a motion to approve the minutes from the October 24 SLO Committee meeting; Traci Ukita second the motion. Of the fourteen committee members present, one abstained- Steven La Vigne.
General Education Student Learning Outcomes (GE SLO's)	<p>Fronke presented to the committee a handout of the General Education Student Learning Outcomes, stating the following: Information Competencies</p> <ol style="list-style-type: none"> 1. Students will determine the exact information needed 2. Students will demonstrate the knowledge to access the needed information effectively and efficiently. 3. Students will demonstrate their evaluation of the information and its sources critically. 4. Students will demonstrate how they incorporated the selected information into their knowledge base. 5. Students will use information to effectively accomplish a specific purpose. 6. Students will demonstrate their understanding of the economic, legal, and social issues surrounding the use of information and access and use the information ethically and legally. <p>Action: Contact Deb Moore to get more information about GE SLO's. Also to get more people to assess and get the spreadsheets into eLumen.</p> <p>Responsibility: Fronke.</p>
Update of Steps 1 and 2	<p>Fronke updated the committee on who all needs to complete step one and step two; Political Science, Chemistry, Music, Theatre Arts, Culinary Arts, Dental Hygiene and Automotive Mechanical Repair Technology.</p> <p>Action: Reach out to those who have not completed step one and step two.</p> <p>Responsibility: Fronke with the help of the SLO committee members.</p>
Dates for CTX Training	<p>Fronke presented future date for the next eLumen training to be held in the CTX</p> <ol style="list-style-type: none"> a. Committee- 12/5 @ 3:30 p.m. <p>Action: Hold Training Session.</p> <p>Responsibility: Fronke.</p>
Meeting Adjourned	Mark Fronke adjourned meeting at 4:30 p.m.

SLO Committee Minutes

Date: January 23, 2017

Time: 3:30 - 4:30 p.m.

Location: SS 140

Division	Role	Name	01/23/2017	02/13/2017	02/27/2017	03/27/2017	04/10/2017	04/24/2017	05/08/2017
Business	SLO Coordinator	Mark Fronke	P						
Counseling	SLO Coordinator	Jan Connal	P						
CCFF	Faculty	Lyndsey Lefebvre	P						
Counseling	Faculty	Traci Ukita	P						
Curriculum	Faculty	Carrie Edwards	A						
DSPS	Faculty	Steven La Vigne	P						
Faculty Senate	Faculty	Vacant	A						
Fine Arts & Comm.	Faculty	Sergio Teran	P						
Health Occupations	Faculty	Ann Voorhies	A						
HPEDA	Faculty	Rebekah Hathaway	A						
HSS	Faculty	Jaclyn Ronquillo	P						
Liberal Arts	Faculty	Chad Greene	A						
Library/LRC	Faculty	Lorraine Gersitz	P						
SEM	Faculty	Chace Tydell	P						
Technology	Faculty	Chung Vo	P						
IERP	ACCME	Kristi Blackburn	A						
SEM	ACCME	Connie Boardman	P						
Student Services	ACCME	Terrie Lopez	P						
CSEA	Classified	Vacant	A						
ASCC	Student	Elizabeth Rivas	A						

Summary of Discussion	
Meeting called to Order	SLO Coordinator Mark Fronke called the meeting to order at 3:32 p.m.
Approval of Minutes	Traci Ukita made a motion to approve the minutes from the November 14 SLO Committee meeting; Steven La Vigne second the motion. Of the eleven committee members present three abstained- Connie Boardman, Terrie Lopez and Lyndsey Lefebvre.
Passport Project	Gary Pitchard presented a handout to the SLO committee regarding the new program being brought to Cerritos College-Interstate Passport. The purpose of the program is to expand the mission of success by creating a pathway for students at Cerritos to have the opportunity to not only transfer within the state but out of the state as well. Pitchard is looking for volunteers from each of the committees to devise the plan of aligning their passport SLOs to our SLOs. Lyndsey Lefebvre and Connie Boardman volunteered to attend the meeting regarding the program on February 16.
Preparing Faculty Participation Reports	Fronke provided the SLO committee with a handout with step by step instructions on preparing a “participation report.” The deadline to have all SLO results for Spring is January 27. After the 27 th Department chairs can log into eLumen and see who have completed their assessments. Action: Send out email to department chairs logon to eLumen and look at reports. Responsibility: Fronke.
Discussion of the SLO Action Plan Process	Fronke provided step by step instructions on how to log onto eLumen and generate the “SLO Performance Reports.” Departments will be responsible to meet and discuss the results and come up with an action plan on how to improve. Action: Departments need to meet and review their results and write an action plan collectively. Responsibility: Department Chairs and Faculty.
Review of timetable for Spring Process	Fronke suggested to committee to assess all SLO’s every semester. The committee agreed on moving the deadline date for changing or adding SLOs to August 1. Action: Notify Department Chairs to facilitate what SLOs they will be assessing by August 1. Responsibility: Fronke.
Meeting Adjourned	Mark Fronke adjourned meeting at 4:29 p.m.

SLO Committee Minutes

Date: February 13, 2017

Time: 3:30 - 4:30 p.m.

Location: SS 140

Division	Role	Name	01/23/2017	02/13/2017	02/27/2017	03/27/2017	04/10/2017	04/24/2017	05/08/2017
Business	SLO Coordinator	Mark Fronke	P	P					
Counseling	SLO Coordinator	Jan Connal	P	P					
CCFF	Faculty	Lyndsey Lefebvre	P	A					
Counseling	Faculty	Traci Ukita	P	A					
Curriculum	Faculty	Carrie Edwards	A	A					
DSPS	Faculty	Steven La Vigne	P	A					
Faculty Senate	Faculty	Vacant	A	A					
Fine Arts & Comm.	Faculty	Sergio Teran	P	P					
Health Occupations	Faculty	Ann Voorhies	A	A					
HPEDA	Faculty	Rebekah Hathaway	A	P					
HSS	Faculty	Jaclyn Ronquillo	P	P					
Liberal Arts	Faculty	Chad Greene	A	P					
Library/LRC	Faculty	Lorraine Gersitz	P	P					
SEM	Faculty	Chace Tydell	P	P					
Technology	Faculty	Chung Vo	P	P					
IERP	ACCME	Kristi Blackburn	P	P					
SEM	ACCME	Connie Boardman	P	P					
Student Services	ACCME	Terrie Lopez	P	P					
CSEA	Classified	Vacant	A	A					
ASCC	Student	Elizabeth Rivas	A	A					

Summary of Discussion	
Meeting Called to Order	SLO Coordinator Mark Fronke called the meeting to order at 3:31 p.m.
Approval of Minutes	Connie Boardman made a motion to approve the minutes from the January 23 SLO Committee meeting; Steven La Vigne second the motion. Of the fourteen committee members present two abstained- Chad Greene and Ann Voorhies.
Preparing Report on Results from Fall 2016	<p>Fronke sent out email to departments with instructions on how to print out results. Fronke also mentioned he will be making a video with step by step instructions explaining how to complete the task. The purpose is to get faculty to talk about their results, what they learned and set up an improvement plan. Fronke will also print out report and file statistics. For the future Fronke will set every class to asses every SLO and faculty will choose what they wish to assess.</p> <p>Action: Encourage divisions to print out reports and talk about what worked and didn't work.</p> <p>Responsibility: Fronke with help of committee members.</p>
Report from SLO Symposium on February 3, 2017	Fronke shared his experience at the SLO Symposium he attended. He learned that results may indicate inconsistency in assessment and if it is true, talk to faculty and see what you can do differently. Fronke also confirmed we are on the right track.
Discussion of SLO Action Plan Process	<p>After printing SLO results, faculty will create an action plan. Action plans should be collaborative and cover the whole course. Faculty should focus on lowest score and come up with a plan to improve. Fronke will make video on action plan process for faculty to review.</p> <p>Action: Create video instructions for Action Plan.</p> <p>Responsibility: Fronke.</p>
Review of timetable for Spring Semester	<p>Fronke and committee agreed to set the deadline for action plans to April 30. The deadline for any changes on SLOs for the Fall will be June 30.</p> <p>Action: Update faculty on new deadline dates for action plans and any SLO changes.</p> <p>Responsibility: Fronke.</p>
Items from the floor	Ann Voorhies brought to committee's attention that once SLOs are changed they will need to be updated on the SLO website for current and potential students.
Meeting Adjourned	Mark Fronke adjourned SLO meeting at 4:31 p.m.

SLO Committee Minutes

Date: February 27, 2017

Time: 3:30 - 4:30 p.m.

Location: SS 140

Division	Role	Name	01/23/2017	02/13/2017	02/27/2017	03/27/2017	04/10/2017	04/24/2017	05/08/2017
Business	SLO Coordinator	Mark Fronke	P	P	P				
Counseling	SLO Coordinator	Jan Connal	P	P	P				
CCFF	Faculty	Lyndsey Lefebvre	P	A	A				
Counseling	Faculty	Traci Ukita	P	A	P				
Curriculum	Faculty	Carrie Edwards	A	A	A				
DSPS	Faculty	Steven La Vigne	P	A	A				
Faculty Senate	Faculty	Vacant	A	A	A				
Fine Arts & Comm.	Faculty	Sergio Teran	P	P	P				
Health Occupations	Faculty	Ann Voorhies	A	A	A				
HPEDA	Faculty	Rebekah Hathaway	A	P	P				
HSS	Faculty	Jaclyn Ronquillo	P	P	P				
Liberal Arts	Faculty	Chad Greene	A	P	P				
Library/LRC	Faculty	Lorraine Gersitz	P	P	P				
SEM	Faculty	Chace Tydell	P	P	A				
Technology	Faculty	Chung Vo	P	P	A				
IERP	ACCME	Kristi Blackburn	P	P	P				
SEM	ACCME	Connie Boardman	P	P	P				
Student Services	ACCME	Terrie Lopez	P	P	A				
CSEA	Classified	Vacant	A	A	A				
ASCC	Student	Elizabeth Rivas	A	A	A				

Summary of Discussion	
Meeting Called to Order	SLO Coordinator Mark Fronke called the meeting to order at 3:37 p.m.
Approval of Minutes	Lorraine Gersitz made a motion to approve the minutes from the February 13 SLO Committee meeting; Connie Boardman second the motion. Of the ten committee members present two abstained- Traci Ukita and Kahlil Ford.
Results from Fall 2016 Assessment	Fronke presented a handout to committee stating the Assessment Results for Fall 2016. Fronke will make same spread sheet for Fall 2015 to see if there were any improvements. Overall there were 139,000 assessments. There were courses that did assess but were not uploaded into eLumen. Action: Create a Fall 2015 spread sheet. Responsibility: Fronke.
Strategy for Assessing Spring Classes	Fronke presented a revised Course and Degree/Certificate SLO Deadlines with the new deadline dates the committee agreed upon at the February 13 SLO meeting. The deadline to submit course Action Plans April 30. Review Course SLO's June 30. Submit Course, Certificate and Degree Action plans for Spring 2017 deadline is September 29. Fronke suggested he makes a video regarding these deadline dates. Action: Create video and notify faculty of deadlines. Responsibility: Fronke.
Outreach to remind Departments to develop and complete action plans for Fall	Faculty should be meeting to create an action plan. Department chairs are responsible for consolidating course action plans and forward to Fronke in one document. Fronke will be responsible for uploading action plans into eLumen for the time being. Action: Encourage divisions to create an action plan and forward it to Fronke. Responsibility: Fronke with help of committee members.
Discussion on need for faculty survey	SLO Committee agreed to hold off on faculty survey for the time being.
Discussion on need for additional training	If any faculty members wish to have any additional training direct them to Mark Fronke. Action: Direct anyone who wishes to have additional training to Mark Fronke. Responsibility: Fronke with help of SLO committee members.

	Summary of Discussion
Meeting Adjourned	SLO Coordinator Mark Fronke adjourned the meeting at 4:22 p.m.