CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
April 9, 2018

PRESENT: Dr. Jose Fierro   ABSENT: None
           Rick Miranda
           Felipe Lopez
           Dr. Adriana Flores-Church
           Dr. Stephen Johnson
           Sandy Marks
           Michelle Lewellen
           Stephanie Rosenblatt
           Armando Soto
           Dr. April Griffin
           Lynn Laughon
           David Ward
           Kim Applebury   GUEST(s):   Dr. Carrie Edwards
           Karen F. Patron D.   Dr. Frank Mixson
           Julie Mun   Carl Stammerjohn

I.   MEETING CALLED TO ORDER
     Dr. Fierro called the meeting to order at 1:04 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 – April 2, 2018
     It was moved by Dr. Johnson and seconded by Mr. Miranda to approve the April 2 minutes.
     The vote for approval was 7-0-8; Dr. Fierro, Dr. Griffin, Ms. Rosenblatt, Mr. Soto, Ms.
     Laughon, Mr. Ward, Ms. Applebury, and Ms. Patron abstained.

V.   BOARD AGENDA – April 18, 2018
     The committee reviewed the draft April 18 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES
     Developmental Education
     Dr. Mixson stated that AB 705 requires community colleges to use high school coursework,
     high school grades, and/or high school grade point average to place students into math and
     English. Colleges may also use self-reported high school information or guided placement,
     including self-placement for students. A self-placement tool was developed in lieu of
     automating the collection of high school transcript data, so that work could begin to place

students utilizing multiple measures. This tool was piloted with Cerritos Complete and EOPS students, and utilizes MMAP matrices for math, English, ESL, and reading. Students must complete a series of questions to receive a recommendation with rationale for why the student should take the recommended course, what they should already know, the expected challenges, how to meet those challenges, and other information. Dr. Mixson stated that 4% of students placed into transfer-level math last year. With the self-placement tool, 27% of the pilot group received recommendations into transfer-level math and 30% selected a transfer-math class. Only 18% of students placed into transfer-level English last year; 72% of the pilot group received recommendations into transfer-level English and 75% selected a transfer-English class. The data indicates that the tool will help students complete their educational goals in a timely manner.

VII.   ITEMS FROM FACULTY SENATE STANDING COMMITTEES
Curriculum
Dr. Edwards stated that in addition to the usual business of approving curriculum, the committee has been busy transitioning and adjusting to eLumen, an online repository. Many training sessions and meetings have been conducted, and a step-by-step guide was also created and is posted on the committee webpage. This will be the only year that the committee uses a hybrid process with eLumen and hard copies. Workflows will be rewritten in June, and new templates will be created. There are big changes coming up for the next curriculum calendar because due dates will be based on eLumen workflows. The curriculum handbook will be updated to reflect the updated process. Dr. Edwards also stated that the college's relationship with the Chancellor's Office has improved, resulting in faster approval timelines. The college will be hosting the ASCCC 2018 Spring Curriculum Regional South meeting on May 19, and will also host the first eLumenation Annual User Conference on June 20-21.

Department Chairs
Mr. Stammerjohn stated that the committee met twice in fall, and received updates from David Fabish regarding Guided Pathways and received eLumen training from Dr. Edwards. The committee will elect new co-chairs and receive a presentation from Mark Fronke regarding institutional SLOs at its April 24 meeting.

VIII.   STATUS OF SHARED GOVERNANCE
Administrative Procedure 3540 – Sexual and Other Assaults
Dr. Johnson stated that the CAIR (Crisis Assessment, Intervention, and Response) Team responds to concerns about student well-being and safety, including possible or suspected and actual harm and/or threats of harm to self or others. He introduced team members Tom Gallivan, Hillary Mennella, Humberto Hernandez, Elizabeth Miller, and Valyncia Raphael.

There was lengthy discussion regarding obligations of mandated reporters, who are required, by law, to report all known or suspected cases of sexual assault or sexual harassment. Mandated reporters include all employees of college campuses, excluding confidential resource employees, who are not required to report, without the student's consent, incidents of sexual violence experienced and reported by a student. The committee discussed concerns with regard to faculty-student trust, ensuring students feel that the classroom is a safe space with open and honest discussions, legal protections for employees and the district,

defining safe space limitations and confidentiality, the importance of informed consent, negotiating paid training for part-time faculty, providing clear and comprehensive guidelines to employees, and potential consequences if mandated reporter obligations are not met.

Dr. Fierro stated that the procedure needs additional review and discussion, and asked Dr. Flores-Church to schedule a meeting with representatives from all constituent groups to discuss concerns and draft new proposed language for the committee to review at the April 23 meeting.

Revised College Committee on Accreditation
Ms. Lewellen stated that at its April 3 meeting, Faculty Senate unanimously approved a proposal to revise the shared governance description for the Accreditation Committee. She stated that the revisions reflect current practice. Sub Standard co-leads will be asked to attend meetings as non-voting members to share updates regarding their sections, and meetings will be scheduled as needed instead of quarterly.

It was moved by Ms. Lewellen and seconded by Mr. Soto to approve revisions to the College Committee on Accreditation as attached. The vote for approval was unanimous. Mr. Miranda, Dr. Johnson, and Ms. Patron were not present for the vote.

Revised Senate Committee on Student Learning Outcomes
Ms. Lewellen stated that at its April 3 meeting, Faculty Senate unanimously approved a proposal to revise the shared governance description for the SLO Committee. It is suggested that the Faculty Senate appointed SLO Coordinator serve as the committee chair. It is up to the division to decide whether the coordinator will also serve as a division representative. She also stated that the vice presidents of academic affairs and student services have not been attending meetings, and have not appointed designees. Dr. Fierro stated that he will ensure that they attend or appoint designees for future meetings.

It was moved by Ms. Rosenblatt and seconded by Dr. Griffin to approve revisions to the Senate Committee on Student Learning Outcomes as attached. The vote for approval was unanimous. Mr. Miranda, Dr. Johnson, and Ms. Patron were not present for the vote.

Annual Shared Governance Evaluation Form
Dr. Fierro stated that the Shared Governance Evaluation form was distributed to all shared governance committee chairs, who were asked to complete the qualitative questions to reflect on the committee's goals and accomplishments, and develop goals for the upcoming academic year. This is part of an ongoing, annual process for self-evaluation and continuous improvement. Dr. Fierro asked the committee members to review the form and the Coordinating Committee's purposes, and be prepared for discussion at the April 23 meeting.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS
Dr. Flores-Church stated that Human Resources will be hosting a part-time faculty job fair on Friday, May 4 in the Falcon Square.

X. PRESIDENT'S REPORT
Dr. Fierro stated that he attended the April 6 SLO Extravaganza and thanked Mark Fronke for planning the event. He also stated that the college's WPMD radio station was named

America's Best Community College Radio Station by the Intercollegiate Broadcasting System (IBS)'s 78th Annual International Conference in New York, and congratulated Casey Piotrowski and his students for their hard work.

Dr. Fierro provided information related to recent topics discussed by the Executive Council such as website post-launch feedback and issues, grant opportunities, and updates regarding the SERP and expected vacancies.

ADJOURNMENT
Meeting adjourned at 2:58 p.m.

COLLEGE COMMITTEE ON ACCREDITATION
(revised on 8/31/09, 5/12/14)

A. **Purposes**

- Monitors the college's Accreditation processes, including the preparation of the college's institutional self evaluation and other reports required by the Accrediting Commission for Community and Junior Colleges (ACCJC)
- Monitors the college's progress in addressing Standards of Accreditation
- Prepares annual report on college's progress in meeting Accreditation Standards and sets an agenda for activities regarding Accreditation
- Recruits committee and subcommittee co-chairs
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

B. **Subcommittees**

Appointed as necessary

C. **Chairperson** (how selected/elected)

1. The Accreditation Liaison Officer and a Faculty member will serve as Co-Chairpersons.

2. It is the responsibility of the Co-Chairpersons to prepare and distribute the agenda, conduct meetings, forward information to the College Coordinating Committee, and maintain the Committee website.

D. **Other Officers** (if any)

None

E. **Membership** (17 members – *revised 10/19/09, 2/22/10, 5/12/14*)

Accreditation Liaison Officer
Faculty Co-Chairperson appointed by Faculty Senate
Dean of Institutional Effectiveness, Research and Planning
ACCME President or designee
Faculty Senate President or designee
CCFF President or designee
CSEA President or designee
Confidential representative
ASCC President or designee

~~Eight (8) members consisting~~ Additional non-voting members of at least one management member and at least one faculty (where appropriate) or at least one classified/confidential member to serve as ~~co-chairs~~ leads for each of the Accreditation Standards or Sub-Standards:

- Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
  - IA: Mission
  - IB: Assuring Academic Quality and Institutional Effectiveness
  - IC: Institutional Integrity
- Standard II: Student Learning Programs and Support Services
  - IIA: Instructional Programs
  - IIB: Library and Learning Support Services
  - IIC: Student Support Services
- Standard III: Resources
  - IIIA: Human Resources
  - IIIB: Physical Resources
  - IIIC: Technology Resources
  - IIID: Financial Resources
- Standard IV: Leadership and Governance
  - IVA: Decision-Making Roles and Processes
  - IVB: Chief Executive Officer
  - IVC: Governing Board

The Accreditation Liaison Officer will appoint administration members (won't all of the VP's be serving? See Standard II, III & IV) the Faculty Senate will appoint faculty members, ACCME will appoint management members, CSEA will appoint classified members, the confidential employee group will appoint confidential members, and ASCC will appoint student members.

F.   Terms of Office

1. The committee members, except for the Standard committee co-chairs and student representative, will serve through one entire 6-3-year Accreditation cycle. The cycle will commence immediately after the preparation of the mid-term report. Appointees with subject-area expertise may be requested from the representative groups.

2. The ASCC representative will serve a one-year term.

G.   Quorum

The committee will review its quorum requirement at the beginning of each academic year. All recommended revisions must be forwarded to the Coordinating Committee for review. The quorum requirement will be posted on the committee website.

H.   Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be achieved, the committee shall use majority vote of members present and voting as its voting method.

I.   <u>**Reporting Guidelines**</u>

The College Committee on Accreditation will make regular reports to the College Coordinating Committee. All actions of the College Committee on Accreditation will be communicated to the College Coordinating Committee in the form of minutes. The Co-Chairpersons will be responsible for maintaining relevant committee information on the website. (See Appendix D, Guidelines for Committee Websites)

J.   <u>**Meetings**</u> (day and time)

Meetings will be held ~~quarterly~~, as determined by the committee.

SENATE COMMITTEE ON STUDENT LEARNING OUTCOMES

A. **Purposes**

- Oversees the SLO strategy for Cerritos College
- Provides support to all individuals and programs on campus that need help with developing and assessing SLOs
- Suggests college-level resources to support SLOs
- Coordinates with other groups doing SLO work, including the Instructional Program Review Committee, Curriculum Committee, and the Office of Institutional Effectiveness, Research and Planning
- Oversees SLO assessments ~~for the AA/GE program, career and technical education program, transfer program, developmental education program, and institution~~ and monitors the completion for departments, areas and the institution
- Monitors trends and practices on issues within the committee's scope and communicates them to the college

B. **Subcommittees**

Appointed as necessary

C. **Chairperson** (how selected/elected)

1. ~~A faculty member elected by the voting members of the Committee for a two-year term. The term shall commence on July 1 and end on June 30. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30~~

1. The Faculty Senate appointed Faculty SLO Coordinator will serve a two-year term as Chair of the SLO Committee. The term shall commence on July 1 and end on June 30. The Faculty SLO Coordinator will <u>not</u> serve as a representative from their own division, unless so voted by the faculty of that division.

2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, and maintain the Committee website.

D. **Other Officers** (if any)

None

E. **Membership** (24 members)

One faculty member appointed by each of the following instructional areas and confirmed by the Faculty Senate:

> Business Education
> Counseling
> Fine Arts & Communications

Health Occupations
Humanities/Social Sciences
Liberal Arts
Library & Learning Resource Center
Health, Physical Education, Dance & Athletics
Science, Engineering & Mathematics
Student Services
Technology

1 faculty representative appointed at large by the Faculty Senate
1 faculty representative appointed by CCFF
Vice President of Academic Affairs/Assistant Superintendent or designee
Vice President of Student Services/Assistant Superintendent or designee
2 management representatives appointed by ACCME (preferably one
instructional dean)
1 classified representative appointed by CSEA
1 student representative appointed by ASCC

Non-voting members:
~~1 representative from the Curriculum Committee~~
~~1 representative from the Instructional Program Review Committee~~
1 representative from the Office of Institutional Effectiveness, Research
and Planning
~~Student Learning Outcomes Coordinator(s)~~

F.   Terms of Office

1. Three-year staggered terms not to exceed two consecutive terms for appointed
   positions when possible. Exceptions will be considered by the Faculty Senate.
   Appointees with subject-area expertise may be requested from the
   representative groups.

2. The ASCC representative will serve a one-year term.

G.   Quorum

~~The committee will review its quorum requirement at the beginning of each~~
~~academic year. All recommended revisions must be forwarded to the~~
~~Coordinating Committee for review. The quorum requirement will be posted on~~
~~the committee website.~~
50% +1

H.   Decision-making Process

Consensus shall be the preferred decision-making process. If consensus cannot be
achieved, the committee shall use majority vote of members present and voting as
its voting method.

I.   Reporting Guidelines

1. All actions of the Senate Committee on Student Learning Outcomes will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Student Learning Outcomes will report to the Faculty Senate at least one time each semester.
3. The Chairperson of the Senate Committee on Student Learning Outcomes will give a report to the College Coordinating Committee at least one time each semester.
4. The Chairperson of the Senate Committee on Student Learning Outcomes will be responsible for maintaining relevant committee information on the website. (See Appendix D, Guidelines for Committee Websites)

J. **Meetings** (day and time)

Second and Fourth Mondays at 3:00 p.m.