

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
April 10, 2017

PRESENT: Dr. Jose Fierro
Rick Miranda
Dr. Adriana Flores-Church
Felipe Lopez
Dr. Renée DeLong
Michelle Lewellen
Dr. April Griffin
Lynn Laughon
David Ward
Miriam Tolson
Julie Mun

ABSENT: Dr. Stephen Johnson
Terrance Mullins
Armando Soto
Saul Lopez-Pulido

GUEST(s) Julie Bathke
Dr. Carrie Edwards
Carl Stammerjohn

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:06 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>Employment Opportunities</u>	<u>Closing Date</u>
Full-Time Welding Instructor (2 positions)	June 5

IV. APPROVAL OF MINUTES – March 27, 2017

It was moved by Dr. DeLong and seconded by Mr. Miranda to approve the March 27 minutes. The vote for approval was 7-0-1; Dr. Griffin abstained. Dr. Flores-Church, Ms. Laughon, and Mr. Ward were not present for the vote.

V. BOARD AGENDA – April 19, 2017

The committee reviewed the draft April 19 Board Agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

There were no items from institutional committees.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Curriculum

Dr. Edwards distributed the attached lists of committee approved courses, certificates, and degrees. She stated that the committee continues working hard and staying busy. The committee finalized a new policy and form for cross-listed courses when departments no

longer want to offer them jointly. They are also working towards adopting a new statement for all course outlines to comply with Section 508 standards. Dr. Edwards also stated that Rich Cameron is assisting with preparations for the upcoming transition to eLumen and training sessions have been scheduled for department chairs and division secretaries. The Curriculum Committee will also be participating in a 3-day CTX Summer Institute to work with eLumen and ensure that the final product matches our needs. The committee continues to correct inconsistencies in the Chancellor's Office Curriculum Inventory System.

Department Chairs

Mr. Stammerjohn stated that the committee met once this semester and discussed the Program Review Plus program. He stated that Rich Cameron also provided an eLumen presentation and that faculty training sessions will be scheduled. Other topics of discussion included part-time hiring procedures and how department chairs assign classes. Lastly, Mr. Stammerjohn stated that he and Dr. Amy Holzgang will continue to serve as committee chairpersons for the next academic year.

Professional Relations

Ms. Lewellen provided an update on behalf of committee chairperson Joseph Van de Mortel. She stated that the annual Outstanding Faculty Awards ceremony is scheduled for Thursday, April 27 to begin at 11:00 a.m. in the Student Center.

The 2016-17 Outstanding Faculty Awards recipients are:

<u>Name</u>	<u>Division</u>
James MacDevitt	Fine Arts and Communications (Most Outstanding)
Sylvia Bello-Gardner	Counseling Services
Kim Berling	Humanities/Social Sciences
Jeff Bradbury	SEM
Ja'net Danielo	Liberal Arts
Steven La Vigne	DSPS
Connie Mayfield	Fine Arts and Communications
Miodrag Micic	Technology
Chace Tydell	SEM

Sabbatical Leave

Ms. Bathke distributed the attached update of committee activities. She stated that eight applications were submitted for 2017-18 and four applications were forwarded to Faculty Senate. Faculty Senate approved all of the forwarded requests and the final recommendation was presented to the Board of Trustees at its April 5 meeting. Ms. Bathke also distributed the attached abstracts of sabbatical leave reports for 2015-16. She stated that faculty accomplished amazing things and the reports reflect a variety of topics. The board will be receiving presentations from faculty for 2015-16 sabbatical leaves at the April 19 board meeting.

Dr. Fierro reaffirmed that the board unanimously approved all proposed sabbatical leaves for 2017-18, but that the board expressed interest in learning more about the reporting process and the outcome of the work completed, as well as the actual cost. He stated that a possible solution is to provide the board with student testimonials so that they can learn how

students directly benefited from the work completed during sabbaticals. This would highlight the work and benefits produced, as opposed to solely focusing on the financial impact.

VIII. STATUS OF SHARED GOVERNANCE

Revised Administrative Procedure 6700 – Civic Center and Other Facilities Use

Mr. Lopez stated that the procedure was revised to reflect current regulations and practices with regard to use of college facilities. The proposed updates will also provide more documentation to the current process and increase accountability. Language from recently updated Administrative Procedure 6750 – Parking and Other Traffic-Related Items was also added to this procedure to reiterate that the District reserves all parking fee rights.

The committee discussed the application process and requirements for requesting use of college facilities, the importance of having one master schedule/system, and ensuring that instructional classes and related classroom activities have first priority followed by instructional/student services programs and activities. It was suggested that additional guidelines with regard to requesting use of facilities, such as when to submit requests, and the role and responsibilities of the Facilities Scheduling Specialist be included in standard operating procedures.

It was moved by Dr. DeLong and seconded by Ms. Lewellen to approve revised Administrative Procedure 6700 – Civic Center and Other Facilities Use as attached. The vote for approval was unanimous.

Proposed Senate Committee on Faculty Professional Development

Ms. Lewellen stated that the Faculty Senate unanimously approved a proposal to create a Senate Committee on Faculty Professional Development at its April 4 meeting. She stated that the group has been serving as the CTX Advisory Board for many years and that the Faculty Senate recommends establishing it as a shared governance committee. Dr. Flores-Church requested that the group consider adding a representative from the Office of Human Resources since Human Resources is highly tied to staff development. Ms. Laughon stated that the Employee Development Committee, formerly known as the Staff Development Committee, has been inactive for quite some time. Dr. Flores-Church stated that she will check on the status of that committee.

It was moved by Ms. Lewellen and seconded by Dr. DeLong to approve the attached proposal to establish the Senate Committee on Faculty Professional Development. The vote for approval was unanimous. Mr. Ward was not present for the vote.

Ms. Lewellen also stated that Faculty Senate is wrapping up discussions to formally include faculty representation from DSPS, AED, and specialized counseling areas for all shared governance committees. The final recommendation will be forwarded to the Coordinating Committee.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Lewellen stated that Interim ACCJC President Dr. Richard Winn recently made alarming comments with regard to measuring SLOs. She stated that she will be meeting with Mark Fronke to discuss concerns about the SLO assessment process because faculty want to

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focus on section-level improvement plans and individual faculty improvement. Mr. Miranda requested that he be part of the discussion and stated that Dr. Winn has clarified that disaggregation at the class level will not be a compliance issue but still needs to be completed.

Ms. Lewellen also thanked Dr. Fierro for speaking on her behalf at the April 5 board meeting and for sending an email to faculty to clarify that the board unanimously approved the presented sabbatical leave requests for 2017-18.

Dr. Griffin stated that the Forensics Team recently competed in the Pi Kappa Delta Nationals at Boise State University, and that three students placed.

X. PRESIDENT'S REPORT

Dr. Fierro provided information related to recent topics discussed by the Executive Council such as the recent action by the California Supreme Court to hold that communications by a city employee concerning public business on a public account, such as email, phone or computer, may be subject to disclosure under the California Public Records Act, updating emergency phones and adding security cameras on campus, looking for opportunities to apply for TRIO and GEAR UP grants, drafting a clear and consistent procedure for employee participation in college events, updated budget projections and establishing a standardized calendar for the budget development process, continued development of the Educational Master Plan, the proposed compressed calendar, and FTES projections.

XI. ADJOURNMENT

Meeting adjourned at 2:37 p.m.

Courses - Committee Approved	Courses - CO Approved	Published in Catalog
PEX 106 - Adapted Aquatic Exercise (New)	X	
PEX 162 - Badminton Fitness and Technique Training (New)	X	
PEX 171 - Cheerleading (New)	X	
PEX 271 - Stunting, Acrobatics, and Tumbling (New)	X	
KIN 100 - Introduction to Kinesiology (Modification)		Catalog 17/18
PEX 152 - Gentle Yoga (Modification)	X	
ART 119B - Exhibition Design (New)	pending	
ART 119C - Curatorial Practicum (New)	pending	
ART 195B - Advanced 3D Modeling (New)	pending	
MUS 143A - Songwriting (New)	pending	
MUS 145A - Live Sound Techniques (New)	pending	
ART 198 - Motion Graphics (Reinstatement)	pending	
ART 196 - Web Design with Online Portfolio	Tabled	
ENGL 240 - Creative Writing (Modification)		Catalog 17/18
ENGT 261 - SolidWorks for Sustainable Design (New)	X	
ENGT 262 - SolidWorks for Weldments Design (New)	X	
ENGT 263 - SolidWorks for Industrial Mold Tools Design (New)	X	
ENGT 131 - Design Fundamentals Including 3D Modeling (Modification)		Catalog 17/18
ENGT 133 - SolidWorks for Sheet Metal Design (Modification)		Catalog 17/18
ENGT 138 - Introduction to Engineering Design Using AutoCAD (Modification)		Catalog 17/18
ENGT 237 - Statics and Strength of Materials Using Simulation (Modification)		Catalog 17/18
ENGT 258 - Tools and Fixtures Applications Using Solid Modeling (Modification)		Catalog 17/18
ENGT 259 - SolidWorks Introduction (Modification)		Catalog 17/18
MTT 96L - CNC Multi-Axis Mill Machining Lab (Modification)		Catalog 17/18
ET 91L - Engineering Technology Project Laboratory (Inactivation)		Catalog 17/18
ET 104 - Engineering Technology Project Development (Inactivation)		Catalog 17/18
MTT 50 - CNC Shop Math (Inactivation)		Catalog 17/18
MTT 60 - Advanced Machine Tool Concepts (Inactivation)		Catalog 17/18
MTT 170 - Computer Numerical Control Programming (Inactivation)		Catalog 17/18
EDT 51 - Communicating in the Online Environment (Inactivation)		Catalog 17/18
EDT 67 - Using Mind-Mapping Tools in Education (Inactivation)		Catalog 17/18
EDT 100 - Integration of the Internet into Curriculum (Inactivation)		Catalog 17/18
EDT 103 - Spreadsheets for Educators (Inactivation)		Catalog 17/18
EDT 104 - Word Processing for Educators (Inactivation)		Catalog 17/18
EDT 105 - PowerPoint for Educators (Inactivation)		Catalog 17/18
EDT 106 - Databases in Education (Inactivation)		Catalog 17/18

EDT 109 – Developing Education-Based Portfolios (Inactivation)		Catalog 17/18
EDT 111 – Web Design for Educators (Inactivation)		Catalog 17/18
EDT 120 – Exploring Assistive Technology in Education (Inactivation)		Catalog 17/18
EDT 121 – Using Mobile Technology in Education (Inactivation)		Catalog 17/18
SLP 105 - Speech and Language Development in Children (Modification)		Catalog 17/18
SLP 125 - Childhood Disorders and Treatment (Modification)	pending	
SLP 230 - Adaptive Communication Technology (Modification)	pending	
SLP 235 - Adult Disorders and Treatment (Modification)		Catalog 17/18
CA 65 - Food Costing (Inactivation)		Catalog 17/18
CA 152 - Introduction to Commercial Food Production (Inactivation)		Catalog 17/18
CA 153 - Commercial Food Production: Pantry Items (Inactivation)		Catalog 17/18
CA 154 - Commercial Food Production: Meats & Poultry (Inactivation)		Catalog 17/18
CDEC 66 - Administration and Supervision of Early Childhood Programs (Inactivation)		Catalog 17/18
CDEC 67 - Advanced Administration and Supervision of Early Childhood Education Programs (Inactivation)		Catalog 17/18
CDEC 173 - Early Childhood Education Occupational Work Experience (Inactivation)		Catalog 17/18
CDEC 174 - Early Childhood Education Occupational Work Experience (Inactivation)		Catalog 17/18
CDSE 50 - Survey of Special Education (Inactivation)		Catalog 17/18
CDSE 52 - Special Education Inclusion in Early Childhood Programs (Inactivation)		Catalog 17/18
HO 9 - Emergency Medical Technician I (Inactivation)		Catalog 17/18
HO 9L - Emergency Medical Technician I Lab (Inactivation)		Catalog 17/18
MA 62A - Health Insurance and Billing (Inactivation)		Catalog 17/18
MA 62B - ICD-9 and CPT Coding (Inactivation)		Catalog 17/18
NRSG 47 - Nursing Skills Lab (Inactivation)		Catalog 17/18
SLP 240 - Field Experience I (Inactivation)		Catalog 17/18
SLP 245 - Field Experience II (Inactivation)		Catalog 17/18
ENGR 215L - Circuits Laboratory (New)	pending	
MATH 75 (Not Degree Applicable) - Mathematical Literacy for College Students (Modification)		Catalog 17/18
MATH 112 - Elementary Statistics (Modification)		Catalog 17/18
CHEM 95 - Individualized Chemistry Instruction (Inactivation)		Catalog 17/18
CIS 75 - SQL Administration and Implementation (Inactivation)		Catalog 17/18
CIS 126 - JavaScript for Nonprogrammers (Inactivation)		Catalog 17/18
CIS 163 - Dynamic and Interactive Web Page Scripting (Inactivation)		Catalog 17/18
CIS 213C - Designing a Microsoft Windows Directory Service Infrastructure (Inactivation)		Catalog 17/18
CIS 230 - Assembly Programming for Microcomputers (Inactivation)		Catalog 17/18
MATH 150 - Precalculus Math (Inactivation)		Catalog 17/18
ENGL 227 - Current Literature (Modification)		Catalog 17/18
EDT 51 – Communicating in the Online Environment (Inactivation)		Catalog 17/18
EDT 67 – Using Mind-Mapping Tools in Education (Inactivation)		Catalog 17/18

EDT 100 – Integration of the Internet into Curriculum (Inactivation)		Catalog 17/18
EDT 103 – Spreadsheets for Educators (Inactivation)		Catalog 17/18
EDT 104 – Word Processing for Educators (Inactivation)		Catalog 17/18
EDT 105 – PowerPoint for Educators (Inactivation)		Catalog 17/18
EDT 106 – Databases in Education (Inactivation)		Catalog 17/18
EDT 109 – Developing Education-Based Portfolios (Inactivation)		Catalog 17/18
EDT 111 – Web Design for Educators (Inactivation)		Catalog 17/18
EDT 120 – Exploring Assistive Technology in Education (Inactivation)		Catalog 17/18
EDT 121 – Using Mobile Technology in Education (Inactivation)		Catalog 17/18
ACCT 220 - Accounting Ethics (New)	pending	
ENGY 100 - Energy and the Way We Live (New)	pending	
GEOL 103 - Environmental Geology Lecture (New)	pending	
GEOL 103L - Environmental Geology Laboratory (New)	pending	
GEOL 105L - Field Methods of the Earth Sciences (Modification)		Catalog 17/18
CIS 160 - Web Page Development (Modification)		Catalog 17/18
CIS 205 - Programming in HTML for the World Wide Web (Inactivation)		Catalog 17/18
CIS 282 - Advanced Java Programming (Modification)		Catalog 17/18
MTT 72 - MasterCAM Multi-Axis Turning (New)	pending	
MTT 97L - CNC Multi-Axis Turning Laboratory (New)	pending	
MTT 110 - Industrial Maintenance for Machine Tools (New)	pending	
MTT 120 - Fanuc Multi-Axis Robotics (New)	pending	
WMT 205 - Veneering and Marquetry (New)	pending	
WMT 245 - Curved and Tapered Forms for Furniture (New)	pending	
WMT 291 - Production Cabinetmaking (New)	pending	
WMT 292 - Production - Special Projects (New)	pending	
WMT 184 - Introduction to Digital Fabrication (Modifcation)	pending	
WMT 185 - AlphaCAM for CNC Woodworking (Modification)	pending	
WMT 186 - CNC Router for Woodworking (Modification)	pending	
WMT 203 - Wood Veneering (Inactivation)	pending	
WMT 242 - Curved and Tapered Forms for Furniture (Inactivation)	pending	
WMT 268A - Production Cabinetmaking (Commercial/Institutional) (Inactivation)	pending	
WMT 268C - Production Cabinetmaking and Manufacturing (Mass Production) (Inactivation)	pending	
APP 40.05 - IW-Advanced Welding III (New)	pending	
APP 40.07 - FIW - Orientation(New)	pending	
APP 40.09 - IW-Gen Rigging(New)	pending	
APP 40.10 - IW-Welding I - Reinforcing(New)	pending	
APP 40.11 - IW- Welding II - Reinforcing(New)	pending	
APP 40.12 - IW- Reinforcing Iron I(New)	pending	

APP 40.15 - IW - Post Tension I(New)	pending	
APP 40.21 - IW - Structural Steel I(New)	pending	
APP 40.22 - IW - Cranes(New)	pending	
APP 40.06 - IW - Metal Building Erection I/Foreman Training(New)	pending	
APP 40.50 - IW-Mixed Base-Reinforcing(New)	pending	
APP 40.53 - IW - Detailing/Reinforcing Iron(New)	pending	
APP 40.55 - IWS-Reinforcing Foreman Training(New)	pending	
APP 40.56 - IW - Ironworker History Reinforcing(New)	pending	
APP 40.60 - IW - Architectural and Ornamental I(New)	pending	
APP 40.61 - IW - Structural Precast Concrete (New)	pending	
APP 40.63 - IW-Structural Lead Hazard (New)	pending	
APP 41.03 - IW-Reinforcing II(New)	pending	
APP 41.04 - IW - Architectural III(New)	pending	
APP 41.05 - IW-Architectural II(New)	pending	
APP 41.06 - IW-Structural Steel I(New)	pending	
APP 41.07 - Post-Tension II(New)	pending	
APP 41.08 - IW - Post Tension III(New)	pending	
APP 41.09 - IW Welding III - Reinforcing(New)	pending	
ACCT 270 - Fundamentals of Auditing (Modification)	pending	
ACCT 280 - Advanced Accounting (Modification)		
ANTH 100 - Cultural Anthropology (Modification)		Catalog 17/18
ANTH 115 - Physical Anthropology (Modification)		Catalog 17/18
ANTH 200 - Native Peoples of North America (Modification)		Catalog 17/18
PSYC 241 - Introduction to Psychobiology (Modification)		Catalog 17/18
PSYC 245 - Drugs and Behavior (Modification)		Catalog 17/18
PSYC 251 - Developmental Psychology (Modification)		Catalog 17/18
PSYC 265 - Psychology of Gender (Modification)		Catalog 17/18
PSYC 271 - Abnormal Psychology (Modification)		Catalog 17/18
AED 42.98 - College Placement Testing Strategies A (New)	pending	
AED 42.99 - College Placement Testing Strategies B (New)	pending	
AED 42.25 - Supervised Skill Development (New)	pending	
KIN 205 - Anatomical Movement Analysis (New)	pending	
KIN 206A - Lower Extremity Injury Assessment and Reconditioning (New)	pending	
KIN 206B - Upper Extremity Injury Assessment and Reconditioning (New)	pending	
KIN 110 - Community First Aid and CPR (New)	pending	
Athletic Injury Management - CT (New)	pending	
Fitness Trainer - CT (New)	pending	
HED 110 - Community First Aid and CPR (Modification)	pending	

Fitness Specialist - AA (Modification)	pending	
Athletic Trainer Aide - AA (Modification)	pending	
Fitness Specialist - CT (Modification)	pending	
AUTO 105 - Hydraulics and Pneumatics (Modification)		Catalog 17/18
3D Parametric Modeling Design and Presentations - VoC (Modification)		Catalog 17/18
Engineering Design and Production Technology - VoC (Modification)		Catalog 17/18
Machine Design and Manufacturing - VoC (Modification)		Catalog 17/18
Sheet Metal Layout Applications with 3-D Parametric Solid Modeling - VoC (Modification)		Catalog 17/18
Web Page Development - VoC (Inactivation)		Catalog 17/18
Web Server Development - VoC (Inactivation)		Catalog 17/18
Manufacturing Verification of Completions Quality Assurance (QA) (Modification)		Catalog 17/18
Manufacturing Verification of Completions Statistical Process Control (SPC) (Modification)		Catalog 17/18
Plastics and Composites Manufacturing Technology—Verification of Completions Moldmaking Specialty (Modification)		Catalog 17/18
Plastics and Composites Manufacturing Technology—Verification of Completions Composite Specialty (Modification)		Catalog 17/18
MGFT 50 - Haz-Mat (Inactivation)		Catalog 17/18
MGFT 52 - Introduction to Laser Cutting Technology (Inactivation)		Catalog 17/18
MGFT 56 - ISO 9001:2008 (Inactivation)		Catalog 17/18
MGFT 57 - Total Quality Management (TQM) (Inactivation)		Catalog 17/18
MGFT 58 - Benchmarking (Inactivation)		Catalog 17/18
MGFT 60 - Quality Assurance Principles (Inactivation)		Catalog 17/18
MGFT 65 - Applied Math Manufacturing (Inactivation)		Catalog 17/18
MGFT 100 - Manufacturing Processes (Inactivation)		Catalog 17/18
Manufacturing - Verification of Completions Total Quality Management (TQM) (Inactivation)		Catalog 17/18
Manufacturing - Verification of Completions ISO 9001:2008 (Inactivation)		Catalog 17/18
Manufacturing - Verification of Completions Advanced Quality System (AQS) (Inactivation)		Catalog 17/18
Manufacturing - Verification of Completions Materials and Process (Inactivation)		Catalog 17/18
Plastics and Composite Manufacturing Technology - Verification of Completions Composite Technician Specialty (Inactivation)		Catalog 17/18
Plastics and Composite Manufacturing Technology - Verification of Completions Tool Specialty (Inactivation)		Catalog 17/18
Plastics and Composite Manufacturing Technology - Verification of Completions Industrial Design Specialty (Inactivation)		Catalog 17/18
RE 101 - Real Estate Principles (Modification)	pending	
RE 120 - Real Estate Finance (Modification)	pending	
RE 125 - Legal Aspects of Real Estate (Modification)	pending	
RE 130 - Real Estate Practice (Modification)	pending	
RE 151 - Fundamentals of Escrow (Modification)	pending	
WS 105 - Gender Studies and the Chicana/Latina Experience (New)	pending	
WS 109 - Philosophy of the Body, Feminism, and Gender (Modification)	pending	
PHIL 105 - Philosophy of Art and Beauty (Modification)	pending	
PHIL 107 - Philosophy of Science and Technology (Modification)	pending	

PHIL 108 - Philosophy of the Americas (Modification)	pending	
PHIL 109 - Philosophy of the Body, Feminism, and Gender (Modification)	pending	
PHIL 130 - History of Ancient Philosophy (Modification)	pending	
PHIL 140 - History of Modern Philosophy (Modification)	pending	
PHIL 160 - Symbolic Logic (Modification)	pending	
PHIL 201 - Contemporary Philosophy (Modification)	pending	
PHIL 203 - Philosophy of Religion (Modification)	pending	
PHIL 204 - Philosophy of the Bible I (Hebrew Scriptures) (Modification)	pending	
PHIL 205 - Introduction to Bioethics (Modification)	pending	
PHIL 206 - Philosophy of the Bible II (Christian Scriptures) (Modification)	pending	
INSR 101 - Introduction to Insurance (Inactivation)		Catalog 17/18
INSR 102 - Insurance Code and Ethics (Inactivation)		Catalog 17/18
INSR 121 - Insurance Principles: Property and Liability (Inactivation)		Catalog 17/18
INSR 122 - Personal Insurance (Inactivation)		Catalog 17/18
INSR 123 - Commercial Insurance (Inactivation)		Catalog 17/18
INSR 171 - Insurance Occupational Work Experience (Inactivation)		Catalog 17/18
CIS 160 - Web Page Development (Modification)	pending	
CHEM 95A - Tutoring for CHEM 100 Introductory Chemistry (Modification)	pending	
CHEM 95B - Tutoring for CHEM 110 Elementary Chemistry (Modification)	pending	
CHEM 95C - Tutoring for CHEM 111 General Chemistry (Modification)	pending	
CHEM 95D - Tutoring for CHEM 112 General Chemistry (Modification)	pending	
CHEM 95E - Tutoring for CHEM 211 Organic Chemistry (Modification)	pending	
CHEM 95F - Tutoring for CHEM 212 Organic Chemistry (Modification)	pending	
PMT 1 – Plastics Fundamentals (Inactivation)	pending	
PMT 2 – Injection Molding Fundamentals (Inactivation)	pending	
PMT 3 – Plastics Repair (Inactivation)	pending	
PMT 4 – Plastics Fabrication (Inactivation)	pending	
PMT 5 – Survey of Composites (Inactivation)	pending	
PMT 50 - Survey of Hydraulics and Pneumatics (Inactivation)	pending	
PMT 52 – Mold Repair and Maintenance (Inactivation)	pending	
PMT 55 – Prototyping (Inactivation)	pending	
PMT 57 – Survey of Plastics (Inactivation)	pending	
PMT 58 – Industrial Design for Plastics (Inactivation)	pending	
PMT 62 – Plastics Packaging (Inactivation)	pending	
PMT 64 – Plastics Production (Inactivation)	pending	
PMT 65 – Moldmaking (Inactivation)	pending	
PMT 66 – Hydraulics and Pneumatics (Inactivation)	pending	
PMT 70 – Composites Technology (Inactivation)	pending	

PMT 71 – Plastics Manufacturing (Inactivation)	pending	
PMT 72 – Tooling for Plastics (Inactivation)	pending	
PMT 221 – Modelmaking (Inactivation)	pending	
ENGL 225 – Mexican Literature in Translation (Modification)	pending	
AED 42.20 – Supplemental GED Reading (New)	pending	
AED 42.21 – Supplemental GED Reading Spanish (New)	pending	
AED 42.22 – Supplemental GED Math (New)	pending	
AED 42.23 – Supplemental GED Math Spanish (New)	pending	
ELAP 80.01 – Introduction to Construction (Electrical) (New)	pending	
ELAP 80.02 – The Basics of Electricity (New)	pending	
ELAP 80.03 – The Electrical Industry I (New)	pending	
ELAP 80.04 – The Electrical Industry II (New)	pending	
ELAP 80.05 – Electrical Calculations and Installations (New)	pending	
ELAP 80.06 – Electrical Distribution and Control (New)	pending	
ELAP 80.07 – Advanced Theory and Applications I (New)	pending	
ELAP 80.08 – Advanced Theory and Applications II (New)	pending	

PHAR 55 – Pharmacy Introduction (Modification)

Tabled

PHAR 56 – Pharmacy Skills Lab Introduction (Modification)

Tabled

Degrees - Committee Approved	Degrees - CO Approved	Published in Catalog
Physical Education - AA (Modification)	pending	
Digital Arts - Computer Animation - AA (Modification)	pending	
Graphic Design - AA (Modification)	pending	
Chinese - AA (New)	Pending	
Architectural Technology - AA (Modification)	pending	
Architectural Studies - AA (Modification)	pending	
Engineering Design Technology - AA (Modification)	pending	
Automated Manufacturing - AA (Modification)	pending	
Machinist Option - AA (Modification)	pending	
Numerical Control Machine Operator Option - AA (Modification)	pending	
Tool and Die Maker Option - AA (Modification)	pending	
Engineering: Aerospace and Mechanical Specialist - AS (New)	pending	
Commercial Music - AS	Tabled	
Engineering: Electrical Specialty - AS (New)	pending	
Engineering - AA (Modification)	pending	
Women in Management - AA (New)		Catalog 17/18
Natural Sciences - General - AS (Modification)	pending	
Commercial Music - AS (Modification)	pending	
New Product Development and Fabrication Option - AS (Modification)	pending	
iSeries 400 Specialist - AA (Inactivation)		Catalog 17/18
Network/Systems Administration - AA (Modification)	pending	
Cabinetmaking - AA (Modification)	pending	
Furniture Making - AA (Modification)	pending	
Numerical Control Tool Programmer Option - AA (Modification)	pending	
Plastics/Composite Tool Design Option - AA (Modification)	pending	
Composite Manufacturing Option - AA (Modification)	pending	
Composite Inspection Option - AA (Modification)	pending	
Plastic Manufacturing Option - AA (Modification)	pending	
Business Administration - AA (Modification)	pending	
Business Management - AA (Modification)	pending	
Business Marketing - AA (Modification)	pending	
Human Resource Management - AA (Modification)	pending	
International Business - AA (Modification)	pending	
Small Business Management/Entrepreneurship - AA (Modification)	pending	
Retail Management - AA (Modification)	pending	
Paralegal - AA (Modification)	pending	

Certificates - Committee Approved	Certificates - CO Approved	Published in Catalog
Engineering Technology - Electrical and Electronic Engineering Technician - CT (New)		Catalog 17/18
Engineering Technology - Mechanical Engineering Design Technician - CT (New)		
Museum Studies - CT (New)	Pending	
Architectural Technology - CT (Modification)	Pending	
Engineering Design and Production Technology - CT (Modification)	Pending	
Engineering Design Technology - CT (Modification)	Pending	
Automated Manufacturing - CT (Modification)	Pending	
Machinist Option - CT (Modification)	Pending	
Numerical Control Machine Operator Option - CT (Modification)	Pending	
Tool and Die Maker Option - CT (Modification)	Pending	
Automotive Aftermarket Product Development Option - CT (Modification)	Pending	
Speech Language Pathology Aide - CT (Modification)	Pending	
Speech Language Pathology Assistance - AA (Modification)	Pending	
Women in Management - CT (New)		Catalog 17/18
iSeries 400 Specialist - CT (Inactivation)		Catalog 17/18
Network/Systems Administration - CT (Modification)	Pending	
Cabinetmaking - CT (Modification)	Pending	
Furniture Making - CT (Modification)	Pending	
Numerical Control Tool Programmer Option - CT (Modification)	Pending	
Apprenticeship Field Ironworkers Reinforcing - CT (New)	Pending	
Apprenticeship Field Ironworkers Structural - CT (New)	Pending	
Non-Credit Certificate of Completion College Placement Testing Strategies (New)	Pending	
Plastics/Composite Tool Design Option - CT (Modification)	Pending	
Composite Manufacturing Option - CT (Modification)	Pending	
Composite Inspection Option - CT (Modification)	Pending	
Plastic Manufacturing Option - CT (Modification)	Pending	
Business Administration - CT (Modification)	Pending	
Business Management - CT (Modification)	Pending	
Business Marketing - CT (Modification)	Pending	
Human Resource Management - CT (Modification)	Pending	
International Business - CT (Modification)	Pending	
Retail Management - CT (Modification)	Pending	
Small Business Management /Entrepreneurship - CT (Modification)	Pending	
Paralegal - CT (Modification)	Pending	
Insurance - Property and Casualty - CT (Inactivation)		Catalog 17/18

Sabbatical Leave Committee Update
For Coordinating Committee Meeting Apr 10, 2017

Who is eligible?

- After 6 years of full-time employment (7th year) at 100% compensation for one semester or 70% compensation for one year
- After 10 year of full-time employment (11th year) at 100% compensation
- After a sabbatical, the calendar starts over (you can apply again after 7/10 years)
- Semester or full-year sabbaticals
- No more than 5% of full-time faculty may be granted sabbatical at one time
- Once you return from sabbatical, you must work for at least 2 years full-time

What is the process?

- April: Call for Intent to Apply* and Orientation for potential applicants
- August: Formal Application due
- Fall: Committee reads and recommends applications, revision cycle
- Early Spring: Recommended applications forwarded to Faculty Senate
- Spring (~March): Senate forwards applications to Vice President, President, Board

***Intent to Apply MUST be submitted in order to submit an application.

What does the committee do?

- Two “mentors” from the committee are assigned to each applicant
- Mentors guide applicant through the process and provide feedback
- NEW: Applicants come to a Sabbatical committee meeting for a Q&A session
- NEW: Committee no longer ranks applications; all applications deemed satisfactory are now forwarded to Senate
- Spring: Committee reads reports from prior year’s sabbaticals

Things to consider:

- “Sabbatical is a privilege, not a right”
- It is an application process, not a guarantee
- Check with dean/department chair about logistics of your leave
- Project should be connected to your area and implementation upon your return should be realistic
- What is the “work product”?
- Application asks for the benefit to department/division, students, college, community
- Examples of prior approved applications can be found on the Sabbatical Leave Committee website

This year:

- 8 applications submitted
- 2 applications withdrawn by applicant
- 4 applications sent forward to Faculty Senate

Abstracts of Sabbatical Reports For Leaves Taken in 2015-2016

Marvelina Barcelo-Graf, Counseling, 100% compensation one year

The purpose of Professor Barcelo-Graf's sabbatical leave was to address the transfer opportunity gaps that currently exist, to develop advising tools and partnerships to help promote awareness of alternative transfer pathways, and to increase overall transfer rates for Cerritos students. Her sabbatical leave activities resulted in production of comprehensive guides emphasizing in-state private and out of state colleges and universities, addressing an identified need of the transfer center. These guides are available in the transfer center and include information such as admission requirements, transfer requirements, strong programs of each institution, scholarship and average debt, support services, and Veterans coordinators' contact information.

Stephen Clifford, English, 100% one year

The purpose of Professor Clifford's sabbatical leave was to research and develop a proposal for a study abroad program for Cerritos College students. His sabbatical leave activities resulted in a comprehensive assessment of viability of such a program including information such as assessment of current successful models at similar institutions, vendors, costs, and development of academic course outlines for three English 110 courses in Paris, Florence, and Ireland.

Geri Codd, Reading, 100% one semester

The purpose of Professor Codd's leave was twofold: to improve the content and processes of the Teacher TRAC program by establishing a Service Learning/Fieldwork website, and to gain professional development in this area by travel and formal education. The results of her sabbatical activities were establishment of the website as described above: . The website houses all materials needed by Cerritos students and faculty, and Service Learning/Fieldwork school community partners, replacing the paper documents used in the past and thus allowing easy access by all participants. She visited other institutions having similar programs, to research "best practices" in Fieldwork/Service Learning. She took a formal University course in Educational Psychology in order to better understand the theoretical underpinnings and relationship service learning/fieldwork experiences have with student learning and course content. The website can be viewed at:

http://cms.cerritos.edu/teachertrac/serve_homepage.htm.

Amy Holzgang, Psychology, 100% one semester

The purpose of Professor Holzgang's leave was to create a digital transfer resource for sociology majors specifically, and Cerritos College students generally, to be housed on the Sociology Department web page (www.cerritos.edu/sociology). Her sabbatical activities informed the department faculty what skills, knowledge and habits juniors and seniors at 4-year universities need in order to be successful upon transfer. This research was timely and important because in the past five years, the number of Sociology majors graduating with AA-T degrees has increased over 300%. Professor Holzgang has added academic activities to her sociology courses and is disseminating relevant transfer information to her colleagues in her department and division. She has a transfer counselor visit each of her classes each semester, and she serves on the Transfer Advisory Committee.

George Jarrett, History, 100% one year

During his sabbatical leave, Professor Jarrett conducted research, including travel to key archives, prepared an Open Educational Resources (OER) module, coursework, and workshops to share historical sources and methods with Cerritos College students and faculty; and wrote historical analyses based on this research. His research investigated the influence of protest movements on American foreign policy on nuclear weapons policy in the Reagan era. In addition, he evaluated OER textbooks for our main general education American history courses, shared his learning with the History department faculty, and adopted an OER textbook for his history classes. Thus, the sabbatical enhanced his experience and qualifications as a historian, made up-to-date historical sources available to our students, and will continue to improve our students' abilities to comprehend historical sources and understand complex events.

Crystal LoVetere, Geography, 100% one year

Professor LoVetere's sabbatical leave activities included formal coursework, travel and research in order to gain necessary knowledge to propose and create models for domestic and study-abroad programs for Cerritos students, focusing on both cultural and physical geography. She has added updated and improved content in both areas to her existing geography courses, and has created an itinerary for Geography 160: Field Studies in Geography.

Ed Rother, Architecture, 100% one year

The purpose of Professor Rother's sabbatical leave was to use self-directed study, research and conference participation in order to broaden and update his knowledge of the current basics of architectural education and practice. He wrote articles addressing the following eleven areas in detail:

- 1) The Architectural Profession, 2) The Architectural Project – Design Phases, 3) The Architectural Project – Construction Phases, 4) Professional Architectural Education, 5) Licensing Requirements, 6) The Architectural Firm, 7) The Legal Environment, 8) The Architect's Ethical Responsibilities, 9) Career Opportunities in Related Disciplines, 10) Pre-Modern Architectural History, and 11) Modern Architectural History. All articles are available to the community, students, and prospective students at: <http://cms.cerritos.edu/architecture/architecture-overview.htm>.

Ted Stolze, Philosophy, 100% one year

The purpose of Professor Stolze's sabbatical leave was to explore the multiple dimensions of climate change. He read widely in the scientific, technological, ethical, economic, anthropological, psychological, pedagogical, public policy, religious, and ecologically restorative aspects of climate change. He also prepared a bibliography and guide for other Philosophy Department faculty to teach about climate change in their courses, and prepared to develop a new philosophy course on Philosophy and Ecology. Finally, he produced a comprehensive webpage ([A New Climate for Philosophy](#)), linked to his campus webpage, and devoted to the topic on which he gathered resources useful to addressing the philosophical implications of climate change, such as books and articles; case studies; thought experiments; and links to authoritative websites, maps, diagrams, timelines, videos, and images that might be included in course materials or displayed via a PowerPoint presentation or similar technology.

Susan Watanabe, Theater, 100% one year

Professor Watanabe's primary goal for her sabbatical leave was to enrich the technical theatre program at Cerritos College. As a result of her sabbatical efforts, the students at Cerritos College will find an improved array of class offerings in technical theatre, the prospect for motivation from achieving a certificate demonstrating a marketable skill, and more opportunities for exposure to employment experience through internships. Coursework in Theatre will now include separate classes for Audio and Staging to allow more time to deal with the technical complexities of the subject matter. In addition, she developed a makeup course for film, television and print, to distinguish those skills from the two stage makeup classes already offered. Finally, an intermediate level costuming class was added to expand the learning arc of our existing beginning and advanced courses. She developed further course offerings and aligned them toward the concept of meaningful certificates for Entertainment Technology, Makeup, Costuming, Wigs & Hair, as well as Comprehensive Character Presentation for Theatre. Establishing a certificate program, and utilizing expanded theatre course offerings to achieve them, could present a broader and more employment-centered program for Theater students at Cerritos College. The potential for internship opportunities in theatre arts have likewise grown as a result of the various activities undertaken during the sabbatical period. By leveraging the relationships formed with various learning centers and employment venues, Theater students may find a greater chance to reach out beyond our school and into further education or work opportunities.

Chris Wilson, Art, 100% one year

The purpose of Professor Wilson's leave was to research and travel to video game companies in order to write a new course at Cerritos College focusing on Video Game Design, in order to prepare students for expanded career opportunities as well as provide a resource to the community in this creative field. As a result of his sabbatical research, he is a much better informed educator. The research he conducted regarding the tools and needs of the gaming industry allow him to better educate animation students about gaming software and preparation needed for careers in gaming. This experience will enhance existing animation courses and give students a better understanding of pathways toward gaming careers. Professor Wilson created a website with interactive modules, updated knowledge gained on his leave, and examples of student work: www.cerritosanimation.com . He also wrote a new course in Video Game Design to enhance course offerings in the Art Department.

Business Services

1 AP 6700 CIVIC CENTER AND OTHER FACILITIES USE

2 References:

3 Education Code, Sections 82537 et seq. and 82542;
4 Public Resources Code Section 42648.3;
5 Clark v. Community for Creative Non-Violence (1984) 468 U.S. 288, 104 S.Ct.
6 3065, 82 L.Ed.2d 221

7 Civic Centers

8 Eligible persons or groups may use District buildings or grounds designated as the Civic
9 Center for public, literary, scientific, recreational, or educational meetings, or for
10 discussion of matters of general or public interest, subject to this procedure.

11 General Provisions

12 District facilities identified as Civic Center or as designated public forums are available
13 for community use when such use does not conflict with District programs and operations.
14 For use of the district's designated public forum spaces, please refer to Board Policy 5550
15 and Administrative Procedure 5550. Facility use under the provisions of this Civic Center
16 Facilities Use procedure shall be limited to places and times identified by the Vice
17 President of Business Services, but shall be sufficiently frequent and available on specific
18 dates and times, so as to allow meaningful use by outside groups. Except as provided in
19 these procedures and Board Policy 5550 and Administrative Procedure 5550, or as
20 authorized by law, no organizations shall be denied the use of District facilities because
21 of the content of the speech to be undertaken during the use.

22 The Director of Physical Plant and Construction Services is responsible for the
23 coordination and implementation of these procedures.

24 Outside the designated public forum areas, the following shall apply: All user groups shall
25 be required to provide the District with a completed application packet that includes the
26 license agreement and appropriate insurance certificate naming Cerritos Community
27 College District as an additional insured party. This packet will include a hold harmless
28 and indemnification agreement acknowledging that they will be financially responsible for
29 any losses, damages, or injuries incurred by any person as a result of their use of the
30 facilities. All user groups shall also be required to provide a certificate of insurance with
31 limits acceptable to the District and/or other proof of financial responsibility acceptable to
32 the District.

33 A college employee, as designated event manager, shall be on site for the duration of the
34 event whenever a facility is being used. Designated event managers must have

35 demonstrated experience with the applicable venue. Cerritos College reserves all
36 concessions and rights.

37 **Fees**

38 Fees for facilities shall be established and approved by the Board of Trustees. The base
39 rental period shall be four hours. Rates will be calculated for entire time of occupancy by
40 lessee. Additional hourly use charges shall be computed on a prorated basis.

41 The Director of Physical Plant & Construction Services is charged with direction of
42 community use of college facilities and at his/her discretion may establish charges for use
43 not listed or for unusual circumstances.

44 The District may require police/security personnel as a condition of use whenever it is
45 deemed to be in the District's best interests. The Chief of Police or designee will determine
46 whether security personnel may be required and the quantity of personnel as a condition
47 of use whenever it is deemed to be in the District's best interests.

48 The District may require custodian services during events or for post event cleanup. The
49 Operations Manager or designee will determine the quantity of personnel required for
50 events.

51 The District reserves all parking fee rights. Parking fees will be administered per AP 6750
52 Parking And Traffic-Related Items. Additional and/or separate charges or waivers for
53 event parking shall be subject to the prior approval of the Vice President of Business
54 Services or designee.

55 Cerritos College may host regional or other meetings, trainings, or conferences involving
56 off campus invitees. The college organizer(s) of such functions may request one-day
57 permits from the Chief of Police or his/her designee. Depending on the number of off
58 campus invitees, two types of waivers may be requested: 1) a one-day permit or 2)
59 parking lot exemption. Waivers may be requested by completing the Parking Waiver
60 Request Form.

61 Stage productions in the Burnight Theatre (17 and 31) and future Performing Arts venues,
62 using actors and requiring settings other than picture screens or speaker platforms,
63 require the use of a District stage manager who shall have complete responsibility and
64 authority over the use of the theatre facilities. If required, arrangements will be made by
65 the Civic Center Office for trained personnel to operate Cerritos College equipment; i.e.,
66 P.A. system, projectors, theatre equipment, etc. Regardless of the classification of the
67 proposed event, the lessee is bound by determination of the District and is responsible
68 for these salaries in addition to the basic rental fee.

69 The classification of proposed events will determine the appropriate fee schedule and
70 direct costs to groups requesting the use of Cerritos College facilities. Payment of 50%
71 deposit will be required ten (10) business days prior to the use of facilities. Applicants will

72 be responsible for all costs unless cancellation is received within a reasonable time of
73 scheduled event.

74 **Classification of District Events:**

75 1. **Elected Official Sponsored Event:** Per Education Code Section 82542(a), elected
76 officials, when conducting events that are open to the public without charge, promote
77 community awareness or provide informational services to the public, may use District
78 facilities at no charge upon payment of the following:

- 79 • the cost of opening and closing the facilities, if no District employees would
80 otherwise be available to perform that function as a part of their normal duties;
- 81 • the cost of a District employee's presence during the organization's use of the
82 facilities, and if that employee would not otherwise be present as part of his/her
83 normal duties;
- 84 • the cost of custodial services, if the services are necessary and would not have
85 otherwise been performed as part of the custodian's normal duties;
- 86 • the cost of audio/video/technology services, as requested or required;
- 87 • the cost of police/security services, if the services are necessary and would not
88 have otherwise been performed as part of the personnel's normal duties.

89 2. **Non-Profit Community Group Event:** The groups identified in Education Code
90 Section 82542(a) will be permitted, "when an alternative location is not available," as
91 described in the statute, to use District facilities at no charge upon payment only of
92 costs identified in section 1 above.

93 3. **Non-Profit Agency Large Event:** Non Profit organizations such as school districts or
94 religious entities requesting the use of college facilities for large scale events such as
95 graduations, services or other uses will be subject to fair market rental fees for non-
96 profits as established and approved by the Board of Trustees, including the direct
97 costs detailed in Section 1, and special requirements such as stage assembly,
98 equipment needs, or other services deemed necessary by the determination of the
99 District.

100 4. **Athletic Facilities Event:** Civic Center events for athletic facilities will be
101 administered through the Civic Center for scheduling, proper fee structure, and
102 personnel requirements, with prior approval by the Dean of the Health, Physical
103 Education, Dance and Athletics Division. These events will be subject to direct costs
104 as outlined above in Section 1. Stadium use that requires post event cleanup will be
105 the responsibility of the designated event manager, or a facilities cleanup crew will be
106 organized by Facilities.

107 5. **Commercial Use Event:** Shall apply to organizations that do not have a non-profit
108 status filed with the IRS or who generate revenue where the net proceeds are destined
109 for other than welfare or charitable purposes affecting the students of the college
110 District. A District charge shall be made in accordance with the fair market rental fees
111 for commercial uses as established and approved by the Board of Trustees, including

112 the direct costs detailed in Section 1, and special requirements such as stage
113 assembly, equipment needs, or other services deemed necessary by the
114 determination of the District.

115 The American Red Cross or other public agencies may use District facilities, grounds,
116 and equipment for mass care and welfare shelters during disasters or other emergencies
117 affecting the public health and welfare, and the District will cooperate with these agencies
118 in furnishing and maintaining services deemed by the Board of Trustees to be necessary
119 to meet the needs of the community.

120 **Rules for Facilities Use**

121 Requests for use of the District's Civic Center must be made at least fifteen (15) business
122 days in advance of the first date of use being requested. Any request that is not
123 completed, signed and provided to the Facilities Division within fifteen (15) business days
124 of the scheduled event may be subject to denial. Requests shall be made to the Director
125 of Physical Plant & Construction Services or designee on forms provided by the District.
126 Authorization to use the Civic Center shall be based on a reservation system and the
127 priorities for student and other use detailed at the end of this Section.

128 Permission to use District facilities shall not be granted for a period to exceed one fiscal
129 year. No person or organization may be granted a monopoly on any facility.

130 Overnight camping on District facilities, including in the designated public forum areas, is
131 prohibited. No person or organization may use any District facility for living
132 accommodation purposes such as sleeping activities, or making preparations to sleep
133 (including the laying down of bedding for the purpose of sleeping), or storing personal
134 belongings, or making any fire, or using any tents or other structure for sleeping, or doing
135 any digging or earth breaking, or carrying on cooking activities.

136 Any persons applying for use of District property on behalf of any groups shall be a
137 member of the groups and, unless he/she is an officer of the group, must present written
138 authorization to represent the group. Each person signing an application shall, as a
139 condition of use, agree to be held financially responsible in the case of loss or damage to
140 District property.

141 No person applying for use of District property shall be issued a key to District facilities.

142 Future facility requests may be denied on grounds including, but not limited to, abuse or
143 misuse of District property and failure to pay promptly for any damage to District property.

144 No alcoholic beverages, intoxicants or controlled substances in any form shall be brought
145 onto the property of the District. Persons under the influence of alcohol, intoxicants, or
146 controlled substances shall be denied participation in any activity.

147 No structures, electrical modifications, or mechanical apparatus may be erected or
148 installed on District property without specific written approval by the Director of the
149 Physical Plant & Construction Services.

150 All decorative materials, including but not limited to draperies, hangings, curtains, and
151 drops shall be made or treated with flame-retardant processes approved by the State Fire
152 Marshall.

153 Priorities for Use of Facilities

154 The following priority is established for reserving use of Cerritos College Facilities:

- 155 a. Cerritos College instructional classes and classroom activities.
- 156 b. Cerritos College instructional/student services programs and activities.
- 157 c. Cerritos College department programs and services.
- 158 d. Cerritos College student organization programs and activities.
- 159 e. Educational organizations in which Cerritos College faculty or administration hold
160 membership and are hosts.
- 161 f. Organizations not affiliated with Cerritos Community College District.

162 Also see BP 6700 titled Civic Center and Other Facilities Use, AP 6750 Parking and
163 Traffic-Related Items and AP 5550 titled Speech: Time, Place, Manner, and Commercial
164 Vendors.

165 Office of Primary Responsibility: Vice President, Business Services

Date Approved: **March 26, 2007**

Dates Revised: **June 9, 2010; April 10, 2017**

(Replaces former Cerritos CCD Policies 5101, 5102, 5103, 5104, 5105, 5106)

District facilities identified as Civic Center or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the Director of Physical Plant and Construction Services, but shall be sufficiently frequent and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The President/Superintendent delegates the authority to administer the use of District facilities to the Vice President of Business Services.

General Use Provisions

No use shall interfere with the use of the buildings or grounds for college purposes, or with the regular conduct of college work. Cerritos College uses the following fee structures as specified in Education Code, Sections 82537 and 82542.

“Free” Use shall apply to those organizations that qualify under the provisions of Education Code, Sections 82537 and 82542. All meetings qualifying under these provisions shall be nonexclusive, open to the public, and free of charge. Special facilities or services required will be charged at the actual cost.

“Welfare” Use shall apply to organizations that charge admission fees or solicit contributions to be used for the welfare of the students in the college District or for charitable purposes sponsored by established organizations supported by the community. A District charge shall be made in accordance with the approved college fee schedule.

“Commercial” Use shall apply to organizations that do not have a non-profit status filed with the IRS or who solicit contributions where the net proceeds are destined for other than welfare or charitable purposes affecting the students of the college District. A District charge shall be made in accordance with the approved college fee schedule.

“Lease” Use shall apply to organizations desiring the college facilities for special events not covered in this procedure statement. The Governing Board may offer to lease such facilities in conformance with Education Code, and shall set a rental fee.

Application Requirements

As described in AP 5550 titled Speech: Time, Place, Manner, and Commercial Vendors, the request to use facilities does not apply to groups intending to use available designated public forums for expressive activities.

Any group organization wishing to use facilities of the Cerritos Community College District may secure application blanks for such use from the Civic Center Office.

All applications under the Civic Center Act shall originate with established and responsible organizations and shall comply with the Cerritos College Board Policy.

~~Negligence on the part of the groups or organizations will result in the groups or organizations being held accountable for damages and withdrawal of consideration of subsequent requests.~~

~~The Civic Center Clerk will check the application form submitted and assist in the detailed arrangements. The Director of Physical Plant and Construction Services shall give final approval for use of college facilities.~~

~~Applicants will be responsible for all costs unless cancellation is received within a reasonable time of scheduled event.~~

~~Application for use of college facilities where said use will be for other than its specifically designed purpose shall be reviewed on an individual basis by the Director of Physical Plant and Construction Services.~~

~~Whenever a Cerritos College employee co-sponsors an event with an off-campus group that is not instructional related, such events shall be treated as off campus sponsored and shall be charged accordingly. Exceptions may be made by the responsible Vice President.~~

Fees

~~Use of Facilities Fees shall be established and approved by the Board of Trustees. The Director of Physical Plant and Construction Services is charged with direction of community use of college facilities and at his/her discretion may establish charges for use not listed or for unusual circumstances.~~

Use of Facilities and Equipment

~~Payment of deposit will be required prior to the use of facilities.~~

~~Application must be accompanied with:~~

- ~~a. Certificate of insurance naming Cerritos Community College District as "additional insured" in the amount of \$1,000,000 or more OR applicant may purchase tenant user liability insurance coverage through the District.~~
- ~~b. Use of facility and equipment contract (Form CS-14).~~

~~The base rental period shall be four hours. Building will be open normally one half hour before commencement of usage and closed one half hour after adjournment. Additional use charges shall be computed on a prorated basis.~~

~~All equipment and facilities to be used must be listed on the application. Arrangements will be made by the Civic Center Office for trained personnel to operate Cerritos College equipment; i.e., P.A. system, projectors, theatre equipment, etc. The lessee is bound by determination of the District and is responsible for these salaries in addition to the basic rental fee.~~

A college employee shall be on duty whenever a facility is being used. He/she shall be in charge of facility use and will report to the District or Facilities regarding the use, including the department and discipline of user.

The Director of Physical Plant and Construction Services shall develop and have available a description and availability of all facilities. Rooms and facilities with special equipment or requiring extensive special set-up will be evaluated on an individual basis by the Director of Physical Plant and Construction Services, and may result in additional fees.

The group or organization using the facilities under these rules will be liable for any damage to or destruction of college property beyond that caused by ordinary wear and tear. The facility will be inspected prior to and after an event by the facility manager and the applicant or their representative. If any damage to college property is found, the user will be charged for all damages and repairs needed to restore said facility. Cerritos College reserves the right to request a damage deposit.

Decorations must be flameproof and erected in such a manner as to not damage college property and must be removed immediately following the event or organization will be charged extra labor fees. Decorations are not permitted on any painted surface and cannot be hung from the ceiling. Any advertisement or handout material must be removed at the end of the event.

No alcoholic beverages in any form are permitted on Cerritos College property at any time.

Applicant is responsible for the preservation of order and enforcement of all regulations pertaining to the use of Cerritos College facilities.

Posted parking regulations shall be adhered to by all participants in use of college facilities.

Cerritos College or its designated agent retains the right to provide and operate all concessions in the gymnasium or stadium. The college reserves all concessions and parking rights.

Facilities are available during vacation periods only if the use does not conflict with cleaning and renovating activities, and if necessary, personnel are available for supervision.

Stage productions in the Burnight Theatre (17 and 31) using actors and requiring settings other than picture screens or speaker platforms, require the use of a District stage manager who shall have complete responsibility and authority over the use of the theatre facilities.

Priorities for Use of Facilities

The following priority is established for reserving use of Cerritos College Facilities:

- g. Cerritos College instructional programs and activities.
- h. Cerritos College student services programs and activities.
- i. Cerritos College Community, Industry, and Technology Education programs and activities.
- j. Cerritos College student organization programs and activities.
- k. Educational organizations in which Cerritos College faculty or administration hold membership and are hosts.
- l. Organizations within the Cerritos Community College District (cities included in the Cerritos College District are Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate).
- m. Organizations outside Cerritos Community College District.

Use of the College Stadium (seating, field, track, and related facilities)

Priority for Scheduling Athletic Events/Practices

- a. Scheduled Cerritos College athletic events/practices.
- b. In-District schools when both competing schools are within the District.
- c. Cerritos College in-District school is the host and has scheduled an opponent not in the Cerritos District.
- d. Out-of-Cerritos College District school is host and the opponent is an in-District school.
- e. Neither school is in the Cerritos District.

Guidelines for Scheduling Athletic Events/Practices

- 1) Outside organizations must check with the Civic Center Clerk for available stadium dates after the Cerritos College schedule is approved.
- 2) The stadium will be available for scheduling throughout the year. These dates are selected in consideration of:
 - a. Pep Unit Practice
 - b. Maintenance Schedule - It is necessary to keep a maintenance schedule which is planned around dates that the field will be used.
 - c. Parking - Parking needs for scheduled classes shall have priority over special events parking.
 - d. Cerritos College Football Program - The Cerritos College team uses the Field House as a dressing room and lecture facility and uses the playing fields for practice which could conflict with other scheduled uses of the stadium. The home side of the Field House will not be available for rental. All exceptions will be considered by the Vice President of Business Services.

SENATE COMMITTEE ON PROFESSIONAL DEVELOPMENT

(approved 4/10/17)

A. Purposes

- Develops professional learning opportunities for faculty, including acting as the Flex Coordinating Committee
- Recommends information for faculty resources to the CTX
- Provides input, advice, and recommendations on topics and schedule of training for New Faculty Orientation Program, Mentor Program, TA Program, and other initiatives, as appropriate.
- Monitors faculty professional development trends and practices

B. Subcommittees

The committee will form subcommittees as necessary.

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

1. A faculty member elected by the voting members for a two-year term. The term shall commence on July 1 and end on June 30.
2. It is the responsibility of the Chairperson to prepare and distribute the agenda, conduct meetings, coordinate with the CTX Coordinator, forward recommendations to the Faculty Senate and then to the College Coordinating Committee, for information only, then to the Board of Trustees or its designee, and maintain the Committee website.

D. Other Officers (if any)

None

E. Membership (15 members)

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

Business Education
Counseling
Disabled Student Programs and Services/Adult Education
Fine Arts & Communications
Health Occupations
Humanities/Social Sciences
Liberal Arts
Library & Learning Resource Center
Health, Physical Education, Dance & Athletics
Science, Engineering & Mathematics
Technology

Dean of Academic Success
Center for Teaching Excellence Faculty Coordinator

2 classified representatives appointed by CSEA
1 Part-time Faculty

F. Terms of Office

1. All faculty, classified and management committee members shall serve two-year terms.

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. Reporting Guidelines

1. All actions of the Senate Committee on Professional Development will be communicated to the Faculty Senate in the form of minutes.
2. The Chairperson of the Senate Committee on Professional Development will report to the Faculty Senate at least one time each semester.
3. The Chairperson of the Senate Committee on Professional Development will report to the College Coordinating Committee and College Committee on Planning and Budget at least one time each year.
4. The Chairperson will be responsible for maintaining relevant committee information on the website. (See [Appendix D](#), Guidelines for Committee Websites)

J. Meetings (day and time)

Third Tuesdays at 11:00 a.m.