

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
May 7, 2018

PRESENT:	Dr. Jose Fierro	ABSENT:	Sandy Marks
	Rick Miranda		Stephanie Rosenblatt
	Felipe Lopez		David Ward
	Dr. Adriana Flores-Church		
	Dr. Stephen Johnson		
	Rachel Mason		
	<i>(for Sandy Marks)</i>		
	Michelle Lewellen		
	Jay Elarcosa		
	<i>(for Stephanie Rosenblatt)</i>		
	Armando Soto		
	Dr. April Griffin		
	Lynn Laughon		
	Kim Applebury	GUEST(s):	Dr. David Betancourt
	Kathy Azzam		Angie Conley
	Julie Mun		James MacDevitt

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:03 p.m. He welcomed ASCC President-Elect Kathy Azzam to the committee.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

<u>Employment Opportunity</u>	<u>Closing Date</u>
Program Facilitator (Community Education) (Independently Funded)	May 22

Information regarding all employment opportunities is posted on the Human Resources webpage.

IV. APPROVAL OF MINUTES – April 23, 2018

It was moved by Mr. Miranda and seconded by Mr. Soto to approve the April 23 minutes. The vote for approval was 10-0-2; Mr. Elarcosa and Ms. Azzam abstained. Ms. Mason and Dr. Griffin were not present for the vote.

V. BOARD AGENDA – May 16, 2018

The committee reviewed the draft May 16 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES**Art in Public Spaces (CAPS)**

Mr. MacDevitt distributed the attached March 22 draft meeting minutes. He stated that the committee reviews all artwork proposed for installation in public spaces on campus. He also stated that the 2015-16 Adopted Budget included a \$1,000,000 Public Art Endowment Fund to support campus and community engagement, and global awareness and citizenship. The committee is moving forward on placement of a donated Godoy Sculpture inspired by baseball pitcher Fernando Valenzuela. They also discussed the possibility of unveiling the sculpture during a home baseball game, and inviting Mr. Valenzuela to honor him in person. The committee is also working on a RFP to solicit proposals to update the outside, east, and west walls of the Student Center. The solicitation will be for "outdoor" artwork that is representative of our surrounding communities, the student body, and the culture and history of our community and institution. The committee will be acquiring 20-40 works by professional artists during summer, and plans to distribute and "lend" them to areas on campus in Fall 2018.

Enrollment Management

Dr. Johnson distributed the attached August 23, September 27, October 25, November 29, January 24, February 28, and March 28 meeting agendas and minutes. He stated that the committee aligned the goals outlined in the Enrollment Management Plan with Educational Master Plan goals. Activity reports were scheduled, in priority order, for the committee to receive status updates from project leads and/or involved parties. This has kept the committee informed, and facilitates discussions to help activity leads shape their continuing progress.

Student Equity Plan

Dr. Johnson distributed the attached September 13, October 11, November 8, January 10, February 14, and April 11 meeting agendas and minutes. Highlights for the past year include the integrated planning effort, budget development, use of funds for disproportionately impacted groups (broader vs. more targeted efforts), scheduled project performance reports from funded project leads, revision of the Project Status & Evaluation Report form, and discussions regarding data gathering and disaggregation.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES**Faculty Professional Development**

Dr. Betancourt distributed the attached May 1 meeting agenda outcomes and a list of CTX Sponsored Workshops for 2017-18. He stated that the mentor program is expanding to include the opportunity to engage in sincere and authentic discussions, between colleagues, about teaching practices through peer-to-peer classroom visits. The activity is not part of the faculty evaluation process. The committee also discussed and drafted the calendar of events for 2018-19, and discussed changing its meeting days to improve attendance.

Instructional Program Review

Ms. Conley stated the committee reviewed and approved reviews for the Law (Paralegal), Health Education, Biology, Welding, Mass Communications, and Counseling programs. The Plastics & Composites program was rescheduled for 2018-19 due to the retirement of the department chair. She stated that the quality of the work was very good and that the departments set their goals based on data. Ms. Conley stated that the committee is still missing faculty representatives from the Fine Arts and Business Education divisions, and that it has worked without administrative support since November 2017. Hourly support was recently

provided and she is hopeful that the webpage will be updated with current information soon. Stephanie Rosenblatt will be stepping down as the co-chair and Sunday Obazuaye has been elected as the new co-chair effective 2018-19.

Ms. Lewellen stated that Andrew Maz is working on finding faculty representatives for the committee.

VIII. STATUS OF SHARED GOVERNANCE

Fall 2018 Meeting Schedule

It was moved by Mr. Elarcosa and seconded by Mr. Lopez to approve the Fall 2018 Meeting Schedule as attached. The vote for approval was unanimous. Dr. Griffin was not present for the vote.

Administrative Procedure 4230 – Grading and Academic Record Symbols

Dr. Johnson stated that the proposed revisions align with updates to Title 5 Section 55024. The language includes definitions of the “FW” symbol and non-evaluative symbols, with additional information about military withdrawals and excused withdrawals.

It was moved by Ms. Lewellen and seconded by Mr. Soto to approve revisions to Administrative Procedure 4230 – Grading and Academic Record Symbols as attached. The vote for approval was unanimous. Dr. Griffin was not present for the vote.

Annual Shared Governance Evaluation Form

Dr. Fierro stated that while the committee has been proactive in sharing and disseminating information reviewed and discussed during meetings with their constituent groups, there is room for improvement. Proposed goals for 2018-19 include continuing to share and disseminate information with constituent groups (EMP Goal D: Improving Internal and External Communication), and for the committee members to work with and assist their constituent groups by serving as a resource for issues related to the Accreditation institutional self-evaluation report (EMP Goal F: Enhancing Organizational Effectiveness).

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Azzam stated that ASCC approved the extension of library hours for this week and finals week. Refreshments will also be provided. Ms. Azzam shared that the ASCC Senate passed its budget last week.

X. PRESIDENT’S REPORT

Dr. Fierro stated that this is a happy and busy time of year because there are so many student recognition ceremonies to attend. He thanked Facilities staff for their hard work to ensure quick turnaround, as many events are scheduled for the same day in the same location. He also thanked ASCC for providing portable restrooms for the Commencement ceremony, which has been an issue for several years. Dr. Fierro reminded the committee that the Retiree Recognition ceremony is scheduled for Tuesday, May 8 to begin at 4:00 p.m. in the Student Center.

Dr. Fierro provided information related to recent topics discussed by the Executive Council such as scheduling walking meetings with the vice presidents, summer enrollment numbers, progress toward meeting state auditor recommendations, current IERP projects, current grant

opportunities, approval of a one-year membership to [NaBITA](#), and receiving training to issue Nixle alerts.

ADJOURNMENT

Meeting adjourned at 2:09 p.m.

CERRITOS COMMUNITY COLLEGE DISTRICT

ART IN PUBLIC SPACES (CAPS) COMMITTEE

Meeting Minutes of Thursday, March 22, 2018

Members Present: Dr. Jose Fierro, Lisa Boutin-Vitela, James MacDevitt, Rebecca Pang, Dr. Gary Pritchard, Steve Richardson

Absent: Dave Moore, Hagop Najarian, Sarah Pirtle

Meeting called to order at 3:05 p.m. in Dr. Fierro's Office (no minutes were presented)

Discussion Items:

1. James reported that the final expenses for the FAR Bazaar totaled \$52471.82
2. Lisa and James discussed the placement of the Godoy Sculpture inspired by Fernando Valenzuela and reminded everyone eventual placement of the artwork was the entrance to Kincaid Field. Also discussed was the possibility of installation occurring at a home game and the feasibility of having Fernando Valenzuela present.
3. The President's Initiative: Dr. Fierro explained that a request for proposals or a sole source commitment to update the outside, east and west wall of the Student Center as the tiles are falling off the building. The solicitation is for 'outdoor' artwork and should be representative of the surrounding communities, the student body and reflect the culture and history of our community and the institution. Discussion regarding the scale of the work and potential artists was discussed and a motion was made to put forth and RFP to solicit proposals for the project.
M/S/P MacDevitt/Pritchard
4. Lisa shared that Judithe Hernandez is an upcoming Guest Speaker discussing her Public Art Project on the Expo Line – the Santa Monica Terminus Station. She is on campus Monday, March 26 at 12:30 p.m. in FAC 134.
5. James proposed a replication of the FAR Bazaar once the timeline for the demolition of the Burnight Theatre has been determined (summer of 2021). The Getty Research Institute is going to be using the FAR Archives for research purposes. Motion proposed to work on coordinating a schedule and creating a FAR Bazaar 2.0.
M/S/P MacDevitt/Dr. Fierro
6. Dr. Micic would like to permanently place The Coyote Sculpture, part of the Artist-In-Residence, ART+TECH 3D in the CIS/Math Building, (specifically the Engineering Tech hallway). Discuss the possibility of Woodworking and Plastics creating an appropriate display case. Obstacles determining placement include adherence to ADA compliance, student, faculty and staff activity and an aesthetically pleasing location.

7. Discussion of 'Small Artwork Acquisitions Collection' included the piece donated by Christina McPhee a large work that might accent the Cheryl Epple Board Room. The purpose of acquisition/investment is the purchase of high-end, high-caliber works whereby the CAPS Committee would contact the artist directly eliminating any additional fees.
8. Large-scale artwork placement identification utilizing the Campus Master Plan includes appropriate lighting and the most advantageous location for viewing by the largest numbers of the campus community. Discussion also included the Artist-In-Residence for Printmaking with the caveat that from now on artists leave a donated work to the FAC Art Gallery for their partnership working with Cerritos College.

General discussion of long-term planning for art placement included the commission and acquisition of artwork every other year or so. Determination of locations and the creation of a substantive vetting process for placement under 'small art projects'. Dr. Fierro used Liberal Arts as an example of how inviting the buildings look when there are relevant works of art in strategic locations.

James used the following examples, UC San Diego Engineering Department with an art-piece of a small house hanging off the building, unique and relative to the department. UCLA's Sculpture Garden is home to a Mark Bradford sculpture of a 113' pole top with a blinking light in Morse Code of what Alexander Graham Bell's first words were over the phone 'speaking trees'.

Next meeting Thursday, April 19 at 3:00 p.m.

Meeting adjourned at 4:16 p.m.

CAPS Agenda
Wednesday, April 26, 2018

- 1) Timeline for placement and unveiling of the Gustavo Godoy sculpture
 - a. Verify/Pull Electrical (Lighting)
 - b. Pore Cement Pad
 - c. Installation
 - d. Didactics/Plaque
 - e. Ribbon-Cutting (Start of Baseball Season?)

- 2) Student Center Mural/Tile Project
 - a. RFQ/RFP/Solo
 - b. Need to meet with Purchasing to Verify Legal Language
 - c. Possible Artists: Eloy Torres, Judithe Hernandez, Barbara Carrasco, Patrick Martinez
 - d. Sub-Committee Membership: Summer Meetings?

- 3) Start Small Artwork Acquisitions Collection
 - a. An "Art Gallery Lending Library" for facilities across campus
 - i. See Octopus Initiative (MCA Denver) and Art Lottery Program (MIT)
 - b. \$20,000 Request
 - i. Purchase 20-40 works (\$500-1,000 each) over the Summer
 1. Chair will interface with local galleries/artists to locate possible works
 2. Then submit proposals to full committee via email
 3. Committee will vote "yes/no" for each submission via email
 4. A majority vote (with quorum) can be purchased
 - ii. Ready for Selection/Distribution/Installation in Fall 2018

Next Meeting: Summer Meeting TBD (Student Center Sub-Committee

Cerritos College
ENROLLMENT MANAGEMENT COMMITTEE

Minutes of August 23, 2017

Members Present: Raul Avalos, Student Trustee, ASCC Student Representative
Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning
Craig Breit, Assistant Professor, Fine Arts and Communications
Dr. Renée DeLong, Dean of Counseling Services
Debbie Jensen, Professor, HPEDA, CCFD Designee
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Michelle Lewellen, Faculty Senate President
Brittany Lundeen, Counselor/Assistant Professor, Counseling
Rachel Mason, Instructional Dean of Business Education & Humanities/Social Sciences
Rick Miranda, Vice President of Academic Affairs (Co-chair)
Debra Moore, Professor, Library
Stephanie Murguia, Dean of Admissions, Records and Services
Karen Patron, ASCC President
Armando Soto, Counselor/Associate Professor, Counseling
Marcia Taylor, Disabled Student Programs and Services
Silvia Varela, Financial Aid

Members Not Present: Dr. Amy Holzgang, Professor, Sociology
Sandy Marks, Instructional Dean of Health Occupations

I. Approval of Minutes

MSU (Lundeen, Patron) to approve the minutes of April 26, 2017, as presented.

II. 2017-18 Meeting Dates

MSU (Patron, Lewellen) to approve the 2017-18 meeting schedule.

III. Enrollment Management Plan Alignment to Educational Master Plan

Dr. Johnson referred the group to a revised copy of the Enrollment Management Plan. References to the 7 Circles in the far left column of the document have been replaced with the appropriate goals from the Educational Master Plan. Dr. Blackburn shared that the college is gearing all planning documents to align to the Educational Master Plan so as to anchor them to the overarching goals for college. Mr. Miranda emphasized the importance of aligning college plans as we begin writing the institutional self-evaluation for accreditation. He added that alignments take place to show connectivity and a planning process beginning with unit planning through the entire strategic planning cycle.

Mr. Soto asked if new activities will be added to the Enrollment Management Plan as the existing activities are developed, such as the course cancellation policy in Goal 1. Dr. Johnson responded that the Plan is a dynamic, living document, and we can reference

progress within the document as it evolves. Dr. DeLong suggested adding a column to the Plan to indicate action and/or completion of the activities as they occur.

Ms. Murguia expressed concern regarding IT resources not being available to assist in carrying out activities. Dr. Johnson responded that we will document items that are completed but on hold pending data gathering or analysis. Further discussion revealed that the IERP Office and Data Mart can provide much of the data that will be needed.

Mr. Miranda stated the Plan will be sent to the leads indicated to discuss with the other parties involved. Together they will determine what resources will be needed to complete their activities. He will ask the leads to inventory their needs and bring a report back to the next meeting.

IV. Enrollment Management Plan Activity Reporting Schedule

The committee reviewed and discussed the draft Enrollment Management Plan Activity Reporting Schedule. The following comments were noted:

- It was requested and agreed to place Item 2 regarding a Pre-requisite Push on hold. The committee discussed commitment to examine the pre-requisite student success data as referenced by Dr. Blackburn. Ms. Murguia cautioned the group that some pre-requisites are assigned for transferability and not for student success.
- Members offered and made recommendations for promoting student and campus awareness and readiness for spring enrollment moving from November to October. Suggestions included using posters, flyers, Talon Marks, campus video screens, all-student emails, MyCerritos, and the college home page banner.
- There was discussion of the activity of developing strong 9-week/9-week course patterns leading to completion. It will be dependent on the disciplines and the faculty who are willing and able to teach them. There are currently some math, English, and business administration classes being offered with this pattern.
- Regarding the activity to explore strategies to address courses with lower success rates with high enrollments, CTX and the other listed offices will do background work and Faculty Senate will review and consider options.

V. Member Reports and Announcements

Mr. Miranda reported that enrollment is down 4-6% in unduplicated headcount. This number does not equate to the drop in FTES caused by students taking fewer courses. He provided additional information on our current FTES count and the ways we are attempting to increase our number and bring the college out of stabilization mode.

Ms. Lewellen shared that on Friday, November 3, CTX is hosting an all-day conference on Open Educational Resources (OER). The keynote speaker will be Dr. David Wiley, the Chief Academic Officer of Lumen Learning. OER resources will be on site for faculty to review. Also, work is underway on paired 9-week/9-week online course offering options and an entirely online AA degree.

Mr. Miranda commented that the Chancellor's Office has announced the opening of a completely online community college. It will be the 113th California Community College.

VI. Future Agenda Items
Inventory of Enrollment Management Plan Activities Requiring IT/IERP/Data
Mart/Other Resources

The meeting was adjourned at 4:21 p.m.

Cerritos College
ENROLLMENT MANAGEMENT COMMITTEE

Wednesday, September 27, 2017

3:00 p.m. in LC 51

Agenda

- I. Approval of Minutes – August 23, 2017

- II. Update on Inventory of Enrollment Management Plan Activities Requiring IT/IERP/Data Mart/other resources

- III. Enrollment Management Plan Activity Reporting Schedule

- IV. Educational Master Plan Priorities

- V. Member Reports and Announcements

- VI. Future Agenda Items

- VII. Next Meeting – Wednesday, October 25, at 3 p.m. in LC 51

Cerritos College
ENROLLMENT MANAGEMENT COMMITTEE

Minutes of September 27, 2017

Members Present: Raul Avalos, Student Trustee, ASCC Student Representative
Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning
Craig Breit, Assistant Professor, Fine Arts and Communications
Dr. Amy Holzgang, Professor, Sociology
Debbie Jensen, Professor, HPEDA, CCFD Designee
Michelle Lewellen, Faculty Senate President
Rachel Mason, Instructional Dean of Business Education & Humanities/Social Sciences
Rick Miranda, Vice President of Academic Affairs (Co-chair)
Debra Moore, Professor, Library
Stephanie Murguia, Dean of Admissions, Records and Services

Members Not Present: Dr. Renée DeLong, Dean of Counseling Services
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Brittany Lundeen, Counselor/Assistant Professor, Counseling
Sandy Marks, Instructional Dean of Health Occupations
Karen Patron, ASCC President
Armando Soto, Counselor/Associate Professor, Counseling
Marcia Taylor, Disabled Student Programs and Services
Silvia Varela, Financial Aid

I. Approval of Minutes

MSU (Lewellen, Moore) to approve the minutes of August 23, 2017, as presented.

II. Update on Inventory of Enrollment Management Plan Activities Requiring IT/IERP/Data Mart/other resources

Mr. Miranda reported that the Enrollment Management Plan activities were sent to each of the assigned leads. They were instructed to begin meeting with the involved parties to discuss the goals and activities. He and Dr. Johnson will also reach out to the leads to meet with them one-on-one. Mr. Miranda will meet with Academic Affairs leads and Dr. Johnson will meet with those in Student Services so they can dialogue and decide on an approach and direction. He added that the leads may contact Dr. Blackburn to speak directly about what assistance can be provided by IERP and Data Mart.

III. Enrollment Management Plan Activity Reporting Schedule

Mr. Miranda shared a draft of the activity reporting schedule. It is too early in the process to assign dates for the reports; however, as he meets with each activity lead, they will discuss the actions they and the other parties involved will undertake for their activities.

Ms. Lewellen indicated she will be ready to report on the 8th item on the list by February 2018. Her item is from Goal 1: Examine technology proficiency of students in Gen Ed courses which use a lot of online/tech skills.

Dr. Blackburn noted she has a large amount of data on “right-sizing of basic skills course offerings” (12th item on the activity reporting schedule) but she is waiting for a decision on the adoption of Multiple Measures before sharing. She asked that Mr. Miranda inform the assigned leads that the data is ready and there are multiple data points to consider before they can begin discussions about right-sizing. Mr. Miranda indicated that he will refer all of the leads to IERP for data.

Dr. Blackburn suggested we invite Dr. Omid Pourzanjani from Golden West to speak on fiscal modeling as referenced in the last activity for Goal #5 of the Enrollment Management Plan. She believes this would help people conceptualize what the fiscal management part of FTES means. She added that Dr. Terrie Manning, a consultant with the Achieving the Dream movement, is another speaker we could invite to speak about the high cost of retention.

IV. Educational Master Plan Priorities

Mr. Miranda stated that as we work through the Enrollment Management Plan with the leads and the involved areas, we will continue to focus on alignment with the Educational Master Plan. He believes the goals and themes of the Educational Master Plan are a large enough umbrella to allow for flexibility and the opportunity for growth within other college plans.

V. Member Reports and Announcements

Ms. Lewellen announced that the Open Education Resources (OER) event is still scheduled for November 3 and that the Psychology Department will be participating in the OER Zero Textbook Cost Grant. Ms. Lewellen also announced that the online initiative is progressing and they hope to have some movement by the end of the year.

Mr. Miranda announced that enrollment for the Spring semester opens next week on October 2. He will provide enrollment dates for the entire tier structure for Ms. Lewellen to share with faculty.

VI. Future Agenda Items

None

The meeting was adjourned at 3:33 p.m.

Cerritos College
ENROLLMENT MANAGEMENT COMMITTEE

Wednesday, October 25, 2017

3:00 p.m. in LC 51

Agenda

- I. Approval of Minutes – September 27, 2017
- II. Prioritization of Action Plan Items/Analyses
- III. Confirmation of Action Plan Leads/Involved
- IV. Schedule of Action Plan Status Reporting
- V. Member Reports and Announcements
- VI. Future Agenda Items
- VII. Next Meeting – Wednesday, November 29, at 3 p.m. in LC 51

Cerritos College
ENROLLMENT MANAGEMENT COMMITTEE

Minutes of October 25, 2017

Members Present: Raul Avalos, Student Trustee, ASCC Student Representative
Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning
Craig Breit, Assistant Professor, Fine Arts and Communications
Dr. Amy Holzgang, Professor, Sociology
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Brittany Lundeen, Counselor/Assistant Professor, Counseling
Sandy Marks, Instructional Dean of Health Occupations
Rachel Mason, Instructional Dean of Business Education & Humanities/Social Sciences
Stephanie Murguia, Dean of Admissions, Records and Services
Marcia Taylor, Disabled Student Programs and Services
Silvia Varela, Financial Aid

Members Not Present: Dr. Renée DeLong, Dean of Counseling Services
Debbie Jensen, Professor, HPEDA, CCFD Designee
Michelle Lewellen, Faculty Senate President
Rick Miranda, Vice President of Academic Affairs (Co-chair)
Debra Moore, Professor, Library
Karen Patron, ASCC President
Armando Soto, Counselor/Associate Professor, Counseling

Dr. Johnson called the meeting to order at 3:10 p.m.

I. Approval of Minutes

MSU (Murguia, Holzgang) to approve the minutes of September 27, 2017, as presented.
Dr. Johnson, Ms. Lundeen, and Ms. Marks abstained.

II. Prioritization of Action Plan Items/Analyses

The committee reviewed and discussed the Enrollment Management Plan 2017-18 Activity Reporting Schedule. Dr. Johnson noted that the Plan has been in effect long enough to begin hearing status reports on activities from the project leads and/or involved parties. He asked the group to review the activities and prioritize which reports we would like to hear first based on high importance, high value, and pertinence to discussion in other committees. This will keep the Committee informed and allow the group to provide input to the leads in terms of shaping their continuing progress.

Mr. Avalos suggested hearing the “Expand weekend offerings” report at the January meeting. He noted that there has been discussion about increasing online offerings but students have expressed they would like more evening and weekend classes. If they could take classes on Friday evenings and Saturdays it would let them expand to full-time status. Ms. Mason stated her area has added Friday night classes over the last few

semesters to gauge student response. They are finding that Friday night classes are doing incredibly well.

Reporting dates were assigned and adjustments were made to enhance some activities. Activity leads were also reviewed and adjusted. As a living document, these edits will also be reflected in the online Enrollment Management Plan document.

III. Confirmation of Action Plan Leads/Involved

This item was addressed during discussion of Item II.

IV. Schedule of Action Plan Reporting

This item was addressed during discussion of Item II.

V. Member Reports and Announcements

There were no member reports or announcements.

VI. Future Agenda Items

The group will continue discussion of items II-IV above and will add "Presentation of Reports" to the agenda.

The meeting was adjourned at 4:29 p.m.

Cerritos College
ENROLLMENT MANAGEMENT COMMITTEE

Wednesday, November 29, 2017

3:00 p.m. in LC 51

Agenda

- I. Approval of Minutes – October 25, 2017

- II. Action Plan
 - a. Prioritization of Items/Analyses
 - b. Confirmation of Leads/Involved
 - c. Reporting Schedule

- III. Presentation of Reports

- IV. Member Reports and Announcements

- V. Future Agenda Items

- VI. Next Meeting – Wednesday, January 24, at 3 p.m. in LC 51

Cerritos College
ENROLLMENT MANAGEMENT COMMITTEE

Minutes of November 29, 2017

Members Present: Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning
Craig Breit, Assistant Professor, Fine Arts and Communications
David Fabish, Instructional Dean of Liberal Arts, as proxy for Rachel Mason, Instructional Dean of Business Education & Humanities/Social Sciences
Dr. Amy Holzgang, Professor, Sociology
Debbie Jensen, Professor, HPEDA, CCFE Designee
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Sandy Marks, Instructional Dean of Health Occupations
Debra Moore, Professor, Library
Stephanie Murguia, Dean of Admissions, Records and Services
Marcia Taylor, Disabled Student Programs and Services

Members Not Present: Raul Avalos, Student Trustee, ASCC Student Representative
Dr. Renée DeLong, Dean of Counseling Services
Michelle Lewellen, Faculty Senate President
Brittany Lundeen, Counselor/Assistant Professor, Counseling
Rick Miranda, Vice President of Academic Affairs (Co-chair)
Karen Patron, ASCC President
Armando Soto, Counselor/Associate Professor, Counseling
Silvia Varela, Financial Aid

Dr. Johnson called the meeting to order at 3:10 p.m.

I. Approval of Minutes

MSU (Marks, Holzgang) to approve the minutes of October 25, 2017, as presented. The motion passed 9-0-1. Ms. Moore abstained.

II. Action Plan

The committee reviewed and discussed the Enrollment Management Plan 2017-18 Activity Reporting Schedule. Reporting dates were assigned and adjustments were made to enhance some activities. Activity leads were also reviewed and adjusted; they will be notified directly.

III. Presentation of Reports

Presentation of reports will begin at the January 24, 2018 meeting.

IV. Member Reports and Announcements

There were no member reports or announcements.

V. Future Agenda Items

David Fabish will present on the Guided Pathways project at the January meeting.

The meeting was adjourned at 4:30 p.m.

Cerritos College
ENROLLMENT MANAGEMENT COMMITTEE

Wednesday, January 24, 2018

3:00 p.m. in LC 51

Agenda

- I. Approval of Minutes – November 29, 2017

- II. Guided Pathways – David Fabish

- III. Presentation of Reports
 - a. Nick Real/Sandy Marks/Rachel Mason
 - Goal 1B Create more CTE/Dual Enrollment pathway programs with service area high schools
 - Establish CCAPs with partnering K-12 districts
 - Establish articulations for purposes of supporting student completions
 - b. Deb Moore/Frank Mixson
 - Goal 1C Completion dashboard implementation – measure its impact
 - c. Shawna Baskette/Kristi Blackburn/Frank Mixson
 - Goal 1N Increase course progression in Basic Skills courses
 - d. Rick Miranda/Stephen Johnson
 - Goal 2G Vision and support for identifying courses/programs which may need to increase completion/success

- IV. Member Reports and Announcements

- V. Future Agenda Items

- VI. Next Meeting – Wednesday, February 28, at 3 p.m. in LC 51

Cerritos College
ENROLLMENT MANAGEMENT COMMITTEE

Minutes of January 24, 2018

Members Present: Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning
Craig Breit, Assistant Professor, Fine Arts and Communications
Dr. Renée DeLong, Dean of Counseling Services
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Michelle Lewellen, Faculty Senate President
Brittany Lundeen, Counselor/Assistant Professor, Counseling
Sandy Marks, Instructional Dean of Health Occupations
Rick Miranda, Vice President of Academic Affairs (Co-chair)
Debra Moore, Professor, Library
Stephanie Murguia, Dean of Admissions, Records and Services
Armando Soto, Counselor/Associate Professor, Counseling
Marcia Taylor, Disabled Student Programs and Services
Silvia Varela, Financial Aid

Members Not Present: Raul Avalos, Student Trustee, ASCC Student Representative
Dr. Amy Holzgang, Professor, Sociology
Debbie Jensen, Professor, HPEDA, CCFD Designee
Rachel Mason, Instructional Dean of Business Education & Humanities/Social Sciences
Karen Patron, ASCC President

Guests: Shawna Baskette, Connie Boardman, David Fabish, Frank Mixson, Dr. Nick Real

Dr. Johnson called the meeting to order at 3:07 p.m.

I. Approval of Minutes

MSU (Breit, Soto) to approve the minutes of November 29, 2017, as presented. The motion passed 11-0-2. Ms. Lewellen and Ms. Lundeen abstained.

II. Guided Pathways – David Fabish

The committee received a report from Mr. Fabish on the Guided Pathways Project. A guided pathway curriculum is supported by policies, practices, and services that help students to both enter and stay on a path to reach their academic goals. The State has designated \$150 million for community colleges who are participating in the project. Cerritos College received the third highest allocation of \$2.4 million to be disbursed over five years. Mr. Fabish shared copies of the Cerritos College Self-Assessment Plan that was submitted to the Chancellor's Office.

III. Presentation of Reports

a. Goal 1B – Sandy Marks and Nick Real

Ms. Marks distributed and discussed a status chart of current and proposed CTE/Dual Enrollment Pathway Programs with local high schools and adult schools. She also

provided a list of the 71 active articulation agreements from EPP, which support 14 different career pathways.

Dr. Real reported there are currently about 1,400 students at Cerritos College taking Skill Builders classes in order to improve their job skills and increase their income. He provided additional information and statistics available in the Student Success Scorecard. This information satisfies the reporting requirement for Goal 1A which was scheduled for the February 28 meeting.

b. Goal 1C – Deb Moore

Ms. Moore reported that IT informed her it is not possible to track the number of students using the Dashboard. In order to compile the data needed to measure the Dashboard's impact, she and Dr. Blackburn will develop separate surveys for students and counselors to obtain information on how the tool is being used.

c. Goal 1N – Shawna Baskette, Kristi Blackburn, and Frank Mixson

Mr. Mixson reported on the activities underway to increase progression in Basic Skills courses. He cited the development of 9-week pathways in English and math; and accelerated courses in reading, English, and math. He added that the Basic Skills area is developing the self-report tool to implement Multiple Measures. This placement method is expected to substantially increase course progression in math and English.

d. Goal 2G – Stephen Johnson and Rick Miranda

Dr. Johnson requested the committee discuss an approach to the topic of identifying courses or programs where there are opportunities for more student success. Some suggestions for addressing the issue were:

- additional support in the Information Technology area
- professional development
- supplemental instruction and/or co-requisites
- universal design and accessibility
- embedded tutoring
- student equity measures

Mr. Miranda stated that he and Dr. Johnson will use these comments to begin developing a vision statement.

IV. Member Reports and Announcements

There were no member reports or announcements.

V. Future Agenda Items

- Continued Presentations of Enrollment Management Plan Activity Reports
- Goal 2G Vision Statement

The meeting was adjourned at 4:25 p.m.

Cerritos College
ENROLLMENT MANAGEMENT COMMITTEE

Wednesday, February 28, 2018

3:00 p.m. in LC 51

Agenda

- I. Approval of Minutes – January 24, 2018

- II. Presentation of Reports
 - a. Rick Miranda
 - Goal 1F Develop a strong 9 week/9 week course pattern which leads to completion (i.e., Health/Psy so students could take both classes in 9 week sessions).
 - b. Colleen McKinley/Elizabeth Miller
 - Goal 1O Increase recruitment at local high schools: Visit AVID classrooms
 - Goal 1P Increase recruitment at local Adult Schools
 - c. Miya Walker
 - Goal 1Q Increase recruitment at community partner locations
 - d. Stephen Johnson
 - Goal 1W Create meeting time and space for Academic Affairs and Student Services to work together on initiatives.
 - e. Stephen Johnson/Rick Miranda
 - Goal 5C Budget updates and enrollment management updates at area managers' meetings (ACAB/Student Services managers); Chairs Council, Faculty Senate, and Division meetings including FTES and other enrollment updates.

- III. Member Reports and Announcements

- IV. Future Agenda Items

- V. Next Meeting – Wednesday, March 28, at 3 p.m. in LC 51

Cerritos College
ENROLLMENT MANAGEMENT COMMITTEE

Minutes of February 28, 2018

Members Present: Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Sandy Marks, Instructional Dean of Health Occupations
Rachel Mason, Instructional Dean of Business Education & Humanities/Social Sciences
Rick Miranda, Vice President of Academic Affairs (Co-chair)
Debra Moore, Professor, Library
Stephanie Murguia, Dean of Admissions, Records and Services
Marcia Taylor, Disabled Student Programs and Services
Silvia Varela, Financial Aid

Members Not Present: Raul Avalos, Student Trustee, ASCC Student Representative
Craig Breit, Assistant Professor, Fine Arts and Communications
Dr. Renée DeLong, Dean of Counseling Services
Dr. Amy Holzgang, Professor, Sociology
Debbie Jensen, Professor, HPEDA, CCFF Designee
Michelle Lewellen, Faculty Senate President
Brittany Lundeen, Counselor/Assistant Professor, Counseling
Karen Patron, ASCC President
Armando Soto, Counselor/Associate Professor, Counseling

Dr. Johnson called the meeting to order at 3:09 p.m.

I. Approval of Minutes

MSU (Blackburn, Miranda) to approve the minutes of January 24, 2018, as presented. There were no abstentions.

II. Presentation of Reports

a. Goal 1F – Rick Miranda

Mr. Miranda reported that 9-week classes are becoming prevalent among students and many divisions, such as Business and Liberal Arts, are offering them more often. In addition, the AIME program is using this format for their program. He added that he will request a report of historical data for 9-week classes to present at a future meeting.

b. Goals 1O and 1P – Colleen McKinley and Elizabeth Miller

Ms. McKinley and Ms. Miller provided written reports with data on recruitment efforts. Documents included data from Cerritos Complete Parent Nights and On-Site Admissions, an AVID-EPP progress update, and an Adult School recruitment update. Additional supporting documentation of School Relations outreach activities and a PAACE Student Report for 2017-18 were provided.

c. Goal 1Q – Miya Walker

Ms. Walker did not present a report; however, it was noted by Dr. Johnson that there are many community relations outreach activities included in the School Relations report provided by Ms. Miller.

d. Goal 1W – Stephen Johnson

Dr. Johnson reported that Student Services managers and Academic Affairs will focus their collaborations on the key initiatives of Guided Pathways and Vision for Success. The groups are still working on mutually agreeable meeting times and a location.

e. Goal 5C – Stephen Johnson/Rick Miranda

Mr. Miranda reported that budget updates, enrollment management updates, and FTES information are regularly discussed at Academic Cabinet meetings. Dr. Johnson added that FTES and other enrollment data from IERP are also being reviewed and discussed at Student Services managers' meetings.

III. Member Reports and Announcements

There were no member reports or announcements.

IV. Future Agenda Items

- Continued Presentations of Enrollment Management Plan Activity Reports
- 9-week/9-week Course Pattern Historical Data Report
- Dr. Blackburn requested a guest speaker be invited to a meeting in the near future to discuss fiscal projections.

The meeting was adjourned at 3:31 p.m.

Cerritos College
ENROLLMENT MANAGEMENT COMMITTEE

Wednesday, March 28, 2018

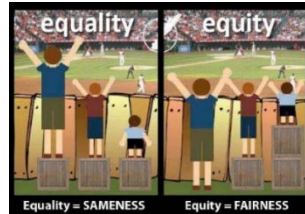
3:00 p.m. in LC 51

Agenda

- I. Approval of Minutes – February 28, 2018
- II. Presentation of Reports
 - a. Kristi Blackburn
 - Goal 1G Expand weekend offerings—identify programs to be offered via weekend scheduling.
 - b. Connie Boardman
 - Goal 1L “Right size” Basic Skills course offerings, including reference to AB 705.
 - c. Stephen Johnson/Renée DeLong/Colleen McKinley
 - Goal 4A/4C Align School Relations with the efforts of A&R, Educational Partnerships and Programs, Financial Aid, Counseling, Assessment, EOPS, and DSPS.
 - d. Colleen McKinley/Renée DeLong
 - Goal 4B Explore the re-organization of Front Door Experience related offices for increased coordination and service to students.
 - e. Elizabeth Miller
 - Goal 1K Examine how the course schedule aligns with public transportation schedule.
 - f. Stephanie Murguia
 - Goal 1R Send students reminders about when their enrollment date is, especially for new earlier enrollment dates.
 - g. Kim Westby
 - Goal 1S Send students reminders about Financial Aid deadlines.
 - h. Stephen Johnson/Rick Miranda – Draft vision statement
 - Goal 2G Vision and support for identifying courses/programs which may need to increase completion/success.
- III. Member Reports and Announcements
- IV. Future Agenda Items
- V. Next Meeting – Wednesday, April 25, at 3 p.m. in LC 51

Cerritos College
The College Committee on Student Equity
Wednesday, September 13, 2017; 3:00 p.m.; AD 117

MINUTES



Members Present: Dr. Pauline Acosta, CCFF (Faculty Representative)
Raul Avalos, Student Representative (ASCC)
Dr. Jan Connal, General Counseling (Faculty Representative)
Dr. Renée DeLong, Dean, Counseling (Ex-officio)
Dr. Kahlil Ford, Research Analyst, as proxy for Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)
Dr. Shelia Hill, Instructional Counseling (Faculty Representative)
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)
Michelle Lewellen, Faculty Senate President (Faculty Senate)
Terrie Lopez, Director of Career and Assessment Services, as proxy for Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)
Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)
Karen Patron, Student Representative (ASCC)
Ashna Perera, Student Representative (ASCC)
Rodrigo Quintas, Student Representative (ASCC)
Dr. Valyncia Raphael, Director of Diversity, Compliance, and Title IX Coordinator (Ex-officio)
Norma Rodriguez, Director, Student Program Services (ACCME)
Armando Soto, Counseling Department Chair (Faculty Senate)
Yvette Tafoya, EOPS Assistant Director (Ex-officio)
Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)
Dara Worrel, Math Department (Faculty Representative)

Members Not Present: Damon Cagnolatti, iFALCON (Faculty Representative)
Felipe Lopez, Vice President of Business Services (Ex-officio)
Rachel Mason, Instructional Dean of Business, Humanities and Social Sciences (ACCME)
Rick Miranda, Vice President of Academic Affairs (Co-chair)
Nishi Shah, English Department (Faculty Representative)
Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)

Guests: Marvelina Graf, Henrietta Hurtado, Kim Westby

Dr. Johnson called the meeting to order at 3:10 p.m.

I. Approval of Minutes

MSU (Lewellen, Lundeen) to approve the Student Equity Committee minutes of May 10, 2017, as presented. Ms. Acosta, Dr. DeLong, Ms. Mitchell, Mr. Soto, and Ms. Worrel abstained.

II. 2017-18 Meeting Calendar

MSU (Mitchell, Patron) to adopt the meeting schedule as revised. The March 14, 2018, meeting will be cancelled due to spring break.

III. Student Equity Shared Governance Committee Self Evaluation 2016-17

The committee completed the Student Equity Shared Governance Committee Self Evaluation for 2016-17. Members voiced interest in institutionalization of some funded projects so as to permit more new work and other initiatives. In principle, interest was expressed in seeing some funded projects moved to other funding sources.

Concern was also expressed regarding receiving reports from funding recipients with consistent data based on the Student Equity indicators and disproportionately impacted student groups. Members agreed a committee template for reporting of data and other information is likely to address these concerns. It was also suggested that more time be allocated to hear the reports.

The development of committee goals for 2017-18 are in progress and will be driven by the goals of the Educational Master Plan.

IV. BSI-Student Equity-3SP Integration Update

Dr. DeLong reported that the integrated plan committee is currently developing the plan goals. Each goal must map concepts for at least 2 of the 3 plans in each goal. She added that Shawna Baskette is guiding the committee's work and will be sharing the new plan at a future meeting of this committee and all of the shared governance committees beginning in mid-October. The new plan will also contain an Executive Summary and be presented to the Board of Trustees for approval.

V. 2017-18 Budget Development

Members received a copy of the proposed tentative Student Equity funding categories and items for 2017-18. Dr. Johnson reviewed the spreadsheet with the committee members and stated that it was based on an anticipated budget of \$2,507,309. The proposed expenses are \$2,390,262, with a variance of \$117,047.

Discussion followed regarding rising costs of hourly staff, support for Student Equity program IT projects, possible institutionalization of some projects, and examining the needs of all the funded projects. The committee agreed to put a call out to the leads of the currently funded projects to request additional funding and, if funds are available, to do a wider call to the campus for Spring funding. The requests must map to the committee goals and the goals of the Educational Master Plan. It was also suggested that funding for the continuing and ongoing projects be re-evaluated each year at the time they present their report and data analysis. There is a possibility that some of the projects could be combined with another area in the integrated plan.

Ms. Lundeen expressed concern that rising costs are making it difficult to maintain the level of services offered by those projects with hourly staff. She provided a breakdown of the increased costs for the Transfer Center that illustrated the need for additional funds to continue services just at their current level.

Dr. Johnson discussed the concern of targeting individual disproportionately impacted groups versus the overall student population. He stated that while we do some targeted individual projects, we also support activities like tutoring, embedded tutors, Transfer Center, etc., which support all student groupings. For the State's Access Indicator, the college's data show more than 80% of our students are

in disproportionately impacted groupings. For the State's Transfer Indicator, the college's data shows that 82% of Cerritos's population is disproportionately impacted, so by prioritizing these high touch services, we are supporting those student groupings.

Dr. Raphael noted that at the May 10 meeting, the committee agreed to allocate the \$10,000 from the Library's Bridging the Digital Divide project to the Native American Program; however, it is not reflected in the proposed budget.

Dr. Connal stated her concern about people's voices who are not present and that she would be more supportive of holding off on using extra funds until we have worked with what is here.

MSU (Lewellen, Lundeen) that the tentative Student Equity budget be approved and that the leads of line items for 2017-18 with hourly staffing be requested to indicate if current funding requires augmenting based specifically on increases in mandated hourly rates (i.e., change of minimum wage, STRS and PERS, step and/or column and/or hourly rate) and that we look in to providing extra \$10,000 to the line item for the Native American Program.

VI. Future Docketing of 2017-18 Budget Requests

This item was held over to the next meeting.

VII. Campus-based Data on Equity Indicators

This item was held over to the next meeting.

VIII. Member Reports

This item was held over to the next meeting.

IX. Next Meeting

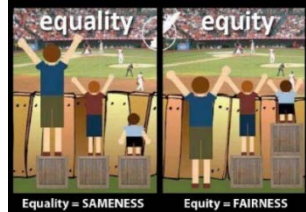
The next meeting is scheduled for October 11, 2017, at 3 p.m. in AD 117.

X. Adjournment

The meeting was adjourned at 4:32 p.m.

Cerritos College
The College Committee on Student Equity
Wednesday, October 11, 2017; 3:00 p.m.; Board Room

MINUTES



Members Present: Dr. Pauline Acosta, CCFF (Faculty Representative)
Raul Avalos, Student Representative (ASCC)
Damon Cagnolatti, iFALCON (Faculty Representative)
Dr. Renée DeLong, Dean, Counseling (Ex-officio)
David Fabish, Instructional Dean of Liberal Arts (ACCME)
Michelle Fagundes, English Department (Faculty Representative)
Dr. Kahlil Ford, Research Analyst, as proxy for Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)
Dr. Shelia Hill, Instructional Counseling (Faculty Representative)
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)
Michelle Lewellen, Faculty Senate President (Faculty Senate)
Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)
Rodrigo Quintas, Student Representative (ASCC)
Dr. Valyncia Raphael, Director of Diversity, Compliance, and Title IX Coordinator (Ex-officio)
Norma Rodriguez, Director, Student Program Services (ACCME)
Armando Soto, Counseling Department Chair (Faculty Senate)
Yvette Tafoya, EOPS Assistant Director (Ex-officio)
Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)
Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)
Dara Worrel, Math Department (Faculty Representative)

Members Not Present: Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)
Dr. Jan Connal, General Counseling (Faculty Representative)
Felipe Lopez, Vice President of Business Services (Ex-officio)
Rick Miranda, Vice President of Academic Affairs (Co-chair)
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)
Karen Patron, Student Representative (ASCC)
Ashna Perera, Student Representative (ASCC)

Guests: Shawna Baskette, Kim Westby

Dr. Johnson called the meeting to order at 3:03 p.m.

I. Approval of Minutes

This item was held over to the next meeting.

II. SSSP-SEP-BSI Integration Plan Draft

The committee received a presentation from Shawna Baskette on the SSSP-SEP-BSI Integrated Plan. The plan was reviewed and discussed by the committee members and suggestions were made for revisions and additions to the goals and activities.

III. 2017-18 Budget Development

This item was held over to the next meeting.

IV. Future Docketing of 2017-18 Budget Requests

This item was held over to the next meeting.

V. Campus-based Data on Equity Indicators

The committee received a presentation from Dr. Kahlil Ford on data for the Student Equity Plan Success Indicators for 2016-17. Data was shared on each of the success indicators with the conclusion that Course and Degree Completion are areas of strength and Basic Skills and Transfer Velocity have the biggest opportunities for growth.

VI. Native American Student Outreach and Support Initiative

Dr. Raphael and Ms. Rodriguez provided an update on the Native American Student program. They have been working with many departments on campus and off campus with community partners to confirm the needs of the college's Native American students. The Native American community representatives pointed out that the community is a strong and cohesive unit and closely aligned with the universities that provide above and beyond services. Ms. Rodriguez met with Tribal TANF, a federally funded program through TANF that is very similar to CalWORKs. In addition to aid, they offer life skills workshops, children's classes, educational books and supplies for students, and a work study/internship program.

The most common theme found in Dr. Raphael's and Ms. Rodriguez's research was a lack of programs and/or services on campus. An alumnus who was referred to us from CSULB, offered recommendations on how to reach out and communicate with the community and suggested we connect with the CSUs to build a pathway to their programs. The alum also shared experiences at Cerritos and the challenges students faced. Some of the challenges identified were lack of an established space to meet and network, difficulty setting up a club, visibility in campus print media, limited child care services, and American Indian studies classes that were in the catalog but not offered.

Dr. Raphael stated they need more time to decide how to allocate the Student Equity funds but suggested we hire a grad assistant to do outreach on campus, identify the students, grow the program, and possibly provide case managers/counselors in the future. She added that the District could provide a safe space for the students and assign coordination of the program to a current campus manager.

Ms. Vasquez added that the Adult Education Department has been working with United American Indian Involvement (UAI) and is hosting its American Indian Clubhouse, which meets weekly in Adult Education and provides support, resources, and cultural activities. The Clubhouse is open to all Native American families. They are happy to be the liaison to bring the community to the college and UAI has expressed they would really like to have a presence at the college.

VII. Member Reports

This item was held over to the next meeting.

VIII. Next Meeting

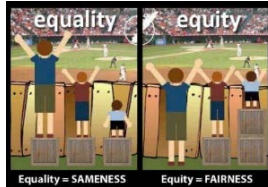
The next meeting is scheduled for November 8, 2017, at 3 p.m. in the Board Room.

IX. Adjournment

The meeting was adjourned at 4:33 p.m.

Cerritos College
College Committee on Student Equity
Wednesday, November 8, 2017; 3:00 p.m.; Board Room

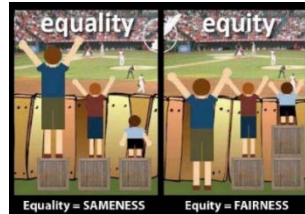
AGENDA



- I. Approval of the Minutes**
The Committee will consider approval of the Minutes of September 13, 2017, and October 11, 2017.
- II. SSSP-SEP-BSI Integration Plan Draft**
The Committee will receive an update on the SSSP-SEP-BSI Integrated Plan.
- III. 2017-18 Budget Development**
The Committee will receive and consider budget categories and projections for 2017-18.
- IV. Future Docketing of 2017-18 Budget Requests**
The Committee will consider docketing of budget requesting, subject to consideration in Item III above and the pending development of the SSSP-SEP-BSI Integrated Plan.
- V. Project Performance Reports – Scheduling**
The Committee will consider a schedule of project performance reports from funded project leads.
- VI. Member Reports**
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee.
- VII. Next Meeting – Wednesday, December 13, 2017, at 3 p.m.**
- VIII. Adjournment**

Cerritos College
The College Committee on Student Equity
Wednesday, November 8, 2017; 3:00 p.m.; Board Room

MINUTES



Members Present: Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)
Dr. Pauline Acosta, CCFF (Faculty Representative)
Raul Avalos, Student Representative (ASCC)
Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)
Dr. Jan Connal, General Counseling (Faculty Representative)
Dr. Renée DeLong, Dean, Counseling (Ex-officio)
David Fabish, Instructional Dean of Liberal Arts (ACCME)
Michelle Fagundes, English Department (Faculty Representative)
Dr. Shelia Hill, Instructional Counseling (Faculty Representative)
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)
Rick Miranda, Vice President of Academic Affairs (Co-chair)
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)
Norma Rodriguez, Director, Student Program Services (ACCME)
Armando Soto, Counseling Department Chair (Faculty Senate)
Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)
Dara Worrel, Math Department (Faculty Representative)

Members Not Present: Damon Cagnolatti, iFALCON (Faculty Representative)
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)
Michelle Lewellen, Faculty Senate President (Faculty Senate)
Felipe Lopez, Vice President of Business Services (Ex-officio)
Karen Patron, Student Representative (ASCC)
Ashna Perera, Student Representative (ASCC)
Rodrigo Quintas, Student Representative (ASCC)
Dr. Valyncia Raphael, Director of Diversity, Compliance, and Title IX Coordinator (Ex-officio)
Yvette Tafoya, EOPS Assistant Director (Ex-officio)
Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)

Guests: Dr. Kahlil Ford

Mr. Miranda called the meeting to order at 3:07 p.m.

I. Approval of Minutes

MSU (Avalos, Worrel) to approve the Student Equity Committee minutes of September 13, 2017, as presented. Dr. Aborn, Dr. Blackburn, Mr. Fabish, Ms. Fagundes, Mr. Miranda, and Ms. Vasquez abstained. The motion carried unanimously.

MSU (Fabish, Vasquez) to approve the Student Equity Committee minutes of October 11, 2017, as presented. Dr. Aborn, Dr. Blackburn, Dr. Connal, Mr. Miranda, and Ms. Mitchell abstained. The motion carried unanimously.

II. SSSP-SEP-BSI Integration Plan Draft

Dr. Ford reported that the Integration Task Force has been reviewing the percentage increase assigned to Goals 1 and 3. Discussion of Goal 1 centered on increasing the number of students successfully completing college-level math and English courses. Goal 3 discussion focused on increasing successful course completion in CTE, transfer, and degree courses in targeted groups of students. The percentage for increase for both goals is currently set at 2%, but there is some consideration that number may be too low. The Integration Task Force will continue to meet and discuss these goals.

III. 2017-18 Budget Development

Mr. Miranda discussed the reduction in the 2017-18 Student Equity allocation from \$2,507,309 to \$2,457,163; a difference of \$50,146. This means that the original \$117,047 variance has been reduced to \$66,901.

Ms. Lundeen presented a request for additional funding in the amount of \$35,000 to cover the increased costs of salaries for the Transfer Center part-time hourly counselors. She reviewed her current budget with the committee and provided detailed justification for the request.

MSU (DeLong, Aborn) to allocate an additional \$35,000 of Student Equity funds to the Transfer Center. Ms. Fagundes abstained. The motion carried unanimously.

Dr. Blackburn reminded the committee that \$10,000 in funds were released last year from the Library's Bridging the Digital Divide project and tentatively allocated to the Native American Program. She would like to ask that this allocation be formally approved.

Dr. Blackburn proposed, and Norma Rodriguez agreed, to undertake management of the Native American Program due to its similarity to the TANF and CalWORKs Programs. Ms. Rodriguez conveyed information that was shared with her by former Cerritos College Native American students that will help to develop our Native American Program to meet their needs.

MSU (Worrel, Vasquez) to allocate an additional \$10,000 of Student Equity funds to the Native American Program pending a proposal of how funds will be used. Ms. Fagundes abstained. The motion carried unanimously.

Discussion continued regarding the following issues: allocation of the remaining variance, deploying Student Equity funds in current and new programs to serve those who are disproportionately impacted, revisiting programs designated as "continuing" and "ongoing", receiving and understanding updated Student Equity data, and aligning the Student Equity budget with the College's plans and initiatives. It was suggested a Student Equity Retreat be scheduled during the spring semester to have a comprehensive discussion on the priorities for budgeting Student Equity funds. Activities would include looking at data to target funding in order to address student needs according to the five indicators for Student Equity and across the 13 plus student groups.

MSU (Blackburn, Fabish) for the Student Equity Committee to meet in a retreat format to review the current data and attend to student needs according to our data and major initiatives in order to best shape the budget to align with the College's Educational Master Plan, the Integrated Plan, and major

initiatives including Guided Pathways, Multiple Measures, and Strong Workforce. The motion passed unanimously.

IV. Future Docketing of 2017-18 Budget Requests

Dr. Hill requested funding for UMOJA students to take another Historically Black Colleges and Universities (HBCU) trip. Umoja students opted this year to spend their Student Equity funds on books and other expenses. Last year's trip was funded with the special allocation awarded by the Chancellor's Office. Dr. Hill emphasized that the HBCU trip is a good way to open students' eyes to transfer and that there are more transfer-ready Umoja students this year that would participate. She added that she is also seeking funding from other sources and would be willing to wait for an answer from the committee pending the outcome of these alternate inquiries.

Mr. Fabish indicated that he recently attended the UndocuAlly Workshop and is looking to see what can be done institutionally for that population. He stated that those involved would like to create a support center similar to what we've done for the Veterans and other programs. He added that he believes their work is relevant to Student Equity and he would like an opportunity for the UndocuAlly group to make a presentation to request funds.

It was decided that Mr. Fabish and Ms. Westby would meet with the UndocuAlly group to put together a proposal for Student Equity funding and that Dr. Hill would also submit a proposal for partial funding of a 2018 HBCU trip for Umoja students.

Discussion followed on the best way to allocate the \$21,901 variance. There was concern that the amount was not sufficient to put out a campus-wide call for requests. It was agreed there is a need to clarify the timeline for this committee to receive requests for funding and that it should align with the unit planning process. This topic will be added to the discussion at the retreat.

Ms. Mitchell suggested we schedule additional meetings or expand our meeting times to accommodate both committee business and project reporting. Ms. Vasquez proposed we have the ongoing projects report every other year, or offer the option of a written report. Dr. Johnson indicated we would add discussion of scheduling additional meetings for project reporting to a future agenda.

Dr. DeLong distributed information for the 3CSN Equity Institute on November 17-18, 2017. She and Dr. Connal believe this is a very worthwhile training and encourage others to attend.

V. Project Performance Reports – Scheduling

Dr. Johnson announced that the project performance reports that were scheduled for the May 10 meeting will be rescheduled to the December 13 meeting.

VI. Member Reports

This item was held over to the next meeting.

VII. Next Meeting

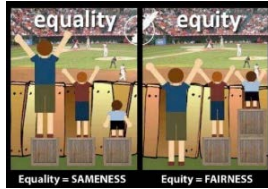
The next meeting is scheduled for December 13, 2017, at 3 p.m. in the Board Room.

VIII. Adjournment

The meeting was adjourned at 4:46 p.m.

Cerritos College
College Committee on Student Equity
Wednesday, January 10, 2018; 3:00 p.m.; Board Room

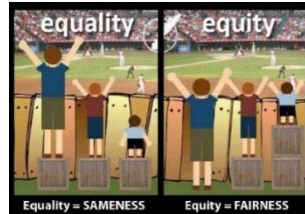
AGENDA



- I. Approval of the Minutes**
The Committee will consider approval of the Minutes of November 8, 2017.
- II. SSSP-SEP-BSI Integration Plan Update**
The Committee will receive an update on the SSSP-SEP-BSI Integrated Plan.
- III. Project Performance Reports**
The Committee will receive reports on activities and outcomes of Student Equity funded projects, address appraisal of outcomes, and identify points for support of continuing improvement of student equity outcomes.
 - A. Project H.O.P.E. – Danylle Williams-Manser
 - B. Title IX Professional and Student Training and Development – Valyncia Raphael
 - C. Research Analyst Funding/Data Capacity/Culturally Responsive Teaching – Kristi Blackburn
 - D. Diversity Recruitment/Professional Development Training – Adriana Flores-Church
- IV. Project Performance Reports – Scheduling**
The Committee will consider a schedule of project performance reports from funded project leads.
- V. Update: Student Equity Summit III**
The committee will receive updates on preparations for the next Student Equity Summit.
- VI. Member Reports**
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee.
- VII. Next Meeting – Wednesday, February 14, 2018, at 3 p.m.**
- VIII. Adjournment**

Cerritos College
The College Committee on Student Equity
Wednesday, January 10, 2018; 3:00 p.m.; Board Room

MINUTES



Members Present: Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)
Dr. Pauline Acosta, CCFF (Faculty Representative)
Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)
Dr. Jan Connal, General Counseling (Faculty Representative)
Dr. Renée DeLong, Dean, Counseling (Ex-officio)
David Fabish, Instructional Dean of Liberal Arts (ACCME)
Michelle Fagundes, English Department (Faculty Representative)
Dr. Shelia Hill, Instructional Counseling (Faculty Representative)
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)
Michelle Lewellen, Faculty Senate President (Faculty Senate)
Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)
Rodrigo Quintas, Student Representative (ASCC)
Dr. Valyncia Raphael, Director of Diversity, Compliance, and Title IX Coordinator (Ex-officio)
Armando Soto, Counseling Department Chair (Faculty Senate)
Yvette Tafoya, EOPS Assistant Director (Ex-officio)
Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)
Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)
Dara Worrel, Math Department (Faculty Representative)

Members Not Present: Raul Avalos, Student Representative (ASCC)
Damon Cagnolatti, iFALCON (Faculty Representative)
Felipe Lopez, Vice President of Business Services (Ex-officio)
Rick Miranda, Vice President of Academic Affairs (Co-chair)
Karen Patron, Student Representative (ASCC)
Ashna Perera, Student Representative (ASCC)
Norma Rodriguez, Director, Student Program Services (ACCME)

Guests: Dr. Kahlil Ford, IERP; Kim Westby, Student Support Services

Dr. Johnson called the meeting to order at 3:06 p.m.

I. Approval of Minutes

MSU (Lundeen, Aborn) to approve the Student Equity Committee minutes of November 8, 2017, as presented. The motion passed 17-0-3. Dr. La Vigne, Ms. Lewellen, and Ms. Williams-Manser abstained.

II. SSSP-SEP-BSI Integration Plan Update

Dr. Johnson read a prepared statement from Shawna Baskette updating our progress on the Integrated Plan. The Plan is complete and will go to the Board of Trustees for approval on January 17. It is due to the Chancellor's Office by January 31.

III. Project Performance Reports

The committee received reports on the activities and outcomes of the following Student Equity funded projects:

- A. Project H.O.P.E. – Danylle Williams-Manser
Ms. Williams-Manser presented a report on the revitalization of the Project H.O.P.E. Program. Funds have been utilized to expand some of the program's current services, reestablish discontinued services, and restore hourly staff for high-touch support services and outreach purposes.
- B. Title IX Professional and Student Training and Development – Valyncia Raphael
Dr. Raphael reported on the activities provided with the Title IX Professional and Student Training and Development funding. Funds were used in partnership with ASCC for developing student leaders as peer educators in sexual violence prevention, which led to the formation of a Student Title IX Ambassadors Task Force (STIXA). We have partnered with the CSUs for training on InterAct and Mentor in Violence Prevention and sponsored the first Take Back the Night campus-wide event last year. We have also partnered with iFALCON, Falcon Safe, CSUDH, and others for student training on violence prevention and assistance to survivors of violence.
- C. Diversity Recruitment/Professional Development Training – Valyncia Raphael for Adriana Flores-Church
Dr. Raphael reported that the Diversity Certificate Program has been updated and will be offered more often. Staff attended the Center for Urban Education Recruitment of Faculty of Color Institute in the fall and will offer training to help spread equity-mindedness across campus. The process monitor training and selection committee training will also be updated to reflect equity-mindedness.
- D. Research Analyst Funding/Data Capacity – Kristi Blackburn
Dr. Blackburn provided a written report on the equity-funded Research Analyst position in the Institutional Effectiveness, Research, and Planning Office.

IV. Project Performance Reports – Scheduling

The committee reviewed and discussed the Student Equity Project Performance Reports schedule for 2017-18. On the Project Status and Evaluation Report form, it was requested that a section be added which restates the funding request. The form is to be submitted at the time the project performance reports are presented.

Additional discussion led the group to request the following items be added to a future agenda:

1. Data Gathering and Disaggregation Updates – IERP
2. Revisit ongoing and continuing items

MSU (Connal, Lewellen) to request guidance on evaluating our progress toward closing disproportionate impact gaps. The motion passed 12-0-0.

V. Update: Student Equity Summit III

Dr. Johnson announced that the Student Equity Summit III is planned for June.

VI. Member Reports

This item was held over to the next meeting.

VII. Next Meeting

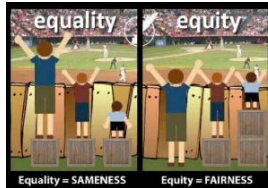
The next meeting is scheduled for February 14, 2018, at 3 p.m. in the Board Room.

VIII. Adjournment

The meeting was adjourned at 4:37 p.m.

Cerritos College
College Committee on Student Equity
Wednesday, February 14, 2018; 3:00 p.m.; Board Room

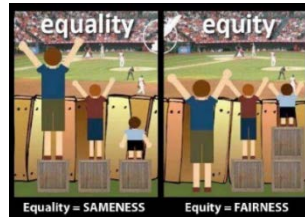
AGENDA



- I. Approval of the Minutes**
The Committee will consider approval of the Minutes of January 10, 2018.
- II. Revised Project Status & Evaluation Report Form**
The Committee will receive and consider a revised Project Status & Evaluation Report Form.
- III. Project Performance Reports**
The Committee will receive reports on activities and outcomes of Student Equity funded projects, address appraisal of outcomes, and identify points for support of continuing improvement of student equity outcomes.
 - A. Deaf and Hard of Hearing (DHH) Students Math Tutoring – Lucinda Aborn/Steven La Vigne
 - B. LINC Community Outreach Leaders – Yvette Tafoya/Linda Ramos/LINC Ambassadors
 - C. Hyland – TC/TCE – Stephanie Murguia
 - D. Student Outreach by Public Affairs – Miya Walker
 - E. Language Access Program – Stephen Johnson
 - F. Professional/Student Diversity, Equity, and Inclusion Development – Stephen Johnson
 - G. SDSU Research Foundation and M2C3 Research and Development Project – Stephen Johnson
- IV. Student Equity Summit III – Johnson, Miranda**
The committee will discuss needs in preparation for Student Equity Summit III.
- V. Student Equity Funded “Ongoing” and “Continuing” Categories**
The committee will revisit the “ongoing” and “continuing” categories in the Student Equity budget.
- VI. Data Gathering and Disaggregation Updates – Lewellen/Blackburn**
The committee will discuss data gathering and disaggregation.
- VII. Member Reports and Requests for Future Agenda Items**
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee and request future agenda items.
- VIII. Next Meeting – Wednesday, April 11, 2018, at 3 p.m.**
- IX. Adjournment**

Cerritos College
The College Committee on Student Equity
Wednesday, February 14, 2018; 3:00 p.m.; Board Room

MINUTES



Members Present: Dr. Lucinda Aborn, Dean, Disabled Student Programs and Services (ACCME)
Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning (Ex-officio)
Dr. Jan Connal, General Counseling (Faculty Representative)
Dr. Renée DeLong, Dean, Counseling (Ex-officio)
David Fabish, Instructional Dean of Liberal Arts (ACCME)
Michelle Fagundes, English Department (Faculty Representative)
Dr. Chelena Fisher as proxy for Dr. Shelia Hill, Instructional Counseling (Faculty Representative)
Dr. Stephen Johnson, Vice President of Student Services (Co-chair)
Dr. Steven La Vigne, Disabled Student Programs and Services (Faculty Representative)
Michelle Lewellen, Faculty Senate President (Faculty Senate)
Brittany Lundeen, Co-Director, Transfer Center (Faculty Senate)
Rick Miranda, Vice President of Academic Affairs (Co-chair)
Roxanne Mitchell, Administrative Secretary, Technology (CSEA)
Rodrigo Quintas, Student Representative (ASCC)
Dr. Valyncia Raphael, Director of Diversity, Compliance, and Title IX Coordinator (Ex-officio)
Armando Soto, Counseling Department Chair (Faculty Senate)
Yvette Tafoya, EOPS Assistant Director (Ex-officio)
Graciela Vasquez, Associate Dean of Adult Education/Diversity Programs (Ex-officio)
Dara Worrel, Math Department (Faculty Representative)

Members Not Present: Dr. Pauline Acosta, CCFF (Faculty Representative)
Raul Avalos, Student Representative (ASCC)
Damon Cagnolatti, iFALCON (Faculty Representative)
Felipe Lopez, Vice President of Business Services (Ex-officio)
Karen Patron, Student Representative (ASCC)
Ashna Perera, Student Representative (ASCC)
Norma Rodriguez, Director, Student Program Services (ACCME)
Danylle Williams-Manser, Program Assistant II, Project Hope (CSEA)

Guests: Anyssa Avalos, LINC Student Ambassador; Joel Castro, LINC Student Ambassador; Dr. Kahlil Ford, IERP; Stephanie Murguia, Admissions; Linda Ramos, LINC; Miya Walker, Public Affairs; Kim Westby, Student Support Services

Dr. Johnson called the meeting to order at 3:08 p.m.

I. Approval of Minutes

It was noted for correction that Dr. Johnson called the January 10 meeting to order, not Mr. Miranda as stated in the draft minutes.

MSU (Lundeen, Aborn) to approve the Student Equity Committee minutes of January 10, 2018, as corrected. There were no abstentions.

II. Revised Project Status & Evaluation Report Form

The Committee received a revised Project Status & Evaluation Report Form. The form was amended to include a description of the funded project's intended outcomes.

III. Project Performance Reports

The committee received reports on the activities and outcomes of the following Student Equity funded projects:

A. Deaf and Hard of Hearing (DHH) Students Math Tutoring – Steven La Vigne

Dr. La Vigne outlined the challenges the Deaf and Hard of Hearing (DHH) students face in trying to watch a sign language interpreter and a math tutor simultaneously. They have worked to make an equitable situation for the students by hiring math tutors who are proficient in American Sign Language (ASL). Data for DHH students shows an increase in math completion and success rates over the past 2 years. He added that additional equity funding made it possible to expand the service to include English and reading tutors as well as outreach services to the DHH campus community.

B. LINC Community Outreach Leaders – Yvette Tafoya, Linda Ramos, and LINC Student Ambassadors

Linda Ramos, LINC Program Facilitator, stated that the LINC Program was started in 2008 in the Financial Aid Office as an on-campus support program for foster youth. The program is comprised of a full-time academic counselor, full-time program facilitator, an MSW Intern, and student ambassadors. Ms. Ramos shared statistics from national and multi-state studies on foster youth education and outcomes for those aging out of foster care. She added that foster youth enrollment at Cerritos has remained steady even though other colleges are diminishing, and our LINC numbers are stable or increasing. We enjoy partnerships with Jovenes, The Whole Child, LA Opportunity Youth Collaborative (OYC), and other community support services.

Former and current LINC student ambassadors shared their experiences with the LINC program and the benefits they have received such as counseling services, tutoring, priority registration, book vouchers, and many more. They have also done on- and off-campus outreach which helped to improve their communication skills and made them more aware of the resources available to foster youth.

C. Hyland – TC/TCE – Stephanie Murguia

Ms. Murguia presented an overview on how the Hyland Transcript Capture/Transfer Credit Equivalency (TC/TCE) software functions. She stated that we take an OCR scanned image of a transcript and run it through character-recognition software and templates created from our feeder high schools and community colleges. The software articulates the image to classes at Cerritos College and the end product appears as articulated transfer credit on the Cerritos College transcript. Once the transferred credit appears on the transcript, the student can use Degree Audit to evaluate their progress. The Admissions Office currently has six months of manual transcript evaluation to be done before the students can use Degree Audit. If the college upgrades to PeopleSoft 9.2, the delivered portal will offer more opportunities to provide information to students.

Ms. Murguia added that we are using Transcript Capture to increase prerequisite clearances, and degrees and certificates. We recently created two templates for multiple measures from high schools. We are also moving forward to create an unofficial transcript of Adult Education courses for SSSP, math, and English 40 courses.

D. Student Outreach by Public Affairs – Miya Walker

Ms. Walker shared how funds allocated to her area were used to broaden student outreach by piloting media opportunities that would be impactful. She had part-time staff conduct research to find past avenues of contact for our demographic. They discovered that, while we need Instagram, Facebook is still king. We have developed an online presence in that we began with 50 fans for our page but now have 1,565. Her area has been very aggressive with advertising and posting to social media. She added that we have expanded our online presence in radio to areas we have not tried before, like Pandora. We also researched the channels our demographic listen to and because 70% of our demographic is Hispanic, we partnered with Univision on mobile, digital, and radio.

There is a push for visibility in running ads on buses in Long Beach Transit and Metro. We run full color pictures and emphasize that our classes begin earlier than other colleges. In researching how to establish an official communication channel with our students, we found students prefer to receive email communication about once a week. We have launched a student version of Campus Connection combined with Daily Falcon that is sent out every Friday. So far, about 40% of the students are opening those messages.

E. Language Access Program – Stephen Johnson

Dr. Johnson reported that in an effort to promote accessibility, Gateway Services offices prominently display posters identifying the six most common languages of our service population and student body. We have contracted with Language Line Solutions to provide interpreter services for these languages and others using dual-handset phones. Phones are available in the Admissions and Records, Counseling, Financial Aid, DSPS, and Adult Education offices. This service addresses the Access indicator in Student Equity. In addition to interpreter services, Language Line provides Spanish translation of relevant portions of the catalog and schedule.

F. Professional/Student Diversity, Equity, and Inclusion Development – Stephen Johnson

Dr. Johnson stated that funding from this account has been used for Student Equity Planning Summits with USC's Center for Urban Education, ATIXA training, NCOE Conference, Behavior Intervention Team training for selected CAIR Team members, Museum of Tolerance Leadership trips, and CSULB InterACT student training for athletes and others for prevention of student sexual misconduct.

G. SDSU Research Foundation and M2C3 Research and Development Project – Stephen Johnson

Dr. Johnson reported that we have completed surveys of students, faculty, and staff in student-serving offices. We are still awaiting data on the two employee groups. The student data part requires the other two groups to triangulate, analyze, and then implement strategies to improve equity and student success.

Dr. Blackburn stated that the student survey has come back and she is preparing a portion to share with committee.

IV. Student Equity Summit III – Johnson, Miranda

Dr. Johnson informed the committee that the summit is not yet set for June, but we are working toward a date. We want to use the summit as an opportunity to re-cap reports and data, and forge a path ahead.

Discussion ensued, including the following comments:

- June is not conducive for classroom faculty to attend;
- the retreat is for the committee, but open to all;
- Guided Pathways will be an umbrella for all of the plans, including the Integrated Plan;
- a guest speaker, such as from CCEAL, would be helpful; and,
- we need to bring opportunities for the campus to have shared experiences, so as to broaden and deepen the equity progress.

V. Student Equity “Ongoing” and “Continuing” Categories

This item was held over to the next meeting.

VI. Data Gathering and Disaggregation Updates – Lewellen, Blackburn

This item was held over to the next meeting.

VII. Member Reports and Requests for Future Agenda Items

This item was held over to the next meeting.

VIII. Next Meeting

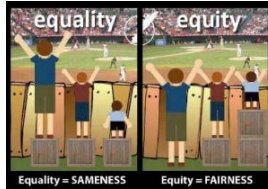
The next meeting is scheduled for April 11, 2018, at 3 p.m. in AD 117.

IX. Adjournment

The meeting was adjourned at 4:50 p.m.

Cerritos College
College Committee on Student Equity
Wednesday, April 11, 2018; 3:00 p.m.; AD 117

REVISED AGENDA



- I. Approval of the Minutes**
The Committee will consider approval of the Minutes of February 14, 2018.
- II. Project Performance Reports**
The Committee will receive reports on activities and outcomes of Student Equity funded projects, address appraisal of outcomes, and identify points for support of continuing improvement of student equity outcomes.
 - A. Veterans – Tutoring – Felipe Salazar
 - B. Veterans Center Support – Felipe Salazar
 - C. Student Equity Engagement Support – Short-term Hourly Student Assistants – Elizabeth Miller
 - D. Expanded Hours for Student Activities and Student Center – Elizabeth Miller
 - E. Maxient Title IX, other OSCG – Elizabeth Miller
 - F. Expanded Hours for Financial Aid – Kim Westby
 - G. Puente Program – Rosa Carrillo and Gustavo Romero
 - H. Transfer Programs – Brittany Lundeen and Marvelina Graf
- III. CCEAL Survey Results - Blackburn**
The committee will receive the results of the CCEAL survey.
- IV. Student Equity Funded “Ongoing” and “Continuing” Categories**
The committee will revisit the “ongoing” and “continuing” categories in the Student Equity budget.
- V. Data Gathering and Disaggregation Updates – Lewellen/Blackburn**
The committee will discuss data gathering and disaggregation.
- VI. Student Equity Summit III – Johnson**
The committee will discuss needs in preparation for Student Equity Summit III in light of categorical consolidation consideration by the Chancellor’s Office.
- VII. Member Reports and Requests for Future Agenda Items**
Members of the College Committee on Student Equity may report on activities and matters for attention of the Committee and request future agenda items.
- VIII. Next Meeting – Wednesday, May 9, 2018, at 3 p.m.**
- IX. Adjournment**



FACULTY PROFESSIONAL DEVELOPMENT COMMITTEE AGENDA OUTCOMES

May 1, 2018; 11:00am – CTX (LC-201)

Call to Order – 11:06 am

Due to rescheduling of meeting (faculty awards) and coinciding with a faculty senate meeting, several members were unable to attend. Based on past practices, FPDC moved forward with discussing the following agenda items:

1. Expanding Mentor Program: Peer-to-Peer Classroom Visits (2PCV) [C4.1, C8.1] UPDATE
 - a. Summer Institute strand, 10 participants
 - b. Part-time & Full-time faculty are participating
 2. CRTL and the Summer Institute [EMP: C1.5, C1.8, C4.1]
 - a. Two facilitators and 7 participants
 - b. Train-the-Trainer – CRTL will offer 4 workshops in Academic Year 2018-2019
 3. Online Certification [EMP: C1.5, C1.8, C4.1] UPDATE: no movement yet
 - a. Met with Cynthia Alexandra to discuss recertification and Alternative certification process
 - b. Recertification being discussed by Technology-based Learning Committee (TBLC)
 - c. Alternative certification process in informally in place. Also being discussed by TBLC
 - d. David Betancourt will do a follow-up meeting with Cynthia Alexander to get an update from TBLC.
 - e.
 4. CTX 2018-2019 calendar of events
 - a. Rollovers – FPDC agreed to roll over current offerings to next year.
 - b. Revisions
 - Cloud Storage - Change to Google File Stream
 - Student Success Conference – Topic focus for 2018; Diversity, Equality, & Inclusion
 - Add additional strands of workshops after the conference; like book clubs.
 - Possible collaboration with CRTL group
 - Utilize on campus expertise (faculty) and 1 off campus celeb expert
 - ED TECH Day – Revise how many offerings per day, select a different day of the week (Tuesday or Thursday) and offer in 2 days.
 - Teaching Habits of Mind Online – Request for a different time.
 - Lessons Learned from Reggio Emilia, Italy – Request to change “title” to promote additional attendance
 - Teaching & Learning Certificate – Request to add additional modules on a different day of the week, if there is an interested group (Health Occ). Chad will speak to Damon C.
- Atherton, Amparo Classified
 Baskette, Shawna Manager
 Betancourt, David CTX
 Breit, Craig FA
 Calisher, Jennifer SEM
 Falcon, Dennis HUM/SS
 Greene, Chad LA
 Moriarty, Cindy BE
 Pestolesi, Kari HPEA
 Scott, Kaitlin Library
 Shore, Marlena HO
 Valencia, Monique Classified
 Vega, Frank Technology
 VACANT Counseling
 VACANT Student Services



- c. Additions
 - Canvas – How to create a short video on canvas
 - Microsoft 365
 - Google File Stream
 - Program Review
 - DSPTS Topics (Learning Difficulties)

- 5. FERPA Best Practices for teaching online [EMP: C1.5, C1.8, C4.1]
 - a. Update: FERPA information to be given to TA participants
 - b. FPDC is tabling Best Practices for Teaching Online until a needed is identified.

- 6. Items from the floor:
 - a. Change future meeting days to Tuesdays for 2018-2019 (speak with senate president about protocol). Having too many issues with current schedule. Tuesday would eliminate Faculty Senate membership, but also give an opportunity for other faculty to get involved with shared governance committee.
 - b. Speak to faculty senate president about change of committee membership (a handful of members are retiring!)

Adjourned – 11:51 am

Center for Teaching Excellence
Sponsored Workshops
2017 - 2018

	Title	Facilitator	Date
1	NFOP Orientation	David Betancourt	August 7, 2017
2	NFOP Orientation	David Betancourt	August 8, 2017
3	Canvas Basics	David Betancourt	August 8, 2017
4	Adjunct Orientation	David Betancourt	August 9, 2017
5	Cloud Storage	David Betancourt	August 9, 2017
6	Canvas Workshop	David Betancourt	August 10, 2017
7	Using your Outlook Calendar to Simply your Schedule	David Betancourt	August 10, 2017
8	NFOP	David Betancourt	August 22, 2017
9	eLumen for Curriculum Basics	Carrie Edwards & Phally Lay	August 24, 2017
10	Canvas Tool Topics – Settings, LTI Tools, Redirects	Dave Gunn	August 29, 2017
11	NFOP 2	David Betancourt	September 5, 2017
12	NFOP	David Betancourt	September 7, 2017
13	eLumen for Curriculum Basics	Carrie Edwards & Phally Lay	September 7, 2017
14	Summer Institute 2017 CTX iPad Fall Meeting	Kimberly Duff	September 8, 2017
15	Service Learning Integrative Faculty Workshop	Kimberly Rosenfeld Amanda Reyes	September 12, 2017
16	Flash BYOD! Canvas SpeedGrader Out-Canvas Teacher In!	Cynthia Alexander	September 12, 2017
17	eLumen for Curriculum Basics	Carrie Edwards & Phally Lay	September 21, 2017
18	SLO Workshop for Faculty	Mark Fronke	October 10, 2017
19	Canvas Tool Topics – Assignments, Quizzes, Discussion, Gradebook	Dave Gunn	October 10, 2017
20	NFOP	David Betancourt	October 17, 2017
21	CRTL – Exploring Mindsets	Monique Valencia & Yvette Juarez	October 27, 2017
22	Student Success Conference	David Betancourt	November 3, 2017
23	eLumen for Curriculum Basics	Carrie Edwards & Phally Lay	November 7, 2017
24	SLO Assessment Workshop	Mark Fronke	November 28, 2017
25	Summer Institute 2017 CTX iPad Fall Meeting	Kimberly Duff	December 1, 2017
26	NFOP	David Betancourt	December 7, 2017
27	eLumen for Curriculum Basics	Carrie Edwards & Phally Lay	December 7, 2017
28	Teaching Online: Discussing Best Practices	David Betancourt	December 7, 2017

29	Teaching Online: Discussing Best Practices	David Betancourt	December 7, 2017
----	--	------------------	------------------

Center for Teaching Excellence

Sponsored Workshops

2017 - 2018

	Title	Facilitator	Date
30	CRTL – The Meaning of Culture & Race	Lydia Alvarez & David Tilahun	December 8, 2017
31	Adjunct Orientation	David Betancourt	January 4, 2018
32	NFOP	David Betancourt	January 4, 2018
33	Introduction to Canvas Workshop	David Betancourt	January 5, 2018
34	NFOP	David Betancourt	January 5, 2018
35	eLumen for Curriculum Basics	Carrie Edwards & Phally Lay	January 9, 2018
36	eLumen for Curriculum Basics	Carrie Edwards & Phally Lay	January 18, 2018
37	Teaching At Its Best: Preparation for Teaching (Part One)	Francie Quaas-Berryman	January 18, 2018
38	CRTL – Learning Barriers	Monique Rodriguez & Nayelli Duenas	February 2, 2018
39	Teaching At Its Best: Human Factors (Part Two)	Francie Quaas-Berryman	February 6, 2018
40	Teaching At Its Best: Tried-and-True Teaching Methods (Part Three)	Francie Quaas-Berryman	February 20, 2018
41	Teaching At Its Best: Inquiry-Based Methods for Solving Real World Problems (Part Four)	Francie Quaas-Berryman	March 6, 2018
42	ED TECH DAY – Accessibility & Canvas	Cynthia Alexander	March 7, 2018
43	ED TECH DAY – Online Teaching Initiative	Rita Lewellen	March 7, 2018
44	ED TECH DAY – eLumen for Faculty	Mark Fronke	March 7, 2018
45	ED TECH DAY – Online Teaching	David Betancourt	March 7, 2018
46	ED TECH DAY – Cloud Storage	Javier Banuelos	March 7, 2018
47	ED TECH DAY – PLN & Lynda.com	David Betancourt	March 7, 2018
48	ED TECH DAY – Turnitin.com	Lisa Boutin & Julie Trager	March 7, 2018
49	ED TECH DAY – Outlook	David Betancourt	March 7, 2018
50	ED TECH DAY – OERs	David Betancourt	March 7, 2018
51	ED TECH DAY – eLumen for Curriculum Review	Carrie Edwards	March 7, 2018
52	ED TECH DAY – Library Resources	Lorraine Gersitz & Paula Pereira	March 7, 2018
53	ED TECH DAY – PLN & Lynda.com	David Betancourt	March 7, 2018
54	ED TECH DAY – "A Culture of Assessment." A practical discussion on Assessment and Evaluation in online classes to meet accreditation standards	Robert Livingston	March 7, 2018

Center for Teaching Excellence
Sponsored Workshops
2017 - 2018

	Title	Facilitator	Date
55	ED TECH DAY – Accessibility & Canvas	Cynthia Alexander	March 7, 2018
56	ED TECH DAY – SLOs in Canvas	Robert Livingston	March 7, 2018
57	Teaching At Its Best: Tools and Techniques to Facilitate Learning & Assessment and Grading (Parts 5 & 6)	Francie Quaas-Berryman	March 20, 2018
58	CRTL – Social Capital & Learning	Lydia Alvarez, Sophia Valencia & Natalie Sartin	April 6, 2018
59	NFOP 1 & 2 Final Meeting	David Betancourt	May 3, 2018
60	Group 1 & Group 2 Summer Institute 2018 - Introductory Meeting	David Betancourt	May 8, 2018
61	Summer Institute - Day 1	David Betancourt	May 22, 2018
62	Summer Institute - Day 2	David Betancourt	May 23, 2018
63	Summer Institute - Day 3	David Betancourt	May 24, 2018

Center for Teaching Excellence

Supported Workshops

2017 - 2018

Title	Facilitator	Date
1 Teaching Habits of Mind Online - Cancelled	Damon Cagnolatti	July 10, 2017
2 Teaching Habits of Mind Online - Cancelled	Damon Cagnolatti	July 17, 2017
3 Teaching Habits of Mind Online - Cancelled	Damon Cagnolatti	July 24, 2017
4 Teaching & Learning Lecture	Damon Cagnolatti, Mark Olague, Ronald Farol & Amanda Reyes	August 30, 2017
5 The Teaching and Learning Certificate Program - Module One (1 of 9)	Damon Cagnolatti	September 1, 2017
6 The Teaching and Learning Certificate Program - Module One (2 of 9)	Damon Cagnolatti	September 8, 2017
7 The Teaching and Learning Certificate Program - Module One (3 of 9)	Damon Cagnolatti	September 15, 2017
8 Transfer 101 for Faculty	Brittany Lundeen & Traci Ukita	September 19, 2017
9 The Teaching and Learning Certificate Program - Module One (4 of 9)	Damon Cagnolatti	September 22, 2017
10 Teacher TRAC Program Fall Kickoff Luncheon for all faculty	Colleen Mckinley	September 26, 2017
11 The Teaching and Learning Certificate Program - Module One (5 of 9)	Damon Cagnolatti	September 29, 2017
12 Unconscious Bias in the Classroom	Angela Nagao & Joann Sugihara-Cheetham	October 3, 2017
13 The Teaching and Learning Certificate Program - Module One (6 of 9)	Damon Cagnolatti	October 6, 2017
14 The Teaching and Learning Certificate Program - Module One (7 of 9)	Damon Cagnolatti	October 13, 2017
15 Moving to a mission-oriented and learner-centered model	Ana Torres-Bower & Veronica Sanchez	October 17, 2017
16 TSA/Retirement Gap	Rachel Lane & Deanna Hart	October 18, 2017
17 The Teaching and Learning Certificate Program - Module One (8 of 9)	Damon Cagnolatti	October 20, 2017
18 The Teaching and Learning Certificate Program - Module One (9 of 9)	Damon Cagnolatti	October 27, 2018
19 Chicano Studies at Cerritos College	Carlos Arce	November 13, 2017
20 Global Competency: Reflections from The Hague, City of the Netherlands	Dr. John Haas	November 13, 2017
21 Educators Share their Experience: "In Their Own Words"	-	November 14, 2017
22 Alibaba, The E-commerce Giant in China	Jianli Hu	November 15, 2017
23 Study Abroad/Benjamin A. Gilman	Stephan Clifford	November 15, 2017
24 Lessons Learned from Reggio Emilia, Italy	Daniela Arbizzi & Debra Ward	November 17, 2017
25 VPD – Virtual Professional Development	David Betancourt	January 12, 2018

Center for Teaching Excellence
Supported Workshops
2017 - 2018

	Title	Facilitator	Date
26	VPD – Virtual Professional Development	David Betancourt	January 12, 2018
27	The Teaching and Learning Certificate Program - Module Two (1 of 9)	Damon Cagnolatti	February 2, 2018
28	The Teaching and Learning Certificate Program - Module Two (2 of 9)	Damon Cagnolatti	February 9, 2018
29	Transfer 101 for Faculty	Brittany Lundeen & Traci Ukita	February 15, 2018
27	Moving to a mission-oriented and learner-centered model	Ana Torres-Bower & Veronica Sanchez	February 20, 2018
28	The Teaching and Learning Certificate Program - Module Two (3 of 9)	Damon Cagnolatti	February 23, 2018
29	Teaching Corequisite English 100+5L” - First cohort (1 of 2)	Nicole Lovejoy & Lynn Serwin	February 23, 2018
30	Teaching Corequisite English 100+5L” - First cohort (2 of 2)	Nicole Lovejoy & Lynn Serwin	March 2, 2018
31	The Teaching and Learning Certificate Program - Module Two (4 of 9)	Damon Cagnolatti	March 2, 2018
32	The Teaching and Learning Certificate Program - Module Two (5 of 9)	Damon Cagnolatti	March 9, 2018
33	Working Together with Students who are Deaf	Dahlene Holliness	March 22, 2018
34	Teaching Corequisite English 100+5L” - First cohort (1 of 2)	Nicole Lovejoy & Lynn Serwin	March 23, 2018
35	The Teaching and Learning Certificate Program - Module Two (6 of 9)	Damon Cagnolatti	March 23, 2018
36	Teaching Corequisite English 100+5L” - First cohort (2 of 2)	Nicole Lovejoy & Lynn Serwin	March 30, 2018
37	The Teaching and Learning Certificate Program - Module Two (7 of 9)	Damon Cagnolatti	March 30, 2018
38	The Teaching and Learning Certificate Program - Module Two (8 of 9)	Damon Cagnolatti	April 6, 2018
39	SLO Extravaganza	Mark Fronke	April 6, 2018
40	Teaching Corequisite English 100+5L” - First cohort (1 of 2)	Nicole Lovejoy & Lynn Serwin	April 13, 2018
41	The Teaching and Learning Certificate Program - Module Two (9 of 9)	Damon Cagnolatti	April 13, 2018
42	Teaching Corequisite English 100+5L” - First cohort (2 of 2)	Nicole Lovejoy & Lynn Serwin	April 20, 2018
43	Trauma Informed Practices	Linda Ramos	April 24, 2018
44	Practicing Trauma Informed Principles on a College Campus	Linda Ramos	April 25, 2018
45	Supporting the Academic Aspirations of Current and Former Foster Youth - Cancelled	Linda Ramos	May 10, 2018

Fall 2018 Coordinating Committee Meeting Schedule

August 27	Review September 5 Board Agenda and Committee Reports
September 10	Review September 19 Board Agenda and Committee Reports
September 24	Review October 3 Board Agenda and Committee Reports
October 8	Review October 17 Board Agenda and Committee Reports
October 22	Committee Reports
November 5	Review November 14 Board Agenda and Committee Reports
November 19	Committee Reports
December 3	Review December 12 Board Agenda and Committee Reports

Dates are subject to change.

1 **AP 4230 GRADING AND ACADEMIC RECORD SYMBOLS**

2 **References:**

3 Title 5, Sections 55023 and 55063

4 Grades from a grading system shall be averaged on the basis of the point equivalencies
5 to determine a student's grade point average using only the following evaluative symbols:

6 The permitted grading symbols include the following:

7 **Evaluative symbols:**

8 **A** – Excellent (Grade point = 4 grade points)

9 **B** – Good (Grade point = 3 grade points)

10 **C** – Satisfactory (Grade point = 2 grade points)

11 **D** – Less than satisfactory (Grade point = 1 grade point)

12 **F** – Failing (Grade point = 0 grade points)

13 **P** – Passing (at least satisfactory – units awarded not counted in GPA 0 grade points)

14 **NP** – No Pass (less than satisfactory, or failing – units not counted in GPA 0 grade points)

15 **SP** = Satisfactory Progress towards completion of the course (Used for noncredit courses
16 only and is not supplanted by any other symbol)

17 **I** – Incomplete (requires written agreement and completion within one year)

18 **W** – Withdrawal

19 **FW** – The “FW” symbol may not be used if a student has qualified for and been granted
20 a military withdrawal. If “FW” is used, its grade point value is 0.

21 Failure indicating that a student has both ceased (or it was determined that a student has
22 ceased) participating in a course sometime after the last day to officially withdraw from
23 the course without having achieved a final passing grade, and that the student has not
24 received District authorization to withdraw from the course under extenuating
25 circumstances. The “FW” symbol may not be used if a student has qualified for, and been
26 granted, military withdrawal. If “FW” is used, its grade point value shall be zero (0).

27 **MW** – Military Withdrawal

28 **RD** – Report Delayed*

29 **Non-Evaluative symbols - general:**

30 I – Incomplete: Incomplete academic work for unforeseeable, emergency and justifiable
31 reasons. The condition for the removal of the “I” shall be stated by the instructor in a
32 written record. The record shall contain the conditions for the removal of the “I” and the
33 grade assigned in lieu of its removal. The record must be given to the student with a copy
34 on file with the registrar until the “I” is made up or the time limit has passed. A final grade

35 shall be assigned when the work stipulated has been completed and evaluated, or when
36 the time limit for completing the work has passed. The “I” may be made up no later than
37 one year following the end of the term in which it was assigned. The “I” symbol shall not
38 be used in calculating units attempted nor for grade points.

39 **IP** – In Progress: The “IP” symbol shall be used only in courses which extend beyond the
40 normal end of an academic term. It indicates that work is “in progress,” but that
41 assignment of an evaluative symbol (grade) must await its completion. The “IP” symbol
42 shall remain on the student’s permanent record in order to satisfy enrollment
43 documentation. The appropriate evaluative symbol (grade) and unit credit shall be
44 assigned and appear on the student’s permanent record for the term in which the course
45 is completed. The “IP” symbol shall not be used in calculating grade point averages. If
46 a student enrolled in an “open-entry, open-exit” course is assigned an “IP” and does not
47 re-enroll in that course during the subsequent term, the appropriate faculty will assign an
48 evaluation symbol (grade) to be recorded on the student’s permanent record for the
49 course.

50 **RD** – Report Delayed: The “RD” symbol may be assigned by the registrar only. It is to
51 be used when there is a delay in reporting the grade of a student due to circumstances
52 beyond the control of the student. It is a temporary notation to be replaced by a
53 permanent symbol as soon as possible. “RD” shall not be used in calculating grade point
54 averages.

55 **Non-Evaluative symbols – withdrawal other than FW:**

56 **W** – Withdrawal: The “W” symbol may be used to denote withdrawal in accordance with
57 the requirements of Title 5 Section 55024.

58 **MW** – Military Withdrawal: The “MW” symbol may be used to denote military withdrawal
59 in accordance with Title 5 Section 55024, including

- 60 (1) Military Withdrawal (MW) occurs when a student who is a member of an active or
61 reserve United States military service receives orders compelling a withdrawal from
62 courses. Upon verification of such orders, a withdrawal symbol may be assigned at
63 any time after the period established by the governing board during which no notation
64 is made for withdrawals. The withdrawal symbol so assigned shall be “MW.”
65 (2) Military withdrawals shall not be counted in progress probation and dismissal
66 calculations.
67 (3) Military withdrawals shall not be counted toward the permitted number of withdrawals
68 or counted as an enrollment attempt.
69 (4) In no case may a military withdrawal result in a student being assigned an “FW” grade.

70 **EW** –Excused Withdrawal: The “EW” symbol may be used to denote excused withdrawal
71 in accordance with Title 5 Section 55024, based upon verifiable documentation
72 supporting the request, including:

- 73 (1) Excused Withdrawal (EW) occurs when a student is permitted to withdraw from a
74 course(s) due to specific events beyond the control of the student affecting his or her
75 ability to complete a course(s) and may include a job transfer outside the geographical
76 region, an illness in the family where the student is the primary caregiver, when the
77 student who is incarcerated in a California state prison or county jail is released from
78 custody or involuntarily transferred before the end of the term, when the student is the
79 subject of an immigration action, or other extenuating circumstances as described in

80 (a)(2), making course completion impracticable. In the case of an incarcerated
81 student, an excused withdrawal cannot be applied if the failure to complete the
82 course(s) was the result of a student's behavioral violation or if the student requested
83 and was granted a mid-semester transfer. Upon verification of these conditions and
84 consistent with the district's required documentation substantiating the condition, an
85 excused withdrawal symbol may be assigned at any time after the period established
86 by the governing board during which no notation is made for withdrawals. The
87 withdrawal symbol so assigned shall be an "EW."

88 (2) Excused withdrawal shall not be counted in progress probation and dismissal
89 calculations.

90 (3) Excused withdrawal shall not be counted toward the permitted number of withdrawals
91 or counted as an enrollment attempt.

92 (4) In no case may an excused withdrawal result in a student being assigned an "FW"
93 grade.

94 ~~*RD – The RD symbol is used when there is a delay in reporting the grade of a student~~
95 ~~due to circumstances beyond the control of the student. It is a temporary notation to be~~
96 ~~replaced by a permanent symbol as soon as possible. RD shall not be used in calculating~~
97 ~~grade point averages. Only the Dean of Admissions, Records & Services may assign the~~
98 ~~RD symbol.~~

99 Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: August 15, 2007
Dates Revised: February 25, 2008; May 4, 2009; May 7, 2018