

CERRITOS COLLEGE  
COORDINATING COMMITTEE MINUTES  
September 10, 2018

PRESENT:	Dr. Jose Fierro Rick Miranda Dr. Adriana Flores-Church Sandy Marks Dr. April Griffin Stephanie Rosenblatt Michelle Lewellen Armando Soto Lynn Laughon Kim Applebury Kathy Azzam Julie Mun	ABSENT:	Felipe Lopez Kim Westby David Ward
		GUEST(s):	Dr. Kristi Blackburn Mark Fronke Veronica Miranda Patrick O'Donnell

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:05 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

<b>Name</b>	<b>Position</b>	<b>Start Date</b>
Alexander Claxton	Research Analyst	September 6
Mark Katayama	Research Analyst	August 27
Humberto Solis	Research Analyst	August 20

<b>Employment Opportunities</b>	<b>Closing Date</b>
Administrative Clerk II (Technology)	September 27
Administrative Clerk II (Counseling)	October 1
Athletic Eligibility Specialist	October 1

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

IV. APPROVAL OF MINUTES – August 27, 2018

It was moved by Ms. Laughon and seconded by Mr. Soto to approve the August 27 minutes. The vote for approval was 6-0-4; Mr. Miranda, Ms. Marks, Ms. Applebury, and Ms. Lewellen abstained. Ms. Rosenblatt and Ms. Azzam were not present for the vote.

V. BOARD AGENDA – September 19, 2018

The committee reviewed the draft September 19 board agenda.

**Student Success Scorecard**

*EMP Goal A: Strengthening the Culture of Completion*

Dr. Kristi Blackburn, Dean of Institutional Effectiveness, Research and Planning, provided an overview of the [Student Success Scorecard](#), a performance measurement system that tracks student success statewide. She shared completion, persistence, 30 units completed, remedial education progression, Career Technical Education (CTE), Career Development and College Preparation (non-credit), and skill builders outcomes for a 6-year cohort of students who attended Cerritos College beginning 2011-12. She also discussed outcomes for the new transfer level achievement metric, using data from a cohort of students who attended Cerritos in 2014-15. She also stated that the Chancellor’s Office is developing new metrics that will include some of the current metrics and many more new metrics, particularly in the area of non-credit to credit transition.

This information will be presented to the Board of Trustees at its September 19 regular meeting. The committee members provided feedback and thanked Dr. Blackburn for her presentation.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

**Accreditation**

*EMP Goals A-F*

Mr. Miranda distributed the attached August 29 and September 5 meeting agendas and summaries. He stated that the Institutional Self Evaluation Report is due to the ACCJC in December 2019, and the External Evaluation Team Visit is scheduled for Spring 2020. Co-leads and writing teams have been assigned for each Standard, and the first draft of narratives is due by December 12. Shawna Baskette and Ms. Lewellen will be providing him with monthly progress reports, which he will share with the Coordinating Committee.

**Information Technology Standards**

*EMP Goal E: Upgrading Educational Infrastructure*

Mr. O’Donnell stated that there has been much discussion regarding the need for Apple product management. There are approximately 4,500 iPads utilized on campus and repairs to an iPad cart take about a week for IT staff to complete. In order to reduce downtime, the committee approved adding a standard for Jamf Now, formerly Bushel, a cloud-based MDM solution for iPad, iPhone, and Mac devices. There is a \$45 fee for the life of the device, and updates can be completed within hours. The fee will be included with any new purchases. The committee also approved a new printer standard to replace an end-of-life model.

**Web Standards**

*EMP Goal D: Improving Internal and External Communication*

Mr. O’Donnell and Ms. Miranda provided a report on behalf of committee chairperson Miya Walker. Mr. O’Donnell stated that the new website launched in March and that one of the committee’s goals is to officially retire the old website. There are still many faculty pages that need to be removed or migrated by the December 14 deadline.

Ms. Miranda stated that the committee has been working on the redevelopment of official social media guidelines and a social media administration agreement. She stated that the intent is to ensure security, continuity, and consistency in use of social media on campus, and to make sure that private, confidential information is not released. She stated that the committee has been working on this area for the past few years and that there is a need for protocol with regard to maintaining and updating social media webpages established under the college's name.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

**Student Learning Outcomes**

*EMP Goal A: Strengthening the Culture of Completion*

Mr. Fronke distributed the attached February 12, February 26, March 26, April 9, April 23, May 7, and August 27 meeting minutes. He also distributed assessment results for the period 2014-2017. He stated that during summer, reports were generated from general education SLO and institutional SLO data from Fall 2014 through Spring 2017. SLO assessment has been streamlined at the college by encouraging assessment for any class where a grade is given by embedding assessment into grading. The assessment results can be used by faculty to identify topics in courses/programs that students struggle with most, and identify areas in curriculum or content that may need improvement. It is meant to be an engaging, thoughtful process. The committee's goal for the year is to have conversations about general education and institutional SLOs to determine whether we can improve from an institutional standpoint. The committee will also be writing a new document to show the link between SLO assessment and program review.

VIII. STATUS OF SHARED GOVERNANCE

**Social Media Policy and Application**

*EMP Goal D: Improving Internal and External Communication*

Ms. Miranda distributed drafts of the social media policy and social media administration agreement. She stated that the drafts were developed with the intent to ensure rights and freedoms are protected, while also providing clear and concise guidelines for social media accounts.

The committee suggested revising language to state that a student administrator would only be required for student club webpages. Faculty also expressed concern about providing more guidance and clear language regarding academic freedom, and stated that there are many departments, such as Political Science or Psychology, that regularly discuss controversial topics. The committee also discussed the difference between content deemed inappropriate by Public Affairs and prohibited content, as the former is subject to personal perception and interpretation.

Dr. Fierro stated that this review will serve as a first reading and asked Ms. Miranda and the Web Standards Committee to separate the language into a draft Board Policy and Administrative Procedure format. He also stated that we should offer open sessions to show students and staff about the appropriate use of social media, and the effects misuse can have on their professional and personal lives.

**Board Policy Review – Chapters 1 and 2**

*EMP Goal F: Enhancing Organizational Effectiveness*

Dr. Fierro stated that the committee was asked to review the following policies and procedures prior to the meeting, and to be ready for discussion.

<b>Policy</b>	<b>Title</b>
BP 1100	The Cerritos College Community District
BP 1200	Mission
BP 1300	Educational Philosophy
BP 2010	Board Membership
BP 2100	Board Elections
BP 2105	Student Trustee
AP 2105	Student Trustee Election and Responsibilities
BP 2110	Vacancies on the Board
AP 2110	Vacancies on the Board
BP 2200	Board Duties and Responsibilities
AP 2200	Board Duties and Responsibilities
BP 2210	Officers
AP 2210	Officers
BP 2220	Committees of the Board
AP 2220	Committees of the Board
BP 2300	Invocations at Board Meetings
AP 2300	Invocations at Board Meetings
BP 2305	Annual Organizational Meeting
BP 2310	Regular Meetings of the Board
BP 2315	Closed Sessions
BP 2320	Special and Emergency Meetings
AP 2320	Special and Emergency Meetings
BP 2330	Rules of Order
BP 2340	Agendas
BP 2345	Public Participation at Board Meetings
AP 2345	Public Participation at Board Meetings
BP 2350	Speakers
BP 2355	Decorum
BP 2360	Minutes
BP 2365	Recording

The committee discussed concerns with updating and revision Board Policy 1200 – Mission, and Ms. Lewellen stated that she will speak with the appropriate Accreditation Standard co-leads and report back to the committee.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Azzam stated that the first ASCC Senate meeting is scheduled for Wednesday, September 12.

Dr. Flores-Church reminded the committee that Falcon Day is scheduled for Friday, November 2 from 7:30 a.m. – 4:30 p.m.

Dr. Griffin stated that the Rwandan debate team is conducting a tour of United States colleges and universities. The Cerritos Forensics team will have the privilege of hosting the Rwandans at Cerritos College from September 19-21. While they are here, the Rwandans will be participating in a variety of events, including an exhibition debate, a discussion panel, classroom visits, and a photo exhibition.

X. PRESIDENT'S REPORT

Dr. Fierro stated that the college is updating its Facilities Master Plan and needs input. A Campus Visioning Session is scheduled for Thursday, September 20 from 11:00 a.m. – 6:00 p.m. in front of the LRC. He asked the committee to spread the word and to stop by to share their experience on campus, engage using interactive displays, and help shape the vision for the future of Cerritos College.

ADJOURNMENT

Meeting adjourned at 3:33 p.m.

## **Accreditation Meeting Agenda**

**Wednesday, August 29<sup>th</sup> 3-5pm BE-119**

- A. Updates (20 mins)**
  - 1. New Accreditation Handbook DRAFT
  - 2. New file and folder naming protocol (handout)
  - 3. Review Canvas site
  
- B. Standard IA Report**
  
- C. Standard IB Report**
  
- D. Standard IC Report**
  
- E. Team leads meet with one another**

Next Meeting:

Wednesday, September 5<sup>th</sup> 3-5pm BE-119

Standard IIB Report  
Standard IIC Report  
Standard IIIA Report

## Accreditation Meeting Summary

Wednesday, August 29, 2018

3:00 – 5:00 p.m.

BE-119

### I. Updates

1. New Accreditation Handbook DRAFT
2. Handout: [New File and Folder Naming Protocol](#)
3. Review Canvas site

Shawna stated that the updated handbook cannot be circulated yet. She has reviewed the draft and there seem to be no changes to the Standards. However, there have been revisions to suggested sources of evidence and suggested evaluation criteria. She has been sending summaries of changes to the Standard teams so that they are aware of how the changes will affect their assignments. When the updated handbook is finalized, it will be distributed to all.

Michelle stated that staff have expressed apprehension about Accreditation and whether we meet the Standards. She stated that the teams should collect evidence, evaluate whether the Standard has been met, and then address areas for improvement.

Shawna distributed an updated template for the teams to use for writing narratives. All evidence files must be in PDF format. File names should be less than 27 characters in length, if possible, and periods should not be used. The Standard should be listed, followed by a short title of the document (e.g. 3B1\_FacilitiesMP). Shawna also showed the teams how to upload files to evidence folders in Canvas.

Shawna reminded the committee to be mindful of upcoming deadlines. All narratives must be completed by December 12. The narratives should not include live links at this time.

Michelle asked the teams to send their meeting schedules to Julie so that the information can be posted on Canvas.

### II. Standard IA Report: Mission

1. Co-Leads: Tim Kyllingstad, Rick Miranda, Frank Mixson

Frank stated that the team does not need additional resources and will collect all evidence by the end of September, and write the narrative in October. He stated that the ultimate purpose of this Standard is to demonstrate that the college is conscious of the mission statement, and is using it to guide us in decision-making.

**III. Standard IB Report: Assuring Academic Quality and Institutional Effectiveness**

1. Co-Leads: Kristi Blackburn, Debbie Buffington, Jaclyn Ronquillo

Kristi stated that the team has been meeting and developed a plan to complete the work. The next team meeting is scheduled for October 3. They do not need additional resources and have not found any areas of overlap so far.

**IV. Standard IC Report: Institutional Integrity**

1. Co-Leads: Andrew Maz, Elizabeth Miller, Stephanie Murguia, Lucy Self

Elizabeth stated that the team has been reviewing policies and procedures regarding code of ethics and academic integrity. Work is moving along and they will reach out to groups if needed.

**V. Team Leads Meet with One Another**

The teams met with each other and discussed their assignments.



**Accreditation Meeting Agenda**  
**Wednesday, Sept 5<sup>th</sup> 3-5pm BE-119**

**A. Updates**

1. Standard Lead Team Meeting Times (see Canvas)
2. How to Check a PDF for Accessibility
3. Monthly Team Progress Reports to President
  - a. Electronic copy of reporting form
  - b. Meeting agendas and minutes
  - c. Meeting schedules

**B. Standard IIB Report**

**C. Standard IIC Report**

**D. Standard IIIA Report**

**E. Team Leads Meet with One Another**

Next Meeting:

Wednesday, September 19, 3-5pm BE-119

Standard IIIB Report

Standard IIIC Report

Standard IIID Report

## **Accreditation Meeting Summary**

**Wednesday, September 5, 2018**

**3:00 – 5:00 p.m.**

**BE-119**

### **I. Updates**

1. Standard Lead Team Meeting Times (Canvas)
2. How to Check a PDF for Accessibility
3. Monthly Team Progress Reports to President
  - a. Electronic copy of reporting form
  - b. Agendas and minutes from meetings
  - c. Meeting schedules

Shawna asked the teams to continue sending their meeting schedules to Julie so that the information can be posted on Canvas.

Shawna reminded the committee to use the updated file naming protocol for evidence, and to save all documents as PDF files. She also provided an overview of how to check PDF files for accessibility. A guide is also posted on Canvas.

Shawna stated that monthly team progress reports are to be submitted to Dr. Fierro. She asked the teams to post an electronic copy of their reporting forms, meeting agendas and minutes, and meeting schedules onto Canvas. She will also use other uploaded files, such as evidence, for the reports and will contact leads if she needs more information.

### **II. Standard IIB Report: Library**

1. Co-Leads: Shawna Baskette, Quinn Doan, Monica Lopez

Monica stated that the team created a checklist using Google Docs so that any team member can populate updates as they upload evidence. This also helps the leads identify gaps in evidence. She stated that the team would like to meet with the II.C. Student Support Services team to review potential overlaps. Shawna asked the committee to send her information about any additional learning support services, such as tutoring, provided by departments and divisions.

### **III. Standard IIC Report: Student Support Services**

1. Co-Leads: Terrie Lopez, Armando Soto, Yvette Tafoya, Kim Westby, Danylle Williams-Manser

Terrie stated that the team completed much work during summer and divided the Standard into subsections. The team has been collecting evidence and will contact appropriate managers for department data such as student satisfaction surveys. The team plans to meet twice a month and do not need additional resources at this time. There may be some overlap with I.B.

Academic Quality, and the teams will work together to make sure their narratives are consistent.

**IV. Standard IIIA Report: Human Resources**

1. Co-Leads: Adriana Flores-Church, Tim Juntilla, Donna Sheibe

Tim stated that the team created its own Canvas page to upload materials. Subsections were assigned to writing team members and the leads are reviewing progress. The first drafts of subsection narratives are due September 21.

**V. Team Leads Meet with One Another**

The teams met with each other and discussed their assignments.



# SLO Committee Minutes

**Date:** February 12, 2018

**Time:** 3:30 – 5:00 P.M.

**Location:** LC 51

Division	Role	Name	01/22/2018	02/12/2018	02/26/2018	03/26/2018	04/09/2018	04/23/2018	05/07/2018
Business	SLO Coordinator	Mark Fronke	P	P					
Counseling	SLO Coordinator	Jan Connal	P	A					
CCFF	Faculty	Pauline Acosta	P	A					
Counseling	Faculty	Traci Ukita	P	P					
Curriculum	Faculty	Carrie Edwards	A	A					
DSPS	Faculty	Steven La Vigne	P	P					
Faculty Senate	Faculty	Michelle Lewellen	P	A					
Fine Arts & Com	Faculty	Sergio Teran	P	P					
Health Occupations	Faculty	Ann Voorhies	P	A					
HPEDA	Faculty	Jennifer O'Connor	P	P					
HSS	Faculty	Jaclyn Ronquillo-Adachi	P	P					
Liberal Arts	Faculty	Lee Anne McIlroy	A	A					
Library/LRC	Faculty	Lorraine Gersitz	P	P					
SEM	Faculty	Chace Tydell	P	P					
Technology	Faculty	Chuong Vo	P	P					
IERP	ACCME	Kristi Blackburn	A	P					
SEM	ACCME	Connie Boardman	A	A					
Student Services	ACCME	Terrie Lopez	A	P					
CSEA	Classified	Vacant	A	A					
ASCC	Student	Princess Florendo	A	A					

	Summary of Discussion
<b>Meeting Called to Order</b>	SLO Coordinator Mark Fronke called meeting to order at 3:37 P.M. and introduced Paulina Jones who will serve as the new Program Assistant to the SLO Committee.
<b>Approval of Minutes</b>	Lorraine Gersitz made a motion to approve the minutes of the SLO meeting on January 22, 2018. Chace Tydell seconded. The committee unanimously passed the motion with two abstentions from Terrie Lopez and Kristi Blackburn.
<b>Update of eLumen</b> a) <u>Fall Assessment Strategy</u> b) <u>Canvas Integration</u> c) <u>Mapping Issues</u>	<p>a) The deadline for assessments to be input into eLumen has passed, although faculty will still have access to do so. If faculty enters assessment data in late, it may or may not be in the latest reports.</p> <p>Fronke intends to send directions to department chairs to help prepare results of department reports for a time span of two to three years. The purpose of this is for department chairs to see the long-term effects of SLO assessments over a longer period of time and encourage them to actively engage the faculty in the SLO assessment process after seeing the benefits of the reports.</p> <p>A separate issue with submitting new SLOs for Fall 2018 is resolved. Although new SLOs seemed to disappear after being entered for the upcoming semester, they still exist in eLumen. New SLOs inputted for future semesters will not appear in the system until the semester officially begins.</p> <p><b>Action:</b> Provide directions to department chairs about how to generate statistical trends reports.  <b>Action:</b> Inform faculty that SLOs inputted for a future date will not appear in the system until that semester occurs.  <b>Responsibility:</b> Fronke</p> <p>b) Fronke discussed Canvas integration with eLumen's technical support.  c) Mapping issues were brought up to the technical support team at eLumen. They learned that issues were affecting the Accounting and Psychology Departments. Although the mapping issues are more prevalent in the ISLOs and PSLOs, eLumen technological support confirmed that the issue is a result of "a bug" in their system. There has been no resolution of the eLumen error yet.</p>
<b>Guided Pathways Document</b>	Fronke stated that David Fabish asked for the creation of a Guided Pathways document. In response, Fronke drafted a chart outlining plans, efforts, outcomes, as well as current and anticipated scales of adoption for Aligned Learning Outcomes and Assessing and Documenting Learning.

	<p>Traci Ukita summarized the college's adoption of Guided Pathways as a necessary tool for self-assessment in order to receive a large grant of approximately \$2.4 million. To be eligible for the grant Cerritos College must establish taskforces that actively engage in creating clear and navigable pathways for students to complete a program of study.</p>
SLO Symposium Report	<p>On February 9, 2018, Fronke attended the SLO Symposium hosted by the Academic Senate for California Community Colleges. Fronke reported that there were approximately 200 people in attendance.</p> <p>The keynote speaker, a representative of National Institute for Learning Outcomes Assessment (NILOA), emphasized the need for an annual assessment schedule. She stated that some universities have already implemented an assessment of virtually every course assignment given to students and that this allowed for students, and possibly employers, to have access to an SLO report as an attachment to their academic transcripts.</p> <p>Fronke stated that he gave an hour-long presentation and discussion to approximately thirty individuals at the SLO Symposium. He provided the group with a summary of the facilitation practices of SLOs at Cerritos College: including the process of assessment after every semester grade. He received overwhelmingly positive feedback.</p> <p>Fronke then reported that he appreciated another presentation at the SLO Symposium because the speaker emphasized the need to engage faculty and identify why some departments may not be actively involved. The way she helped the departments engage was to sit down with faculty and evaluate their SLOs. She brought attention to the faculty that their SLOs were unmeasurable and needed to be rewritten more simply in order to apply them to coursework. When this was done, the faculty became more engaged because their understanding improved. The speaker then gave another example where a department on her campus was not assessing their students based on course assignments. This caused the SLO reports to vary greatly from student grades. The chasm created from a lack of "outcome-based grading" put faculty under the impression that the SLO process was unimportant and arbitrary. The speaker then helped the department understand that outcome-based grading induces positive correlations between the course grades and SLO reports. This clarification gave the department an understanding how the SLO process can be used as a tool to improve their program.</p>

<p><b>Update on “SLO Extravaganza Day” – April 6</b></p>	<p>Fronke stated that a representative from eLumen will be on campus to speak about Canvas integration.</p> <p>Jennifer O’Connor suggested that the FLEX invitation include the information that breakfast and lunch is available on SLO Extravaganza Day.</p> <p>Fronke wants the next meeting to include planning for which members of the committee will give presentations at the event.</p> <p><b>Action:</b> Amend FLEX invitation to include breakfast and lunch information.  <b>Action:</b> Send another email invitation emphasizing breakfast and lunch information.  <b>Responsibility:</b> Fronke</p>
<p><b>Items from the floor</b></p>	<p>a) Fronke asked for opinions on what meeting minutes to keep and archive on the Cerritos College SLO website.</p> <ol style="list-style-type: none"> <li>1) Kristi Blackburn suggested only keeping files available on the website since the college’s last accreditation in 2014.</li> <li>2) Chase suggested rearranging the minutes on the website using folders sorted by year.</li> <li>3) Someone must find out the archiving procedures for the college.</li> </ol> <p>b) Traci Ukita asked if a hyperlink to eLumen can be added to the faculty page at cerritos.edu</p> <p><b>Action:</b> Inquire about Cerritos College’ archiving procedures.  <b>Action:</b> Add eLumen hyperlink to faculty page on Cerritos.edu  <b>Responsibility:</b> Fronke</p>
<p><b>Meeting Adjourned</b></p>	<p>SLO Coordinator Mark Fronke adjourned the meeting at 4:30 P.M.</p>



# SLO Committee Minutes

**Date:** February 26, 2018

**Time:** 3:30 – 5:00 p.m.

**Location:** SS 140

Division	Role	Name	01/22/2018	02/12/2018	02/26/2018	03/26/2018	04/09/2018	04/23/2018	05/07/2018
Business	SLO Coordinator	Mark Fronke	P	P	P				
Counseling	SLO Coordinator	Jan Connal	P	A	P				
CCFF	Faculty	Pauline Acosta	P	A	P				
Counseling	Faculty	Traci Ukita	P	P	P				
Curriculum	Faculty	Carrie Edwards	A	A	A				
DSPS	Faculty	Steven La Vigne	P	P	P				
Faculty Senate	Faculty	Michelle Lewellen	P	A	P				
Fine Arts & Comm.	Faculty	Sergio Teran	P	P	P				
Health Occupations	Faculty	Ann Voorhies	P	A	P				
HPEDA	Faculty	Jennifer O'Connor	P	P	P				
HSS	Faculty	Jaclyn Ronquillo-Adachi	P	P	P				
Liberal Arts	Faculty	Lee Anne McIlroy	A	A	P				
Library/LRC	Faculty	Lorraine Gersitz	P	P	P				
SEM	Faculty	Chace Tydell	P	P	P				
Technology	Faculty	Chuong Vo	P	P	A				
IERP	ACCME	Kristi Blackburn	A	P	P				
SEM	ACCME	Connie Boardman	A	A	P				
Student Services	ACCME	Terrie Lopez	A	P	P				
CSEA	Classified	Vacant	A	A	A				
ASCC	Student	Princess Florendo	A	A	A				



	Summary of Discussion
<b>Meeting Called to Order</b>	SLO Coordinator Mark Fronke called meeting to order at 3:39 P.M.
<b>Approval of Minutes</b>	<p>Corrections to the minutes from February 12, 2018, meeting are as follows: Call to order time changed from 3:37 A.M. to 3:37 P.M. and committee member's name corrected from Terri Lopez to Terrie Lopez.</p> <p>Traci Ukita made a motion to approve the minutes of the SLO meeting on February 12, 2018. Jaclyn Ronquillo-Adachi seconded. The committee unanimously passed the motion with three abstentions from Michelle Lewellen, Lee Anne McIlroy, and Connie Boardman.</p>
<p><b>Planning session for "SLO Extravaganza Day" – April 6</b></p> <ul style="list-style-type: none"> <li>a) Keynote Speaking Points</li> <li>b) Workshops <ul style="list-style-type: none"> <li>i) Computer</li> <li>ii) Non-Computer</li> </ul> </li> <li>c) Schedule</li> </ul>	<ul style="list-style-type: none"> <li>a) Keynote Speaking Points Recommendations- <ul style="list-style-type: none"> <li>• Jaclyn Ronquillo-Adachi: Focus on the importance of closing the loop and not underestimating data's use in program planning, resulting in more faculty empowerment. She asked if the talk can be videotaped to share with faculty.</li> <li>• Jan Connal: Give examples/evidence of improved learning via SLOs.</li> <li>• Lee Anne McIlroy: Provide best practice to close the loop. Give examples.</li> <li>• Mark Fronke: Give the audience a sense of "THIS is why we do it!" High demand courses impact most students- improvements to these courses give strong foundations for higher learning. Focus on impending trends.</li> <li>• Michelle Lewellen: Understand audience' needs and expectations.</li> <li>• Steven La Vigne: Focus on win-win situation for faculty and students. Culture is the biggest battle; change connotation of "SLO" on campus.</li> <li>• Chace Tydell: Focus on changing culture. Provide audience with talking points to help sway resistant faculty.</li> <li>• Theme: Changing Campus SLO Culture- give audience tools to talk to resistant faculty about the potential value of assessment, trends, and using reports to make positive changes at every level, resulting in improved learning.</li> <li>• Summary: Convince audience that SLOs are highly valuable in improving institution, and student learning. Faculty will walk away having tools (new language, positive attitude, examples to share, and excitement for potential improvement to programs after trends are analyzed to improve student learning) to change perspectives of resistant faculty.</li> </ul> </li> <li>b) Workshops <ul style="list-style-type: none"> <li>• Jan Connal suggested combining workshops "Writing Effective Action Plans," and "SLOs for Program Review." The committee agreed.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• The committee agreed to remove proposed workshop, “Administrative Unit Outcomes.”</li> </ul> <p>i) Computer</p> <ul style="list-style-type: none"> <li>• <b>Getting Data into eLumen, 9:30 am:</b> Facilitated by Robyn Tornay and Fronke.</li> <li>• <b>Getting Data out of eLumen, 10:20 am:</b> Facilitated by Robyn Tornay and Fronke.</li> <li>• <b>Mapping to PSLOs &amp; ISLOs, 11:10 am:</b> Facilitated by Robyn Tornay and Fronke.</li> </ul> <p>ii) Non-Computer</p> <ul style="list-style-type: none"> <li>• <b>Writing Effective SLOs, 9:30 am:</b> Facilitated by Sharon Hamill, Ph.D.</li> <li>• <b>Creating Authentic Assessments, 10:20 am:</b> Facilitated by Sharon Hamill, Ph.D.</li> <li>• <b>Writing Effective Action Plans &amp; SLOs for Program Review, 11:10 am:</b> Facilitated by Jaclyn Ronquillo-Adachi and Traci Ukita in a roundtable discussion format.</li> </ul> <p>c) Schedule</p> <ul style="list-style-type: none"> <li>• 8:00 am - Breakfast</li> <li>• 8:30 am - Keynote Speaker</li> <li>• 9:30 to 11:45 pm – Workshops (45 minutes each)</li> <li>• 12:00 pm – Lunch</li> <li>•</li> </ul> <p><b>Action:</b> Find out if keynote speech will be videoed.  <b>Responsibility:</b> Mark Fronke</p> <p><b>Action:</b> Give committee recommendations to Sharon Hamill, Ph.D.  <b>Responsibility:</b> Mark Fronke</p> <p><b>Action:</b> Facilitate Workshops  <b>Responsibility:</b> Mark Fronke, Robyn Tornay, Sharon Hamill, Ph.D., Jaclyn Ronquillo-Adachi and Traci Ukita.</p>
<b>Items from the floor</b>	<p>Michelle Lewellen informed the committee that there is no archiving procedure on campus.</p> <p>Michelle Lewellen informed the committee that the current SLO Coordinator term is ending, and at the March 27<sup>th</sup> Faculty Senate meeting the position will be officially open. Secondly, she will propose that SLO coordinator automatically become the committee chair. Fronke asked if the ‘eLumen Data Steward’ position would be separately determined or become part of the SLO coordinator’s responsibility. Fronke also inquired about whether the SLO Coordinator also represents his/her Division on the committee.</p>
<b>Meeting Adjourned</b>	<p>SLO Coordinator Mark Fronke adjourned the meeting at 4:54 P.M.</p>



# SLO Committee Minutes

**Date:** March 26, 2018

**Time:** 3:30 – 5:00 p.m.

**Location:** LC 51

Division	Role	Name	01/22/2018	02/12/2018	02/26/2018	03/26/2018	04/09/2018	04/23/2018	05/07/2018
Business	SLO Coordinator	Mark Fronke	P	P	P	P			
Counseling	SLO Coordinator	Jan Connal	P	A	P	P			
CCFF	Faculty	Pauline Acosta	P	A	P	P			
Counseling	Faculty	Traci Ukita	P	P	P	P			
Curriculum	Faculty	Carrie Edwards	A	A	A	A			
DSPS	Faculty	Steven La Vigne	P	P	P	A			
Faculty Senate	Faculty	Michelle Lewellen	P	A	P	P			
Fine Arts & Comm.	Faculty	Sergio Teran	P	P	P	P			
Health Occupations	Faculty	Ann Voorhies	P	A	P	P			
HPEDA	Faculty	Jennifer O'Connor	P	P	P	P			
HSS	Faculty	Jaclyn Ronquillo-Adachi	P	P	P	P			
Liberal Arts	Faculty	Lee Anne McIlroy	A	A	P	A			
Library/LRC	Faculty	Lorraine Gersitz	P	P	P	P			
SEM	Faculty	Chace Tydell	P	P	P	P			
Technology	Faculty	Chuong Vo	P	P	A	P			
IERP	ACCME	Kristi Blackburn	A	P	P	P			
SEM	ACCME	Connie Boardman	A	A	P	P			
Student Services	ACCME	Terrie Lopez	A	P	P	P			
CSEA	Classified	Vacant	A	A	A	A			
ASCC	Student	Princess Florendo	A	A	A	A			

	<b>Summary of Discussion</b>
<b>Meeting Called to Order</b>	SLO Coordinator, Mark Fronke, called the meeting to order at 3:35 P.M.
<b>Approval of Minutes</b>	Connie Boardman made a motion to approve the minutes of the SLO meeting on February 26, 2018. Michelle Lewellen seconded. The committee unanimously passed the motion.
<b>Final session for “SLO Extravaganza Day” – April 6</b>	<p>Mark Fronke informed the committee that approximately thirty people signed up for SLO Extravaganza Day. He planned to remind campus faculty of the event on an email announcing that all the assessments were input and available in eLumen. Dr. Sharon Hamill received the suggestions for her keynote speech from the committee and agreed to them.</p> <p>Mark Fronke asked the committee if the two tracks of workshops should be merged. Merging them would allow Robyn Tornay, the eLumen representative, to participate both in the eLumen and theoretical workshops. The committee voted unanimously to merge both tracts of workshops for the event.</p>
<b>SLO Coordinator Position – 2 year term for Fall 2018 to Spring 2020</b>	<p>Michelle Lewellen supplied the proposed SLO Coordinator job description form. The form is going to the Faculty Senate on April 3, 2018. The purpose of the document was to follow the same format as other committee coordinators and to provide transparency about responsibilities.</p> <p>The committee voted to approve the following suggestions to amend the form and take to the Faculty Senate:</p> <ul style="list-style-type: none"> <li>• Add “per week” at the end of the statement, “Coordinate up to 24 hours of hourly employee support.”</li> <li>• Strike the bullet: “Work each semester with IT to ensure that the correct courses, rosters, and users are uploaded correctly to eLumen.”</li> <li>• Revise the bullet, “Facilitate the subcommittee that will analyze the SLO assessment results and create improvement plans for the Liberal Arts and Sciences, General Education Competencies, and Institutional Competencies,” to “Facilitate the analysis of the SLO assessment results and creation of improvement plans for departments, areas and the institution.”</li> <li>• Revive the bullet: “Report to Vice President of Academic Affairs and the Faculty Senate on the progress of SLO assessment across campus,” to “Report to Vice President of Academic Affairs or designee and the Faculty Senate on the progress of SLO assessment across campus.”</li> </ul>

	<p>There was also a discussion about the allotted reassigned time for the SLO Coordinator position, though there was no motion.</p>
<p><b>eLumen Data Steward Position (Same term as Coordinator)</b></p>	<p>The Vice President of Academic Affairs appoints the eLumen Data Steward Position.</p>
<p><b>Policy on SLO Coordinator as SLO Committee Chair</b></p>	<p>The committee made two suggestions to change the document entitled "SENATE COMMITTEE ON STUDENT LEARNING OUTCOMES," and are as follows:</p> <ul style="list-style-type: none"> <li>• Change the statement: "A faculty member elected by the voting members of the Committee for a two-year term. The term shall commence on July 1 and end on June 30. In the event that no chairperson(s) is elected, the Faculty Senate may appoint a chairperson(s). The term shall commence on July 1 and end on June 30," to, "The Faculty Senate appointed Faculty SLO Coordinator will serve a two-year term as Chair of the SLO Committee. The term shall commence on July 1 and end on June 30. The Faculty SLO Coordinator will <u>not</u> serve as a representative from their own division, unless so voted by the faculty of that division."</li> <li>• Specify that quorum for the committee is 50% of voting members plus one.</li> </ul>
<p><b>Items from the floor</b></p> <ol style="list-style-type: none"> <li>1. <b>Three Year Report</b></li> <li>2. <b>Guiding Principles for SLO Assessment by the California Faculty Senate</b></li> <li>3. <b>2018 Annual Report</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Mark Fronke generated a report showing the statistics for divisional assessment results from Fall 2014 to Spring 2017. Each semester in the three-year time span divides assessment totals by Good, Satisfactory, Emergent, and N/A. Fronke sent the report to college Deans. The report shows that the trend for reporting, in general, is up. The report should generate dialogue at the Dean's level and may lead to action and improvement plans.</li> <li>2. The California Faculty Senate publication entitled, "Guiding Principles for SLO Assessment," states that the college is responsible for implementing strategy so that the "results of assessment are being used for improvement and further alignment of institution-wide practices," and generating "widespread institutional dialogue about the results."</li> </ol> <p>Mark Fronke stated that now is the time for the committee to increase institutional dialogue about SLOs. SLO data can support action and improvement plans at all levels of the college organizational structure. Consequently, action and</p>

	<p>improvement plans that use SLO data as evidence can affect future SLO trends.</p> <p>The infrastructure of eLumen supports the practice of moving course SLO data upward by linking SLOs, curriculum and planning together.</p> <p>Committee members discussed whether or not data was being used upward from the course level to make action and improvement plans. There was a consensus that it is a limited practice.</p> <p>Mark Fronke agreed to draft an improvement plan template outlining a procedure for SLO data to move upward from course level to the institutional level. The document will include suggested dates and deadlines for data to disperse throughout the college.</p> <p>3. Mark Fronke provided the SLO statistics for the ACCJC Annual Report for 2017-18. Data came from eLumen with direct advice from an eLumen representative stating what reports to use for the form.</p> <p><b>Action:</b> Draft improvement plan template for faculty to use to report their action plans for the annual planning cycle.  <b>Responsibility:</b> Mark Fronke</p>
<p><b>Meeting Adjourned</b></p>	<p>SLO Coordinator, Mark Fronke, adjourned the meeting at 5:05 P.M.</p>



# SLO Committee Minutes

**Date:** April 09, 2018

**Time:** 3:30 – 5:00 p.m.

**Location:** LC 51

Division	Role	Name	01/22/2018	02/12/2018	02/26/2018	03/26/2018	04/09/2018	04/23/2018	05/07/2018
Business	SLO Coordinator	Mark Fronke	P	P	P	P	P		
Counseling	SLO Coordinator	Jan Connal	P	A	P	P	A		
CCFF	Faculty	Pauline Acosta	P	A	P	P	A		
Counseling	Faculty	Traci Ukita	P	P	P	P	A		
Curriculum	Faculty	Carrie Edwards	A	A	A	A	A		
DSPS	Faculty	Steven La Vigne	P	P	P	A	P		
Faculty Senate	Faculty	Michelle Lewellen	P	A	P	P	P		
Fine Arts & Comm.	Faculty	Sergio Teran	P	P	P	P	P		
Health Occupations	Faculty	Ann Voorhies	P	A	P	P	P		
HPEDA	Faculty	Jennifer O'Connor	P	P	P	P	P		
HSS	Faculty	Jaclyn Ronquillo-Adachi	P	P	P	P	P		
Liberal Arts	Faculty	Lee Anne McIlroy	A	A	P	A	A		
Library/LRC	Faculty	Lorraine Gersitz	P	P	P	P	P		
SEM	Faculty	Chace Tydell	P	P	P	P	P		
Technology	Faculty	Chuong Vo	P	P	A	P	P		
IERP	ACCME	Kristi Blackburn	A	P	P	P	A		
SEM	ACCME	Connie Boardman	A	A	P	P	A		
Student Services	ACCME	Terrie Lopez	A	P	P	P	A		
CSEA	Classified	Vacant	A	A	A	A	A		
ASCC	Student	Tania Martin	A	A	A	A	P		

	Summary of Discussion
<b>Meeting Called to Order</b>	<p>SLO Coordinator, Mark Fronke, called the meeting to order at 3:36 P.M.</p> <p>Mark Fronke introduced Tania Martin as the new student representative from ASCC.</p>
<b>Approval of Minutes</b>	<p>Michelle Lewellen made a motion to approve the minutes of the March 26, 2018 meeting. Jennifer O'Connor seconded. The committee unanimously passed the motion. Steven La Vigne and Tania Martin abstained.</p>
<b>Comments from "SLO Extravaganza Day"</b>	<p>Steven La Vigne stated that there were great ideas that were shared with ease, accessibility and within a comfortable environment. Michelle Lewellen shared that the event was well attended. Chase Tydell asked if the event did well after the decision to combine the workshops into one tract. Serio Teran replied to Chase, stating that it worked well. Jennifer O'Connor agreed, stating that it the simplified workshop structure flowed easily. Mark Fronke said that the computer workshop could have been longer. Various members of the committee who attended SLO Extravaganza Day reiterated Dr. Sharon Hamill's statement about how SLO data should be used as evidence in planning within the college.</p> <p>Mark Fronke suggested that a survey should be created and sent out to attendees of SLO Extravaganza Day to gauge their satisfaction with the event.</p> <p><b>Action:</b> Create and distribute a survey for attendees of SLO Extravaganza Day,  <b>Responsibility:</b> Mark Fronke</p>
<b>College, Division and Department performance reports</b>	<p>Mark Fronke informed the committee that three division reports had been completed, including data at the department level.</p> <p>Chase Tydell advised the committee that faculty members in her division were unsatisfied with the reports. She stated that the data reports would be more useful without the N/A column. She warned that the reports would confuse people because of the misconception that the data represented individual students as opposed to individual SLOs assessed. Jaclyn Ronquillo-Adachi agreed that the N/A data should be removed, and the heading, "Number of Students Assessed" should be changed.</p> <p>Mark Fronke stated that the reports reflected raw data that came out of eLumen but agreed to remove the N/A data and changing the heading.</p>



	Michelle Lewellen asked if the committee can see future reports before being distributed publically.
<b>Action/Improvement Plan Template</b>	Mark Fronke presented a draft of an SLO Improvement/Action Plan template. There was a consensus that the form was easy to understand and useful.
<b>Items from the floor</b>	Michelle Lewellen informed the committee that the documents regarding the SLO coordinator position passed through the Faculty Senate without any issues.
<b>Meeting Adjourned</b>	SLO Coordinator, Mark Fronke, adjourned the meeting at 4:59 P.M.



# SLO Committee Minutes

**Date:** April 23, 2018

**Time:** 3:30 – 5:00 p.m.

**Location:** LC 51

Division	Role	Name	01/22/2018	02/12/2018	02/26/2018	03/26/2018	04/09/2018	04/23/2018	05/07/2018
Business	SLO Coordinator	Mark Fronke	P	P	P	P	P	P	
Counseling	SLO Coordinator	Jan Connal	P	A	P	P	A	A	
CCFF	Faculty	Pauline Acosta	P	A	P	P	A	A	
Counseling	Faculty	Traci Ukita	P	P	P	P	A	A	
Curriculum	Faculty	Carrie Edwards	A	A	A	A	A	A	
DSPS	Faculty	Steven La Vigne	P	P	P	A	P	P	
Faculty Senate	Faculty	Michelle Lewellen	P	A	P	P	P	P	
Fine Arts & Comm.	Faculty	Sergio Teran	P	P	P	P	P	P	
Health Occupations	Faculty	Ann Voorhies	P	A	P	P	P	P	
HPEDA	Faculty	Jennifer O'Connor	P	P	P	P	P	P	
HSS	Faculty	Jaclyn Ronquillo-Adachi	P	P	P	P	P	P	
Liberal Arts	Faculty	Lee Anne McIlroy	A	A	P	A	A	P	
Library/LRC	Faculty	Lorraine Gersitz	P	P	P	P	P	P	
SEM	Faculty	Chace Tydell	P	P	P	P	P	P	
Technology	Faculty	Chuong Vo	P	P	A	P	P	P	
IERP	ACCME	Kristi Blackburn	A	P	P	P	A	P	
SEM	ACCME	Connie Boardman	A	A	P	P	A	A	
Academic Affairs	Management	Gary Prichard	A	A	A	A	A	P	
Student Services	ACCME	Terrie Lopez	A	P	P	P	A	P	
Student Services	Administration	Kim Westby	A	A	A	A	A	P	
CSEA	Classified	Vacant	A	A	A	A	A	A	
ASCC	Student	Tania Martin	A	A	A	A	P	P	

	<b>Summary of Discussion</b>
<b>Meeting Called to Order</b>	SLO Coordinator, Mark Fronke, called the meeting to order at 3:34 P.M.  Everyone present made an introduction.
<b>Approval of Minutes</b>	Ann Voorhies made a motion to approve the minutes of the April 9, 2018 meeting. Chase Tydell seconded. The committee unanimously passed the motion. Terri Lopez, Lee Anne McIlroy, Gary Prichard, and Kim Wesby abstained.
<b>Chairs Council Agenda</b>	Mark Fronke informed the committee that he would present the following to the Chairs Council on April 24, 2018: <ol style="list-style-type: none"> <li>1. The SLO Process</li> <li>2. Revised Institutional SLOs</li> <li>3. Action/Improvement Plan document and its importance to closing the loop of the SLO assessment process</li> <li>4. Updates on SLO data reports</li> </ol>
<b>Shared Governance Form</b>	Mark Fronke filled out information on the Committee Self Evaluation Form for 2017-2018. The committee made the following edits: <ul style="list-style-type: none"> <li>• Add the SLO Extravaganza Day to the list of accomplishments in #2.</li> <li>• Changes made in the document entitled "SENATE COMMITTEE ON STUDENT LEARNING OUTCOMES," now reflect in #4. The committee also agreed to make decisions by consensus.</li> <li>• Add a fourth goal in #5: The committee will work with department chairs to review SLO mapping.</li> </ul>
<b>SLO Assessment Performance Reports for 2014-2017</b>	The committee reviewed the college-wide assessment report. Jennifer O'Connor noted that HPEDA is misspelled.
<b>SLO Extravaganza</b> <ol style="list-style-type: none"> <li>1. Participant Survey</li> <li>2. Status of Video</li> </ol>	<ol style="list-style-type: none"> <li>1. Keynote Speaker, Dr. Sharon Hamill, has requested not to share the video of her speech with the public. She will allow the committee to share the video with Cerritos College employees under password protection.</li> <li>2. A survey seeking feedback from the SLO Extravaganza will go out within the week.</li> </ol>
<b>Action/Improvement Plan Sample and Strategy</b>	Mark Fronke presented a sample of the Action/Improvement Plan document to illustrate its use. The document was designed to provide Programs with a tool for creating evidence of the development of plans for improving student learning. Faculty will be encouraged to upload these plans to Program Review Plus. Jaclyn Ronquillo-Adachi suggested that department chairs send the document to both full and part-time faculty.
<b>Items from the floor</b>	Sergio Teran informed the committee that there is a misconception amongst some faculty believing that single-section courses do not need assessment. Mark Fronke stated that he would remind faculty that this is not the case.
<b>Meeting Adjourned</b>	The meeting adjourned at 4:37 P.M.



# SLO Committee Minutes

**Date:** May 7, 2018

**Time:** 3:30 – 5:00 p.m.

**Location:** LC 51

Division	Role	Name	01/22/2018	02/12/2018	02/26/2018	03/26/2018	04/09/2018	04/23/2018	05/07/2018
Academic Affairs	Management	Gary Prichard	A	A	A	A	A	P	A
Business	SLO Coordinator	Mark Fronke	P	P	P	P	P	P	P
Counseling	SLO Coordinator	Jan Connal	P	A	P	P	A	A	A
CCFF	Faculty	Pauline Acosta	P	A	P	P	A	A	A
Counseling	Faculty	Traci Ukita	P	P	P	P	A	A	P
Curriculum	Faculty	Carrie Edwards	A	A	A	A	A	A	A
DSPS	Faculty	Steven La Vigne	P	P	P	A	P	P	P
Faculty Senate	Faculty	Michelle Lewellen	P	A	P	P	P	P	A
Fine Arts & Comm.	Faculty	Sergio Teran	P	P	P	P	P	P	P
Health Occupations	Faculty	Ann Voorhies	P	A	P	P	P	P	A
HPEDA	Faculty	Jennifer O'Connor	P	P	P	P	P	P	P
HSS	Faculty	Jaelyn Ronquillo-Adachi	P	P	P	P	P	P	A
Liberal Arts	Faculty	Lee Anne McIlroy	A	A	P	A	A	P	A
Library/LRC	Faculty	Lorraine Gersitz	P	P	P	P	P	P	A
SEM	Faculty	Chace Tydell	P	P	P	P	P	P	P
Technology	Faculty	Chuong Vo	P	P	A	P	P	P	P
IERP	ACCME	Kristi Blackburn	A	P	P	P	A	P	A
SEM	ACCME	Connie Boardman	A	A	P	P	A	A	A
Student Services	ACCME	Terrie Lopez	A	P	P	P	A	P	A
Student Services	Administration	Kim Westby	A	A	A	A	A	P	A
CSEA	Classified	Vacant	A	A	A	A	A	A	A
ASCC	Student	Tania Martin	A	A	A	A	P	P	P

	<b>Summary of Discussion</b>
<b>Meeting Called to Order</b>	SLO Coordinator, Mark Fronke, called the meeting to order at 3:39 P.M.
<b>Approval of Minutes</b>	Quorum not met
<b>Chairs Counsel Presentation</b>	Mark Fronke stated that he urged the Counsel to assess as much as possible, and that the presentation went well.
<b>Year-end report to Faculty Senate</b>	Mark Fronke presented an SLO Committee Memo to be given to the Faculty Senate. It includes an overview, assessment of 2017-2018 goals, and future goals for the committee.
<b>SLO Assessment Performance Reports for 2014-2017 Update</b>	Department, division and college reports have been finalized and posted online.
<b>SLO Extravaganza 1. Survey Results</b>	Results of the survey showed that the keynote speaker received positive feedback. Respondents generally gave negative feedback to the eLumen Workshop.
<b>Planning for 2018-2019</b>	There was a discussion regarding moving meetings to 3 p.m., and meeting only once per month.
<b>Items from the floor</b>	None
<b>Meeting Adjourned</b>	SLO Coordinator, Mark Fronke, adjourned the meeting at 4:15 P.M.



# SLO Committee Minutes

**Date:** August 27, 2018

**Time:** 3:00 – 4:30 p.m.

**Location:** SS 141

Division	Role	Name	08/27/2018	09/10/2018	09/24/2018	10/08/2018	10/22/2018	11/26/2018	12/10/2018
Business	SLO Coordinator	Mark Fronke	P						
Counseling	SLO Coordinator		A						
CCFF	Faculty	Pauline Acosta	P						
Counseling	Faculty	Veronica Herrera	P						
Curriculum	Faculty	Carrie Edwards	A						
DSPS	Faculty	Steven La Vigne	P						
Faculty Senate	Faculty	Michelle Lewellen	P						
Fine Arts & Comm.	Faculty	Sergio Teran	P						
Health Occupations	Faculty	Kelli Brooks	A						
HPEDA	Faculty	Jennifer O'Connor	P						
HSS	Faculty	Jaclyn Ronquillo-Adachi	P						
Liberal Arts	Faculty	Lee Anne McIlroy	A						
Library/LRC	Faculty	Lorraine Gersitz	P						
SEM	Faculty	Chace Tydell	P						
Technology	Faculty	Chuong Vo	P						
IERP	ACCME	Kristi Blackburn	P						
SEM	ACCME		A						
Student Services	ACCME	Norma Rodriguez	P						
Student Services	Administration	Kim Westby	P						
CSEA	Classified		A						
ASCC	Student		A						

Two guests were in attendance from IERP: Humberto Solis and Mark Katayama.

	<b>Summary of Discussion</b>
<b>Meeting Called to Order</b>	SLO Coordinator, Mark Fronke, called the meeting to order at 3:06 P.M.
<b>Approval of Minutes</b>	<p>Chase Tydell made a motion to approve the minutes of the April 23, 2018 meeting. Stephen La Vigne seconded. The committee unanimously passed the motion. Norma Rodriguez abstained.</p> <p>Chase Tydell made a motion to approve the minutes of the May 7, 2018 meeting. Stephen La Vigne seconded. The committee unanimously passed the motion. Norma Rodriguez, Kim Westby, Michelle Lewellen, and Lorraine Gersitz abstained.</p>
<b>SLO Process in Accreditation</b> <b>a. Standard I.B – Assuring Academic Quality and Institutional Effectiveness</b> <b>b. Standard II.A – Instructional Programs</b>	<p>a. Kristi Blackburn informed the committee that the Standard I.B team is reviewing the changes in requests for evidence. She will return to the committee with specific requests for evidence to fulfill the requirements.</p> <p>b. Mark Fronke provided the committee with a document entitled “Accreditation Implications for SLOs,” that outlines the requirements of the SLO Committee to provide evidence for each relevant section of Standard II.A.</p> <p>Fronke indicated that section 6 should be evaluated for its relevance to the SLO process on campus.</p> <p>Fronke indicated that section 9 requires an SLO basis for awarding grades, certificates and degrees. He urged members of the committee to discuss this requirement with faculty in their divisions and departments.</p>
<b>Review of Committee Goals for 2018 and 2019</b>	<p>Fronke informed the committee that:</p> <ul style="list-style-type: none"> <li>• The bridge between eLumen and Canvas is still in the testing environment.</li> <li>• ISLO data from 2014-2017 is available, now discussion about the data needs to occur.</li> <li>• Departments must review CSLO, PSLO and ISLO Mappings and make any necessary revisions.</li> </ul>
<b>Schedule of SLO Cycle for 2018-19</b>	Fronke removed the action item from the annual cycle requiring departments to notify SLO Coordinator of the CSLOs to be assessed. The process has evolved into all CSLOs are available for assessment for all classes in all semesters. Departments and/or individual faculty should be encouraged to assess as often as possible.
<b>Review of SLO instructions for Instructional Program Review</b>	Fronke indicated that the document may be outdated. The committee suggested that Fronke draft a new document

<b>(Appendix F)</b>	with a narrative of the SLO cycle including faculty improvement plans and SLO reports (available on the website), and their use in Program Review Plus.
<b>Update on ISLO revision</b>	ISLOs were approved and are active beginning with the Fall 2018 Semester. They are posted on the Cerritos College SLO website.
<b>Report on GESLOs and ISLOs for 2014 - 2017</b>	<p>Fronke presented the reports that were generated from the GESLO and ISLO data from the fall 2014 to spring 2017 semesters.</p> <p>Fronke asked each committee member to review the reports and return to the next meeting with feedback.</p> <p>Fronke stated he would send the reports to Rick Miranda (Academic Affairs), Felipe Lopez (Budget and Planning), Jose Fierro (Coordinating Committee) and April Griffin (Faculty Senate).</p>
<b>2018-19 Workshops Scheduled</b> <ul style="list-style-type: none"> <li>a. Tuesday, 10/09, 11:00 am to 12:15, CTX</li> <li>b. Tuesday, 11/27, 11:00 am to 12:15, CTX</li> <li>c. Friday, 4/5, 8:00 am to 12:30, SLO Extravaganza II</li> </ul>	Announcements made.
<b>Status of eLumen</b>	Rosters are now available for all course sections this semester.
<b>Items from the floor</b>	None
<b>Meeting Adjourned</b>	SLO Coordinator, Mark Fronke, adjourned the meeting at 4:22 P.M.



**Cerritos College SLO Committee - SLO Assessment Results - Three Year Comparison  
(Fall 2014 to Spring 2017)**

**Course SLOs**

Cerritos College	Semester	Number of Assessments				Percentages		
		Good	Satis.	Emergent	Total	Good	Satis.	Emergent
Adult Education	Spring 2017	1,152	850	680	2,682	43.0%	31.7%	25.4%
	Fall 2016	15	11	4	30	50.0%	36.7%	13.3%
	Spring 2016	95	53	47	195	48.7%	27.2%	24.1%
	Fall 2015	37	52	80	169	21.9%	30.8%	47.3%
	Spring 2015	-	-	-	-	-	-	-
	Fall 2014	62	44	29	135	45.9%	32.6%	21.5%
	<b>Total</b>		<b>1,361</b>	<b>1,010</b>	<b>840</b>	<b>3,211</b>	<b>42.4%</b>	<b>31.5%</b>
Business	Spring 2017	9,972	2,819	2,348	15,139	65.9%	18.6%	15.5%
	Fall 2016	16,873	4,485	3,285	24,643	68.5%	18.2%	13.3%
	Spring 2016	955	330	175	1,460	65.4%	22.6%	12.0%
	Fall 2015	10,754	3,202	2,323	16,279	66.1%	19.7%	14.3%
	Spring 2015	8,301	2,991	2,553	13,845	60.0%	21.6%	18.4%
	Fall 2014	23	-	-	23	100.0%	-	-
	<b>Total</b>		<b>46,878</b>	<b>13,827</b>	<b>10,684</b>	<b>71,389</b>	<b>65.7%</b>	<b>19.4%</b>
Counseling	Spring 2017	215	110	93	418	51.4%	26.3%	22.2%
	Fall 2016	507	262	156	925	54.8%	28.3%	16.9%
	Spring 2016	-	-	-	-	-	-	-
	Fall 2015	631	461	118	1,210	52.1%	38.1%	9.8%
	Spring 2015	262	208	76	546	48.0%	38.1%	13.9%
	Summer 2014	2,378	474	48	2,900	82.0%	16.3%	1.7%
	<b>Total</b>		<b>3,993</b>	<b>1,515</b>	<b>491</b>	<b>5,999</b>	<b>66.6%</b>	<b>25.3%</b>
Disabled Student Programs and Services (DSPS)	Spring 2017	4	5	1	10	40.0%	50.0%	10.0%
	Fall 2016	63	9	10	82	76.8%	11.0%	12.2%
	Spring 2016	-	-	-	-	-	-	-
	Fall 2015	67	20	19	106	63.2%	18.9%	17.9%
	Spring 2015	32	30	-	62	51.6%	48.4%	-
	Summer 2014	-	-	-	-	-	-	-
	<b>Total</b>		<b>166</b>	<b>64</b>	<b>30</b>	<b>260</b>	<b>63.8%</b>	<b>24.6%</b>
Fine Arts	Spring 2017	4,723	1,277	419	6,419	73.6%	19.9%	6.5%
	Fall 2016	4,754	2,165	663	7,582	62.7%	28.6%	8.7%
	Spring 2016	359	155	67	581	61.8%	26.7%	11.5%
	Fall 2015	4,037	2,461	1,076	7,574	53.3%	32.5%	14.2%
	Spring 2015	1,229	436	285	1,950	63.0%	22.4%	14.6%
	Fall 2014	756	144	58	958	78.9%	15.0%	6.1%
	<b>Total</b>		<b>15,858</b>	<b>6,638</b>	<b>2,568</b>	<b>25,064</b>	<b>63.3%</b>	<b>26.5%</b>

The information provided above was extracted from the Cerritos College eLumen database for the semesters shown. 8/22/2018

**Cerritos College SLO Committee - SLO Assessment Results - Three Year Comparison  
(Fall 2014 to Spring 2017)**

**Course SLOs**

Cerritos College	Semester	Number of Assessments				Percentages		
		Good	Satis.	Emergent	Total	Good	Satis.	Emergent
Health Occupations	Spring 2017	1,220	287	151	1,658	73.6%	17.3%	9.1%
	Fall 2016	6,838	2,145	1,705	10,688	64.0%	20.1%	16.0%
	Spring 2016	302	91	112	505	59.8%	18.0%	22.2%
	Fall 2015	2,137	624	261	3,022	70.7%	20.6%	8.6%
	Spring 2015	2,348	775	227	3,350	70.1%	23.1%	6.8%
	Fall 2014	540	211	139	890	60.7%	23.7%	15.6%
	<b>Total</b>		<b>13,385</b>	<b>4,133</b>	<b>2,595</b>	<b>20,113</b>	<b>66.5%</b>	<b>20.5%</b>
HPEDA	Spring 2017	1,828	804	250	2,882	63.4%	27.9%	8.7%
	Fall 2016	2,777	1,637	282	4,696	59.1%	34.9%	6.0%
	Spring 2016	-	-	-	-	-	-	-
	Fall 2015	6,999	1,913	800	9,712	72.1%	19.7%	8.2%
	Spring 2015	3,691	1,083	342	5,116	72.1%	21.2%	6.7%
	Fall 2014	7	8	-	15	46.7%	53.3%	-
	<b>Total</b>		<b>15,302</b>	<b>5,445</b>	<b>1,674</b>	<b>22,421</b>	<b>68.2%</b>	<b>24.3%</b>
Humanities & Social Sciences	Spring 2017	5,460	2,881	1,854	10,195	53.6%	28.3%	18.2%
	Fall 2016	10,229	6,076	3,742	20,047	51.0%	30.3%	18.7%
	Spring 2016	817	491	301	1,609	50.8%	30.5%	18.7%
	Fall 2015	4,949	3,448	2,757	11,154	44.4%	30.9%	24.7%
	Spring 2015	1,350	931	955	3,236	41.7%	28.8%	29.5%
	Fall 2014	2,619	2,121	2,047	6,787	38.6%	31.3%	30.2%
	<b>Total</b>		<b>25,424</b>	<b>15,948</b>	<b>11,656</b>	<b>53,028</b>	<b>47.9%</b>	<b>30.1%</b>
Liberal Arts	Spring 2017	7,902	7,055	2,637	17,594	44.9%	40.1%	15.0%
	Fall 2016	11,237	11,970	3,183	26,390	42.6%	45.4%	12.1%
	Spring 2016	1,863	2,007	481	4,351	42.8%	46.1%	11.1%
	Fall 2015	5,233	5,897	1,844	12,974	40.3%	45.5%	14.2%
	Spring 2015	2,926	2,517	737	6,180	47.3%	40.7%	11.9%
	Fall 2014	2,939	3,878	1,354	8,171	36.0%	47.5%	16.6%
	<b>Total</b>		<b>32,100</b>	<b>33,324</b>	<b>10,236</b>	<b>75,660</b>	<b>42.4%</b>	<b>44.0%</b>
Library Science	Spring 2017	22	3	-	25	88.0%	12.0%	-
	Fall 2016	490	181	114	785	62.4%	23.1%	14.5%
	Spring 2016	15	5	-	20	75.0%	25.0%	-
	Fall 2015	318	98	50	466	68.2%	21.0%	10.7%
	Spring 2015	-	-	-	-	-	-	-
	Fall 2014	-	-	-	-	-	-	-
	<b>Total</b>		<b>845</b>	<b>287</b>	<b>164</b>	<b>1,296</b>	<b>65.2%</b>	<b>22.1%</b>

The information provided above was extracted from the Cerritos College eLumen database for the semesters shown. 8/22/2018

**Cerritos College SLO Committee - SLO Assessment Results - Three Year Comparison  
(Fall 2014 to Spring 2017)**

**Course SLOs**

<b>Cerritos College</b>	<b>Semester</b>	<b>Number of Assessments</b>				<b>Percentages</b>		
		<b>Good</b>	<b>Satis.</b>	<b>Emergent</b>	<b>Total</b>	<b>Good</b>	<b>Satis.</b>	<b>Emergent</b>
SEM	Spring 2017	6,886	5,340	5,138	17,364	39.7%	30.8%	29.6%
	Fall 2016	12,697	9,466	9,495	31,658	40.1%	29.9%	30.0%
	Spring 2016	610	697	724	2,031	30.0%	34.3%	35.6%
	Fall 2015	8,672	5,553	5,267	19,492	44.5%	28.5%	27.0%
	Spring 2015	564	155	305	1,024	55.1%	15.1%	29.8%
	Fall 2014	1,371	573	950	2,894	47.4%	19.8%	32.8%
	<b>Total</b>		<b>30,800</b>	<b>21,784</b>	<b>21,879</b>	<b>74,463</b>	<b>41.4%</b>	<b>29.3%</b>
Technology	Spring 2017	5,515	1,576	479	7,570	72.9%	20.8%	6.3%
	Fall 2016	5,699	1,732	543	7,974	71.5%	21.7%	6.8%
	Spring 2016	1,264	559	219	2,042	61.9%	27.4%	10.7%
	Fall 2015	5,526	1,483	385	7,394	74.7%	20.1%	5.2%
	Spring 2015	505	229	48	782	64.6%	29.3%	6.1%
	Fall 2014	700	301	64	1,065	65.7%	28.3%	6.0%
	<b>Total</b>		<b>19,209</b>	<b>5,880</b>	<b>1,738</b>	<b>26,827</b>	<b>71.6%</b>	<b>21.9%</b>
<b>Total College</b>	Spring 2017	44,899	23,007	14,050	81,956	54.8%	28.1%	17.1%
	Fall 2016	72,179	40,139	23,182	135,500	53.3%	29.6%	17.1%
	Spring 2016	6,280	4,388	2,126	12,794	49.1%	34.3%	16.6%
	Fall 2015	49,360	25,212	14,980	89,552	55.1%	28.2%	16.7%
	Spring 2015	21,208	9,355	5,528	36,091	58.8%	25.9%	15.3%
	Fall 2014	11,395	7,754	4,689	23,838	47.8%	32.5%	19.7%
	<b>Total</b>		<b>205,321</b>	<b>109,855</b>	<b>64,555</b>	<b>379,731</b>	<b>54.1%</b>	<b>28.9%</b>

Cerritos College SLO Committee - SLO Assessment Results - Three Year Comparison  
(Fall 2014 to Spring 2017)

## General Education SLOs

Cerritos College	Semester	Number of Assessments				Percentages		
		Good	Satis.	Emergent	Total	Good	Satis.	Emergent
Critical Thinking	Spring 2017	14,032	10,373	6,853	31,073	45.2%	33.4%	22.1%
	Fall 2016	25,551	19,148	11,537	56,236	45.4%	34.0%	20.5%
	Spring 2016	2,123	2,040	1,045	5,208	40.8%	39.2%	20.1%
	Fall 2015	13,678	11,145	7,369	32,192	42.5%	34.6%	22.9%
	Spring 2015	6,277	2,661	2,290	11,228	55.9%	23.7%	20.4%
	Fall 2014	4,033	4,336	2,787	11,156	36.2%	38.9%	25.0%
	<b>Total</b>		<b>65,694</b>	<b>49,703</b>	<b>31,881</b>	<b>147,278</b>	<b>44.6%</b>	<b>33.7%</b>
Written and Oral Communication	Spring 2017	10,956	6,181	3,480	20,617	53.1%	30.0%	16.9%
	Fall 2016	21,351	15,095	7,087	44,787	47.7%	33.7%	15.8%
	Spring 2016	2,357	1,964	893	5,214	45.2%	37.7%	17.1%
	Fall 2015	11,316	8,062	4,436	23,814	47.5%	33.9%	18.6%
	Spring 2015	7,380	3,045	2,525	12,831	57.5%	23.7%	19.7%
	Fall 2014	4,160	4,354	2,754	11,268	36.9%	38.6%	24.4%
	<b>Total</b>		<b>57,520</b>	<b>38,701</b>	<b>21,175</b>	<b>117,396</b>	<b>49.0%</b>	<b>33.0%</b>
Quantitative Reasoning	Spring 2017	7,750	5,154	4,773	17,677	43.8%	29.2%	27.0%
	Fall 2016	14,273	9,821	8,648	32,742	43.6%	30.0%	26.4%
	Spring 2016	827	729	654	2,210	37.4%	33.0%	29.6%
	Fall 2015	9,512	5,680	5,260	20,452	46.5%	27.8%	25.7%
	Spring 2015	4,510	1,763	1,734	8,007	56.3%	22.0%	21.7%
	Fall 2014	478	419	646	1,543	31.0%	27.2%	41.9%
	<b>Total</b>		<b>37,350</b>	<b>23,566</b>	<b>21,715</b>	<b>82,631</b>	<b>45.2%</b>	<b>28.5%</b>
Breadth of Knowledge	Spring 2017	11,914	8,231	4,025	24,170	49.3%	34.1%	16.7%
	Fall 2016	23,117	17,071	8,475	48,663	47.5%	35.1%	17.4%
	Spring 2016	2,129	1,845	769	4,743	44.9%	38.9%	16.2%
	Fall 2015	14,404	10,008	5,356	29,768	48.4%	33.6%	18.0%
	Spring 2015	8,057	3,116	2,522	13,695	58.8%	22.8%	18.4%
	Fall 2014	4,573	4,739	3,134	12,446	36.7%	38.1%	25.2%
	<b>Total</b>		<b>64,194</b>	<b>45,010</b>	<b>24,281</b>	<b>133,485</b>	<b>48.1%</b>	<b>33.7%</b>
<b>Report Totals</b>	Spring 2017	44,652	29,939	19,131	93,722	47.6%	31.9%	20.4%
	Fall 2016	84,292	61,135	35,747	181,174	46.5%	33.7%	19.7%
	Spring 2016	7,436	6,578	3,361	17,375	42.8%	37.9%	19.3%
	Fall 2015	48,910	34,895	22,421	106,226	46.0%	32.8%	21.1%
	Spring 2015	26,224	10,585	9,071	45,880	57.2%	23.1%	19.8%
	Fall 2014	13,244	13,848	9,321	36,413	36.4%	38.0%	25.6%
	<b>Total</b>		<b>224,758</b>	<b>156,980</b>	<b>99,052</b>	<b>480,790</b>	<b>46.7%</b>	<b>32.7%</b>

The information provided above was extracted from the Cerritos College eLumen database for the semesters shown. 8/22/2018

Cerritos College SLO Committee - SLO Assessment Results - Three Year Comparison  
(Fall 2014 to Spring 2017)

## Institutional SLOs

Cerritos College	Semester	Number of Assessments				Percentages		
		Good	Satis.	Emergent	Total	Good	Satis.	Emergent
Civic Responsibility	Spring 2017	1,460	883	503	2,846	51.3%	31.0%	17.7%
	Fall 2016	2,400	1,587	607	4,594	52.2%	34.5%	13.2%
	Spring 2016	382	194	94	670	57.0%	29.0%	14.0%
	Fall 2015	1,198	1,068	499	2,765	43.3%	38.6%	18.0%
	Spring 2015	627	188	416	1,231	50.9%	15.3%	33.8%
	Fall 2014	303	322	144	769	39.4%	41.9%	18.7%
	<b>Total</b>		<b>6,370</b>	<b>4,242</b>	<b>2,263</b>	<b>12,875</b>	<b>49.5%</b>	<b>32.9%</b>
Global Awareness	Spring 2017	1,033	568	344	1,945	53.1%	29.2%	17.7%
	Fall 2016	2,418	1,552	650	4,620	52.3%	33.6%	14.1%
	Spring 2016	328	107	109	544	60.3%	19.7%	20.0%
	Fall 2015	1,208	765	353	2,326	51.9%	32.9%	15.2%
	Spring 2015	1,344	335	528	2,207	60.9%	15.2%	23.9%
	Fall 2014	292	418	181	891	32.8%	46.9%	20.3%
	<b>Total</b>		<b>6,623</b>	<b>3,745</b>	<b>2,165</b>	<b>12,533</b>	<b>52.8%</b>	<b>29.9%</b>
Independent Learner	Spring 2017	142	78	44	264	53.8%	29.5%	16.7%
	Fall 2016	566	251	163	980	57.8%	25.6%	16.6%
	Spring 2016	8	18	7	33	24.2%	54.5%	21.2%
	Fall 2015	612	367	120	1,099	55.7%	33.4%	10.9%
	Spring 2015	224	159	52	435	51.5%	36.6%	12.0%
	Fall 2014	24	1	-	25	96.0%	4.0%	-
	<b>Total</b>		<b>1,576</b>	<b>874</b>	<b>386</b>	<b>2,836</b>	<b>55.6%</b>	<b>30.8%</b>
Personal Responsibility	Spring 2017	239	134	92	465	51.4%	28.8%	19.8%
	Fall 2016	943	402	252	1,597	59.0%	25.2%	15.8%
	Spring 2016	56	46	19	121	46.3%	38.0%	15.7%
	Fall 2015	881	507	166	1,554	56.7%	32.6%	10.7%
	Spring 2015	263	182	63	508	51.8%	35.8%	12.4%
	Fall 2014	24	1	-	25	96.0%	4.0%	-
	<b>Total</b>		<b>2,406</b>	<b>1,272</b>	<b>592</b>	<b>4,270</b>	<b>56.3%</b>	<b>29.8%</b>
<b>Report Totals</b>	Spring 2017	2,874	1,663	983	5,520	52.1%	30.1%	17.8%
	Fall 2016	6,327	3,792	1,672	11,791	53.7%	32.2%	14.2%
	Spring 2016	774	365	229	1,368	56.6%	26.7%	16.7%
	Fall 2015	3,899	2,707	1,138	7,744	50.3%	35.0%	14.7%
	Spring 2015	2,458	864	1,059	4,381	56.1%	19.7%	24.2%
	Fall 2014	643	742	325	1,710	37.6%	43.4%	19.0%
	<b>Total</b>		<b>16,975</b>	<b>10,133</b>	<b>5,406</b>	<b>32,514</b>	<b>52.2%</b>	<b>31.2%</b>

The information provided above was extracted from the Cerritos College eLumen database for the semesters shown. 8/22/2018

## **Cerritos College Social Media Guidelines**

### **I. Purpose**

The following guidelines are provided for all social media platforms purported to represent Cerritos College. All parties engaging in social media in relation to the College should follow the guidelines outlined in this policy.

For the purpose of these guidelines, the Office of Public Affairs is the office of jurisdiction in the management of all social media accounts representing Cerritos College.

Social Media platforms are computer-mediated technology sites, applications, or online services (e.g. Facebook, Twitter, Snapchat, Instagram, etc.) that facilitate the creation and sharing of information, content, ideas, interests, and other forms of expression to virtual communities and networks.

The use of official Cerritos College social media allows users at the College to stay engaged with the campus community—that includes students, faculty, staff, campus stakeholders, as well as the college district residents. Moreover, the use of social media is to help expand communication and connectedness with this community about such things as upcoming college events, news, information related to Cerritos College, or information that may be of interest to the college community.

Information posted on a social media platform belonging to any organization authorized by Cerritos College must comply with the Cerritos College Social Media Guidelines, as well as the “terms of use” of each social media platform, and federal and state regulations.

Cerritos College shall reserve the right to request content be changed or removed from any social media page if it is deemed inappropriate by the Office of Public Affairs.

The College’s primary website, [www.cerritos.edu](http://www.cerritos.edu), remains the official communication of the College for up-to-date content and meeting the high standards of accessibility. Units should always consider posting announcements on their respective website page within the primary website for up-to-date information and use social media to provide a greater reach of information.

### **II. Guidelines and Requirements**

#### ***Creating and Maintaining Social Media Platforms***

The purpose of this section is to provide for succession planning and continuity of all social media accounts representing Cerritos College in the event that administrators change or leave the campus, and/or becomes inactive in their duties as an administrator. These guidelines also provide an avenue to ensure that records of Cerritos College social media accounts remain current and accurate.

For the purposes of this section, a page administrator is a campus-approved designee of a social media account representing a unit of Cerritos College. Public Affairs retains control of the official Cerritos College social media accounts.

Prior to establishing a social media page, page administrators must secure a department/division/club campus email address from Department of Information Technology (IT). This email must be used to establish a social media presence. Contact IT at [helpdesk@cerritos.edu](mailto:helpdesk@cerritos.edu) to request this email address.

Units and/or student organizations that wish to create, host, or administer a social media account must first complete the Social Media Administration Agreement and submit it for approval to Public Affairs, prior to establishing a social media account. The form can be found at [www.cerritos.edu/web-administrator](http://www.cerritos.edu/web-administrator). Additionally, all existing accounts established prior to these guidelines must complete a Social Media Administration Agreement to comply with campus policies.

All designated page administrators must comply with the Social Media Guidelines. There must be two (2) page administrators for the initial creation of a social media account through Public Affairs: one primary faculty or staff advisor administrator and one student co-administrator. New and existing administrators shall assume the responsibility of updating the form with the Office of Public Affairs should any changes occur (e.g. change of administrator or co-administrator). Please contact the Office of Public Affairs at [community@cerritos.edu](mailto:community@cerritos.edu) or in the Public Affairs Building.

Student(s) interested in administering a Cerritos College social media account must be sponsored by a faculty or staff advisor. Advisors must assume the role of primary administrator and student(s) as the co-administrator. At no time shall a student have sole administrative control over a campus-related social media account.

Public Affairs discourages smaller units from setting up social media pages that may be little or seldom used. Units should consider setting up social media sites that represent a larger unit, such as a department, or student organization, as opposed to a smaller unit, such as an individual initiative. Doing so will:

- Consolidate work, time, and web space spent in managing multiple social networking pages in the College
- Encourage faculty, staff, and students to expand their network within the College as well as outside organizations.

The purpose of a social media account is to strengthen and supplement the College's overall communication to its students and stakeholders.

### ***Responsibilities***

Page administrators are responsible for the content of their page. Participation in social media using a Cerritos College username is viewed as an official post of the College and directly reflects the institution. Users are responsible for the accuracy of their posts and must ensure that all content (e.g. information about dates, statistics, names, room numbers, addresses and phone numbers) is verified before posting. Content should not conflict with Cerritos College's Board Policies and Administrative Procedures. Employees using social media on behalf of the College must uphold campus anti-discrimination policies.

Cerritos College shall reserve the right to request content be changed or removed from any social media page if it is deemed inappropriate by the Office of Public Affairs.

All social media participants are encouraged to report to the Office of Public Affairs any inappropriate posts or material they discover that may require follow-up by that office to ensure compliance with these guidelines. Public Affairs will actively work with page administrators to address any issues presented by social media participants if it is in the best interest of the institution and its community.

Cerritos College cannot guarantee that inappropriate content will not be posted but will attempt to address issues once discovered and/or reported. Additional information regarding inappropriate content can be found in [Section VI Prohibited Content](#).

Faculty, staff, and students are encouraged to incorporate and use social media as appropriate. Posts that serve to increase student and community engagement and academic freedom and creativity are encouraged to keep campus goals in mind.

### ***Content that Requires Immediate Attention***

In the interest of public safety, users who become aware of any social media posts that indicate any potential danger to the safety of the campus community and/or the community-at-large must first alert Campus Police without delay. Posts that portend danger are those that include, but are not limited to, threats against safety or well-being, or threats of violence (e.g. death threats, bomb threats, shooting threats, sexual harassment, bullying, etc.). Additional information regarding inappropriate content can be found in Section VI Prohibited Content.

### ***College Confidentiality and Privacy***

Users are prohibited from posting confidential or proprietary information regarding Cerritos College, its students, its alumni, or campus staff and faculty. Administrators should use good ethical judgment and follow the College's Board Policies and Administrative Procedures, and federal requirements, such as Health Insurance Portability and Accountability Act (HIPAA) of 1995, and the Family Education Rights and Privacy Act (FERPA).

### ***Personal Opinions on the College's Social Media Platforms***

It is highly recommended that all users who discuss their personal opinions on Cerritos College related content on official Cerritos College social media should clearly state their words are their own and may not represent the position or opinions of Cerritos College.

### ***Social Media Comments***

Freedom of expression is fundamental to the use of social media, which includes both positive and negative responses in the comments section on social media accounts. As such, negative and unfavorable comments made by the campus community or the community-at-large that do not breach the guidelines may not need to be deleted from a page. Instead, page administrators are encouraged to respond to controversial comments in a constructive and tactful manner to encourage discussion. Page administrators are discouraged from engaging in contentious dialogue with commenters. If conversations require follow-up from the institution, such as assistance with a program or service, please direct users to contact Office of Public Affairs at [community@cerritos.edu](mailto:community@cerritos.edu) for further assistance.

### ***Frequency***

Participating in social media can be time-consuming. It is recommended that page administrators check pages regularly, and that questions posted are responded to in a timely fashion. Moreover, users are encouraged not to overload followers with updates or posts during a 24-hour cycle. If an account is deemed inactive, which will be determined on a case-by-case



basis and after conferring with the pages administrator(s), Public Affairs will request the page to be taken down.

### **III. Accessibility**

Cerritos College is committed to ensuring effective access to communications materials for all members of the community, including individuals with disabilities. Accordingly, individuals that maintain social media on behalf of the College should take steps to reduce barriers to access for individuals with disabilities.

Per the capabilities of each social media platform, posting content with screen reader compatibility, captioning, and descriptive tags on images can help reduce barriers to accessing information for individuals with disabilities. Most major social media platforms, including Facebook, YouTube, and Twitter, provide access solutions for individuals with disabilities. This includes application-programming interfaces (API) that enable the ability to create applications that enhance the accessibility of content.

It is important, however, to keep in mind that APIs do not eliminate or resolve all accessibility challenges. For additional or more current resources on improving access to Cerritos College-related social media and websites for individuals with disabilities, please contact Web Administration in the Office of Public Affairs at **(562) 860-2451 x2966**.

### **IV. Photos and Videos**

When posting photos, videos, or other forms of media at public events, selection of these media should be made with sensitivity to quality and the media's impact on the audiences' perception of the College, department, program, or event. Please also consider the privacy of individuals used in the media. Send an e-mail or provide visible (i.e. signage) notification prior to the individuals exposed to the media letting them know you plan to use their presence or likeness.

Videos posted online representing Cerritos College must include closed captioning. YouTube has a free captioning tool that can be used to edit online in the Video Manager section of your video channel. Any other video platforms will also require captioning.

Faculty, staff, and students featured in promotional or marketing videos must complete the Cerritos College Talent Release Form. Complete and submit the form to Cerritos College Media Services website: [www.cerritos.edu/media](http://www.cerritos.edu/media).

### **V. Official Logo**

Use of the Cerritos College logo and the college name must be approved by the Office of Public Affairs prior to creating a social media page. Users may request the logo from Public Affairs.

### **VI. Prohibited Content**

Cerritos College's Office of Public Affairs manages and monitors the College's official social media accounts, including **Facebook, Twitter, and Instagram**. As additional social media platforms are adopted by the College, Public Affairs will continue its oversight of such properties. If content posted on social media pages managed by departments and programs contain prohibited content, Public Affairs will immediately remove the content. Page administrators are encouraged to contact Public Affairs if materials warrant further consideration.

The following types of content are prohibited from social media accounts representing Cerritos College:

- Selling or promoting a commercial product or service
- Content unrelated to Cerritos College business
- Spam
- Inappropriate videos, images and/or text depicting and promoting hazing, harassment (including, but not limited to, bullying, cyberbullying, and sexual harassment), pornography, vandalism, stalking, underage drinking, illegal drug use, hate speech or any inappropriate behavior or inappropriate language
- Content that violates state law, federal law, or College policies and codes of conduct
- Promotion of online gambling
- Information--text and/or images--that are obscene or defamatory, or misleading
- Copyrighted material (without permission from the publisher or creator)
- Confidential or private information about the College, employee or student (including but not limited to social security numbers, medical records, etc.)

### **Public Affairs Contact**

For more information regarding social media guidelines, please contact:

**Miya A. Walker**

Director of College Relations, Public Affairs & Governmental Relations

Office: (562) 860-2451, Ext. 2292

[mwalker@cerritos.edu](mailto:mwalker@cerritos.edu)



# Social Media Administration Agreement

Please complete this form and return to the Office of Public Affairs

## PRIMARY PAGE ADMINISTRATOR

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

## CO-PAGE ADMINISTRATOR

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

DO YOU HAVE A DIVISION/DEPARTMENT EMAIL WITH AN @CERRITOS.EDU?  YES  NO

IF NO, PLEASE CONTACT IT DEPARTMENT AT [HELPDESK@CERRITOS.EDU](mailto:HELPDESK@CERRITOS.EDU) TO ESTABLISH ONE.

DIVISION/DEPARTMENT/CLUB EMAIL \_\_\_\_\_ @cerritos.edu

NAME OF DIVISION SUPERVISOR \_\_\_\_\_

DIVISION/DEPARTMENT/CLUB BEING REPRESENTED \_\_\_\_\_

SOCIAL MEDIA PLATFORM BEING USED  Facebook  Twitter  Instagram  YouTube  
 Other \_\_\_\_\_ (Select all that apply)

WILL YOU BE CREATING A NEW ACCOUNT, OR MAINTAINING AN EXISTING ACCOUNT?  New  Existing

HAS THIS DEPARTMENT, CLUB, ETC., CREATED ANY SOCIAL MEDIA SITES PRIOR TO THIS REQUEST?

YES  NO

IF YES, WHERE ARE THEY LOCATED? \_\_\_\_\_

WHAT IS THE PURPOSE OF THE SOCIAL MEDIA SITE?

\_\_\_\_\_  
\_\_\_\_\_

All social media sites representing Cerritos College must have the signature of the Primary Page Administrator and Co-Page Administrator who will oversee the social media site. All new contact information must be updated with the Office of Public Affairs.

## I HAVE READ AND AGREE TO FOLLOW THE CERRITOS COLLEGE SOCIAL MEDIA GUIDELINES

\_\_\_\_\_  
Primary Page Administrator Signature Date

\_\_\_\_\_  
Co-Page Administrator Signature Date

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

There is an [Accreditation requirement](#) that the Board shall review the policies on a regularly scheduled basis to be completed no later than one year prior to the regularly scheduled accreditation site visit. Yesterday, the committee reached consensus to review all board policies and administrative procedures as a group.

The review schedule is as follows:

Chapter		Policies	Procedures	BP/AP Review	Coordinating Committee Meeting	Board Meeting
Chapter 1	The District	3	0	August/		
Chapter 2	Board of Trustees	19	8	September	September 10, 2018	October 17, 2018
Chapter 2	Board of Trustees (cont.)	22	10	September	October 8, 2018	October 17, 2018
Chapter 3	General Institution	31	34	October	November 5, 2018	November 14, 2018
Chapter 4	Academic Affairs	25	36	November	December 3, 2018	December 12, 2018
Chapter 5	Student Services	31	34	December/January	February 11, 2019	February 20, 2019
Chapter 6	Business Services	19	22	February	March 11, 2019	March 20, 2019
Chapter 7	Human Resources	21	24	March	April 8, 2019	April 17, 2019
Chapters 3 and 7	Pending Policies and Procedures			April	May 6, 2019	May 15, 2019

Please review the following policies and procedures prior to the **September 10 meeting**. The policies and procedures may be viewed online at: <http://www.cerritos.edu/board/policies/>.

Policy	Title	Responsible	Adopted Date	Last Revised	CCLC Last Revised or Reviewed
BP 1100	The Cerritos College Community District	President	10/17/2007		4/4/2016
BP 1200	Mission	President	10/17/2007	11/4/2013	11/1/2014
BP 1300	Educational Philosophy	President	10/17/2007		
BP 2010	Board Membership	President	12/12/2007	10/24/2012	4/4/2016
BP 2100	Board Elections	President	12/12/2007	10/24/2012	3/31/2012
BP 2105	Student Trustee	President	6/30/2010	10/24/2012	4/28/2014
AP 2105	Student Trustee Election and Responsibilities	President	6/23/2010	10/1/2012	4/28/2014
BP 2110	Vacancies on the Board	President	12/12/2007	10/24/2012	9/1/2001
AP 2110	Vacancies on the Board	President	1/14/2008		11/1/2000
BP 2200	Board Duties and Responsibilities	President	12/12/2007	2/4/2015	11/1/2014
AP 2200	Board Duties and Responsibilities	President	1/14/2008	2/4/2015	
BP 2210	Officers	President	12/12/2007	11/5/2015	11/1/2000
AP 2210	Officers	President	12/12/2007	11/5/2015	
BP 2220	Committees of the Board	President	12/12/2007		8/1/2007
AP 2220	Committees of the Board	President	2/4/2015		
BP 2300	Invocations at Board Meetings	President	12/9/2015		
AP 2300	Invocations at Board Meetings	President	12/9/2015		
BP 2305	Annual Organizational Meeting	President	12/12/2007	7/15/2015	11/1/2000
BP 2310	Regular Meetings of the Board	President	12/12/2007	7/15/2015	1/1/2003
BP 2315	Closed Sessions	President	12/12/2007	2/18/2015	4/28/2014
BP 2320	Special and Emergency Meetings	President	12/12/2007	7/15/2015	2/1/2003
AP 2320	Special and Emergency Meetings	President	1/14/2008	7/15/2015	9/1/2001
BP 2330	Rules of Order	President	12/12/2007	7/15/2015	4/28/2014
BP 2340	Agendas	President	12/12/2007	1/21/2015	4/3/2017
BP 2345	Public Participation at Board Meetings	President	12/12/2007	4/15/2015	4/3/2017
AP 2345	Public Participation at Board Meetings	President	1/14/2008	4/15/2015	11/1/2000
BP 2350	Speakers	President	12/12/2007	4/15/2015	11/1/2000
BP 2355	Decorum	President	12/12/2007	4/15/2015	11/1/2000
BP 2360	Minutes	President	12/12/2007	8/19/2015	9/1/2005
BP 2365	Recording	President	12/12/2007	8/19/2015	9/30/2012