

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
September 25, 2017

PRESENT:	Rick Miranda Dr. Adriana Flores-Church Dr. Stephen Johnson Sandy Marks Michelle Lewellen Stephanie Rosenblatt Armando Soto Dr. April Griffin Miriam Tolson Julie Mun Karen F. Patron D.	ABSENT:	Dr. Jose Fierro Felipe Lopez Lynn Laughon David Ward
		GUEST(s):	Teresa Cheatham Mark Fronke Dr. Bob Livingston Stephanie Murguia

- I. MEETING CALLED TO ORDER
Dr. Johnson called the meeting to order at 1:06 p.m.
- II. PUBLIC COMMENTS
There were no public comments.
- III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES
Information regarding all employment opportunities is posted on the Human Resources webpage.
- IV. APPROVAL OF MINUTES – September 11, 2017
It was moved by Mr. Miranda and seconded by Mr. Soto to approve the September 11 minutes. The vote for approval was 10-0-1; Dr. Johnson abstained.
- V. BOARD AGENDA – October 4, 2017
The committee reviewed the draft October 4 Board Agenda.
- VI. ITEMS FROM INSTITUTIONAL COMMITTEES
No Reports.
- VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES
Academic Excellence
Ms. Cheatham distributed the attached September 19 meeting agenda and outcomes. She stated that the ceremony is scheduled for Thursday, April 5 to begin at 7:00 p.m. in the Burnight Center Theatre. The committee is on schedule to prepare for the annual event and will making a few changes to the program to expedite the process. Keynote speaker nominations will be discussed at the October 17 meeting. The committee also plans to increase efforts to promote board member attendance.

Hiring Standards

Dr. Livingston stated the committee invited Ms. Lewellen to attend its last meeting and requested her input about the committee's work. He thanked her for her time and input, and stated that procedurally, the current method they are using is effective and working well. However, improvement is needed on documenting how decisions are communicated. The voting procedure also needs to comply with Brown Act provisions. Lastly, in order to make decisions more transparent, the committee will begin posting equivalency request results on its webpage.

Student Learning Outcomes

Mr. Fronke distributed the attached May 8 and August 28 meeting minutes. He stated that the committee is working on strategies for communicating the SLO process to the campus. This includes creating a video to encourage faculty to assess SLOs every semester, and also to address common myths and concerns. Mr. Fronke is scheduled to visit several divisions this semester to discuss the process and answer questions. The committee is also working on updating the committee webpage and will continue to work with individual departments to develop assessment strategies. Some committee members suggested having a guest speaker or scheduling an "SLO Day" to help increase awareness. Mr. Fronke also stated that they are still in the process of cleaning up inactivated courses in eLumen. SLO cleanup is completed and dataload for the current semester will occur soon. The committee's goals for 2017-18 include developing a plan and narrative for the transition to Canvas, developing a succession plan for the SLO Coordinator and Data Steward functions, and working with all departments undergoing instructional program review to provide assistance in developing goals and action plans based on SLO data.

VIII. STATUS OF SHARED GOVERNANCE**Administrative Procedure 5011 – Admission and Concurrent Enrollment of High School and Other Young Students**

Dr. Johnson stated that the proposed updates to the procedure are necessary in order for the college to officially move forward with MOUs for College and Career Access Pathways (CCAP), which will facilitate students attending college and increase college readiness. He also stated that there is a section of the procedure that is subject to discussion with CCFF. A meeting is scheduled for Tuesday, September 26. In order to begin the process of reviewing the lengthy revisions, this will serve as a first reading and continued discussion is scheduled for the October 9 meeting.

The committee reviewed the proposed updates and discussed limitations on enrollment and approvals required for admission, and recommended using consistent terminology.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Lewellen stated that the OER workshop is for Friday, November 3. She also stated that the online initiative continues to move forward.

Ms. Rosenblatt stated that she was in Sacramento for a CFT meeting and met with a colleague who works at Coast. She told him that the college recently began scheduling earlier registration dates to improve scheduling efficiencies and increase enrollment, and he responded that at Coast, fill rates were at times dependent on which faculty was teaching the course. Although classes were added to accommodate waitlisted students, some of them

APPROVED

chose to remain on the waitlist instead of enrolling in an open course. Dr. Griffin stated that students have told her that they are hesitant to enroll in open courses that do not have an instructor name listed.

Mr. Soto stated that the Counseling department has observed that many students are faced with housing issues and/or not having enough food to eat, and will begin stocking a small food pantry to provide them with assistance.

Ms. Patron stated that homecoming is scheduled for Saturday, October 21. This year's theme is "Classic Arcade Games" and Cerritos will be playing Bakersfield. Zombie Fest is scheduled for Thursday, October 26 and the planned events will help restock the ASCC food pantry. Donations will be accepted in the Office of Student Activities.

X. PRESIDENT'S REPORT

Dr. Johnson provided information related to recent topics discussed by the Executive Council such as monitoring FTES and enrollment, finalizing standard operating procedures for large event parking, discussing DACA updates, and starting the search for a commencement speaker.

XI. ADJOURNMENT

Meeting adjourned at 2:23 p.m.



Cerritos College

11110 Alondra Boulevard, Norwalk, California 90650

Academic Excellence Committee

Chair, Teresa Cheatham, tcheatham@cerritos.edu

September 19, 2017

11:00 a.m., CTX Conference Room

AGENDA

1. Introductions

2. AEC Activity Timeline

May: Reserved photographer, Student Center, Burnight Center, Quad/Boardroom

October: Invitation letters sent to president, board members, & VPs

November: Division Reps give information at Division meetings

December: Division Reps remind faculty regarding AEA forms (forms out in January)

Monday, January 8, 2018: Nomination forms distributed to faculty

Tuesday, January 9, 2018: Student data distributed to department chairs

Thursday, February 8, 2018: Signed Nomination forms with transcripts attached are due to Division or AEC Representative

Tuesday, February 20, 2018: Check names on transcripts and narratives

Tuesday, March 6, 2018: AEA student photo session

Tuesday, March 20, 2018: Check names on plaques and N/S line up list

Thursday, April 5, 2018 at 7:00 pm: Academic Excellence Awards Program in Burnight Theatre

3. Improvements to consider in 2018 ceremony:

Add greenroom/photos back, faculty read narratives, North/South line up

4. Discuss Keynote Speaker Possibilities: Bio submission/discussion to take place at 10/17 mtg.

Recent Speakers: Fronke, Mixson, Palumbo, Gaik, Hoppe-Nagao, Carroll, Rose, Clifford, Pereira

Recently Considered: Damon Cagnolatti, Michelle Lewellen, Tim Juntilla

5. 2017-2018 Committee Calendar

Tuesday, September 19, 11am, CTX Conference Room

Tuesday, October 17, 11am, CTX Conference Room

Tuesday, November 21, 11am, CTX Conference Room

Tuesday, January 16, 11am, CTX Conference Room

Thursday, February 8, NOMINATION FORMS ARE DUE!

Tuesday, February 20, 11am, CTX Conference Room (check transcripts and narratives)

Tuesday, March 6, 11am, Student Center Stage (photo reception and meeting)

Tuesday, March 20, 11am, CTX Conference Room (check plaques and N/S line up)

Thursday, April 5, 7pm, Burnight Theater Academic Excellence Awards Ceremony

Tuesday, April 17, 11am, CTX Conference Room (lunch)

____ Abbruzzese, Mark

____ Betancourt, David

____ Carroll, Dani

____ Cheatham, Teresa

____ Gersitz, Lorraine

____ Graf, Marvelina

____ Hathaway, Rebekah

____ Johnson, Debra

____ Murguia, Stephanie

____ Samarin, Rachel

____ Shimazu, Cheryl

____ Smith, Felicia

____ Tolson, Miriam

____ Vasquez, Graciela

X = Present



Cerritos College

11110 Alondra Boulevard, Norwalk, California 90650

Academic Excellence Committee

Chair, Teresa Cheatham, tcheatham@cerritos.edu

September 19, 2017

11:00 a.m., CTX Conference Room

AGENDA OUTCOMES

1. Introductions

2. AEC Activity Timeline: Summarized and Accepted.

May: Reserved photographer, Student Center, Burnight Center, Quad/Boardroom

October: Invitation letters sent to president, board members, & VPs

November: Division Reps give information at Division meetings

December: Division Reps remind faculty regarding AEA forms (forms out in January)

Monday, January 8, 2018: Nomination forms distributed to faculty

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Tuesday, March 6, 2018: AEA student photo session

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Thursday, April 5, 2018 at 7:00 pm: Academic Excellence Awards Program in Burnight Theatre

3. Improvements to consider in 2018 ceremony:

Agreed to add greenroom/photos back, agreed to have faculty read narratives, discussed reserved seating with students/escorts and coming up 5 at a time on each side to make North/South line up smoother, send a "Save the Date" letter and go to board meeting to encourage board members to attend awards ceremony/reception before formal invitations go out

4. Discuss Keynote Speaker Possibilities: Bio submission/discussion to take place at 10/17 mtg.

Recent Speakers: Fronke, Mixson, Palumbo, Gaik, Hoppe-Nagao, Carroll, Rose, Clifford, Pereira
Recently Considered: Damon Cagnolatti, Michelle Lewellen, Monica Bellas, Walter Fernandez

5. 2017-2018 Committee Calendar

Tuesday, September 19, 11am, CTX Conference Room

Tuesday, October 17, 11am, CTX Conference Room

Tuesday, November 21, 11am, CTX Conference Room

Tuesday, January 16, 11am, CTX Conference Room

Thursday, February 8, NOMINATION FORMS ARE DUE!

Tuesday, February 20, 11am, CTX Conference Room (check transcripts and narratives)

<input type="checkbox"/>	Abbruzzese, Mark
<input type="checkbox"/>	Betancourt, David
<input type="checkbox"/>	Carroll, Dani
<input type="checkbox"/>	Cheatham, Teresa
<input type="checkbox"/>	Gersitz, Lorraine
<input type="checkbox"/>	Graf, Marvelina
<input type="checkbox"/>	Hathaway, Rebekah
<input type="checkbox"/>	Johnson, Debra
<input type="checkbox"/>	Murguia, Stephanie
<input type="checkbox"/>	Samarin, Rachel
<input type="checkbox"/>	Shimazu, Cheryl
<input type="checkbox"/>	Smith, Felicia
<input checked="" type="checkbox"/>	Tolson, Miriam
<input type="checkbox"/>	Vasquez, Graciela

X = Present



Cerritos College

Tuesday, March 6, 11am, Student Center Stage (photo reception and meeting)

Tuesday, March 20, 11am, CTX Conference Room (check plaques and N/S line up)

Thursday, April 5, 7pm, Burnight Theater Academic Excellence Awards Ceremony

Tuesday, April 17, 11am, CTX Conference Room (lunch)



Student Learning Outcomes (SLO) Committee

Goals for 2017-18

1. Develop a plan and narrative for the transition to the Canvas course management system and all implications for the SLO process. (Deadline: October 31, 2017)
2. Develop a succession plan for the SLO Coordinator and Data Steward functions in order to identify and train faculty interested in serving in those positions. (Deadline: December 31, 2017)
3. Work with all Departments undergoing Instructional Program Review in 2017-18 to provide assistance in developing goals and action plans based on SLO assessment data (Deadline: May 31, 2018)



SLO Committee

SLO Report to Faculty Senate

Date: August 22, 2017

Presented by: Mark Fronke, SLO Coordinator and eLumen Data Steward

The purpose of this memo is to report the accomplishments, obstacles and future goals of the SLO Committee for the Academic year ended May 2017.

During the 2016-2017 academic year, the following was accomplished:

- a. Revised the nature, timing and process for defining, assessing, evaluating and improving Course, Program and Institutional Student Learning Outcomes (SLOs)
- b. Created instructional videos for all steps in the SLO process and the steps to document the results in eLumen.
- c. Held workshops for faculty to improve their knowledge of the process and the steps necessary to document results in eLumen.
- d. Reported to the College community and third party requests for assessment information on Course, Program, Institutional and GE SLOs.
- e. Attended regional SLO symposium to collaborate with other Community College SLO coordinators to share ideas on improving the SLO assessment process.
- f. The committee participated with Academic Affairs to develop a strategy for the "Passport" project to facilitate transfer to out-of-state Universities
- g. Coordinated with the Instructional Program Review committee to revise guidelines for SLO assessment information to be included in self-study reports for programs under review.

Obstacles/problems which hindered committee function.

The College has adopted the eLumen software system to track and monitor the SLO process. The software continues to be a challenge for faculty, department chairs and the committee due to design and operational flaws. In addition, the curriculum process was implemented into eLumen as well which created some challenges in the data and we are currently in the process of verifying accuracy and developing a strategy to facilitate correcting any discrepancies.

The goals for the committee for 2017-18 include:

1. Develop a plan and narrative for the transition to the Canvas course management system and all implications for the SLO process. (Deadline: October 31, 2017)
2. Develop a succession plan for the SLO Coordinator and Data Steward functions in order to identify and train faculty interested in serving in those positions. (Deadline: December 31, 2017)
3. Work with all Departments undergoing Instructional Program Review in 2017-18 to provide assistance in developing goals and action plans based on SLO assessment data (Deadline: May 31, 2018)

Vacancies on the Committee:

Faculty Senate Representative
CSEA Representative

Cerritos College
Student Learning Outcomes (SLO) Committee
Academic Year 2017 - 2018

Division	Role	Name	Email	Extension
Business	SLO Coordinator	Mark Fronke	mfronke@Cerritos.edu	2716
Counseling	SLO Coordinator	Jan Connal	jconnal@Cerritos.edu	2143
CCFF	Faculty	Pauline Acosta	pacosta@Cerritos.edu	
Counseling	Faculty	Traci Ukita	tukita@Cerritos.edu	2592
Curriculum	Faculty	Carrie Edwards	cedwards@Cerritos.edu	2876
DSPS	Faculty	Steven La Vigne	slavigne@Cerritos.edu	2336
Fine Arts & Comm.	Faculty	Sergio Teran	steran@Cerritos.edu	2613
Health Occupations	Faculty	Ann Voorhies	avoorhies@Cerritos.edu	2579
HPEDA	Faculty	Jennifer O'Connor	joconnor@cerritos.edu	2846
HSS	Faculty	Jaclyn Ronquillo-Adachi	jronquillo@cerritos.edu	2763
Liberal Arts	Faculty	Lee Anne McIlroy	lamcilroy@cerritos.edu	2847
Library/LRC	Faculty	Lorraine Gersitz	lgersitz@Cerritos.edu	2414
SEM	Faculty	Chace Tydell	ctydell@Cerritos.edu	2684
Technology	Faculty	Chung Vo	cvo@cerritos.edu	2925
IERP	ACCME	Kristi Blackburn	kblackburn@Cerritos.edu	2193
SEM	ACCME	Connie Boardman	cboardman@cerritos.edu	2687
Student Services	ACCME	Terrie Lopez	tmlopez@Cerritos.edu	2361
ASCC	Student	Princess Flor	princessflo1313@yahoo.com	
Faculty Senate	Faculty	Vacant		
CSEA	Classified	Vacant	play@cerritos.edu	



SLO Committee Minutes

Date: May 8, 2017

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

Location: SS 140

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

Summary of Discussion	
Meeting Called to Order	SLO Coordinator Mark Fronke called meeting to order at 3:35 p.m.
Approval of Minutes	Ann Voorhies made a motion to approve the minutes from the March 27 SLO Committee Meeting. Lorraine Gersitz second the motion. Of the twelve committee members present one abstained- Chace Tydell.
Update on Final Steps for 2016-17 a. SLO's reviewed and updated by June 30. b. Spring assessments due by June 30.	Fronke shared with the committee that all classes are ready to be assessed for Spring. Fronke will be sending an email to all department chairs and faculty, encouraging all classes to assess every SLO every semester. Also to remind them that SLO's reviewed and updated by June 30 and Spring assessments are due by June 30. Action: Send email to all Department Chairs and Faculty. Responsibility: Fronke.
Review of Committee Responsibilities a. Accomplishments/Goals Achieved b. Obstacles/Problems c. Changes recommended	The committee reviewed the draft for the Shared Governance Committee and Committee Self Evaluation 2016-17. The committee agreed to include the Passport project and coordinating with program review as an accomplishment. The committee also suggested to rewrite the challenges with eLumen under obstacles and problems. Action: Make changes to Committee Self Evaluation. Responsibility: Fronke.
Establish Goals for 2017-18	Fronke proposed the following goals for 2017-18: a. Develop process and training for SLO assessment using Canvas b. Succession plan for SLO Coordinator/eLumen Data Steward Action: Work towards accomplishing 2017-18 goals. Responsibility: Fronke with help from committee.
Meeting Adjourned	SLO Coordinator Mark Fronke adjourned the meeting at 4:19 p.m.



SLO Committee Minutes

Date: August 28, 2017

Time: 3:30 – 5:00 p.m.

Location: SS 16

Division	Role	Name	08/28/2017	09/11/2017	09/25/2017	10/09/2017	10/23/2017	11/13/2017	11/27/2017	12/11/2017
Business	SLO Coordinator	Mark Fronke	P							
Counseling	SLO Coordinator	Jan Connal	P							
CCFF	Faculty	Pauline Acosta	P							
Counseling	Faculty	Traci Ukita	A							
Curriculum	Faculty	Carrie Edwards	A							
DSPS	Faculty	Steven La Vigne	P							
Faculty Senate	Faculty	Vacant	A							
Fine Arts & Comm.	Faculty	Sergio Teran	P							
Health Occupations	Faculty	Ann Voorhies	P							
HPEDA	Faculty	Jennifer O'Connor	P							
HSS	Faculty	Jaclyn Ronquillo-Adachi	P							
Liberal Arts	Faculty	Lee Anne McIlroy	P							
Library/LRC	Faculty	Lorraine Gersitz	P							
SEM	Faculty	Chace Tydell	P							
Technology	Faculty	Chuong Vo	P							
IERP	ACCME	Kristi Blackburn	P							
SEM	ACCME	Connie Boardman	P							
Student Services	ACCME	Terrie Lopez	A							
CSEA	Classified	Vacant	A							
ASCC	Student	Princess Florendo	P							

Summary of Discussion	
Meeting Called to Order	SLO Coordinator Mark Fronke called meeting to order at 3:32 p.m.
Approval of Minutes	Lorraine Gersitz made a motion to approve the minutes from the May 8 SLO Committee Meeting. Steven La Vigne second the motion. Of the fifteen-committee members present six abstained- Connie Boardman, Jaclyn Ronquillo, Jennifer O'Connor, Princess Florendo, Lee Anne McIlroy and Pauline Acosta.
Review of 2016-17 SLO Committee Activities- Memo to Faculty Senate	<p>Fronke shared with the committee that he was uninformed that the committee was supposed to file a formal report with the faculty senate once every semester. Fronke shared the memo that he presented to the Faculty Senate. On the memo, Fronke reiterated what was on our year-end document that was submitted to the Institutional Effectiveness Research and Planning director. The other thing he presented was something he extracted from ACCJC-Guide to Evaluating and Improving Institutions, newly updated standards. Fronke reminded the committee that there is a misconception that grading and assessment is two different things. Fronke suggested, he will create a PowerPoint and each committee member will present it at their division meeting.</p> <p>Action: Remind faculty about the assessment process. Responsibility: Fronke with help of SLO Committee.</p>
Schedule of SLO Cycle for 2017-18	<p>Fronke presented an annual draft of the Course and Degree/Certificate SLO Deadlines for 2017-18. Fronke shared he will set up every course to assess for every SLO. Voorhies suggested moving the deadline date of Preparing communication to faculty regarding assessment strategy for academic year based on consensus of department faculty to May. Ronquillo-Adachi suggested embedding assessment strategy for the next year on the March 30, 2018 deadline. Fronke suggested embedding it in the action plan Prepare communication to faculty regarding assessment strategy for next academic year based on consensus of the department faculty and moving it to May 30.</p> <p>Action: Make changes to schedule. Responsibility: Fronke.</p>
Policies and Procedures document	Many things on the SLO website are not consistent with the way we are now doing things. Fronke suggested he develops

	<p>an SLO Handbook, distribute to faculty, and post it on the SLO website. Committee agreed to creating handbook</p> <p>Action: Create SLO Handbook.</p> <p>Responsibility: Fronke.</p>
Status of eLumen a. Courses – Inconsistencies with Chancellor database b. SLO updates c. Assessment strategy d. September 5 th meeting with eLumen representative e. Dataload strategy	<p>Fronke explained to the committee when we implemented data into eLumen we did not use People Soft database, we used the Chancellor's Office database. Which means if that a course has been inactivated on campus, it still showed up in eLumen. Many of the PEX courses have not been updated, so they are still working on fixing the issue. If there is absence of course on eLumen, contact Curriculum. Fronke shared he will be meeting with eLumen on September 5th. Fronke also explained that eLumen is very term orientated so when logging onto eLumen be sure the correct terms selected. Right now there are no course in eLumen as of September 8th there will be. The new dataload strategy will be to upload the data the week before the semester starts, revise it four weeks in and again the end of semester with the final roster.</p> <p>Action: Upload data.</p> <p>Responsibility: Fronke.</p>
Meeting Adjourned	SLO Coordinator Mark Fronke adjourned the meeting at 4:52 p.m.