

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
November 5, 2018

PRESENT:	Dr. Jose Fierro Felipe Lopez Dr. Adriana Flores-Church Sandy Marks Dr. April Griffin Stephanie Rosenblatt Armando Soto Liz Page Lynn Laughon Kim Applebury Kathy Azzam Julie Mun	ABSENT:	Rick Miranda Kim Westby Dave Ward
		GUEST(s):	Niki Lovejoy-Robold Nicholas Matthews

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:03 p.m.

II. PUBLIC COMMENTS

There were no public comments.

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

Name	Position	Start Date
Paulina Jones	College Foundation Secretary	October 15
Keisha Marts	Lead Custodian	October 18

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

IV. APPROVAL OF MINUTES – October 22, 2018

It was moved by Ms. Marks and seconded by Mr. Soto to approve the October 22 minutes. The vote for approval was 9-0-3; Dr. Flores-Church, Mr. Lopez, and Ms. Page abstained.

V. BOARD AGENDA – November 14, 2018

The committee reviewed the draft November 14 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

Developmental Education

EMP Goal A: Strengthening the Culture of Completion

Ms. Lovejoy-Robold distributed the attached October 16 meeting minutes. She provided an overview of current discussion items including co-requisite classes, AB 1805, and embedded tutoring for English and math. The committee will also be reviewing the Student Equity and Achievement Program, which replaced the Integrated Plan, and discussing strategies to build

upon support services for students. Ms. Lovejoy-Robold also stated that our Self Reporting Tool (SRT) has been reworked to align with the Chancellor’s Office’s new matrices.

Dr. Griffin suggested that a survey be deployed to faculty to identify English intensive courses. She also stated that at the recent Academic Senate for California Community Colleges (ASCCC) Plenary Session, there was discussion about retraining math faculty on how to teach statistics, multiple measures consisting of more than high school grade point average for student assessment and placement, and encouraging CSUs and UCs to allow backdating of the current academic year for CSU GE and IGETC decisions for English, math, and ESL submissions related to AB 705. Ms. Lovejoy-Robold stated that she will bring those items to the committee for discussion.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Department Chairs

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Griffin provided a report on behalf of committee chairs Dr. Amy Holzgang and Dr. Ni Bueno. At its last meeting, the committee discussed workload issues and appointed faculty to serve on the Scheduling Task Force.

Hiring Standards

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Matthews stated that he began serving as the committee chair in July. The committee continues to work well and provides a quick turnaround for equivalency requests. Two new members are going through onboarding, and it was clarified that only positions with disciplines whose minimum qualifications include a master's degree are eligible for equivalency. This is the statewide practice. The committee’s next meeting is scheduled for Tuesday, November 20, and there will be discussion about the shared governance structure, review of the hiring standards procedures document, discussion regarding the committee webpage, and review of equivalency requests or changes to local hiring standards, if needed.

Dr. Griffin stated that the ASCCC passed a resolution to explore equivalency for associate degrees. She asked if this is something the committee will be discussing. She also stated that some nearby colleges consider eminence for equivalency requests. Mr. Matthews stated that the committee can discuss this in more detail at future meetings.

VIII. STATUS OF SHARED GOVERNANCE

Board Policy Review – Chapter 3

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.

- BP 3050 Institutional Code of Ethics
- AP 3050 Institutional Code of Ethics
- BP 3100 Organizational Structure
- BP 3200 College and Program Accreditation

AP 3200	College Accreditation
AP 3205	Program Accreditation
BP 3250	Institutional Planning
AP 3250	Institutional Planning
BP 3280	Grants
AP 3280	Grants
BP 3300	Public Records
AP 3300	Public Records
BP 3310	Records Retention & Destruction
AP 3310	Records Retention & Destruction
BP 3410	Nondiscrimination
AP 3410	Nondiscrimination
BP 3411	Accessibility of Electronic and Information Technology
AP 3411	Accessibility of Electronic and Information Technology
AP 3412	504/ADA Academic Accommodations and Complaints
BP 3420	Equal Employment Opportunity
AP 3420	Equal Employment Opportunity
BP 3430	Prohibition of Harassment
AP 3430	Prohibition of Harassment
AP 3435	Discrimination and Harassment Investigations
BP 3440	Service Animals
AP 3440	Service Animals
BP 3500	Campus Safety
AP 3500	Campus Safety
BP 3501	Campus Security and Access
AP 3501	Campus Security and Access
BP 3505	Emergency Response Plan
AP 3505	Emergency Response Plan
BP 3510	Workplace Violence
AP 3510	Workplace Violence
BP 3515	Reporting of Crimes
AP 3515	Reporting of Crimes
AP 3516	Registered Sex Offender Information
BP 3518	Child Abuse Reporting
AP 3518	Child Abuse Reporting
BP 3520	Local Law Enforcement
AP 3520	Local Law Enforcement
BP 3530	Weapons on Campus
AP 3530	Weapons on Campus
BP 3540	Sexual and Other Assaults on Campus
AP 3540	Sexual and Other Assaults
BP 3550	Drug and Alcohol Free Environment & Drug and Alcohol Abuse Prevention Program
AP 3550	Drug and Alcohol Free Environment & Drug and Alcohol Abuse Prevention Program
BP 3560	Alcoholic Beverages
AP 3560	Alcoholic Beverages
BP 3570	Smoking

AP 3570	Smoking
BP 3580	Environmental Sustainability
AP 3580	Environmental Sustainability
BP 3590	Art
AP 3590	Committee on Art in Public Spaces (CAPS)
BP 3600	Auxiliary Organizations
AP 3600	Auxiliary Organizations
BP 3720	Computer and Network Use
AP 3720	Computer and Network Use
BP 3810	Claims Against the District
AP 3810	Claims Against the District
BP 3820	Gifts and Fund Raising
AP 3820	Gifts and Fund Raising
BP 3950	Flag Raising
AP 3950	Flag Raising

There was extensive discussion regarding the review process and the committee requested more time to review Chapter 3. Dr. Fierro reminded the committee that 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. Specific deadlines were presented to the Coordinating Committee to review the policies and procedures before forwarding them to the Board. Ms. Mun has been sending the review schedule and reading assignments 3-4 weeks before each meeting so that the members have time to submit feedback. If more discussion is needed, additional meetings may be needed, and there may be overlapping chapters to be reviewed in order to stay on schedule.

The committee agreed to schedule additional review of selected policies and procedures from Chapter 3 for the November 19 committee meeting, and to review Chapter 4 for the December 3 meeting. Ms. Mun will create a SharePoint folder so that the committee is able to add and view comments and feedback for specific policies and procedures prior to the November 19 meeting to ensure that limited meeting time is used efficiently. She will also provide CCLC templates for the policies and procedures, which include recent revisions in federal/state statutes and regulations as well as Accreditation standards.

Ms. Page shared proposed revisions to Board Policy and Administrative Procedure 3411 – Accessibility of Electronic and Information Technology. The updates include changing the title to Accessibility of Information and Communication Technology, adding language to comply with the Chancellor’s Office memo regarding information and communication technology and instructional materials accessibility, and changing the office of primary responsibility from the Vice President, Student Services to the President/Superintendent. The committee reviewed the revisions and suggested clarifying that when an accessible product is not readily available, an equally effective accommodation plan shall be devised. The updated policy and procedure will be presented to the committee on November 19 for a second reading.

Dr. Griffin shared proposed revisions to Administrative Procedure 3420 – Equal Employment Opportunity and draft language regarding the new faculty hiring prioritization process. She stated that an updated draft will be presented to the committee on November 19.

Section 508 Task Force

EMP Goal F: Enhancing Organizational Effectiveness

This item was postponed to the November 19 meeting.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

No reports.

X. PRESIDENT'S REPORT

No report.

ADJOURNMENT

Meeting adjourned at 3:01 p.m.

Niki Lovejoy- Robold -Dev Ed Coordinator	P	P	P	P	P								
Yvette Tafoya – ACCME	P	P	P	P	P								
Marisol Aguilar – Faculty Senate Rep At-Large				P	A								
Jennifer Lizarrga	P	P	P	A	P								

Also in attendance –

The meeting was called to order at 2:06

1.0 Approval of Minutes	<p>Motion to approve: Shawna Second: Ana F. and Stephanie R.</p> <p>Changes: Can’t single out DSPS students “from the general population” (added) All in favor: No: Abstain: Martha</p> <p>Minutes approved</p>
2.0 Support for Co-Reqs	Task List Prioritization (See Support for Co-Reqs chart attached)
3.0 Integrated Plan	<p>-Goal #1 – Recap and Documentation</p> <p>-Goal #2 – Actions</p> <p>Will discuss next meeting.</p>
4.0 AB 1805 – LeeAnn/Joann	Will discuss next meeting.
5.0 Implementation Update	Will discuss next meeting.
6.0 Items From the Floor	<p>Clara: Attended the California Community College Assessment Conference: – AB 705 and 1805: Laura Hope from chancellor’s office answered questions that came up.</p> <ul style="list-style-type: none"> - Questions regarding equivalencies for their faculty such as “How do I get these faculty members to qualify for co-requisite courses?” – contact Laura Hope

	<ul style="list-style-type: none">- Chancellor's office is in talk with CSU and UC about another wave of classes approved by fall → deadline already passed; CSU sometime in march 2019 to approve wave of classes ; UCs are still in talks about that; this is all in preparation for fall (curriculum may have more info)- UCs currently do not have intermediate algebra requirement for statistics (more of a competency) – as they create co-req departments keep this in mind- Also Board of Gov. looking at Ed Code and changing it to reflect new AB 705 language - for example, dual enrollment – show a level of proficiency or take assessment- Reading competencies through Humanities and Social Sciences also being talked about
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The meeting adjourned at 3:30 p.m.

Next Meeting: 6 November 2018, 2:00-3:30 PM, LC-51

Ways to support students in CoReq Classes

1. Prioritize (1=Immediate action; 2=Can wait until a later time)
2. Assign tasks and deadlines
3. Identify pilot and implementation dates

Department /Area	Support/Action	Challenges	Notes	Priority
Success Center	Embedded tutors (determine for every co-req course)	<ol style="list-style-type: none"> 1. Faculty who don't want an embedded tutor 2. Finding people, hiring process, funding, training, scheduling 3. Misunderstanding of the purpose of an embedded tutor 4. Training for faculty 5. Finding space for post class meeting 6. Having students attend the study session 	<ol style="list-style-type: none"> 1. Building support 2. Stipends for faculty; Tutors are paid hourly 3. Bring to Senate 4. Survey faculty who haven't participated and find out why they haven't 	HIGH Ranked: 1 10 votes
	AIME		<ol style="list-style-type: none"> 1. English and math have different rules 	
	Workshops		<ol style="list-style-type: none"> 1. Outside scheduled class time 2. Peer review workshops 	
	Library Orientation			
Counseling	Working with at risk-students and connecting them to resources and other methods	<ol style="list-style-type: none"> 1. Classroom presentations - video presentations 2. Faculty involvement is needed 	<ol style="list-style-type: none"> 1. Resource referral – food bank, 2. No Ed Plans in classrooms 3. Scheduling appointments with 	HIGH Ranked: 1 8 votes

	of instruction	<ul style="list-style-type: none"> 3. Nov/Dec potential classroom visits - after registration 4. Capacity 	<ul style="list-style-type: none"> students with interventions 4. Need list of bilingual counselors for students 5. Expand capacity → work with ASCC to share experience 	
	Wrap around support for students in CoReqs	<ul style="list-style-type: none"> 1. Resource referral 2. Depending on student need 	<ul style="list-style-type: none"> 1. Depends on individual student – case by case basis 2. Wrap around will come organically when they begin meeting with their counselors. 3. Revisit when we get certain things implemented 	
	Encourage connections between Counseling, faculty, and students	<ul style="list-style-type: none"> 1. Who has access to the screens? 2. How will we get this info onto the screens? 3. Need someone to change out the messages and store the sandwich boards. 	<ul style="list-style-type: none"> 1. Presentation/image s done by counseling 2. Success center – big screens that give info to students; implement this in all buildings 3. Sarah Pirtle – ask where the screens are, who can she send them to? 4. Upcoming events, dates, timelines, etc. on the screens – Emily can put this in the LA building 5. iFalcon tables in front of the success center – can have flyers or important dates displayed 6. Sandwich board for Dev-Ed and Counseling? – ASCC to print in color/partner with them and get on their calendar – have 10 on 	

			<p>hand to start</p> <p>7. Create a campaign for faculty – communicating this need during division meetings directly to faculty (too many emails)</p> <p>8. Publicizing bilingual counselors – part-time counselors that might be available – have a list online</p>	
	Sandwich Boards for Dev-Ed.	<p>1. iFalcon tables in front of success centers – have flyers or important information displayed</p> <p>2. Printing – work with ASCC</p> <p>3. 10 boards</p>	<p>1. Change out the messages</p> <p>2. Collect boards every night and move to storage</p> <p>3. Faculty buy in? campaigns – Division meetings – connect with iFalcon – link-up</p>	
Non-Credit/ Adult Ed	<p>1. Pairing credit CoReq with non-credit support course - all the support!</p> <p>2. CTE strong workforce program</p>	<p>1. Student time</p> <p>2. Non-credit information to faculty - especially English</p> <p>3. Incentives for students</p> <p>4. Keeping groups small</p>	<p>1. Collect data on student success</p> <p>2. More information/advertising for faculty</p> <p>3. More discussion on impact of credit transfer</p>	Rank: 2 4 votes
	2. Counseling is mandated for all students	<p>1. Hiring additional hourlies to make phone calls</p> <p>2. Professional development and cross-training opportunities</p>	<p>1. Good opportunity in terms of cross-training (credit to non-credit) or how to support students in their non-credit courses</p> <p>2. Way to get students for counseling</p>	

IERP	Focus Groups on CoReqs - students who pass and didn't pass	<ol style="list-style-type: none"> 1. focus groups are difficult in general – students tend not to attend 2. develop survey questions (discuss at next meeting) 3. What do we want from the survey? <p>Feedback on:</p> <ul style="list-style-type: none"> -reasons why they didn't/couldn't complete the class -what did faculty do well/not well -type of support that they got -contact made during or after they left -ask what services did they use/find helpful (specify services) -short answer section? -if the survey is too long, they will not take it seriously/rush through it <ol style="list-style-type: none"> 4. survey needs to be accessible – suggest using survey monkey 5. Can we text a link? 	<ol style="list-style-type: none"> 1. focus groups – need to offer incentives to get students to show up (gift cards, food, etc.) 2. surveys are easier if we want to get this idea off the ground quickly 3. start off with broad surveys as a pilot, which then will provide questions for the focus group 4. Mark will follow-up with Kristi 	Rank: 1 8 votes
	Surveys - CoReqs - students who pass and didn't pass		<ol style="list-style-type: none"> 1. Develop survey questions at later meeting <p>Ex: How students found out info; what worked and what didn't; outside influences; etc.</p> <ol style="list-style-type: none"> 2. Can provide often 3. Easier to get off of the group? 4. Broad surveys that lead to.....feedback loop 	

<p>DSPS</p>	<ol style="list-style-type: none"> 1. One-on-one support – 30 minute support in S.C. 2. Small group tutoring 3. Different locations, extended time 4. Have faculty walk students over to Success Center – scheduled tours 5. AED 42.06 and assigned embedded tutor as a small group. 	<ol style="list-style-type: none"> 1. Need more than a few minutes - Friday and Saturday are more open 2. students can only reserve study rooms in the computer lab, not in the success center 3. Getting DSPS students to go to the success center. 4. Training for tutors to work with students with disabilities → professional development for faculty and classified 	<ol style="list-style-type: none"> 1. Success Center has appointments, students can reserve study room (only in library computer lab) - call or sign-up through the front desk 2. AED 42.06 – talk with Rachel for embedded tutor 3. general statement that tells all students that they can reserve a private study room if they need it 4. Need general statement for all students for different available support 	<p>Rank: 2 5 votes</p>
<p>Veterans/EO PS/LINC</p>				
<p>MISC</p>	<ol style="list-style-type: none"> 1. Services available at night (Student Health Services, Campus Police, Counseling) 2. Admissions 3. iFalcon modules for habits of mind and organization 		<ol style="list-style-type: none"> 1. Interventions for students who don't pass – iFalcon modules, AIME, counseling 2. Communication with students – Repeat policy; services offered; online resources 3. Buttons for repeat policy/financial aid warning on MyCerritos – “You're about to drop this class...these are the repeat policies....please be aware of how dropping this class will affect your financial aid...” 	

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What's Going
on in Dev Ed?

All the things.

Latest Meeting Agenda and Minutes

16 October 2018

- Support for CoReqs
- Prioritizing task list
- Also, on the agenda, but didn't get to:
 - Integrated Plan (no more)
 - AB 1805
 - Implementation update

6 November 2018

- SEA Plan
- No more Integrated Plan
- AB 1805
- Support for CoReqs
 - Success Center



Building Support for Students

- Success Center
 - Embedded Tutors for CoReqs, AIME, Workshops, Library Orientation
- Counseling
 - Working with at-risk students, building wrap around support, encourage connections
- Non-Credit/Adult Education
 - Pairing non-credit with credit CoReq, counseling
- IERP
 - Student surveys, focus groups
- DSPS
 - Training for tutors, faculty, and staff working with DSPS students, one-on-one support, embedded tutors
- MISC
 - Interventions for students who don't pass, more communication from multiple areas (financial aid, MyCerritos)



Connections to Guided Placement and MMAP

- Implementing Chancellor's office new Matrices (July 2018 memo)
 - Reworked the SRT to reflect the new matrices
- Guided Placement and Self Report Tool in place for end of fall 2018/early spring 2019 for students enrolling for fall 2019

AB 705 Implementation

- English
 - Totally rocking it!
 - CoReqs are going well, looking forward to the data
- Math
 - Piloting one CoReq section in the spring
 - Working on developing their CoReq classes
- ESL
 - On track, already working within the three year time frame
- Reading
 - Developing support courses (CoReq) for reading intensive disciplines (STEM, Humanities/Social Sciences)

Questions?





Cerritos College

Hiring Standards Committee

Summary report prepared by HSC Chair, Nicholas Matthews
Presented at Coordinating Committee, November 5, 2018, 1:00pm

I. Summary of 2018-2019 equivalency decisions

Date received	Position/Discipline	Disposition	Decision date
August 27, 2018	Math (PT)	Approve (8-2)	August 28, 2018
June 27, 2018	German (PT)	Deny (0-2)*	June 27, 2018
May 30, 2018	Political Science (PT)	Approve (2-0)*	May 31, 2018
May 30, 2018	Political Science (PT)	Deny (0-2)*	May 31, 2018

* Signifies summer procedure; a decision is made by the HSC chair in consultation with the appropriate division representative, rather than the full committee.

II. Emergency hires

1. During the summer, the HSC chair (as Senate president designee) reviewed several emergency hire requests to assess candidates' possession of minimum qualifications.
2. Human Resources' [emergency hire form](#) has been updated to clarify that only positions for disciplines whose minimum qualifications include a master's degree are eligible for equivalency.

III. New HSC members

1. Carol Caminiti (Health Occupations)
2. Carla Yorke (ACCME)

IV. Next meeting: November 20, 2018, 11:00am (tentative), location TBD. Tentative agenda:

1. Updates to HSC shared governance document language
2. Updates to HSC procedures document
3. HSC website updates
4. Review equivalency requests or local hiring standards changes (if needed)