

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
November 27, 2017

PRESENT: Dr. Stephen Johnson
Felipe Lopez
Sandy Marks
Michelle Lewellen
Stephanie Rosenblatt
Armando Soto
Dr. April Griffin
Kim Applebury
Karen F. Patron D.
Julie Mun

ABSENT: Dr. Jose Fierro
Rick Miranda
Dr. Adriana Flores-Church
Lynn Laughon
David Ward

GUEST(s): Shawna Baskette
Dr. Kristi Blackburn

I. MEETING CALLED TO ORDER

Dr. Johnson called the meeting to order at 1:04 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 – November 6, 2017

It was moved by Mr. Soto and seconded by Mr. Lopez to approve the November 6 minutes. The vote for approval was 8-0-2; Ms. Lewellen and Ms. Patron abstained.

V. BOARD AGENDA – December 6, 2017

The committee reviewed the draft December 6 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

Student Success and Support Programs

Ms. Baskette distributed the attached October 27 meeting minutes. She stated that the next meeting is scheduled for Wednesday, November 29. The committee was very involved in the development of the Integrated Plan and will continue to be involved with SSSP integrated plan action items. The committee's goal this year is to develop a website encompassing information about student success initiatives throughout campus to serve as a one-stop, centralized resource. The committee is well on its way to complete this goal and has been communicating with students to make sure it is student centered. Representatives for the initiatives will be asked to attend a committee meeting to discuss their programs and achieved outcomes.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Instructional Program Review

Ms. Rosenblatt distributed the attached Fall 2017 update. She stated that Angie Conley is the committee co-chair. The committee has reviewed the Law (Paralegal) and Health Education programs, and will review the Biology, Welding, Plastics & Composites, Mass Communications, and Counseling programs later this year. The Athletics department has requested another one-year extension because of the unfilled Athletics Director position; the committee granted the request but stated that another extension will not be approved even if the position remains unfulfilled next year. Ms. Rosenblatt stated that the committee has provided and will continue scheduling training sessions to assist departments that will undergo review. The training is conducted with IERP, and research analysts work with the departments to share data. Departments are encouraged to develop their own instruments.

VIII. STATUS OF SHARED GOVERNANCE

Spring 2018 Meeting Schedule

It was moved by Ms. Lewellen and seconded by Mr. Soto to approve the Spring 2018 Meeting Schedule as attached. The vote for approval was unanimous.

Integrated Planning Document

Ms. Baskette stated that the Integrated Planning document is required by the Chancellor's Office in its effort to integrate goals from BSI, SE, and SSSP. These three programs were selected because they have the same goal to increase student success and close achievement gaps, and there is a potential for overlap between the programs. The Chancellor's Office template for the Integrated Planning document requested five goals that can cross over each of the three programs. Performance outcome goals and activities to address needs are also identified in the plan.

The draft plan was reviewed by and vetted through the following committees to ensure campuswide input:

Committee	Meeting Date
Developmental Education Committee	October 3 and October 17
SSSP Coordinating Reg Group	October 10
Student Equity Committee	October 11
Student Services Managers Meeting	October 12
Executive Council	October 18
Counseling Meeting	October 18
Planning and Budget Committee	October 19
SSSP Committee	October 25
ASCC Senate	November 8
Faculty Senate	November 14

It was moved by Ms. Lewellen and seconded by Mr. Soto to endorse the Integrated Planning Document. The vote for approval was unanimous. The plan requires board approval and must be submitted to the Chancellor's Office by January 31, 2018.

Strategic Plan 2017-2020

Dr. Blackburn stated that the draft plan is in the final stages of approval. She stated that she met with the Executive Council to determine the best alignment of current initiatives to the overarching goals from the [Educational Master Plan \(EMP\)](#). The Strategic Plan should be used concurrently with the EMP in order to provide the framework for unit plans, area plans, and resource allocation priorities. The plan also serves as a mid-cycle (3 years) working document for assessment of EMP goals and iterative input/goal refinement. The plan may also be referred to as our Strategic Goals.

The plan was reviewed and endorsed by the [Planning and Budget Committee on October 19](#), and by [Faculty Senate on November 7](#), providing that the plan be cross-walked with the budget and appropriate funding descriptors.

The committee discussed implementation of and funding for AB 705, the co-requisite model, deleting pre-requisites, and the resource allocation process.

It was moved by Ms. Lewellen and seconded by Mr. Lopez to approve the Strategic Plan 2017-2020 pending identification of currently funded and unfunded resource allocation requests. The vote for approval was unanimous. Ms. Patron was not present for the vote.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Lewellen stated that the OER conference was a success and that there were more than 100 attendees, including faculty from other colleges. The event will be scheduled annually for fall.

Ms. Patron stated that the ASCC approved the extension of library hours to 2:00 a.m. and also approved funding for tutors to be available until 12:00 a.m. for the week before and during finals. She asked the committee to help spread the word to students. Ms. Patron also stated that Stress Less Week is scheduled for December 4 and asked the committee to encourage students to participate in the activities.

X. PRESIDENT'S REPORT

Dr. Johnson provided a report on the behalf of Dr. Fierro. He stated that the [Cerritos Complete](#) promise program was selected as one of 10 [Bellwether Award finalists](#). The Bellwether Award recognizes outstanding, innovative programs in higher education. Our team has been invited to give a presentation about Cerritos Complete on a national stage at the 2018 Community College Futures Assembly on Monday, January 29, 2018 in Orlando, Florida. Dr. Johnson reminded the committee that the annual holiday reception is scheduled for Thursday, December 7 from 3:30 – 5:00 p.m. in the Student Center, and encouraged them to participate in the #12FalconDays events.

Dr. Johnson also provided information related to recent topics discussed by the Executive Council such as parking enforcement procedures, monitoring enrollment, campus hours of operation, and the listing of classes in Schedule Plus.

ADJOURNMENT

Meeting adjourned at 2:24 p.m.

Student Success and Support Committee Meeting

Minutes

Wednesday, October 25th, 2017

Attendees:

Kristi Blackburn, Renée DeLong, Quinn Doan, Nayeli Duenas, Lorraine Gersitz, Terri Lopez, Mark Olague Jennifer Palma, Liz Page, Ashley Redix, Edward Rother , Yvette Tafoya, Graciela Vasquez, Albert Wilmovsky,

Handouts

- 2017-2019 SSSP- SEP- BI Integrated Plan
- Integrated Plan Timeline
- Email from Jean(Johnny) Rodriguez
- Resources Survey Questions
- Do You Feel Safe in the LRC?

❖ **SSSP-SEP-BI Integrated Plan**

- Please see handout #1- 2017-2019 SSSP-SEP-BI Integrated Plan Integrated Plan
- Please see handout # 2 – Integrated Plan Timeline
 - The purpose of the Integrated Plan is to identify goals that stretch out to all 3 plans.
 - A lot of the efforts were overlapping in with all 3 programs.
 - All 3 programs will still have their own funding and the plan will be till 2019.
 - Handout #1 is color coded – blue is for the questions we have answered and yellow is still being worked on/in progress.
 - The committee went over the plan together with a focus on page 10 and on which included the plans goals.
 - The deadline has been changed to January 31st, 2018.
 - If there is anything that anyone would like to add please email Shawna.
- Discussion
 - What about the budget? Will the committee have the opportunity to discuss the budget? Last year the SSSP budget had an overrun.
 - We don't want to do more with less.
 - We want to get things back into the student's hands that were removed.
 - We just received the P1 Allocation if 2.8 million.

Shawna
Baskette

❖ **Comprehensive list of services for students across campus**

- We are working on making a website page where students could have access to a list of all the resources across campus.
- Johnny Rodriguez will be the contact person for this as well as Lorraine Gersitz.
- Once the webpage is completed Shawna will contact IT to add this to the home page.
- ASCC contacted Johnny Rodriguez to get a list started as well.

Lorraine
Gersitz

- Please email us your webpage link or resources your department provides.
- Discussion
 - Let's add information that we can give non-credit students. Can they receive everything that is listed?
 - For example- Picture ID students have to pay for it.
 - Let's find a way to promote the college. Maybe include the link on the Facebook page.

❖ LRC Safe Survey Results

- A survey was created to ask students if they felt safe in the LRC.
- We set up tables across the LRC in different locations.
- The tables included IPADs where the students could take their survey.
- 450 or so students participated in the survey the first week.
- The results are in:
 - Did you feel safe? 96.28 said yes and 3.72 said they didn't feel safe.
 - Some of the reason students didn't feel safe were – napping in the library, couldn't find a gender neutral bathroom, dim lighting and fear of belongings being stolen.
 - Assistance from employees – average rating of 4.55 stars / 95.6% were satisfied and 2.75% were neither satisfied nor dissatisfied.
 - Discussion – How about using a survey for students that are in the Health Occupation and Skill Labs area? A lot of our students who take classes around that area are night students and it would be interesting to see the results.

Renée DeLong

Items from the floor

- Could we change our next meeting date from Nov 29th to Dec 6th ?
- We will send out a survey to see which date the committee prefers.
- There is a new lab in the MRC that is being used a lot for orientations.

To: Coordinating Committee

From: Angie Conley & Stephanie Rosenblatt, Program Review Committee Co-chairs

Date: November 27, 2017

Re: Update on Program Review Committee for Fall 2017

The committee has met this semester and begun the program review cycle for 2017-2018. We have reviewed two programs so far this year: Law & Paralegal and Health Education.

Here is a list of programs undergoing review this academic year, along with the committee member assigned to lead the subcommittee responsible for each program:

Program	Chair	Division	Visitation Date	Liaison Lead
Law & Paralegal	Bruce Greenberg	BE	10/3/2017	Angie Conley
Health Education	Ni Bueno	HPEDA	11/7/2017	Jan Connal
Biology	Matt Covill	SEM	12/5/2017	Ernest Lew
Welding	Jay Fora!	Tech	12/5/2017	Graciela Vasquez
Plastics & Composites	Miodrag Micic	Tech	2/20/2018	Patricia Robbins Smith
Mass Communications	Craig Breit	FA	3/6/2018	David Fabish
Counseling	Tracy Ukita	Counseling	3/20/2018	Stephanie Rosenblatt

The report from the Law & Paralegal report has already been approved. The liaison lead for Health Education is working with that program to complete some revisions to that program's final report so the committee can take a final vote.

We have scheduled a training on Thursday, November 30 for programs that will undergo program review in 2018-2019. This training is conducted with Institutional Effectiveness, Research, and Planning (IERP).

One program scheduled for 2018-2019, Athletics, asked for a one-year extension due to the fact that the Athletics Director position is unfilled. The committee approved the program's request, but let the program know that another extension will not be granted, even if the position remains unfilled. Several committee members have volunteered to begin working with the program to help faculty complete the report.

The committee is missing representatives from Fine Arts and Business Education. We are also working without administrative support until Miriam Tolson returns from medical leave.

Spring 2018 Coordinating Committee Meeting Schedule

January 29	Review February 7 Board Agenda and Committee Reports
February 12	Review February 21 Board Agenda and Committee Reports
February 26	Review March 7 Board Agenda and Committee Reports
March 12	Review March 21 Board Agenda and Committee Reports
March 26	Review April 4 Board Agenda and Committee Reports
April 9	Review April 18 Board Agenda and Committee Reports
April 23	Review May 2 Board Agenda and Committee Reports
May 7	Review May 16 Board Agenda and Committee Reports

Dates are subject to change.

2017-19 Integrated Plan: Quick Facts

Basic Skills Initiative, Student Equity, and Student Success and Support Program

- Integrated Plan covers two years: 2017/18 and 2018/19
- Purpose of the Integrated Plan is to find 5 goals that the following three initiatives can work together to achieve by June 30, 2019:
 - Basic Skills Initiative
 - Student Equity
 - Student Success and Support Program
- Each initiative retains its own plan, funding, and requirements as specified in Education Code and Title 5 regulations.
- Task Force assembled to create plan in Spring 2017, which included representation from each of the three initiatives.
- Chancellor's Office Instructions: Select five goals and include at least one goal for each of the three programs. Each goal needs to have activities that are funded by at least two of the three programs.

Integrated Plan: Goals

Goal 1. By the end of the 2018/2019 academic year, double the percentage (a 100% increase) of students successfully completing college level math and English by implementing tools that allow use of self-reported high school GPA, Cal Pass transcript data, and guided self-placement.

Goal 2. By June 2019, ensure that 75% of students in the general population who have reached 15 degree applicable units have a Comprehensive Student Education Plan (CSEP).

Goal 3. By June 2019, decrease the achievement gap for course completion in transfer courses by 40% from the 2016/17 year for each of the following student groupings, which were found to have a disproportionate impact in course completion: current or former foster youth, Latino, Black or African American, American Indian or Alaskan Native, and Native Hawaiian or other Pacific Islander.

Goal 4. By February 2018, gather data on students transitioning from noncredit to credit courses. Present data report to campus constituent groups, and review data for purposes of identifying activities to improve students' successful transition from noncredit to credit. Use the analysis to form a plan to increase successful noncredit to credit transition by at least 2% from the baseline established by the data.

Goal 5. By June 2019, strengthen partnerships between the college's degree, transfer, & CTE programs with high schools, adult schools, and the workforce to address the academic preparation of student groupings that have experienced a disproportionate impact to their education.