

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
September 9, 2019

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| <p>PRESENT: Dr. Adriana Flores-Church
Felipe Lopez
Rick Miranda
Dr. Patricia Robbins-Smith
Dr. April Griffin
Dr. Bobbie Jo Smart <i>(for Stephanie Rosenblatt)</i>
Liz Page
Danylle Williams-Manser
Kim Applebury
Cheryl Thury
Kimberly Sayo</p> | <p>ABSENT: Dr. Jose Fierro
Dr. Dilcie Perez</p> |
| | <p>GUEST(s): Shawna Baskette
Mark Fronke
Michelle Lewellen</p> |

I. MEETING CALLED TO ORDER
Mr. Miranda 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
Maria Castro	Athletic Director	September 9

Dr. Flores-Church announced the recently Board approved management positions will be posted soon. Information regarding all employment opportunities is posted on the [Human Resources webpage](#).

IV. APPROVAL OF MINUTES – August 26, 2019
It was moved by Mr. Lopez and seconded by Dr. Flores-Church to approve the August 26 minutes with corrections. The vote for approval was 8-0-3; Ms. Applebury, Ms. Hogue and Ms. Williams-Manser abstained. Dr. Fierro and Dr. Perez were not present for the vote.

V. BOARD AGENDA – September 18, 2019
The committee reviewed the draft September 18 board agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES
Accreditation – Rick Miranda
EMP Goals A-F
Mr. Miranda stated we are moving forward with the Accreditation process and have been sticking close to our timelines with a few minor adjustments. He thanked Ms. Baskette and Dr. Lewellen for their incredible mental agility working through the weekly adjustments. Mr. Chad Greene is editing the document and it will be ready for review by Friday.

Facilities Planning – Felipe Lopez*EMP Goal E: Upgrading Educational Infrastructure*

Mr. Lopez distributed and reviewed the attached April 26 meeting minutes. He stated that the committee continues to review the status of current construction projects. The Admin/Student Services Building architect was approved in June and user group meetings have begun. The Health Sciences Modernization was approved by the DSA and we are moving forward selecting an architect. The building will be brought up to code regulations. The Facilities Master Plan was approved by the Board at their May 16 meeting and is posted on the website.

Planning and Budget – Felipe Lopez*EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Lopez distributed and reviewed the attached May 16 meeting minutes. At the September 29 meeting, the committee received the final College Annual plan and it was approved by the Board at their September 3 meeting.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES**Student Learning Outcomes – Mark Fronke***EMP Goal A: Strengthening the Culture of Completion*

Mr. Fronke distributed and reviewed the attached committee summary. The committee approved the goals on August 23. Last April, Mr. Fronke and Ms. Lewellen met with Dr. Stephanie Droker (ACCJC Vice President) to solicit her feedback regarding SLOs. Mr. Fronke distributed and reviewed the attached feedback they received for Dr. Droker. Mr. Fronke inquired if it was permissible to have Zoom meetings. Mr. Miranda stated his office would look into the matter. Mr. Fronke concluded by stating a meeting was held with the CEO of eLumen to discuss the ongoing problems (data integrity, old data slowing down the system, and consider re-establishing the database).

VIII. STATUS OF SHARED GOVERNANCEa. **Board Policy and Administrative Procedure 3710 – Securing of Copyright***EMP Goal F: Enhancing Organizational Effectiveness*b. **Board Policy and Administrative Procedure 3715 – Intellectual Property***EMP Goal F: Enhancing Organizational Effectiveness*

Mr. Miranda stated that he will be meeting with Ms. Rosenblatt to discuss these policies and procedures. He will provide an update to this committee at the next meeting.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Dr. Griffin stated the Faculty Senate meeting scheduled for September 10 will focus on the Shelter-in-Place incident that occurred on September 3. Chief Gallivan will attend to listen to the faculty concerns and answer questions.

X. PRESIDENT'S REPORT

Mr. Miranda provided a report on behalf of Dr. Fierro. He announced a Campus-wide Forum on Thursday, September 12 at 11:00 a.m. in the Gymnasium. All employees and students are invited and strongly encouraged to attend.

XI. ADJOURNMENT

Meeting adjourned at 1:55 p.m.

COLLEGE COMMITTEE ON FACILITIES PLANNING
MEETING MINUTES
APRIL 16, 2019

PRESENT:	Felipe Lopez	ABSENT:	Steven Hirohama
	David Moore		Dr. Crystal LoVetere
	Dr. Kristi Blackburn		Lucy Self
	Patrick O'Donnell		Tim Kyllingstad
	Gary Pritchard (Vasquez)		
	Ilva Mariani		
	Linda Kaufman		

GUEST(S):

1. CALL TO ORDER

Mr. Lopez called the meeting to order at 11:06 a.m.

2. APPROVAL OF THE FEBRUARY 19, 2019 MEETING MINUTES

It was moved by Mr. Moore and seconded by Mr. Pritchard to approve the February 19, 2019 meeting minutes. The minutes were approved as presented.

3. CONSTRUCTION STATUS REPORT/GO BOND UPDATE

EMP Goal D: Improving Internal and External Communication

Health and Wellness Complex

Phase I of the Health and Wellness Complex is complete and faculty/staff have moved in. The dedication ceremony and ribbon cutting was held on April 8, 2019.

Phase II includes the Student Health Center and team rooms. At this time, construction is progressing on target and expected to be completed in spring 2020.

Shade Structures

The contractor has built mock-ups of the shade structures including the panel attachments. A pre-test is scheduled for April 16, with an official test within the next two weeks. The testing environment will be a sealed environment with wind gusts up to 80 mph. Once the panels pass the testing, they can be installed. The contractor is absorbing all the costs for this testing.

Upcoming New Buildings/Construction

Performing Arts Center (PAC)

Groundwork and pile work continues at the construction site of the Performing Arts Center. The contractor is drilling 218 piles for this structure. This is a three-year construction schedule, with expected occupancy in January 2022.

Programming/Planning

Admin/Student Services Building

The architectural selection evaluation committee, which consisted of all the campus constituency groups, recently held interviews for the shortlisted architect firms. The architect group that was selected will be going to the Board for approval in June. At this time, tentative occupancy is expected in 2024.

Health Sciences Modernization

The Health Sciences Modernization project did not make the State short list for 2019-20. The college continues to work with the chancellor's office to see how we can approach getting future funding. The college should have more information at the May Revise.

4. PRESENTATION: DRAFT FACILITIES MASTER PLAN

EMP Goal E: Upgrading Educational Infrastructure

Mr. Lopez presented the [draft Facilities Master Plan](#). This draft plan reviewed the steps in which the college used to update the plan and the sequencing of the campus construction/improvements through 2030. This plan will be shared with Faculty Senate on April 23, the Board on April 24, with final board approval May 16.

5. OTHER ITEMS FOR THE FLOOR

There were no items from the floor.

6. NEXT MEETING DATE – MAY 21, 2019

The next meeting is scheduled for May 21, 2019.

7. ADJOURNMENT

The meeting adjourned at 12:01 p.m.

CERRITOS COLLEGE
COLLEGE COMMITTEE ON PLANNING AND BUDGET
MEETING MINUTES
MAY 16, 2019

Present: Felipe Lopez
Dr. Adriana Flores-Church
Rick Miranda
Dr. Kristi Blackburn
Patrick O'Donnell
Javier Banuelos (Vasquez)

Stephanie Rosenblatt
Deb Moore
Kathy Hogue
Michele Kingston
Etta Walton
Linda Kaufman

Absent: Dr. Dilcie Perez
Dr. Michelle Lewellen
Rachel Mason
Armando Soto (Griffin)

Angela Conley
Adelle Kraye
Martin Salgado
Yvette Tafoya

1. CALL TO ORDER

Mr. Lopez called the meeting to order at 2:06 p.m.

2. APPROVAL OF MINUTES – May 2, 2019

It was moved by Ms. Hogue and seconded by Ms. Rosenblatt to approve the May 2 2019 minutes. Mr. Banuelos, Dr. Blackburn, Ms. Kingston, and Ms. Rosenblatt abstained. The minutes were approved as presented. Dr. Flores-Church was not present for the vote.

3. AB 1809 VISION FOR SUCCESS

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Miranda reported that the college would be applying for an extension through the Chancellor's Office for both AB 1809 and the Student Equity Plan.

He noted that the delay is due to the ethnicity data was incorrect for the reporting years. In order for the college to represent and show the respect to our students by representing them in the actual percentages they are, an extension needed to be filed.

Both of the committees were in agreement with the extensions. In order to continue working on these plans, it may be necessary to have shared governance committees meet during the summer. He noted that many faculty are not on campus during the summer, and if they are, are not required to attend meetings. If a meeting is scheduled during the summer, faculty will be compensated for their time. Mr. Miranda thanked everyone who has worked on these two plans.

4. **STUDENT EQUITY PLAN**

EMP Goal A: Enhancing Organizational Effectiveness

See Item #3

5. **SHARED GOVERNANCE EVALUATION FORM**

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Lopez distributed the Shared Governance form for the 2018-19 year. He noted that Dr. Blackburn pre-populated the form, and he added the 2019-20 goals. The committee reviewed the form and discussed the 2019-20 goals. After discussion, the committee approved the 2018-19 self-evaluation, along with the 2019-20 goals, with the inclusion of Dr. Blackburn's goal which reads: Dialog, discuss and determine the next three years strategic plan to align with the EMP and AB 1809 Vision for success.

6. **COLLEGE ANNUAL PLAN**

EMP Goal F: Enhancing Organizational Effectiveness

Mr. Lopez noted that the Annual Plan was not available to review for the following reasons: 1) Executive Council is still reviewing the Annual Plan; 2) resource allocation does not get incorporated until the adopted budget is approved in fall; and 3) the college is trying to balance what is going on in Sacramento and the ever changing budget.

Mr. Lopez noted that the annual plan would be brought back to the committee for the first meeting in fall. If the plan does get finalized during the summer, he will send it to the committee via email.

7. **STRATEGIC PLAN YEAR 2 EVALUATION – PROGRESS REPORT**

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Blackburn distributed the draft Strategic Plan 2017-20 (First three years of Educational Master Plan) progress report. She noted that she is continuing to work with college staff to update the form.

8. **STRATEGIC PLAN YEAR 3 PREVIEW**

EMP Goal F: Enhancing Organizational Effectiveness

Dr. Blackburn distributed the Strategic Plan Year 3 draft preview. She noted that would continue to track the progress, and when she has updates she will send out to the committee to keep the committee apprised.

9. **OTHER ITEMS FROM THE FLOOR**

There were no items from the floor.

10. **NEXT MEETING – SEPTEMBER 5, 2019**

It was noted that the committee needs to review the Adopted Budget prior to going to the Board on September 4. After discussion, the committee agreed to meet on Thursday, August 29, 2019.

Mr. Lopez added that the adopted budget would be presented at a Campus Forum on Tuesday, August 27 and also at Faculty Senate on Tuesday, September 3.

11. ADJOURNMENT

The meeting was adjourned at 2:39 p.m.



Student Learning Outcomes (SLO) Committee

Report to Coordinating Committee – 09/09/2019

Following are the discussion items shared by the SLO Coordinator, Mark Fronke, at the September 9, 2019 Coordinating Committee meeting.

1. Goals of the Committee for 2019/2020:
 - a. Finalize the integration from Canvas to eLumen and develop a plan and narrative for facilitating assessing Course SLO in the Canvas course management system. (Deadline: April 30, 2020). (Goal E)
 - b. Work with all Departments undergoing Instructional Program Review in 2019-20 to provide assistance in developing goals and action plans based on SLO assessment data. (Deadline: May 31, 2020) (Goal F)
 - c. Work with all Department Chairs to review mappings from CSLOs to PSLOs and ISLOs and make any necessary revisions. (Deadline May 31, 2020) (Goal D)
 - d. Establish a transition process for recruiting and training a faculty member to become the SLO Coordinator and eLumen data steward for the 2020-2021 academic year. (Goal C)
2. Meeting with Dr. Stephanie Droker – ACCJC Vice President
3. Status of the SLO Website – Agendas/Minutes/Roster up to date.
4. Vacancies on the Committee:
 - a. CSEA Representative
 - b. ASCC Representative
 - c. IERP Representative (Non voting member)
5. Status of eLumen
 - a. Meeting with eLumen senior management
 - b. Continuing issues with data integrity
 - c. Need to purge old data
 - d. Consider re-establishing the data base



SLO Committee Memorandum

From: Mark Fronke, Chair
Date: Wednesday, April 10, 2019
Subject: Meeting with Dr. Stephanie Droker– ACCJC Vice President

Meeting with Dr. Stephanie Droker
April 10, 2019 at 10:30
Present at the meeting: Michelle Lewellen and Chad Greene

The purpose of the meeting was to discuss the SLO assessment process at Cerritos College and solicit feedback from Dr. Droker regarding our process and how it can be improved.

Dr. Droker gave us a brief description of her views on the SLO assessment process by the following:

- The basic premise is “What do we want to know about our students”
Assessment timing and approach should be focused on research activities that provide useful information for learning how faculty can improve the student learning experience.
- Different disciplines will have different approaches based on their specific needs. Accordingly, the nature, timing and extent of the SLO Assessment process should be discussed and agreed upon by individual Department faculty to help improve the student experience. Different departments should use different research methods which may be specific to their disciplines.
- SLO Assessment is a Team Sport. Collaboration and communication of Faculty is the key component. Sharing ideas and assessment research will lead to improvement by discovering paths to progress (Aha Moments!)